

Due to Scottish Government guidance relating to Covid-19 this meeting will be held remotely.

Thursday, 9 September, 2021 - 10.00 a.m.

---

AGENDA

Page Nos.

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST** – In terms of Section 5 of the Code of Conduct, members of the Committee are asked to declare any interest in particular items on the agenda and the nature of the interest(s) at this stage.
3. **MINUTE** – Minute of the meeting of Economy, Tourism, Strategic Planning and Transportation Sub Committee of 10 June 2021. 3 - 5
4. **TRANSPORT (SCOTLAND) ACT 2019: UPDATE ON PROPOSED PAVEMENT PARKING BAN** – Report by the Head of Assets, Transportation and Environment 6 - 10
5. **WINTER GRITTING AND SNOW CLEARING SERVICES REVIEW AND UPDATE** – Report by the Head of Assets, Transportation and Environment 11 - 42
6. **LEADING ECONOMIC RECOVERY (LER) ACTION PLAN: PROGRESS UPDATE JUNE 2021** – Report by the Head of Business and Employability 43 - 71
7. **FINAL UPDATE ON THE EXTENDED BUILD (APRIL 2018 - MARCH 2020) OF THE DIGITAL SCOTLAND SUPERFAST BROADBAND (DSSB) REST OF SCOTLAND (ROS) PROGRAMME** – Report by the Head of Business and Employability 72 - 78
8. **CONNECTIVITY UPDATE** – Report by the Head of Business and Employability 79 - 87
9. **ENTERPRISE AND ENVIRONMENT DIRECTORATE SECTION/SERVICE PERFORMANCE REPORTS** – Report by the Executive Director - Enterprise and Environment 88 - 134
10. **2020-21 REVENUE MONITORING PROVISIONAL OUTTURN** – Joint Report by the Executive Director - Finance & Corporate Services and the Executive Director - Enterprise and Environment 135 - 142
11. **2020-21 CAPITAL MONITORING PROVISIONAL OUTTURN - ENTERPRISE AND ENVIRONMENT DIRECTORATE** – Joint Report by the Executive Director - Finance & Corporate Services and the Executive Director - Enterprise and Environment 143 - 148
12. **2021/22 REVENUE MONITORING PROJECTED OUTTURN** – Joint Report by the Executive Director - Finance & Corporate Services and the Executive Director - Enterprise and Environment 149 - 154

13. **2021-22 CAPITAL MONITORING PROJECTED OUTTURN - ENTERPRISE AND ENVIRONMENT DIRECTORATE** – Joint Report by the Executive Director - Finance & Corporate Services and the Executive Director - Enterprise and Environment 155 - 159
14. **ECONOMY, TOURISM, STRATEGIC PLANNING AND TRANSPORTATION SUB COMMITTEE FORWARD WORK PROGRAMME** 160 - 161

**Members are reminded that should they have queries on the detail of a report they should, where possible, contact the report authors in advance of the meeting to seek clarification.**

Eileen Rowand  
Executive Director  
Finance and Corporate Services

Fife House  
North Street  
Glenrothes  
Fife, KY7 5LT

2 September, 2021

If telephoning, please ask for:  
Lesley Robb, Lead Officer (Committee Services), Fife House  
Telephone: 03451 555555, ext. 441094; email: Lesley.Robb@fife.gov.uk

Agendas and papers for all Committee meetings can be accessed on  
[www.fife.gov.uk/committees](http://www.fife.gov.uk/committees)

**THE FIFE COUNCIL - ECONOMY TOURISM STRATEGIC PLANNING AND  
TRANSPORTATION SUB-COMMITTEE – REMOTE MEETING**

10th June, 2021

10.00 am – 11.30 am

**PRESENT:** Councillors Altany Craik (Convener), John Beare, Ian Cameron, Dave Coleman, Bill Connor, Colin Davidson, Jean Hall-Muir, Jane Ann Liston, Mino Manekshaw, Lea McLelland (substituting for Councillor Ann Verner), Ross Paterson, David J Ross, Alistair Suttie and Jan Wincott.

**ATTENDING:** Keith Winter, Executive Director - Enterprise and Environment; Gordon Mole, Head of Business and Employability, Pam Ewen, Head of Planning, Bill Lindsay Service Manager, Pamela Stevenson, Service Manager - Economic Development, Peter Corbett, Lead Officer Economy, Economy, Planning & Employability Services; John Mills, Head of Housing Services; Samantha Pairman, Policy Officer, Communities and Neighbourhoods and Lesley Robb, Lead Officer - Committee Services, Legal & Democratic Services.

**APOLOGY FOR  
ABSENCE:** Councillor Sharon Green-Wilson.

**168. DECLARATIONS OF INTEREST**

No declarations were submitted in terms of Standing Order 7.1.

**169. MINUTE**

The Sub-Committee considered the minute of the meeting of the Economy, Tourism, Strategic Planning and Transportation Sub-Committee of 8th April, 2021.

**Decision**

The Sub-Committee agreed to approve the minute.

**170. MID-FIFE ECONOMIC INVESTMENT PROSPECTUS**

The Sub-Committee considered a report by the Head of Business and Employability updating Members on the development of a Mid-Fife Economic Investment Prospectus, in response to the recommendations of the Mid-Fife Economic Action Plan report, originally produced by Context Economics and subsequently reviewed within the context of the ongoing economic impact of the Covid-19 pandemic.

**Decision/**

**Decision**

The Sub-Committee:-

- (1) noted the Mid-Fife Economic Action Plan report, developed by Context Economics in consultation with the four Mid-Fife Area Committees, which sets out the basis of proposed activity for the Mid-Fife Economic Investment Prospectus;
- (2) reviewed the proposed Mid-Fife Economic Investment Prospectus framework developed in response to the Mid-Fife Action Plan Report produced by Context Economics, taking into account the agreed economic recovery plan and responding to the impact of the Covid-19 pandemic; and
- (3) approved, in principle, to progress the proposed framework of economic investment in Mid-Fife as set out in the prospectus, subject to the ongoing review and refinement of projects in a changing operating environment, the availability of appropriate resources and Committee approval of specific projects as appropriate.

**171. LOCAL PLACE PLANS - FIFE COUNCIL RESPONSE TO SCOTTISH GOVERNMENT CONSULTATION ON PROPOSALS FOR REGULATIONS**

The Sub-Committee considered a report by the Head of Planning providing Members with an overview of emerging legal provisions for the local place plans and recommended a response to the current Scottish Government consultation related to secondary legislation for the community-led plans, which would focus on land use.

**Decision**

The Sub-Committee:

- (1) agreed the proposed response to the Scottish Government consultation, as detailed in appendix 1 to the report, on proposals for regulations which covered the content, preparation, submission and registration of local place plans;
- (2) request the Scottish Government provide an explanation of how it would fund resources for local authorities to assist with the new duty and provide funding opportunities that community bodies can access, and consider how those resources would be prioritised to support communities in most need of capacity building to prepare local place plans; and
- (3) delegated to the Head of Planning powers to finalise the consultation response, and to submit it to the Scottish Government, on behalf of the Economy, Tourism and Strategic planning and Transportation Sub-Committee.

172./



**172. NATIONAL PLANNING FRAMEWORK 4 MINIMUM ALL TENURE HOUSING LAND REQUIREMENT - FIFE COUNCIL RESPONSE**

The Sub-Committee considered a joint report from the Head of Planning Services and Head of Housing Services, enabling Members to consider Fife Council's response to the Scottish Government's initial default housing estimates, which would inform their identification of a minimum all-tenure housing land requirement for individual local authority areas. The response would form the basis for further discussions with the Scottish Government and contribute to the final housing land requirement figures to be included within National Planning Framework 4.

**Decision**

The Sub-Committee:

- (1) noted that a draft holding response had been submitted to the Scottish Government by the original deadline of 4th June 2021 to allow initial considerations to begin, as any significant delay to local authority returns would have repercussions for the overall timescale for producing the draft National Planning Framework 4 in the autumn and that the Council's formal response would follow after consideration of the matter by the Sub-Committee;
- (2) approved Fife Council's response to the Scottish Government on the Housing Land Requirement figures, as detailed in appendix 1 of the report; and
- (3) delegated to the Head of Planning Services and Head of Housing Services powers to finalise the consultation response and submit it to the Scottish Government by 30th June 2021 on behalf of the Economy, Tourism, Strategic Planning and Transportation Sub-Committee.

**173. ECONOMY, TOURISM, STRATEGIC PLANNING AND TRANSPORTATION SUB COMMITTEE FORWARD WORK PROGRAMME**

**Decision**

The Sub-Committee noted:

- (1) the contents of the Economy, Tourism, Strategic Planning and Transportation Sub-Committee forward work programme; and
- (2) That Members contact the Convener with suggested reports to be include on the Economy, Tourism, Strategic Planning and Transportation Sub-Committee Forward Work Programme.

9 September 2021

Agenda Item No. 04

## Transport (Scotland) Act 2019 - Update on Proposed Pavement Parking Ban

---

Report by: Ken Gourlay, Head of Assets Transportation & Environment

---

Wards Affected: All

---

### Purpose

The purpose of this report is to update the sub-committee on progress towards the implementation of the pavement parking ban proposal that is to be introduced as part of the Transport (Scotland) Act 2019.

### Recommendation(s)

It is recommended that members note the contents of the report and consider the potential implications and impacts of this legislative proposal for Fife.

### Resource Implications

Based on a formula allocation, Transport Scotland have provided a grant of £106,000, specifically to cover the assessment process that must precede implementation of the Pavement Parking Ban. The associated requirements to provide exemption Orders, sign and line exempted footways and subsequently enforce the ban represents a significant resource implication for Fife Council. Currently there is no indication that there will be additional grant to cover this cost and so it will have to be met from existing budgets. The longer-term resource implications associated with this legislation in terms of secondary parking congestion and operational enforcement demand will not be clear until more specific details are available on the implementation of this major change to the use of the road environment.

### Legal & Risk Implications

There are no known legal implications at this stage. In relation to risk, there is the potential for increased public unpopularity for such proposals and hence on the public reputation of Fife Council for implementing the legislation as required. Enforcement of the new arrangements will need to be managed carefully and combined with an active publicity campaign.

# Impact Assessment

The purpose of the pavement parking ban is to make access for pedestrians easier. As such the ban will provide benefits to people with disabilities.

## Consultation

Consultation on exemptions will be carried out in accordance with the Scottish Government's procedures that are currently being drafted. This is a highly topical subject and further reports to the ETSP&T Sub Committee will be scheduled as this legislation progresses towards implementation.

## 1. Background

---

- 1.1. The Transport (Scotland) Act was implemented in 2019 and contains several sections relating to various aspects of transport and parking. Part 6 introduces a ban on vehicles parking on all footways, a ban on double parking (defined as where a vehicle is parked more than 500mm away from a kerb) and a ban on parking across dropped kerb pedestrian crossing points. There are permitted exceptions to the ban, and these are detailed in section 55 of the Act.
- 1.2. Transport Scotland are currently working on the critical guidance for Local Authorities on street assessments and exemption criteria and process. It is expected that this guidance will be finalised by the end of this year. In view of an expectation that the assessment process will be largely as was featured in the recent consultation on this guidance, the Service has already commenced a desktop assessment process.
- 1.3. Regardless that many of the public consider that this legislation is now in place, it remains the case that the Scottish Government are currently working on the required Regulations in order to make the pavement parking ban enforceable and it is expected that the ban will be enforceable at the beginning of **2023**.

## 2. Update on Key Issues

---

### Exemptions From the Footway Parking Ban.

- 2.1. Transport Scotland is seeking to ensure a consistent approach across Scotland and to limit exemptions to within clear and strict criteria. Based on current information available in the Act and from Transport Scotland, exemptions from the footway parking ban can be implemented by a Local Authority by means of an Order. Exemptions will only be considered subject to the following criteria:-

- *If a vehicle can be parked partly or wholly on the footway such that a minimum width of 1.5m of clear footway can be retained for pedestrian use. This width can be reduced to 1.2m to clear obstructions such as sign poles, street trees etc.*

Or

- *It will not be possible for emergency services to access a street if parked vehicles are displaced from the footway onto the carriageway.*

- 2.2. In the second case, the minimum footway width does not apply. Further guidance on this will be forthcoming from Transport Scotland.

#### Exemption Process.

- 2.3. The process by which a Local Authority can exempt a footway from the ban is likely to be similar to the Traffic Regulation Order (TRO) process currently in operation across Scotland. Sections of footway to be exempted will be identified, an Order published, and people will be able to object to it in the same way as for a TRO. Final details of this process are currently being worked upon by Transport Scotland and the Scottish Government.
- 2.4. In Fife the expectation is that local Area Committees will determine exemption orders for their respective Area. Prior to this there will be consultation at Ward level to discuss individual streets to be exempted in each ward.

#### Identifying Footways That Can Be Parked On.

- 2.5. The Traffic Signs Regulations and General Directions already details signage requirements for footways that can be parked on. It is also expected that lining will be used to help define the limits of an exempt footway that can be parked upon.

#### Enforcement of the Footway Parking Ban.

- 2.6. Enforcement of footway parking will be carried out by the Local Authority. As Fife Council already has Decriminalised Parking Enforcement, this will be via the Parking Strategy & Operations Team in Roads & Transportation Services.

#### Impact of The Footway Parking Ban.

- 2.7. It is expected that there will be many situations where footway parking is not permitted and parking on the carriageway may have to be managed. At this stage it is not yet possible to determine the extent and detail of this. As exemption Orders are progressed then additional measures to manage traffic and parking will be identified and progressed as with other Traffic Regulation Orders.

#### Ban on Double Parking

- 2.8. Double parking is not seen as a significant issue in Fife; however, this will be something that the Parking Strategy & Operations team will be able to enforce once the ban comes into force.

#### Ban on Parking Across Dropped Footway Crossings

- 2.9. Details of this aspect of the Act are yet to be forthcoming. It is expected that guidance will be issued on what constitutes a recognised pedestrian crossing and how it is identified. Currently, such crossings are highlighted using a white 'H-bar' access protection marking and for this reason the use of this marking is currently limited to such crossing points, pending further guidance from Transport Scotland.

### 3. Conclusions

---

- 3.1. Implemented correctly, it is intended that the ban on pavement parking will remove many obstructions for pedestrians, particularly those with mobility issues and users of wheelchairs and prams. Also, in theory once fully embedded and accepted as good social and driving practice, the need for active enforcement will reduce.
- 3.2. The ban will in many cases change how and where people can park on a street and could have a significant impact on parking capacity in many communities in Fife. It is Transport Scotland's intention that exemptions will be the exception and drivers should not expect that every pavement that can be parked on while still leaving 1.5m of clear footway will automatically be exempt.
- 3.3. The assessment process, the exemption order process and the implementation process represent a significant volume of work for Roads & Transportation Services to undertake. Thereafter a further significant workload will be generated dealing with the knock-on effect of displaced parked vehicles impeding traffic flow and the demand for additional parking where capacity has been reduced. Unless additional resources to provide alternative parking is available, Fife Council will be unable to address such practicalities post implementation. Such parking congestion is already a problem issue across many residential areas and this potential pressure will be considered in further reports once more information is available.
- 3.4. As it stands there is no expectation that funding, over and above the grant already received, will be made available to Local Authorities to implement exemptions, provide required signing and lining and any other works to manage displaced traffic. Whilst enforcement will generate income from Penalty Charge Notices, it is expected that compliance will be such that the income is unlikely to offset the cost of the additional infrastructure and enforcement needed. Until the scale of these issues is established, funding estimates and sources cannot be determined.

### Background Papers

Transport (Scotland) Act 2019

<https://www.legislation.gov.uk/asp/2019/17/contents/enacted>

List of Appendices:

None

Report Contacts:

Phil Clarke  
Lead Consultant, Traffic Management  
Roads and Transportation Services  
Bankhead Central, Glenrothes, KY7 6GH  
03451 555555 Ext 442098  
Email: [phil.clarke@fife.gov.uk](mailto:phil.clarke@fife.gov.uk)

Derek Crowe  
Senior Manager, Roads & Transportation Services  
Bankhead Central, Bankhead Park, Glenrothes, KY7 6GH  
Telephone: 03451 55 55 55 Ext. 450441  
Email: [derek.crowe@fife.gov.uk](mailto:derek.crowe@fife.gov.uk)

9 September 2021

Agenda Item No. 05

---

## Winter Gritting & Snow Clearing Services Review and Update

---

**Report by:** Ken Gourlay, Head of Assets, Transportation & Environment

---

**Wards Affected:** All

---

### Purpose

---

The purpose of this report is to advise Committee about the updated Winter Gritting and Snow Clearing Services - Policy Statement 2021/22 following a sub-group review of policy and the operational practices required to deliver Fife's winter services in line with future budgets.

### Recommendation(s)

---

It is recommended that the Committee:

- (i) agree that this report resolves Motion 4 agreed at Fife Council on 25 February 2021 that a Winter Review will be completed in the usual manner and the outcome reported to this Committee; and
- (ii) consider the findings of the review and endorse the Winter Gritting and Snow Clearing Services - Policy Statement 2021/22 as detailed in Appendix 1.

### Resource Implications

---

The budget for winter services in 2020/21 was £3.064m against an actual expenditure of £4.828m resulting in a £1.764m overspend. Winter 2020/21 was identified as a 'severe' winter culminating in a major snow period in early February 2021. For 2021/22 a winter budget of £3.139m is in place.

Whilst the winter budget is set to deal with a generally mild winter, this budget is now under increasing pressure due to increased operational costs and public expectations. However, there is an established arrangement in place that should the winter budget significantly overspend due to dealing with severe winter conditions, the net overspend is met from council balances.

## Legal & Risk Implications

---

The Roads (Scotland) Act 1984 places a duty on local authorities to *“take such steps as they consider reasonable to prevent snow and ice endangering the safe passage of pedestrian’s vehicles over public roads”*. Fife Council discharges this duty via the Winter Gritting & Snow Clearing Policy.

Fife’s Winter Gritting & Snow Clearing Policy is developed in line with industry standards and in accordance with the universally adopted Well Maintained Highways Code of Practice. The updated Winter Gritting and Snow Clearing Policy is attached as Appendix 1 to this report.

## Impact Assessment

---

An IIA checklist is not required since there are no key changes to the existing Policy Statement at this stage. Any amendments to service delivery for 2021/22 are limited to operational changes designed to improve service efficiency, responsiveness and resilience whilst ensuring the service delivered remains in accordance with policy standards.

## Consultation

---

A winter policy review sub-group comprising of members of this sub-committee, chaired by the Convener and serviced by Roads & Transportation Services employees was completed in Spring 2021. The remit of the group was to review the current policy and to ensure the current process’ in place were still achievable to deliver the Winter Gritting & Snow Clearing Service. The findings of the group were that the current Policy standards were still being met in line with expectations with the resources available.

External consultation has taken place through the Edinburgh, Lothians, Borders and Fife (ELBF) Winter Sub Group and also the Society of Chief Officers of Transportation Scotland (SCOTS) Winter Group.

## 1.0 Background

---

### 1.1 Winter Conditions

- 1.1.1 On 25 February 2021 Fife Council agreed a Motion (no 4) that confirmed that a Winter Review would be completed in line with standard practice and the results of the review reported to this committee for consideration. This report discharges that Motion.
- 1.1.2 The last significant review of Winter Gritting and Snow Clearing was conducted in 2018. It was a significant review and was aimed at addressing the imbalance between expectations and the available capacity of budget and operational resources. The review identified areas for efficiencies through improvement and these have been introduced and continually amended to suit the changing nature of winter service delivery. The main changes then were to reduce the grit bin



inventory to a more sustainable level that could be serviced adequately and to address gritting routes that were outwith policy guidelines.

- 1.1.3 The winter weather experienced in February 2021 was not of a similar magnitude to the major winter weather events experienced in 2010 (polar vortex) and the “Beast from the East” in 2018. Apart from these dramatic periods, the intervening years have tended to be relatively milder and wetter. However, such milder winters also bring with it a rise in the number occasions of “marginal” conditions with road surface temperatures hovering around freezing.
- 1.1.4 These marginal conditions require constant close attention often resulting in full treatments on both evenings and mornings. This can be contrasted against a period of prolonged dry frosts where, due to the lack of moisture on the carriageway surface, only one treatment per 24 hours may be required.
- 1.1.5 It is most common for these marginal conditions to occur in early mornings so, while there may be extensive and repeated treatments of the network, this is not immediately visible to most of the travelling public. This “lack of visibility” can lead to a common misconception of a “mild / quiet” winter in terms of gritting and salting action.
- 1.1.6 Marginal conditions bring their own operational challenges and associated financial pressures as evidenced by the overspend experienced last winter due to the frequency and nature of the treatments required to maintain the network in a safe condition.
- 1.1.7 By its very nature, weather is unpredictable however the only viable option is for our planned arrangements to be realigned to meet the “new norm” whilst retaining a contingency to deal with any exceptions that should arise.

## **1.2 Operational Policy Review**

- 1.2.1 The current Fife Council policy provides a 24-hour response service throughout the winter period and delivers a level of service that compares well with other local authorities.
- 1.2.2 Following the “snow event” in February 2021, a Policy Review was instigated to ensure delivery within the approved budget and to review operational arrangements and the Winter Gritting & Snow Clearing Services Policy.
- 1.2.3 As detailed in the Consultation section above, the review sub-group consisted of elected members and operational staff and took place over 4 meetings. The group reviewed all aspects of service delivery e.g. salting, grit bins etc but also covered community resilience and communication. The review group was made up of the following members: Cllr Altany Craik, Cllr David J. Ross, Cllr Jane Ann Liston, Cllr Jean Hall-Muir, Cllr Bill Connor, Bill Liddle Service Manager and Kane Smith, Lead Consultant South area.
- 1.2.4 In general terms the review concluded that the Policy was applicable, fit for purpose and no major changes were identified. Mostly, its an update of details within the Policy document to reflect operational changes.

## 2.0 Service Delivery and Operational Review

---

### 2.1 Service Provision

- 2.1.1 Service provision is defined in Section 1.2 of the Winter Gritting and Snow Clearing Policy attached as Appendix 1 to this report.
- 2.1.2 The policy statement requirements are delivered through an operational plan which comprises a set of detailed arrangements to address any necessary legal and risk related requirements. For reference the 2021/22 Guide to Winter Gritting Snow Clearing Operational Plan is available on the following link: [www.fife.gov.uk/winter](http://www.fife.gov.uk/winter).
- 2.1.3 For winter 2021/22, Fife in collaboration with the Edinburgh, Lothians, Borders & Fife (ELBF) officer winter sub group will be entering into a new weather forecasting contract. The weather forecasts will be provided by a company called METdesk who have many years of experience in providing weather forecasts. They currently provide this service to other local authorities in Scotland as well as current Trunk Road providers, BEAR and AMEY. This contract is for 3 years with the provision of an additional 2 years extension. The transfer over to the new contract has started and is expected to be a seamless transition. There are no resource implications and training on the new software will take place in October.

### 2.2 Salt Supply/Resilience/Storage

- 2.2.1 Details regarding salt supply and stockholding are included in Section 1.4 of the Policy document. Salt stock levels are closely monitored throughout the winter period with weekly reporting into the Scottish Government's national scheme for salt resilience.
- 2.2.2 Fife exclusively use 6mm rock salt purchased through a national framework arrangement at approx. £40 /tonne. To meet the policy requirements for salt resilience Fife Council require 25,000T of rock salt at an overall purchase cost of £1m. The current holding capacity of our salt barns is 22,000T which is in place for the start of the winter season with an additional 3,000T contingency top up delivered prior to Xmas. This stock level is based on Fife's ability to provide a winter service that guarantees resilience against set standards. In this case, the resilience is based on 40 days continual winter working.
- 2.2.3 Rock salt is a naturally occurring product and, when held in stockpiles, has a limited shelf life. This shelf life varies dependant on storage conditions e.g. indoor/outdoor however all the stockpiles throughout Fife are now stored indoors in salt barns at Bankhead, Halbeath and Cupar Trading Estate, so leaching of material is greatly reduced from the 10% per annum which could be lost if stored outdoors. When held in stockpiles rock salt should be viewed as a deteriorating asset with stock levels managed accordingly to minimise material loss and mitigate any year end stock write off.
- 2.2.4 Salt usage winter 2020/21 season totalled 22,393t. Over the previous 10 years annual usage averages 16,826t p.a. with actual totals detailed in table 1 below:

2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
14500t	26000t	16360t	12500t	12500t	14397t	25850t	11182t	12581t	22393t

Table 1. Salt Usage 2011/12 – 2020/21

- 2.2.4 While usage is entirely dependent on weather conditions, the introduction of salt conservation measures, combined with active stock management and improving spreader technology, has seen an underlying downward trend in annual salt usage.
- 2.2.5 The ELBF officer winter sub group had previously recognised salt stock resilience as an area for potential collaboration. However, it was accepted that there would be significant logistical and policy issues which would have to be addressed to fully realise any potential savings.
- 2.2.6 There are suggestions that there may be potential future savings in reducing future local salt stocks on the basis of the Scottish Government's national scheme for salt resilience but more work is required in this area due to the level of risk involved and the priority given to trunk roads.

## 2.3 Carriageways

- 2.3.1. Carriageways treatments, standards and priorities are defined in Section 3.0 of the Winter Gritting and Snow Clearing Policy. The levels of treatment and the overall network coverage compares well with other local authorities.
- 2.3.2 Carriageway priorities are identified in Section 3.1 of the Policy with key routes designated as Primary Routes. Throughout Fife there are 21 Primary Routes all of which are afforded 24-hour coverage throughout the winter period and are subject to completion within 3 hours of treatment commencing.
- 2.3.3 At 56%, network coverage for Primary Routes in Fife compares reasonably with fellow ELBF members as per table 2 below:

Council	Total Length of C/W Network (km)	Total Length Priority Treatment Routes (km)	Primary Routes as % of Network Coverage
Edinburgh	1052	747	71%
West Lothian	1028	545	53%
Mid Lothian	683	410	60%
East Lothian	1000	550	55%
Borders	2959	1154	39%
Fife	2405	1362	56%

Table 2. Comparison of Primary Route Coverage – ELBF

- 2.3.4 Whilst network coverage for Fife has been maintained at 56% it ensures that the primary route network coverage in Fife is balanced and in line with policy standards.
- 2.3.5 The cost of providing the establishment (Drivers/Gritters/Salt/Depots etc.) to deliver a 24-hour treatment regime for 56% of the total carriageway network is significant (£1.970m for 2020/21 winter). Maintaining this level of establishment against current available budgets and an expanding network is a pressure for the future delivery of a winter service.
- 2.3.6 To mitigate this pressure all existing Primary Routes are reviewed annually to ensure all areas of each route continue to meet the policy criteria for inclusion on a Primary Route. Any proposed major changes will be subject to consultation with local members before the final route reduction is implemented.
- 2.3.7 Once all revised Primary Routes have been verified as per policy criteria a route optimisation exercise will follow to ensure each route is run in the most efficient manner while still complying with policy standard e.g. completion within 3 hours. Significant work on the carriageway treatment regime has been undertaken in the past few years with a view to consolidating existing Primary Routes.

## **2.4 Footways**

- 2.4.1 Footway treatment priorities and standards are defined in Section 3.4 & 3.5 of Winter Gritting & Snow Clearing Policy.
- 2.4.2 Footway treatments are normally restricted to the removal of snow deposits during normal working hours however the policy also recognises that, during periods of “thick and persistent frost”, treatments outside normal working hours may be required.
- 2.4.3 To allow for these out of hour treatments a Service Level Agreement (SLA) is in place with Ground Maintenance Services to provide the required resources for the core winter period (December to mid-February)
- 2.4.4 The cost of providing the establishment (Drivers/mini tractors etc.) to deliver the footway treatment was £0.586m for 2020/21 winter. Maintaining this level of establishment against current budgets and an expanding network is a pressure for the future delivery of a winter service.
- 2.4.5 A review of existing arrangements for footway treatments was carried out in 2018/19 and a revised SLA is now in place.
- 2.4.6 In order to maintain policy standards the revised SLA provides the required resources based on actual forecasts rather than the previous arrangements of continual availability regardless of forecast conditions.
- 2.4.7 The effectiveness of the revised SLA will be assessed throughout each winter period with any changes implemented for the following winter.

## 2.5 Grit Bins / Community Resilience

- 2.5.1 Grit bins are provided for self-help purposes as detailed in Section 3.10 of Policy. In 2018, a rationalisation of the grit bin provision (previously in excess of 4,100) was carried out. The level of growth in the grit bin inventory had become unsustainable and there were many grit bins that were not being used or were not located at the most suitable locations. The current grit bin provision is 3,085 which includes a growth figure for new developments. This level of grit bin provision compares reasonably with fellow ELBF members as per table 3 below:

Council	Total No Grit Bins	Bins/km over Complete Network	Bins/km over Untreated Network	Comments
Edinburgh	3022	2.87	9.91	Urban environment with high network coverage
West Lothian	2593	2.52	5.37	
Mid Lothian	426	0.62	1.56	
East Lothian	950	0.95	2.11	
Borders	1200	0.40	0.66	
Fife	3085	1.20	2.95	

Table 3. Grit Bin Coverage – ELBF

- 2.5.2 In the event of a significant demand for grit bin refill requests (e.g. a severe weather event) it is unlikely that sufficient resources would be able to meet the policy standard of refills within 5 days with grit bin numbers at their current level.
- 2.5.3 It is acknowledged that some grit bins remain little used or are not placed to suit the overall public need. Grit bin demand and usage is now being monitored with the results subject to consultation with local members before a decision to relocate or remove grit bins is made.
- 2.5.4 In severe conditions, consideration will be given to provide bulk grit drops to supplement the existing grit bin network. These will be in the form of 1 tonne bags at central locations e.g community halls.

## 2.6 Publicity / Communication

- 2.6.1 Publicity is detailed in Section 4.0 of the Winter Gritting and Snow Clearing Policy. This sets out the various communications sent out during normal winter actions and also covers severe weather conditions.
- 2.6.2 On a daily basis we will send out a daily road condition and proposed action report and this will be publicised via the Councils website [www.fife.gov.uk](http://www.fife.gov.uk), social media networks and local radio stations.
- 2.6.3 It has been identified that further information will also assist to give a further understanding of winter operations. This is information not covered in the Winter Policy but are information requests received particularly during severe

conditions. This will be made available through the Council's winter website pages.

## **2.7 Future Developments**

### **a) Technology**

- 2.7.1 Fleet Telematics – a full vehicle telemetry system is now fitted in all front-line gritting vehicles providing increased safety levels for vehicle drivers plus a wide range of data available for operational and management purposes.
- 2.7.2 Satellite Navigation – all front-line gritting vehicles are now fitted with an in-cab hands-free driver guidance system. Successful implementation across the front-line gritting fleet has added additional resilience in the numbers of drivers available for gritting duties i.e. prior knowledge of route no longer essential.
- 2.7.3 Route Optimisation – a new corporate software package was recently purchased, and this has allowed all Primary Routes to be reviewed in considerable detail to ensure that all routes are run in the most efficient manner possible.
- 2.7.4 Automated Salting – preliminary work will commence during Winter 2021/22 to trial a fully automated salting system. Successful fleet wide implementation will remove all driver input from the salting process allowing full concentration on driving duties. By removing the driver interaction automated salting systems also provide the potential for reductions in salt usage and increased confidence that routes are treated as per individual route plans and policy standards.
- 2.7.5 Route Based Forecasting/Localised Risk Based Treatment Plans – over the longer-term work will progress (via ELBF/SCOTS groups) into the potential to move to a route-based forecasting model. Route based forecasting allows treatments to be carried out in specific areas as conditions dictate and would be a significant move away from predetermined routes and Fife wide treatments. Route based forecasting has the potential for significant savings however would require a fundamental change in existing policy.

### **b) Drivers**

- 2.7.6 Roads & Transportation Services employees form the core of drivers on Winter Gritting. Over recent years, this has become increasingly difficult to guarantee sufficient resources to deliver this service due to the following:
  - Reduction in operational employees due to budget reductions
  - Turnover and loss of experienced drivers – particularly in last 2-3 years
  - Inability to recruit employees with the appropriate LGV driving licence
  - Length of time to train and qualify new employees with LGV driving licence – this has been further impacted by Covid and can take 2 years
  - The Road Transport (Working Time) Regulations – limits operational hours and practices meaning a larger cohort of drivers is now needed.
- 2.7.7 The traditional standby rota system is now unsustainable. In response, the service has been reviewing options, consulting with employees and trade

unions and in liaison with other services and other local authorities about their resources and operations.

- 2.7.8 A new standby rota model is being designed in partnership with Environment & Building Services that will make their large driver cohort also available to participate in winter driving activities but without impacting on their waste collection and other rota systems. The new delivery model is based around a 3 cohort/shift system and is currently open for volunteers/participants to form the standby rota. Early indications are positive, and this new arrangement will be monitored closely over the winter ahead.

## 3.0 Conclusions

---

- 3.1 The updated Winter Gritting and Snow Clearing Policy did not require much change and was found at being fit for purpose and adequately discharging the Council's statutory duty as defined by the Roads Scotland Act (1984).
- 3.2 This level of policy provision and service delivery record in Fife continues to compare very well with other local authorities
- 3.2 Winter services is an area with developing technology and future developments that could help improve the resilience of the service.

## List of Appendices

Appendix 1 – Winter Gritting and Snow Clearing Services - Policy Statement  
2021/22

## Report Contacts:

Derek Crowe  
Senior Manager, Roads & Transportation Services  
Bankhead Central  
Telephone: 03451 55 55 55 ext. 450441  
Email – [derek.crowe@fife.gov.uk](mailto:derek.crowe@fife.gov.uk)

Bill Liddle  
Service Manager (Roads Maintenance Operations)  
Bankhead Central  
Telephone: 03451 55 55 55 ext.444627  
Email – [bill.liddle@fife.gov.uk](mailto:bill.liddle@fife.gov.uk)



# Winter Gritting and Snow Clearing Services

## Policy Statement 2021-22





<b>Section</b>	<b>Title</b>	<b>Page</b>
-	INTRODUCTION	3
1.0	ARRANGEMENTS FOR SERVICE PROVISION	4
2.0	INFORMATION FOR ACTION	7
3.0	PRIORITIES AND TREATMENT STANDARDS	10
4.0	PUBLICITY	16
5.0	PERFORMANCE MONITORING	16
6.0	CONSULTATION	17
7.0	BUDGETARY PROVISION	17
<i>Appendix A</i>	RESOURCES	18
<i>Appendix B</i>	SALT RESILIENCE	20
<i>Appendix C</i>	SUMMARY TREATMENT MATRIX	21
<i>Appendix D</i>	GRIT BIN ASSESSMENT CRITERIA	22
<i>Appendix E</i>	FURTHER INFORMATION / CONTACTS	23

## Introduction

An effective roads winter gritting and snow clearing service is important to the delivery of normal services, the local economy and road safety within Fife. Bad weather and road conditions can lead to delays and hazards for all road users. Winter gritting and snow clearing involves treating roads in order to: -

- prevent ice from forming (pre-salting)
- melt ice and snow (post-salting)
- remove snow (ploughing)

Fife Council has a statutory responsibility, under the Roads (Scotland) Act 1984, to take *“such steps as it considers reasonable to prevent snow and ice endangering the safe passage of pedestrians and vehicles over public roads”*. It has been legally established that it is unreasonable to expect every road and footpath to be treated at the same time. In addition, a transient danger for a short time (as a result of snow) is no evidence of a breach of duty.

Decisions on whether or not to act must be taken with due care and on reasonable grounds. The object is to provide a winter gritting and snow clearing service which as far as is reasonably practical, within financial constraints and resource limitations, will:

- permit the safe movement of vehicles and pedestrians on the more important parts of the network
- seek to minimise delays and accidents attributable to weather conditions
- take cognisance of the environmental impact of the salting process

The Winter Gritting and Snow Clearing Policy Statement provides a clear basis for an efficient and effective Winter Operational Arrangement which defines the means by which the required standards are to be achieved.

Each previous winter performance will be assessed to inform an annual review of the Policy Statement with any policy changes reflected in the updated Assets, Transportation and Environment Winter Operational Arrangement. Annual reviews include updates of all relevant operational information for the coming winter season e.g. resource levels, salt tonnages etc. with any Policy changes subject to approval via the Council committee structure with recent amendments detailed in table below.

Date of Approval	Reason for Amendment	Council Committee/Group
September 2011	Policy changes following review of severe winter	Environment, Enterprise & Transportation Committee
October 2014	Changes to treatment arrangements in line with national/industry guidance	Enterprise & Transportation Policy Working Group
November 2017	Update on Operational Review re delivery of Winter Gritting & Snow Clearing service	Economy, Tourism, Transportation & Strategic Planning Committee
May 2018	Priorities and Treatments Standards (Section 3.0) updated	Economy, Tourism, Transportation & Strategic Planning Committee
May 2021	Update on Operational Review re delivery of Winter Gritting & Snow Clearing service	Economy, Tourism, Transportation & Strategic Planning Committee

To reflect the importance of winter maintenance policies and standards to the local economy and the travelling public the Winter Gritting and Snow Clearing Services Policy Statement will be widely disseminated and made available to the public on the fife direct web site.

## 1.0 Arrangements for Service Provision

### 1.1 Operating Period

The winter operating period will run from October until April each year.

The “core” period for 24hr continual monitoring will run from the end of October until the end of March with footway and cycleway operations beginning at the end of November until mid-March, the exact starting and completion dates to be established pre winter season.

### 1.2 Service Provision

Roads & Transportation Services shall be the lead Service in managing and delivering the Winter Gritting & Snow Clearing Policy. During this period Assets, Transportation & Environment, as principal service provider, will provide the necessary resources (including suitably trained personnel) in order to achieve the required standards. These resources are located at the three operational depots at Cupar (North Fife), Bankhead, Glenrothes (Mid Fife) and Dunfermline (South Fife) where salt is stored for the treatment of 21 primary routes, secondary carriageway all other routes, footways, car parks and cycleways. **Appendix A** details the resources in place to deliver the winter service. Appropriate arrangements will be made to ensure a continuity of service during the festive season and other holiday periods.

Assets, Transportation & Environment will annually price a Schedule of Rates which identifies the required level of personnel, equipment and material resources to meet the defined standards of service. This schedule will establish the basis of payment for works carried out, assist in ensuring best value in winter maintenance service provision and facilitate (via the billing process) the effective monitoring of expenditure against available budgets.

During the winter period, Assets, Transportation & Environment will operate a 24-hour winter service, using weather forecasts, road and weather monitoring data supplied through competitive tender.

On a rota basis, one staff duty officer will provide 24-hour cover for all winter related issues and decision making. Although this is a “singular” role the duty officer will comprise the following “component” roles.

Role	Period of Duty
Winter Manager	On duty 24 hours
Nightshift Officer	23:00hrs – 08:00hrs for all shifts

The primary focus of Assets, Transportation & Environment is to manage the overall winter service and to directly provide an effective roads gritting & snow clearing service. To deliver this service, operatives’ standby arrangements will be made which are suitable and sufficient to meet the defined standards of service required. It is expected that standby personnel will be at their base, fit for work, within 30 minutes of receiving a call.

The standby period for operatives will normally be consistent with the “core” winter period as defined in Section 1.1 above. Nightshift working and road patrols may also be authorised during certain periods of the winter.

A footway gritting and snow clearing service is provided by Parks, Streets & Open Spaces (PSOS) engaged by means of an agreed Service Level Agreement to work under the direction of the Winter Manager. A standby service for winter footway action on public holidays and weekends is in place as per Service Level Agreement.

When severe weather conditions prevent normal outdoor activities such as grass cutting, grounds maintenance, streets sweeping, litter picking and various building related work, such available resources are allocated to winter services to support the treatment of snowbound footways, minor roads and the filling of grit bins. Such additional employees from Building & Environmental Services (i.e. PSOS, Waste Operations and Building Services) are allocated to the most appropriate operational depot to assist in the delivery of a prioritised winter service under the direction of the Winter Manager. The agreed resources to be provided by these Services are also detailed in **Appendix A**.

### **1.3 Sub-contractors**

In exceptional circumstances, such as heavy snow and drifting, external contractors and other resources, such as JCB's, diggers, tractor ploughs etc. may also be engaged from the existing tenders already in place.

### **1.4 Salt Supply / Resilience / Storage**

Salt is purchased each year to restore stocks to a level sufficient to meet the anticipated requirements for treating the road network and these stocks are closely monitored and controlled with restocking ordered throughout the winter to maintain agreed stock targets.

6mm rock salt is the prime material used as it is considerably cheaper than marine salt; its finer grading reduces the potential for damage claims and bounce on the road surface and reacts quicker on the road surface.

Salt will be purchased by competitive tender and the current vehicle for this is the Scotland Excel Salt Supply Tender.

Bulk salt will, when stocks permit, be supplied to Education Service for use with mini tractors in school snow and ice clearance. In addition, small one-off supplies of salt may be available on request, and on a strictly rechargeable basis, to the Emergency Services and other internal Fife Council customers only.

Salt will be tested on delivery by independent testing laboratories for compliance with the determined quality standards

Salt is stored within indoor barn storage at the three operational depots in Cupar, Bankhead and Halbeath.

It is well documented that the prediction arising from climate change is that although weather is likely to be warmer, when cold weather occurs, it likely to be more severe and for prolonged periods. This is also likely to be UK wide with significant demands placed on the UK salt suppliers to keep up with supply demands. As shown by the national salt crises in 2008/09, 2009/10 and 2010/11 the UK salt production industry cannot meet the demands of a countrywide period of severe winter weather. For this reason, just in time salt stock management systems do not provide sufficient resilience.

The days of resilience are determined by each Council depending on re-stock arrangements e.g. Fife by sea, available depot storage space and capability of salt industry to supply in severe weather. As shown in **Appendix B** the minimum stock level during the winter period is determined at 25,000 tonnes.

Based on salt usage 2009/10 to 2020/21, Fife will determine the salt holding at the commencement of the winter to a level that guarantees resilience against the national standards. Due to the current storage capacities at our operational Depots at Bankhead, Cupar and Halbeath, the pre winter stock holding will be 22,000 tonnes . This pre winter stock holding will be held at the three operational depots as follows:

- Trading Estate, Cupar – 4,000 tonnes
- Bankhead, Glenrothes – 15,000 tonnes
- Halbeath, Dunfermline – 3,000 tonnes

Fife also has a contingency top up of a further 3,000 tonnes for delivery prior to the Xmas period.

## **1.5 Roads – Salting**

### **Salt**

Salt for use on the roads will be to the requirements of BS 3247 and will be 6mm rock salt, although in times of national shortages this may be supplemented with other de-icing materials e.g. 6mm marine salt, 10mm rock salt etc.

Salt will be purchased by competitive tender and the current vehicle for this is the Scotland Excel Salt Supply Tender.

Bulk salt will, when stocks permit, be supplied to Education for use with mini tractors in school snow and ice clearance.

Salt will be tested on delivery by independent testing laboratories for compliance with the required quality standards

### **Salt Spread Rates**

Research has recently been undertaken by the Transport Research Laboratory (TRL) on behalf of the Highways Agency and the National Winter Service Research Group (NWSRG) into the potential for reducing salt spread rates. The findings were that spread rates can be reduced considerably in marginal conditions when salt is in good condition and is being spread by well maintained and / or modern spreaders that are properly calibrated.

The most recent NWSRG “Practical Guide for Winter Service” has been developed based on this research and backed up by the practical experience of high performing service providers who have added their expertise and peer reviewed the work by TRL. Therefore, users can have confidence that the advice provided and incorporated in the best practice guidance note is sound from both theoretical and practical point of view.

The ‘Well Maintained Highways’ document of September 2013 makes recommendations on treatment levels with due consideration to road surface temperature, wetness and traffic levels.

The Society for Chief Officers in Transport for Scotland (SCOTS) has reviewed the most recent ‘Well Maintained Highways’ document and made recommendations that are appropriate for Scottish Local Authority networks using experience and knowledge of typical conditions experience on these networks.

SCOTS has further developed and agreed a treatment matrix table for given road and weather conditions and this criterion will be used by Fife Council Winter Managers and Officers in determining winter action plans and treatments. This treatment matrix is included in **Appendix C**.

### **Salt Conservation Procedures**

Salt resilience levels have been determined to cope with a severe winter. However, in the event that the weather pattern has been so extreme and combined with a national salt crisis that has impacted on Fife’s salt stock levels, the following good practice guidelines for salt conservation will be applied.

- Reduce salt spread rates as appropriate
- Restrict Salt Spreading Service to Primary Routes
- Move to using salt/grit mixes on non-Primary Routes
- Replenish Grit Bins and Heaps with Grit only
- Review Priorities for Footway and Cycleway Treatment

## **2.0 Information for Action**

### **2.1 Weather Forecasting Information**

A weather forecast information service has been procured for the duration of the winter period. Competitive quotations were sought from competent service providers for compliance with a defined specification which included: -

- a preliminary text forecast received not later than 0800hrs on any given day
- a detailed 24hr forecast, received not later than 1300hrs on any given day
- a site-specific graphical road surface and ice prediction forecast (for Bogside, Kelty, Corston & Guardbridge) received not later than 1300hrs on any given day
- a 2-5 day summary forecast
- amendments and updates to original forecast information where any changes may affect planned actions
- a 24hr consultancy service

The weather forecast provider has been procured through a competitive tender in collaboration with the Edinburgh, Lothians, Borders and Fife (ELBF) Group.

## **2.2 Road Weather Information System (RWIS)**

A road weather information system is installed in Fife to provide remote monitoring of local road surface and climatic conditions. The system supplies data to the weather forecasting service and receives weather forecast predictions therefrom. The system comprises the following components: -

- 4 weather stations with sensors providing air and road surface temperatures, dew point, precipitation, wind speed, direction monitoring and observation camera.
- 6 standard outstations with sensors providing air and road surface temperatures and dew point monitoring. (3 outstations fitted with observation camera).
- A centrally managed bureau system incorporating data retrieval, archive and dissemination.
- Web access for receipt of forecast information and outstation data.
- Road temperature data is also gathered from sensors fitted to Supervisors vehicles.

In addition, Fife has access to 5 Trunk road network weather stations providing air and road surface temperatures, dew point, precipitation, wind speed, direction monitoring and observation camera.

## **2.3 Decision Making**

The detailed forecast information for the upcoming 24 hour period is received by 1300hrs on any given day and is accessed by Assets, Transportation & Environment Winter Manager.

The Winter Manager examines the forecast information in conjunction with local knowledge of road conditions, weather conditions and trends, altitude effects, cold spots and residual salt presence in order to develop a proposed action plan.

A consistent Fife-wide action plan is prepared, with any minor variations across areas restricted to exceptional circumstances. Consultation may be undertaken with neighbouring authorities and Trunk Road Operators to ensure cross-boundary consistency.

The Winter Manager will issue the agreed proposed action plan for all of Fife (normally by 1500hrs) in order that the appropriate preparatory arrangements may be made.

Confirmation of the forecast and proposed action is posted on Fife Direct with relevant stakeholders and partners (e.g. Fife Emergency Services, Fife Council Services, Elected Members and Emergency Planning Unit etc.) informed directly via email.

Ongoing monitoring of the Road Weather Information System undertaken as conditions dictate in addition to a 24 hour, 7 day monitoring regime which is in effect during the “core” period identified in Section 1.1.

Each morning (by 0730hrs) information regarding all actions taken in the previous 24 hour period is collated and made available via Fife Direct with relevant stakeholders and partners updated as above.

## 2.4 Levels of Readiness

Three levels of readiness are applied throughout the winter period –

1	'Routine' monitoring and action conditions apply. Sub-zero temperatures forecast over no more than 4 consecutive days requiring daily standard action of 10 or 20g/m2 pre-grits on Primary Routes. Only staff and workforce whose normal duties include Winter action, monitoring and supervision are involved.
2	As Level 1 plus extended monitoring and action conditions apply. Prolonged freezing conditions forecast for 5-10 consecutive days and/or snowfall is forecast. Additional staff allocated duties to handle extended monitoring and reporting systems etc. with operational workforce participation be extended as appropriate. Partner Services will be notified for assistance/awareness as required e.g. Emergency Resilience, Building & Environmental Services (i.e. PSOS, Waste Operations and Building Services), Emergency Services etc., State of readiness checked regarding plant, equipment, external contractors, inspect and replenish grit bins where appropriate.
3	As Level 2 plus full monitoring and action conditions apply. Severe and continued snowfall endangering the continuity of the infrastructure, internal central control room established and full reporting systems in place. Full participation from Service staff in Corporate Incident Management arrangements and protocols.

It is the responsibility of the Winter Manager to implement the necessary level of readiness in relation to ground conditions and forecast information. A detailed escalation procedure is outlined within Assets, Transportation & Environment Winter Operational Arrangement.

Further details of how readiness links to forecasts and weather alerts is included in table below:

Forecast Condition		Level of Readiness	Risk Level	Met Office Weather Warnings
	Road surface temperatures forecast to be +1°C or above and road surface hazards (ice and/or snow and/or hoar frost) are not expected to occur.	1	Low	N/A
	Road surface temperatures forecast to be below +2°C and there is uncertainty regarding road surface hazards (ice and/or snow and/or hoar frost).		Moderate	Yellow
	Road surface temperatures forecast to fall below zero and road surface hazards (ice and/or snow and/or hoar frost) are expected to occur.		Substantial	Yellow/Amber
		2	Severe	Amber/Red
		3	Critical	Red



## 3.0 Priorities and Treatment Standards

### 3.1 Carriageways – Priorities

Fife Council's carriageway network is prioritised for treatment in accordance with the table below:

Classification	Description	Details	No. of Routes	Network coverage
Primary	Priority 1 routes	<ul style="list-style-type: none"> <li>Designated Strategic and Traffic sensitive routes including all A and B Roads</li> <li>Registered bus routes including school bus routes (excluding weekends, in-service days and holidays)</li> <li>Access to hospitals, ambulance stations and fire stations.</li> <li>Access to main transport hubs e.g. bus stations, railway stations.</li> <li>Access to important industrial and military establishments.</li> <li>Known trouble spots.</li> </ul>	21	56%
Secondary	Priority 2 routes	<ul style="list-style-type: none"> <li>Important commuter routes</li> <li>Access to isolated villages and hamlets.</li> <li>Areas of high amenity use e.g. Public buildings, Health Centres and Schools</li> </ul>	16	29%
All Other	Priority 3 routes	<ul style="list-style-type: none"> <li>All areas of network not covered by Primary or Secondary Routes.</li> </ul>	N/A	15%
Snow	Minimum Winter Network	<ul style="list-style-type: none"> <li>Strategic and key routes between centres.</li> <li>Enacted in severe weather conditions.</li> <li>Consolidation of Primary Routes.</li> <li>Critical arterial routes to enable movement of key supplies and services.</li> </ul>	11	37%
<b>Notes:</b> 1. Motorways and trunk routes, as defined by the Scottish Government within the boundary of Fife (A985, A977, A92, and M90) are the responsibility of Transport Scotland and their appointed Operating Company(s).				

Treatments are undertaken on a route basis with routes subject to continual review to reflect changes in bus routes, road classifications etc. and optimised to maximise operational efficiencies etc.

Prior to each winter season routes will be made available for public viewing.

Revised 9<sup>th</sup> September 2021

## **3.2 Carriageways – Treatment Standards**

### **Primary Routes**

Primary Routes are given a 24 hour/7-day service for the clearance/treatment of snow and ice formations. Treatments are provided over the core winter period i.e. from the Friday nearest to the beginning of November to the last Friday in March.

Treatments are determined by forecast information and it is expected that all Primary Routes will be treated within 3 hours of operations starting.

School bus routes within Primary Routes will not be treated at weekends, in-service days or on holidays. Treatment will recommence at midday on the day prior to returning i.e. 12:00 hrs Sunday for a return on a Monday.

### **Secondary Routes**

Treatment of Secondary Routes will only be considered in periods of Level 2 readiness i.e. when prolonged freezing conditions, 5-10 consecutive days or snowfall is forecast

Treatment will not take place out with the normal working weekday (Mon to Fri 07:30hrs - 16:00hrs) and will only take place when Primary routes have been adequately attended to and subject to available resources.

Where conditions are such that a continuous treatment of Primary Routes is necessary, then Secondary Routes, subject to available resources, will be treated concurrently with Primary Routes.

It is the intention that Secondary Routes should not remain unpassable to vehicular traffic for more than 48 hours.

### **All Other Routes**

All Other Routes will normally be treated once Primary and Secondary Routes have been adequately attended to.

These routes are generally most effectively treated on a geographical basis as there may be little differential between individual routes, particularly in urban conurbations.

Where conditions are such that a continuous treatment of Primary Routes is necessary to allow free movement of traffic then, subject to available resources, consideration will be given to treating All Other Routes concurrently with Primary and Secondary Routes.

### **Snow Routes**

Snow Routes are treated during prolonged periods of severe weather when resources to treat primary routes maybe stretched. They are identified to allow a concentration of available resources to ensure essential communication links are maintained. Treatment of Primary routes will resume once all Snow Routes have been adequately attended to and subject to available resources.

### **3.3 Footways – Priorities**

Fife Council's footway network is prioritised for treatment in accordance with the table below:

Classification	Description	Details	No. of Routes	Network coverage
Primary	Priority 1 routes	<ul style="list-style-type: none"> <li>▪ Main pedestrian routes linking transport interchanges i.e. railway/bus stations</li> <li>▪ Areas of high pedestrian footfall including access to : - <ul style="list-style-type: none"> <li>~ Main urban shopping areas</li> <li>~ Hospitals, crematoria and clinics</li> <li>~ Key designated routes to schools</li> <li>~ Council owned sheltered housing, residential homes and day care centres for the elderly.</li> </ul> </li> </ul>	N/A	46%
Secondary	Priority 2 routes	<ul style="list-style-type: none"> <li>▪ Main pedestrian routes in major urban housing developments</li> <li>▪ Busy urban areas including : - <ul style="list-style-type: none"> <li>~ Significant Public Buildings</li> <li>~ Minor shopping areas and other commercial areas not included in Primary Routes</li> </ul> </li> </ul>	N/A	50%
All Other	Priority 3 routes	<ul style="list-style-type: none"> <li>▪ Rural and less used urban footways</li> </ul>	N/A	4%
<b>Notes:</b> 1. No treatment will be undertaken out with adopted footway boundaries.				

Treatments are undertaken on a route basis with routes subject to continual review to reflect changes in footway network, Fife Council estate, retail & commercial developments etc. and optimised to maximise operational efficiencies etc.

Prior to each winter season routes will be made available for public viewing.

### **3.4 Footways – Treatment Standards**

Fife has around 2642km of footway and given the financial and resource limitations it is not possible to treat all footways simultaneously. Subsequently it is important that the priorities identified in Section 3.3 are strictly adhered to.

The treatment of footways will be confined to the removal of snow deposits. In exceptional circumstances e.g. where thick and persistent frost exists (24-48 hours) and is expected to continue, salting treatment may be undertaken on footways where resources permit. Where such treatment is provided it will be undertaken in priority order consistent with details included in Section 3.3.

For maximum effectiveness and network coverage within available resources, the standard approach to carriageways with two footways will be to clear one footway only (within any priority level) before moving on to lower priorities.

### **Priority 1 Footways**

The treatment of Priority 1 Footways will not take place out with the normal working weekday (Mon to Fri 07:30hrs - 16:00hrs) other than in exceptional circumstances where: -

- widespread snow conditions exist, or
- where thick and persistent frost exists (24-48 hours) and is expected to continue,

Standby crews will be provided for Priority 1 Footways from the Friday nearest the beginning of December until mid-February. This period will be extended by the Winter Manager if deemed appropriate.

### **Priority 2/3 Footways**

Priority 2 and 3 Footways will be restricted to the normal working hours (Mon to Fri 07:30hrs - 16:00hrs). A decision to extend this coverage will be taken by the Winter Manager as conditions dictate and resources permit.

### **3.5 Car Parks – Priorities**

Fife Council operates a number of car parks which are prioritised as per table below: -

Classification	Description	Details	No. of Routes	Network coverage
Primary	Priority 1 Car Parks	<ul style="list-style-type: none"> <li>▪ Fee paying, railway station and Park and Ride car parks.</li> </ul>	N/A	N/A
Secondary	Priority 2 Car Parks	<ul style="list-style-type: none"> <li>▪ Non-fee paying car parks and other town centre car parks.</li> </ul>	N/A	N/A
All Other	Priority 3 Car Parks	<ul style="list-style-type: none"> <li>▪ All other Council owned and/or operated car parks</li> </ul>	N/A	N/A
<b>Notes:</b> 1. No treatment will be taken on privately owned car parks e.g. retail developments, shopping centres, medical centres etc.				

### **3.6 Car Parks – Treatment Standards**

#### **Priority 1 Car Parks**

Priority 1 Car Parks are included in the Primary Routes for roads, apart from those that have particular access difficulties for bulk gritters which will operationally be treated as a Priority 2 Car Park.

Consequently, treatment of all accessible Priority 1 Car Parks will be consistent with that of Primary Carriageway Routes.

### **Priority 2/3 Car Parks**

Pre-salting of Priority 2 & Priority 3 Car Parks will not be undertaken.

Priority 2 Car Parks may be treated for ice and snow in order of priority once Priority 1 Car Parks have been satisfactorily attended to and subject to available resources. Treatment of ice formation will only be undertaken in exceptional circumstances of thick and persistent frost lasting for several days.

Treatment of Priority 2 Car Parks will not take place out with the normal working weekday (Mon to Fri 07:30hrs - 16:00hrs) other than in exceptional circumstances where:

- widespread snow conditions exist, or
- equipment and manpower resources permit, and
- the requirements of Priority 1 Car Parks have been met

### **3.7 Cycleways – Priorities & Standards**

All cycleways will be treated to the same standard as the surface they share (i.e. carriageway or footway)

Surfaced cycle only cycleways will only receive treatment in exceptional circumstances and where resources allow.

### **3.8 Grit Bins**

#### **Standards**

Grit Bins are provided for community self-help as, in severe conditions, it may be several days before treatments can be provided on minor routes due to Priority Route commitments. Grit bins:

- Are provided at known trouble spots e.g. steep gradients, sharps bends etc. and are located based on a predetermined assessment framework taking into account such factors as road classification, site gradient, aspect, altitude, anticipated usage and value to the local community.
- Are not provided on any roads or footways that are located on Priority 1 and 2 carriageway treatment routes or priority 1 and 2 footway treatment routes.
- Are only provided where the Council has a statutory obligation however additional “non-statutory requests” requests will be considered on a strictly rechargeable basis e.g. un-adopted roads, private business premises, community use buildings etc.
- Will remain in position throughout the year, apart from at locations of high vandalism or nuisance. Where they are removed during the non-winter months any relocation will be in consultation with appropriate elected members and in accordance with assessment framework.

- Will be top opening, yellow in colour (other than in identified tourist areas) with a capacity between 300-400 litres.
- Are replenished on an ad-hoc basis following specific customer requests (usually within 5 working days)
- Are filled with a 1:3 mixture of salt: sand/grit

In severe conditions considerations will be given to bulk grit drops (e.g. one tonne bags) to supplement the existing grit bin network.

### **Level of Service/Provision**

Fife has a very high level of service for grit bins with around 3085 located across Fife. In order to comply with budget envelopes, the allocation of grit bins has been capped and their usage is monitored to ensure:-

- Numbers of bins are sustainable with current and future budget envelopes
- Bins are provided/located in accordance with Policy standards.
- Locations of bins are optimised to provide maximum possible benefit and self-help usage with optimised locations agreed by elected members on a ward by ward basis.

For the location of Grit Bins go to [www.fife.gov.uk](http://www.fife.gov.uk) and enter “Gritting” in the search facility.

### **Assessment Criteria**

In order to maintain grit bins numbers at sustainable level and to optimise locations etc. it is necessary to apply a consistent assessment criteria for each bin location. The assessment criteria framework is included in Appendix D. In addition to the framework criteria any specific site assessment required prior to determining the need for a grit bin must also take in account: -

- Road classification
- Road/footway geometry i.e. gradients/bends etc.
- Aspect of location i.e. north/south facing
- Amenity value and anticipated usage
- Proximity to lower priority gritting routes (e.g. Priority 2 routes)
- Any other location specific extenuating circumstances

### **Requests for New Grit Bins**

Increasing bin numbers are unsustainable therefore any requests for new bins can only be met by the relocation of lesser used/lower priority bins.

Where a new request has been made and meets the required assessment criteria a decision will be taken, in consultation with local elected members as appropriate, on whether or not to re-allocate an existing grit bin as per the request received.

Where a new request is made which does not meet the assessment criteria no bin will be provided.

In new housing developments grit bins to be provided by the Developer through Construction Consents to the specification, standard, assessment criteria and rating system of this policy.

For reference purposes the “Grit Bin Assessment Criteria” pro-forma is included in **Appendix D**.

Usage of bins is actively monitored with any unused/underutilised bins will removed and/or reallocated.

#### **4.0 Publicity / Communication**

General publicity for the policy and adopted standards will be achieved through the Fife Council website ([www.fife.gov.uk](http://www.fife.gov.uk)), regular newspaper and journal features.

Daily road condition and proposed action reports will be publicised via the Council’s website ([www.fife.gov.uk](http://www.fife.gov.uk)), social media networks and local radio stations.

During periods of severe weather additional information on road conditions and closures will be publicised via local radio stations and social media networks. Further information relating to weather related road closures and winter conditions will be also be available on the Fife Council website ([www.fifedirect.org.uk](http://www.fifedirect.org.uk))

In the event of expected poor road and weather conditions information will be passed, via the Emergency Planning Officer, to relevant Fife Council Services in order to assist in the implementation, in appropriate circumstances, of the Severe Weather Contingency Plan.

In addition, Fife Council will periodically prepare and publish additional information relating to winter information and service delivery.

A “frequently asked questions” page can be found on the Fife Council website ([www.fife.gov.uk](http://www.fife.gov.uk)) . This covers more operational issues not covered in the Policy.

#### **5.0 Performance Monitoring**

Service delivery and the performance of the service provider will be monitored each winter season to enable periodic reports on activities including: -

- Route efficiency, coverage and fleet capacity
- Number of compliments, complaints and claims
- Adequacy and timing of weather forecasts
- Completion of routes within 3 hour period.

## 6.0 Consultation

Roads & Transportation Services shall periodically consult on the Winter Services Policy and Winter Operational Arrangement in addition to undertaking an annual review process aimed at identifying possible revisions to the winter service. Those consulted will include: -

- Elected members
- The travelling public and residents of Fife
- Community Councils, Community Groups, Disability Groups etc.
- Fife Council Services e.g. Education and Children's Services, Housing Services, Emergency Resilience, Communities, etc.
- Emergency Services i.e. Police, Fire and Ambulance Services
- Road User Groups e.g. AA, RAC, Freight Transport Association etc.

## 7.0 Budgetary Provision

The severity of any winter is unpredictable and subsequently it is not possible to predict the budget requirements in advance with absolute confidence. However, Assets, Transportation & Environment are able to access extensive historical information which is taken into account during the budgeting process.

Dealing with a concentrated period of snow can be costly and subsequently may be perceived as a severe winter. However, a period of prolonged marginal temperatures and wet conditions necessitating frequent and repeated pre-salting actions can also constitute a major contribution to actual costs. During such periods of repeated pre-salting the extensive scale of operations may not always be readily apparent. The total winter costs in any year comprise both **set-up** and **variable** elements.

**Set-up costs** include the provision and supervision of facilities and standby personnel including labour, plant, vehicles and equipment.

**Variable costs** include salt tonnages, pre-salting, patrols, inspections, grit bin placement and recovery, servicing/upkeep of grit bins, emergency salting and snow clearing in addition to any specific winter maintenance activities arising as a result of winter weather conditions.

Set-up costs can account for as much as 60% of total winter costs; however, the final cost for winter gritting and snow-clearing is determined by the severity of any winter season, the effect of which will always be reflected in the total sum of the variable costs incurred.

To allow for the delivery of a winter service during extreme weather conditions, Fife Council has retained sufficient financial reserves to cope with such weather-related emergencies.



## Appendix A – Resources

### Roads & Transportation Services

Winter Resources (Employees)	No.
Winter Service Manager	1
Winter Manager (Rota)	5
Nightshift Officers (Rota)	10
Winter Supervisor (Rota)	12
Driver (Rota)	75
Operatives	55
Total	158

Winter Resources (Core Plant)	No.
6 m <sup>3</sup> Gritter Fixed body - Four Wheel Drive	17
6 m <sup>3</sup> Gritter / 18T Tipper Quick Change Body	6
6 m <sup>3</sup> Gritter / 18T Gully Tanker Quick Change Body	2
6 m <sup>3</sup> Gritter / 18T Tipper Hook Lift	2
3 m <sup>3</sup> Gritter / 13T Tipper Hook Lift	2
Total	29

Winter Resources (Additional Plant – Severe Weather)	No.
1.2 m <sup>3</sup> Gritter Demount / 6.5T Pickup and Slush Blade	11
18T Tipper Tipper and Slush Blade	8
JCB 2CX Streetmaster with Plough	8
JCB 3CX Sitemaster with Plough	3
Compact Utility Tractor - c/w quick hitch snow blade and salt hopper	30
Total	60

### **Parks Streets & Open Spaces – (Building & Environmental Services PSOS)**

PSOS are contracted for standby on Public Holidays and Weekends, from the 26<sup>th</sup> of November until the 11<sup>th</sup> of March under the Service Level Agreement.

<b>Winter Resources (PSOS)</b>	<b>No.</b>
Winter Officer	1
Supervisor	3
Operatives/Driver	58
Tractor with plough	4

PSOS standby may be extended by agreement with the Winter Service Manager if conditions dictate.

In extreme/severe weather all PSOS employees shall be made available for winter duties during normal working hours.

### **Building & Environmental Services**

When weather conditions prevent the delivery of normal outdoor duties of Building Services employees, they will be allocated to the most appropriate operational depot to assist in the delivery of a prioritised winter service under the direction of the Winter Manager

Note: For Building & Environmental Services - no internal transaction payments will be made during normal working hours for the provision of these Council Services. Overtime and standby payments will be made through the Winter budget managed by Roads & Transportation Services.

## Appendix B – Salt Resilience

### Salt Resilience Levels:

Salt resilience is monitored nationally over the full course of the winter period to provide a national position and allow, where required, the opportunity for mutual aid across all Scottish local authorities.

Resilience is calculated in days using the tonnage required to complete three 20g/m<sup>2</sup> treatments on the precautionary treatment network i.e. the area of roads network treated based on forecast received.

Due to the variances in Policy etc. there is no national standard for minimum day's resilience however Fife has set a pre-winter resilience level of 40 days with stock levels calculated as per table below.

Salt Stocks and Pre-season Resilience Level				
Route Priorities	Precautionary Winter Network (tonnes x treatments)	Minimum Winter Network (tonnes/day)	Days Resilience	Tonnage Required
Primary	150 x 3 runs	450 tonnes	40	18,000
All other carriageways car parks & cycleways	25% of Precautionary network tonnages		N/A	4,500
Footways & Salt bins	1500t footways/1000t bins		N/A	2,500
			Total	25,000 tonnes

In addition, the national arrangement Fife also has reciprocal mutual aid arrangements in place with fellow ELBF members.

### Salt Usage History:

Year	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2019/20
<b>Salt Used</b>	14,500t	26,000t	16,360t	12,500t	12,500t	14,397t	25,850t	11,182	12,581	22,393

On the basis of recent winter experience and the inability of the UK Salt Industry to meet consumption levels, it is proposed to maximise the Fife salt holding at the commencement of winter to a level that guarantees resilience against the national standards including mid-season restocks as required.

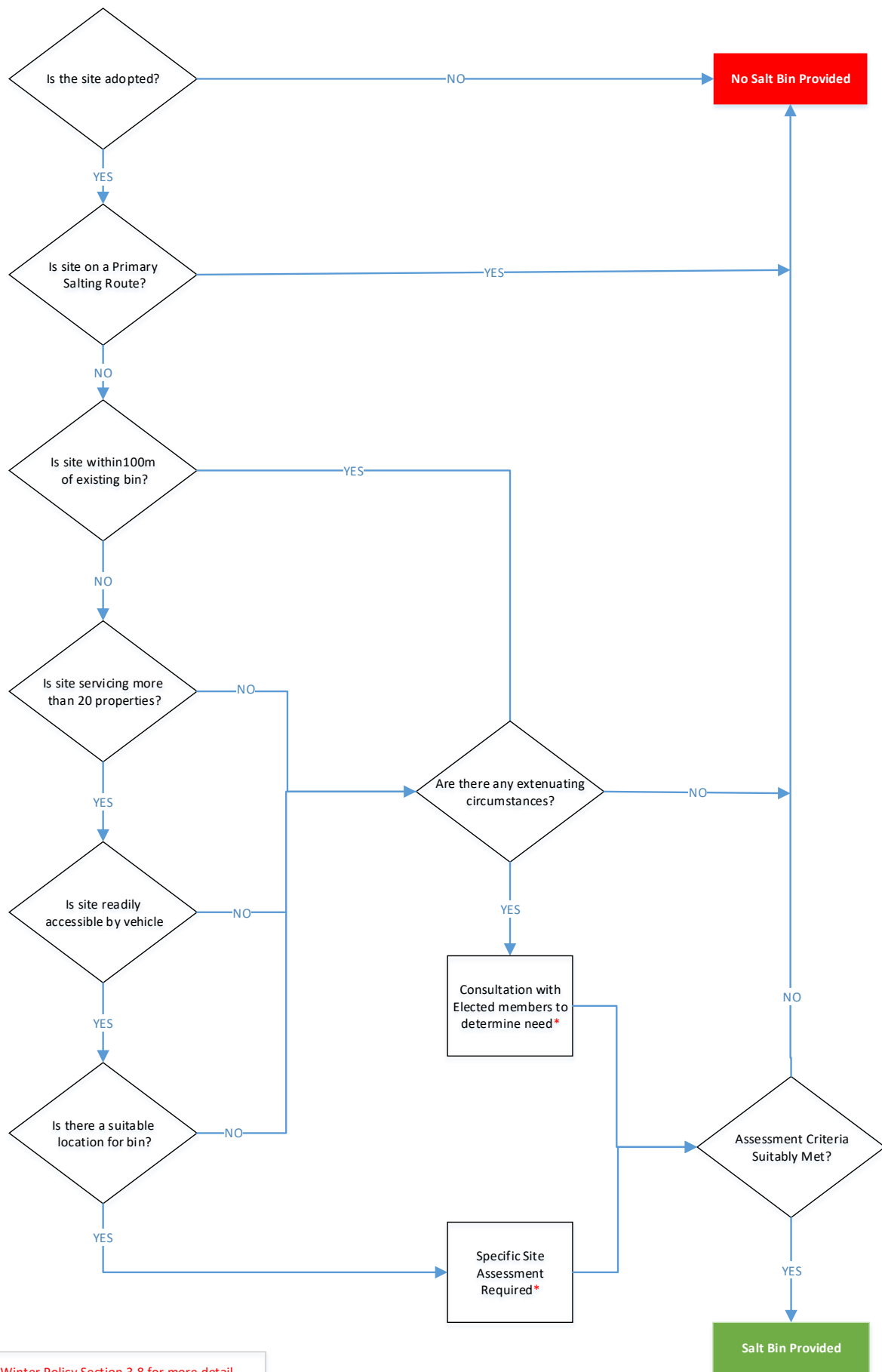
## Appendix C – Summary Treatment Matrix (V1)

Matrix as per Well Maintained Highways (Appendix H) reviewed and approved by ELBF winter sub group 11.09.18

Frost or forecast frost Road Surface Temperature and Road Surface Wetness	C Poor Cover (salt stored uncovered) Medium Traffic Normal Loss	K Good Cover (salt stored under cover) Medium Traffic Normal Loss	Comments
RST at or above -2 deg and dry or damp road conditions	10	10	
RST at or above -2 deg and wet road conditions	15	10	
RST below -2 deg and above -5 deg and dry or damp road conditions	(15 or 20) <sub>1</sub>	(10 or 15) <sub>1</sub>	<sub>1</sub> Spread rate dependent on residual salt on road surface
RST below -2 deg and above -5 deg and wet road conditions	1 x 20 & monitor & treat as required)	20	
RST at or below -5 deg and above -10 deg and dry or damp road conditions	(1 x 20 & monitor & treat as required) <sub>1</sub>	20	<sub>1</sub> Spread rate dependent on residual salt on road surface
RST at or below -5 deg and above -10 deg and wet road conditions	(1 x 20 & monitor & treat as required)	(1 x 20 & monitor & treat as required)	

Precautionary treatment before snow / freezing rain		
Light snow forecast (light snow is defined as <10mm)	20 to 40	Dependent on capability to complete route within reasonable time and monitor for further action
Moderate / Heavy Snow forecast (defined as ≥10mm)	20 to 40	Dependent on capability to complete route within reasonable time and monitor for further action
Freezing Rain forecast	2 x 20	Spreading salt before freezing rain can have a limited benefit and follow up treatments will be delivered on any ice that has formed
Treatment when ice formed		
Ice formed up to 1mm RST higher than -5 deg C Medium / Light traffic	20	Winter Officer to monitor for further treatment
Ice formed up to 1mm RST lower than -5 deg C Medium / Light traffic	20	Winter Officer to consider and seek approval for 1:1 mixture and further assess spread rate
Treatment during snowfall		
Continuous snow falling	20	Winter Officer to monitor for further treatment
Snow forecast for during the night	Patrol	Winter Officer to monitor for further treatment
Treatment for slush when freezing conditions are forecast		
Plough to remove as much slush as possible before treating	2 x 20	Winter Officer to monitor for further treatment
Treatment for thicker layers of compacted snow and ice		
Medium layer 1 to 5 mm initial treatment	20 to 40	Dependent on capability to complete route within reasonable time and monitor for further action. Winter Officer to consider and seek approval for 1:1 mixture
High Layer Thickness greater than 5mm Initial treatment	20 to 40	Dependent on capability to complete route within reasonable time and monitor for further action. Winter Officer to consider and seek approval for 1:1 mixture. For successive treatments spread abrasives only after traffic has started breaking up the layer spread at 20g/m2 of salt / abrasive mixture

## Appendix D – Grit Bin Assessment Criteria



## **Appendix E – Further Information/Contacts**

Further information on Winter Gritting & Snow Clearing issues can be obtained from the contacts as detailed below: -

### **FIFE-WIDE SERVICE / POLICY ISSUES:**

**Ken Gourlay**

Head of Assets, Transportation & Environment

Email: ken.gourlay@fife.gov.uk

**Vacant post**

Senior Manager, Roads & Transportation Services

Email:

### **OPERATIONAL SERVICE DELIVERY ISSUES:**

#### **FIFE – WIDE**

**Bill Liddle**

Service Manager (Roads Maintenance)

Email: bill.liddle@fife.gov.uk

#### **North East Fife, Glenrothes and Levenmouth Areas**

**Lynne Davidson**

Lead Consultant (Roads Maintenance)

Email: lynne.davidson@fife.gov.uk

#### **Kirkcaldy, Dunfermline, Cowdenbeath and South West Fife Areas**

**Kane Smith**

Lead Consultant (Roads Maintenance)

Email: kane.smith@fife.gov.uk

### **OPERATIONAL SUPPORT ISSUES**

#### **(Weather Forecasting Service, Salt Purchase etc):**

**Ian Smart**

Service Manager (Asset Management & Commercial)

Email: ian.smart@fife.gov.uk

**Tracey Riddell**

Co-ordinator (Operations & Commercial Management)

Email: tracey.riddell@fife.gov.uk

9 September, 2021.

Agenda Item No. 06

## Leading Economic Recovery (LER) Action Plan: Progress Update (June 2021)

Report by: Gordon Mole, Head of Business and Employability

Wards Affected: All Wards

### Purpose

To provide members with an update on progress against actions identified with the Leading Economic Recovery Action Plan agreed by Policy & Coordination Committee on 4 March 2021 as part of Fife Council's Reform & Recovery Programme.

### Recommendation(s)

It is recommended that the Committee:

- (i) review progress in relation to actions identified within the Leading Economic Recovery Action Plan;
- (ii) recognise continuing uncertainties in terms of the economic impact of the Covid-19 pandemic, consequences of the EU Exit, and associated government responses to both; and,
- (iii) note that the outcomes of the Leading Economic Recovery workstream (which formed part of the Council's wider Reform & Recovery Programme) have fed into the current refresh of the Plan4Fife, and that it remains the intention to undertake a more detailed review of the Fife Economic Strategy in 2022.

### Resource Implications

There are no immediate resource implications associated with this report. Funding solutions will need to be identified and developed in line with new or extended allocations of funding from Scottish and UK Governments and other external sources. The Business & Employability Service received additional revenue and capital funding within the 2021/22 budget to support economic recovery for key sectors and advancement of capital schemes to enable economic growth.

### Legal & Risk Implications

There are no specific legal and risk implications associated with this report.

## Impact Assessment

---

An Equalities Impact Assessment has not been completed and is not necessary at this stage, as the proposals within the report do not currently represent a change to policy.

The Fairer Scotland Duty, which came into force on 1 April 2018, requires the Council to consider how it can reduce inequalities of outcome caused by socio-economic disadvantage when making strategic decisions.

## Consultation

---

The development of the proposals within the action plan have been the subject of consultation with a designated elected member working group (comprising members of the Council's Economy, Tourism, Strategic Planning & Transportation Sub-Committee); key officers within Business & Employability; and key officers supporting work on associated Reform & Recovery Programme workstreams. The work also draws upon ongoing engagement with external stakeholders through existing and recently established channels of communication.

## 1.0 Background

---

- 1.1 The 2020 global Covid-19 pandemic has had an unprecedented economic impact, the full scale of which has still to emerge. Government support has so far helped to mitigate the immediate impact on businesses, but concern remains that unemployment may still increase significantly once the Coronavirus Job Retention Scheme (furlough scheme) and Self-Employment Income Support Scheme come to an end on 30 September 2021.
- 1.2 As part of the Council's wider Reform & Recovery programme response, an elected member working group was established to look at priorities in relation to Leading Economy Recovery. Initially, the intention was to engage the elected member working group on the scheduled refresh of the Fife Economic Strategy. However, while the importance of this higher-level, longer-term focus was recognised, the discussions within the working group emphasised the more immediate need for shorter-term actions to support business survival, adaptation and diversification.
- 1.3 The working group met on four occasions between September and November 2020 and at the end of this period the need for a shorter-term focus was further reinforced by the continued economic uncertainties resulting from the ongoing prevalence of coronavirus worldwide and negotiations on an EU Exit deal between the UK and EU in the run-up to the end of the transition period on 31 December 2020.
- 1.4 On this basis, a decision was taken by the Head of Business & Employability, in liaison with the Executive Director (Enterprise & Environment), to defer the scheduled refresh of the Fife Economic Strategy until April 2022 and instead focus on a shorter-term action plan covering a 12–18-month period commencing in January 2021.
- 1.5 The Leading Economic Recovery (LER) Action Plan was subsequently approved by Policy & Coordination Committee on 4 March 2021 at a special meeting focussing on outputs from key workstreams within the Reform & Recovery Programme.



- 1.6 The six key actions identified within the LER Action Plan are to:
- Provide signposting, advice, guidance & support to local businesses;
  - Stimulate economic demand / support access and mobility;
  - Protect local employment;
  - Continue to make the case and actively lobby for additional funding and investment;
  - Support and deliver investment-led economic growth; and,
  - Optimise the role of the Council, and its partners, within the local economy in relation to Community Wealth Building (CWB).
- 1.7 This report provides members with a six-month update on progress (to the end of June 2021) in relation to the agreed Leading Economic Recovery Action Plan. Section 2, below, provides a summary overview of progress along with some relevant data on current economic conditions. A full update on the Action Plan is included under Appendix 1 of this report.
- 1.8 It should be noted that the sixth of the action points (above), relating to Community Wealth Building, is being taken forward as a separate workstream alongside Leading Economic Recovery within the Reform & Recovery Programme. As such, the detail of this activity will be the subject of separate reports to committee.

## 2.0 Overview of Progress

---

- 2.2 The following paragraphs highlight key aspects of progress under each of the six LER Action Plan themes.

### **Action 1: Providing signposting, advice, guidance & support to local businesses**

- 2.3 The Council has provided comprehensive advice, guidance and signposting to local businesses in relation to Covid-19 business support, as well as having directly administered some funding streams on behalf of the UK and Scottish governments.
- 2.4 Provisional figures published by HMRC<sup>1</sup> suggest a total of 8,000 eligible employees in Fife (around 5%) were in furlough as of 30 June 2021; down from 16,000 (10%) at the end of April.
- 2.5 The worst affected sectors in Fife continue to be Accommodation & Food Services (1,570 furloughed employments) and Wholesale & Retail (1,210 furloughed employments), although the number of people furloughed in both sectors are much lower than in April when 4,150 employees in the Accommodation and Food Services sector and 3,110 in the Wholesale and Retail Sector were on furlough.
- 2.6 Figures published by HMRC<sup>2</sup> in relation to people claiming assistance from the Self-Employed Income Support Scheme (SEISS) show that in Fife a total of 34,900 claims had been made by 11,000 individuals as of 6 June 2021, totalling £95.1m.

---

<sup>1</sup> HMRC [Coronavirus Job Retention Scheme \(CJRS\) statistics: 29 July 2021 - GOV.UK](#)

<sup>2</sup> HMRC [Self-Employment Income Support Scheme \(SEISS\) statistics: July 2021 - GOV.UK](#)

In terms of employment sectors, the highest proportion of claims in Scotland came from the Construction sector (26%), followed by Transportation & Storage (9%).

- 2.7 The table below shows the latest weighted Scottish estimates for businesses currently trading drawn from the ONS Business Insights & Conditions Survey <sup>3</sup> (Wave 36) for the period 26 July-8 August 2021. Encouragingly this shows 98.1% of businesses in Scotland were trading at the beginning of August and, most significantly, the previously worst affected sectors of Accommodation & Food Services and Arts, Entertainment & Recreation had 94.4% and 94.0% respectively of businesses currently operating.

<b>Table1: Business Insights &amp; Condition Survey (BICS) Weighted Scottish Estimates of the Proportion of Businesses Currently Operating, by Sector (26 July-8 August 2021)</b>	
<b>Industry Sector (Scotland)</b>	<b>% Currently Trading</b>
B Mining and Quarrying	*
C Manufacturing	98.5%
E Water Supply, Sewerage and Waste	*
F Construction	98.9%
G Wholesale and Retail, inc. Repair of Vehicles	98.8%
H Transport and Storage	96,3%
I Accommodation and Food Services	94.4%
J Information and Communication	100.0%
L Real Estate Activities	*
M Professional, Scientific, Technical Services.	98.5%
N Admin and Support Services	100.0%
P Education	*
Q Health and Social Work	*
R Arts, Entertainment and Recreation	94.0%
S Other Service Activities	*
■ <b>All Businesses</b>	<b>98.1%</b>
<i>Source: ONS / Scottish Government; BICS Wave 36 (26 July-8 August 2021) Weighted Scottish Estimates</i> <i>Note: Survey relates to businesses with 10+ employees and a presence in Scotland. * highlights sectors where proportion of businesses currently operating is less than 1% or the base count is less than 25.</i>	

- 2.8 Despite the impact of Covid-19, business start-ups in Fife have reassuringly continued to grow, with 117 for the year-to-date and 27 new businesses registered in June alone.

## **Action 2: Stimulating economic demand / supporting access and mobility**

- 2.9 The roll-out of measures to support social distancing and maintain accessibility to businesses within key town centres is complete.
- 2.10 Town Centre Economic Advisers are in place for both Kirkcaldy and Dunfermline and are making progress on locally-driven initiatives with support from the wider Town Centres Development Unit.

<sup>3</sup> ONS / Scottish Government [Business Insights & Conditions Survey \(BICS\) Wave36 \(26 July-8 August 2021\)](#)

- 2.11 Work is continuing on the development of place-based investment proposals for key town centres in line with new government funding programmes, with a report to Policy & Coordination Committee on 24 June 2021.
- 2.12 The programme of public realm improvement works in Cowdenbeath is now complete and works currently ongoing in Kirkcaldy and Leven are due for completion later in the summer.
- 2.13 There has been a high-level of interest in two recent digital skills courses supporting the tourism sector, with over 116 sign-ups for events in January and March and further events now scheduled.
- 2.14 Advance preparations are now beginning to support the delivery of the 150<sup>th</sup> Open Golf Championship at St Andrews in July 2022.

### **Action 3: Protecting local employment**

- 2.15 The Fife PACE task force continue to liaise with key agencies at a national level to support a number of local businesses under stress, although there have been no compulsory redundancies in Fife to date.
- 2.16 Restrictions in place due to Covid-19 have slowed the roll-out of the Edinburgh & SE Scotland City Region Deal's Skills Gateway activity, but more projects are now due to come forward as restrictions are eased.
- 2.17 The regional Housing Construction & Infrastructure (HCI) Skills Gateway will be commencing electric vehicle charging installation training programmes as well as multi-skilling courses and green technology retrofitting skills courses. The Data Driven Innovation (DDI) Skills Gateway will continue to build on the successful Women into Data programme and will also be expanding the Data Education in Schools programme activity over the next year.
- 2.18 The Intensive Family Support (IFS) programme has commenced and is engaging with workless, low-income and lone-parent families from communities in Mid-Fife. As these families progress, opportunities in each of the Skills Gateways will be made available to them.
- 2.19 Fife Council Employability Service provides a central gateway for local businesses to participate in the Fife Jobs Contract or Kickstart schemes supporting people into employment. The Fife Jobs Contract creates paid jobs for people of all ages. As of June, the scheme has created 176 approved vacancies, of which 117 have been filled so far. Kickstart creates paid jobs for people aged 18-24 and has so far created 161 approved vacancies, of which 55 have been filled, and a further 30 are in the pipeline.

### **Action 4: Continuing to make the case for additional funding and investment in Fife**

- 2.20 The Council's Community Investment Team has led on the coordination of Fife proposals for bid submissions to the UK Community Renewal Fund, administered by the UK Government's Ministry of Housing, Communities and Local Government. A report to Policy & Coordination Committee in June 2021 outlined details of the bids received and those chosen for submission via this process. A decision regarding awards is expected this summer.

- 2.21 Fife is also in the process of developing five potential bids to the second round of the UK Levelling-Up Fund (one for each of its four UK parliamentary constituencies plus one transport-related bid). This is a competitive fund, and at this stage no regional bids are emerging.
- 2.22 The Mid-Fife Economic Investment Prospectus was approved by the Economy, Tourism, Strategic Planning & Transportation Sub-committee on 10 June 2021 and now provides an outline framework, prioritising investment proposals across the Mid-Fife area over the next 10-15 years. Some of these proposals are already underway or in development via City Region Deal funding, while others will be funded through capital advanced in the 2021/2022 Council budget.
- 2.23 Fife Council has secured a £1.45m allocation from the Scottish Government Vacant & Derelict Land Fund (VDLF) for 2021/22. A delivery plan is with Scottish Ministers for agreement.
- 2.23 A draft Edinburgh & SE Scotland regional climate emergency investment prospectus is also in development in preparation for COP26.
- 2.24 Delivery of the Scottish Government's R100 programme, which aims to provide superfast broadband access to every home and business in Scotland, is now underway. Premises in scope and dates for delivery are available at [www.scotlandsuperfast.com/how-can-i-get-it/check-my-address/](http://www.scotlandsuperfast.com/how-can-i-get-it/check-my-address/)
- 2.25 In addition, the UK's four Mobile Network Operators, who are working with the government to deliver 4G network coverage to 95% of the UK, are currently reviewing their investment plans for the Shared Rural Network to take account of increased levels of home working as a result of the Covid-19 pandemic.

### **Action 5: Supporting and delivering investment-led economic growth**

- 2.26 Tranche 1 of the Fife Industrial Innovation Investment (Fifei3) Programme is currently in progress, funded via the Edinburgh & SE Scotland City Region Deal. The development of new business units at Queensway Industrial Estate in Glenrothes has now been completed, with strong market interest and only one unit still to be let. Construction of new business units at Dunnikier Business Park in Kirkcaldy is on track for completion by the end of Qtr2 2021/22 and site servicing has now started at the Fife Interchange North site in Dunfermline.
- 2.27 Operational completion of the Babcock / University of Edinburgh Fastblade advanced research and testing facility at Rosyth is scheduled for the end of 2021.
- 2.28 Work on the Eden Campus at Guardbridge (part of the Tay Cities Region Deal) is progressing, with completion of Walter Bowden House and site landscaping. Work is now underway on the buildings comprising the Enterprise Ecosystem.
- 2.29 In an announcement on 15 June, Scottish Government Transport Minister, Graeme Dey MSP, confirmed that the new Levenmouth rail line would be double tracked and electrified. Mr Dey also confirmed that the two station options that will be taken forward following detailed development work and stakeholder consultation will see the new Leven Station located behind the Leisure Centre and the Cameron Bridge Station located to the east of the A915.

Officers continue to be involved in discussions regarding the design and infrastructure requirements of the new stations and are also actively engaged with the Levenmouth Reconnected Programme (LRP) on prospective project proposals for the LRP Related Fund, including elements of match funding via, for example, use of Vacant and Derelict Land Fund allocations.

- 2.30 All land has been acquired and permissions are in place in relation to the development of the vacant Furniture World and former Coop gap site on Kirkcaldy High Street at Oswalds Wynd. Demolition work is scheduled for July, beyond which the project becomes an affordable housing-led development.
- 2.31 Work on the 5-year Inverkeithing Built Heritage Regeneration Programme is continuing with preparatory works underway in advance of work at Inverkeithing Town House and the main public realm improvements phase, which is expected to commence in the second quarter of 2022.
- 2.32 Development of Fife's Regional Climbing and Bouldering Centre at St Andrews Church in Lochgelly is nearing completion. The building and Town House Square were handed back to the Council at the end of June. Community Interest Company Rockgelly will now take possession of the building to complete fit-out works prior to the opening of the facility later in the year.

#### **Action 6: Optimise the role of the Council, and partners, on Community Wealth Building**

- 2.33 A report highlighting the findings and recommendations from the Community Wealth Building (CWB) workstream was approved by Policy & Coordination Committee on 4 March 2021 as part of the Council's wider Reform & Recovery Programme.
- 2.34 Community Wealth Building has subsequently been highlighted as a key underpinning approach to support delivery on the three priorities of Economic Recovery, Climate Change and Tackling Poverty identified by the Plan4Fife refresh.
- 2.35 A number of Supplier Development Programme activities have been delivered, with some attracting almost 1,000 participants from Fife-based businesses.
- 2.36 The Council's Economic Development and Procurement teams are working together to help local businesses in Fife to be able to successfully compete for Fife Council and other public sector contracts.
- 2.37 Community Wealth Building is being taken forward as a distinct workstream, with progress now reported separately from the Leading Economic Recovery Action Plan.

## **3.0 Conclusions**

---

- 3.1 The impact of the Covid-19 pandemic and consequences of the United Kingdom's exit from the European Union continue to create longer-term economic uncertainties. At present, the Council remains in a mainly responsive phase focussed on supporting business survival, resilience, adaptation and diversification. There is a cautious optimism around the success of the vaccination programme and the further loosening of restrictions in July and August, although cases of Covid-19 remain high the situation continues to be closely monitored.

- 3.2 Fife has responded quickly and effectively to support the needs of local business in response to the impact of Covid-19. The situation has inevitably placed increased and changing demands on Council services - including significant additional pressures on the services provided by Business and Employability, which have been managed through flexible re-focussing and deployment of available resources.
- 3.3 The current LER Action Plan identifies appropriate short-term interventions to support the local economy in Fife over the 12-18 months from January 2021. A full refresh of the Fife Economic Strategy is now scheduled for 2022 once the scale of the economic impact of the pandemic can be better interpreted from available data.

## **List of Appendices**

Appendix 1: FC Leading Economic Recovery Action Plan: Progress Update June 2021

## **Background Papers**

The following papers were relied on in the preparation of this report in terms of the Local Government (Scotland) Act, 1973:

- Plan for Fife 2017-2027
- Fife's Economic Strategy 2017-2027
- FC Leading Economic Recovery Action Plan (Dec2020)

## **Report Contact**

Peter Corbett, Lead Officer (Economy)  
E: Peter.Corbett@fife.gov.uk

# Leading Economic Recovery Action Plan

## Progress Monitor

## Appendix 1

<b>1. Provide signposting, advice, guidance &amp; support to businesses</b>				
<b>Ref</b>	<b>Fife Action</b>	<b>Timeframe</b>	<b>Status</b>	<b>Progress Update JUNE 2021</b>
1.1	Continue to signpost and assist businesses to access UK / Scottish government Covid-19 funding support and operational guidance	Weekly	Delivery in Progress	InvestFife social channels and Business Gateway e-zines are used weekly to update businesses with the latest information when appropriate. The Economic Development Team is working closely with the national Find Business Support Team and Scottish Government to ensure support to businesses is effective and is also liaising with the Scottish Government to review future funding measures to support local lockdown restrictions.
		Weekly	Delivery in Progress	The news & events sections of the Fife Tourism Partnership website are updated frequently. An e-newsletter is issued once per week to tourism businesses.
1.2	Provide support to sustain FC business tenancies and mitigate impact of lost income.	Monthly	Delivery in Progress	Rental deferment and extended rental terms have been agreed with a number of business tenants, continued support is being given as required.
1.3	Continue to provide expert advice on business start-ups and growth, alongside advice and guidance on business resilience, diversification, adaptation, innovation within the current Covid-19 operating environment.	Qtr 4 2021-22	Delivery in Progress	New starts continue to grow with 117 for the year to date and 27 in June 2021 alone. Business support and advisory services are continuing to ensure businesses are able to access appropriate support, including aftercare and business growth support.
1.4	Continue to signpost and assist businesses to adapt to the consequences of Brexit	Daily	Delivery in Progress	Shop Local social media campaigns have been carried out for Fife's key town centres. A Scotland Loves Local Gift Card, Fife branded and geotagged, is due to launch in September 2021 as part of the national Scotland Loves Local promotional campaign to stimulate local spend and promote Community Wealth Building.
		Ongoing	Delivery in Progress	Webinar support has been provided on incoterms for exporting purposes. Work is also ongoing with national agencies to help mitigate some of the current challenges around haulage and importing.
1.5	Refresh of InvestFife branding and website information to increase competitive proposition	Review every six months	Delivery in Progress	The InvestFife branding exercise is now complete. The website transition has begun, with anticipated completion in Q3 2021. A review of existing economic development marketing collateral also underway to reduce and digitise materials.



## Leading Economic Recovery Action Plan

### Progress Monitor

1.6	Review sectoral analysis of Fife's strengths and weaknesses to enhance support in move to recovery phase. (Tourism; Food & Drink; Manufacturing; and Construction)	Initial analysis of construction sector to be concluded by Jun-21	Completed	Initial analysis of the construction sector was completed in June 2021. A short time working group has been set up to map the available skills and development support in order to inform the development of a business-led action plan.
		Other sectors 2021/22	Delivery in Progress	A food and drink sector action plan is being delivered via Fife Council, Fife Food Network and Scotland Food and Drink. The sector's database has been updated and is to be reviewed to ensure all gaps have been captured. A short-term Tourism Skills Group is to be set up to support the sector's recovery by identifying and closing local skills gaps, providing employability support and promoting the tourism industry as a career of choice. An initial virtual Tourism Sector Recovery and Employability session is taking place on 21 September. Analysis of the manufacturing sector will follow.
1.7	Liaise with Fife Top100 businesses to ascertain current position and plans going forward in order to assess support & workload implications	End of Mar-21	Completed	Quarterly surveys of businesses to ascertain positions and performance during periods of restrictions were carried out until the end of March 2021.
		2021/22	Delivery in Progress	A plan is in place to reassign top 50 businesses support following the reformatting of Scottish Enterprise's support services. Support will be delivered by Fife Council's Economic Development Team in conjunction with Business Gateway to ensure a continued support function for those businesses who would previously have received this from Scottish Enterprise.
1.8	Ongoing delivery and re-purposing of Business Gateway services to support businesses during current crisis. Increased use of digital solutions / online delivery. Focus on business resilience and sustainability, rather than growth.	Ongoing	Delivery in Progress	Digital Boost and other support is being promoted to businesses through advisory services and through the monthly Fife Business Matters Update and Business Gateway Ezine.



## Leading Economic Recovery Action Plan

### Progress Monitor

1.9	Work with national and local public sector key players to ensure awareness and promotion of supply chain opportunities as key part of supplier development programme	Ongoing	Delivery in Progress	A comprehensive programme of online webinars and courses is still being offered to businesses. Work is being undertaken to establish when large contracts are coming on stream so that the Economic Development Team can create bespoke webinars relating to specific contracts. The team is also currently working with sustainable food partnerships to encourage local produce procurement.
1.10	Examine and facilitate opportunities for continued participation in UK and International trade shows and trade missions via digital solutions.	2021/22	Delivery in Progress	The Economic Development Team is working closely with Scottish Development International (SDI) and Scottish Enterprise to review international markets and entry through digital platforms to support supply chain and meet the buyer trade events. The International Trade Group is working well, providing webinars and articles relevant to specific sector businesses.
1.11	Re-purpose ERDF programmes to support immediate business needs around re-skilling and e-commerce.	2020/21	Delivery in Progress	Businesses are utilising the ERDF funding for training purposes. Digital skills are priority going forward. Work is also being undertaken via Scottish Local Authority Economic Development (SLAED) to monitor and respond to the ongoing development of the UK Shared Prosperity Fund to identify opportunities for Fife Council.
1.12	Review of Food and Drink Action Plan to repurpose (digital) trading platforms and distribution hub capabilities.	Ongoing	Delivery in Progress	Joint working with Scotland Food and Drink and Fife Food Network is strong with a number of collaborative activities being delivered including a new Culture of Enterprise proposition for food and drink businesses.
		Mar-21	Delivery in Progress	A number of grants have been applied for by businesses wanting to exhibit at relevant trade shows and also access the Digital Boost programme.
1.13	Examine opportunities to support / boost demand for Fintech services as a result of digital financial requirements.	Feb-21	Completed	Consultation with Fintech businesses was carried out with very little engagement, this is now to be followed up with phone calls to relevant businesses.

## Leading Economic Recovery Action Plan

### Progress Monitor

1.14	Support Manufacturing sector adaptation and innovation to address the need to increase productivity whilst maintaining social distance for workforce.	Ongoing	Delivery in Progress	Engagement with the National Manufacturing Institute Scotland (NMIS), the Scottish Manufacturing Advisory Service (SMAS) and the Centre for Engineering Education & Development (CeeD) is strong, with collaborative webinars and support services being undertaken. Business Gateway continues to support businesses within the manufacturing sector. The Economic Development Team will also be initiating a PR campaign to Fife businesses in autumn 2021 to stimulate digital business improvements.
1.15	Review of priorities within Innovation Action Plan. Repurpose objectives to look at sustainability and resilience with product and process development. Working with key partners to support business engagement. Innovation grants/loans to assist businesses. Upskilling workforce with digital/AI skills.	2021/22	Delivery in Progress	A Community Renewal Fund application has been submitted to enhance this work. The Council's Climate Team has set up a new Food4Fife Strategy Group to review the sustainable food economy looking at farm-to-fork initiatives, the sector's supply chain and improved local procurement.
		2021/22	Delivery in Progress	Promotion of all opportunities by strategic partners has been carried out and will continue to be promoted
1.16	Support businesses in the Fife i3 Programme and Eden Campus development to be innovative and exploit links with the universities to deliver new ways of working that increase competitiveness and added value.	Ongoing in line with project tranches	Delivery in Progress	The Fife i3 tenant application process is in place. Support mechanisms are being developed within existing resources. During Qtrs 1 & 2 2021/22 the approach is being tested with the first tenants in new units at Flemington Road, Glenrothes. The Eden Campus not likely to have tenants in place until 2022/23 once the new business property is completed.

## Leading Economic Recovery Action Plan

### Progress Monitor

#### Action 2: Stimulating economic demand / supporting access and mobility

Ref	Fife Action	Timeframe	Status	Progress Update JUNE 2021
2.1	Provide ongoing support to 'Spaces for People' initiatives in town centres to encourage mobility, focussing on business use of outdoor space.	Commitment of projects by Apr-21	Completed	The roll-out of measures to support social distancing in key towns centres is complete.
2.2	Provide ongoing support to local town centre trading initiatives (including e-commerce support)	Dec-21	Delivery in Progress	A Kirkcaldy Rewards Scheme, has been launched running in tandem with the other initiatives recently launched in the town - the Kirkcaldy 'Love Oor Lang Toun' Community Interest Company (CIC); ShopAppy Kirkcaldy online shopping platform; Kirkcaldy gift card; weekly outdoor Artisan Markets and Enlightenments Shop/Cafe.
			Delivery in Progress	The St Andrews Marketplace online SME shopping portal continues to operate, and BID St Andrews, which is responsible for the shopping portal and Love St Andrews Gift Card, secured a second term (2021-2026) in a renewal ballot held in July .
			Delivery in Progress	Economy Advisors (Town Centre Development) are in place in Kirkcaldy and Dunfermline and are making progress on locally driven initiatives, with support from the council's Town Centre Development Unit.
2.3	Promotion of Buy-Local campaigns that will continue running until at least the end of March 2021 to encourage people to use local shops and businesses. These include town centre promotional videos, digital radio promotions and bus advertising as well as use of local and Scotland Loves Local campaign materials.	Until at least end of Mar-21	Delivery in Progress	Shop Local social media campaigns have been carried out for Fife's key town centres. A Scotland Loves Local Gift Card, Fife branded and geotagged, is due to launch in September 2021 as part of the national Scotland Loves Local promotional campaign to stimulate local spend and promote Community Wealth Building.

## Leading Economic Recovery Action Plan

### Progress Monitor

2.4	Ongoing delivery of the wider Scottish Government-funded Town Centre Capital Investment Programme	Completion by Mar-22	Delivery in Progress	The Scottish Government has launched a follow-on to the Town Centre Capital Fund, referred to as the Place-Based Investment Programme. The projects which will receive investment from Fife's £3,163m allocation from the programme during 2021/22 were approved by the Policy & Coordination Committee on 24 June 2021.
		Completion by Mar-22	Delivery in Progress	Kirkcaldy and Leven improvement works are continuing and are due for completion later in the summer. The current phase of improvement works in Cowdenbeath is complete and includes a new gable-end mural on the High Street.
2.5	Creation of a video-led "Welcome to our Home" consumer campaign for Spring 2021 launch	Spring 2021	Completed	Filming of promotional videos for each Local Tourism Association area has started and a video for St Andrews was released in May 2021.
2.6	Deliver online digital skills training provision for tourism and hospitality sector aligned to business requirements.	2021	Delivery in Progress	A food and drink sector action plan is being delivered via Fife Council, Fife Food Network and Scotland Food and Drink. The sector's database has been updated and is to be reviewed to ensure all gaps have been captured. A short-term Tourism Skills Group is to be set up to support the sector's recovery by identifying and closing local skills gaps, providing employability support and promoting the tourism industry as a career of choice. An initial virtual Tourism Sector Recovery and Employability session is taking place on 21 September. Analysis of the manufacturing sector will follow.
2.7	Review digital tourism information provision infrastructure to ensure appropriateness during restrictions and in terms of looking ahead to a post-Covid world.	Summer 2021	Completed	Following a review and survey of Fife's digital kiosks undertaken in conjunction with Local Tourism Association chairs, it has been decided to remove all kiosks. FC Transportation Service is to provide a timescale for removing them.

## Leading Economic Recovery Action Plan

### Progress Monitor

2.8	Support for tourism and hospitality businesses	Ongoing as required throughout Covid-19 response	Delivery in Progress	Relevant information on sources of guidance and financial support continues to be communicated to businesses via social media, the Fife Tourism Partnership website and through the Local Tourist Associations.
			Delivery in Progress	The national Good to Go Scheme and Visitor Charter are being promoted to businesses through social media, the Fife Tourism Partnership website and Local Tourism Associations.
			Delivery in Progress	Information on the importance of participating in national surveys is being promoted to businesses via social media, the Fife Tourism Partnership website and the Local Tourist Associations.
2.9	Support delivery of the 150th Open Championship at The Old Course, St Andrews in 2022	2021-2022	Delivery in Progress	The delivery programme for the 2022 Open Championship in St Andrews is now being led by the Corporate Events team in conjunction with council officers.
2.10	Support event organisers to re-focus and deliver events virtually in 2021	2021	Delivery in Progress	The strategic events fund has been re-focused to include provision for digital events and guidance has been updated.
2.11	Maintain Fife's World Host Destination Status	2021	Paused / Suspended	WorldHost courses are still suspended due to the pandemic. Covid e-courses were run and promoted to businesses via Fife Tourism Partnership channels.

## Leading Economic Recovery Action Plan

### Progress Monitor

<b>Action 3: Protecting local employment</b>				
<b>Ref</b>	<b>Fife Action</b>	<b>Timeframe</b>	<b>Status</b>	<b>Progress Update JUNE 2021</b>
3.1	Establishment of Edinburgh & SE Scotland City Region C19 Jobs recruitment portal as a one-stop-shop for live vacancies and training opportunities in response to economic impact of Covid-19.	2020 - 2022	Delivery in Progress	The jobs recruitment portal continues to support live vacancies throughout the ESES City Region Deal Area. The site is still primarily a Covid response, supporting businesses who are looking to employ. The site will evolve throughout 2021 to be less Covid response focused and recognised as a wider jobs portal.
3.2	As part of the PACE partnership in Fife, continue to provide redundancy triage services and support to businesses and individuals affected by the Covid-19 crisis to minimise the impact and maximise the opportunities for those at risk of redundancy or those made redundant.	Ongoing	Delivery in Progress	Liaising with Skills Development Scotland, the Fife PACE Task Group is working with several companies under stress, although there have been no compulsory redundancies to date. In June, the group launched a webinar about the redundancy support available from Fife Council for people and businesses.
3.3	The National Transition Training Fund (SDS) targets individuals 25yrs+ at risk of redundancy or recently made redundant as a result of the economic impact of Covid-19. The fund will pay for a range of training opportunities designed to reskill individuals for known vacancies within the employment sector.	Ongoing to Dec-21	Completed	Fife Council secured places to deliver this programme in partnership with Fife College between December 2020 and the end of March 2021. Funding for this programme has now ended.

## Leading Economic Recovery Action Plan

### Progress Monitor

3.4	Raise awareness and support take-up of opportunities by Fife residents for re-training and re-skilling via Edinburgh & SE Scotland City Region's Integrated Regional Skills and Employability (IRES) Programme.	Qtr 4 2021-22	Delivery in Progress	<p>The restrictions in place due to the pandemic have slowed the roll-out of both the Housing, Construction and Infrastructure (HCI) and Digital Driven Innovation (DDI) Skills Gateway activities in 2020-21, but as restrictions relax, more projects will commence.</p> <p>HCI will be commencing Electric Vehicle installation training programmes, as well as a range of practical "multi-skilling" training courses to plug identified skills gaps in the Housebuilding and Construction Industries. There will also be additional training in the use of new green technologies to retrofit older housing and commercial building stock, in particular buildings dating before 1919.</p> <p>DDI will be building on the successful Woman into Data programme and will expand the Data Education in Schools activity over the next year, giving Fife's young people access to opportunities in this growing industry sector.</p> <p>The Intensive Family Support (IFS) programme has commenced, engaging with workless, low-income and lone parent families from communities in Mid-Fife. As these families progress, opportunities in each of the Skills Gateways will be made available to them.</p>
3.5	Secure Youth Guarantee funding from the Scottish Govt to deliver a package of support that includes: creation of paid placements; digital support; support for young people with disabilities and health conditions; ILM development; volunteering opportunities; and incentives for employers.	Apr-21 to Apr-22	Delivery in Progress	<p>The deployment of Young Person's Guarantee funding will be considered through the No One Left Behind Fife commissioning process as we advance activity for the commissioning framework for 2022. A bimonthly meeting of Employability leads and City Region Deal activity co-ordinates activity across the two City Regions and our internal delivery.</p>

## Leading Economic Recovery Action Plan

### Progress Monitor

3.6	Develop and implement Fife No One Left Behind (NOLB) Commissioning Framework for Core and Specialist support provision targeting people furthest from the labour market.	Apr-21 to Apr-22	Delivery in Progress	<p>Commissioning Framework published in October 2020. Challenge fund process completed in January 2021. Recommendations approved by Policy &amp; Co-ordination Committee in April 2021. Delivery commenced April 2021, comprising six projects:</p> <ol style="list-style-type: none"> <li>1. Fife ETC-led project supporting adults (25+)</li> <li>2. Fife Council-led project called EasyP, specifically looking at 16-18 year olds, who are at risk of leaving school to a negative destination, or who are in danger of falling out of their first positive transition.</li> <li>3. BRAG Enterprises-led project called Brighter Futures, for 19-24 year olds, focusing on those who have been out of work or have never been employed; many of whom have experience of adverse childhood trauma.</li> <li>4. Fife Employment Access Trust project supporting those whose mental health is a barrier to employment.</li> <li>5. Fife Gingerbread project supporting lone parents, and disadvantaged families in Mid-Fife locations.</li> <li>6. BRAG Enterprises project supporting disadvantaged families, focusing on Dunfermline, SW Fife and NE Fife.</li> </ol> <p>Funding allocations from Scottish Government only confirmed in August 2021; activity commissioned prior to full understanding of budget capacity. ESIF activity will conclude in March 2022; still awaiting confirmation on any future replacement funding.</p> <p>NOLB Commissioning Framework currently being reviewed to assess current delivery and potential gaps.</p>
-----	--	------------------	----------------------	---



## Leading Economic Recovery Action Plan

### Progress Monitor

3.7	Continue to use European Structural & Investment Funds (ESIF) to provide support for people of all ages from disadvantaged backgrounds and requiring significant support and to engage those furthest removed from labour market	to April 2022	Delivery in Progress	<p>The Opportunities Fife Partnership (OFP) continues to support and monitor the impact of Fife's Employability Pathway. This is the final year of ESIF funding and projects have been commissioned to deliver activity up to March 2022. Financial claims will continue to be made up to December 2022 to ensure full draw down of the allocation can be met.</p> <p>The OFP is working with partners through SLAED to influence the proposed UK Government replacement to EU funding (the UK Shared Prosperity Fund) which should be available in 2022.</p> <p>Currently Fife Council is preparing a bid for activity funded by the Community Renewal Fund, which will be a test-fund and a precursor to the UK Shared Prosperity Fund.</p>
-----	--	---------------	----------------------	---

## Leading Economic Recovery Action Plan

### Progress Monitor

3.8	Deliver Wage Allowance Support (Fife Job Contract) blended all-age funding package that offers Fife businesses support for the creation of additional jobs. Package utilises Kickstart & No One Left Behind (NOLB) funding.	Expenditure by Mar-21	Delivery in Progress	<p>Employers are being referred through a central point and are assessed as meeting criteria for either FJC or Kickstart. FJC creates paid jobs for people of all ages. Kickstart creates paid jobs for people age 18-24. There are challenges in "hiding the wiring"- the KS programme is DWP-driven and therefore some contract and compliance information relevant to KS has to be shared with KS employers. Changes to the Gateway role are also causing additional challenges for the FC Gateway team.</p> <p>Kick start update: 161 vacancies have been created for with 55 vacancies filled to date. A further 30 vacancies are in the pipeline.</p> <p>Fife Job Contract update: 176 approved vacancies and 117 vacancies filled to date.</p> <p>Despite concerns of "competing" offers, FJC has seen an increase in their outputs as compared to this time last year and this may be in part attributed to publicity surrounding KS and our ability to offer a flexible funding approach.</p> <p>All young people engaging in Kickstart are contacted with the offer of 1-2-1 support and to date 85 young people have engaged in our employability pipeline. This has also improved our collaboration with DWP and since December, DWP have commissioned an additional two short-term programmes for young people.</p> <p>In the period Dec 2020 to 28th June 2021 there have been 116 starts</p>
3.9	Continue to work in partnership with SDS and Fife College to provide Foundation Apprenticeship opportunities for in-work experience at SQA Higher level for students in 12 disciplines. Open to senior phase pupils at all secondary schools in Fife.	Jun-21. Implement Aug-21.	Delivery in Progress	<p>Online delivery of FC Foundation Apprenticeship frameworks for Fife pupils with ongoing support for Foundation Apprenticeship participants from Employability Officers.</p> <p>Partnership working to ensure engaging programme and promotion of Foundation Apprenticeships; sourcing of new opportunities; development of Pathway Apprenticeships; and utilisation of online resources for marketing.</p>

## Leading Economic Recovery Action Plan

### Progress Monitor

3.10	Support Fife Council arrangements to recruit and support Modern Apprentices in disciplines across directorates.	Ongoing	Delivery in Progress	<p>The Employability Team has assisted various council directorates with remote delivery and online portal access so that work-based and online learning has continued to be delivered throughout the pandemic.</p> <p>The Workforce Youth Investment (WYI) Team has liaised with directorates about planned activity for the recruitment and promotion of apprenticeships.</p> <p>A Fife Council communication to support teams in relation to the WYI funding application process is being considered.</p> <p>There have been no affected sectoral redundancies during a difficult period for employer/apprenticeship take-up.</p>
3.11	Work with Education & Children's Services, BTS, Fife College and key stakeholders to ensure continued promotion of Culture of Enterprise (CoE) agenda within context of Covid-19 restrictions.	Jul-21	Completed	<p>Fife's Culture of Enterprise (COE) programme of activities were effectively delivered in schools by virtual means during the 2020/21 academic year, including the Ratheon Quadcopter and 4 to Fortune programmes. New activities are being developed in conjunction with Fife College and other partners to ensure Fife schools are able to engage fully with the COE programme during 2021/22.</p>
3.12	EU projects - Delivery of Blue Economy Interreg programmes CLIPPER / RIGHT building knowledge base, delivery of skills and training pilots.	Apr-21-Mar-22	Delivery in Progress	<p>Three pilots are being developed focusing on: development of an online Fife Innovation Game (in partnership with Culture of Enterprise colleagues); Fife Blue Consortium; and Blue Economy / Engineering Academy.</p> <p>Project priorities are being re-evaluated to address changing priorities for SMEs, with less of a focus on innovation expenditure.</p>
3.13	Employability Fund and ongoing employer and client support	Review quarterly	Delivery in Progress	<p>The Employability Team has been engaging with employers throughout the Covid-19 crisis, promoting programme activity, online 1-2-1 activity and various elements of Certificate of Work Readiness qualification.</p> <p>Where there have been no work placements on offer, clients have been engaging in online learning, with some fortunate enough to have gone straight into jobs.</p>

## Leading Economic Recovery Action Plan

### Progress Monitor

<b>Action 4: Making the case for additional funding and investment in Fife</b>				
Ref	Fife Action	Timeframe	Status	Progress Update JUNE 2021
4.1	Provide regular insights briefings on economic and business impact of Covid-19 and Brexit developments to inform analysis, planning and decision-making.	Ongoing	Delivery in Progress	The annual Fife Business Base Report was published in December 2020. A Covid-19 Economic Briefing Note was submitted to the Council Executive Team until June 2021. Area Economic Profile reports were taken to all Area Committees by May 2021.
		Ongoing	Delivery in Progress	The Fife Business Barometer Survey was carried out quarterly in 2021 with the latest survey conducted in April. The next barometer is likely to be undertaken in autumn 2021.
4.2	Monitor developments on post-Brexit replacement for European Structural & Investment Funds (ESIF) and actively lobby on Fife's behalf in relation to the proposed Shared Prosperity Fund (SPF) arrangements.	2021	Delivery in Progress	The Community Investment Team carried out a bid process for the UK Community Renewal Fund. A report to Policy & Coordination Committee on 24 June 2021 outlined the bids received, and which ones were being submitted to the UK Government. The results are expected later in the summer. Details of the Shared Prosperity Fund are expected at the end of the summer. The Industrial Communities Alliance (ICA) at GB level is continuing to engage with senior UK Government Ministry of Housing, Communities and Local Government officials and Ministers, and at a Scotland level with the devolved administration officials/ministers. Briefings/updates were presented at ICA Scotland and GB meetings in w/c 21 Jun 2021.
		Qtr 4 2021-22	Proposals in Development	Fife is developing 5 possible bids to the 2nd round of the Levelling Up Fund based on its 4 UK Constituencies and a Transport bid. This is a competitive fund, no regional bids are emerging.

## Leading Economic Recovery Action Plan

### Progress Monitor

4.3	Develop viable Business cases for Tay Cities Region Deal funding to support investment projects in NE Fife	2021-22	Delivery in Progress	Tay Cities Deal formally approved on 17 Dec 2020. Approval of FC investment in Eden Campus, Guardbridge Ongoing engagement in Tay Cities Deal to participate in: Eden Campus, Guardbridge Regional Skills & Employability Investment programme Regional Culture & Tourism Investment programme
4.4	Continue to deliver the Fife i3 Programme in Mid and South Fife. Work with regional partners in Edinburgh & SE Scotland City region to make the case for additional funding to support regional investment in Fife	2021-22	Delivery in Progress	On track - see comments for Action 5.1
4.5	Actively contribute to Edinburgh & SE Scotland City Region proposals to develop a regional investment prospectus for COP26 and make appropriate representation for inclusion of Fife SECAP investment priorities.	Qtrs 1 & 2 2021-22	Proposals in Development	Work is ongoing to develop a draft Edinburgh & SE Scotland regional investment prospectus in preparation for COP26.
4.6	Review longer-term Fife Economic Strategy; taking cognisance of Regional Economic Strategy and Action Plan for Tay Cities (North East Fife) and Edinburgh & SES Regional Growth Framework.	2022	Delivery in Progress	The refresh of the Fife Economic Strategy has been deferred until 2022 due to the uncertainties of the Covid-19 pandemic. The council's Leading Economic Recovery Action Plan was approved by the Policy & Coordination Committee on 4 March 2021. A progress update was produced in June 2021. Leading Economic Recovery has been highlighted as one of three priorities within 2021 refresh of Plan4Fife.
4.7	Develop Mid-Fife Economic Investment Prospectus to identify and prioritise investment objectives and opportunities.	Jun-21	Completed	Mid-Fife Economic Investment Prospectus approved by the Economy, Tourism, Strategic Planning and Transportation Committee on 10 June 2021. Development of opportunities now being taken forward by Economic Development team.

## Leading Economic Recovery Action Plan

### Progress Monitor

4.8	Actively contribute to the Council's Reform & Recovery Programme and associated refresh of the Plan4Fife	Dec-21	Completed	The Leading Economic Recovery Action Plan was approved by the Policy & Coordination Committee 4 March 2021. A progress update was produced in June 2021. Leading Economic Recovery has been highlighted as one of three priorities within 2021 refresh of Plan4Fife alongside Tackling Poverty and Climate Emergency (with Community Wealth Building an underpinning approach).
		Dec-21	Completed	The Community Wealth Building (CWB) report was approved by the Policy & Coordination Committee on 4 March 2021. CWB has been highlighted as underpinning approach to support priorities of Economic Recovery, Climate Emergency and Tackling Poverty in refresh of Plan4Fife.
4.9	Continue to develop and promote plans for Fife's key town centres in order to pursue anticipated funding opportunities of up to £275m over the next 5 years. Investigate opportunities for Fife Council to support further adaptation of vacant town centres premises (eg via a joint venture with a developer(s) or via a special purpose vehicle).	Ongoing	Delivery in Progress	Design and Development Frameworks for Kirkcaldy (updated version) and Dunfermline are underway. A members workshop was held in June as part of the process to develop a specific town centre strategy for Kirkcaldy. The first phase of public realm works in Inverkeithing, around the Civic Centre is nearing completion. St Andrews Church and Town House Square Lochgelly are almost complete, with the building scheduled to be handed back to the Council on Monday 28 June 2021 and fit out works will then be undertaken by Rockgelly CIC. Cupar Bonnygate and Inner Court now has full planning permission in place with roads consent also secured. The remaining elements of site acquisition from Fisher & Donaldson are due to complete in July 2021. Development works continue at Cowdenbeath Town House; roof works are now complete and interior works underway.

## Leading Economic Recovery Action Plan

### Progress Monitor

4.10	Continue to lobby Scottish Government on increased Vacant & Derelict Land funding to support investment in Fife's economic development priorities.	Ongoing	Delivery in Progress	Fife Council was allocated £1.45m of Vacant & Derelict Land Fund (VDLF) monies in 2021/22 and a Delivery Plan is to be submitted to the Scottish Government for Ministerial sign-off by end of June 2021. A Briefing Paper was issued to Cllr Craik setting out Fife Council position in advance of meeting of COSLA Environment & Economy Board on 4 June 2021 at which the future of the VDLF was an agenda item.
4.11	Ongoing engagement with national infrastructure investors to encourage investment in modern infrastructure in Fife (Digital, Energy, Water and Drainage)	Ongoing	Delivery in Progress	The Mobile Network Operators are reviewing their investment plans for the Shared Rural Network to take into account increased levels of home working. The R100 delivery is underway. Premises in scope and dates for delivery are available at <a href="https://www.scotlandsuperfast.com/how-can-i-get-it/check-my-address/">https://www.scotlandsuperfast.com/how-can-i-get-it/check-my-address/</a>

## Leading Economic Recovery Action Plan

### Progress Monitor

<b>Action 5: Supporting and delivering investment-led economic growth</b>				
Ref	Fife Action	Timeframe	Status	Progress Update JUNE 2021
5.1	Support ongoing delivery of the ESES City Deal Fife Industrial Innovation Investment (i3) Programme.	Tranche1 to Mar-22  Tranche2 to Mar-25  Tranche3 to Mar-29	Delivery in Progress	Nine new business units at Queensway Technology & Business Park, Glenrothes were completed in spring 2021. There has been strong market interest in the units, with only 1 unit unlet. Seven new business units at Dunnikier Business Park, Kirkcaldy are on track for completion by the end of Qtr2 2021/22. Site servicing has started at Fife Interchange North, Dunfermline. The Fife i3 Tranche 2 Business Case was approved by Edinburgh & SE Scotland City Region Joint Committee in March 2021.
5.2	Support ongoing delivery of the Rosyth Fastblade / CAMAT project as part of the University of Edinburgh's Data Driven Innovation (DDI) Programme within the ESES City Deal	Ongoing.  Fastblade completion by Dec-21	Delivery in Progress	Operational completion of the Babcock/University of Edinburgh's Fastblade facility at the Arrol Gibbs Innovation Campus (AGIC) at Rosyth is scheduled for the end of 2021. Fife Council will support the facility by providing wrap-round services to businesses and the project in conjunction with other stakeholders, using virtual technologies and the existing premises at Babcock, the Universities and new Halbeath Campus.
5.3	Support ongoing delivery of the Eden Campus project at Guardbridge as part of the University of St Andrews' commitment to the Tay Cities Deal.	2021 -2024	Delivery in Progress	Walter Bowen House and site landscaping works have been completed. Work is underway on buildings comprising the Enterprise Ecosystem.
5.4	Provide ongoing support to delivery of the Leven Rail Link / Reconnecting Levenmouth Blueprint / River Leven Project	Qtr 4 2021-22	Delivery in Progress	The Scottish Government Transport Minister, Graeme Dey, confirmed on 15 June 2021 that the new Levenmouth rail line would be double tracked and electrified. Mr Dey also confirmed that the station options to be taken forward following detailed development work and stakeholder consultation will see the new Leven Station located behind the Leisure Centre and the Cameron Bridge Station located to the east of the A915. Officers continue to be involved in meetings regarding design / infrastructure requirements at and around the new stations. Officers are also engaged with the Levenmouth Reconnected Programme Manager for positive early discussions on prospective project proposals for the LRP Blueprint Fund with elements of match funding also being identified - particularly through use of Vacant and Derelict Land Fund allocations.



## Leading Economic Recovery Action Plan

### Progress Monitor

5.5	Continue to engage with Talgo UK to support the successful delivery of a high-speed train manufacturing hub on the site of the former Longannet power station at Kincardine and development of employment and supply chain opportunities.	Review every six months	Delivery in Progress	Virtual Meet-the-Buyer event for major new Talgo train manufacturing hub development at Kincardine held in Nov 2020 to raise awareness of supply chain opportunities. Ongoing liaison.
5.6	Continue to prioritise inward investment development activities showcasing the work we require to develop to ensure we have a competitive proposition for future investment in Fife.	Monthly review	Proposals in Development	A proposition document will be developed alongside the development of the new InvestFife website. This will be done in partnership with Scottish Development International (SDI) to ensure Fife's proposition stands within their key sectors as well as the wider regional offer.
5.7	Delivery of Cupar Inner Court and Bonnygate project to create 20+ affordable (including mid-market rent) housing units and small commercial space in the heart of Cupar.	Mar-22	Delivery in Progress	Full planning consent for the project was secured on 3 June 2021. This, alongside the earlier conservation area consent, will enable demolition of dilapidated structures in the Inner Court Area. The project is unlikely to be fully complete by original deadline of March 2022 - its revised deadline will be included in the next update.
5.8	Development of former Co-op gap site and adjacent Furniture World store on Kirkcaldy High Street to create around 30 affordable housing units in the Merchant Quarter.	Completion by March 2022.	Completed	All land has now been acquired and demolition was scheduled to take place during July 2021. This is an Affordable Housing Project and the council's direct involvement is now complete.
5.9	Delivery of Fife's Regional Climbing and Bouldering Centre at St Andrews Church, Lochgelly (Rockgelly)	Autumn 2021	Delivery in Progress	Development of Fife's Regional Climbing and Bouldering Centre at St Andrews Church in Lochgelly is nearing completion. The building and Town House Square are due to be handed back to the Council on Monday 28 June. Community Interest Company Rockgelly will then take possession of the building to complete fit-out works prior to the opening of the facility later in the year.
5.10	Delivery of Inverkeithing 5-year Built Heritage Regeneration Programme	2021-2024	Delivery in Progress	Preparatory works continue for works at Inverkeithing Town House and for the main public realm build phase which is likely to commence in the second quarter of 2022.

## Leading Economic Recovery Action Plan

### Progress Monitor

5.11	Begin the process of identifying our next heritage-led regeneration programme	2021-2024	Proposals in Development	The process is underway, but further behind schedule than anticipated due to delays elsewhere in the Town Centre work programme.
5.12	Undertake a review of the Fife Employment Land Strategy (FELS) as part of the Local Development Plan review to ensure that land allocated for employment sites will support economic recovery and that sites are readily available and serviceable in the appropriate locations to attract and support economic growth.	2021	Proposals in Development	A review of the scope of work required to update Fife Employment Land Strategy is currently being undertaken.
5.13	Prepare a Disposal & Investment Strategy for property portfolio and land assets under Business & Employability, to support investment in retained property and land assets to secure sustained income for future years, secure the sale of employment land for Economic Growth and support the climate emergency action plan for Fife.	2021	Proposals in Development	A revised Disposal & Investment Strategy paper is to be discussed at the Council's Change Board on 1 September 2021.

## Leading Economic Recovery Action Plan

### Progress Monitor

<b>Action 6: Optimise the role of the Council, and partners, on Community Wealth Building</b>				
<b>Ref</b>	<b>Fife Action</b>	<b>Timeframe</b>	<b>Status</b>	<b>Progress Update JUNE 2021</b>
6.1	Work with Corporate Procurement to ensure systems and support to Fife supply chain are robust and supportive.	Ongoing	Delivery in Progress	A number of Supplier Development Programme activities have been delivered effectively with some attracting almost 1,000 participants. Economic Development is working closely with the Procurement Team to help businesses across Fife to be able to bid for Fife Council and other Local Authority contracts. Ongoing Community Wealth Building actions are being reviewed through the Local Procurement Group.
6.2	Review Centre for Local Economic Strategies (CLES) report on the development of Community Wealth Building in Fife and scope next step actions based on recommendations.	Jun-21	Completed	Community Wealth Building has been identified as a key underpinning approach to the three headline priorities of Economic Recovery, Climate Change and Tackling Poverty identified within the refresh of the Plan4Fife.  Community Wealth Building is being taken forward as a distinct workstream, with progress reported separately from the Leading Economic Recovery (LER) Action Plan.

9 September, 2021

Agenda Item No. 07

---

## **Final update on the extended build (April 2018 – March 2020) of the Digital Scotland Superfast Broadband (DSSB) Rest of Scotland (RoS) programme**

---

**Report by:** Gordon Mole, Head of Business & Employability

---

**Wards Affected:** All

---

### **Purpose**

---

This report presents the results of the extended build for the Digital Scotland Superfast Broadband (DSSB) Rest of Scotland (RoS) programme to March 2020.

### **Recommendation**

---

It is recommended that the Sub Committee:

- (1) endorses the report, Delivering on Our Commitment in Fife (Final) Report, dated June 2021; and
- (2) note that as a result of the DSSB programme 99.3% of homes and businesses in Fife have access to fibre-enabled broadband and 97% have superfast access (greater than or equal to 24Mbps).

### **Resource Implications**

---

The Council invested £2.8m into the DSSB programme to deliver additional coverage in Fife.

### **Legal & Risk Implications**

---

The Public Sector can only intervene in the provision of digital infrastructure if there is no competition with commercial investors, otherwise it is State Aid or Subsidy. An umbrella State Aid approval was put in place by the UK Government that included the DSSB programme. This reduced the risk of challenge and possible repayment of the subsidy by the recipients.

### **Impact Assessment**

---

An Equalities Impact Assessment has not been completed and is not necessary as this report does not represent a change to policy.

### **Consultation**

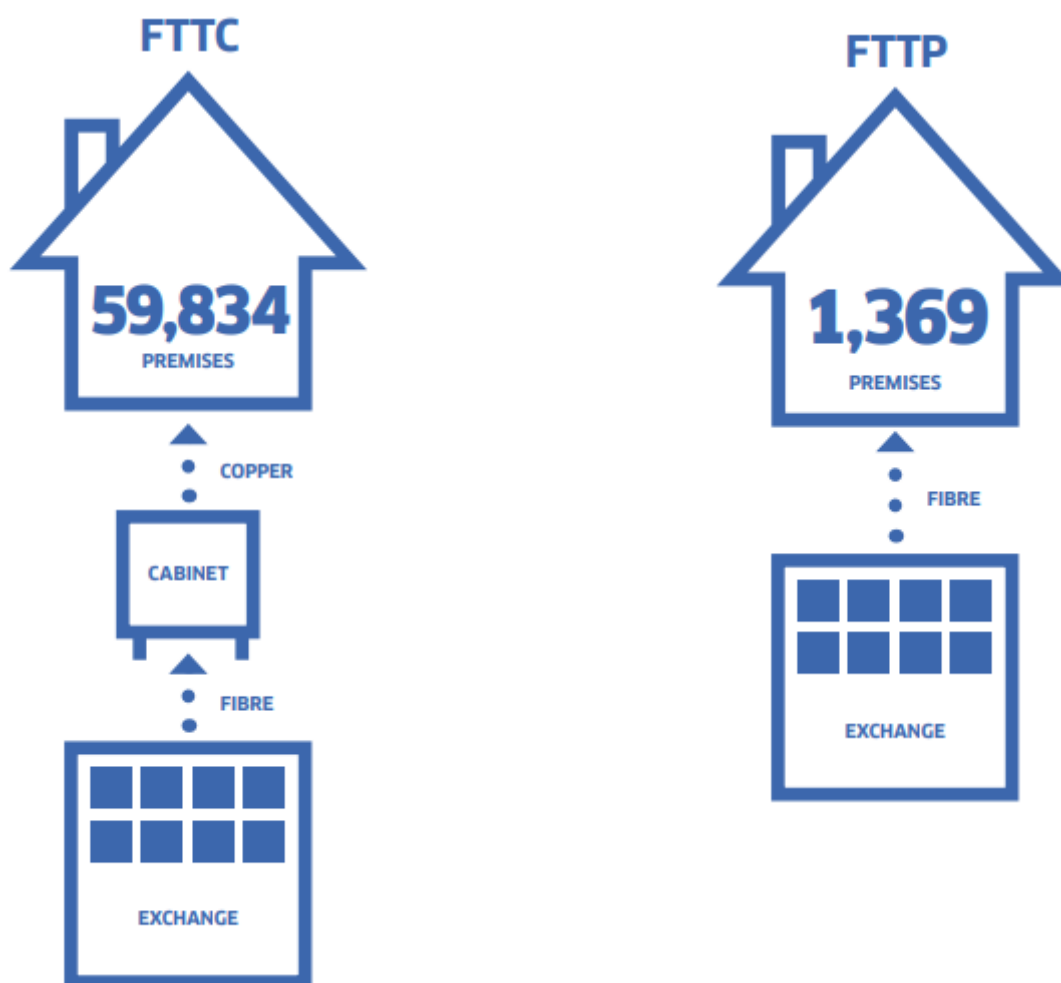
---

The Head of Legal and Democratic Services and the Head of Finance have been consulted during the preparation of this report.

## 1.0 Background

- 1.1 The Council's Executive Committee approved a commitment of £2.8m in 2013 to the DSSB programme to maximise the number of premises included in Next Generation Broadband (Speeds  $\leq$  24 Mbps) in the postcodes eligible for public sector intervention. The Council entered into a Minute of Agreement with the Scottish Government. Implementation began in 2014.
- 1.2 Thanks to a combination of forward-thinking approaches to encouraging fibre adoption, the Scottish Government were able to invest £30.6m of clawback funding, known as 'Gainshare', back into the programme. A Closure Report was reported to Committee in 2019, however activity continued in 2020 as an extended build. The results of the extended build are set out in the Report: Delivering on our Commitment in Fife as of June 2020 (Final).
- 1.3 Gainshare funds originated from BT/Openreach because of higher than anticipated adoption of superfast broadband that was directly attributable to the programme's Demand Stimulation activities. Gainshare was triggered when fibre-adoption made possible by this contract rose above 20%. The second gainshare offer was based on the RoS programme taking fibre-adoption beyond 37%. BT/Openreach initially made an offer for gainshare release in 2016 with a subsequent further offer in January 2018.
- 1.4 The success of the Demand Stimulation programme and the previous release of early gainshare funding made extending NGA infrastructure possible and took fibre further. The additional gainshare funding meant that the DSSB programme connected a further 2,207 premises in Fife by the end of the Programme. 1547 premises were connected by Fibre to the Cabinet (FTTC) and 660 by Fibre to the Premise (FTTP).
- 1.5 The programme ultimately benefits all those who live, work and study in Fife. 61,203 premises can now connect to faster broadband, of which 2,207 were through the extended build. There are approx.170,000 premises in Fife. DSSB deployment in Fife is shown on the maps contained within Appendix 1 and 2 of this report.
- 1.6 The DSSB Programme in Fife 2014 – 2020 – Key Facts

Through the DSSB programme (Implementation Plan (IP) Total Homes Passed (THP))	61,203
Premises connected because of DSSB capable of receiving $\geq$ 24Mbps (IP $\geq$ 24Mbps THP)	57,815
DSSB coverage Implementation Area (IA THP)	53,659
DSSB coverage $\geq$ 24Mbps (IA $\geq$ 24Mbps THP)	50,933
Premises Connected through Fibre to the Cabinet (FTTC) THP	59,834
Premises Connected through Fibre to the Premises (FTTP) THP	1,369
Number of Structures - FTTC	296
Number of Structures - FTTP	43
Main Fibre Cable Length deployed in Fife (KM)	649



## 2.0 Issues and Options

- 2.1 DSSB was established to address market failure. Without DSSB, just 69.2% of properties in Fife would have access to fibre broadband.
- 2.2 The Gainshare funding has ensured more homes and businesses continued to benefit from access to fibre and supported extended build to March 2020. The programme has ensured 99.3% of homes and businesses in Fife have access to fibre-enabled broadband, superfast access (greater than or equal to 24Mbps) for 97.0% of which 96.7% is at speeds greater than or equal to 30Mbps.
- 2.3 With a focus on speed uplift, and a shift towards more FTTP deployment during the extended build, the volume of work per structure remained the same but the THP (Total homes passed (includes residential and business)) return lessened and the relative costs increased. The more rural the fibre build, the less existing network was available to be utilised. The more rural the premises being served, the less feasible it becomes to deploy FTTC technology. This is when FTTP became the optimal technical solution to meet the programme's objectives; whilst it was sometimes at a higher cost to the programme, it continued to provide value for money and demonstrated responsible use of funding.
- 2.4 Building the broadband network has been a complex task – including building cabinets in seemingly inaccessible locations and often obtaining multiple wayleave signatures for PON builds. Cabinet-based connections often required new power supplies, which meant

continuous collaboration with power companies to ensure safe and satisfactory connection and handover. Much of the extended build has been in rural locations and given the nature of the terrain and layout of the road network, this frequently required traffic management and out-of-hours working to ensure communities could continue routines with minimal impact. To maximise efficiency, the DSSB programme also worked collaboratively with utilities companies and Fife Council to minimise disruption to everyday life.

- 2.5 There are still some areas of Fife that the programme has not yet reached, and the Scottish Government's £600m Reaching 100% (R100) programme will build on the success of the DSSB programme as the foundation to its goals. Three strands of activity – the individual R100 contracts themselves, plus a superfast broadband voucher scheme and commercial coverage – will combine to reach that target.

## 3.0 Conclusions

---

- 3.1 The Council's investment in the Digital Scotland Superfast Broadband programme has met and exceeded expectations. The programme has ensured 99.3% of homes and businesses in Fife have access to fibre-enabled broadband, superfast access (greater than or equal to 24Mbps) for 97.0% of which 96.7% is at speeds greater than or equal to 30Mbps.
- 3.2 Officers will continue to support the delivery of the R100 and commercial investment.

### List of Appendices *(Note: colour versions are included in the Delivering on our Commitment report)*

---

1. Map DSSB Deployed Postcodes in Fife
2. Map Percentages Premises Passed by DSSB with speeds  $\geq$  24 Mbps per postcode
3. Equality Impact Assessment Summary Report

### Background Papers

The following papers were relied on in the preparation of this report in terms of the Local Government (Scotland) Act, 1973:-

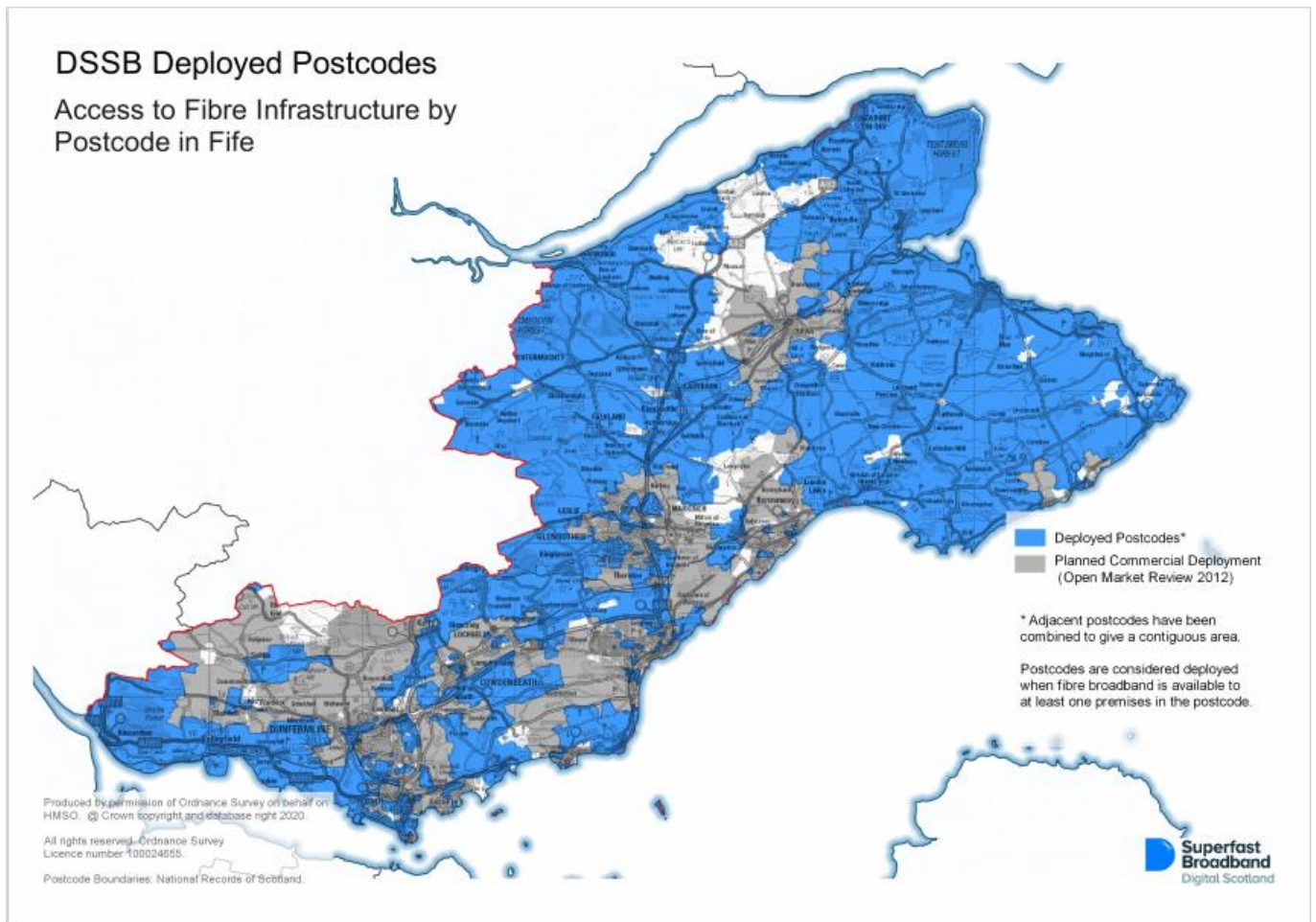
- Broadband Update to the Executive Committee in October 2012
- Update on Next Generation Broadband to the Executive Committee in January 2013
- Digital Scotland (First) Closure Report to the Economy Tourism Strategic Planning & Transportation Committee in March 2019

**The Report: Delivering on our Commitment in Fife as of June 2020 (Final) and A Guide for Local Authority Elected Members Fife Council as at 30 June 2020 are available [here](#)**

### Report Contact

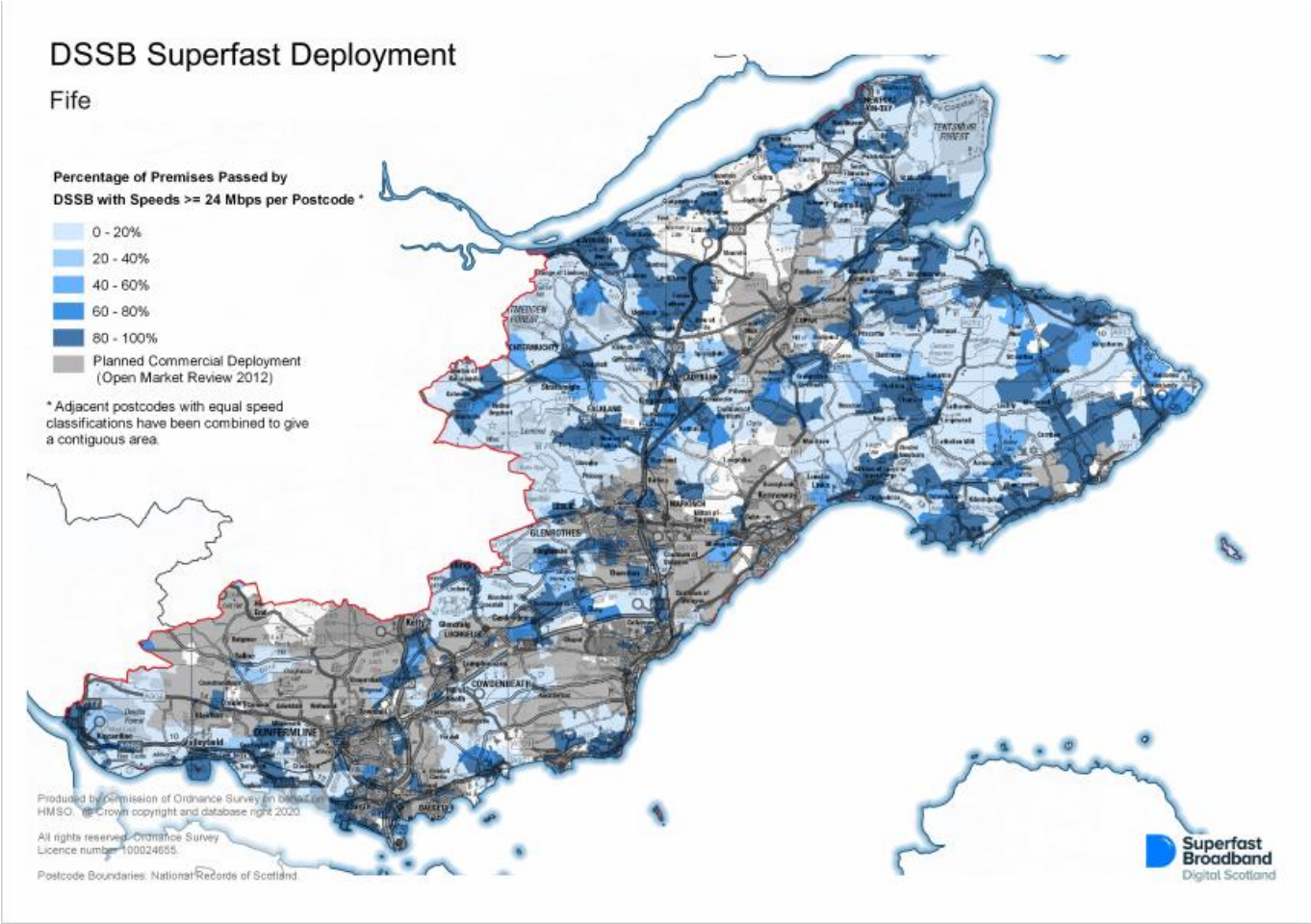
Morag Millar  
Programme Manager – Strategic Growth & City Region Deals  
Telephone: 0795 664 6068  
Email: [morag.millar@Fife.gov.uk](mailto:morag.millar@Fife.gov.uk)







Appendix 2: Map Percentages Premises Passed by DSSB with speeds >= 24 Mbps per postcode



<p><b>Which Committee report does this IA relate to (specify meeting date)?</b></p> <p>9<sup>th</sup> September 2021 – Economy Tourism Strategic Planning</p>
<p><b>What are the main impacts on equality?</b></p> <p>this report does not represent a change to policy.</p>
<p><b>What are the main recommendations to enhance or mitigate the impacts identified?</b></p> <p>this report does not represent a change to policy</p>
<p><b>If there are no equality impacts on any of the protected characteristics, please explain.</b></p> <p>this report does not represent a change to policy – it closes an investment made in 2013 with the final results for that investment.</p>
<p><b>Further information is available from: Name / position / contact details:</b></p> <p>Morag Millar Programme Manager – Strategic Growth &amp; City Region Deals Telephone: 0795 664 6068 Email: <a href="mailto:morag.millar@Fife.gov.uk">morag.millar@Fife.gov.uk</a></p>

9 September 2021

Agenda Item No. 08

---

## Connectivity Update

---

**Report by:** Gordon Mole, Head of Business & Employability

---

**Wards Affected:** All

---

### Purpose

---

This report presents an update on activities by the Scottish and UK Governments to improve connectivity and proposes to investigate the options for the Council to ensure no one is left behind by these activities.

### Recommendation

---

It is recommended that the Sub Committee:

- (1) note the connectivity activity taking place because of investment by Scottish and UK Governments;
- (2) approve the proposed approach, subject to Community Renewal Funding, to investigate options for improved connectivity and speeds, maximising take up of the available vouchers and further funding opportunities; and
- (3) remit to the Head of Business & Employability to present the outcome of this work to the Sub-Committee when available in 2022.

### Resource Implications

---

The Council has applied for Community Renewal Funding for the costs of the proposed activity (£100,000) to investigate market demand for the use of the UK Gigabit and R100 Vouchers to improve connectivity for rural premises with slow speeds. The funding would be used to procure consultants – to undertake the analysis, engage with suppliers and government, to develop options for a sustainable model for a longer-term roll out. Officer time would be required to manage this activity, for consultation on possible roles for the Council and to apply for Share Prosperity Funding. If the application is unsuccessful, the use of Revenue Consequences funding will be investigated.

### Legal & Risk Implications

---

The Public Sector can only intervene in the provision of digital infrastructure if there is no competition between private sector investors, otherwise it is Subsidy or State Aid. An umbrella State Aid approval was put in place by the UK Government before the EU Exit that includes the R100 and UK Gigabit programmes. This reduces the risk of delay, challenge, and possible repayment of the subsidy by the recipients.

There is a risk that any intervention by the Council to focus on a small number of suppliers distorts the market. The final choice of supplier and technology must lie with the beneficiary. A key criteria for a successful option will be the promotion of choice for beneficiaries.

The Council's Digital Strategy focuses on its own use of its digital assets. However, discussions on how these can be used more widely without breaching Subsidy Control Regulations will be part of the development of the options. Any model must be self-sustaining, with no ongoing revenue or capital resources required from the Council. The model must also work for the whole of Fife, although it may cluster demand at a local area. The R100 Vouchers can't be aggregated beyond £500,000 or 100 premises per voucher application.

The previous attempt to develop a community enterprise for broadband provision in Fife found that market demand for a community service diminished over time as commercial provision became available until the project was unviable. Strong evidence of market demand will be another criteria for any proposed option.

There is a risk that the application for Community Renewal Funding is unsuccessful and other funding would have to be sought for this activity.

---

## Impact Assessment

An Equalities Impact Assessment has not been completed and is not necessary as this report does not represent a change to policy. The Assessment Summary is included in Appendix 2.

---

## Consultation

The Head of Legal and Democratic Services, the Head of Finance, and the Head of Business Technology Solutions have been consulted during the preparation of this report.

---

# 1.0 Background

1.1. In March 2021, the Scottish Government published A changing nation: how Scotland will thrive in a digital world.<sup>1</sup> In 2020, the Scottish Government and COSLA made a commitment to work together to deliver this refreshed Digital Strategy for Scotland, a shared vision of a modern, digital, and collaborative government, designed around people.

1.2. The Digital Strategy for Scotland has three parts:

- Part One: People and Place aims to ensure that geography, background, or ability should not be barriers to getting online and benefiting from digital technology. It includes three areas of activity: No one left behind; An ethical digital nation and Digital Education and Skills.
- Part Two: A Strong Digital Economy aims to ensure that Scotland's economy must adapt and seize opportunities to innovate ethically in an interconnected world where digital technology continues to disrupt markets and revolutionise industries.
- Part Three: Digital Government and Services aims to ensure that government responds to changing expectation services i.e. that they are responsive and tailored

---

<sup>1</sup> [A changing nation: how Scotland will thrive in a digital world - gov.scot \(www.gov.scot\)](https://www.gov.scot/publications/a-changing-nation/how-scotland-will-thrive-in-a-digital-world/pages/1-introduction.aspx)

to Service users' needs. Note: the Council approved its Digital Strategy in November 2020.

1.3. This report focuses on two areas of commitment from Part One of the joint Digital Strategy for Scotland:

- recognise that digital and data infrastructure is critical national infrastructure and that this includes far more than physical connections.
- ensure that every part of Scotland and every community within it can have access to good quality connectivity now and in the future.

1.4. Key to delivery of these commitments by the Scottish Government is the Digital Scotland Superfast Broadband (DSSB) and the Reaching 100% (R100) programmes. The final closure report for the DSSB programme has been submitted separately for consideration by the Economy, Tourism, Strategic Planning & Transportation Sub-Committee. The R100 programme is committed to delivering speeds of at least 30Mbps. This report sets out the R100 deployment plan for Fife through the procurement contract in Appendix 1. The estimated dates are for the connection, ordering a faster broadband service may take several weeks after that. This is indicative and may change depending on commercial investment or issues that arise in the deployment. Individual premise information is available at [Check my address | Digital Scotland Superfast Broadband](#)

1.5. The 100% target will be met as a result of three strands of activity – connections delivered by commercial suppliers, the R100 contracts and the R100 Scottish Broadband Voucher Scheme (SBVS).

1.6. Officers in Roads, Estates, Business & Employability, Housing and Planning continue to support commercial investment, working cross-Council to encourage investment as approved by the Economy, Tourism, Strategic Planning & Transport Committee in March 2019. This commercial investment is increasing the FTTP (Fibre to the Premise) and Ultrafast (>100 Mbps) in Fife.

1.7. In August 2021, Think Broadband<sup>2</sup> reported the following connectivity for Fife:

<b>UK Constituency</b>	<b>Premises with FTTP</b>	<b>Premises with Ultrafast</b>
Fife	23.78%	58.97%
Dunfermline	50.56%	59.94%
Kirkcaldy & Cowdenbeath	21.11%	72.25%
Glenrothes	5.13% (N.B. 74.58% have cable)	77.73%
North East Fife	13.46%	20.37%

1.8. The R100 SBVS will ensure that every address in Scotland could access a superfast broadband connection. To comply with the Subsidy Control/State Aid regulations that apply to this public sector investment, the vouchers are supplier-led i.e. the supplier applies on behalf of groups of owners. There are several technology types which a voucher can be used for:

- Full Fibre (Fibre to the Premises/ Home [FTTP/H]);
- Fixed Wireless;
- Fixed mobile or cellular broadband (e.g. 4G);

---

<sup>2</sup> [Check UK Broadband Performance and Coverage Statistics \(thinkbroadband.com\)](#)

- Satellite.

The technology type chosen will depend on what is available in an area, balanced with a choice of what meets the property requirements. All of them must be able to deliver superfast speeds.

1.9. There are two types of R100 SBVS voucher:

- A 'one off' voucher worth up to £5,000 to help deliver a permanent broadband connection to those properties for which there is no roll-out of superfast broadband planned. (There are approx. 3,000 premises in Fife who require these)
- A 'one off' voucher worth up to £400 to help deliver an interim connection to those properties for which there is roll-out of superfast broadband planned, but not until after the end of 2021.

1.10. In some cases, rural premises may be eligible to combine Scottish Government funding of up to £5,000 with funding from the UK Government's Gigabit Broadband Voucher Scheme (GBVS) launched in March 2021, which provides £1,500 for rural homes and £3,500 for rural businesses. If this is the case, chosen suppliers take this into account automatically and manage it on behalf of the premises' owner. The UK Government's Gigabit Broadband Voucher Scheme (GBVS) provides a subsidy where home and businesses in rural locations to support the cost of installing new gigabit-capable connections when part of a group project and existing broadband speeds are less than 100Mbps; a gigabit capable network isn't likely to be built to that area commercially in the near future and there is no government-funded contract planned or in place to improve the network already.

1.11. Group projects are when two or more residents and/or eligible businesses get together to combine their vouchers towards the shared cost of installation. Single connections are *not* eligible. Projects are also subject to BDUK commercial and value for money assessments. The new connection speed must reach at least double the existing speed if the current speed is less than 50Mbps or at least 100Mbps (UK Government definition of gigabit speed) if the current speed is more than 50Mbps. 'Rural' is defined using the Scottish Government Urban Rural Classification 2016 which classifies urban and rural areas based on settlement size and drive times. The number of rural premises in Fife that fall into this category isn't known.

1.12. Another UK Government investment in connectivity is the Shared Rural Network (SRN) which aims to transform mobile coverage. The project was developed by the UK's four mobile network operators (MNOs) with support from the UK Government. The programme will make 4G mobile broadband available to 95% of the UK. The operators expect this will extend mobile coverage to an additional 280,000 premises and for people in cars on an additional 16,000km of the UK's roads, boosting productivity and investment in rural areas.

1.13. The project consists of MNOs investing to extend their coverage by upgrading their existing networks, working together on shared infrastructure, and building new sites, with new government-funded masts being built to target areas with no mobile coverage from any operator. Through its work, the SRN will increase the parts of the UK that get a mobile service from all operators from 66% to 84%, improving consumer choice. Each of the MNOs' individual networks will cover 90% of the UK, enabling rural businesses and communities to thrive.

1.14. For mid Scotland and Fife, 4G coverage from all MNOs is forecast to increase from 53% to 78% and coverage by at least one MNO from 80 to 93%. The roll out programme and timings for delivery are currently in development. Coverage will be dependent on suitable sites being secured for additional masts. This coverage provides alternative internet connectivity for premises in rural Fife that is affordable and high



speed. The deployment plan for Fife and site requirements is not yet known. The MNOs are assessing the long-term implications of home working on demand for mobile coverage.

## 2.0 Issues and Options

---

- 2.1. Around 5,000 premises in Fife will be upgraded to superfast broadband through the R100 Central Lot Contract by March 2023. A further, approximately 3,000 premises are eligible for R100 SBVS permanent connections. Currently take up is in the region of 0.5% of premises. These vouchers are “supplier-led” to comply with State Aid regulations. However, they rely on a resident taking the lead in organising the group. Multiple reasons are proposed for the low take up from financial (the voucher doesn’t meet the full costs), uncertainty about the technology and how to choose the best fit. The risk is that take up remains low without local activities to raise awareness of the vouchers, help cluster nearby premises and engage with possible suppliers. This will mean that these residents and business will not have access to superfast connectivity; they won’t be able to access services (public and private) online and will continue to be digitally excluded.
- 2.2. The R100 Programme will deliver speeds of <30Mbps. However, the UK Government launched the first phase of Project Gigabit, a £5 billion government infrastructure project in March 2021. This now aims to deliver gigabit speeds (<100Mbps) through a strategy to make local, regional, and cross-regional contracts available for broadband network providers of all different sizes to bid for. The Central Scotland Lot of the R100 programme has received funding from this to extend coverage to more premises that could achieve gigabit speeds. The UK government will not duplicate or replace the R100 investment but there may be opportunity for further local procurements once the R100 is completed in 2023.
- 2.3. There is considerable interest from premises in Fife without superfast connectivity to extend the Cupar Digital Improvement District (DID) model more widely. The DID is more than connectivity, it includes support services to help businesses, residents and community groups make best use of it to enhance their sales and productivity, quality of life and impact on their client groups. However, the DID model is not scalable to a Fife-wide model without a sustainable source of revenue income. The only public sector capital funding available that complies with Subsidy Control/State Aid is the R100 SBVS permanent connections or the UK Vouchers.
- 2.4. Officers will continue to support connectivity investment programmes taking place in Fife. The process works well as evidenced by the levels of FTTP and Ultrafast coverage. However, it is unlikely that the Council will have sites within its ownership suitable for the Shared Rural Network programme to extend coverage in Fife. Officers intend to use existing relationships to facilitate introductions between the Mobile Network Operators and other public sector and private sector landowners in Fife. Without suitable sites, the improved coverage will not be achieved.
- 2.5. In November 2020, the Council’s Policy & Coordination Committee approved its Digital Strategy. This focused on the opportunities for service transformation using Digital technologies and Data Driven innovation i.e. Part three of A changing nation: how Scotland will thrive in a digital world. The Changing Nation Strategy has been jointly produced with CoSLA to assist all Local Authorities understand and commit to the collaboration and joint working required to thrive in this digital future. It therefore provides the starting place for a strategic, local approach for Parts One and Two; to tailor to local circumstances rather than developing a unique strategy and embed in the review of Fife’s Economic Strategy planned for 2022. This provides opportunity for the Council to be more proactive in these areas and embed digital and data activity into its business and employability priorities.

- 2.6. Officers have applied for Community Renewal Funding from the UK Government in June 2021 to provide resources to investigate the options to fully use the vouchers to improve Fife's connectivity for rural premises. This will assist the Council to better understand the extent of the issue, the options to improve connectivity, engagement with suppliers and government digital teams and to prepare an application to the Shared Prosperity Fund for funding to implement the recommended option. The Shared Prosperity Fund is likely to be announced in the Autumn Statement, to replace EU funding. It is likely to be for a longer period than the Community Renewal Funding (grant must be drawn down by March 2022) so could include options for participation in later phases of the UK Gigabit funding. The outcome of the Community Renewal Application is likely to be in early September. The report on the options and possible Shared Prosperity bid will be available in April 2022.
- 2.7. The "Do nothing" option would mean continuing with current levels of support for the wider digital agenda in Fife and responding to commercial investment opportunities. This is significant e.g. all No One Left Behind employability activities will include basic digital skills. Both Edinburgh and South East of Scotland and Tay Cities City Region Deals include Data Driven and Digital Skills projects. There are several innovation hubs being created through the City Region Deals e.g. in cybersecurity, and health and care data. The project funded by the Community Renewal Funding provides an opportunity to investigate if there is more than could be done by the Council to improve digital connectivity in Fife.

### 3.0 Conclusions

---

- 3.1. There is opportunity with the Scottish and UK Governments' voucher schemes to improve connectivity and speeds in Fife for eligible premises if they will come forward to work with suppliers to develop group schemes using the available technologies. Investigation is required to confirm the location of these premises, the most appropriate technologies and support services that are required to stimulate market demand. Application has been made for Community Renewal Funding for this work. There may also be opportunity to apply for Shared Prosperity Funding for the longer-term implementation of the preferred approach.

#### List of Appendices

---

1. Appendix 1: R100 Deployment Plan for Fife (Indicative and subject to Change)
2. Appendix 2: Equalities Impact Assessment Summary

#### Background Papers

The following papers were relied on in the preparation of this report in terms of the Local Government (Scotland) Act, 1973:-

- Broadband Update to the Executive Committee in October 2012
- Update on Next Generation Broadband to the Executive Committee in January 2013
- Final update on the extended build (April 2018 – March 2020) of the Digital Scotland Superfast Scotland (DSSB) Rest of Scotland (RoS) programme, Economy, Tourism, Strategic Planning & Transportation Committee March 2019
- Fife Council's Digital Strategy approved by Policy & Coordination Committee, November 2020.
- Final update on the extended build (April 2018 – March 2020) of the Digital Scotland Superfast Scotland (DSSB) Rest of Scotland (RoS) programme, Economy, Tourism, Strategic Planning & Transportation Committee September 2021



## **Report Contact**

Morag Millar, Programme Manager – Strategic Growth & City Region Deals

Telephone: 0795 664 6068

Email: [morag.millar@Fife.gov.uk](mailto:morag.millar@Fife.gov.uk)

## Appendix 1: R100 Deployment Plan for Fife (INDICATIVE AND MAY CHANGE)

Source: R100 Central Contract - Planned Build by Exchange (July 2021)

Phase	Exchange Areas	Area Committees	Premises	Build Date
<b>2020/21</b>				
1.2	Markinch, Glenrothes. Montrave, Kennoway, Leven. Foodieash, Cupar. Craigtoun, St Andrews.	NEF Levenmouth	362	31/03/2021
1.3	Wormit, Newport on Tay.	NEF	79*	31/03/2021
1.4	Dunfermline	Dunfermline	44 *	31/03/2021
Total premises @400				
<b>2021/22</b>				
4.1	Crail, Colinsburgh, Boarhills Arncroach, St Monans Elie	NEF	335	31/12/2021
5.1	Kirkcaldy, Dysart Glenrothes Central Kennoway, Leven, Fife Upper Largo Lochgelly Kinghorn Cardenden Burntisland Buckhaven Ballingry	NEF Kirkcaldy Glenrothes Levenmouth Cowdenbeath	1184	31/03/2022
Total premises - 1519				
<b>2022/23</b>				
6.1	Glenrothes South Glenrothes North Scotlandwell Kinglassie	Glenrothes	614	30/06/2022
7.1	Cupar Ladybank Newburgh, Fife Luthrie Letham, Fife	NEF	1357*	30/09/2022
8.1	Auchtermuchty Balmullo Strathkinness Leuchars Strathmiglo Falkland	NEF	549	31/12/2022
8.2	Inverkeithing Aberdour	SWF	1241 *	31/12/2022
9.1	St Andrews Newport on Tay, Tayport, Gauldry Ceres, Peat inn	NEF	1226 *	31/03/2023
Total premises @2,000 – 3,000				

Note: \*indicates that these exchange areas also include premises outside Fife.

## Appendix 2: Equality Impact Assessment Summary Report

<p><b>Which Committee report does this IA relate to (specify meeting date)?</b></p> <p>9<sup>th</sup> September 2021 – Economy Tourism Strategic Planning</p>
<p><b>What are the main impacts on equality?</b></p> <p>this report does not represent a change to policy. It proposes investigation to consider the options to change policy (or not)</p>
<p><b>What are the main recommendations to enhance or mitigate the impacts identified?</b></p> <p>this report does not represent a change to policy</p>
<p><b>If there are no equality impacts on any of the protected characteristics, please explain.</b></p> <p>this report does not represent a change to policy – It proposes investigation to consider the options to change policy (or not)</p>
<p><b>Further information is available from: Name / position / contact details:</b></p> <p>Morag Millar Programme Manager – Strategic Growth &amp; City Region Deals Telephone: 0795 664 6068 Email: <a href="mailto:morag.millar@Fife.gov.uk">morag.millar@Fife.gov.uk</a></p>

9 September 2021

Agenda Item No. 09

---

## Enterprise and Environment Directorate Section/Service Performance Reports

---

**Report by:** Keith Winter, Executive Director, Enterprise and Environment

---

**Wards Affected:** All

---

### Purpose

---

To present the performance scorecard for Planning, Business & Employability and Roads & Transportation Services for 2020/21

### Recommendation(s)

---

Members are asked to:

1. consider the Planning, Business & Employability and Roads & Transportation Services performance information presented at appendix 1, 2 & 3;
2. consider if any further review work or scrutiny is required and the scope of that review;
3. note the arrangements set out to fulfil the Council's obligation to comply with Audit Scotland's 2018 SPI Direction; and
4. note the information regarding the workforce profile at appendix 4.

### Resource Implications

---

None

### Legal & Risk Implications

---

None

### Impact Assessment

---

An EqIA is not required because the report does not propose a change or revision to existing policies and practices.

An environmental assessment is not applicable for this report.

### Consultation

---

None required

## 1.0 Background

---

- 1.1 Audit Scotland published the Statutory Performance Direction in December 2018. 2020/21 is the second year to which that direction applies. The Council is required to report a range of information setting out:
  - i. Its performance in improving local public services, provided by both (i) the council itself and (ii) by the council in conjunction with its partners and communities.
  - ii. Its progress against the desired outcomes agreed with its partners and communities.
  - iii. Its performance in comparison (i) over time and (ii) with other similar bodies including information drawn down from Local Government Benchmarking Framework (LGBF) in particular and from other benchmarking activities
  - iv. Its assessment of how it is performing against its duty of Best Value, and how it plans to improve against this assessment
- 1.2 The first requirement, to report the Council's performance in improving local public services (including with partners) will be satisfied by the series of reports (of which this is one) that will be presented to the Council covering the whole of the Council's performance for 2020/21
- 1.3 The other requirements of the Statutory Performance Direction will be satisfied by a combination of
  - i. Update reports to the Fife Partnership regarding progress against the Plan for Fife, with reports also going to Policy and Co-ordination Committee.
  - ii. public performance reporting, assurance statements and governance arrangements.
  - iii. Reviewing the External Audit Annual Report for its view on our Best Value performance and any action plans thereafter.
  - iv. Carry out a Best Value Self-Assessment using the updated Audit Scotland Guidance in conjunction with the Council's Corporate Governance Statements.
- 1.4 Taken together, these reports will cover the whole of the Local Government Benchmarking Framework, plus selected service performance indicators that give a balanced picture of Council performance.
- 1.5 The appendix to this report is presented in the form of a balanced scorecard covering the areas of Financial, Key Business Delivery, People and Customer results. This mirrors the approach used for internal management reporting throughout the year.
- 1.6 This is the first Performance Report submitted following implementation of Oracle Cloud. This system has sophisticated reporting tools and better reporting functionality but some of these reports are still in development, particularly those relating to sickness absence.
- 1.7 Members should therefore be aware that the numbers in this section are different due to the system change. Previously, absence was reported as Working Days Lost (WDL) per Full Time Equivalent (FTE). At the moment, the output data being produced is for WDL per employee and as a result, there is likely to be a slight but immaterial difference in the figures. WDL per FTE will be available for next year's report.

## 2.0 Best Value and Plan for Fife

---

- 2.1 Fife Council and the Fife Partnership are currently completing a three-year review of the Plan for Fife to ensure that adequate progress is being made towards the Plan's twelve ten-year ambitions, while at the same time setting out a recovery and renewal plan following the Covid-19 emergency. A draft Plan was considered by the Fife Partnership Board and by Fife Council's Policy and Co-ordination Committee. Once agreed, the updated Plan will provide the basis for regular reporting to the Fife Partnership Board and relevant Fife Council committees on the delivery of agreed outcomes, this will in turn drive service performance and improvement activities.
- 2.2 Following the Best Value Audit Review (BVAR) in 2018, the Best Value Action Plan will be reviewed and updated as per the new Best Value direction. From 2021/22, Councils will be asked to self-assess against this new direction and then produce a new action plan.

## 3.0 Service Performance

---

### Planning Services

- 3.1 Planning Services leads on considering how places should change both through its statutory duties relating to development applications and permissions, local development plan policy, and enforcement. In addition, a range of work is undertaken through environmental planning, transportation aligned with new development, planning for Fife's strategic growth areas and the related strategic infrastructure required. The Service has an important role corporately working collaboratively with other Services, Councils and organisations to promote investment in Fife and assist with Fife's economic recovery.
- 3.2 This performance year has been particularly challenging. The Services' Planning Performance Report 10 was submitted to Scottish Government Ministers in July 2021 for the same reporting period ([ppf10-fife.pdf \(wordpress.com\)](https://www.fife.gov.uk/media/1000000/ppf10-fife.pdf)) and sets out in detail performance against national agreed planning performance indicators. The Planning Service has had an important role through the pandemic in assisting the economy and has a critical role in Fife's economic recovery in determining planning applications, providing environmental planning and climate change advice, and preparing for a review of the Local Development Plan.
- 3.3 Nationally there has been a significant increase in householder applications, and this is reflected in Fife. Whilst this is good for Fife's economy, the Service has continued to manage high work levels with the same staff resource. The small householder and minor applications have small fees associated and the Service and therefore this increase in applications has not had the same uplift on fees overall.
- 3.4 Whilst the pandemic has brought many challenges for the Service, it also has provided an opportunity to identify and implement improvements. A Communications Project was established and continues to identify and implement actions to improve. Within 2020/21 improvements related to streamlining processes, this included reducing unnecessary tasks for case officers: improving communication with our customers through a review of our website information and developing automatic system updates to customers on the progress of their application. Physical site visits at stages through the pandemic stopped and applications have been assessed utilising photos, videos, and online resources. The Service is looking to retain this way of working where possible, which will also assist with reducing the need to travel.

- 3.5 Overall, the Service has performed well particularly under the circumstances. Customer response times have been slower, as well as determination periods for applications, and improvements continue to be identified within the staff resources available.

### Business & Employability Services

- 3.6 The service combines long-term thinking about the development of Fife's economy, and short-term actions to deliver immediate "wins" for the economy. This includes capital projects, inward investment support, and sector initiatives. The portfolio also manages Fife's Business Gateway contract, providing advice to small and growing Fife businesses.
- 3.7 The service seeks to ensure that all Fife's communities benefit from the overall growth in its economy and supports employability initiatives to help clients in disadvantaged groups and local communities to jobs, particularly targeting young people and the long term unemployed. It also covers Fife's built and natural heritage, urban design and has a key role in helping regenerate Fife's town centres.
- 3.8 The 2020 global Covid-19 pandemic has had an unprecedented economic impact, the full scale of which has still to fully emerge. Government support has so far helped to mitigate the immediate impact on businesses, but the concern remains that unemployment will increase significantly once the Coronavirus Job Retention Scheme (furlough scheme) and Self-Employment Income Support Scheme come to an end.
- 3.9 The economic impact of Covid-19 has seen uneven recovery during the pandemic. Demand for Fintech services has increased as online retail has thrived. Manufacturing has demonstrated a high degree of resilience and adaptability during the crisis. Construction has bounced back quickly, bolstered by accelerated investment in infrastructure, although material costs have increased. The high proportions of employment within the public sector and health and social care sector in Fife have protected many residents in the region, many of whom have been working from home. Further high-profile failures within the high street retail sector (particularly fashion retail) are having a major impact on city centres, although the crisis has prompted a welcome rejuvenation in local town centre trading. The biggest impact, however, has undoubtedly been felt by the tourism and hospitality sector. Ongoing and rapidly changing travel restrictions have undermined any significant form of recovery, although the tourism market is now benefitting from 'staycation' breaks.
- 3.10 Concerns regarding inequalities have also been exacerbated as a result of the pandemic. Some of those in lower paid occupations, and already suffering in-work poverty, have been at greatest risk of redundancy and unemployment – although, to date, this has largely been mitigated by the continuation of the furlough scheme. The crisis is also clearly seen to be impacting most significantly on areas and localities that were already struggling before the pandemic.
- 3.11 The report covers the period until March 2021, before restrictions were eased. Within this period, the UK also exited the European Union. The full impacts, and opportunities, for businesses are still to be realised, however some issues such as materials supply (with multiple causal factors) and staff shortages are emerging.

## Roads & Transportation Services

- 3.12 Roads and Transportation Services are responsible for developing, managing and maintaining Fife's transport network along with protecting and managing Fife 'coastal and flooding risks. The Service strives to deliver a balanced transport network that accommodates the safe and efficient movement of people and goods which helps to deliver Fife's key economic goals, supports social inclusion and provides environmental and health benefits. The maintained assets have a replacement value of £5bn, covering our Roads, Bridges, Lighting, Car Parks, Bus Interchanges, Flood Prevention, Coast Protection, and other marine infrastructure such as harbours and piers.
- 3.13 Due to the Covid lockdown restrictions there were two periods where operational activity was impacted and works delayed or postponed. Throughout the year the service operated a blended approach with essential operational staff working from the depots at Bankhead and Halbeath and office staff working mostly from home other than those where it was essential to work from the office. When compared with pre-Covid working arrangements, there was a general loss of productivity and performance. This was mainly as a result of reduced supervision, direction, mentoring and lost social interaction across team working. In addition, mental health concerns came to the fore and remain a cause for concern during the current working arrangements.
- 3.14 Not only did Covid have a major impact on the service budget with significant and potentially sustained reductions in Car Parking and Bus Stations income but also the service trading account became imbalanced. These issues remain a challenge in the current year.
- 3.15 As part of the Reform & Recovery agenda, the service led on a major review of Passenger Transport Services with a member working group that led to a detailed report and action plan being approved for implementation by Policy & Coordination Committee on 1 April 2021. The action plan is now being implemented and involved a number of key initiatives across the various public transport services.
- 3.16 The service led on two successful bids for funding from the Bus Partnership Fund initiative and these have both moved to the next phase of development and will provide genuine opportunities to improve public transport services in Fife.
- 3.17 The Levenmouth Reconnected programme remains on track with good partnership working across several strands and as agreed by ETSP&T in April this year, the service is now progressing actively with a review and update of the Local Transport Strategy for delivery next year.
- 3.18 Following the extended and difficult winter period 2020/21, there remained a strong public focus on road conditions and the step increase in potholes and road defects. In response, the service diverted all available operational resources onto pothole repairs. This meant that the normal 2-4 squads per day was increased up to circa 12-14 squads. Whilst this had secondary impacts on the completion of other priorities, it allowed an intense effort on tackling the pothole backlog. In addition, external sub-contractors have now been engaged to continue the efforts on eliminating the backlog.
- 3.19 Additional resources (£9m over 2 years) were included in roads maintenance budgets, and this was most welcome. Since there is a direct linkage between investment in road maintenance and road condition. To maximise the benefit of these resources every effort is made to target the funding at the areas of highest priority. Beyond the next 2 years, the forecast reduction in capital budgets for road maintenance will need to be reviewed. In addition, the move to a risk-based approach to road inspections with more first-time permanent repairs is improving the efficiency of the road repair process. Further, the insufficient resources for street lighting replacements will begin to further impact on the quality and resilience of this key infrastructure in the years ahead.



## 4.0 Conclusions

---

- 4.1 This report is the first in a series covering the whole of the Council's performance against key indicators, including the Local Government Benchmarking framework.
- 4.2 The overall performance of Planning, Business & Employability and Roads & Transportation Services has been affected by the pandemic and this is highlighted in appendices 1, 2 & 3.

### List of Appendices

---

- 1. Planning Performance Report 2020/21
- 2. Business & Employability Performance Report 2020/21
- 3. Roads & Transportation Services Performance Report 2020/21
- 4. Workforce Profile

### Report Contacts

Pam Ewen  
Head of Planning  
Enterprise & Environment Directorate  
Email: [pam.ewen@fife.gov.uk](mailto:pam.ewen@fife.gov.uk)

Derek Crowe  
Senior Manager, Roads & Transportation Services  
Enterprise & Environment Directorate  
Email: [derek.crowe@fife.gov.uk](mailto:derek.crowe@fife.gov.uk)

Gordon Mole  
Head of Business & Employability  
Enterprise & Environment Directorate  
Email: [gordon.mole@fife.gov.uk](mailto:gordon.mole@fife.gov.uk)

Iain Duncan  
Programme Manager  
Communities Directorate  
Email: [iain.duncan@fife.gov.uk](mailto:iain.duncan@fife.gov.uk)

## Planning Services Annual Performance Report 2020/21

# Customer

Performance	Progress															
<p><b>Customers satisfied with planning service (%)</b></p> <table><thead><tr><th>Financial Year</th><th>Customers satisfied with planning service (%)</th></tr></thead><tbody><tr><td>2017/18</td><td>80.13%</td></tr><tr><td>2018/19</td><td>83.39%</td></tr><tr><td>2019/20</td><td>82.02%</td></tr><tr><td>2020/21</td><td>83.09%</td></tr></tbody></table>	Financial Year	Customers satisfied with planning service (%)	2017/18	80.13%	2018/19	83.39%	2019/20	82.02%	2020/21	83.09%	<p>Satisfaction with the level and quality of service being provided to customers remains high. Work through into 2021 is introducing widening our customer feedback and this will be reflected in the 2022 performance report.</p>					
Financial Year	Customers satisfied with planning service (%)															
2017/18	80.13%															
2018/19	83.39%															
2019/20	82.02%															
2020/21	83.09%															
<p><b>Planning Stage 1 Complaints actioned &lt; 5 days</b></p> <table><thead><tr><th>Financial Year</th><th>Fife Council Stage 1 Complaints actioned &lt; 5 days</th><th>Planning Stage 1 Complaints actioned &lt; 5 days</th></tr></thead><tbody><tr><td>2017/18</td><td>88%</td><td>100%</td></tr><tr><td>2018/19</td><td>90%</td><td>89%</td></tr><tr><td>2019/20</td><td>86%</td><td>100%</td></tr><tr><td>2020/21</td><td>89%</td><td>100%</td></tr></tbody></table> <p>■ Fife Council Stage 1 Complaints actioned &lt; 5 days ■ Planning Stage 1 Complaints actioned &lt; 5 days</p>	Financial Year	Fife Council Stage 1 Complaints actioned < 5 days	Planning Stage 1 Complaints actioned < 5 days	2017/18	88%	100%	2018/19	90%	89%	2019/20	86%	100%	2020/21	89%	100%	<p>Listening to customer’s complaints, considering, and responding comprehensively to these is important to Planning Services. Where possible complaints are responded to within corporate timescales, however on occasion where the nature of the complaint is complex an extension is needed.</p> <p>The Service reviews where complaints are upheld and considers whether any actions are required relating to staff training, process changes etc. to assist with continuous improvement.</p>
Financial Year	Fife Council Stage 1 Complaints actioned < 5 days	Planning Stage 1 Complaints actioned < 5 days														
2017/18	88%	100%														
2018/19	90%	89%														
2019/20	86%	100%														
2020/21	89%	100%														
<p><b>Planning Stage 2 Complaints actioned &lt; 20 days</b></p> <table><thead><tr><th>Financial Year</th><th>Fife Council Stage 2 Complaints actioned &lt; 20 days</th><th>Planning Stage 2 Complaints actioned &lt; 20 days</th></tr></thead><tbody><tr><td>2017/18</td><td>87%</td><td>97%</td></tr><tr><td>2018/19</td><td>82%</td><td>72%</td></tr><tr><td>2019/20</td><td>84%</td><td>86%</td></tr><tr><td>2020/21</td><td>80%</td><td>81%</td></tr></tbody></table> <p>■ Fife Council Stage 2 Complaints actioned &lt; 20 days ■ Planning Stage 2 Complaints actioned &lt; 20 days</p>	Financial Year	Fife Council Stage 2 Complaints actioned < 20 days	Planning Stage 2 Complaints actioned < 20 days	2017/18	87%	97%	2018/19	82%	72%	2019/20	84%	86%	2020/21	80%	81%	<p>During the pandemic with a significant increase in email correspondence, a Communications Project was established to identify and implement actions to improve our communications, particularly to customers. It is expected that benefits from this project will begin to show in improved performance in future years.</p>
Financial Year	Fife Council Stage 2 Complaints actioned < 20 days	Planning Stage 2 Complaints actioned < 20 days														
2017/18	87%	97%														
2018/19	82%	72%														
2019/20	84%	86%														
2020/21	80%	81%														

## Planning Services Annual Performance Report 2020/21

# People

Performance	Progress															
<p><b>Economy, Planning and Employability Average WDL per FTE</b></p> <table><thead><tr><th>Year</th><th>Fife Council - Average Working Days Lost per FTE</th><th>Economy, Planning and Employability - Average WDL per FTE</th></tr></thead><tbody><tr><td>2017/18</td><td>11.78</td><td>10.58</td></tr><tr><td>2018/19</td><td>11.59</td><td>8.36</td></tr><tr><td>2019/20</td><td>12.06</td><td>11</td></tr><tr><td>2020/21</td><td>10.21</td><td>10</td></tr></tbody></table> <p>● Fife Council - Average Working Days Lost per FTE ● Economy, Planning and Employability - Average WDL per FTE</p>	Year	Fife Council - Average Working Days Lost per FTE	Economy, Planning and Employability - Average WDL per FTE	2017/18	11.78	10.58	2018/19	11.59	8.36	2019/20	12.06	11	2020/21	10.21	10	<p>Absenteeism across Planning, Protective Services, Business &amp; Employability Services is slightly below the Council average and has reduced since 2019/20. Currently staff absence is only available on Pentana at EPES (mentioned above) Level but will be broken down specifically for Planning Services in future reports.</p>
Year	Fife Council - Average Working Days Lost per FTE	Economy, Planning and Employability - Average WDL per FTE														
2017/18	11.78	10.58														
2018/19	11.59	8.36														
2019/20	12.06	11														
2020/21	10.21	10														
<p><b>Economy, Planning and Employability LT WDL per FTE</b></p> <table><thead><tr><th>Year</th><th>Fife Council - LT Working Days Lost per FTE</th><th>Economy, Planning and Employability - LT WDL per FTE</th></tr></thead><tbody><tr><td>2017/18</td><td>7.79</td><td>6.89</td></tr><tr><td>2018/19</td><td>7.76</td><td>5.12</td></tr><tr><td>2019/20</td><td>7.92</td><td>7.34</td></tr><tr><td>2020/21</td><td>6.38</td><td>7.16</td></tr></tbody></table> <p>● Economy, Planning and Employability - LT WDL per FTE ● Fife Council - LT Working Days Lost per FTE</p>	Year	Fife Council - LT Working Days Lost per FTE	Economy, Planning and Employability - LT WDL per FTE	2017/18	7.79	6.89	2018/19	7.76	5.12	2019/20	7.92	7.34	2020/21	6.38	7.16	<p>The Services continue to monitor long term absenteeism and support staff. IN particular through the pandemic, wellbeing has been a focus to encourage staff to look after their physical and mental health. Teams are using the Just Ask Listen Talk toolkit to identify the way they are being supported and supporting each other.</p>
Year	Fife Council - LT Working Days Lost per FTE	Economy, Planning and Employability - LT WDL per FTE														
2017/18	7.79	6.89														
2018/19	7.76	5.12														
2019/20	7.92	7.34														
2020/21	6.38	7.16														
<p><b>Economy, Planning and Employability % Absence Rate</b></p> <table><thead><tr><th>Year</th><th>Fife Council - % Absence Rate</th><th>Economy, Planning and Employability - % Absence Rate</th></tr></thead><tbody><tr><td>2017/18</td><td>5.43%</td><td>4.73%</td></tr><tr><td>2018/19</td><td>5.3%</td><td>3.72%</td></tr><tr><td>2019/20</td><td>5.51%</td><td>4.90%</td></tr><tr><td>2020/21</td><td>4.68%</td><td>4.44%</td></tr></tbody></table> <p>● Fife Council - % Absence Rate ● Economy, Planning and Employability - % Absence Rate</p>	Year	Fife Council - % Absence Rate	Economy, Planning and Employability - % Absence Rate	2017/18	5.43%	4.73%	2018/19	5.3%	3.72%	2019/20	5.51%	4.90%	2020/21	4.68%	4.44%	<p>In line with the Fife Council average the %age absence rate has decreased from the previous year.</p> <p>Overall, the absenteeism with the Service is managed and Staff are supported through training on areas such as Mental Health Awareness, utilising Reality Check tools and ensuring where required Staff are provided support through the Council's Support Services.</p>
Year	Fife Council - % Absence Rate	Economy, Planning and Employability - % Absence Rate														
2017/18	5.43%	4.73%														
2018/19	5.3%	3.72%														
2019/20	5.51%	4.90%														
2020/21	4.68%	4.44%														

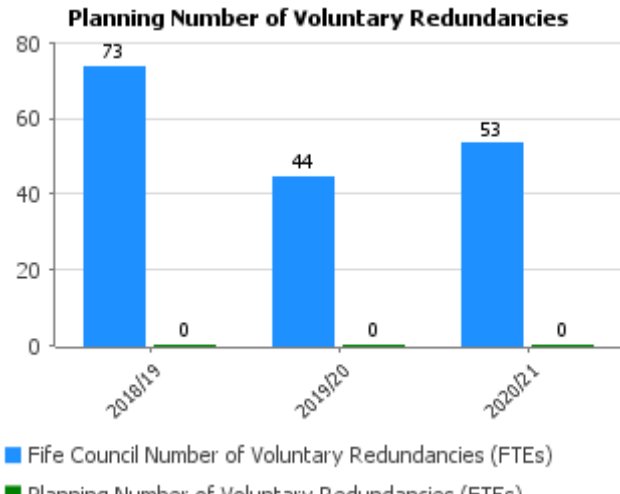
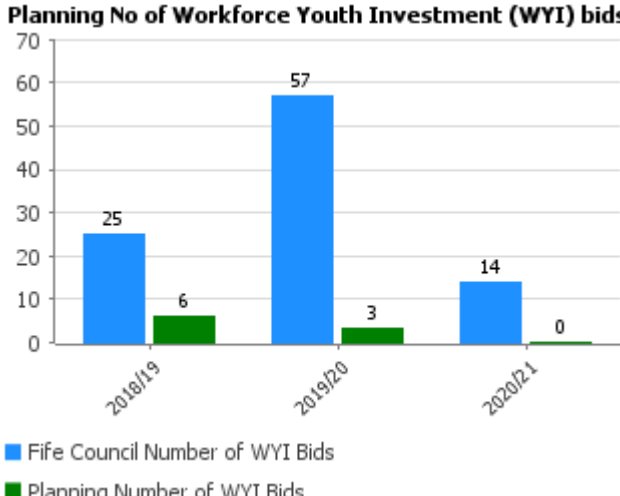
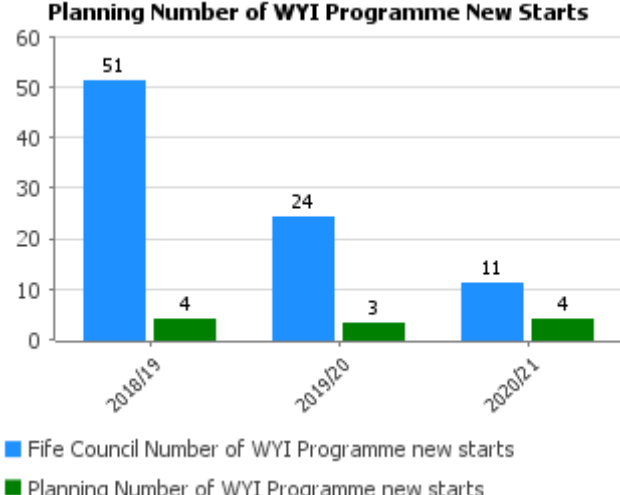
## Planning Services Annual Performance Report 2020/21

Performance	Progress												
<p><b>Planning Workforce who are Female (%)</b></p> <table><thead><tr><th>Year</th><th>Fife Council Workforce who are Female (%)</th><th>Planning Workforce who are Female (%)</th></tr></thead><tbody><tr><td>2018/19</td><td>72.4%</td><td>46.9%</td></tr><tr><td>2019/20</td><td>72.1%</td><td>37.1%</td></tr><tr><td>2020/21</td><td>71.9%</td><td>33.8%</td></tr></tbody></table> <p>■ Fife Council Workforce who are Female (%) ■ Planning Workforce who are Female (%)</p>	Year	Fife Council Workforce who are Female (%)	Planning Workforce who are Female (%)	2018/19	72.4%	46.9%	2019/20	72.1%	37.1%	2020/21	71.9%	33.8%	<p>The Service workforce strategy has sought to increase opportunities for Planners and planning students early in their career. Some of these posts are temporary and allow for continued opportunities. This has been an important aspect of assisting with growing talent and recruitment.</p> <p>The performance relating to the service workforce demonstrates the success of a strategy to widen the age profile of the workforce, having a greater number of people at the start of their career. This is important to the Service for growing talent and succession planning.</p>
Year	Fife Council Workforce who are Female (%)	Planning Workforce who are Female (%)											
2018/19	72.4%	46.9%											
2019/20	72.1%	37.1%											
2020/21	71.9%	33.8%											
<p><b>Planning Workforce that are Full-time (%)</b></p> <table><thead><tr><th>Year</th><th>Fife Council Workforce who are Full-time (%)</th><th>Planning Workforce who are Full-time (%)</th></tr></thead><tbody><tr><td>2018/19</td><td>58.3%</td><td>77.6%</td></tr><tr><td>2019/20</td><td>58.2%</td><td>77.1%</td></tr><tr><td>2020/21</td><td>57.3%</td><td>82.4%</td></tr></tbody></table> <p>■ Fife Council Workforce who are Full-time (%) ■ Planning Workforce who are Full-time (%)</p>	Year	Fife Council Workforce who are Full-time (%)	Planning Workforce who are Full-time (%)	2018/19	58.3%	77.6%	2019/20	58.2%	77.1%	2020/21	57.3%	82.4%	
Year	Fife Council Workforce who are Full-time (%)	Planning Workforce who are Full-time (%)											
2018/19	58.3%	77.6%											
2019/20	58.2%	77.1%											
2020/21	57.3%	82.4%											
<p><b>Planning Workforce who are permanent Employees (%)</b></p> <table><thead><tr><th>Year</th><th>Fife Council Workforce who are Permanent Employees (%)</th><th>Planning Workforce who are Permanent Employees (%)</th></tr></thead><tbody><tr><td>2018/19</td><td>82.2%</td><td>79.6%</td></tr><tr><td>2019/20</td><td>80.3%</td><td>82.9%</td></tr><tr><td>2020/21</td><td>81.3%</td><td>85.3%</td></tr></tbody></table> <p>■ Fife Council Workforce who are Permanent Employees (%) ■ Planning Workforce who are Permanent Employees (%)</p>	Year	Fife Council Workforce who are Permanent Employees (%)	Planning Workforce who are Permanent Employees (%)	2018/19	82.2%	79.6%	2019/20	80.3%	82.9%	2020/21	81.3%	85.3%	
Year	Fife Council Workforce who are Permanent Employees (%)	Planning Workforce who are Permanent Employees (%)											
2018/19	82.2%	79.6%											
2019/20	80.3%	82.9%											
2020/21	81.3%	85.3%											

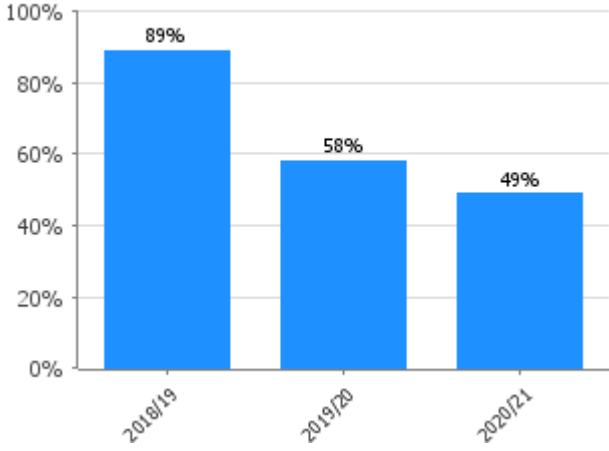
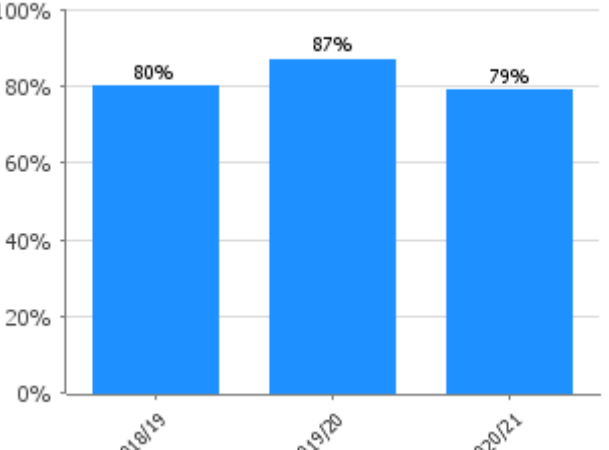
## Planning Services Annual Performance Report 2020/21

Performance	Progress												
<p><b>Planning Employees aged 24 and under (%)</b></p> <table><tr><th>Year</th><th>Fife Council Employees aged 24 and under (%)</th><th>Planning Employees aged 24 and under (%)</th></tr><tr><td>2018/19</td><td>4.9%</td><td>12.2%</td></tr><tr><td>2019/20</td><td>5.3%</td><td>10%</td></tr><tr><td>2020/21</td><td>5.4%</td><td>8.8%</td></tr></table> <p>■ Fife Council Employees aged 24 and under (%) ■ Planning Employees aged 24 and under (%)</p>	Year	Fife Council Employees aged 24 and under (%)	Planning Employees aged 24 and under (%)	2018/19	4.9%	12.2%	2019/20	5.3%	10%	2020/21	5.4%	8.8%	<p>The Service workforce strategy has sought to increase opportunities for Planners and planning students early in their career. Some of these posts are temporary and allow for continued opportunities. This has been an important aspect of assisting with growing talent and recruitment.</p> <p>The performance relating to the service workforce demonstrates the success of a strategy to widen the age profile of the workforce, having a greater number of people at the start of their career. This is important to the Service for growing talent and succession planning.</p>
Year	Fife Council Employees aged 24 and under (%)	Planning Employees aged 24 and under (%)											
2018/19	4.9%	12.2%											
2019/20	5.3%	10%											
2020/21	5.4%	8.8%											
<p><b>Planning Employees aged 29 and under (%)</b></p> <table><tr><th>Year</th><th>Fife Council Employees aged 29 and under (%)</th><th>Planning Employees aged 29 and under (%)</th></tr><tr><td>2018/19</td><td>12.2%</td><td>14.3%</td></tr><tr><td>2019/20</td><td>12.7%</td><td>14.3%</td></tr><tr><td>2020/21</td><td>13.1%</td><td>17.6%</td></tr></table> <p>■ Fife Council Employees aged 29 and under (%) ■ Planning Employees aged 29 and under (%)</p>	Year	Fife Council Employees aged 29 and under (%)	Planning Employees aged 29 and under (%)	2018/19	12.2%	14.3%	2019/20	12.7%	14.3%	2020/21	13.1%	17.6%	
Year	Fife Council Employees aged 29 and under (%)	Planning Employees aged 29 and under (%)											
2018/19	12.2%	14.3%											
2019/20	12.7%	14.3%											
2020/21	13.1%	17.6%											
<p><b>Planning Employees aged 55 and over (%)</b></p> <table><tr><th>Year</th><th>Fife Council Employees aged 55 and over (%)</th><th>Planning Employees aged 55 and over (%)</th></tr><tr><td>2018/19</td><td>25.6%</td><td>16.3%</td></tr><tr><td>2019/20</td><td>26.3%</td><td>21.4%</td></tr><tr><td>2020/21</td><td>26.4%</td><td>22.1%</td></tr></table> <p>■ Fife Council Employees aged 55 and over (%) ■ Planning Employees aged 55 and over (%)</p>	Year	Fife Council Employees aged 55 and over (%)	Planning Employees aged 55 and over (%)	2018/19	25.6%	16.3%	2019/20	26.3%	21.4%	2020/21	26.4%	22.1%	
Year	Fife Council Employees aged 55 and over (%)	Planning Employees aged 55 and over (%)											
2018/19	25.6%	16.3%											
2019/20	26.3%	21.4%											
2020/21	26.4%	22.1%											

## Planning Services Annual Performance Report 2020/21

Performance	Progress												
<p><b>Planning Number of Voluntary Redundancies</b></p>  <p>■ Fife Council Number of Voluntary Redundancies (FTEs) ■ Planning Number of Voluntary Redundancies (FTEs)</p> <table><thead><tr><th>Year</th><th>Fife Council (FTEs)</th><th>Planning (FTEs)</th></tr></thead><tbody><tr><td>2018/19</td><td>73</td><td>0</td></tr><tr><td>2019/20</td><td>44</td><td>0</td></tr><tr><td>2020/21</td><td>53</td><td>0</td></tr></tbody></table>	Year	Fife Council (FTEs)	Planning (FTEs)	2018/19	73	0	2019/20	44	0	2020/21	53	0	<p>No voluntary redundancies have been required, with staffing savings over a number of years being achieved through vacancy management.</p>
Year	Fife Council (FTEs)	Planning (FTEs)											
2018/19	73	0											
2019/20	44	0											
2020/21	53	0											
<p><b>Planning No of Workforce Youth Investment (WYI) bids</b></p>  <p>■ Fife Council Number of WYI Bids ■ Planning Number of WYI Bids</p> <table><thead><tr><th>Year</th><th>Fife Council</th><th>Planning</th></tr></thead><tbody><tr><td>2018/19</td><td>25</td><td>6</td></tr><tr><td>2019/20</td><td>57</td><td>3</td></tr><tr><td>2020/21</td><td>14</td><td>0</td></tr></tbody></table>	Year	Fife Council	Planning	2018/19	25	6	2019/20	57	3	2020/21	14	0	<p>Planning Services commitment to Workforce Youth Investment continues in 2021/22 with 2 bids for (total 4 posts), matched funded being submitted for full time and part time placements in for students who have recently graduated or are in a town planning course. Planning Services is committed to developing the young workforce by giving them the relevant work experience and skills to develop in the planning profession.</p> <p>4 WYI new staff in 2020/21</p>
Year	Fife Council	Planning											
2018/19	25	6											
2019/20	57	3											
2020/21	14	0											
<p><b>Planning Number of WYI Programme New Starts</b></p>  <p>■ Fife Council Number of WYI Programme new starts ■ Planning Number of WYI Programme new starts</p> <table><thead><tr><th>Year</th><th>Fife Council</th><th>Planning</th></tr></thead><tbody><tr><td>2018/19</td><td>51</td><td>4</td></tr><tr><td>2019/20</td><td>24</td><td>3</td></tr><tr><td>2020/21</td><td>11</td><td>4</td></tr></tbody></table>	Year	Fife Council	Planning	2018/19	51	4	2019/20	24	3	2020/21	11	4	<p>2 Graduate Planner – 2 year full time placements for recent graduates</p> <p>2 Part time Student Planning Assistant posts – 1 year (part time) posts for students who are studying in a town planning course.</p>
Year	Fife Council	Planning											
2018/19	51	4											
2019/20	24	3											
2020/21	11	4											

## Planning Services Annual Performance Report 2020/21

Performance	Progress								
<p><b>My PDA assisted me getting the training/development I feel I needed (%)</b></p>  <table border="1"> <thead> <tr> <th>Year</th> <th>Percentage (%)</th> </tr> </thead> <tbody> <tr> <td>2018/19</td> <td>89%</td> </tr> <tr> <td>2019/20</td> <td>58%</td> </tr> <tr> <td>2020/21</td> <td>49%</td> </tr> </tbody> </table>	Year	Percentage (%)	2018/19	89%	2019/20	58%	2020/21	49%	<p>The 2020/21 staff survey which was undertaken as part of the Planning Services virtual staff day identifies that there are less staff having their twice yearly Personal Development meetings with a plan agreed. The Service Management team have actioned where there are gaps, meetings arranged to have increased performance in 2021/22.</p> <p>The Service continues to provide regular CPD training events, and whilst during the first 6-9 months of the pandemic these were reduced, a full programme was resumed.</p>
Year	Percentage (%)								
2018/19	89%								
2019/20	58%								
2020/21	49%								
<p><b>Planning staff who are happy at work (%)</b></p>  <table border="1"> <thead> <tr> <th>Year</th> <th>Percentage (%)</th> </tr> </thead> <tbody> <tr> <td>2018/19</td> <td>80%</td> </tr> <tr> <td>2019/20</td> <td>87%</td> </tr> <tr> <td>2020/21</td> <td>79%</td> </tr> </tbody> </table>	Year	Percentage (%)	2018/19	80%	2019/20	87%	2020/21	79%	<p>This demonstrates that the majority of staff within Planning Services are happy at work. The staff survey was undertaken in Dec 2020 as part of the Service virtual staff day. A small reduction in % happy from last year and a return to 2018 levels is expected given the impact of the pandemic on staff. The staff survey results have been discussed within teams to consider and respond to the results.</p>
Year	Percentage (%)								
2018/19	80%								
2019/20	87%								
2020/21	79%								

# Key Business Delivery

Performance	Progress															
<p><b>Average time (weeks) to deal with Major planning applications</b></p> <table><thead><tr><th>Year</th><th>Fife (weeks)</th><th>Scotland (weeks)</th></tr></thead><tbody><tr><td>2017/18</td><td>31</td><td>33.6</td></tr><tr><td>2018/19</td><td>51.2</td><td>32.6</td></tr><tr><td>2019/20</td><td>64.9</td><td>33.5</td></tr><tr><td>2020/21</td><td>39.7</td><td>41.3</td></tr></tbody></table> <p>■ Avg time per Major planning application - Fife (weeks) ■ Avg time per Major planning application - Scotland (weeks)</p>	Year	Fife (weeks)	Scotland (weeks)	2017/18	31	33.6	2018/19	51.2	32.6	2019/20	64.9	33.5	2020/21	39.7	41.3	<p>This statistic is susceptible to variation, given the low number of Major applications determined in a year and the lengthy periods sometimes needed to conclude negotiations on complex legal agreements. Nonetheless, it's encouraging to note a significant reduction in the average time taken over the past year.</p>
Year	Fife (weeks)	Scotland (weeks)														
2017/18	31	33.6														
2018/19	51.2	32.6														
2019/20	64.9	33.5														
2020/21	39.7	41.3														
<p><b>Average time (weeks) to deal with Local planning applications</b></p> <table><thead><tr><th>Year</th><th>Fife (weeks)</th><th>Scotland (weeks)</th></tr></thead><tbody><tr><td>2017/18</td><td>10.6</td><td>9.0</td></tr><tr><td>2018/19</td><td>8.8</td><td>9.0</td></tr><tr><td>2019/20</td><td>8</td><td>9.1</td></tr><tr><td>2020/21</td><td>9.6</td><td>10.0</td></tr></tbody></table> <p>■ Avg time per Local planning application - Fife (weeks) ■ Avg time per Local planning application - Scotland (weeks)</p>	Year	Fife (weeks)	Scotland (weeks)	2017/18	10.6	9.0	2018/19	8.8	9.0	2019/20	8	9.1	2020/21	9.6	10.0	<p>The impact of the COVID 19 pandemic both in terms of adapting to new ways of working and maintaining a service was compounded by a number of long term absences in 2020. Despite these challenges' performance did not drop significantly relative to the previous year's national average time.</p>
Year	Fife (weeks)	Scotland (weeks)														
2017/18	10.6	9.0														
2018/19	8.8	9.0														
2019/20	8	9.1														
2020/21	9.6	10.0														
<p><b>The average time (weeks) to deal with Minor planning apps</b></p> <table><thead><tr><th>Year</th><th>Fife (weeks)</th><th>Scotland (weeks)</th></tr></thead><tbody><tr><td>2017/18</td><td>8.9</td><td>7.3</td></tr><tr><td>2018/19</td><td>7.5</td><td>7.2</td></tr><tr><td>2019/20</td><td>7.3</td><td>7.3</td></tr><tr><td>2020/21</td><td>8.2</td><td>8.1</td></tr></tbody></table> <p>■ Avg time per Minor planning application - Fife (weeks) ■ Avg time per Minor planning application - Scotland (weeks)</p>	Year	Fife (weeks)	Scotland (weeks)	2017/18	8.9	7.3	2018/19	7.5	7.2	2019/20	7.3	7.3	2020/21	8.2	8.1	<p>The implications noted above arising from the COVID pandemic impacted on the processing time in relation to Minor applications. Moving into Q3 and Q4 of 2020/21 a significant and almost unprecedented increase in the number of minor and householder applications were submitted. Despite this performance over the year while slower than 2019/20 only increased by 0.9 of a week overall.</p>
Year	Fife (weeks)	Scotland (weeks)														
2017/18	8.9	7.3														
2018/19	7.5	7.2														
2019/20	7.3	7.3														
2020/21	8.2	8.1														



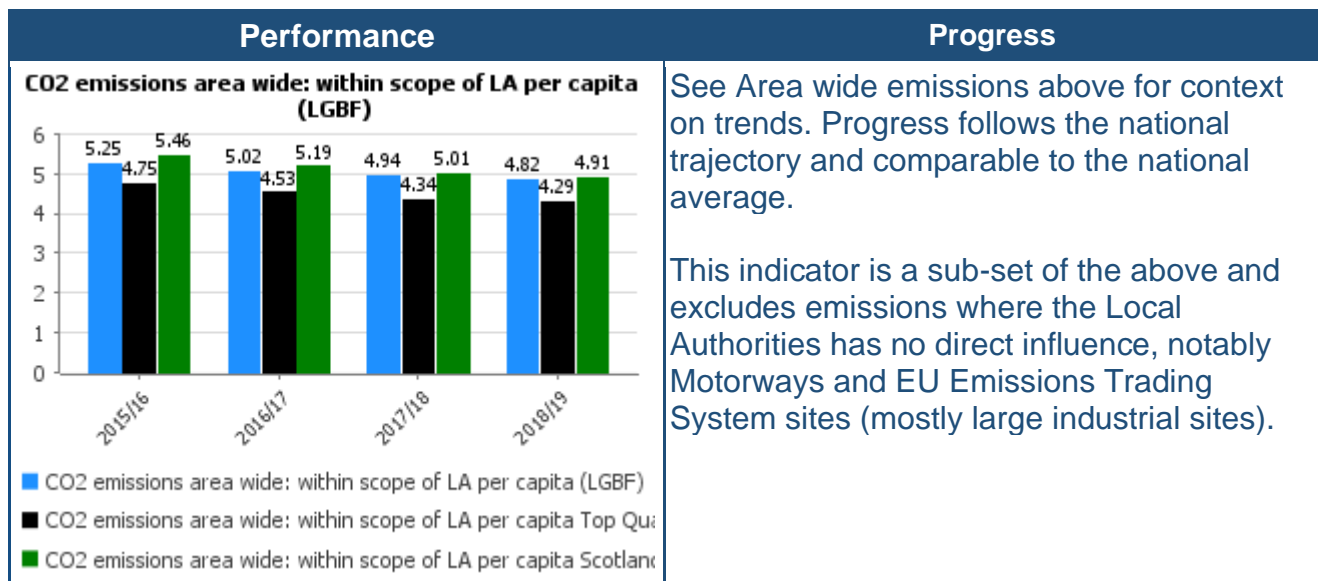
## Planning Services Annual Performance Report 2020/21

Performance	Progress																				
<p><b>Average time (weeks) Non Householder planning applications</b></p> <table><tr><th>Year</th><th>Fife (weeks)</th><th>Scotland (weeks)</th></tr><tr><td>2017/18</td><td>13</td><td>10.7</td></tr><tr><td>2018/19</td><td>11</td><td>10.7</td></tr><tr><td>2019/20</td><td>9</td><td>10.9</td></tr><tr><td>2020/21</td><td>13</td><td>12.4</td></tr></table> <p>■ Avg time per Non Householder planning application - Fife (week) ■ Avg time per Non Householder planning application - Scotland (w</p>	Year	Fife (weeks)	Scotland (weeks)	2017/18	13	10.7	2018/19	11	10.7	2019/20	9	10.9	2020/21	13	12.4	<p>The implications noted above arising from the COVID pandemic impacted on the processing time in relation to non-householder applications. Our performance in 2019/20 was faster than the national average and unfortunately, our performance in 2020/21 due to absences and impact of the pandemic as well as increasing numbers of application has slowed our processing time.</p> <p>Additional staff are being redeployed temporarily from other teams in the service to provide additional capacity on an interim basis.</p>					
Year	Fife (weeks)	Scotland (weeks)																			
2017/18	13	10.7																			
2018/19	11	10.7																			
2019/20	9	10.9																			
2020/21	13	12.4																			
<p><b>Average time taken for commercial planning application (wks) LGBF</b></p> <table><tr><th>Year</th><th>Fife (LGBF) (wks)</th><th>Scotland (wks)</th><th>Top Quartile (wks)</th></tr><tr><td>2016/17</td><td>14.2</td><td>9.6</td><td>7.6</td></tr><tr><td>2017/18</td><td>16.1</td><td>9.3</td><td>7.3</td></tr><tr><td>2018/19</td><td>9.6</td><td>9.1</td><td>7.7</td></tr><tr><td>2019/20</td><td>8.4</td><td>10.5</td><td>7.6</td></tr></table> <p>■ Avg Time Per Commercial Planning Application - Fife (LGBF) ■ Avg Time Per Commercial Planning Application - Scotland ■ Avg Time Per Commercial Planning Application - Top Quartile</p>	Year	Fife (LGBF) (wks)	Scotland (wks)	Top Quartile (wks)	2016/17	14.2	9.6	7.6	2017/18	16.1	9.3	7.3	2018/19	9.6	9.1	7.7	2019/20	8.4	10.5	7.6	<p>The processing times for commercial applications in 2019/20 was 2.1 weeks less than the Scottish national the average processing time. This also represented a reduction on the previous year’s figure. The improvement in processing time reflects the steps taken to prioritise and manage applications from our business priority customers. We identified these customers as business priorities during the COVID pandemic to ensure capacity was maintained to support businesses and investment.</p>
Year	Fife (LGBF) (wks)	Scotland (wks)	Top Quartile (wks)																		
2016/17	14.2	9.6	7.6																		
2017/18	16.1	9.3	7.3																		
2018/19	9.6	9.1	7.7																		
2019/20	8.4	10.5	7.6																		
<p><b>Number of housing completions per annum - Fife</b></p> <table><tr><th>Year</th><th>Number of housing completions</th></tr><tr><td>2016/17</td><td>1,303</td></tr><tr><td>2017/18</td><td>1,303</td></tr><tr><td>2018/19</td><td>1,118</td></tr><tr><td>2019/20</td><td>1,088</td></tr></table>	Year	Number of housing completions	2016/17	1,303	2017/18	1,303	2018/19	1,118	2019/20	1,088	<p>Completions have remained stable over this period compared to 2018/19. COVID will not have impacted greatly on completions for 2019/20 as the first lockdown hit right at the end of the audit year.</p> <p>As the 2021 Housing Land Audit (HLA) is in the early stages of preparation, there are no completion figures available for 2020/21. The completions over this period are expected to decline compared to previous years to reflect the impact of COVID and the period of lockdown when housing construction stopped. Post lockdown, the pandemic has continued to affect the house building industry with supply chain disruption and COVID restrictions. However, despite this, progress has continued to be made on strategic development sites through the last year.</p> <p>The 2021 HLA is expected to be finalised later this year and will bring reporting back into line for next year’s performance report.</p>										
Year	Number of housing completions																				
2016/17	1,303																				
2017/18	1,303																				
2018/19	1,118																				
2019/20	1,088																				

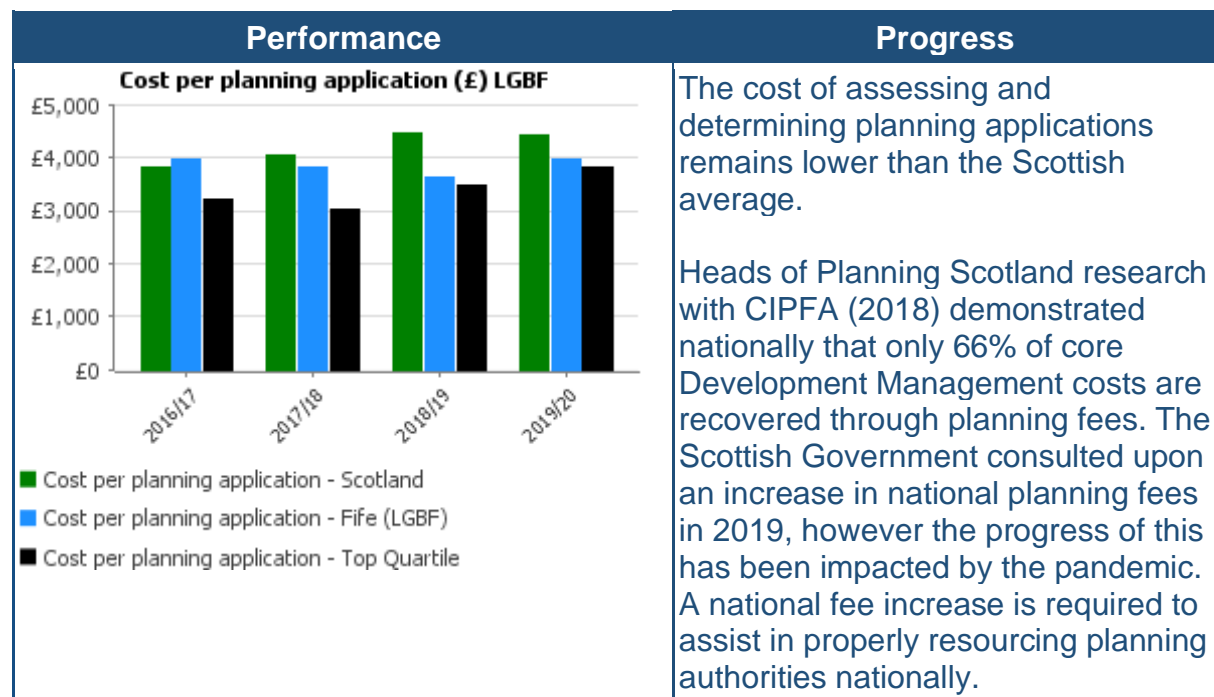
## Planning Services Annual Performance Report 2020/21

Performance	Progress																			
<div><b>Area Wide Emissions (thousand tonnes of Carbon)</b></div> <table><tr><th>Period</th><th>Emissions (thousand tonnes of Carbon)</th></tr><tr><td>2015/16</td><td>2941</td></tr><tr><td>2016/17</td><td>2872</td></tr><tr><td>2017/18</td><td>2806</td></tr><tr><td>2018/19</td><td>2559</td></tr></table> <div><p>As with the rest of Scotland, the majority of emission reduction has come from the decarbonisation of the grid (Renewables were the single largest source of electricity generated in Scotland in 2018 at 54.9 per cent, followed by nuclear generation at 28.2 per cent with fossil fuel generation making up only 15.7 per cent). Out of the sectors reported on to make this total, Industry contributes the greatest reduction with the closure of fossil fuelled power plants and the off shoring of heavy industry. A reduction in Fife of nearly 200 kt CO2 from 2018 to 2019.</p></div>	Period	Emissions (thousand tonnes of Carbon)	2015/16	2941	2016/17	2872	2017/18	2806	2018/19	2559										
Period	Emissions (thousand tonnes of Carbon)																			
2015/16	2941																			
2016/17	2872																			
2017/18	2806																			
2018/19	2559																			
<div><b>Total Fife Council Carbon Footprint - tCO2e</b></div> <table><tr><th>Period</th><th>Carbon Footprint (tCO2e)</th></tr><tr><td>2016/17</td><td>83133</td></tr><tr><td>2017/18</td><td>75956</td></tr><tr><td>2018/19</td><td>62484</td></tr><tr><td>2019/20</td><td>55784</td></tr></table> <div><p>Over this period Fife Council have benefited from Scottish decarbonisation of electricity supply, a few mild winters leading to less gas and electricity used for heat (2018/19 markedly so) and Light Fife Green energy efficient streetlamps.</p></div>	Period	Carbon Footprint (tCO2e)	2016/17	83133	2017/18	75956	2018/19	62484	2019/20	55784										
Period	Carbon Footprint (tCO2e)																			
2016/17	83133																			
2017/18	75956																			
2018/19	62484																			
2019/20	55784																			
<div><b>CO2 Emissions Area Wide per Capita (LGBF)</b></div> <table><tr><th>Period</th><th>Fife (LGBF)</th><th>Top Quartile (LGBF)</th><th>Scotland (LGBF)</th></tr><tr><td>2015/16</td><td>8.02</td><td>4.74</td><td>5.77</td></tr><tr><td>2016/17</td><td>7.87</td><td>4.42</td><td>5.52</td></tr><tr><td>2017/18</td><td>7.74</td><td>4.22</td><td>5.36</td></tr><tr><td>2018/19</td><td>7.54</td><td>4.13</td><td>5.26</td></tr></table> <div><div>■ CO2 emissions area wide per capita (LGBF)</div><div>■ CO2 emissions area wide per capita Top Quartile</div><div>■ CO2 emissions area wide per capita Scotland</div></div> <div><p>See Area wide emissions above for context on trends. Fife is significantly higher than both the Scottish average and the Top Quartile. This is primarily due to the higher levels of “large industrial installations”. Fife compares favourably to the Scottish average in the other elements which make up the footprint (e.g. Commercial, Public Sector, Transport etc.).</p></div>	Period	Fife (LGBF)	Top Quartile (LGBF)	Scotland (LGBF)	2015/16	8.02	4.74	5.77	2016/17	7.87	4.42	5.52	2017/18	7.74	4.22	5.36	2018/19	7.54	4.13	5.26
Period	Fife (LGBF)	Top Quartile (LGBF)	Scotland (LGBF)																	
2015/16	8.02	4.74	5.77																	
2016/17	7.87	4.42	5.52																	
2017/18	7.74	4.22	5.36																	
2018/19	7.54	4.13	5.26																	

## Planning Services Annual Performance Report 2020/21



# Financial



## Business &amp; Employability Annual Performance Report 2020/21

## Customer

Performance	Progress																				
<p><b>New business start-ups supported by Business Gateway Fife</b></p> <table><tr><th>Year</th><th>New Business Start-ups supported by Business Gateway Fife</th><th>New Business Start-ups supported by Business Gateway - Mid-F</th></tr><tr><td>2017/18</td><td>469</td><td>232</td></tr><tr><td>2018/19</td><td>550</td><td>303</td></tr><tr><td>2019/20</td><td>615</td><td>319</td></tr><tr><td>2020/21</td><td>518</td><td>274</td></tr></table> <p>■ New Business Start-ups supported by Business Gateway Fife ■ New Business Start-ups supported by Business Gateway - Mid-F</p>	Year	New Business Start-ups supported by Business Gateway Fife	New Business Start-ups supported by Business Gateway - Mid-F	2017/18	469	232	2018/19	550	303	2019/20	615	319	2020/21	518	274	<p>While the number of business start-up enquiries was similar to the previous year, the conversion rate was down due to the impact of Covid-19 restrictions on some of the practical tasks associated with starting a business as well as the involvement of the Business Gateway Fife Start-up Team in the delivery of the various Covid-19 business grant funds.</p>					
Year	New Business Start-ups supported by Business Gateway Fife	New Business Start-ups supported by Business Gateway - Mid-F																			
2017/18	469	232																			
2018/19	550	303																			
2019/20	615	319																			
2020/21	518	274																			
<p><b>Business Gateway start-ups per 10,000 population (LGBF)</b></p> <table><tr><th>Year</th><th>Business gateway start-ups per 10,000 population (LGBF)</th><th>Business gateway start-ups per 10,000 population Scotland</th><th>Business gateway start-ups per 10,000 population Top Quartile</th></tr><tr><td>2016/17</td><td>14.6</td><td>16.6</td><td>21.6</td></tr><tr><td>2017/18</td><td>12.6</td><td>16.8</td><td>22.2</td></tr><tr><td>2018/19</td><td>14.8</td><td>16.7</td><td>21.7</td></tr><tr><td>2019/20</td><td>16.8</td><td>16.4</td><td>21.1</td></tr></table> <p>■ Business gateway start-ups per 10,000 population (LGBF) ■ Business gateway start-ups per 10,000 population Scotland ■ Business gateway start-ups per 10,000 population Top Quartile</p>	Year	Business gateway start-ups per 10,000 population (LGBF)	Business gateway start-ups per 10,000 population Scotland	Business gateway start-ups per 10,000 population Top Quartile	2016/17	14.6	16.6	21.6	2017/18	12.6	16.8	22.2	2018/19	14.8	16.7	21.7	2019/20	16.8	16.4	21.1	<p>For the first time, the number of start-ups per 10,000 of population was slightly higher than the figure for Scotland as a whole (16.8 compared to 16.4) after having been considerably lower for the past few years.</p>
Year	Business gateway start-ups per 10,000 population (LGBF)	Business gateway start-ups per 10,000 population Scotland	Business gateway start-ups per 10,000 population Top Quartile																		
2016/17	14.6	16.6	21.6																		
2017/18	12.6	16.8	22.2																		
2018/19	14.8	16.7	21.7																		
2019/20	16.8	16.4	21.1																		
<p><b>Business start-ups per 10,000 working age adult</b></p> <table><tr><th>Year</th><th>Business start-ups per 10,000 working age adults Fife</th><th>Business start-ups per 10,000 working age adults Scotland</th></tr><tr><td>2016/17</td><td>60.7</td><td>63.8</td></tr><tr><td>2017/18</td><td>58.1</td><td>61.6</td></tr><tr><td>2018/19</td><td>52.8</td><td>59</td></tr><tr><td>2019/20</td><td>66</td><td>61.9</td></tr></table> <p>■ Business start-ups per 10,000 working age adults Fife ■ Business start-ups per 10,000 working age adults Scotland</p>	Year	Business start-ups per 10,000 working age adults Fife	Business start-ups per 10,000 working age adults Scotland	2016/17	60.7	63.8	2017/18	58.1	61.6	2018/19	52.8	59	2019/20	66	61.9	<p>In 2019, both the number of new business start-ups and the business start-up rate in Fife increased for the first time since 2016. A total of 1,530 new businesses started up in 2019, 305 more than the previous year and the highest figure recorded. For the first time, Fife's start-up rate (66.0) was higher than the Scottish start-up rate (61.9).</p> <p>It is anticipated that the number of business start-ups in 2020 will be significantly impacted by the Covid-19 pandemic, however the data will not be available until November 2021.</p>					
Year	Business start-ups per 10,000 working age adults Fife	Business start-ups per 10,000 working age adults Scotland																			
2016/17	60.7	63.8																			
2017/18	58.1	61.6																			
2018/19	52.8	59																			
2019/20	66	61.9																			

## Business &amp; Employability Annual Performance Report 2020/21

Performance	Progress															
<p><b>New businesses surviving at least 3 years (%)</b></p> <table><tr><th>Year</th><th>Fife (%)</th><th>Scotland (%)</th></tr><tr><td>2016/17</td><td>62.1</td><td>62.1</td></tr><tr><td>2017/18</td><td>62</td><td>60</td></tr><tr><td>2018/19</td><td>55.9</td><td>55.6</td></tr><tr><td>2019/20</td><td>59.2</td><td>56.5</td></tr></table> <p>■ New businesses surviving at least 3 years (%) Fife ■ New businesses surviving at least 3 years (%) Scotland</p>	Year	Fife (%)	Scotland (%)	2016/17	62.1	62.1	2017/18	62	60	2018/19	55.9	55.6	2019/20	59.2	56.5	<p>Businesses born in 2016 had a higher 3-year survival rate than those starting up in 2015 both in Fife and Scotland as a whole. This is the first increase since survival rates fell from their highest rate in 2015. As in previous years, Fife's 3-year survival rate was higher than that for Scotland as a whole (56.5%).</p> <p>It is expected that the number and rates of businesses surviving during 2020 will be significantly impacted by the Covid-19 pandemic, however the data will not be available until November 2021.</p>
Year	Fife (%)	Scotland (%)														
2016/17	62.1	62.1														
2017/18	62	60														
2018/19	55.9	55.6														
2019/20	59.2	56.5														
<p><b>Businesses supported by Council Economic Development activities - Fife</b></p> <table><tr><th>Year</th><th>Number of businesses</th></tr><tr><td>2017/18</td><td>1,201</td></tr><tr><td>2018/19</td><td>979</td></tr><tr><td>2019/20</td><td>1,105</td></tr><tr><td>2020/21</td><td>4,974</td></tr></table>	Year	Number of businesses	2017/18	1,201	2018/19	979	2019/20	1,105	2020/21	4,974	<p>The significant increase in 2020/21 figure is a result of the Economic Development team's role in delivering a number of Covid-19 business support grants throughout the year.</p>					
Year	Number of businesses															
2017/18	1,201															
2018/19	979															
2019/20	1,105															
2020/21	4,974															
<p><b>Fife's visitor numbers (millions)</b></p> <table><tr><th>Year</th><th>Visitor numbers (millions)</th></tr><tr><td>2017/18</td><td>8.4</td></tr><tr><td>2018/19</td><td>8.7</td></tr><tr><td>2019/20</td><td>9.1</td></tr><tr><td>2020/21</td><td>9.1</td></tr></table>	Year	Visitor numbers (millions)	2017/18	8.4	2018/19	8.7	2019/20	9.1	2020/21	9.1	<p>Film tourism continues to draw significant numbers of visitors to the Kingdom with popular TV Shows such as Outlander leading to global interest and cruise passenger numbers have shown an increase year on year'. A strong digital presence for Fife has also been a key factor in engaging with audiences from all over the world with over half a million users on welcometofife.com. Uncertainty around EU exit and fluctuations in currency have been contributing factors for Fife strengthening its domestic market for overnight "staycations" and day trips from the central belt.</p> <p>Data for 2020/21 will not be available from source until November 2021.</p>					
Year	Visitor numbers (millions)															
2017/18	8.4															
2018/19	8.7															
2019/20	9.1															
2020/21	9.1															

## Business &amp; Employability Annual Performance Report 2020/21

Performance	Progress
<p><b>Unemployed helped into work by FC employability programmes (%)</b></p> <p>(%) Fife (LGBF) Unemployed helped into work from FC operations</p> <p>(%) Scotland Unemployed helped into work from operated/funded programmes</p> <p>(%) Top Quartile Unemployed helped into work from operated/funded programmes</p>	<p>In the first phase of the ESIF Employability Pathway (2014-2020) activity, employability delivery shifted focus to concentrate on longer-term, more intensive interventions, supporting those from the most disadvantaged groups in Fife (both social and geographic), into healthy, sustainable employment.</p> <p>Although engagements have been consistent and positive progressions and softer outcomes have been strong, entry into employment has been slower.</p> <p>As we come to the later stages of the second phase of Pathway activity, delivery partners are concentrating less on progression into employment.</p> <p>The graph outlines the direction of travel, prior to the Covid-19 pandemic and it is unlikely that this improvement will be sustained in 2020, due to a reduction in the number of available jobs, and employers recruiting during the restrictions. The implementation of job creation schemes such as Kickstart will increase entry numbers for the next year.</p>
<p><b>Jobs created through Fife Council supported Inward Investment</b></p>	<p>Cesscon Decom, a new decommissioning facility at Energy Park Fife, Methil, has been awarded Scotland's largest decommissioning contract to date, with the creation of up to 50 jobs.</p>



## Business &amp; Employability Annual Performance Report 2020/21

# People

Performance	Progress															
<p><b>Economy, Planning and Employability Average WDL per FTE</b></p> <table><thead><tr><th>Year</th><th>Fife Council - Average Working Days Lost per FTE</th><th>Economy, Planning and Employability - Average WDL per FTE</th></tr></thead><tbody><tr><td>2017/18</td><td>11.78</td><td>10.58</td></tr><tr><td>2018/19</td><td>11.59</td><td>8.36</td></tr><tr><td>2019/20</td><td>12.06</td><td>11</td></tr><tr><td>2020/21</td><td>10.21</td><td>10</td></tr></tbody></table> <p>● Fife Council - Average Working Days Lost per FTE ● Economy, Planning and Employability - Average WDL per FTE</p>	Year	Fife Council - Average Working Days Lost per FTE	Economy, Planning and Employability - Average WDL per FTE	2017/18	11.78	10.58	2018/19	11.59	8.36	2019/20	12.06	11	2020/21	10.21	10	<p>Absenteeism across Planning, Protective Services, Business &amp; Employability Services is slightly below the Council average and has reduced since 2019/20. Currently staff absence is only available on Pentana at EPES (mentioned above) Level but will be broken down specifically for Business &amp; Employability Services in future reports.</p>
Year	Fife Council - Average Working Days Lost per FTE	Economy, Planning and Employability - Average WDL per FTE														
2017/18	11.78	10.58														
2018/19	11.59	8.36														
2019/20	12.06	11														
2020/21	10.21	10														
<p><b>Economy, Planning and Employability LT WDL per FTE</b></p> <table><thead><tr><th>Year</th><th>Fife Council - LT Working Days Lost per FTE</th><th>Economy, Planning and Employability - LT WDL per FTE</th></tr></thead><tbody><tr><td>2017/18</td><td>7.79</td><td>6.89</td></tr><tr><td>2018/19</td><td>7.76</td><td>5.12</td></tr><tr><td>2019/20</td><td>7.92</td><td>7.34</td></tr><tr><td>2020/21</td><td>7.16</td><td>6.38</td></tr></tbody></table> <p>● Economy, Planning and Employability - LT WDL per FTE ● Fife Council - LT Working Days Lost per FTE</p>	Year	Fife Council - LT Working Days Lost per FTE	Economy, Planning and Employability - LT WDL per FTE	2017/18	7.79	6.89	2018/19	7.76	5.12	2019/20	7.92	7.34	2020/21	7.16	6.38	<p>The Services continue to monitor long term absenteeism and support staff. In particular through the pandemic, wellbeing has been a focus to encourage staff to look after their physical and mental health. Teams are using the Just Ask Listen Talk toolkit to identify the way they are being supported and supporting each other.</p>
Year	Fife Council - LT Working Days Lost per FTE	Economy, Planning and Employability - LT WDL per FTE														
2017/18	7.79	6.89														
2018/19	7.76	5.12														
2019/20	7.92	7.34														
2020/21	7.16	6.38														
<p><b>Economy, Planning and Employability % Absence Rate</b></p> <table><thead><tr><th>Year</th><th>Fife Council - % Absence Rate</th><th>Economy, Planning and Employability - % Absence Rate</th></tr></thead><tbody><tr><td>2017/18</td><td>5.43%</td><td>4.73%</td></tr><tr><td>2018/19</td><td>5.3%</td><td>3.72%</td></tr><tr><td>2019/20</td><td>5.51%</td><td>4.90%</td></tr><tr><td>2020/21</td><td>4.68%</td><td>4.44%</td></tr></tbody></table> <p>● Fife Council - % Absence Rate ● Economy, Planning and Employability - % Absence Rate</p>	Year	Fife Council - % Absence Rate	Economy, Planning and Employability - % Absence Rate	2017/18	5.43%	4.73%	2018/19	5.3%	3.72%	2019/20	5.51%	4.90%	2020/21	4.68%	4.44%	<p>In line with the Fife Council average the %age absence rate has decreased from the previous year.</p> <p>Overall, the absenteeism with the Service is managed and Staff are supported through training on areas such as Mental Health Awareness, utilising Reality Check tools and ensuring where required Staff are provided support through the Council's Occupational Health Support Services and through the Supported Employment Service.</p>
Year	Fife Council - % Absence Rate	Economy, Planning and Employability - % Absence Rate														
2017/18	5.43%	4.73%														
2018/19	5.3%	3.72%														
2019/20	5.51%	4.90%														
2020/21	4.68%	4.44%														



## Business &amp; Employability Annual Performance Report 2020/21

Performance	Progress												
<p><b>Business &amp; Employability Workforce who are Female (%)</b></p> <table><tr><th>Year</th><th>Business &amp; Employability Workforce who are Female (%)</th><th>Fife Council Workforce who are Female (%)</th></tr><tr><td>2018/19</td><td>47%</td><td>72.4%</td></tr><tr><td>2019/20</td><td>49%</td><td>72.1%</td></tr><tr><td>2020/21</td><td>50.3%</td><td>71.9%</td></tr></table> <p>■ Business &amp; Employability Workforce who are Female (%) ■ Fife Council Workforce who are Female (%)</p>	Year	Business & Employability Workforce who are Female (%)	Fife Council Workforce who are Female (%)	2018/19	47%	72.4%	2019/20	49%	72.1%	2020/21	50.3%	71.9%	<p>The proportion of workers who identify as male and female remains largely unchanged from previous years. These ratios are across all grades within the service, except service management roles, which are 100% female.</p>
Year	Business & Employability Workforce who are Female (%)	Fife Council Workforce who are Female (%)											
2018/19	47%	72.4%											
2019/20	49%	72.1%											
2020/21	50.3%	71.9%											
<p><b>Business &amp; Employability Workforce that are Full-time (%)</b></p> <table><tr><th>Year</th><th>Business &amp; Employability Workforce who are Full-time (%)</th><th>Fife Council Workforce who are Full-time (%)</th></tr><tr><td>2018/19</td><td>83.4%</td><td>58.3%</td></tr><tr><td>2019/20</td><td>81.5%</td><td>58.2%</td></tr><tr><td>2020/21</td><td>80.7%</td><td>57.3%</td></tr></table> <p>■ Business &amp; Employability Workforce who are Full-time (%) ■ Fife Council Workforce who are Full-time (%)</p>	Year	Business & Employability Workforce who are Full-time (%)	Fife Council Workforce who are Full-time (%)	2018/19	83.4%	58.3%	2019/20	81.5%	58.2%	2020/21	80.7%	57.3%	<p>The proportion of workers within Business &amp; Employability who are full time has been stable across recent years and reflects the nature of the work, linked to funding from external sources.</p>
Year	Business & Employability Workforce who are Full-time (%)	Fife Council Workforce who are Full-time (%)											
2018/19	83.4%	58.3%											
2019/20	81.5%	58.2%											
2020/21	80.7%	57.3%											
<p><b>B &amp; E Workforce who are Permanent Employees (%)</b></p> <table><tr><th>Year</th><th>Business &amp; Employability Workforce who are Permanent Employees (%)</th><th>Fife Council Workforce who are Permanent Employees (%)</th></tr><tr><td>2018/19</td><td>71.8%</td><td>82.2%</td></tr><tr><td>2019/20</td><td>65.6%</td><td>80.3%</td></tr><tr><td>2020/21</td><td>65.2%</td><td>81.3%</td></tr></table> <p>■ Business &amp; Employability Workforce who are Permanent Employees (%) ■ Fife Council Workforce who are Permanent Employees (%)</p>	Year	Business & Employability Workforce who are Permanent Employees (%)	Fife Council Workforce who are Permanent Employees (%)	2018/19	71.8%	82.2%	2019/20	65.6%	80.3%	2020/21	65.2%	81.3%	<p>The shorter term nature of external funding means that a higher proportion of B&amp;E staff are on temporary contracts. This reflects the mix of core and external funding contracts operated by the service.</p>
Year	Business & Employability Workforce who are Permanent Employees (%)	Fife Council Workforce who are Permanent Employees (%)											
2018/19	71.8%	82.2%											
2019/20	65.6%	80.3%											
2020/21	65.2%	81.3%											

## Business &amp; Employability Annual Performance Report 2020/21

Performance	Progress												
<p><b>Business &amp; Employability Employees aged 24 and under (%)</b></p> <table><tr><th>Year</th><th>Business &amp; Employability Employees aged 24 and under (%)</th><th>Fife Council Employees aged 24 and under (%)</th></tr><tr><td>2018/19</td><td>5.5%</td><td>4.9%</td></tr><tr><td>2019/20</td><td>3.8%</td><td>5.3%</td></tr><tr><td>2020/21</td><td>4.3%</td><td>5.4%</td></tr></table> <p>■ Business &amp; Employability Employees aged 24 and under (%) ■ Fife Council Employees aged 24 and under (%)</p>	Year	Business & Employability Employees aged 24 and under (%)	Fife Council Employees aged 24 and under (%)	2018/19	5.5%	4.9%	2019/20	3.8%	5.3%	2020/21	4.3%	5.4%	<p>There has been a slight increase in staff aged 24 or under within the workforce. The change reflects recruiting for new roles. In 2019/20 the service's Modern Apprentices were recruited to higher grade roles following successful completion of their frameworks.</p> <p>The service has a large number of specialist roles which require a level of training and experience.</p>
Year	Business & Employability Employees aged 24 and under (%)	Fife Council Employees aged 24 and under (%)											
2018/19	5.5%	4.9%											
2019/20	3.8%	5.3%											
2020/21	4.3%	5.4%											
<p><b>Business &amp; Employability Employees aged 29 and under (%)</b></p> <table><tr><th>Year</th><th>Business &amp; Employability Employees aged 29 and under (%)</th><th>Fife Council Employees aged 29 and under (%)</th></tr><tr><td>2018/19</td><td>10.5%</td><td>12.2%</td></tr><tr><td>2019/20</td><td>9.6%</td><td>12.7%</td></tr><tr><td>2020/21</td><td>9.9%</td><td>13.1%</td></tr></table> <p>■ Business &amp; Employability Employees aged 29 and under (%) ■ Fife Council Employees aged 29 and under (%)</p>	Year	Business & Employability Employees aged 29 and under (%)	Fife Council Employees aged 29 and under (%)	2018/19	10.5%	12.2%	2019/20	9.6%	12.7%	2020/21	9.9%	13.1%	
Year	Business & Employability Employees aged 29 and under (%)	Fife Council Employees aged 29 and under (%)											
2018/19	10.5%	12.2%											
2019/20	9.6%	12.7%											
2020/21	9.9%	13.1%											
<p><b>Business &amp; Employability Employees aged 55 and over (%)</b></p> <table><tr><th>Year</th><th>Business &amp; Employability Employees aged 55 and over (%)</th><th>Fife Council Employees aged 55 and over (%)</th></tr><tr><td>2018/19</td><td>28.2%</td><td>25.6%</td></tr><tr><td>2019/20</td><td>32.5%</td><td>26.3%</td></tr><tr><td>2020/21</td><td>32.9%</td><td>26.4%</td></tr></table> <p>■ Business &amp; Employability Employees aged 55 and over (%) ■ Fife Council Employees aged 55 and over (%)</p>	Year	Business & Employability Employees aged 55 and over (%)	Fife Council Employees aged 55 and over (%)	2018/19	28.2%	25.6%	2019/20	32.5%	26.3%	2020/21	32.9%	26.4%	<p>A strategy for succession planning within the service is in development as part of the service workforce action plan. However, there are few staff in the service who are at an age of retirement in 2021/22.</p>
Year	Business & Employability Employees aged 55 and over (%)	Fife Council Employees aged 55 and over (%)											
2018/19	28.2%	25.6%											
2019/20	32.5%	26.3%											
2020/21	32.9%	26.4%											

## Business &amp; Employability Annual Performance Report 2020/21

Performance	Progress												
<p><b>Business &amp; Employability Number of Voluntary Redundancies</b></p> <table><tr><th>Year</th><th>Business &amp; Employability Number of Voluntary Redundancies (F1)</th><th>Fife Council Number of Voluntary Redundancies (FTEs)</th></tr><tr><td>2018/19</td><td>2</td><td>73</td></tr><tr><td>2019/20</td><td>0</td><td>44</td></tr><tr><td>2020/21</td><td>0</td><td>53</td></tr></table> <p>■ Business &amp; Employability Number of Voluntary Redundancies (F1) ■ Fife Council Number of Voluntary Redundancies (FTEs)</p>	Year	Business & Employability Number of Voluntary Redundancies (F1)	Fife Council Number of Voluntary Redundancies (FTEs)	2018/19	2	73	2019/20	0	44	2020/21	0	53	<p>There were no new staff savings identified within the service for 2020/21 and this is reflected in the number of voluntary redundancy figures.</p>
Year	Business & Employability Number of Voluntary Redundancies (F1)	Fife Council Number of Voluntary Redundancies (FTEs)											
2018/19	2	73											
2019/20	0	44											
2020/21	0	53											
<p><b>B&amp;E Number of Workforce Youth Investment bids</b></p> <table><tr><th>Year</th><th>Business &amp; Employability Number of WYI Bids</th><th>Fife Council Number of WYI Bids</th></tr><tr><td>2018/19</td><td>0</td><td>25</td></tr><tr><td>2019/20</td><td>3</td><td>57</td></tr><tr><td>2020/21</td><td>0</td><td>14</td></tr></table> <p>■ Business &amp; Employability Number of WYI Bids ■ Fife Council Number of WYI Bids</p>	Year	Business & Employability Number of WYI Bids	Fife Council Number of WYI Bids	2018/19	0	25	2019/20	3	57	2020/21	0	14	<p>The year on year change reflects a wider range of funding options to support youth employment, including the Council securing DWP Kickstart Gateway status to support 16-24 year olds within Fife. 30 young people have been supported through this route into Council work opportunities.</p>
Year	Business & Employability Number of WYI Bids	Fife Council Number of WYI Bids											
2018/19	0	25											
2019/20	3	57											
2020/21	0	14											
<p><b>B&amp;E No of Workforce Youth Investment New Starts</b></p> <table><tr><th>Year</th><th>Business &amp; Employability Number of WYI Programme new starts</th><th>Fife Council Number of WYI Programme new starts</th></tr><tr><td>2018/19</td><td>0</td><td>51</td></tr><tr><td>2019/20</td><td>1</td><td>24</td></tr><tr><td>2020/21</td><td>0</td><td>11</td></tr></table> <p>■ Business &amp; Employability Number of WYI Programme new starts ■ Fife Council Number of WYI Programme new starts</p>	Year	Business & Employability Number of WYI Programme new starts	Fife Council Number of WYI Programme new starts	2018/19	0	51	2019/20	1	24	2020/21	0	11	
Year	Business & Employability Number of WYI Programme new starts	Fife Council Number of WYI Programme new starts											
2018/19	0	51											
2019/20	1	24											
2020/21	0	11											

# Key Business Delivery

Performance	Progress																				
<p><b>Retail vacancy rate across Fife's key town centres (%)</b></p> <table><tr><th>Town Centre</th><th>2017/18</th><th>2018/19</th><th>2019/20</th></tr><tr><td>Dunfermline</td><td>18</td><td>17.3</td><td>17.3</td></tr><tr><td>Kirkcaldy</td><td>27.3</td><td>31.1</td><td>33.2</td></tr><tr><td>Glenrothes</td><td>24.5</td><td>20.8</td><td>20.6</td></tr><tr><td>St Andrews</td><td>4.4</td><td>6.1</td><td>10.5</td></tr></table> <p>■ Retail vacancy rate (%) Dunfermline ■ Retail vacancy rate (%) Kirkcaldy ■ Retail vacancy rate (%) Glenrothes ■ Retail vacancy rate (%) St Andrews</p>	Town Centre	2017/18	2018/19	2019/20	Dunfermline	18	17.3	17.3	Kirkcaldy	27.3	31.1	33.2	Glenrothes	24.5	20.8	20.6	St Andrews	4.4	6.1	10.5	<p>No data is currently available for 2020/21.</p> <p>Vacancy rates remained unchanged in Dunfermline and Glenrothes during 19/20. However, increases have been recorded in St Andrews and Kirkcaldy.</p> <p>St Andrews saw a significant increase of 4.6% and representing several smaller footplates across the town centre.</p>
Town Centre	2017/18	2018/19	2019/20																		
Dunfermline	18	17.3	17.3																		
Kirkcaldy	27.3	31.1	33.2																		
Glenrothes	24.5	20.8	20.6																		
St Andrews	4.4	6.1	10.5																		
<p><b>Retail vacancy rate across mid-Fife town centres (%)</b></p> <table><tr><th>Town Centre</th><th>2017/18</th><th>2018/19</th><th>2019/20</th></tr><tr><td>Kirkcaldy</td><td>27.3</td><td>31.1</td><td>33.2</td></tr><tr><td>Glenrothes</td><td>24.5</td><td>20.8</td><td>20.6</td></tr><tr><td>Leven</td><td>19.6</td><td>18.7</td><td>19.8</td></tr><tr><td>Cowdenbeath</td><td>24.1</td><td>20.5</td><td>15.2</td></tr></table> <p>■ Retail vacancy rate (%) Kirkcaldy ■ Retail vacancy rate (%) Glenrothes ■ Retail vacancy rate (%) Leven ■ Retail vacancy rate (%) Cowdenbeath</p>	Town Centre	2017/18	2018/19	2019/20	Kirkcaldy	27.3	31.1	33.2	Glenrothes	24.5	20.8	20.6	Leven	19.6	18.7	19.8	Cowdenbeath	24.1	20.5	15.2	<p>Kirkcaldy saw an increase of 2.1% largely reflecting the closure of some bigger units including Debenhams. This unit is currently being refitted for a new operator.</p> <p>Cowdenbeath had a vacancy rate of 15.2% when surveyed representing a significant improvement of around 5% additional occupancy.</p> <p>Leven saw a small rise of just over 1% which we believe reflects the turnover of businesses in the town centre.</p>
Town Centre	2017/18	2018/19	2019/20																		
Kirkcaldy	27.3	31.1	33.2																		
Glenrothes	24.5	20.8	20.6																		
Leven	19.6	18.7	19.8																		
Cowdenbeath	24.1	20.5	15.2																		
<p><b>Town vacancy rates - units (%) (LGBF)</b></p> <table><tr><th>Year</th><th>Fife (LGBF)</th><th>Scotland</th><th>Top Quartile</th></tr><tr><td>2016/17</td><td>15.42%</td><td>10.19%</td><td>6.94%</td></tr><tr><td>2017/18</td><td>14.59%</td><td>11.49%</td><td>9.26%</td></tr><tr><td>2018/19</td><td>17.63%</td><td>10%</td><td>6.87%</td></tr><tr><td>2019/20</td><td>18.62%</td><td>11.71%</td><td>6.87%</td></tr></table> <p>● Town Vacancy Rates (%) Fife (LGBF) ● Town Vacancy Rates (%) Scotland ● Town Vacancy Rates (%) Top Quartile</p>	Year	Fife (LGBF)	Scotland	Top Quartile	2016/17	15.42%	10.19%	6.94%	2017/18	14.59%	11.49%	9.26%	2018/19	17.63%	10%	6.87%	2019/20	18.62%	11.71%	6.87%	<p>It is difficult to ascertain what the full impact of Covid-19 has and will continue to have on the retail and service sector vacancy rates. Fife Council is investing in projects across the key towns and Cowdenbeath and Leven, aligning to the Covid recovery effort and aspirations to deliver on key strategic themes such as community regeneration and renewal, community wealth building, net carbon zero- and 20-minute neighbourhoods.</p>
Year	Fife (LGBF)	Scotland	Top Quartile																		
2016/17	15.42%	10.19%	6.94%																		
2017/18	14.59%	11.49%	9.26%																		
2018/19	17.63%	10%	6.87%																		
2019/20	18.62%	11.71%	6.87%																		

## Business &amp; Employability Annual Performance Report 2020/21

Performance	Progress
<p><b>Median Weekly Earnings - P4F</b></p> <p>£600 £500 £400 £300 £200 £100 £0</p> <p>2017/18 2018/19 2019/20 2020/21</p> <p>     ■ Median Weekly Earnings - Work in Fife      ■ Median Weekly Earnings - Work in mid-Fife      ■ Median Weekly Earnings - Fife Residents      ■ Median Weekly Earnings - Mid-Fife Residents      ■ Median Weekly Earnings - Work in Scotland   </p> <p><b>Jobs paid less than applicable living wage foundation wage (%)</b></p> <p>25% 20% 15% 10% 5% 0%</p> <p>2017/18 2018/19 2019/20 2020/21</p> <p>     ■ People earning less than the living wage (%) Fife      ■ People earning less than the living wage (%) (Mid-Fife)      ■ People earning less than the living wage (%) Scotland      ■ People earning less than the living wage (%) Top Quartile   </p>	<p>The average weekly earnings of people working in Fife increased between 2019 and 2020 but at the same rate as that for Scotland as a whole (+2.7%) so that the gap between the median wages in Fife and Scotland remained the same. The average wage for people working in Fife in 2020 was 5.7% or £33.70 below the Scottish average wage. Whilst the earnings of people significantly lower than those for people living in Fife, the gap remained the same as in 2019 (£20.20).</p> <p>An estimated 20,000 employees in Fife earned less than the Real Living Wage (£9.30) in 2020. This was 5,000 fewer than in 2019. The proportion of employees earning less than the Real Living Wage fell by 3.6 percentage points from 18.9% in 2019 to 15.3% in 2020, closing Fife's gap with the Scottish average (15.2%).</p> <p>The implementation of a focused campaign for Glenrothes – which has been accredited as the UK's first Real Living Wage Town has contributed to this.</p> <p>The impact of the Covid-19 pandemic and government business support schemes on these figures is not yet known. The estimates are based on data collected by the ONS's Annual Survey for Hours and Earnings (ASHE) in April 2020. The estimates include furloughed employees and are based on actual payments made to the employee from company payrolls. ASHE estimates for 2020 are subject to more uncertainty than usual as a result of the challenges collecting the data under government-imposed public health restrictions.</p>

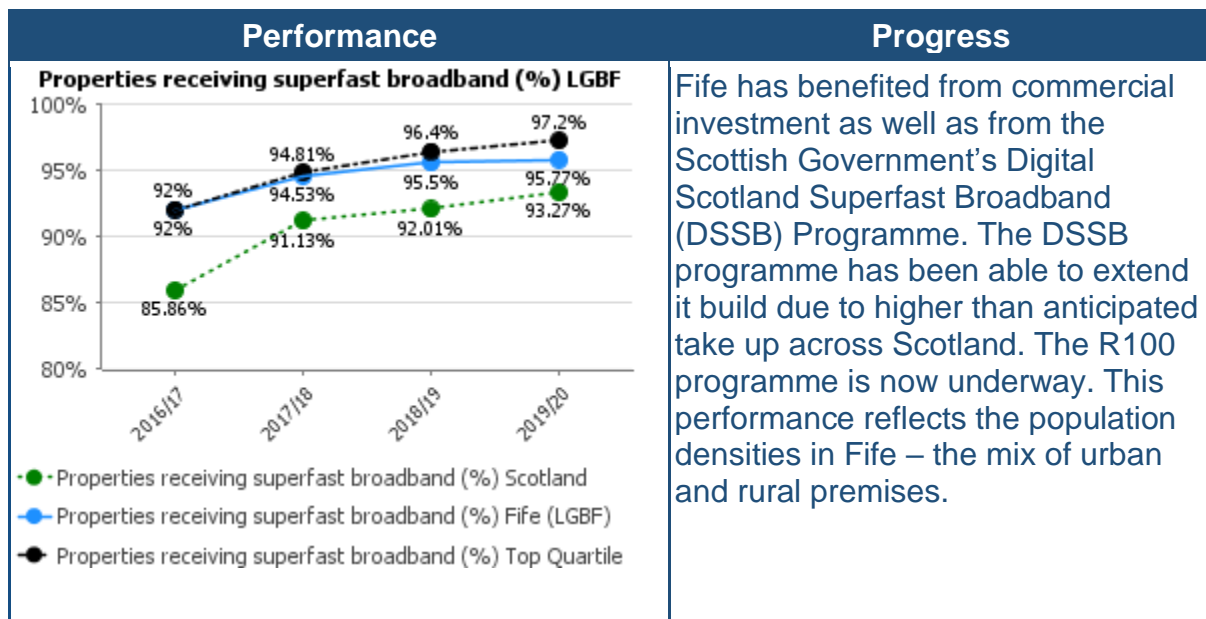
## Business &amp; Employability Annual Performance Report 2020/21

Performance	Progress																				
<p><b>Employment rate (%)</b></p> <table><thead><tr><th>Year</th><th>Fife (%)</th><th>Mid-Fife (%)</th><th>Scotland (%)</th></tr></thead><tbody><tr><td>2017/18</td><td>74.8</td><td>72.3</td><td>74.3</td></tr><tr><td>2018/19</td><td>75.2</td><td>74.3</td><td>74.1</td></tr><tr><td>2019/20</td><td>73.7</td><td>71.6</td><td>74.8</td></tr><tr><td>2020/21</td><td>71.4</td><td>65.4</td><td>73.5</td></tr></tbody></table> <p>■ Employment rate (%) Fife ■ Employment rate (%) Mid-Fife ■ Employment rate (%) Scotland</p>	Year	Fife (%)	Mid-Fife (%)	Scotland (%)	2017/18	74.8	72.3	74.3	2018/19	75.2	74.3	74.1	2019/20	73.7	71.6	74.8	2020/21	71.4	65.4	73.5	<p>Fife's employment rate fell by 2.3 percentage points between 2019 and 2020. All parts of Scotland and the UK saw employment rates fall in 2020 as result of the economic impact of the Covid-19 restrictions, though Fife's decrease was at a higher rate than that seen in Scotland as a whole so that its employment rate is now 2.1 percentage points below the Scottish rate (73.5%). It is expected that the employment rate will fall further once the government's business support schemes come to an end.</p>
Year	Fife (%)	Mid-Fife (%)	Scotland (%)																		
2017/18	74.8	72.3	74.3																		
2018/19	75.2	74.3	74.1																		
2019/20	73.7	71.6	74.8																		
2020/21	71.4	65.4	73.5																		
<p><b>Unemployment rate (%) - Fife</b></p> <table><thead><tr><th>Year</th><th>Fife (%)</th><th>Mid-Fife (%)</th><th>Scotland (%)</th></tr></thead><tbody><tr><td>2017/18</td><td>3.6%</td><td>5.6%</td><td>4.1%</td></tr><tr><td>2018/19</td><td>3.9%</td><td>4.3%</td><td>4.1%</td></tr><tr><td>2019/20</td><td>4.1%</td><td>5.5%</td><td>3.5%</td></tr><tr><td>2020/21</td><td>4.8%</td><td>5.7%</td><td>4.3%</td></tr></tbody></table> <p>■ Unemployment rate (%) Fife ■ Unemployment rate (%) Mid-Fife ■ Unemployment rate (%) Scotland</p>	Year	Fife (%)	Mid-Fife (%)	Scotland (%)	2017/18	3.6%	5.6%	4.1%	2018/19	3.9%	4.3%	4.1%	2019/20	4.1%	5.5%	3.5%	2020/21	4.8%	5.7%	4.3%	<p>This is the unemployment rate for the period January to December 2020. Fife's unemployment rate increased from 4.1% to 4.8% between 2019 and 2020 as the estimated number of people unemployed in the region rose from 7,300 to 8,500. The economic impact of Covid-19 resulted in increases in unemployment throughout Scotland and the UK; the increase seen in Fife's unemployment rate (+17%) was not as high as that for Scotland as a whole (+22%). In 2020 Fife's unemployment rate was however higher than both the Scottish and UK rates (4.3% and 4.6% respectively). Government support helped mitigate the impact of lockdown restrictions on businesses during 2020, and unemployment could increase significantly once business support schemes like the Coronavirus Job Retention Scheme and Self-Employment Income Support Scheme come to an end.</p>
Year	Fife (%)	Mid-Fife (%)	Scotland (%)																		
2017/18	3.6%	5.6%	4.1%																		
2018/19	3.9%	4.3%	4.1%																		
2019/20	4.1%	5.5%	3.5%																		
2020/21	4.8%	5.7%	4.3%																		

## Business &amp; Employability Annual Performance Report 2020/21

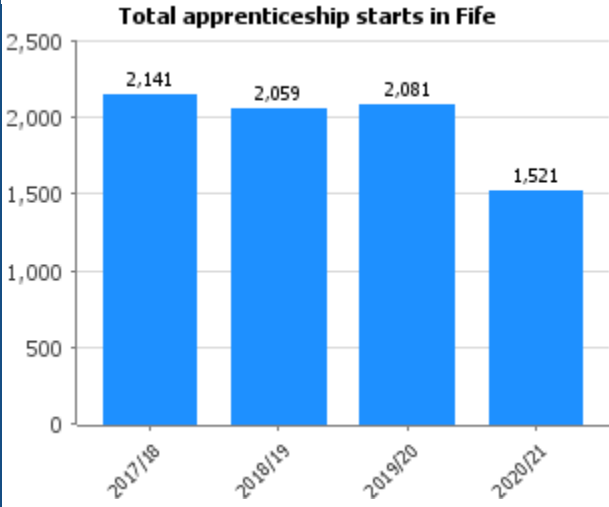
Performance	Progress															
<p><b>Working age population claiming out of work benefits (%)</b></p> <table><tr><th>Year</th><th>Fife (%)</th><th>mid-Fife (%)</th></tr><tr><td>2017/18</td><td>2.56%</td><td>3.42%</td></tr><tr><td>2018/19</td><td>3.33%</td><td>4.45%</td></tr><tr><td>2019/20</td><td>3.78%</td><td>5.09%</td></tr><tr><td>2020/21</td><td>5.73%</td><td>7.26%</td></tr></table> <p>— Working age people claiming out of work benefits (%) Fife - - Working age people claiming out of work benefits (%) mid-Fife</p>	Year	Fife (%)	mid-Fife (%)	2017/18	2.56%	3.42%	2018/19	3.33%	4.45%	2019/20	3.78%	5.09%	2020/21	5.73%	7.26%	<p>Following the onset of the Covid-19 pandemic in March 2020, all parts of Scotland and the UK saw major increases in the number of people claiming out-of-work benefits. Fife's average claimant rate rose from 3.78% in 2019 to 5.73% in 2020, as the number of claimants in the region rose from an average of 8,753 to nearly 13,300.</p> <p>These figures do not represent the full impact of the pandemic as they include the 3 months prior to the pandemic's onset. It is expected that the number of people claiming out-of-work benefits will increase further once the government's business support schemes come to an end.</p>
Year	Fife (%)	mid-Fife (%)														
2017/18	2.56%	3.42%														
2018/19	3.33%	4.45%														
2019/20	3.78%	5.09%														
2020/21	5.73%	7.26%														
<p><b>Jobs in Fife based businesses in the tourism sector</b></p> <table><tr><th>Year</th><th>Jobs</th></tr><tr><td>2016/17</td><td>11,065</td></tr><tr><td>2017/18</td><td>10,900</td></tr><tr><td>2018/19</td><td>11,485</td></tr><tr><td>2019/20</td><td>11,615</td></tr></table>	Year	Jobs	2016/17	11,065	2017/18	10,900	2018/19	11,485	2019/20	11,615	<p>Between 2018 and 2019, the number of jobs in tourist-related businesses in Fife increased by 130 jobs or 1.1%, a much lower growth rate than that seen in Scotland as a whole (4.6%). This rate was also less than the 5.4% growth in jobs seen over the previous year. Over the past four year period however, the number of jobs in tourist-related businesses in Fife increased by 7.8%, a much higher rate of growth than that seen in Scotland as a whole for the same period (2.9%).</p> <p>In 2019, around 8.5% of Fife's jobs were in tourist-related businesses, a slightly lower proportion than that in Scotland as a whole (8.7%) but an increase on the previous year (8.3%).</p> <p>Data for 2020/21 will not be available from source until November 2021.</p>					
Year	Jobs															
2016/17	11,065															
2017/18	10,900															
2018/19	11,485															
2019/20	11,615															

## Business &amp; Employability Annual Performance Report 2020/21

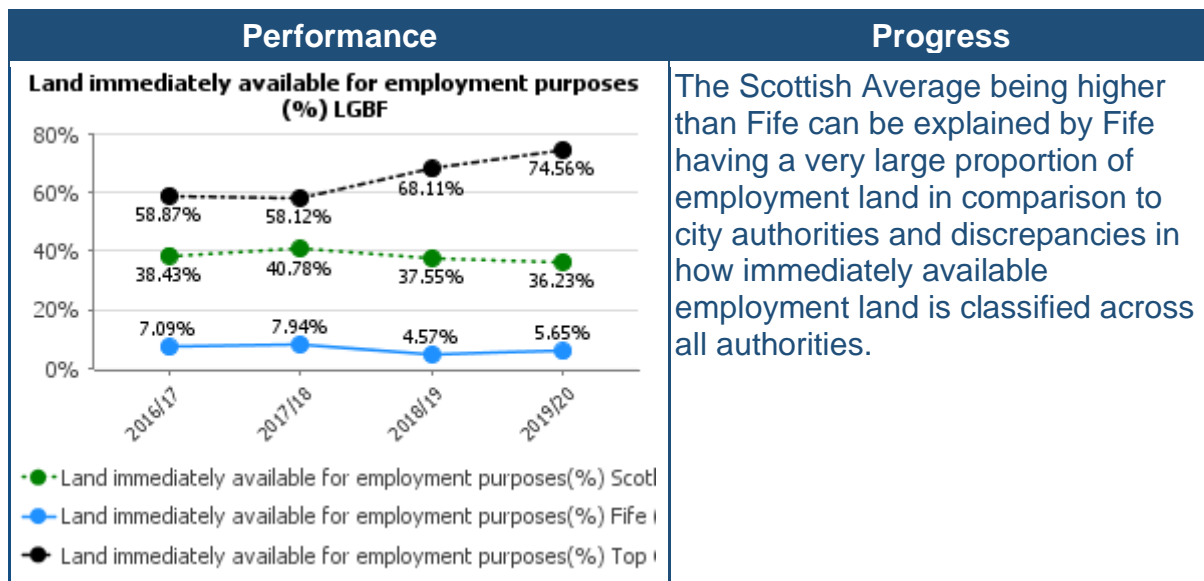




## Business &amp; Employability Annual Performance Report 2020/21

Performance	Progress										
<p><b>Total apprenticeship starts in Fife</b></p>  <table border="1"> <thead> <tr> <th>Year</th> <th>Total apprenticeship starts</th> </tr> </thead> <tbody> <tr> <td>2017/18</td> <td>2,141</td> </tr> <tr> <td>2018/19</td> <td>2,059</td> </tr> <tr> <td>2019/20</td> <td>2,081</td> </tr> <tr> <td>2020/21</td> <td>1,521</td> </tr> </tbody> </table>	Year	Total apprenticeship starts	2017/18	2,141	2018/19	2,059	2019/20	2,081	2020/21	1,521	<p>In 2020/21 the number of Modern Apprenticeship starts fell by a third in both Fife and Scotland as a whole. Covid-19 has fundamentally changed the context in which employers make decisions about recruitment and training. Whilst there was an encouraging uplift across Scotland in MA starts during the final quarter of the year, it is expected that unemployment will rise as furlough schemes end causing challenges going forward. Covid-19 has had a varied impact across the sectors, with tourism, hospitality and retail businesses particularly affected and this is likely to be reflected in a lower uptake of apprenticeships in these sectors in the short term at least.</p> <p>Figures from Skills Development Scotland indicate that 12.0% of 16-24 year olds in employment in Fife were MAs, a higher proportion than in Scotland as a whole (8.4%). 76.4% of Fife's MAs completed their training in 2020/21, the same rate as for Scotland as a whole.</p> <p>Despite the challenges and disruption caused by the pandemic, there was continued growth in Foundation Apprenticeship uptake from pupils. During 2020/21, an additional 112 pupils in Fife took an SCQF Level 4/5 pilot FA qualification, which is not included in these figures at present.</p> <p>Graduate Apprenticeships were largely uninterrupted by the pandemic. Higher Education Institutions quickly extended and mobilised digital platforms and apprentices continued their qualification by working and learning from home.</p>
Year	Total apprenticeship starts										
2017/18	2,141										
2018/19	2,059										
2019/20	2,081										
2020/21	1,521										

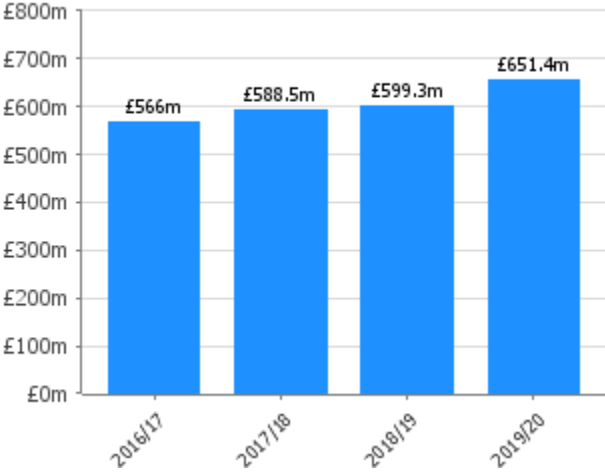
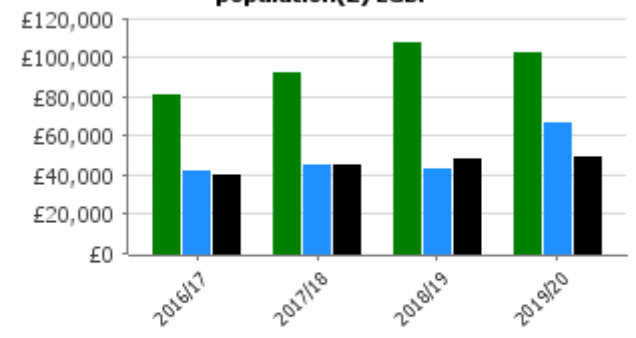
## Business &amp; Employability Annual Performance Report 2020/21



# Financial

Performance	Progress										
<p><b>Value of Fife Council supported inward investment (£)</b></p> <table border="1"> <thead> <tr> <th>Financial Year</th> <th>Value (£)</th> </tr> </thead> <tbody> <tr> <td>2017/18</td> <td>£150,000</td> </tr> <tr> <td>2018/19</td> <td>£50,920,000</td> </tr> <tr> <td>2019/20</td> <td>£1,376,000</td> </tr> <tr> <td>2020/21</td> <td>£7,050,000</td> </tr> </tbody> </table>	Financial Year	Value (£)	2017/18	£150,000	2018/19	£50,920,000	2019/20	£1,376,000	2020/21	£7,050,000	<p>In 2020/2021 Fife Council's Economic Development team &amp; Invest Fife supported new businesses relocating to Fife and existing businesses growing in Fife. Major projects contributing to the latest figure are:</p> <ul style="list-style-type: none"> <li>• Cesscon Decom, a new decommissioning facility at Energy Park Fife, Methil, has been awarded Scotland's largest decommissioning contract to date, will create up to 50 jobs in mid-Fife.</li> <li>• Bravado – development of composites manufacturing for motorsport and tidal energy devices.</li> <li>• Carr's Flour Mill - £2m investment to enable discharge of larger grain carrying vessels, moored in the outer harbour.</li> <li>• Skyhook Helicopters relocated to Fife Airport.</li> <li>• Infrastrata acquisition of Methil and Arnish yards from the collapsed Scottish manufacturer Burntisland Fabrication (BiFab) for £850,000.</li> </ul>
Financial Year	Value (£)										
2017/18	£150,000										
2018/19	£50,920,000										
2019/20	£1,376,000										
2020/21	£7,050,000										
<p><b>Leverage of external funding (£)</b></p> <table border="1"> <thead> <tr> <th>Financial Year</th> <th>Leverage (£)</th> </tr> </thead> <tbody> <tr> <td>2017/18</td> <td>£10.19</td> </tr> <tr> <td>2018/19</td> <td>£2.09</td> </tr> <tr> <td>2019/20</td> <td>£9.66</td> </tr> <tr> <td>2020/21</td> <td>£4.25</td> </tr> </tbody> </table>	Financial Year	Leverage (£)	2017/18	£10.19	2018/19	£2.09	2019/20	£9.66	2020/21	£4.25	<p>This indicator assesses the value of external funding that the council's own financial contributions to economic development and employability projects has secured.</p> <p>In 2020/21, Fife Council secured external funding for 14 economic development and employability projects, the estimated cost of these projects was £25 million and for every £1 of council spend, an additional £4.25 was levered through external funding sources. These figures do not include City Deal projects.</p> <p>As these figures only include funding that has been drawn down, not awarded or committed, they can vary considerably from year to year.</p>
Financial Year	Leverage (£)										
2017/18	£10.19										
2018/19	£2.09										
2019/20	£9.66										
2020/21	£4.25										

## Business &amp; Employability Annual Performance Report 2020/21

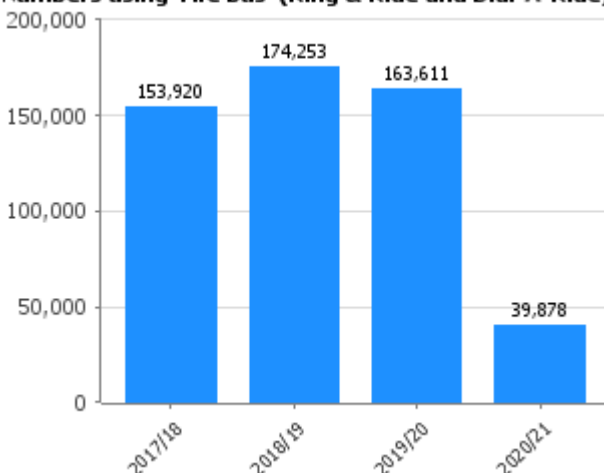
Performance	Progress																				
<p><b>Fife's total tourism value (£m)</b></p>  <table><tr><th>Year</th><th>Value (£m)</th></tr><tr><td>2016/17</td><td>£566m</td></tr><tr><td>2017/18</td><td>£588.5m</td></tr><tr><td>2018/19</td><td>£599.3m</td></tr><tr><td>2019/20</td><td>£651.4m</td></tr></table>	Year	Value (£m)	2016/17	£566m	2017/18	£588.5m	2018/19	£599.3m	2019/20	£651.4m	<p>This increase in value from £599 million to £651 is a result domestic and international visitors and has generated tourism related employment for over 13,000 people in Fife. Fife's tourism strategy continues to focus on increasing spend rather than increasing numbers as this is an indication of resilience and sustainability. These results demonstrate that the work is having an effect.</p> <p>Data for 2020/21 will not be available from source until November 2021</p>										
Year	Value (£m)																				
2016/17	£566m																				
2017/18	£588.5m																				
2018/19	£599.3m																				
2019/20	£651.4m																				
<p><b>Economic development &amp; tourism cost per 1,000 population (£) LGBF</b></p>  <table><tr><th>Year</th><th>Scotland (£)</th><th>Fife (£)</th><th>TQ (£)</th></tr><tr><td>2016/17</td><td>~82,000</td><td>~42,000</td><td>~40,000</td></tr><tr><td>2017/18</td><td>~92,000</td><td>~45,000</td><td>~45,000</td></tr><tr><td>2018/19</td><td>~108,000</td><td>~45,000</td><td>~48,000</td></tr><tr><td>2019/20</td><td>~102,000</td><td>~68,000</td><td>~50,000</td></tr></table> <p>■ Scotland-Economic Development &amp; Tourism cost per 1,000 popu ■ Fife-Economic Development &amp; Tourism cost per 1,000 populatior ■ TQ-Economic Development &amp; Tourism cost per 1,000 population</p>	Year	Scotland (£)	Fife (£)	TQ (£)	2016/17	~82,000	~42,000	~40,000	2017/18	~92,000	~45,000	~45,000	2018/19	~108,000	~45,000	~48,000	2019/20	~102,000	~68,000	~50,000	<p>The increase in spend per 1,000 population reflects an uplift in external funding during the period 2019/20.</p>
Year	Scotland (£)	Fife (£)	TQ (£)																		
2016/17	~82,000	~42,000	~40,000																		
2017/18	~92,000	~45,000	~45,000																		
2018/19	~108,000	~45,000	~48,000																		
2019/20	~102,000	~68,000	~50,000																		

## Roads &amp; Transportation annual performance report 2020/21

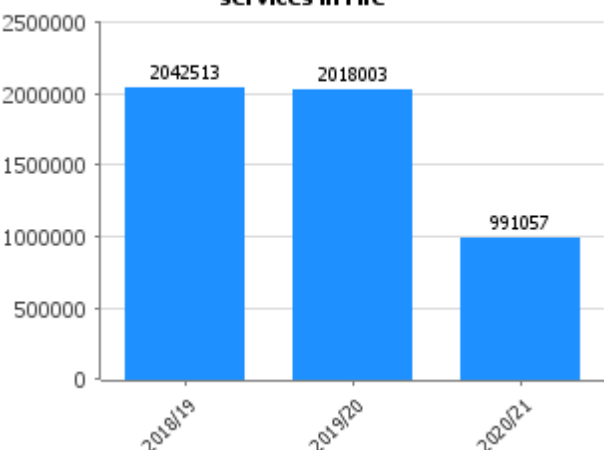
## Customer

Performance	Progress															
<p><b>Roads &amp; Transportation Stage 1 complaints actioned &lt; 5 days</b></p> <table><thead><tr><th>Year</th><th>Roads &amp; Transportation Stage 1 Complaints actioned &lt; 5 days</th><th>Fife Council Stage 1 Complaints actioned &lt; 5 days</th></tr></thead><tbody><tr><td>2017/18</td><td>89%</td><td>88%</td></tr><tr><td>2018/19</td><td>92%</td><td>90%</td></tr><tr><td>2019/20</td><td>83%</td><td>86%</td></tr><tr><td>2020/21</td><td>75%</td><td>89%</td></tr></tbody></table> <p>■ Roads &amp; Transportation Stage 1 Complaints actioned &lt; 5 days ■ Fife Council Stage 1 Complaints actioned &lt; 5 days</p>	Year	Roads & Transportation Stage 1 Complaints actioned < 5 days	Fife Council Stage 1 Complaints actioned < 5 days	2017/18	89%	88%	2018/19	92%	90%	2019/20	83%	86%	2020/21	75%	89%	<p>Performance in both Stage 1 and Stage 2 Complaints has dipped from last year. This relates to the rise in road condition, flooding and winter related complaints during a period when normal office working has been restricted.</p> <p>Getting staff group back to full complement and investment in the infrastructure should see a reduction in complaints and a resultant improved performance.</p>
Year	Roads & Transportation Stage 1 Complaints actioned < 5 days	Fife Council Stage 1 Complaints actioned < 5 days														
2017/18	89%	88%														
2018/19	92%	90%														
2019/20	83%	86%														
2020/21	75%	89%														
<p><b>Roads &amp; Transportation Stage 2 Complaints actioned &lt; 20 days</b></p> <table><thead><tr><th>Year</th><th>Roads &amp; Transportation Stage 2 Complaints actioned &lt; 20 days</th><th>Fife Council Stage 2 Complaints actioned &lt; 20 days</th></tr></thead><tbody><tr><td>2017/18</td><td>100%</td><td>87%</td></tr><tr><td>2018/19</td><td>86%</td><td>82%</td></tr><tr><td>2019/20</td><td>100%</td><td>84%</td></tr><tr><td>2020/21</td><td>95%</td><td>80%</td></tr></tbody></table> <p>■ Roads &amp; Transportation Stage 2 Complaints actioned &lt; 20 days ■ Fife Council Stage 2 Complaints actioned &lt; 20 days</p>	Year	Roads & Transportation Stage 2 Complaints actioned < 20 days	Fife Council Stage 2 Complaints actioned < 20 days	2017/18	100%	87%	2018/19	86%	82%	2019/20	100%	84%	2020/21	95%	80%	
Year	Roads & Transportation Stage 2 Complaints actioned < 20 days	Fife Council Stage 2 Complaints actioned < 20 days														
2017/18	100%	87%														
2018/19	86%	82%														
2019/20	100%	84%														
2020/21	95%	80%														
<p><b>Increase cycle usage on key monitored routes</b></p> <table><thead><tr><th>Year</th><th>Cycle Usage</th></tr></thead><tbody><tr><td>2017/18</td><td>256,617</td></tr><tr><td>2018/19</td><td>228,896</td></tr><tr><td>2019/20</td><td>224,023</td></tr><tr><td>2020/21</td><td>253,729</td></tr></tbody></table>	Year	Cycle Usage	2017/18	256,617	2018/19	228,896	2019/20	224,023	2020/21	253,729	<p>The decrease in cycle usage from 2017/18 to 2018/19 was mainly due to the decommissioning of a bicycle count site at the Forth Road Bridge.</p> <p>COVID-19 restrictions on travel during 2020 saw a significant increase in cycle usage on all routes except for St Andrews. This was due to University students not attending face-to-face classes with many heading home for an extended period of time.</p> <p>When comparing 2020/21 to the previous year, Dunfermline saw an increase of 78%, Kirkcaldy 98% and Glenrothes 60% with a decrease of 36% in St Andrews. Cycle usage at the Tay Bridge increased by 12%.</p>					
Year	Cycle Usage															
2017/18	256,617															
2018/19	228,896															
2019/20	224,023															
2020/21	253,729															

## Roads &amp; Transportation annual performance report 2020/21

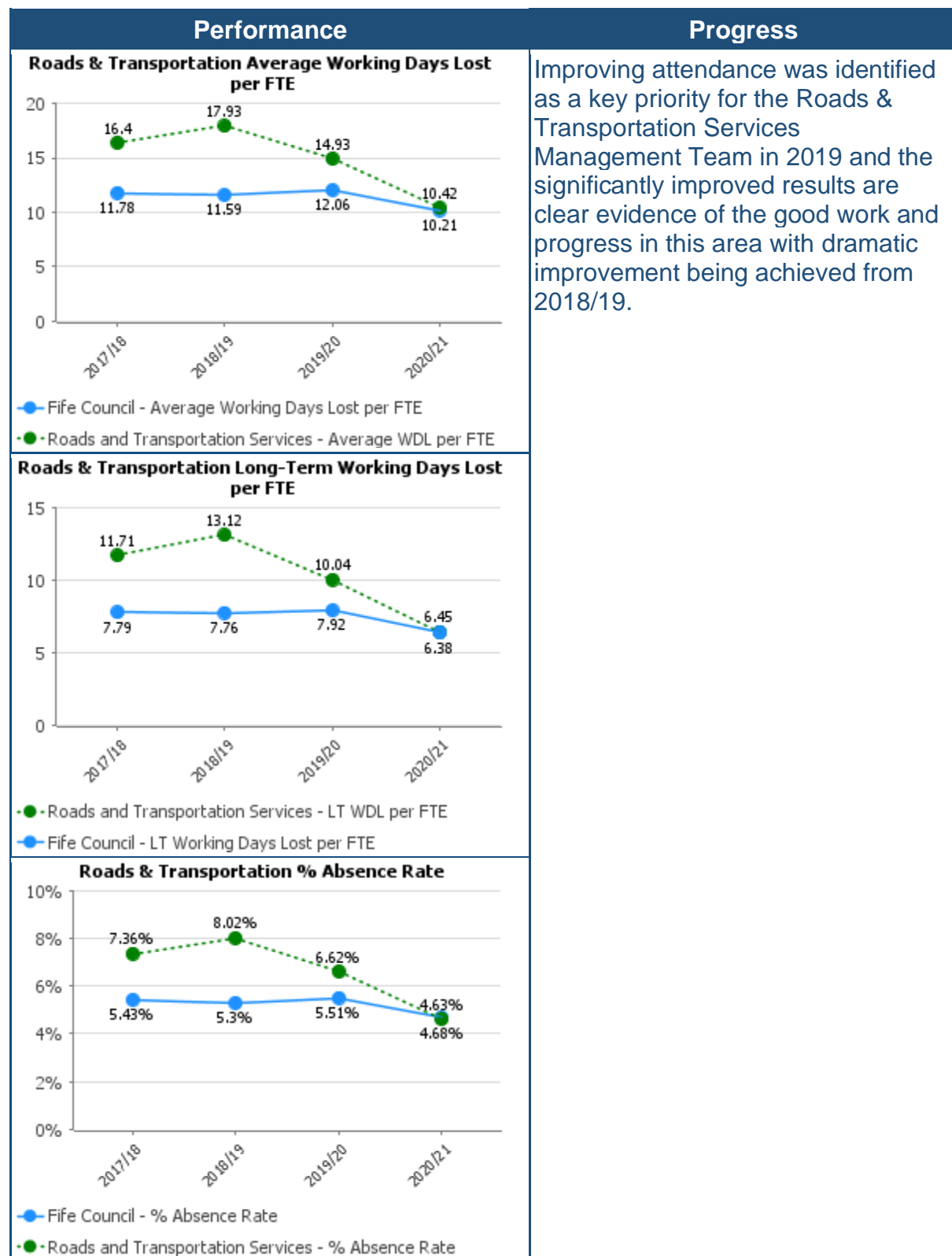
Performance	Progress										
<p><b>Numbers using 'Fife Bus' (Ring &amp; Ride and Dial-A-Ride)</b></p>  <table border="1"> <thead> <tr> <th>Financial Year</th> <th>Numbers using 'Fife Bus'</th> </tr> </thead> <tbody> <tr> <td>2017/18</td> <td>153,920</td> </tr> <tr> <td>2018/19</td> <td>174,253</td> </tr> <tr> <td>2019/20</td> <td>163,611</td> </tr> <tr> <td>2020/21</td> <td>39,878</td> </tr> </tbody> </table>	Financial Year	Numbers using 'Fife Bus'	2017/18	153,920	2018/19	174,253	2019/20	163,611	2020/21	39,878	<p>As a result, of the COVID-19 pandemic, Fife Bus only provided transport for food shopping and medical / personal care appointments as well as ASN School Transport and transport on behalf of the NHS for Renal Appointments (during first lockdown) and Vaccination Transport.</p> <p><u>DRT (All Services)</u> In 2020-2021 across all services DRT provided 39,878 passenger journeys including escorts and companions.</p> <p>Details by Service:</p> <p><u>Fife Bus</u> In 2020-2021 Fife Bus provided 21,727 passenger journeys including escorts and companions.</p> <p><u>ASN School Transport</u> In 2020-2021 Fifebus provided 15,262 passenger journeys including escorts.</p> <p><u>Covid School Transport (Children's Activity Centres)</u> In 2020-2021 Fifebus provided 1,638 passenger journeys including escorts.</p> <p><u>Minibus Management</u> In 2020-2021 Fifebus provided 0 passenger journeys including escorts.</p> <p><u>NHS - Renal Transport (Scottish Ambulance Service)</u> In 2020-2021 Fifebus provided 1,181 passenger journeys including escorts.</p> <p><u>NHS - Vaccination Transport</u> In 2020-2021 Fifebus provided 70 passenger journeys including escorts.</p>
Financial Year	Numbers using 'Fife Bus'										
2017/18	153,920										
2018/19	174,253										
2019/20	163,611										
2020/21	39,878										

## Roads &amp; Transportation annual performance report 2020/21

Performance	Progress								
<p><b>Number of passengers carried on supported bus services in Fife</b></p>  <table border="1"> <thead> <tr> <th>Financial Year</th> <th>Number of passengers</th> </tr> </thead> <tbody> <tr> <td>2018/19</td> <td>2,042,513</td> </tr> <tr> <td>2019/20</td> <td>2,018,003</td> </tr> <tr> <td>2020/21</td> <td>991,057</td> </tr> </tbody> </table>	Financial Year	Number of passengers	2018/19	2,042,513	2019/20	2,018,003	2020/21	991,057	<p>Due to the covid-19 virus an emergency bus network was introduced. The public were advised only to use public transport unless necessary.</p> <p>The Fife Council supported bus network was resumed on 10th August 2020. There were still limited people using public transport and as restrictions have eased, the numbers using buses has steadily risen but remains below pre-Covid levels.</p>
Financial Year	Number of passengers								
2018/19	2,042,513								
2019/20	2,018,003								
2020/21	991,057								

## Roads &amp; Transportation annual performance report 2020/21

# People





## Roads &amp; Transportation annual performance report 2020/21

Performance	Progress												
<p><b>Roads &amp; Transportation Workforce who are Female (%)</b></p> <table><tr><th>Year</th><th>Fife Council Workforce who are Female (%)</th><th>Roads &amp; Transportation Workforce who are Female (%)</th></tr><tr><td>2018/19</td><td>72.4%</td><td>19.8%</td></tr><tr><td>2019/20</td><td>72.1%</td><td>20.1%</td></tr><tr><td>2020/21</td><td>71.9%</td><td>20.4%</td></tr></table> <p>■ Fife Council Workforce who are Female (%) ■ Roads &amp; Transportation Workforce who are Female (%)</p>	Year	Fife Council Workforce who are Female (%)	Roads & Transportation Workforce who are Female (%)	2018/19	72.4%	19.8%	2019/20	72.1%	20.1%	2020/21	71.9%	20.4%	<p>The Roads/Civil Engineering industry is male dominated – particularly in the roadworker, parking attendant, bus driver areas. Efforts have been made to increase more balanced recruitment but without success due to turnover.</p>
Year	Fife Council Workforce who are Female (%)	Roads & Transportation Workforce who are Female (%)											
2018/19	72.4%	19.8%											
2019/20	72.1%	20.1%											
2020/21	71.9%	20.4%											
<p><b>Roads &amp; Transportation Workforce who are Full-time (%)</b></p> <table><tr><th>Year</th><th>Fife Council Workforce who are Full-time (%)</th><th>Roads &amp; Transportation Workforce who are Full-time (%)</th></tr><tr><td>2018/19</td><td>58.3%</td><td>90.2%</td></tr><tr><td>2019/20</td><td>58.2%</td><td>89.3%</td></tr><tr><td>2020/21</td><td>57.3%</td><td>89%</td></tr></table> <p>■ Fife Council Workforce who are Full-time (%) ■ Roads &amp; Transportation Workforce who are Full-time (%)</p>	Year	Fife Council Workforce who are Full-time (%)	Roads & Transportation Workforce who are Full-time (%)	2018/19	58.3%	90.2%	2019/20	58.2%	89.3%	2020/21	57.3%	89%	<p>Most employees in Roads &amp; Transportation Services are full-time. Those not full time are generally on flexible working; job share or term arrangements in line with current HR policies. These levels have generally remained steady in recent years.</p>
Year	Fife Council Workforce who are Full-time (%)	Roads & Transportation Workforce who are Full-time (%)											
2018/19	58.3%	90.2%											
2019/20	58.2%	89.3%											
2020/21	57.3%	89%											
<p><b>Roads &amp; Transportation Workforce who are Permanent Employees (%)</b></p> <table><tr><th>Year</th><th>Fife Council Workforce who are Permanent Employees (%)</th><th>Roads &amp; Transportation Workforce who are Permanent Employees (%)</th></tr><tr><td>2018/19</td><td>82.2%</td><td>96.3%</td></tr><tr><td>2019/20</td><td>80.3%</td><td>95.9%</td></tr><tr><td>2020/21</td><td>81.3%</td><td>96.7%</td></tr></table> <p>■ Fife Council Workforce who are Permanent Employees (%) ■ Roads &amp; Transportation Workforce who are Permanent Employees (%)</p>	Year	Fife Council Workforce who are Permanent Employees (%)	Roads & Transportation Workforce who are Permanent Employees (%)	2018/19	82.2%	96.3%	2019/20	80.3%	95.9%	2020/21	81.3%	96.7%	<p>Similarly, most employees in Roads &amp; Transportation Services are permanent. Those not permanent are generally on temporary contracts arising from external funding opportunities and often such employees succeed in gaining permanent posts through staff turnover. These levels have generally remained steady in recent years.</p>
Year	Fife Council Workforce who are Permanent Employees (%)	Roads & Transportation Workforce who are Permanent Employees (%)											
2018/19	82.2%	96.3%											
2019/20	80.3%	95.9%											
2020/21	81.3%	96.7%											

## Roads &amp; Transportation annual performance report 2020/21



## Roads &amp; Transportation annual performance report 2020/21

Performance	Progress												
<div><p><b>Roads &amp; Transportation Number of Voluntary Redundancies</b></p><table><tr><th>Year</th><th>Fife Council Number of Voluntary Redundancies (FTEs)</th><th>Roads &amp; Transportation Number of Voluntary Redundancies (FT)</th></tr><tr><td>2018/19</td><td>73</td><td>0</td></tr><tr><td>2019/20</td><td>44</td><td>0</td></tr><tr><td>2020/21</td><td>53</td><td>0</td></tr></table><p>■ Fife Council Number of Voluntary Redundancies (FTEs) ■ Roads &amp; Transportation Number of Voluntary Redundancies (FT)</p></div>	Year	Fife Council Number of Voluntary Redundancies (FTEs)	Roads & Transportation Number of Voluntary Redundancies (FT)	2018/19	73	0	2019/20	44	0	2020/21	53	0	<p>As mentioned above, Roads &amp; Transportation Services has been a downsizing service for several years with the last major restructure in late 2017/18. The service is now at a lean level with little opportunity for voluntary redundancies without significant service impacts.</p>
Year	Fife Council Number of Voluntary Redundancies (FTEs)	Roads & Transportation Number of Voluntary Redundancies (FT)											
2018/19	73	0											
2019/20	44	0											
2020/21	53	0											
<div><p><b>Roads &amp; Transportation Workforce Youth Investment Bids</b></p><table><tr><th>Year</th><th>Fife Council Number of WYI Bids</th><th>Roads &amp; Transportation Number of WYI Bids</th></tr><tr><td>2018/19</td><td>25</td><td>2</td></tr><tr><td>2019/20</td><td>57</td><td>2</td></tr><tr><td>2020/21</td><td>14</td><td>0</td></tr></table><p>■ Fife Council Number of WYI Bids ■ Roads &amp; Transportation Number of WYI Bids</p></div>	Year	Fife Council Number of WYI Bids	Roads & Transportation Number of WYI Bids	2018/19	25	2	2019/20	57	2	2020/21	14	0	<p>During the Pandemic period with normal office working not available it was not appropriate to bring in WYI posts since they could not be adequately directed, developed and supervised when working in a remote manner. In 2021/22 the service submitted 2 bids for WYI funding now that office working, or hybrid working is more available.</p>
Year	Fife Council Number of WYI Bids	Roads & Transportation Number of WYI Bids											
2018/19	25	2											
2019/20	57	2											
2020/21	14	0											
<div><p><b>Roads &amp; Transportation Number of WYI Programme new starts</b></p><table><tr><th>Year</th><th>Fife Council Number of WYI Programme new starts</th><th>Roads &amp; Transportation Number of WYI Programme new starts</th></tr><tr><td>2018/19</td><td>51</td><td>1</td></tr><tr><td>2019/20</td><td>24</td><td>1</td></tr><tr><td>2020/21</td><td>11</td><td>0</td></tr></table><p>■ Fife Council Number of WYI Programme new starts ■ Roads &amp; Transportation Number of WYI Programme new starts</p></div>	Year	Fife Council Number of WYI Programme new starts	Roads & Transportation Number of WYI Programme new starts	2018/19	51	1	2019/20	24	1	2020/21	11	0	
Year	Fife Council Number of WYI Programme new starts	Roads & Transportation Number of WYI Programme new starts											
2018/19	51	1											
2019/20	24	1											
2020/21	11	0											

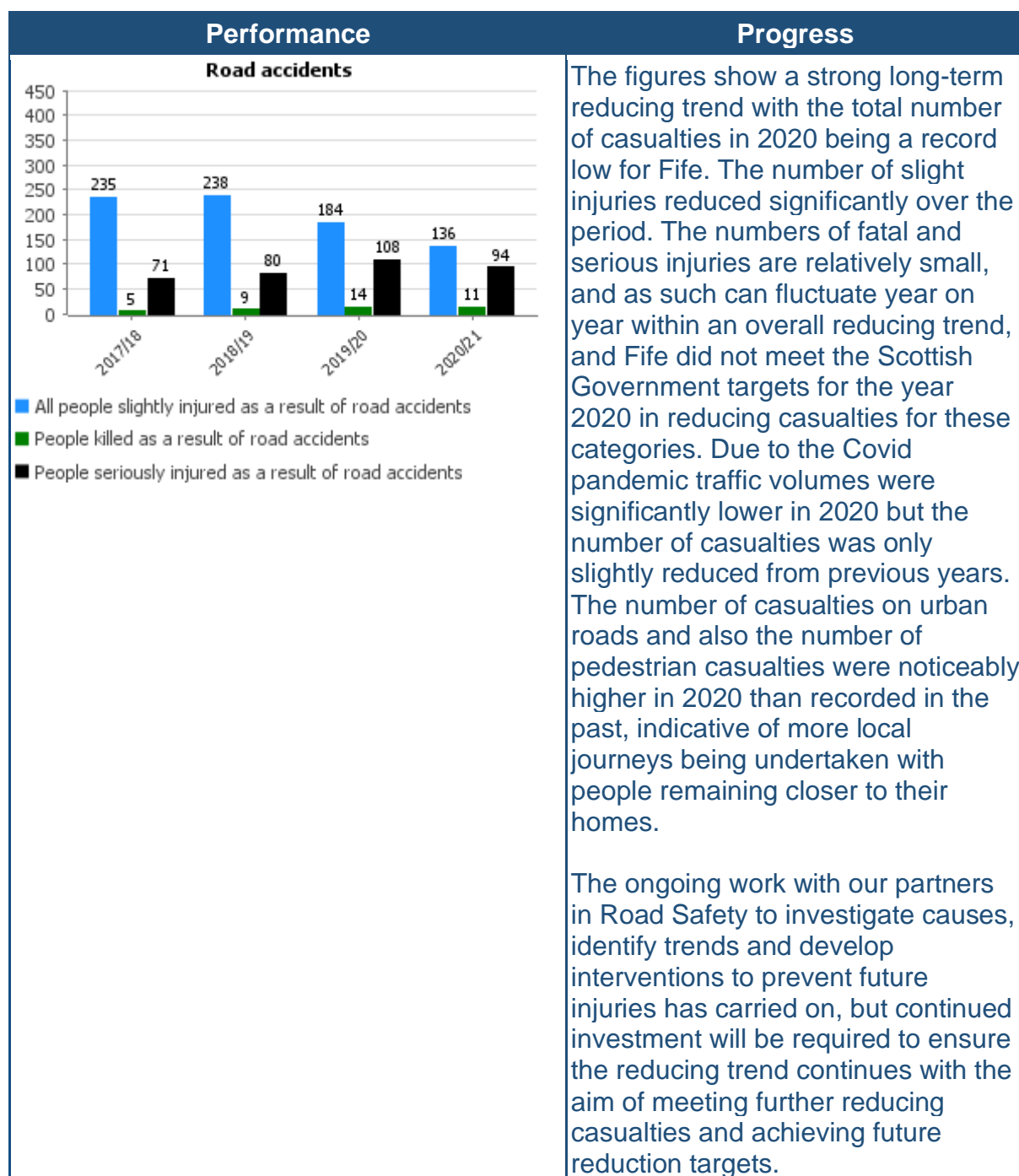
# Key Business Delivery

Performance	Progress																				
<p><b>Road Safety Defect Repairs Priority 1 - 24hrs repair (%)</b></p> <table><tr><th>Financial Year</th><th>Percentage (%)</th></tr><tr><td>2017/18</td><td>76.3%</td></tr><tr><td>2018/19</td><td>62.3%</td></tr><tr><td>2019/20</td><td>50.2%</td></tr><tr><td>2020/21</td><td>83%</td></tr></table>	Financial Year	Percentage (%)	2017/18	76.3%	2018/19	62.3%	2019/20	50.2%	2020/21	83%	<p>Main issues occurred in the 4th Quarter due to a combination of resources having to be redeployed on extended winter maintenance activities and the subsequent increase in repairs identified as a result of the severe weather conditions encountered between January and February.</p> <p>Other issues included the introduction of the new ALLOY road repair management system and the “teething” problems associated with this in the inputting of repair data.</p>										
Financial Year	Percentage (%)																				
2017/18	76.3%																				
2018/19	62.3%																				
2019/20	50.2%																				
2020/21	83%																				
<p><b>Road Safety Defect Repairs Priority 2 - repaired within 5 working days (%)</b></p> <table><tr><th>Financial Year</th><th>Percentage (%)</th></tr><tr><td>2017/18</td><td>66.2%</td></tr><tr><td>2018/19</td><td>42.9%</td></tr><tr><td>2019/20</td><td>42.6%</td></tr><tr><td>2020/21</td><td>80.5%</td></tr></table>	Financial Year	Percentage (%)	2017/18	66.2%	2018/19	42.9%	2019/20	42.6%	2020/21	80.5%											
Financial Year	Percentage (%)																				
2017/18	66.2%																				
2018/19	42.9%																				
2019/20	42.6%																				
2020/21	80.5%																				
<p><b>% of Roads Lighting Repairs completed within 7 elapsed days</b></p> <table><tr><th>Financial Year</th><th>Fife Roads (%)</th><th>Scottish Average (%)</th><th>Family Group (%)</th></tr><tr><td>2017/18</td><td>93.9</td><td>87.8</td><td>87.3</td></tr><tr><td>2018/19</td><td>93.8</td><td>87.2</td><td>87.8</td></tr><tr><td>2019/20</td><td>92.9</td><td>84.3</td><td>87.8</td></tr><tr><td>2020/21</td><td>93.6</td><td>-</td><td>-</td></tr></table> <p>● (%) Fife Roads Lighting Repairs completed within 7 days - - (%) Scottish Average Roads Lighting Repairs completed within 7 days . . (%) Family Group Roads Lighting Repairs completed within 7 days</p>	Financial Year	Fife Roads (%)	Scottish Average (%)	Family Group (%)	2017/18	93.9	87.8	87.3	2018/19	93.8	87.2	87.8	2019/20	92.9	84.3	87.8	2020/21	93.6	-	-	<p>As the overall number of faults reduces due to the reliability of the newer LED lanterns, the proportion of complex faults has increased. Due to the longer repair time required for these more complex faults, this remains a challenge. However, the results in Fife are above the Scottish average and that of our Family Group.</p> <p>Please note family group and Scottish average data is not available till later in the year.</p>
Financial Year	Fife Roads (%)	Scottish Average (%)	Family Group (%)																		
2017/18	93.9	87.8	87.3																		
2018/19	93.8	87.2	87.8																		
2019/20	92.9	84.3	87.8																		
2020/21	93.6	-	-																		

## Roads &amp; Transportation annual performance report 2020/21

Performance	Progress																				
<p><b>Traffic Signal Repairs completed within 48 hours (%)</b></p> <p>This line chart tracks the percentage of traffic signal repairs completed within 48 hours. Fife's performance (blue line) starts at 99.5% in 2017/18, drops to 97.5% in 2018/19, rises to 98.4% in 2019/20, and ends at 96.5% in 2020/21. The Family Group average (black dashed line) starts at 97.7%, drops to 95.2% in 2018/19, rises to 95.7% in 2019/20, and ends at 95.7% in 2020/21. The Scottish Average (green dotted line) starts at 93.3%, rises to 95.2% in 2018/19, and ends at 96.5% in 2020/21.</p> <table><tr><th>Year</th><th>Fife (%)</th><th>Family Group (%)</th><th>Scottish Average (%)</th></tr><tr><td>2017/18</td><td>99.5</td><td>97.7</td><td>93.3</td></tr><tr><td>2018/19</td><td>97.5</td><td>95.2</td><td>95.2</td></tr><tr><td>2019/20</td><td>98.4</td><td>95.7</td><td>96.5</td></tr><tr><td>2020/21</td><td>96.5</td><td>95.7</td><td>96.5</td></tr></table> <p>● Fife Traffic Signal Repairs completed within 48 hours (%) ● Family Group Traffic Signal Repairs within 48 hours (%) ● Scottish Average Traffic Signal Repairs within 48 hours (%)</p>	Year	Fife (%)	Family Group (%)	Scottish Average (%)	2017/18	99.5	97.7	93.3	2018/19	97.5	95.2	95.2	2019/20	98.4	95.7	96.5	2020/21	96.5	95.7	96.5	<p>The traffic signal repair performance remains consistently high except for a small number that require more extensive repairs due to RTA's. The slight dip in performance during the pandemic period was not surprising as staff availability was impacted.</p> <p>Please note family group and Scottish average data is not available till later in the year.</p>
Year	Fife (%)	Family Group (%)	Scottish Average (%)																		
2017/18	99.5	97.7	93.3																		
2018/19	97.5	95.2	95.2																		
2019/20	98.4	95.7	96.5																		
2020/21	96.5	95.7	96.5																		
<p><b>Traffic Regulation Orders implemented within 6 months for routine work (%)</b></p> <p>This bar chart shows the percentage of traffic regulation orders implemented within 6 months for routine work. The performance starts at 85.7% in 2017/18, rises to 90% in 2018/19 and 92% in 2019/20, and then drops significantly to 30% in 2020/21.</p> <table><tr><th>Year</th><th>Percentage (%)</th></tr><tr><td>2017/18</td><td>85.7%</td></tr><tr><td>2018/19</td><td>90%</td></tr><tr><td>2019/20</td><td>92%</td></tr><tr><td>2020/21</td><td>30%</td></tr></table>	Year	Percentage (%)	2017/18	85.7%	2018/19	90%	2019/20	92%	2020/21	30%	<p>Due to the Covid 19 pandemic there has been a dramatic drop in performance on this KPI. This is due to changes and restrictions on working practices in this and other teams involved in implementing the various stages of delivering TRO's on the ground.</p> <p>In total 10 traffic regulation orders qualified for this KPI. 1 from the North Fife area and 9 from the South Fife Area. Of these 1 from North area was completed within 6 months and 2 from South.</p>										
Year	Percentage (%)																				
2017/18	85.7%																				
2018/19	90%																				
2019/20	92%																				
2020/21	30%																				
<p><b>Pre-grits completed within 3 hours of operations starting (%)</b></p> <p>This bar chart shows the percentage of pre-grits completed within 3 hours of operations starting. The performance starts at 87.46% in 2017/18, rises to 90.7% in 2018/19, drops to 85% in 2019/20, and ends at 84% in 2020/21.</p> <table><tr><th>Year</th><th>Percentage (%)</th></tr><tr><td>2017/18</td><td>87.46%</td></tr><tr><td>2018/19</td><td>90.7%</td></tr><tr><td>2019/20</td><td>85%</td></tr><tr><td>2020/21</td><td>84%</td></tr></table>	Year	Percentage (%)	2017/18	87.46%	2018/19	90.7%	2019/20	85%	2020/21	84%	<p>The main reason why we failed this year is due to the number of breakdowns which we had over the period. As a result, routes were delayed in starting and couldn't be finished within the timescale. Also issues with the Fleet during the actual treatment resulting in another vehicle having to finish the route – this could only be done once this latter vehicle had finished their particular route.</p> <p>The age of the fleet and prolonged winter period impacted on availability.</p>										
Year	Percentage (%)																				
2017/18	87.46%																				
2018/19	90.7%																				
2019/20	85%																				
2020/21	84%																				

## Roads &amp; Transportation annual performance report 2020/21



# Financial

Performance	Progress																				
<p><b>Street lighting columns that are over 30 years old (%)</b></p> <table><tr><th>Year</th><th>Percentage (%)</th></tr><tr><td>2017/18</td><td>32.05%</td></tr><tr><td>2018/19</td><td>31.16%</td></tr><tr><td>2019/20</td><td>31.45%</td></tr><tr><td>2020/21</td><td>31.42%</td></tr></table>	Year	Percentage (%)	2017/18	32.05%	2018/19	31.16%	2019/20	31.45%	2020/21	31.42%	<p>The proportion of street lighting columns that are over 30 years old continues to hold around 31% of the lighting stock. The street lighting column replacement programme continues but will have reduced impact due to reduced capital resources in future years. This is likely to result in an increase in the proportion of columns over 30 years old. The service will continue to make a case for necessary capital investment in street lighting column replacement.</p>										
Year	Percentage (%)																				
2017/18	32.05%																				
2018/19	31.16%																				
2019/20	31.45%																				
2020/21	31.42%																				
<p><b>Customer Total Energy - Street Lighting (kWh)</b></p> <table><tr><th>Year</th><th>Energy (kWh)</th></tr><tr><td>2017/18</td><td>16,554,553</td></tr><tr><td>2018/19</td><td>12,807,126</td></tr><tr><td>2019/20</td><td>9,889,424</td></tr><tr><td>2020/21</td><td>9,207,443</td></tr></table>	Year	Energy (kWh)	2017/18	16,554,553	2018/19	12,807,126	2019/20	9,889,424	2020/21	9,207,443	<p>The continuing reduction in energy consumption for street lighting reflects the lighting efficiency programme and the move to energy efficient LED lanterns. However, this programme is now complete. As new private developments come forward for adoption by the council and with the column replacement programme continuing to add more columns than are removed to allow modern lighting standards to be achieved, the inventory of lighting continues to increase and therefore the energy consumption will at some point start to rise.</p>										
Year	Energy (kWh)																				
2017/18	16,554,553																				
2018/19	12,807,126																				
2019/20	9,889,424																				
2020/21	9,207,443																				
<p><b>Road network to be considered for maintenance treatment (%)</b></p> <table><tr><th>Year</th><th>Fife (%)</th><th>Scotland (%)</th><th>Family Group (%)</th></tr><tr><td>2017/18</td><td>31.8%</td><td>36.6%</td><td>35.3%</td></tr><tr><td>2018/19</td><td>31.9%</td><td>36.3%</td><td>35%</td></tr><tr><td>2019/20</td><td>32.3%</td><td>35.8%</td><td>35%</td></tr><tr><td>2020/21</td><td>32.5%</td><td>35.5%</td><td>30%</td></tr></table> <p>● Road network considered for maintenance (%) Fife ● Road network considered for maintenance (%) Scotland ● Road network considered for maintenance (%) Family Group</p>	Year	Fife (%)	Scotland (%)	Family Group (%)	2017/18	31.8%	36.6%	35.3%	2018/19	31.9%	36.3%	35%	2019/20	32.3%	35.8%	35%	2020/21	32.5%	35.5%	30%	<p>There has been a steady deterioration in the road network overall since 2017-18. The Service still continues to perform better than the Scottish average of 35.5% but is above the family group average of 30.0%. It is anticipated that the 2021-22 result will be similar to the 2020-21 result.</p>
Year	Fife (%)	Scotland (%)	Family Group (%)																		
2017/18	31.8%	36.6%	35.3%																		
2018/19	31.9%	36.3%	35%																		
2019/20	32.3%	35.8%	35%																		
2020/21	32.5%	35.5%	30%																		



## Roads &amp; Transportation annual performance report 2020/21

Performance	Progress																				
<p><b>Road Cost per Kilometre (£) (LGBF)</b></p> <table><tr><th>Year</th><th>Fife (LGBF)</th><th>Scotland</th><th>Top Quartile</th></tr><tr><td>2016/17</td><td>£11,231</td><td>£10,338</td><td>£7,637</td></tr><tr><td>2017/18</td><td>£11,690</td><td>£10,094</td><td>£6,682</td></tr><tr><td>2018/19</td><td>£10,247</td><td>£9,919</td><td>£7,089</td></tr><tr><td>2019/20</td><td>£10,396</td><td>£9,707</td><td>£6,743</td></tr></table> <p>● Road cost per kilometre (£) Fife (LGBF) ● Road cost per kilometre (£) Scotland ● Road cost per kilometre (£) Top Quartile</p>	Year	Fife (LGBF)	Scotland	Top Quartile	2016/17	£11,231	£10,338	£7,637	2017/18	£11,690	£10,094	£6,682	2018/19	£10,247	£9,919	£7,089	2019/20	£10,396	£9,707	£6,743	<p>This Indicator does not tell the whole story and needs to be compared with the relevant percentage of the road network that should be considered for maintenance treatment. Road condition tends to relate directly to investment in roads maintenance, so Road Cost per Kilometre tends to follow the capital expenditure on carriageways. With capital budgets increasing during 2021-22 and 2022-23 it is expected that the Road Cost per Kilometre will increase over these years.</p>
Year	Fife (LGBF)	Scotland	Top Quartile																		
2016/17	£11,231	£10,338	£7,637																		
2017/18	£11,690	£10,094	£6,682																		
2018/19	£10,247	£9,919	£7,089																		
2019/20	£10,396	£9,707	£6,743																		
<p><b>Class A roads considered for maintenance (%) (LGBF)</b></p> <table><tr><th>Year</th><th>Fife (LGBF)</th><th>Scotland</th><th>Top Quartile</th></tr><tr><td>2017/18</td><td>29.9%</td><td>30.2%</td><td>22.6%</td></tr><tr><td>2018/19</td><td>30.7%</td><td>30%</td><td>23%</td></tr><tr><td>2019/20</td><td>31.7%</td><td>30.6%</td><td>23%</td></tr><tr><td>2020/21</td><td>30.6%</td><td></td><td></td></tr></table> <p>● Class A roads considered for maintenance (%) Fife (LGBF) ● Class A roads considered for maintenance (%) Scotland ● Class A roads considered for maintenance (%) Top Quartile</p>	Year	Fife (LGBF)	Scotland	Top Quartile	2017/18	29.9%	30.2%	22.6%	2018/19	30.7%	30%	23%	2019/20	31.7%	30.6%	23%	2020/21	30.6%			<p>The deteriorating trend from 2016/17 to 2019/20 has been reversed. The Service continues to perform worse than the Scottish and family group averages, which are 29.8% and 24.4% respectively. It is anticipated that the result will remain much the same in 2021-22.</p>
Year	Fife (LGBF)	Scotland	Top Quartile																		
2017/18	29.9%	30.2%	22.6%																		
2018/19	30.7%	30%	23%																		
2019/20	31.7%	30.6%	23%																		
2020/21	30.6%																				
<p><b>Class B roads considered for maintenance (%) (LGBF)</b></p> <table><tr><th>Year</th><th>Fife (LGBF)</th><th>Scotland</th><th>Top Quartile</th></tr><tr><td>2017/18</td><td>33.8%</td><td>35.9%</td><td>24%</td></tr><tr><td>2018/19</td><td>34.8%</td><td>35.71%</td><td>23.3%</td></tr><tr><td>2019/20</td><td>34.1%</td><td>34.96%</td><td>24.1%</td></tr><tr><td>2020/21</td><td>33.4%</td><td></td><td></td></tr></table> <p>● Class B roads considered for maintenance (%) Fife (LGBF) ● Class B roads considered for maintenance (%) Scotland ● Class B roads considered for maintenance (%) Top Quartile</p>	Year	Fife (LGBF)	Scotland	Top Quartile	2017/18	33.8%	35.9%	24%	2018/19	34.8%	35.71%	23.3%	2019/20	34.1%	34.96%	24.1%	2020/21	33.4%			<p>The deterioration in condition of Class B roads from 2016-17 to 2019-20 has been reversed. The Service has performed better than the Scottish average of 34.0% but worse than the family group average of 27.1%. It is anticipated that the result in 2021-22 will remain similar to that in 2020-21.</p>
Year	Fife (LGBF)	Scotland	Top Quartile																		
2017/18	33.8%	35.9%	24%																		
2018/19	34.8%	35.71%	23.3%																		
2019/20	34.1%	34.96%	24.1%																		
2020/21	33.4%																				



## Roads &amp; Transportation annual performance report 2020/21

Performance	Progress																				
<p><b>Class C roads considered for maintenance (%) (LGBF)</b></p> <table><thead><tr><th>Year</th><th>Fife (LGBF)</th><th>Scotland</th><th>Top Quartile</th></tr></thead><tbody><tr><td>2017/18</td><td>28.3%</td><td>36.2%</td><td>27.7%</td></tr><tr><td>2018/19</td><td>31.3%</td><td>36.3%</td><td>28.1%</td></tr><tr><td>2019/20</td><td>32.8%</td><td>35.1%</td><td>28.1%</td></tr><tr><td>2020/21</td><td>31.9%</td><td>32.8%</td><td></td></tr></tbody></table> <p>● Class C roads considered for maintenance (%) Fife (LGBF) ● Class C roads considered for maintenance (%) Scotland ● Class C roads considered for maintenance (%) Top Quartile</p>	Year	Fife (LGBF)	Scotland	Top Quartile	2017/18	28.3%	36.2%	27.7%	2018/19	31.3%	36.3%	28.1%	2019/20	32.8%	35.1%	28.1%	2020/21	31.9%	32.8%		<p>The deteriorating trend from 2017-18 to 2019-20 has been reversed. The Service continues to perform better than the Scottish average of 33.6% but worse than the family group average of 27.1%. It is anticipated that the 2021-22 result will be similar to the 2020-21 result.</p>
Year	Fife (LGBF)	Scotland	Top Quartile																		
2017/18	28.3%	36.2%	27.7%																		
2018/19	31.3%	36.3%	28.1%																		
2019/20	32.8%	35.1%	28.1%																		
2020/21	31.9%	32.8%																			
<p><b>Unclassified roads considered for maintenance (%) (LGBF)</b></p> <table><thead><tr><th>Year</th><th>Fife (LGBF)</th><th>Scotland</th><th>Top Quartile</th></tr></thead><tbody><tr><td>2017/18</td><td>32.6%</td><td>39%</td><td>33.1%</td></tr><tr><td>2018/19</td><td>31.6%</td><td>38.3%</td><td>31.8%</td></tr><tr><td>2019/20</td><td>31.9%</td><td>37.8%</td><td>32%</td></tr><tr><td>2020/21</td><td>32.8%</td><td></td><td>32.8%</td></tr></tbody></table> <p>● Unclassified roads considered for maintenance (%) Fife (LGBF) ● Unclassified roads considered for maintenance (%) Scotland ● Unclassified roads considered for maintenance (%) Top Quartile</p>	Year	Fife (LGBF)	Scotland	Top Quartile	2017/18	32.6%	39%	33.1%	2018/19	31.6%	38.3%	31.8%	2019/20	31.9%	37.8%	32%	2020/21	32.8%		32.8%	<p>The deteriorating trend from 2018-19 to 2019-20 has continued. The Service continues to perform better than the Scottish and family group averages, which are 38.3% and 33.8% respectively. It is anticipated that the 2021-22 result will be similar to the 2020-21 result.</p>
Year	Fife (LGBF)	Scotland	Top Quartile																		
2017/18	32.6%	39%	33.1%																		
2018/19	31.6%	38.3%	31.8%																		
2019/20	31.9%	37.8%	32%																		
2020/21	32.8%		32.8%																		

**PLANNING, BUSINESS & EMPLOYABILITY AND ROADS & TRANSPORTATION – WORKFORCE PROFILE 2020/2021  
FINANCIAL YEAR (01 APRIL 2020 – MARCH 2021)**

Service	Budgeted FTE April 2018	Budgeted FTE April 2019	Budgeted FTE April 2020	Budgeted FTE April 2021	Difference in FTE 2020-2021
Planning Management	1	1	1	1	0
Planning	60.69	66.34	63.55	*72.09	8.54
Business & Employability Management	1	1	1	1	0
Business & Employability	152.07	156.87	156.84	160.35	3.51
ATE Management	1	1	1	1	0
Roads & Transportation	386.27	381.3	383.53	383.63	0.1
<b>Total</b>	<b>602.03</b>	<b>607.51</b>	<b>606.92</b>	<b>619.07</b>	<b>12.15</b>

- This includes 3 Workforce Youth Investment Posts

9 September 2021

Agenda Item No. 10

---

## 2020/21 Revenue Monitoring Provisional Outturn

---

Report by: Eileen Rowand, Executive Director, Finance and Corporate Services  
Keith Winter, Executive Director, Enterprise & Environment

---

Wards Affected: All

---

### Purpose

---

The purpose of this report is to give members an update on the provisional outturn financial position for the 2020/21 financial year for the areas in scope of the Economy, Tourism, Strategic Planning & Transportation Committee.

### Recommendations

---

Committee is asked to consider the current financial performance and activity as detailed in this report.

### Resource Implications

---

None.

### Legal & Risk Implications

---

There are no direct legal implications arising from this report.

### Impact Assessment

---

An EqlA has not been completed and is not necessary as no change or revision to existing policies and practices is proposed.

### Consultation

---

None.

## 1.0 Background

---

- 1.1 The report summarises the provisional outturn position for 2020/21, taking into account the actual expenditure incurred, and provides an explanation of the main budget variances at section 3.
- 1.2 Section 4 of the report summarises the progress on delivery of approved budget savings and provides an explanation of any variances to the delivery of savings target.
- 1.3 Variances occur for a number of reasons and variances in budget are not always correlated to delivery of savings targets.

## 2.0 Issues

---

### 2.1 Provisional Outturn

- 2.1.1 The provisional overspend for the areas falling under the scope of this committee is £2.298m. A summary of the 2020/21 provisional out-turn for the areas under the scope of this committee is detailed in Appendix 1. This shows provisional expenditure against budget across the service headings within the Directorate. It should be noted that the balances are extracted from the ledger system and are shown as rounded thousands. This may mean that there are some rounding differences contained within the appendices, but these are immaterial values that do not impact on the overall financial position. The following paragraphs provide a brief explanation of the main areas where there are significant variances (+/-£0.250m) to budgets.
- 2.1.2 The financial impact of the COVID-19 pandemic and the level of funding received has been reported to Policy and Co-ordination Committee on 24th June 2021. COVID-19 funding has been held centrally, unless it was a specific grant. Therefore, COVID-19 pressures have been reported as overspends at Service level but these overspends have been offset by COVID-19 funding at a corporate level.

## 3.0 Major Variances

---

- 3.1 Business and Employability underspend (£0.871m), movement (£1.025m)  
The main variances are underspend in employee costs of £0.377m due to delays in recruitment resulting from difficulties in filling posts. There is also underspend due to reduced activity in tourism, strategic events, and economic development projects resulting in underspends of £0.535m as a result of lockdown and prioritisation of COVID-19 response activity to support the resilience of the Fife economy.

Movement is a result of slippage in project type expenditure which was not anticipated at the previous report based on October 2021.

### 3.2 Planning Overspend £0.064m, movement (£0.459m)

The overspend is mainly due to shortfall in Planning fee income resulting from delay in implementation of national fee increase, which was expected in 2020/21 financial year. The housing market recovered from the impact of COVID-19 faster than anticipated, resulting in a favourable movement of £0.459m in Planning fee income, however this activity did not fully compensate for the lack of national fee price increases. Income from increase in volumes of planning applications since late 2020 have mainly been lower value domestic applications.

### 3.3 Bus Station Management Overspend £0.455m, movement £0.008m

During the initial COVID-19 lockdown period from 24th March till mid-June the bus services were reduced to levels just greater than a 'Sunday service' and only begun to return to near full-service levels by mid-August. Consequently, the income from bus departure charges and the income from rental of premises within the bus stations was severely curtailed. The largest element of expenditure is non-domestic rates and there were costs associated with implementing measures to open bus stations in a COVID-19 safe manner leaving no options available to mitigate the loss of income. In August, a flooding incident at Glenrothes Bus Station also incurred unforeseen expenditure.

### 3.4 Car & Lorry Parking Overspend £2.178m, movement £0.386m

There was a net under recovery of £2.178m income within Car Parking. This was due to the impact of the national lockdown, the resultant suspension of car parking charges and reduction in demand because of the COVID-19 pandemic restrictions. Whilst charges were re-introduced in August demand remained at low levels. Income during September to November recovered ahead of expectations, however the further restrictions implemented after Christmas resulted in a final movement of £0.386m.

### 3.5 Public & Accessible Transport Underspend (£0.883m), movement (£0.603m)

The predicted saving from the usage-based Rail Concession during the pandemic continued in the last quarter of the financial year. In addition, due to a national agreement to support Scotland's bus operators by making normal payments for subsidised local and non-entitled school bus transport, it had been predicted that the budget would be almost fully spent. However, with no additional subsidised services required, this resulted in a final underspend. Further, since Fife Bus operations provided services during the pandemic to assist the NHS and others, the potential scale of underspend was understated. Cumulative savings from vacancies not being filled, significant fuel and transport savings due to reduced mileage, plus despite the reduced activity full Government Bus Operators Grants being received, all led to the larger saving variance.

### 3.6 Roads Structural Maintenance NIL Variance

Due to a significant reduction of planned roads patching activity following lockdown and other restrictions throughout the year and also as a result of diverting key resources to deal with the August flooding events, an underspend of £1.297m emerged within Structural Maintenance. It is proposed that priority is given to dealing with the backlog created and a specific ringfenced budget carry forward is proposed to allow additional work to be carried out next financial year.

### 3.7 Winter Maintenance Overspend £1.764m, movement £1.764m

The overspend and the movement were a result of significantly increased winter gritting activity during the freezing January period and the unplanned road and footway snow clearing required during and after Storm Darcy in February 2021.

### 3.8 Roads Operations Overspend £0.460m, movement (£0.240m)

During the lockdown period Roads Operations incurred fleet expenditure and employee costs, with no ability to furlough staff, and during this time there was no income to the trading account. An overspend of £0.700m had been anticipated due to the loss of income by the Roads Design & Build Team during the initial lockdown period. Their income is primarily from undertaking Capital and Grant funded construction projects. However, in the latter quarter of the financial year these losses were mitigated by the additional income, by the Maintenance Team, from works relating to the Spaces for People Grant, additional Winter activity and pothole repairs.

### 3.9 Lighting, Traffic Lights & Lit Signs Underspend (£0.433m), movement (£0.308m)

Planned repairs are mainly programmed for the early part of the year and the summer months however delivery of Lighting & Lit Sign maintenance was limited to emergency repairs during the initial lockdown period and when works recommenced the priority was to attend to reactive repairs. During the autumn and winter months there is a greater number of faults reported and these are given priority. Consequently, there was a significantly reduced material element and productivity resulting in the underspend.

## 4.0 Progress on Budget Savings

---

### 4.1 Appendix 2 provides details of revenue budget savings for the areas falling under the scope of the Economy, Tourism, Strategic Planning and Transportation Committee, detailing achievements against the current year approved budget savings as at Quarter 4. The appendix details:

- the 3 year budget period for which the savings were approved
- the title of each saving
- the savings target relevant to the current financial year
- the value of saving forecast as deliverable for the financial year
- a Red/Amber/Green Status for each saving
- details of any substitute savings

- 4.2 All savings have been categorised using a Red/Amber/Green status and these are described as follows:
- Green – No issues and saving is on track to be delivered  
Amber – There are minor issues or minor reduction in the value of saving, or delivery of the saving is delayed  
Red – Major issues should be addressed before any saving can be realised
- 4.3 Where a saving is no longer deliverable in the current year it is expected that substitute savings are identified to ensure that costs remain within budget overall. Where this is the case, the original saving will be categorised red or amber and a substitute saving will be identified. The substitute saving will be categorised as green and identified in the tracker as a substitute.
- 4.4 The areas in scope for the committee had a significant level of savings to manage within the financial year 2020/21. Overall the savings to be delivered were £0.517m and the delivery is £0.472m. Whilst the delivery of savings is becoming more challenging, the relevant areas are looking to minimise the financial impact of any amber or red savings by determining mitigating actions as soon as possible. Across all areas, there are £0.079m savings identified as being Red status, with £0.045m savings identified as being Amber status, however this is offset by over-recovery of £0.079m on those savings identified as green.
- 4.5 The full year saving amounts are detailed along with annual forecast information detailed in appendix 2. The following paragraphs provides a brief explanation of areas where there are variations at Service level (+/-£0.250m) between the Service savings target and the provisional saving being delivered within the current financial year.
- 4.6 There are no savings variations (+/-£0.250m) between savings target and the saving to report at this time.

## 5.0 Conclusions

---

- 5.1 The provisional outturn position for the areas under the scope of the Economy, Tourism, Strategic Planning & Transportation Services Committee is a net overspend of £2.298m (6.93%).

### List of Appendices

- 1 Provisional Outturn 2020/21 Summary
- 2 Approved 2020/21 Savings

**Background Papers**

None

**Report Contact**

Ashleigh Allan

Finance Business Partner

Finance Service

Fife House

North Street

Glenrothes

Telephone: 03451 55 55 55 (Ext. 443948)

Email: [Ashleigh.allan@fife.gov.uk](mailto:Ashleigh.allan@fife.gov.uk)



# BUDGET MONITORING REPORT SUMMARY

2020-21

## ECONOMY, TOURISM, STRATEGIC PLANNING & TRANSPORTATION

Appendix 1

SERVICE	CURRENT BUDGET 2020- 21 £m	PROVISIONAL OUTTURN 2020- 21 £m	PROVISIONAL OUTTURN VARIANCE £m	PROVISIONAL OUTTURN VARIANCE %	PREVIOUS REPORTED VARIANCE (OCT) £m	MOVEMENT FROM PREVIOUS REPORTED VARIANCE £m
<b>TOTAL COST OF SERVICE</b>	<b>56.171</b>	<b>58.417</b>	<b>2.246</b>	<b>4.00%</b>	<b>3.016</b>	<b>(0.770)</b>
<b>LESS: CORPORATELY MANAGED ITEMS</b>	<b>23.025</b>	<b>22.973</b>	<b>(0.052)</b>	<b>-0.23%</b>	<b>0.000</b>	<b>(0.052)</b>
<b>SERVICE MANAGED NET BUDGET</b>	<b>33.146</b>	<b>35.444</b>	<b>2.298</b>	<b>6.93%</b>	<b>3.016</b>	<b>(0.717)</b>
<b>ANALYSIS OF SERVICE MANAGED BUDGET</b>						
EPES ADMIN & RESOURCES	0.426	0.429	0.004	0.84%	0.033	(0.029)
BUSINESS & EMPLOYABILITY PLANNING	11.165	10.294	(0.871)	-7.80%	0.154	(1.025)
ROADS ADMINISTRATION	0.955	1.019	0.064	6.74%	0.523	(0.459)
BUS STATION MANAGEMENT	0.489	0.430	(0.059)	-12.16%	(0.084)	0.024
CAR & LORRY PARKING	(0.198)	0.257	0.455	-230.17%	0.447	0.008
PUBLIC & ACCESSIBLE TRANSPORT	(1.290)	0.889	2.178	-168.90%	1.793	0.386
SUSTAINABLE TRAVEL	8.391	7.508	(0.883)	-10.52%	(0.280)	(0.603)
BRIDGES & STRUCTURES, HARBOURS, COASTS AND FLOODS	0.991	0.834	(0.157)	-15.87%	(0.018)	(0.139)
NETWORK AND TRAFFIC MANAGEMENT	2.148	2.016	(0.133)	-6.17%	(0.020)	(0.113)
ROUTINE MAINTENANCE	1.724	1.597	(0.127)	-7.37%	(0.107)	(0.020)
ROADS STRUCTURAL MAINTENANCE	2.259	2.301	0.042	1.88%	0.000	0.042
WINTER MAINTENANCE	2.791	2.791	0.000	0.00%	0.000	0.000
ROADS OPERATIONS	3.064	4.828	1.764	57.59%	0.000	1.764
LIGHTING, TRAFFIC LIGHTS AND LIT SIGNS	(1.981)	(1.521)	0.460	-23.20%	0.700	(0.240)
EE EXECUTIVE DIRECTOR	2.906	2.473	(0.433)	-14.91%	(0.125)	(0.308)
	(0.695)	(0.700)	(0.006)	0.81%	0.000	(0.006)
<b>TOTAL</b>	<b>33.146</b>	<b>35.444</b>	<b>2.298</b>	<b>6.93%</b>	<b>3.016</b>	<b>(0.717)</b>

**FIFE COUNCIL**  
**TRACKING APPROVED 2020-21 SAVINGS**  
**ECONOMY, TOURISM, STRATEGIC PLANNING & TRANSPORTATION COMMITTEE**  
**MARCH 2021**

Area	Approved Budget Year	Title of Savings Proposal	Savings Target £m	Actual £m	(Under)/Over £m	Rag Status
EPES - Planning	2019-22	New Digital Specialist national Systems.	0.019	0.000	(0.019)	Red
EPES - Business & Employability	2018-21	Increased levels of commercial income from Employability.	0.025	0.000	(0.025)	Red
EPES - Business & Employability	2020-23	Commercialisation of Employability function.	0.025	0.000	(0.025)	Red
EPES - Planning	2018-21	Additional fees and charges within Planning: <ul style="list-style-type: none"> <li>• Savings in planning enforcement activity through fines/charges.</li> <li>• Explore introduction of additional fees and charges in discretionary areas across Service.</li> <li>• Provision of charged specialist planning services for other Councils.</li> </ul>	0.010	0.000	(0.010)	Red
ATE - Roads & Transportation	2020-23	Increase permit charges for private development applications.	0.025	0.000	(0.025)	Amber
EPES - Business & Employability	2018-21	Increased levels of commercial income from Economic Development Business property.	0.020	0.000	(0.020)	Amber
ATE - Roads & Transportation	2018-21	Reduce employee levels in Transportation.	0.100	0.100	0.000	Green
ATE - Roads & Transportation	2020-23	Procurement Saving - South Fife Local Bus Tender.	0.128	0.128	0.000	Green
EE Executive Director	2020-23	Confirmed Contract Savings.	0.055	0.055	0.000	Green
EPES - Business & Employability	2018-21	Review and simplify multiple Employability IT systems.	0.010	0.010	0.000	Green
EPES - Service Wide	2019-22	Review management of service.	0.100	0.100	0.000	Green
EPES - Planning		Substitution 1920-EE-014 Reduction in EPES Project Budget and IT costs.		0.019	0.019	Green
EPES - Planning		Substitution 1819-EE-35 Vacancy Management		0.010	0.010	Green
EPES - Business & Employability		Substitution 1819-EE-41, 2021-EE-08 Temporary Employabilty budget carry forward		0.050	0.050	Green
<b>Grand Total</b>			<b>0.517</b>	<b>0.472</b>	<b>(0.045)</b>	

**Rag Status Key:-**

**Green - No issues and saving is on track to be delivered**

**Amber - There are minor issues or minor reduction in the value of saving, or delivery of the saving is delayed**

**Red - Major issues should be addressed before any saving can be realised**

Summary			
Rag Status	Savings Target £m	Overall Forecast £m	(Under)/Over £m
Green	0.393	0.472	0.079
Amber	0.045	0.000	(0.045)
Red	0.079	0.000	(0.079)
<b>Total</b>	<b>0.517</b>	<b>0.472</b>	<b>(0.045)</b>

9 September 2021

Agenda Item No. 11

---

## 2020/21 Capital Monitoring Provisional Outturn - Enterprise and Environment Directorate

---

Report by: Eileen Rowand, Executive Director, Finance and Corporate Services

Keith Winter, Executive Director, Enterprise & Environment

---

Wards Affected: All

---

### Purpose

---

The purpose of this report is to provide an update on the Capital Investment Plan and advise on the provisional outturn for the 2020/21 financial year for areas in scope of the Economy, Tourism, Strategic Planning and Transportation Committee.

### Recommendation(s)

---

Committee is asked to consider the current performance and activity across the 2020/21 Financial Monitoring as detailed in this report.

### Resource Implications

---

None.

### Legal & Risk Implications

---

None.

### Impact Assessment

---

An EqlA has not been completed and is not necessary as no change or revision to existing policies and practices is proposed.

### Consultation

---

None.

## 1.0 Background

---

- 1.1 Based on current information, this report summarises the provisional capital outturn for the areas falling under the scope of this Committee for 2020/21. At this stage provisional expenditure is £18.500m, representing 88% of the approved capital programme for 2020/21.
- 1.2 Appendix 1 shows an analysis of specific projects in the current capital investment plan which have a budget greater than £1.000m and analyses total project cost rather than only in year spend.
- 1.3 Appendix 2 details the provisional expenditure against budget for each project.

## 2.0 Issues, Achievements & Financial Performance

---

### 2.1 Key Issues / Risks

- 2.1.1 Appendix 1 details the total cost forecast position for all capital projects within the areas under the scope of the Committee with an overall value of £1.000m and over. The key risks associated with the major projects are noted below.
- 2.1.2 Covid-19 had an impact on site construction work, delaying projects which have now commenced again in accordance with Government Guidance, this had some impact on project costs and has extended some project delivery dates as contractors have required to make adjustments to working arrangements to accommodate new requirements, such as social distancing. Some claims from contractors were received in relation to closing down, maintaining and re-opening sites and also in relation to preparation for work on site recommencing. Monitoring of the impact of these additional costs and timescales is ongoing and it is likely that the overall scale of these additional costs will be clearer in the coming months.

### 2.2 Major Projects – Potential Risks and Actions

- 2.2.1 There are no additional or new risks arising in the current reporting period from any of the major projects being progressed.

### 2.3 Financial Performance – 2020/21 Provisional Outturn

- 2.3.1 Appendix 2 provides a summary of the projected outturn for each project for the financial year 2020/21. The appendix shows a provisional outturn of £18.500m against a Capital Investment plan of £21.065m, a spending level of 88%.
- 2.3.2 There is a capital income budget for 2020/21 of £9.220m and provisional outturn is £8.621m, representing 93% of the budgeted income.
- 2.3.3 The reasons for significant variances (+/-£0.500m) are detailed in 2.4.
- 2.3.4 Slippage is the term used to describe projects that are expected to spend less than the budget allocation in a particular year due to a delay in timing on the delivery of

the project. This is not uncommon in the capital programme and the reasons for this can be wide and varied. Advancement is the term used to describe projects that are expected to spend more than the budget allocation in a particular year due to an acceleration of the budget from future years.

## **2.4 Significant Variances**

### **2.4.1 Structures Infrastructure - £0.676m slippage**

The variance is a result of the curtailed construction period in 2020-21 and delays with procuring contracts for site investigations due to the lack of contractors. Inverie Burn was postponed to 2021-22 as works need to be undertaken during the Summer months.

### **2.4.2 Roads Infrastructure - £0.694m slippage**

The slippage is mainly due the curtailed construction period in 2020-21. As a result, several high value resurfacing/surface dressing projects had to be postponed to 2021-22 as certain surface treatment types can only be carried out during the summer months.

### **2.4.3 Traffic Management - £0.778m slippage**

This variance is due to difficulties in carrying out the consultation process during lockdown and the pandemic shortening the build programme period, network access issues and the need to divert resources onto urgent reactive activities and external grant funded priorities in the final quarter of the year.

### **2.4.4 Industrial Innovation Investment Programme £0.734m advancement**

This variance is mainly due to advancement on projects funded by Edinburgh and South East Scotland City Region Deal. Progress has been made on construction of business units at Flemington Road, Glenrothes and Dunnikier Industrial Site, Kirkcaldy, despite COVID19 restrictions. Acquisition of a site at Fife Interchange Dunfermline also took place in the 2020/21 financial year.

## **3.0 Conclusions**

---

- 3.1 The total 2020/21 approved programme for the areas in scope of the Economy, Tourism, Strategic Planning and Transportation Committee was £21.065m. The provisional level of expenditure is £18.500m, which represents 88% of the total programme, resulting in a variance of £2.565m.
- 3.2 The management of capital resources require us to look across financial years, as well as within individual years. The current year performance is only a snapshot of the existing plan and the Directorate will adjust expenditure levels within future years of the plan to accommodate the advancement or slippage of projects.

## **List of Appendices**

1. Total Cost Monitor
2. Capital Monitoring Report by Service

## **Report Contact**

Ashleigh Allan  
Finance Business Partner  
Finance Service  
Fife House  
North Street  
Glenrothes

Telephone: 03451 55 55 55 (Ext. 443948)

Email: [ashleigh.allan@fife.gov.uk](mailto:ashleigh.allan@fife.gov.uk)

FIFE COUNCIL  
ECONOMY, TOURISM, STRATEGIC PLANNING AND TRANSPORTATION SUB COMMITTEE  
CAPITAL INVESTMENT PLAN 2020-29  
TOTAL COST MONITOR - MAJOR CAPITAL PROJECTS

Appendix 1

Project	Theme	Total Project Budget £m	Total Projected Outturn £m	Variance £m	Variance %	Current Project Status	Expected Project Completion Date
Strategic Transportation Intervention Programme	Thriving Places	34.837	34.837	-	0.00%	Current Project	2035-36
Industrial Innovation Investment Programme	Inclusive Growth and Jobs	49.157	49.157	-	0.00%	Current Project	2028-29
<b>Total Major Projects over £5.000m</b>		<b>83.994</b>	<b>83.994</b>	<b>-</b>	<b>0.00%</b>		
Kirkcaldy Esplanade Improvements	Thriving Places	1.560	1.560	-	0.00%	Current Project	2021-22
Tay City Region Deal	Inclusive Growth and Jobs	3.011	3.011	-	0.00%	Future Project	2023-24
Levenmouth Business Units	Inclusive Growth and Jobs	1.736	1.736	-	0.00%	Current Project	2022-23
Dalgety Bay Business Units	Inclusive Growth and Jobs	2.233	2.233	-	0.00%	Current Project	2020-21
<b>Total Major Projects over £1.000m</b>		<b>92.534</b>	<b>92.534</b>	<b>-</b>	<b>0.00%</b>		
<b>Total Major Projects</b>		<b>176.528</b>	<b>176.528</b>	<b>-</b>	<b>0.00%</b>		

Expenditure	Current Budget £m	Actual to Date £m	Provisional Outturn £m	Provisional Variance £m	Provisional Outturn as % of Plan
STRUCTURES INFRASTRUCTURE	1.581	0.905	0.905	(0.676)	57%
SUSTAINABLE TRANSPORT	0.907	0.558	0.558	(0.349)	62%
ROADS INFRASTRUCTURE	7.537	6.843	6.843	(0.694)	91%
TRAFFIC MANAGEMENT	2.573	1.795	1.795	(0.778)	70%
STREETLIGHTING	1.768	1.410	1.410	(0.359)	80%
STRATEGIC TRANSPORT INTERVENTION PROGRAMME	0.998	0.751	0.751	(0.247)	75%
TOTAL ASSETS, TRANSPORTATION & ENVIRONMENT	15.363	12.262	12.262	(3.101)	80%
REGENERATION - TOWN CENTRES	1.426	1.568	1.568	0.142	110%
BUSINESS PREMISES REFURBISHMENT PROGRAMME	0.013	0.005	0.005	(0.008)	37%
GROWING THE ECONOMY	0.394	0.133	0.133	(0.261)	34%
JOINT INVESTMENT LAND	0.034	0.004	0.004	(0.030)	11%
VACANT/DERELICT LAND	0.165	0.124	0.124	(0.040)	76%
INDUSTRIAL INVESTMENT PROGRAMME	3.671	4.404	4.404	0.734	120%
TOTAL ECONOMY, PLANNING & EMPLOYABILITY SERVICES	5.701	6.238	6.238	0.537	109%
TOTAL EXPENDITURE	21.065	18.500	18.500	(2.565)	88%

Income	Current Budget £m	Actual to Date £m	Provisional Outturn £m	Provisional Variance £m	Provisional Outturn as % of Plan
SUSTAINABLE TRANSPORT	(0.702)	(0.691)	(0.691)	0.012	98%
ROADS INFRASTRUCTURE	(0.052)	(0.018)	(0.018)	0.035	33%
TRAFFIC MANAGEMENT	(1.700)	(1.670)	(1.670)	0.030	98%
STRATEGIC TRANSPORT INTERVENTION PROGRAMME	(0.998)	(0.751)	(0.751)	0.247	75%
TOTAL ASSETS, TRANSPORTATION & ENVIRONMENT	(3.453)	(3.129)	(3.129)	0.323	91%
REGENERATION - TOWN CENTRES	(1.432)	(1.432)	(1.432)	0.000	100%
JOINT INVESTMENT LAND	(0.253)	(0.253)	(0.253)	(0.000)	100%
INDUSTRIAL INVESTMENT PROGRAMME	(4.083)	(3.806)	(3.806)	0.277	93%
TOTAL ECONOMY, PLANNING & EMPLOYABILITY SERVICES	(5.768)	(5.491)	(5.491)	0.277	95%
TOTAL INCOME	(9.220)	(8.621)	(8.621)	0.600	93%



9 September 2021

Agenda Item No. 12

---

## 2021/22 Revenue Monitoring Projected Outturn

---

Report by: Eileen Rowand, Executive Director, Finance and Corporate Services  
Keith Winter, Executive Director, Enterprise & Environment

---

Wards Affected: All

---

### Purpose

---

The purpose of this report is to give members an update on the projected outturn financial position for the 2021/22 financial year for the areas in scope of the Economy, Tourism, Strategic Planning & Transportation Committee.

### Recommendations

---

Committee is asked to consider the current financial performance and activity as detailed in this report.

### Resource Implications

---

None.

### Legal & Risk Implications

---

There are no direct legal implications arising from this report.

### Impact Assessment

---

An EqlA has not been completed and is not necessary as no change or revision to existing policies and practices is proposed.

### Consultation

---

None.

## 1.0 Background

---

- 1.1 The report summarises the projected outturn position for 2021/22, taking into account the actual expenditure incurred, and provides an explanation of the main budget variances at section 3.
- 1.2 Section 4 of the report summarises the progress on delivery of approved budget savings and provides an explanation of any variances to the delivery of savings target.
- 1.3 Variances occur for a number of reasons and variances in budget are not always correlated to delivery of savings targets.

## 2.0 Issues

---

### 2.1 Projected Outturn

- 2.1.1 The projected overspend for the areas falling under the scope of this committee is £0.640m. A summary of the 2021/22 projected out-turn for the areas under the scope of this committee is detailed in Appendix 1. This shows projected expenditure against budget across the service headings within the Directorate. It should be noted that the balances are extracted from the ledger system and are shown as rounded thousands. This may mean that there are some rounding differences contained within the appendices, but these are immaterial values that do not impact on the overall financial position. The following paragraphs provide a brief explanation of the main areas where there are significant variances (+/-£0.250m) to budgets.
- 2.1.2 This report includes the projected ongoing cost of COVID-19 in relation to areas falling under the scope of the Economy, Tourism, Strategic Planning and Transportation Committee, and the mitigation available to the Enterprise and Environment Directorate to absorb some of these costs. The continuing financial implications of COVID-19 in 2021-22 and the funding available, including carry forward of grant funding from 2020-21, to meet these costs will be assessed corporately and reported to the Policy & Co-ordination Committee throughout the financial year.

## 3.0 Major Variances

---

### 3.1 Car and Lorry Parking overspend £1.044m

There is a projected net under recovery of income of £1.044m within Car Parking. This is due to an ongoing reduced level of demand as a result of the COVID-19 pandemic.

### 3.2 Public and Accessible Transport Underspend (£0.359m)

The projected underspend in Public & Accessible Transport of (£0.359m) is due to several factors relating to the pandemic. Primarily the reduced level of rail concession trips continuing into this financial year. There is also the continued financial support to bus operators as a result of the Scottish Government's Covid Support grant which negated the need for additional subsidised services. Further, although the Fife Bus Operations (DRT) are increasing they are still below pre pandemic levels providing a saving on transport costs and permitting a managed delay in filling some vacancies.

## 4.0 Progress on Budget Savings

---

4.1 Appendix 2 provides details of revenue budget savings for the areas falling under the scope of the Economy, Tourism, Strategic Planning and Transportation Committee, detailing achievement against the current year approved budget savings as at Quarter 1. The appendix details:

- the 3 year budget period for which the savings were approved
- the title of each saving
- the savings target relevant to the current financial year
- the value of saving forecast as deliverable for the financial year
- a Red/Amber/Green Status for each saving
- details of any substitute savings

4.2 All savings have been categorised using a Red/Amber/Green status and these are described as follows:

Green – No issues and saving is on track to be delivered

Amber – There are minor issues or minor reduction in the value of saving, or delivery of the saving is delayed

Red – Major issues should be addressed before any saving can be realised

4.3 Where a saving is no longer deliverable in the current year it is expected that substitute savings are identified to ensure that costs remain within budget overall. Where this is the case, the original saving will be categorised red or amber and a substitute saving will be identified. The substitute saving will be categorised as green and identified in the tracker as a substitute.

4.4 The saving to be delivered in this financial year is £0.120m and the delivery is forecast in full at £0.120m.

4.5 The full year saving amount is detailed along with annual forecast information detailed in appendix 2. There are no variations at Service level (+/-£0.250m) between the Service savings target and the projected saving being delivered within the current financial year.

## 5.0 Conclusions

---

- 5.1 The projected outturn position for the areas under the scope of the Economy, Tourism, Strategic Planning & Transportation Services Committee is a net overspend of £0.640m (1.89%).

### List of Appendices

- 1 Projected Outturn 2021/22 Summary
- 2 Approved 2021/22 Saving

### Background Papers

None

### Report Contact

Ashleigh Allan

Finance Business Partner

Finance Service

Fife House

North Street

Glenrothes

Telephone: 03451 55 55 55 (Ext. 443948)

Email: [Ashleigh.allan@fife.gov.uk](mailto:Ashleigh.allan@fife.gov.uk)

# BUDGET MONITORING REPORT SUMMARY

# APPENDIX 1

2021-22

ECONOMY, TOURISM, STRATEGIC PLANNING & TRANSPORTATION

SUB-COMMITTEE

SERVICE	CURRENT BUDGET 2021-22 £m	FORECAST 2021-22 £m	FORECAST VARIANCE £m	FORECAST VARIANCE %
<b>TOTAL COST OF SERVICE</b>	<b>55.800</b>	<b>56.440</b>	<b>0.640</b>	<b>1.15%</b>
<b>LESS: CORPORATELY MANAGED ITEMS</b>	<b>21.984</b>	<b>21.984</b>	<b>0.000</b>	<b>0.00%</b>
<b>SERVICE MANAGED NET BUDGET</b>	<b>33.817</b>	<b>34.457</b>	<b>0.640</b>	<b>1.89%</b>
<b>ANALYSIS OF SERVICE MANAGED BUDGET</b>				
EPES ADMIN & RESOURCES	0.507	0.550	0.042	8.34%
BUSINESS & EMPLOYABILITY	5.207	4.995	(0.212)	-4.07%
PLANNING	1.409	1.497	0.088	6.23%
ROADS ADMINISTRATION	0.458	0.454	(0.004)	-0.90%
BUS STATION MANAGEMENT	(0.190)	(0.069)	0.122	-64.04%
CAR & LORRY PARKING	(1.242)	(0.198)	1.044	-84.02%
PUBLIC & ACCESSIBLE TRANSPORT	8.576	8.217	(0.359)	-4.18%
SUSTAINABLE TRAVEL	0.984	1.020	0.036	3.67%
BRIDGES & STRUCTURES, HARBOURS, COASTS AND FLOODS	2.604	2.509	(0.095)	-3.65%
NETWORK AND TRAFFIC MANAGEMENT	1.726	1.782	0.056	3.25%
ROUTINE MAINTENANCE	2.386	2.397	0.011	0.45%
ROADS STRUCTURAL MAINTENANCE	5.537	5.537	0.000	0.00%
WINTER MAINTENANCE	3.139	3.139	0.000	0.00%
ROADS OPERATIONS	(1.982)	(1.982)	0.000	0.00%
LIGHTING, TRAFFIC LIGHTS AND LIT SIGNS	4.080	4.080	0.000	0.00%
EE EXECUTIVE DIRECTOR	0.618	0.529	(0.089)	-14.33%
<b>TOTAL</b>	<b>33.817</b>	<b>34.457</b>	<b>0.640</b>	<b>1.89%</b>

FIFE COUNCIL  
TRACKING APPROVED 2021-22 SAVINGS  
ECONOMY, TOURISM, STRATEGIC PLANNING & TRANSPORTATION SUB-COMMITTEE  
JUNE 2021

Area	Approved Budget Year	Title of Savings Proposal	Savings Target £m	Actual £m	(Under)/Over £m	Rag Status
Assets, Transportation & Environment - Roads and Transportation Service	2021-24	Implementation of Risk Based Approach to Road Inspections	0.120	0.120	0.000	Green
<b>Grand Total</b>			<b>0.120</b>	<b>0.120</b>	<b>0.000</b>	

**Rag Status Key:-**

**Green - No issues and saving is on track to be delivered**

**Amber - There are minor issues or minor reduction in the value of saving, or delivery of the saving is delayed**

**Red - Major issues should be addressed before any saving can be realised**

Summary			
Rag Status	Savings Target £m	Overall Forecast £m	(Under)/Over £m
Green	0.120	0.120	0.000
Amber	0.000	0.000	0.000
Red	0.000	0.000	0.000
<b>Total</b>	<b>0.120</b>	<b>0.120</b>	<b>0.000</b>

9 September 2021

Agenda Item No. 13

---

## 2021/22 Capital Monitoring Projected Outturn - Enterprise and Environment Directorate

---

Report by: Eileen Rowand, Executive Director, Finance and Corporate Services

Keith Winter, Executive Director, Enterprise & Environment

---

Wards Affected: All

---

### Purpose

---

The purpose of this report is to provide an update on the Capital Investment Plan and advise on the projected outturn for the 2021/22 financial year for areas in scope of the Economy, Tourism, Strategic Planning and Transportation Committee.

### Recommendation(s)

---

Committee is asked to consider the current performance and activity across the 2021/22 Financial Monitoring as detailed in this report.

### Resource Implications

---

None.

### Legal & Risk Implications

---

None.

### Impact Assessment

---

An EqlA has not been completed and is not necessary as no change or revision to existing policies and practices is proposed.

### Consultation

---

None.

## 1.0 Background

---

- 1.1 Based on current information, this report summarises the projected capital outturn for the areas falling under the scope of this Committee for 2021/22. At this stage projected expenditure is £27.988m, representing 100% of the approved capital programme for 2020/21.
- 1.2 Appendix 1 shows an analysis of specific projects in the current capital investment plan which have a budget greater than £1.000m and analyses total project cost rather than only in year spend.
- 1.3 Appendix 2 details the projected expenditure against budget for each project.

## 2.0 Issues, Achievements & Financial Performance

---

### 2.1 Key Issues / Risks

- 2.1.1 Appendix 1 details the total cost forecast position for all capital projects within the areas under the scope of the Committee with an overall value of £1.000m and over. The key risks associated with the major projects are noted below.

### 2.2 Major Projects – Potential Risks and Actions

- 2.2.1 During 2020-21 Covid-19, on site construction work was on hold for a significant part of the year and also impacted on project costs and extended project delivery dates as contractors were required to make adjustments to working arrangements to accommodate the additional requirements, such as social distancing. The ongoing impact of Covid-19 on the delivery of capital projects was considered when setting the capital investment budgets for 2021-22. However it is likely that the overall scale of any additional costs or impact on availability of material will not be fully known until the financial year progresses. It is also currently unknown if tighter restrictions will be imposed in the winter months of 2021-22 which could have a significant impact on project delivery in year.

### 2.3 Financial Performance – 2021/22 Projected Outturn

- 2.3.1 Appendix 2 provides a summary of the projected outturn for each project for the financial year 2021/22. The appendix shows a projected outturn of £27.988m against a Capital Investment plan of £28.090m, a spending level of 100%.
- 2.3.2 There is a capital income budget for 2021/22 of £4.818m and projected outturn is £5.458m, representing 113% of the budgeted income.
- 2.3.3 The reasons for significant variances (+/-£0.500m) are detailed in paragraph 2.4.
- 2.3.4 Slippage is the term used to describe projects that are expected to spend less than the budget allocation in a particular year due to a delay in timing on the delivery of the project. This is not uncommon in the capital programme and the reasons for this can be wide and varied. Advancement is the term used to describe projects that are



expected to spend more than the budget allocation in a particular year due to an acceleration of the budget from future years.

## **2.4 Significant Variances**

### **2.4.1 Roads Infrastructure - £0.500m advancement**

The service received an additional £5m budget over two financial years to improve the road network across Fife. A road condition assessment has been undertaken and has identified several high value surfacing schemes on our main strategic routes that will greatly improve road conditions on these busy routes.

### **2.4.2 Industrial Innovation Investment Programme £0.800m over recovery**

This variance is mainly due to accelerated grant income on projects funded by Edinburgh and South East Scotland City Region Deal. An increased grant offer was received to take advantage of slippage in other authorities' programmes within the City Region Deal. This has allowed the council to draw down 100% grant on eligible expenditure in the financial year.

## **3.0 Conclusions**

---

- 3.1 The total 2021/22 approved programme for the areas in scope of the Economy, Tourism, Strategic Planning and Transportation Committee was £28.090m. The projected level of expenditure is £27.988m, which represents 100% of the total programme, resulting in a variance of £0.102m.
- 3.2 The management of capital resources require us to look across financial years, as well as within individual years. The current year performance is only a snapshot of the existing plan and the Directorate will adjust expenditure levels within future years of the plan to accommodate the advancement or slippage of projects.

## **List of Appendices**

- 1. Total Cost Monitor
- 2. Capital Monitoring Report by Service

## **Report Contact**

Ashleigh Allan  
Finance Business Partner  
Finance Service  
Fife House  
North Street  
Glenrothes

Telephone: 03451 55 55 55 (Ext. 443948)  
Email: [ashleigh.allan@fife.gov.uk](mailto:ashleigh.allan@fife.gov.uk)

**FIFE COUNCIL**  
**ECONOMY, TOURISM, STRATEGIC PLANNING AND TRANSPORTATION SUB COMMITTEE**  
**CAPITAL INVESTMENT PLAN 2021-31**  
**TOTAL COST MONITOR - MAJOR CAPITAL PROJECTS**

Appendix 1

Project	Theme	Total Project Budget £m	Total Projected Outturn £m	Variance £m	Variance %	Current Project Status	Expected Project Completion Date
Fife Interchange Business Units - Phase 1 & 2	Inclusive Growth and Jobs	11.027	11.027	-	0.00%	Current Project	2024-25
John Smith Business Park Business Units	Inclusive Growth and Jobs	5.517	5.517	-	0.00%	Future Project	2026-27
Northern Road Link East End	Thriving Places	10.950	10.950	-	0.00%	Preparatory Work	2026-27
Western Distributer Road	Thriving Places	10.326	10.326	-	0.00%	Future Project	2028-29
Northern Link Road A823	Thriving Places	8.568	8.568	-	0.00%	Preparatory Work	2025-26
<b>Total Major Projects over £5.000m</b>		<b>46.388</b>	<b>46.388</b>	<b>-</b>	<b>0.00%</b>		
Broad Street Bridge Cowdenbeath	Maintaining our Assets	3.808	3.808	-	0.00%	Preparatory Work	2023-24
Leven Railway Bridge & Bawbee Bridge	Maintaining our Assets	2.536	2.536	-	0.00%	Preparatory Work	2023-24
Lyne Burn	Maintaining our Assets	1.217	1.217	-	0.00%	Future Project	2024-25
Den Burn Bridge	Maintaining our Assets	2.120	2.120	-	0.00%	Preparatory Work	2025-26
Levenmouth Rail Link	Thriving Places	4.630	4.630	-	0.00%	Current Project	2025-26
Kings Road/Admiralty Road Junction	Thriving Places	1.880	1.880	-	0.00%	Future Project	2027-28
Rumblingwell Junction	Thriving Places	2.800	2.800	-	0.00%	Future Project	2030-31
William Street Upgrade	Thriving Places	3.187	3.187	-	0.00%	Future Project	2030-31
Levenmouth Business Units - Phase 1	Inclusive Growth and Jobs	1.736	1.736	-	0.00%	Current Project	2022-23
Queensway Development Site	Inclusive Growth and Jobs	3.356	3.364	0.008	0.24%	Current Project	2021-22
Dunnikier Business Units	Inclusive Growth and Jobs	2.362	2.362	-	0.00%	Current Project	2022-23
Queensway Refurbishment	Inclusive Growth and Jobs	1.380	1.380	-	0.00%	Future Project	2022-23
Fife Interchange North Site Servicing	Inclusive Growth and Jobs	1.490	1.490	-	0.00%	Current Project	2022-23
Levenmouth Business Units - Phase 2	Inclusive Growth and Jobs	4.310	4.310	-	0.00%	Current Project	2024-25
Dalgaty Bay Business Units - Phase 2	Inclusive Growth and Jobs	4.384	4.384	-	0.00%	Current Project	2023-24
Kirkcaldy Innovation Hub	Inclusive Growth and Jobs	1.686	1.686	-	0.00%	Future Project	2028-29
<b>Total Major Projects over £1.000m</b>		<b>89.269</b>	<b>89.277</b>	<b>0.008</b>	<b>0.01%</b>		
<b>Total Major Projects</b>		<b>135.657</b>	<b>135.665</b>	<b>0.008</b>	<b>0.01%</b>		

Expenditure	Current Budget £m	Actual to Date £m	Projected Outturn £m	Projected Variance £m	Projected Outturn as % of Plan
STRUCTURES INFRASTRUCTURE	2.533	0.018	2.513	(0.020)	99%
SUSTAINABLE TRANSPORT	0.733	0.509	0.614	(0.120)	84%
ROADS INFRASTRUCTURE	11.094	1.289	11.594	0.500	105%
TRAFFIC MANAGEMENT	1.478	0.045	1.100	(0.378)	74%
STREETLIGHTING	1.559	0.222	1.559	-	100%
STRATEGIC TRANSPORT INTERVENTION PROGRAMME	0.607	-	0.654	0.046	108%
<b>TOTAL ASSETS, TRANSPORTATION &amp; ENVIRONMENT</b>	<b>18.004</b>	<b>2.082</b>	<b>18.033</b>	<b>0.029</b>	<b>100%</b>
REGENERATION - TOWN CENTRES	2.821	0.868	2.714	(0.107)	96%
BUSINESS PREMISES REFURBISHMENT PROGRAMME	0.014	-	0.014	-	100%
GROWING THE ECONOMY	1.363	0.005	1.372	0.009	101%
VACANT/DERELICT LAND	0.486	0.009	0.486	-	100%
INDUSTRIAL INVESTMENT PROGRAMME	5.403	0.442	5.369	(0.034)	99%
<b>TOTAL ECONOMY, PLANNING &amp; EMPLOYABILITY SERVICES</b>	<b>10.086</b>	<b>1.324</b>	<b>9.955</b>	<b>(0.131)</b>	<b>99%</b>
<b>TOTAL EXPENDITURE</b>	<b>28.090</b>	<b>3.406</b>	<b>27.988</b>	<b>(0.102)</b>	<b>100%</b>

Income	Current Budget £m	Actual to Date £m	Projected Outturn £m	Projected Variance £m	Projected Outturn as % of Plan
SUSTAINABLE TRANSPORT	(0.197)	0.019	(0.184)	0.013	93%
ROADS INFRASTRUCTURE	(0.038)	-	-	0.038	0%
TRAFFIC MANAGEMENT	(0.030)	0.032	-	0.030	0%
STRATEGIC TRANSPORT INTERVENTION PROGRAMME	(0.732)	-	(0.654)	0.079	89%
<b>TOTAL ASSETS, TRANSPORTATION &amp; ENVIRONMENT</b>	<b>(0.998)</b>	<b>0.051</b>	<b>(0.838)</b>	<b>0.160</b>	<b>84%</b>
REGENERATION - TOWN CENTRES	(0.072)	(3.163)	(0.072)	-	100%
INDUSTRIAL INVESTMENT PROGRAMME	(3.748)	0.000	(4.548)	(0.800)	121%
<b>TOTAL ECONOMY, PLANNING &amp; EMPLOYABILITY SERVICES</b>	<b>(3.820)</b>	<b>(3.163)</b>	<b>(4.620)</b>	<b>(0.800)</b>	<b>121%</b>
<b>TOTAL INCOME</b>	<b>(4.818)</b>	<b>(3.112)</b>	<b>(5.458)</b>	<b>(0.639)</b>	<b>113%</b>

**Economy Tourism Strategic Planning and Transportation**  
**9 September, 2021**  
**Agenda Item No. 14**

<b>Economy Tourism Strategic Planning and Transportation of 25 November 2021</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	
Forth Bridges Area Tourism Strategy 2018-2028	Economy, Planning and Employability	Sandra Montador-Stewart, Karen Stewart-ep	
Risk Based Approach to Roads Maintenance - Progress Report	Assets, Transportation and Environment	Martin Kingham	
Fife Tourism and Events Strategy Annual Update	Economy, Planning and Employability	Sandra Montador-Stewart	
Fife Council Public Electric Vehicle Charging Network	Assets, Transportation and Environment	Jane Findlay, John Mitchell	
Business Gateway Annual Performance Report	Economy, Planning and Employability	Pamela Stevenson, Gordon Mole	
New Road & Street Work Act	Assets, Transportation and Environment	Martin Kingham	
Fife Roads Condition Annual Report	Assets, Transportation and Environment	Neil Watson, Martin Kingham	
Revenue Monitoring Projected Outturn 2021-22	Finance and Corporate Services	Jackie Johnstone	
Capital Monitoring Projected Outturn 2021-22	Finance and Corporate Services	Jackie Johnstone	

<b>Economy Tourism Strategic Planning and Transportation of 17 March 2022</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Funding for VisitScotland Project Agreement	Economy, Planning and Employability	Sandra Montador-Stewart	
Support for Voluntary Organisations	Economy, Planning and Employability	Gordon Mole	

**Economy Tourism Strategic Planning and Transportation**  
**9 September, 2021**  
**Agenda Item No. 14**

<b>Unallocated</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
ELBF (Edinburgh, Lothians and Borders and Fife) - Update Membership	Assets, Transportation and Environment	Ian Smart	
Scottish Government Road Safety Framework to 2030	Assets, Transportation and Environment	Steven Sellars	