

Policy and Co-ordination Committee

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



Thursday, 3rd March, 2022 - 10.00 a.m.

AGENDA

Page Nos.

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|--|----------|
| 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. MINUTES | |
| (i) Policy and Co-ordination Committee of 20th January, 2022. | 3 - 7 |
| (ii) The following Sub-Committee minutes are submitted for noting only:- | |
| • Assets and Corporate Services of 27th January, 2022. | 8 - 12 |
| • Education and Children's Services of 28th January, 2022. | 13 - 16 |
| • Community and Housing Services of 3rd February, 2022. | 17 – 26 |
| • Environment and Protective Services of 10th February, 2022. | 27 - 32 |
| 4. REVENUE MONITORING 2021-22 – Report by the Executive Director (Finance and Corporate Services). | 33 – 49 |
| 5. CAPITAL INVESTMENT PLAN UPDATE – PROJECTED OUTTURN 2021-22 – Report by the Executive Director (Finance and Corporate Services). | 50 - 59 |
| 6. NO ONE LEFT BEHIND 2022-23 COMMISSIONING – Report by the Head of Business and Employability Services. | 60 – 98 |
| 7. ABBEYVIEW COMMUNITY HUB FACILITY PROJECT – Report by the Head of Communities and Neighbourhoods Service. | 99 - 134 |

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.

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Head of Legal and Democratic Services
Finance and Corporate Services
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24th February, 2022.

If telephoning, please ask for:
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THE FIFE COUNCIL - POLICY AND CO-ORDINATION COMMITTEE – REMOTE MEETING

20th January, 2022.

10.00 a.m. – 12.30 p.m.

PRESENT: Councillors David Alexander (Convener), David Barratt, John Beare, Tim Brett, Altany Craik, Dave Dempsey, Linda Erskine, David Graham, Judy Hamilton, Andy Heer, Linda Holt, Carol Lindsay, Donald Lothian, Mino Manekshaw, Karen Marjoram, Tony Miklinski, David Ross, Fay Sinclair, Ross Vettraino and Craig Walker.

ATTENDING: Steve Grimmond, Chief Executive; Eileen Rowand, Executive Director (Finance and Corporate Services), Elaine Muir, Head of Finance, Charlie Anderson, Head of Business Technology Solutions, Carol McColl, Business Change Manager, BTS, Helena Couperwhite, Committee Manager and Michelle McDermott, Committee Officer, Legal and Democratic Services, Finance and Corporate Services; Keith Winter, Executive Director (Enterprise and Environment), Ken Gourlay, Head of Assets, Transportation and Environment and John Mitchell, Senior Manager, Assets, Transportation and Environment; Fiona McKay, Head of Strategic Planning, Performance and Commissioning, Health and Social Care; John Mills, Head of Housing Services; and Kathy Henwood, Head of Education and Children's Services.

APOLOGY FOR ABSENCE: Councillor Helen Law.

337. DECLARATIONS OF INTEREST

No declarations of interest were submitted in terms of Standing Order No. 7.1.

Councillor Judy Hamilton joined the meeting during consideration of the above item.

338. MINUTE

The Committee considered the minute of the Policy and Co-ordination Committee meeting of 9th December, 2021.

Decision

The Committee agreed to approve the minute.

COVID AND BUSINESS CONTINUITY UPDATE

The Chief Executive provided an update on the significant pressures which Services had been and continued to be under in relation to Covid. It was noted that Fife continued to have high levels of Covid Omicron infections but, as was the case across Scotland and the UK, Fife appeared to be beyond the peak and were seeing a reduction in cases. Following on from this, the First Minister had announced on Tuesday that some restrictions were being lifted from Monday, 24th January.

The/

2022 PC 105

The Council's Incident Management Team (CIMT) continued to meet to consider current risks and business continuity in light of high covid levels and the high levels of staff absence which the Council were experiencing. It was noted that staff were continuing to work from home where possible but hopefully, following the First Minister's announcement, this would move to more flexible/hybrid arrangements from February but, frontline staff would continue to provide and maintain services across Fife. Staff absence levels continued to be a significant challenge but all Services were actively managing service delivery and prioritising workloads to maintain frontline service delivery.

In addition to Covid, other sickness absence also compounded the challenges the Council were facing particularly within Health and Social Care and schools being significantly challenged in relation to staff absences. In terms of Council service delivery, the Council were largely maintaining business as usual including housing, waste management, building services and protective services, however, it was noted that the Contact Centre were under considerable pressure due to a significant increase in self isolation grant applications but the rate of applications was now reducing. It was highlighted, however, that priority continued to ensure that crisis grant applications were being actioned timeously.

The Chief Executive advised that Health and Social Care continued to be under significant pressure with hospitals being particularly acute alongside the pressure of continuing to meet the demand of social care within the community. It was noted that the number of patients being discharged from hospital with appropriate care arrangements had increased but not at a level to resolve the continuing pressures. With regard to social care, the Chief Executive advised that an urgent request had been issued to the Council's workforce to temporarily assist with care services.

The Chief Executive concluded that the situation with service delivery remained precarious but that he would continue to oversee this through the CIMT meetings.

Decision

It was agreed that the Chief Executive would provide:-

- (1) a further briefing, in due course, to staff and elected members detailing the new provisions to be put into effect particularly in relation to hybrid working; and
- (2) elected members with updated arrangements in relation to future Committee meetings being held remotely/blended.

339. REVENUE MONITORING 2021-22

The Committee considered a report by the Executive Director (Finance and Corporate Services) providing members with a strategic overview of Fife Council's finances and provided an update to the previous report. Funding solutions were also outlined to deal with the continued financial implications of Covid-19 as well as reform and recovery from the pandemic in the current financial year 2021-22. The report also provided the forecast outturn position for 2021-22.

Decision/

Decision

The Committee:-

- (1) noted the high level financial position as detailed in the report;
- (2) noted the financial plan for 2021-22 had been updated in response to the financial pressures as detailed in section 2 of the report;
- (3) instructed all Services to continue to mitigate additional costs, continue to deliver approved savings and contain expenditure within the approved budget provision wherever possible; and
- (4) noted that detailed provisional outturn reports would be submitted to the relevant Sub-Committees when it was practical to do so.

Councillor Craig Walker left the meeting during consideration of the above item.

340. CAPITAL INVESTMENT PLAN UPDATE - PROJECTED OUTTURN 2021-22

The Committee considered a report by the Executive Director (Finance and Corporate Services) providing members with a strategic financial overview of the Capital Investment Plan and advised on the projected outturn for the 2021-22 financial year.

Decision

The Committee noted:-

- (1) the projected outturn position, that the level of financial risk appeared to be increasing and noted the mitigating actions for the major projects within the Capital Investment Plan;
- (2) the projected outturn position for the 2021-22 Capital Investment Plan;
- (3) that more detailed capital outturn reports for 2021-22 would be submitted to relevant Sub-Committees of the Council in accordance with agreed financial reporting arrangements; and
- (4) that budget variances would be managed by the appropriate Directorate in conjunction with the Investment Strategy Group.

Councillor Donald Lothian left the meeting following conclusion of the above item.

341. LEVEN RAILWAY BRIDGE WORKS - CAPITAL FUNDING

The Committee considered a report by the Head of Assets, Transportation and Environment seeking approval for the Leven Rail Bridge Replacement business case to allow the works to replace the Leven Rail Bridge to be undertaken within Network Rail's programme to deliver the reinstatement of the Leven Rail Link.

During the meeting, it was highlighted that, since the report was drafted, Assets, Transportation and Environment had continued to work with Finance colleagues who had confirmed that the bridge work budget could be increased by up to £5.711m/

£5.711m by using the capital contingencies budget that was held within the capital plan. This would fund the cost associated with the change in scope of the project. Capital contingencies were held for one off events such as this that happened outwith the capital planning process.

Decision

The Committee :-

- (1) agreed the need to deliver the Leven Rail Bridge replacement works as part of the delivery mechanism to implement the Leven Rail Link which was programmed for delivery by the end of December, 2023;
- (2) approved the business case and the selection of option 2(b) to deliver the bridge replacement works at an overall cost of £8.157m; and
- (3) agreed to delegate to the Executive Director (Finance and Corporate Services) and the Executive Director (Enterprise and Environment) to agree Heads of Terms with Transport Scotland as well as agreement to the Team Scotland Execution Plan.

342. CUPAR CARE HOME REPLACEMENT PROGRAMME

The Committee considered a report by the Director of Health and Social Care providing an update on the Cupar Care Home Replacement Project advising that, following more detailed cost analysis, the current estimates went beyond the 5% project tolerance and a funding solution required to be determined to bridge the identified gap.

Decision

The Committee noted the status of the Cupar Care Home Replacement Project and agreed additional capital funding of £1.279m to be funded from the commitment in general fund balances set aside for costs and pressures following the Covid-19 pandemic. As the funding was revenue in nature, it would be treated as Capital from Current Revenue (CFCR) funding.

The meeting adjourned at 11.30 a.m. and reconvened at 11.45 a.m.

343. ARMED FORCES COVENANT - TRAINING AND MOBILISATION POLICY

The Committee considered a report by the Head of Human Resources seeking approval for the implementation of a training and mobilisation policy for reservists and revisions to the special leave policy for the wider Armed Forces community in our workforce, in accordance with the Council's commitment to the Armed Forces Covenant.

Decision

The Committee agreed:-

- (1) the implementation of the training and mobilisation policy included within the Appendix to the report; and
- (2) the revisions to the special leave policy as detailed in the report.

Councillor Craig Walker/

Councillor Craig Walker rejoined the meeting during consideration of the above item.

344. ASSISTING UNACCOMPANIED CHILDREN AS PART OF THE ASYLUM SEEKER DISPERSAL SCHEME

The Committee considered a joint report by the Head of Education and Children's Services and the Head of Housing Services following on from reports submitted to this Committee in July 2020 and April 2021 confirming that the Home Office had now mandated all UK local authorities to participate in the UK Government's Asylum Seeker Dispersal Scheme. The report outlined the change of approach by the Home Office and highlighted the implications for Fife by this change.

Decision

The Committee noted:-

- (1) the change in Home Office policy; and
- (2) that the multi-agency response to support young people coming to Fife through the Mandatory Scheme would continue to be co-ordinated through the Syrian Vulnerable Persons Core Group.

345. ASSET MANAGEMENT LEGACY SYSTEMS REPLACEMENT PROGRAMME (PRIVATE REPORT)

The Committee resolved, under Section 50(A)(4) of the Local Government (Scotland) Act 1973, as amended, to exclude the public and press from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in Paragraph 8 of Part 1 of Schedule 7A of the Act.

The Committee considered a report by the Executive Director (Enterprise and Environment) advising members of the progress to date of the Asset Management Legacy Systems Replacement Programme and the proposed next steps.

Decision

The Committee:-

- (1) noted the progress of the programme to date; and
 - (2) approved delegated authority to the Executive Director (Enterprise and Environment) and Executive Director (Finance and Corporate Service) to award contracts to the preferred suppliers as detailed in the report following the outcome of the agile procurement exercise.
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**THE FIFE COUNCIL - ASSETS AND CORPORATE SERVICES SUB-COMMITTEE –
REMOTE MEETING**

27th January, 2022

10.00 a.m. – 11.30 a.m.

PRESENT: Councillors David Barratt (Convener), David Alexander, Alistair Bain, Alex Campbell, Mick Green, Gary Guichan, Jean Hall-Muir, John O'Brien, Kathleen Leslie, David MacDiarmid, Ross Paterson, Bill Porteous and Andrew Verrecchia.

ATTENDING Keith Winter, Executive Director, Enterprise and Environment, Ken Gourlay, Head of Assets, Transportation and Environment, Michael Drever, Programme Manager, Levenmouth Reconnected Blueprint, Shaun Crosby, Estates Surveyor, Alan Paul, Senior Manager (Property Services), Assets Transportation and Environment; Paul Vaughan, Head of Communities and Neighbourhoods, Sharon Douglas, Community Investment Team Manager, Donald Grant, Community Manager (North East Fife), David Paterson, Community Manager (Levenmouth), Communities and Neighbourhoods; Gordon Mole, Head of Business and Employability, Ronnie Hair, Property Investment and Development Manager, Economy, Planning and Employability Services; Donna Grieve, Accountant, Caroline Ritchie, Accountant, Finance and Corporate Services and Michelle Hyslop, Committee Officer, Legal and Democratic Services.

199. DECLARATIONS OF INTEREST

No declarations of interest were submitted in terms of Standing Order No. 7.1.

200. MINUTE

The Committee considered the minute of the meeting of the Assets and Corporate Services Sub-Committee of 4th November, 2021.

Decision

The Committee agreed to approve the minute.

201. BYRE THEATRE, ST ANDREWS

The Committee considered a joint report by the Head of Communities and Neighbourhoods and the Head of Assets, Transportation and Environment, which sought members approval to vary the terms of the existing lease at the Byre Theatre, St Andrews. The proposal would extend the existing lease, which would be due to expire in 2039 by a further 15 years to expire in 2054, and at the end of the lease, ownership would then be transferred from Fife Council to St Andrews University for £1.

Decision./

Decision

The Committee agreed: -

- (1) to approve the extension of the lease by a further 15 years to expire in 2054; and
- (2) on the sale of the theatre to St Andrews University for £1 on expiry of the lease.
- (3) to incorporate a representative of the Royal Burgh of St Andrews Community Council onto the Byre Theatres Stakeholders Group;
- (4) that the Fife Council representative on the Byre Theatre Stakeholders Group would represent the ward in which the Theatre is located;
- (5) to include under the section Community Performances of Schedule 1 – recognising the community access expectations of organisations and groups that use the theatre and key strategic events; and
- (6) that, on conclusion of the lease, the council would seek the continued use of the property by the local community to appropriate facilities within St Andrews

202. SILVERBURN PARK, LEVEN: PROPOSED DISPOSAL OF FLAX MILL BUILDING

The Committee considered a joint report by the Head of Assets, Transportation and Environment and the Head of Communities and Neighbourhoods providing an update on the discussions with Fife Employment Access Trust (FEAT) on the lease of Silverburn Park, Leven. Members were asked to consider the terms of the disposal of the Flax Mill building located within Silverburn Park.

Decision

The Committee agreed to:-

- (1) dispose of the Flax Mill building within Silverburn Park, Leven to Fife Employment Access Trust (FEAT) and on completion of the refurbishment of the building at less than best consideration; and
- (2) dispose of the Flax Mill building at a price of £Nil.

All otherwise on terms and conditions to the satisfaction of the Head of Assets, Transportation and Environment, Head of Communities and Neighbourhoods and the Head of Legal and Democratic Services.

203./

203. SUBSIDISED LEASES POLICY – IMPLEMENTATION REPORT

The Committee considered a joint report by the Head of Communities and Neighbourhoods and the Head of Assets, Transportation and Environment which presented progress on the implementation of the subsidised leases policy since its introduction in April, 2020.

Decision

The Committee: -

- (1) noted the progress made to date; and
- (2) approved the proposed updates to the policy as set out in paragraphs 2.4-2.6 of the report.

204. 2021/22 REVENUE MONITORING PROJECTED OUTTURN - FINANCE & CORPORATE SERVICES

The Committee considered a report by the Executive Director, Finance and Corporate Services providing members with an update on the projected outturn financial position for 2021/22 for the Finance and Corporate Services Directorate.

Decision

The Committee noted the current financial performance activity as detailed in the report.

205. 2021/22 CAPITAL MONITORING PROJECTED OUTTURN - FINANCE & CORPORATE SERVICES

The Committee considered a report by the Executive Director, Finance and Corporate Services providing members with an update on the Capital Investment Plan and advised on the projected financial position for the 2021/22 financial year for the Finance and Corporate Services Directorate.

Decision

The Committee noted the current performance and activity as detailed in the report.

206. 2021/22 REVENUE MONITORING PROJECTED OUTTURN - ENTERPRISE & ENVIRONMENT DIRECTORATE

The Committee considered a joint report by the Executive Director, Finance and Corporate Services and the Executive Director, Enterprise and Environment updating members on the 2021/22 projected outturn financial position for the areas in scope of the Assets and Corporate Services Sub-Committee in relation to Assets only.

Decision

The Committee noted the current financial performance and activity as detailed in the report.

207./

207. 2021/22 CAPITAL MONITORING PROJECTED OUTTURN - ENTERPRISE & ENVIRONMENT DIRECTORATE

The Committee considered a joint report by the Executive Director, Finance and Corporate Services and the Executive Director, Enterprise and Environment providing members with an update on the Capital Investment Plan and advised on the projected financial position for the 2021/22 financial year for the areas in scope of the Assets and Corporate Services Sub-Committee in relation to Assets only.

Decision

The Committee noted the current performance and activity as detailed in the report.

208. ASSETS & CORPORATE SERVICES SUB-COMMITTEE FORWARD WORK PROGRAMME

Decision

The Committee noted the content of the Assets and Corporate Services Sub-Committee forward work programme.

209. PROPOSED PROPERTY TRANSACTION QUEENSWAY TECHNOLOGY AND BUSINESS PARK GLENROTHES

The Committee considered a report by the Head of Business and Employability which sought approval of a transaction, which would comprise of the acquisition of a single storey warehouse, office and related land as part of Unit Q10, Flemington Road, Glenrothes, and to dispose of the property which forms parts of Unit Q9 and Units Q10 E&G, Flemington Road, Glenrothes. This would form part of an overall agreement with the owner of Unit 10, Flemington Road to demolish parts of the existing property to create replacement premises and small business units to be sold to Fife Council.

Decision

The Committee noted:-

- (1) the information contained in the report; and
- (2) noted that a private paper detailing the commercial terms would be detailed later in the meeting.

210. PROPOSED PROPERTY TRANSACTION QUEENSWAY TECHNOLOGY AND BUSINESS PARK GLENROTHES

The Committee resolved, under Section 50 (A)(4) of the Local Government (Scotland) Act, 1973, to exclude the public and press from the meeting for this item of business on the grounds that it involved the likely disclosure of exempt information as defined in Paragraphs 8 and 9 of Part 1 of Schedule 7A to the Act.

The./

2022 ACS 85

The Committee considered a report by the Head of Business and Employability which sought approval of a transaction, which would comprise of the acquisition of a single storey warehouse, office and related land as part of Unit Q10, Flemington Road, Glenrothes, and to dispose of the property which forms parts of Unit Q9 and Units Q10 E&G, Flemington Road, Glenrothes. This would form part of an overall agreement with the owner of Unit 10, Flemington Road to demolish parts of the existing property to create replacement premises and small business units to be sold to Fife Council.

Decision

The Committee approved:-

- (1) the acquisition of a single storey warehouse, office and related land as part of Unit Q10; and
 - (2) the disposal of the property which formed part of Unit Q9 and Units Q10 E&G, Flemington Road, Glenrothes.
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**THE FIFE COUNCIL - EDUCATION & CHILDREN'S SERVICES SUB-COMMITTEE –
REMOTE MEETING**

28th January, 2022

2.00 p.m. – 4.00 p.m.

PRESENT: Councillors Craig Walker (Convener), James Calder, Bobby Clelland, Dave Dempsey, Linda Erskine, Ian Ferguson, Derek Glen (substituting for Councillor Ford), Gary Guichan, Andy Heer, Helen Law, Kathleen Leslie, Rosemary Liewald, Ross Paterson, Fay Sinclair, Alistair Suttie, Mr. Alastair Crockett, Mr. George Haggarty and Mr. William Imlay.

ATTENDING: Carrie Lindsay, Executive Director - Education & Children's Services, Shelagh McLean, Head of Education & Children's Services (Early Years and Directorate Support), Rona Weir, Education Manager, Jackie Funnell, Education Manager, Angela Logue, Head of Education & Children's Services (Primary Schools & Improvement) and Gavin Waterston, Quality Improvement Officer, Education & Children's Services; Lindsay Thomson, Head of Legal and Democratic Services and Emma Whyte, Committee Officer, Legal & Democratic Services.

**ALSO
ATTENDING:** Joyce Tomlinson, Director of Public Health, NHS Fife.

239. DECLARATIONS OF INTEREST

No declarations of interest were submitted in terms of Standing Order No. 7.1.

240. MINUTE

The Sub-Committee considered the minute of meeting of the Education and Children's Services Sub-Committee of 9th November, 2021.

Decision

The Sub-Committee agreed to approve the minute.

241. MINUTES OF EDUCATION APPOINTMENT COMMITTEE

The Sub-Committee considered the minutes of meetings of the Education Appointment Committee of 26th October and 24th November, 2021.

Decision

The Sub-Committee noted the minutes.

242. NATIONAL HEALTH & WELLBEING CENSUS

The Sub-Committee considered a report by the Executive Director, Education and Children's Services informing of the arrangements in place for Fife Council to undertake the Scottish Government National Health and Wellbeing Census and to/

2022 ECS 103

to respond to the decision of Fife Council by providing information on the proposed content and processes associated with implementation, for decision.

The meeting adjourned at 2.55 p.m. and reconvened at 3.10 p.m.

Motion

Councillor Leslie, seconded by Councillor Dempsey, moved as follows:-

“The Sub-Committee:-

Notes that it was the decision of the Fife Council to postpone Fife Council’s participation in the survey until the Education and Children Services Sub-Committee can consider a report on the survey covering the following matters: -

- (1) why this survey is necessary in Fife
- (2) what questions will be asked of which year groups in school
- (3) who will see any data collected
- (4) what use will be made of that data
- (5) what data protection measures will be in place

Notes that the report does not address satisfactorily why the survey is necessary.

Agrees that we should continue to postpone participation in the survey until a further report is provided to the committee (or its successor) by the Director of Education and Children’s Services which sets out an explanation for why each of the proposed questions is necessary to improve health and well-being.

Agrees that the collection of personal data for the uses described in the report should not be supported and that the survey should not collect or use any personal data for any purpose or use.”

Amendment 1

Councillor Erskine, seconded by Councillor Law, moved as follows:-

“The Sub-Committee agrees:-

- (1) To continue to postpone the participation with the survey.
- (2) To refer the survey back to the Scottish Government to reconsider the approach to the collection of personal data so that complete confidentiality is ensured and no individual taking part in this census can be identified.
- (3) To ask the Scottish Government to review the appropriateness of all questions and in particular the sexual health section in light of parental and carer concerns.
- (4) To ask the Scottish Government to ensure that all questions are age appropriate.
- (5) The final version of the survey is provided to the Committee before it is issued to ensure that the Survey is necessary for Fife Council.”

Amendment/

Amendment 2

Councillor Walker, seconded by Councillor Liewald, moved as follows:-

“The Sub-Committee:-

- (1) Recognises that at its last meeting full council raised concerns about two aspects of this survey: i) data security, and the potential for individuals to be identified based on their candidate number; and ii) asking potentially sensitive questions about sexual health to individuals.
- (2) Agrees to remove the candidate number from the survey and replace with part postcode, gender and ethnicity.
- (3) Agrees to remove the section including questions on sexual health in its entirety.
- (4) Agrees to hold a workshop involving young adults to discuss and agree on the remaining questions in the survey, along with any amendments and bring a report back to the Education and Children's Services Sub-Committee in March.”

Following considerable debate, Councillor Leslie advised that she had decided to withdraw her motion.

Roll Call

For Amendment 1 – 10 votes

Councillors James Calder, Bobby Clelland, Dave Dempsey, Linda Erskine, Gary Guichan, Andy Heer, Helen Law, Kathleen Leslie, Ross Paterson and Mr. George Haggarty.

For Amendment 2 – 8 votes

Councillors Craig Walker, Ian Ferguson, Derek Glen, Rosemary Liewald, Fay Sinclair, Alistair Suttie, Mr. Alistair Crockett and Mr. William Imlay.

Amendment 1 was accordingly carried.

Decision

The Sub-Committee agreed:-

- (1) to continue to postpone the participation with the survey;
- (2) to refer the survey back to the Scottish Government to reconsider the approach to the collection of personal data so that complete confidentiality is ensured and no individual taking part in this census can be identified;
- (3) to ask the Scottish Government to review the appropriateness of all questions and in particular the sexual health section in light of parental and carer concerns;
- (4) to ask the Scottish Government to ensure that all questions are age appropriate; and
- (5)/

- (5) that the final version of the survey is provided to the Sub-Committee before it is issued to ensure that the survey is necessary for Fife Council.

243. INSPECTION OUTCOMES

The Sub-Committee considered a report by the Executive Director, Education and Children's Services providing an overview of the outcomes and key messages from school/early learning centre improvement work and Care Inspectorate Inspections:

- Early Learning and Childcare (ELC) settings, Primary, Secondary and Special Schools
- Care Inspectorate within the Early Learning Centres
- Care Inspectorate within Residential Provision
- Care Inspectorate within Out of School/Creche Provision

Decision

The Sub-Committee noted the outcomes of the overview and areas of success and progress, as well as the actions being taken to ensure continued improvement.

244. EDUCATION & CHILDREN'S SERVICES SUB-COMMITTEE FORWARD WORK PROGRAMME

The Sub-Committee considered the Education and Children's Services Sub-Committee Forward Work Programme.

Decision

The Sub-Committee noted the Education and Children's Services Sub-Committee Forward Work Programme, subject to amendment as necessary.

**THE FIFE COUNCIL - COMMUNITY AND HOUSING SERVICES SUB-COMMITTEE –
REMOTE MEETING**

3rd February, 2022

10.00 a.m. – 1.45 p.m.

PRESENT: Councillors Judy Hamilton (Convener), Lesley Backhouse, John Beare, Ken Caldwell, Alistair Cameron, Rod Cavanagh (substituting for Julie Ford), Neil Crooks, Dave Dempsey (substituting for David J Ross), Linda Erskine, Fiona Grant, Helen Law, Donald Lothian, Graham Ritchie and Darren Watt.

ATTENDING: Michael Enston, Executive Director - Communities, Paul Vaughan, Head of Communities and Neighbourhoods, John Mills, Head of Housing Services, Gavin Smith, Service Manager – Housing Access and Homelessness, Patricia Spacey, Safer Communities Manager, Helen Wilkie, Service Manager - Housing Condition and Supply, Peter Nicol, Housing Manager – Levenmouth, Housing Services; Paul D'Arcy, Project Manager, AT&E Property Services; Carlene Simpson, Assistant Project Manager (Private Sector), AT&E Property Services; Donna Christie, Lead Officer - Estate Management, Housing Services; Sharon Douglas, Community Investment Team Manager, Communities and Neighbourhoods; Emma Lennon, Accountant, Finance Services; Sheila Noble, Co-ordinator (Fife Violence Against Women Partnership), Children and Families and Criminal Justice Services and Wendy MacGregor, Committee Officer, Legal and Democratic Services.

ALSO IN ATTENDANCE: Heather Stuart, Chief Executive and Michelle Sweeney, Director of Creative Development and Delivery, Fife Cultural Trust; Alistair MacGregor, Chief Executive Fife Golf Trust; Emma Walker, Chief Executive Fife Sports and Leisure Trust; Heather Bett, Interim Senior Manager (Fife Violence Against Women Partnership); Bill Campbell, Fife Federation of Tenants and Residents Association (FFOTRA) and Ian Robertson, Glenrothes and Residents Association (GARF).

Prior to the start of business, the Convener paid tribute to Doreen Thompson, Housing Professional in the Private Sector and David Weir, Housing Manager, who had sadly passed away in December, 2021. Both Doreen and David were highly respected members of Housing Services and would be sorely missed by colleagues across Fife Council. The Convener, on behalf of the Sub-Committee, offered condolences and deepest sympathy to the families and friends of Doreen and David.

256. DECLARATIONS OF INTEREST

No declarations of interest were made in terms of Standing Order 7.1.

257. MINUTE

The Sub-Committee considered the minute of the Community and Housing Services Sub-Committee meeting of 29th October, 2021.

Decision/

Decision

The Sub-Committee agreed to approve the minute.

258. TRUSTS ANNUAL REPORTS 2020-21

The Sub-Committee considered annual reports reviewing performance and activity in 2020-21 from the 3 Trusts in Fife - Fife Cultural Trust; Fife Golf Trust and Fife Sports and Leisure Trust.

Decision

The Sub-Committee:-

- (1) noted the performance and continued development of the Trusts over the period 2020-21; and
- (2) congratulated the Trusts on their performance and recovery in very challenging circumstances due to the Covid-19 Pandemic.

259. FIFE VIOLENCE AGAINST WOMEN PARTNERSHIP UPDATE

The Sub-Committee considered a joint report by the Interim Senior Manager (Children Services, Sexual Health, BBV and Rheumatology) and Chair of Fife Violence Against Women Partnership, updating members on the progress of the Fife Violence Against Women Partnership (FVAWP) during 2020-21. FVAWP was responsible for the local delivery of *Equally Safe - Scotland's Strategy for Preventing and Eradicating Violence Against Women and Girls*. The FVAWP Annual Report 2020-21 directly linked to national priorities and detailed local partnership activity across statutory and third sectors.

The report highlighted the impact of Covid-19 on those with lived experience of gender-based violence. The FVAWP Annual Report covered the period of greatest Covid-19 restrictions which significantly impacted on women and children living with domestic abuse and other forms of violence against women, advising on how partners in Fife responded to the *Coronavirus Supplementary Violence Against Women Guidance for Local Authorities and Partners* (September 2020) which was published to support local areas to redress the increased risks.

Decision

The Sub-Committee:-

- (1) acknowledged the work undertaken by the Fife Violence Against Women Partnership (FVAWP); and
- (2) acknowledged and supported the continued efforts of Fife Violence Against Women Partnership including the response to Covid-19 and recognised the particular challenges for specialist services.

260./

260. 2021/22 REVENUE MONITORING

The Sub-Committee considered a joint report by the Executive Director of Finance and Corporate Services and the Executive Director of Communities providing an update on the projected outturn position for the 2021/22 financial year for the areas in scope of the Community and Housing Services Sub-Committee.

Decision

The Sub-Committee noted the current financial performance and activity for the 2021/22 Revenue Monitoring as detailed in the report.

261. 2021/22 CAPITAL MONITORING

The Sub-Committee considered a joint report by the Executive Director, Finance and Corporate Services and the Executive Director, Communities providing an update on the Capital Investment Plan and advising on the projected financial position for the 2021/22 financial year.

Decision

The Sub-Committee noted the current performance and activity for the 2021/22 Capital Monitoring as detailed in the report.

The Committee adjourned at 11.30 a.m.

The Committee reconvened at 11.35 a.m.

262. REVISED COMMISSIONING ARRANGEMENTS FOR THE HOUSING SUPPORT AND HOMELESSNESS PUBLIC SOCIAL PARTNERSHIP (PSP)

The Sub-Committee considered a report by the Head of Housing Services presenting a summary of the revised commissioning arrangements between the Council and the Public Social Partnership (PSP) from April 2022, following an independent review of Fife's PSP arrangements in 2021.

Decision

The Sub-Committee agreed:-

- (1) to re-introduce Council direct commissioning arrangements for PSP services by April 2022 subject to negotiation with the Lead Agent;
- (2) to establish individual SLAs with each of the partners for 2022/23 with a view to formalising longer term arrangements during the year, including the potential to test the market for gaps in service provision; and
- (3) that any proposed withdrawal from service commissioning arrangements by a service provider would be supported by a formal Exit Strategy as required by the Care Inspectorate.

263./

263. SUPPORT FOR VOLUNTARY ORGANISATIONS

The Sub-Committee considered a report by the Head of Communities and Neighbourhoods proposing recommendations for the level of support to voluntary organisations within Communities Directorate for the period 2022-2025.

Decision

The Sub-Committee approved the level of funding to voluntary organisations as detailed in the schedules attached to the report.

264. UPDATE REPORT - FORMALISING MANAGEMENT OF COMMUNITY HALLS AND CENTRES

The Sub-Committee considered a report by the Head of Communities and Neighbourhoods providing an update on progress following committee approval in November 2020, for consultation with voluntary management committees on the future management of community halls and centres.

Decision

The Sub-Committee acknowledged the updated position detailed in the report.

265. COMMUNITY DEVELOPMENT FINANCE INSTITUTION CONDUIT SCOTLAND - PROGRESS REPORT

The Sub-Committee considered a report by the Head of Communities and Neighbourhoods providing an update on progress of the Community Development Finance Institution (CDFI) since its establishment in 2017.

Decision

The Sub-Committee:-

- (1) noted the information detailed in the report and appendices; and
- (2) noted the future plans of the CDFI in its aim to recover from the impact COVID-19 had on operations.

266. A REVISED HOUSING ESTATES MANAGEMENT APPROACH

The Sub-Committee considered a report by the Head of Housing which was part of the development of People and Place Leadership and the Plan4Fife, proposing a revised Housing Estates Management Approach as a means of improving the local environment in housing estates. The report also detailed a proposal to use uncommitted HRA Reserves to kickstart the revised approach from April 2022.

Decision/

Decision

The Sub-Committee:-

- (1) approved the proposed revised Housing Estates Management Approach for implementation by April 2022;
- (2) approved the proposed HRA funding of £1.5m in 2022/23 from the uncommitted HRA Reserves;
- (3) agreed that progress reports would be submitted to the Area Committees by October 2022 as part of the Area Housing Plan updates; and
- (4) agreed that a report on the progress and implementation of the 'Revised Housing Estates Management Approach' would be submitted to the relevant Committee of the Council in the autumn of 2022.

Councillor Helen Law joined the meeting during consideration of the above item.

267. GARDEN FENCING POLICY

The Sub-Committee considered a report by the Head of Housing providing draft policy principles based on the existing Fencing Tests of Change and proposing additional Tests of Change in 2022/23 to fully test the principles and associated funding requirements to develop a Housing Services Garden Fencing Policy by late 2022.

Motion

Councillor Crooks, seconded by Councillor Law moved that the proposed policy principle - *Tenants be responsible for the ongoing painting/treating of their fence/shed* - be removed from the final Policy Statement.

Amendment

Councillor Backhouse, seconded by Councillor Lothian, moved to approve the report as per officer recommendation to include the policy principle - *Tenants be responsible for the ongoing painting/treating of their fence/shed* – in the final Policy Statement.

Vote

For the Motion - 4 votes

Councillors Cameron, Crooks, Erskine and Law.

For the Amendment - 9 votes

Councillors Backhouse, Beare, Caldwell, Cavanagh, Dempsey, Grant, Lothian and Watt.

Abstention - 1 vote

Councillor Hamilton.

The amendment, having received a majority of votes, was accordingly carried.

Decision

The Sub-Committee:-

- (1) considered and commented on the progress of the Tests of Change in Kirkcaldy and Methil;
- (2) agreed that an additional 5 Tests of Change would be established to fully test the draft policy principle; and
- (3) acknowledged that additional 'kickstart' funding of £0.5m - to enable a Test of Change in each area of Fife to be taken forward in 2022/23 - had been proposed in the Revised Estates Management Approach in a separate report to the Sub-Committee.

268. COMMUNITY AND HOUSING SERVICES SUB-COMMITTEE FORWARD WORK PROGRAMME

The Sub-Committee considered the Community and Housing Services Sub-Committee Forward Work Programme.

DECISION

The Sub-Committee noted the Community and Housing Services Forward Work Programme which would be updated accordingly.

269. AFFORDABLE HOUSING PROGRAMME (PUBLIC REPORT) – 44 NEW HOUSES - BELLYEOMAN ROAD, DUNFERMLINE

The Sub-committee considered a joint report by the Head of Housing, Head of Assets, Transportation and Environment, the Head of Legal and Democratic Services and the Procurement Service Manager seeking authority as part of the ongoing implementation of Phase 3 (2017-22) of the Fife Affordable Housing Programme, to continue negotiations and conclude legally binding agreements with the Developer for the development of 44 new affordable council houses at the site known as Bellyeoman Road, Dunfermline.

Decision

The Sub-Committee noted the contents of the report and that there followed later on the agenda, a confidential report providing detailed information on the (commercial) terms (see Para. 274. below).

270. AFFORDABLE HOUSING PROGRAMME (PUBLIC REPORT) - 10 NEW HOUSES - FAIR ISLE ROAD, KIRKCALDY

The Sub-committee considered a joint report by the Head of Housing, Head of Assets, Transportation and Environment, the Head of Legal and Democratic Services and the Procurement Service Manager seeking authority as part of the ongoing implementation of Phase 3 (2017-22) of the Fife Affordable Housing Programme, to continue negotiations and conclude legally binding agreements with the Developer for the purchase of 10 newly constructed council houses to Housing for Varying Needs Standards at Fair Isle Road, Kirkcaldy.

Decision/

Decision

The Sub-Committee noted the contents of the report and that there followed later on the agenda a confidential report providing detailed information on the (commercial) terms (see Para. 275. below).

271. AFFORDABLE HOUSING PROGRAMME (PUBLIC REPORT) – 51 NEW HOUSES – NEW FLOCKHOUSE, LOCHORE

The Sub-committee considered a joint report by the Head of Housing, Head of Assets, Transportation and Environment, the Head of Legal and Democratic Services and the Procurement Service Manager seeking authority as part of the ongoing implementation of Phase 3 (2017-22) of the Fife Affordable Housing Programme, to continue negotiations and conclude legally binding agreements with the Developer for the development of 51 new affordable council houses at the site known as New Flockhouse, Lochore.

Decision

The Sub-Committee noted the contents of the report and that there followed later on the agenda, a confidential report providing detailed information on the (commercial) terms (see Para. 276. below).

272. AFFORDABLE HOUSING PROGRAMME (PRIVATE REPORT) – INCREASES IN MARKET PRICES

The Sub-committee considered a joint report by the Head of Housing, Head of Assets, Transportation and Environment, the Head of Legal and Democratic Services and the Procurement Service Manager seeking authority as part of the ongoing implementation of Phase 3 (2017-22) of the Fife Affordable Housing Programme, to continue negotiations and conclude legally binding agreements with Developers at higher pricing levels than those approved at previous Committees.

Significant increases in pricing levels and volatility of construction materials and labour had been ongoing in recent months. Current demand for construction work was extremely high, particularly in the domestic housebuilding/improvement market. As a consequence, Developers have withdrawn previously agreed (but not yet contracted) pricing agreements and submitted increased pricing in line with market inflation. Increases ranged between 20-35%.

Decision

The Sub-Committee agreed to delegate authority to the Head of Housing Services, the Head of Assets, Transportation and Environment and the Head of Legal and Democratic Services to conclude negotiations and to enter into legally binding agreements on terms and pricing that reflected the current market conditions.

Councillors Beare and Caldwell left the meeting during consideration of the above item.

273./

273. TRANSFER OF FORMER DEPOT SITE, ELGIN STREET, DUNFERMLINE

The Sub-Committee considered a report by the Head of Housing and the Head of Assets, Transportation and Environment advising of the proposal to withdraw the former Depot site at Elgin Street, Dunfermline from the open market and seeking approval to the transfer of the site to support delivery of Phase 3 (2017-2022) of the Council's Affordable Housing Programme.

Decision

The Sub-Committee:-

- (1) agreed to approve the transfer of the former Depot site at Elgin Street, Dunfermline from the General Fund to the Housing Revenue Account at the approved internal transfer value as detailed in the report; and
- (2) noted that further reports providing detail surrounding the development of the site would be submitted to the relevant Committee in due course.

274. AFFORDABLE HOUSING PROGRAMME: (PRIVATE REPORT) – 44 NEW HOUSES - BELLYEOMAN ROAD, DUNFERMLINE

The Sub-committee considered a joint report by the Head of Housing, Head of Assets, Transportation and Environment, the Head of Legal and Democratic Services and the Procurement Service Manager seeking authority as part of the ongoing implementation of Phase 3 (2017-22) of the Fife Affordable Housing Programme, to continue negotiations and conclude legally binding agreements with the Developer for the development of 44 new affordable council houses as outlined in the appendix to the report.

Decision

The Sub-committee agreed to delegate authority to the Head of Housing Services, the Head of Assets, Transportation and Environment and the Head of Legal and Democratic Services to conclude negotiations and enter into legally binding agreements on terms to their satisfaction:

- (1) for the acquisition from the Developer of the site of the proposed housing development of 44 new affordable council houses for rent at the site known as Bellyeoman Road, Dunfermline, as described in the Appendix to the report;
- (2) for the direct award of a construction contract to the Developer for the construction of the development of 44 new council houses for social rent at the site known as Bellyeoman Road, Dunfermline for the total cost as detailed in the report (including land acquisition and construction costs), recognising that the figure may be adjusted as the detail of the proposal was worked through; and
- (3) to suspend the CONTRACT STANDING ORDERS – Scheme of Tender Procedures 2018 in terms of Contract Standing Order 6.1 in respect of the proposed direct award of the construction contract to the Developer on the grounds of the special circumstances described in the report.

275./

275. AFFORDABLE HOUSING PROGRAMME (PRIVATE REPORT) - 10 NEW HOUSES - FAIR ISLE ROAD, KIRKCALDY

The Sub-committee considered a joint report by the Head of Housing, Head of Assets, Transportation and Environment, the Head of Legal and Democratic Services and the Procurement Service Manager seeking authority as part of the ongoing implementation of Phase 3 (2017-22) of the Fife Affordable Housing Programme, to continue negotiations and conclude legally binding agreements with the Developer to purchase 10 newly constructed council houses to Varying Needs Standards at Fair Isle Road, Kirkcaldy as outlined in the appendix to the report.

Decision

The Sub-committee agreed to delegate authority to the Head of Housing Services, the Head of Assets, Transportation and Environment and the Head of Legal and Democratic Services to conclude negotiations and enter into legally binding agreements on terms to their satisfaction for the acquisition from the Developer of 10 new affordable council houses for rent at the site known as Fair Isle Road, Kirkcaldy for the total cost as detailed in the report (recognising that figure may be adjusted as detail of the proposal was worked through) all as described in the Appendix to the report.

276. AFFORDABLE HOUSING PROGRAMME (PRIVATE REPORT) –51 NEW HOUSES – NEW FLOCKHOUSE, LOCHORE

The Sub-committee considered a joint report by the Head of Housing, Head of Assets, Transportation and Environment, the Head of Legal and Democratic Services and the Procurement Service Manager seeking authority as part of the ongoing implementation of Phase 3 (2017-22) of the Fife Affordable Housing Programme, to continue negotiations and conclude legally binding agreements with the Developer for the development of 51 new affordable council houses as outlined in the appendix to the report.

Decision

The Sub-committee agreed to delegate authority to the Head of Housing Services, the Head of Assets, Transportation and Environment and the Head of Legal and Democratic Services to conclude negotiations and enter into legally binding agreements on terms to their satisfaction:

- (1) for the acquisition from the Developer of the site of the proposed housing development of 51 new affordable council houses for rent at the site known as New Flockhouse, Lochore, as described in the Appendix to the report;
- (2) for the direct award of a construction contract to the Developer for the construction of the development of 51 new council houses for social rent at the site known as New Flockhouse, Lochore for the total cost as detailed in the report (including land acquisition and construction costs), recognising that the figure may be adjusted as detail of the proposal is worked through; and
- (3)/

2022 CHSC 136

- (3) to suspend the CONTRACT STANDING ORDERS – Scheme of Tender Procedures 2018 in terms of Contract Standing Order 6.1 in respect of the proposed direct award of the construction contract to the Developer on the grounds of the special circumstances as described in the report.

CONVENER'S VALEDICTORY COMMENTS

As this was the last meeting of the Sub-Committee prior to the Local Government Elections in May, 2022, the Convener highlighted areas of work undertaken by the Sub-committee and expressed her appreciation for the contributions by all members and officers in supporting the work of the Sub-committee.

**THE FIFE COUNCIL - ENVIRONMENT & PROTECTIVE SERVICES SUB-COMMITTEE –
REMOTE MEETING**

10 February 2022

10.00 a.m. – 1.30 p.m.

PRESENT: Councillors Ross Vettrains (Convener), David Barratt, Rod Cavanagh, Dave Dempsey, Gavin Ellis, David Graham, Sharon Green-Wilson, Jean Hall-Muir, Judy Hamilton, Andy Heer, Alice McGarry, Derek Noble, Jonny Tepp and Jan Wincott.

ATTENDING: Keith Winter, Executive Director, Enterprise and Environment; Ken Gourlay, Head of Assets, Transportation and Environment, Ross Speirs, Service Manager (Structural Services), Rick Haynes, Lead Consultant, Flooding, Shoreline and Harbours, Assets, Transportation and Environment; Pam Ewen, Head of Planning, Nigel Kerr, Head of Protective Services, Lisa McCann, Service Manager, Environmental Health (Food & Workplace Safety), Lorna Starkey, Lead Officer Environmental Health (Food & Workplace Safety), Ross Spalding, Service Manager (Climate Change & Zero Waste), Economy, Planning & Employability Services; Robin Baird, Chief Executive Officer, Fife Resource Solutions; John Mills, Head of Housing Services, Kirstie Freeman, Safer Communities Manager, Dawn Jamieson, Safer Communities Manager, Housing Services; Barry Collie, Accountant and Elizabeth Mair, Committee Officer, Legal & Democratic Services.

ALSO ATTENDING: Sineidin Corrins, Procurator Fiscal, Tayside, Central and Fife (for Para. 229); Chief Superintendent Derek McEwan (for Para. 234); Mark Bryce, Local Senior Officer and Alistair Jupp, Group Commander, Scottish Fire & Rescue Service (for Para. 235).

APOLOGIES FOR ABSENCE: Councillor Gordon Langlands.

227. DECLARATIONS OF INTEREST

No declarations of interest were submitted in terms of Standing Order No. 7.1.

228. MINUTE

The Sub-Committee considered the minute of meeting of the Environment & Protective Services Sub-Committee of 18 November 2021.

Decision

The Sub-Committee agreed to approve the minute subject to an amendment to paragraph 215 - Declarations of Interest, to show that the declarations of interest by Councillors Barratt and Wincott related to paragraph 222 - Recycling Centres Update - November 2021, and not paragraph 219 – Prevention of Vandalism Strategy.

229./

229. PRESENTATION ON ILLEGAL DUMPING

Sineidin Corrins, Procurator Fiscal for Tayside, Central and Fife, gave a presentation outlining the role and responsibilities of the Procurator Fiscal in relation to reports of environmental crimes, including specific reference to unauthorised dumping. She highlighted the legal background to decision making and the evidence required to prosecute offenders. Following the presentation, the Procurator Fiscal answered questions from members.

Decision

The Sub-Committee thanked the Procurator Fiscal for her attendance and very informative presentation.

At this stage, the Convener intimated his intention to take item 6 on the agenda prior to item 5.

230. APPROACH TO TACKLING GULL NUISANCE IN FIFE

The Sub-Committee considered a report by the Head of Housing Services providing an overview of the extent of gull related complaints across Fife and advising of the Council's current approach to tackling gull related nuisance.

Decision

The Sub-Committee agreed:-

- (1) to support a continuing program of preventative measures as outlined within the report; and
- (2) that officers investigate the potential for extending a council service to combat the gull nuisance.

The meeting adjourned at 11.30 a.m. and reconvened at 11.40 a.m.

231. ENVIRONMENTAL VANDALISM STRATEGY

The Sub-Committee considered a joint report by the Head of Housing Services and the Head of Protective Services providing feedback on consultation workshops and seeking approval for a draft Environmental Vandalism Strategy 2022-2024. Approval was also sought for the development and promotion of a Citizen Charter in relation to environmental vandalism which would form the basis of a public communications campaign.

Decision

The Sub-Committee:-

- (1) approved the Environmental Vandalism Strategy 2022-2024 which had been developed in consultation with Elected Members, Regulators, Partners and Volunteers, subject to Objective 3 being combined with Objective 2 and Objective 5 being combined with Objective 1;
- (2) agreed that a performance report be submitted to the relevant Committee on at least an annual basis to monitor the progress of the Strategy against the 6 key objectives as approved;
- (3)/

2022 EPS 92

- (3) remitted it to the Head of Protective Services and the Head of Housing Services, in consultation with the Convener and Vice-Convener, to develop and promote a Citizen Charter in relation to environmental vandalism;
- (4) agreed that the Head of Housing, in consultation with the Convener and Vice-Convener, arrange for reports of illegal dumping to be published, by location, on the Council website and online media;
- (5) agreed that the Head of Protective Services write to the Cabinet Secretary, on behalf of the Sub-Committee, expressing a desire for stronger legislation and greater powers for Local Authorities to combat environmental vandalism; and
- (6) noted the importance of involving community groups in this strategy and that their efforts would not be instead of, or a replacement for, the services provided by the Council and Council workers.

Councillor Ellis left the meeting following consideration of the above item.

232. ENVIRONMENTAL HEALTH (FOOD & WORKPLACE SAFETY) SERVICE DELIVERY PLAN 2022-23

The Sub-Committee considered a report by the Head of Protective Services presenting the Environmental Health (Food and Workplace Safety) Service Delivery Plan 2022-2023 in line with statutory requirements and advising of the primary areas of regulatory activity undertaken and pressures faced by the Environmental Health (Food and Workplace Safety) Team.

Decision

The Sub-Committee:-

- (1) approved the Environmental Health (Food and Workplace Safety) Service Delivery Plan 2022-2023; and
- (2) noted the impact of the Covid19 Pandemic on the Environmental Health (Food and Workplace Safety) Team activities and the work being undertaken towards the restart of inspection and intervention programmes, along with the current resource challenges on fulfilling the Environmental Health statutory functions.

233. COP26: IMPACTS AND OPPORTUNITIES FOR FIFE

The Sub-Committee considered a report by the Head of Planning highlighting the key announcements from COP26 that had potential impacts and opportunities for Fife and Fife Council, noting the links to Fife's 'Addressing the Climate Emergency Action Plan'.

Decision

The Sub-Committee noted:-

- (1) the potential impacts and opportunities outlined in the paper; and
- (2) that Climate Literacy training was available for Councillors if they had not already undertaken this.

234./

234. POLICE SCOTLAND PERFORMANCE REPORT - QUARTERS 1, 2 AND 3 2021/2022

The Sub-Committee considered a report by the Chief Superintendent, Police Scotland, presenting the Fife Division Performance Report for Quarters 1,2 and 3, 2021/2022.

Decision

The Sub-Committee:-

- (1) noted the information contained in the report;
- (2) agreed that information on complaints be included in future reports; and
- (3) noted that the Chief Superintendent would look at providing crime statistics at a more local level.

Councillor Noble left the meeting during consideration of the above item.

235. SFRS LOCAL PLAN 6 MONTHS PERFORMANCE REPORT

The Sub-Committee considered a report by the Local Senior Officer, Scottish Fire and Rescue Service providing incident information for the period 1 April 2021 to 30 September 2021 to enable the Sub-Committee to scrutinise the Scottish Fire and Rescue Service Fife Local Senior Officer Area against its key performance indicators (KPIs).

Decision

The Sub-Committee noted the progress across a range of KPI's as detailed in the report.

236. HOUSEHOLD WASTE RECYCLING CENTRES UPDATE

The Sub-Committee considered a report by the Head of Assets, Transportation and Environment providing an update on the usage and steps taken to consider progressing pedestrian and cycle access to Household Waste Recycling Centres, where it was safe to do so, and to review the access arrangements to Ladybank Recycling Centre.

Decision

The Sub-Committee:-

- (1) noted the contents of the report;
- (2) noted the cost estimate for the provision of separate access being provided into Ladybank Recycling Centre;
- (3) agreed that work be undertaken to provide pedestrian/cyclist access at Dalgety Bay, Lochgelly and Kirkcaldy Recycling Centres, subject to identifying funding;
- (4) noted that further investigation work was required at St Andrews and Methil to provide appropriate safe pedestrian access; and
- (5)/

2022 EPS 94

- (5) agreed to request that Fife Resource Solutions re-examine the safety policy on the admission of domestic trailers to Recycling Centres with a view to determining if trailers longer than six feet could be safely accommodated at some Centres and report back to a future meeting of the appropriate committee.

Councillor Tepp left the meeting following the consideration of the above report.

237. SEVERE FLOODING - UPDATE

The Sub-Committee considered a report by the Head of Assets, Transportation and Environment providing an update on progress of investigation and mitigation works regarding the August 2020 flood events across Fife and advising of the list of projects identified for progression in the capital works programme in 2021-23.

Decision

The Sub-Committee noted:-

- (1) that work continued with the investigation and development of mitigations where appropriate on the collated Priority Flooding List; and
- (2) that as projects developed they would be added to the Area Roads Programme which was available to view on the Council website and updated as necessary.

238. 2021/22 REVENUE MONITORING PROJECTED OUTTURN

The Sub-Committee considered a joint report by the Executive Director, Finance and Corporate Services and the Executive Director, Enterprise and Environment, providing an update on the projected outturn financial position for the 2021/22 financial year as at October, for the areas in scope of the Environment and Protective Services Committee.

Decision

The Sub-Committee noted the current financial performance and activity as detailed in the report.

239. 2021/22 CAPITAL MONITORING PROJECTED OUTTURN

The Sub-Committee considered a joint report by the Executive Director, Finance and Corporate Services and the Executive Director, Enterprise and Environment, providing an update on the Capital Investment Plan and advising on the projected financial position for the 2021/22 financial year as at October, for areas in scope of the Environment and Protective Services Committee.

Decision

The Sub-Committee noted the current financial performance and activity as detailed in the report.

240./

240. ENVIRONMENT & PROTECTIVE SERVICES COMMITTEE FORWARD WORK PROGRAMME

The Sub-Committee considered the Environment and Protective Services Sub-Committee Forward Work Programme.

Decision

The Sub-Committee noted:-

- (1) the current Environment and Protective Services Sub-Committee Forward Work Programme items, which would be considered by the appropriate Committee(s) following the local government elections in May 2022; and
- (2) that a meeting of the Rosyth Dockyard local liaison committee was to be held on 23 February, following which the briefing note on decommissioning submarines would be issued prior to the elections.

CONVENER'S VALEDICTORY COMMENTS

As this was the last meeting of the Committee prior to the local government elections in May 2022, the Convener expressed his appreciation of the contributions and efforts by all members and officers in supporting the work of the Committee over the past five years.

3rd March, 2022.
Agenda Item No. 4

Revenue Monitoring 2021-22

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

Wards Affected: All

Purpose

The purpose of this report is to provide members with a strategic overview of Fife Council's finances and to provide an update to the previous report. Funding solutions are also outlined to deal with the continued financial implications of COVID-19 as well as reform and recovery from the pandemic in the current financial year, 2021-22. The report also provides the forecast outturn position for 2021-22.

Recommendations

It is recommended that members:-

- (i) note the high-level financial position as detailed in this report;
- (ii) note the financial plan for 2021-22 has been updated in response to the financial pressures as detailed in Section 2;
- (iii) instruct all Services to continue to mitigate additional costs, continue to deliver approved savings and to contain expenditure within the approved budget provision wherever possible; and
- (iv) note that detailed monitoring reports will be submitted to the relevant Sub-Committees when it is practical to do so.

Resource Implications

The financial consequences in responding to and recovering from COVID-19 are still significant in 2021-22 and beyond. The financial consequences of COVID-19 have increased since the last report to £35m. This additional cost is being funded from a combination of one-off specific and general revenue grant funding as outlined in previous reports, however, some of these costs are likely to continue into future years. This coupled with other pressures the Council is facing has led to a forecast service overspend of £3.651m across general fund services. The balance of remaining general revenue grant funding of £13.375m being used to offset the forecast service overspend resulting in an overall forecast underspend of £9.424m. The current position is not sustainable going forward given the one off nature of the COVID-19 funding and the longer term nature of some of the costs.

Legal & Risk Implications

There are no direct legal implications arising from this report.

Impact Assessment

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

Consultation

None.

1.0 Background

- 1.1 This report sets out the likely financial impact for 2021-22 as the Council expects to continue to recover from the COVID-19 pandemic and operate in a new environment as restrictions ease. Section 2 of the report provides a high-level update in relation to the financial consequences arising from COVID-19, detailing what has changed since the previous report was considered.
- 1.2 Section 3 summarises the projected outturn position for 2021-22 based on the most recent forecast and reflects up to date estimated costs associated with recovery from the COVID-19 pandemic and the associated funding solutions. It also provides a summary of the main budget variances across Services and Directorates along with details of any significant movement in variances.
- 1.3 Progress on agreed savings is reported in Section 4 and an update on the anticipated level of balances is contained in Section 5.
- 1.4 More detailed financial reports will be presented to the relevant Sub-Committees as part of the Council's wider scrutiny and performance management reporting arrangements.

2.0 COVID-19 update

COVID-19 Pressures

- 2.1 The latest estimate of additional costs associated with COVID-19 has increased and is now in the region of £40.0m, with cost reductions also increasing to £5.0m resulting in a net funding requirement of £35.0m, an overall increase of under £1.0m.
- 2.2 The increase is as a result of further costs associated with tackling financial insecurity and hardship. These costs are fully funded by General Revenue Grant either carried forward or awarded in 2021-22. These additional costs have been offset by reduction in costs associated with heating in schools and blended workstyles.
- 2.3 The current estimates are based on current trends moving into recovery and reform from the pandemic and do not factor in any assumptions for any subsequent COVID-19 restrictions. Examples of current forecast costs include additional teaching staff, additional cleaning costs, heating and ventilation as well as continuing to support the most vulnerable in the community.
- 2.4 In addition, Council services continue to forecast a level of lost income as demand for services has not yet returned to pre-pandemic levels. The forecast outturn continues to recognise this loss of income.
- 2.5 All pressures associated with COVID-19 have been built into the overall forecast position for the Council based on what is known and is reflected in the narrative in Section 3.
- 2.6 Detailed estimates of likely COVID-19 costs and financial consequences are now recognised as commitments against General Fund balances in Appendix 4 and reflected in the narrative in Section 5.

3.0 Revenue forecast – Main Variances

3.1 General Fund Services

This section provides narrative explaining the projected variances which are detailed in Appendix 1 and identifies where it is clear that these relate to COVID-19. As services respond to the pandemic and take corrective action to mitigate costs and recover services, it is becoming more difficult over time to distinguish between “normal” variances and those directly associated with COVID-19.

Overall there is a forecast overspend of £3.651m across General Fund Services, which equates to 0.47% of budgeted expenditure. This overspend is offset by additional COVID-19 funding not yet allocated of £13.375m which formed part of the Local Government Settlement 2021-22. By offsetting this funding against the forecast overspend, the forecast outturn position across all General Fund Services is an underspend of £10.424m.

Appendix 1 details the provisional outturn and variances against the budget broken down across all General Fund Services. The following paragraphs provide a brief explanation of the main areas where there are variances of +/-£0.250m or 0.25%, whichever is the greater, between the budget and forecast expenditure and income.

The annual total expenditure budget, as shown in Appendix 1, has not changed from September and remains at £879.532m.

3.1.1 Education and Children’s Services

Directorate position:- Variance £3.518m underspend, movement (£3.353m)

Devolved School Management:- Variance (£1.694m) underspend, movement (£0.394m)

Under the DSM Scheme, schools’ budgets are calculated and allocated with reference to a range of formulae based on appropriate data, for example school roll. The variance above is mainly due to projected underspends of £1.573m across all schools due to updated forecasts received from schools. The movement in variance on DSM is a result of larger underspends across all school sectors based on these updated forecasts. There is an additional minor underspend of £0.106m in Special Education, in Pupil Support Service staffing.

Additional costs due to COVID-19 are included in the forecast, for example costs in relation to the appointment of additional teachers of £4.466m, potential costs in relation to refunds to parents for school trips of £0.100m and unachieved savings from 2020-21 in relation to the DSM of £0.400m. These costs will be funded by COVID-19 funding announced by the Scottish Government in relation to additional teachers of £4.466m, and £0.500m from Scottish Government COVID-19 Education Logistics funding.

Non-DSM/Childcare:- Variance £2.798m overspend, movement (£0.533m)

The projected overspend mainly relates to maternity pay and long-term absence and overspends of £2.962m and £0.629m are included within the projection. These costs are in relation to teachers but are borne by the non-devolved central Education budget and not the DSM. A further projected overspend has arisen due to the increase in pupil rolls in Secondary Education and the requirement to fund this increase in schools DSM budgets. The pupil roll has increased by 1,354 pupils over a two-year period, with an estimated pressure of £1.359m. The overspends are partially offset by a projected

underspend in Early Years, of £0.484m, mainly due to the timing of recruiting of EYO Modern Apprentices and NDR relief for early years facilities, an underspend in Special Education of £0.616m, due to reduction in payments for the Education element of placements for Looked After Children. Other underspends of £0.382m from updated projections on utilities and NDR across all sectors and from additional probationers funding.

The majority of the movement is from the revised projection for utilities and NDR across all sectors.

In relation to COVID-19, the main estimated additional costs included within Non Devolved Education are in relation to school transport, of £0.200m; cleaning/catering and waste collection of £1.329m; staffing costs of £1.025m; PPE of £0.500m; heating costs of £0.250m; free school meal costs to date of £1.589m; Summer Activities programme of £1.160m; Mental Health for Children and Young People of £0.785m; shortfall in funding for CO2 monitors of £0.411m and projected net loss of income in relation to Childcare Services, of £0.500m, and Music Service of £0.316m. It should be noted that these costs are estimates which will require to be refined as more information becomes available. Total COVID-19 costs within the forecast are £8.7m, and funding of £7.5m has been applied either via specific additional income or budget to fund additional COVID-19 costs.

Children and Families / Criminal Justice Service:- Variance (£4.622m) underspend, movement (£2.426m)

There is a projected underspend for Children and Families / Criminal Justice Service, mainly due to underspends on third party payments, relating to purchased placements of £7.3m, due to the full year effect of the reduction in placement numbers over the last year. There is also a projected underspend on Children & Families employee costs of £0.814m, due to staff turnover and a delay in recruiting to new posts set up to support the implementation of the strategy. Offsetting this underspend are overspends in kinship care, of £1.445m, as some of the children previously in purchased care arrangements have moved into kinship care. A further overspend of £0.337m in foster care, adoption and throughcare has also arisen due to the shift in the balance of care from external purchased arrangements, as well as an overspend on Supported Lodgings of £0.325m. An overspend of £1.061m is projected as a result of children remaining in continuing care arrangements, and £0.385m in Supplies and Services reflecting the shift away from purchased care to foster care/kinship/home support. This year £1.7m of budget has been realigned from purchased placements into Supplies & Services to support the implementation of the agreed strategy. A further realignment of the budget within Children and Families Service will be required to reflect the new balance of care arrangements following implementation of the strategy.

In relation to COVID-19, the projected costs relate to additional support for looked after children, of £0.710m, which is fully funded from Scottish Government COVID-19 funding.

The movement since the last report of £2.426m is in part due to a reduction in Third Party Payments of £0.9m, as a result of further reductions in purchased placements and Continuing Care packages. There is a reduction of £1.5m in forecasted employee costs and Supplies and Services, mainly due to staff turnover from the implementation of the strategy.

3.1.2 **Health and Social Care**

Social Care:- Variance £0.000m overspend, movement NIL

The Scottish Government has indicated that support will be provided to Integration Authorities to deliver break-even on a non-repayable basis but H&SCP must work to reduce overspends, whilst ensuring patient safety. The level of support has not yet been finalised but H&SCP is forecasting a break-even position at the year-end on the basis of this additional funding being received and as a result there is no variance forecast for Fife Council.

The budget and forecast include income received from NHS of £3.762m for transfer of resource as agreed at budget-setting in March 2021. A payment has been received from NHS Fife for this.

The projected outturn position for Fife Council Social Care, before the receipt of additional Scottish Government funding is an overspend of £2.528m.

The main variances are projected overspends on adult placements of £4.201m due to a greater number of adult packages having been commissioned than the budget available, £0.125m for the transition of packages from Children and Families to Adult Services, and unachieved savings of £1.098m. The increased pay award has resulted in an overspend of £0.822m. These are partly offset by an underspend of (£1.045m) on Adults Supported Living due to the Community Support Service remaining closed and the staff being utilised to provide cover for holidays and sickness within the Group Homes and (£1.292m) on Fieldwork primarily related to delays in the implementation of new projects, staffing vacancies and respite.

The movement of (£2.682m) is mainly due to additional funding being made available to cover increased rates to providers (£2.116m). In addition, there are increased underspends on staffing of (£0.631m) across the service due to difficulties recruiting.

There is expenditure of £17.04m forecast in relation to COVID-19 and remobilisation costs and this was reported to the Scottish Government in December. It is assumed these costs will be fully funded through the local mobilisation plans (LMP). This includes unachieved savings of £2.594m which are COVID-19 related. At the moment, there is not a commitment from the Scottish Government to fund these through the local mobilisation plan. The Senior Leadership Team will endeavour to deliver these savings in-year, but it is likely that implementation will be delayed due to on-going restrictions.

If the unachieved savings are not funded through the LMP, it has been assumed that they will be funded by the additional support to deliver break-even.

3.1.3 **Enterprise and Environment**

Directorate position:- Variance £2.260m overspend, movement (£1.064m)

Assets, Transportation and Environment:- Variance £3.631m overspend, movement (£0.227m)

There is a net overspend within Car Parking of £0.408m, and a movement of (£0.508m). This is due to an under recovery of income of £0.959m due to reduced levels of demand, as a result of the COVID pandemic and is now projected to be partially mitigated by reduced expenditure in car parking management and maintenance of (£0.508m).

Building Services projected under-recovery of income is £3.185m, a movement of £0.881m, this is due to the continuing impact of the COVID-19 pandemic on the trading account income as there are still productivity impacts caused by the additional health and safety measures post lockdown, as well as issues regarding supply of materials caused by both the pandemic and EU-EXIT. Absences remain affected in the service and with our sub-contractors with positive COVID-19 cases and isolations deriving from the latest variant. Operative levels have reduced with leavers and recruitment being difficult in the current market, where the construction industry is experiencing higher wages being offered to the private sector.

There is a projected under-recovery of income of £0.407m within the Managed Print & Document Service, due to a drop in printing levels with ongoing home working, this is offset by underspends in client Services across the organisation.

The remainder of variance and movement relates to various overspends as a result of COVID-19, which are partly offset by minor underspends throughout the Service.

Economy, Planning and Employability:- Variance (£1.371m) underspend, movement (£0.837m)

The main reason for the underspend in the Business & Employability Service is £0.688m arising from vacancies and delayed recruitment across the service. The underspend relates to £0.183m for backdated income on Economic Development land. The underspends are offset by reduced business centre and training delivery income due to Covid-19 restrictions on training capacity, which equate to £0.123m.

Protective Services underspend is £0.544m and, as previously reported, this is mainly due to difficulties in recruitment and options are being considered to address this recruitment challenge.

In Planning, underspend of £0.103m is a result of increased Planning fee income as previously reported as the development industry continues to catch up and submit applications for delayed projects.

The movement in variance overall is mainly due to £0.296m of Business Gateway projects which will not be progressed this financial year due to prioritised pandemic recovery support. Other movement relates to £0.189m of grant income maximised from employability projects. Further movement of £0.170m within Protective Services from increased income expected from Building Warrant fees and reduced costs of dangerous buildings and public analyst sampling costs.

The remainder of the movement variance relates to several smaller underspends across the services.

3.1.4 **Communities**

Directorate position:- Variance £3.127m overspend, movement (£1.277m)

Housing & Neighbourhood Services:- Variance (£1.076m) underspend, movement (£0.258m)

Homelessness is projecting an underspend by (£1.178m), a movement (£0.098m). The demand for temporary accommodation and level of turnover in temporary accommodation increased significantly in 2020-21 at the beginning of the pandemic and has remained high in 2021-22. Although increased demand has meant increased expenditure in some areas such as rents payable and cleaning costs there have been significant improvements in voids costs and bad debts. Temporary funding has also been made available in year to support costs directly attributable to COVID-19.

Private Housing Investment is projecting a nil variance, movement (£0.135m) which is mainly due to the achievement of savings in year and additional temp funding being made available for the backlog of cases that arose during lockdown in 2020-21.

Communities & Neighbourhood:- Variance £3.872m overspend, movement (£0.968m)

The majority of the overspend is still related to the impact of COVID-19. Fife Sports and Leisure Trust and Fife Cultural Trust both continue to suffer loss of income, and this is estimated to be in the region of £2.304m. This is a result of the Trusts not being able to fully operate and demand has not yet fully recovered, reducing their ability to generate income. Council officers continue to work closely with these organisations to understand the short-term financial support they need. Community Use is forecasting lost income in the region of £1.269m and Halls and Centres are anticipating a reduction of £0.539m in income due to the continuing impact of closures resulting from COVID-19. Unachieved savings of £0.623m remain across the service which have been delayed by COVID-19. The overspends are partially offset by Non-Domestic Rating Relief received of £0.823m due to COVID-19. The movement of £0.968m is mainly as a result of the Non-Domestic Rates Relief.

Customer & Online Services:- Variance £0.331m overspend, movement (£0.051m)

The overspend of £0.382m mainly relates to an underachievement of income within Revenue Services of £0.288m. The introduction of Universal Credit has reduced the level of work being carried out for the DWP and has in turn reduced the level of funding received. This could have a significant impact on future years outturn and will require a review to determine the impact on future years.

3.1.5 **Finance & Corporate Services**

Directorate position:- Variance £1.388m overspend, movement (£1.319m)

Directorate Service Managed position £2.201m overspend, movement (£0.506)

The projected overspend within the F&CS Directorate mainly relates to the impact of COVID-19 (£2.428m). Included in the COVID-19 pressures are estimated costs of £0.645m that relate to home and remote working and the workstyles project. The balance of this projected overspend is mainly due to project delays and delayed delivery of agreed savings (£1.517m).

Housing Benefits (£0.813m) underspend, movement (£0.813m)

A review of Statutory Penalties and Housing Benefit Overpayment recoveries was undertaken following recommendations in the Council's annual audit report in November 2020. Part of the review examined the Council's bad debt provision in these two areas and in 2021-22, this is forecast to be approximately £0.800m less than budgeted. This also accounts for the movement from the previously reported forecast.

3.1.6 **Chief Executive**

Directorate position:- Variance £0.394m overspend, movement £0.007m

The projected overspend sits within Corporate and Democratic Core and relates to an increase in the Apprenticeship Levy for Fife Council. The levy is 0.5% of the Council's overall pay costs which have increased over time.

3.1.7 **Other Variances**

Loan Charges – Variance (£0.700m) underspend, movement £0.266m

The projected underspend on loan charges is due to the level of actual borrowing being less than anticipated at the time the budget was set. Interest costs are also less than expected as a result of reduced borrowing requirement combined with actual interest rates being less than forecast when setting the budget.

Since the last report, interest rates have increased slightly which represents the slight movement in projection. Although increased these are still less than the estimate used when setting the budget. Borrowing has also taken place in the last quarter of the year which was not anticipated at the time of the last forecast.

Contingencies – Nil Variance

Since the last report the pay award for the SJC group has been settled. Negotiations continue for other staff groups i.e. Teachers. Craft and Chief Officers.

There are cost implications associated in that the estimated costs are slightly greater than the provision made in the revenue budget and funding being made available. This is reflected in the use of contingencies forecast.

Contingencies - COVID-19 Funding – Variance (£13.375m) underspend, movement NIL

This underspend is being used to offset the forecast overspend in general fund services. The allocation of Scottish Government grant funding for 2021-22 was general in nature and does not relate to any specific service, therefore it is being held centrally.

3.1.8 **Financing**

Council Tax Income – Variance overspend £1.000m, movement NIL

The projected under recovery is a result of an increase of qualifying cases for council tax reduction from pre COVID-19 levels. This is currently being offset from COVID-19 recovery funding.

3.2 Housing Revenue Account

3.2.1 *Housing Revenue Account:- £0.500m contribution to balances*

To ensure the HRA remains resilient to unknown future risks, part of the HRA's financial strategy is to contribute £0.500m each year into balances to provide secure future financial resilience. The final figure to be contributed to, or withdrawn from balances is determined at year-end once final outturns are known.

As well as planning to contribute £0.500m into balances the HRA is also projecting that the CFCR contribution to Capital will overachieve by £0.578m, a movement of (£0.900m). The movement in the projected level of CFCR is mainly due to movements in projections for Bad Debts and Other Expenditure. The total contribution to CFCR is projected to be £32.150m for 2021-22 which will support the HRA's capital investment plan. The Cost of Borrowing being is estimated to be (£1.103m) underspent based on current borrowing projections.

Bad Debts is an estimated underspend of (£0.344m), a movement of £0.400m. The movement is due to the prioritisation of expenditure through the Universal Credit fund and Covid-19 fund to maximise the support given to tenants in year.

Other Expenditure is forecast to overspend in year by £0.603m, movement of £0.481m which is due to a delay in a revised rental model for Hostels being implemented. The revised rental model will ensure that the income generated by hostels fully recovers the cost of providing hostels. Implementation of the revised model has been delayed due to wider reforms taking place across the Homelessness service which includes General Fund Housing Homelessness and HRA Hostels.

Repairs & Maintenance is projecting to underspend by (£0.565m). Additional investment has been made into Concierge & Caretaking to improve services for tenants. As part of this, a review of Concierge & Caretaking is ongoing before changes are rolled out later in the financial year. The underspend relates to the project start date being delayed as a result of COVID-19. There is an overspend on Voids of £0.414m which has been a result of properties remaining empty for longer periods of time due to social distancing measures put in place as a result of COVID-19. It is expected the VOIDS performance will improve as these measures are reduced.

4.0 2021-22 Revenue Budget Savings Progress

- 4.1 Appendix 3 provides details of the achievements against the approved revenue budget savings for 2021-22 by Directorate.
- 4.2 The table demonstrates that overall, the Council will achieve 38% of 2021-22 budget savings. This is lower than in previous years as the ability of services to deliver savings on time has been significantly impacted in several areas as a direct result of the pandemic. However, services continue to deliver savings where possible in year but there is potential risk that delays could impact into the next financial year.
- 4.3 Directorates are working to deliver all savings as soon as this is possible and more detailed reports on the progress of savings will be presented to the relevant Sub-Committees as part of the Council's wider scrutiny and performance management reporting arrangements.

5.0 Balances, Risks and Reserves

5.1 *General Fund Services*

- 5.1.1 Appendix 4 shows a forecast of the balances' position for General Fund Services over a three-year period with the level of approved commitments also being set out. The opening level of balances is unprecedented and came as a result of a year of significant financial uncertainty having an impact on the Council finances, coupled with a raft of additional funding being provided towards the very end of last financial year.
- 5.1.2 The opening General Fund balance brought forward at 1 April 2021, including earmarked balances, was £121.697m. This was exceptionally high due to the late funding received in 2020-21 to address the impact of the pandemic.
- 5.1.3 During the course of the audit of the 2020-21 financial statements, External Audit challenged the accounting treatment of Scottish Government grants for provision of Early Learning and Childcare (ELC 1140). Unspent grant had been treated as a Revenue Receipt in Advance and as such was recognised as a liability on the balance

sheet. As no conditions are attached to the grant, the Accounting Code of practice requires that the income is recognised immediately therefore an audit adjustment was required to account for this income in 2020-21.

- 5.1.4 This had the effect of increasing the surplus for 2020-21 and providing a further contribution to balances of £14.338m, which increases the Opening Balance to £136.035m
- 5.1.5 Given the nature of the grant, the unspent element has been treated as an earmarked reserve for use by Education and Children's Services in the provision of Early Learning and Childcare.
- 5.1.6 Funding has been transferred from the General Fund Balance to augment 2021-22 revenue budgets to fund commitments made such as items carried forward at the end of 2020-21 such as Roads Maintenance, Local Community planning and anti-poverty budgets. Contributions have also been made to balances for Energy Management projects and Council tax from Second Homes. The net contribution from balances being £13.375m.
- 5.1.7 The current level of forecast underspend of £9.424m provides a contribution to balances taking the estimated balances level to £132.084m.
- 5.1.8 A significant proportion (£29.531m) of the balances are earmarked in 2021-22 for specific items such as ELC 1140, Energy Management Fund, Council Tax Second Homes and COVID-19. Commitments of £1.869m to fund previous decisions are also recognised against balances.
- 5.1.9 The financial consequences of COVID-19 will continue into future financial years. As reported to this Committee in September, the agreed strategy for covering these costs is to use the earmarked COVID-19 funding.
- 5.1.10 The commitments against COVID-19 funding reflected in Appendix 4 have been provided in more detail and phased in line with anticipated timing. These include additional investment previously agreed as part of the Revenue Budget 2021-24 and short term investment agreed earlier this financial year which spanned two years.
- 5.1.11 Ongoing costs associated with recovery have also been reflected over coming years. Examples of these costs include additional teaching staff, cleaning costs, PPE and continued loss of income due to customer numbers not returning to pre-pandemic levels.
- 5.1.12 In addition, the impact of COVID-19 on global economic conditions, means the council faces increased costs in respect of inflation on commodities, utilities and in the construction sector. These estimated costs have been earmarked against COVID-19 funding carried forward from 2020-21.
- 5.1.13 On the 24th February, Fife Council considered and approved the Revenue Budget 2022-25 recognising the scale of the likely financial challenge in the coming years. In doing so, a commitment of £10.000m from balances was approved in order to fund a Change Programme to provide resource and capacity to deliver the transformation that will be required.
- 5.1.14 The approved budget report also recognised the likely costs and risk associated with demographic changes, potential additional pay awards and associated pension contributions. A further commitment of £18.0m of uncommitted balances was approved to address these challenges in the short term.

- 5.1.15 Appendix 4 also includes a commitment for Workforce Change following a change to the funding strategy as a result of the implementation of the revised Voluntary Early Retirement Policy. This will see future costs reducing and will be funded from balances.
- 5.1.16 Considering the approved financial plan for future costs associated with COVID-19 and all other known commitments against balances, the level of uncommitted balances at 31 March 2025 is expected to be £19.944m which equates to approximately 2% of the revenue budget. However, this is in the context of increasing financial uncertainty and financial risk and pressures.
- 5.1.17 Uncommitted balances are held to mitigate against financial risks which are not planned for or included in the medium-term financial strategy. Examples of where balances could be called upon include settling of legal claims and disputes, or responding to one-off “shocks” such as reductions in funding, or unplanned increased costs, for example rising inflation, which can then be factored into future budget planning. As part of the budget planning process a financial risk register is maintained.
- 5.1.18 As a result of underspends on HRA, there is a positive contribution to HRA balances of £0.500m taking the projected balances to £8.505m. The Housing Revenue Account (HRA) Consultative Budget 2022-23 presented to this committee on 4th November approved a minimum reserves policy of 2% of the mainstream annual rent income budget which equates to £2.5m. Proposals for the use of HRA reserves in 2022-24 were also approved which included £1.500m for the cost of COVID-19 mitigation and £2.5m for the Transitional Affordable Housing Programme 2022-24. The Community & Housing Services Sub-Committee on 3rd February 2022 approved £1.5m to be used on improving Estates Management in 2022-23. After taking these commitments into account, the level of uncommitted balances is £3.005m which is above the policy minimum.

6.0 Conclusions

- 6.1 The financial consequences of the ongoing response and recovery from COVID-19 continue to be significant and continue to be a real pressure for the Council in this and future financial years. As a result, there is a projected overspend on Service expenditure of £3.651m. Although this represents a significant improvement of £7.006m across all Services since the last reported position it continues to highlight the pressure on core budgets. However, it should be noted this is based on the actual position at the end of December and there is still a significant of uncertainty for the remainder of the financial year and beyond.
- 6.2 As a result of additional grant funding of £13.375m being provided as part of the overall local government settlement and an underspend on loan charges, all of the service overspend in the current year and under-recovery on Council Tax are offset with a resultant net underspend of £9.424m. However, this is an unsustainable position going forward given the one off nature of the COVID-19 funding.
- 6.3 Considering all earmarked balances and commitments will take the uncommitted level of balances to £19.994m.
- 6.4 In line with the agreed approach set out in the General Fund Revenue Budget 2021-24, the unused COVID-19 government funding has been earmarked to assist with the ongoing costs of the pandemic and recovery. There continues to be a high degree of uncertainty going forward. Balances can only be used once and it is important that we continue to focus on a sustainable level of core funding and take decisions wisely on how we use balances without adding to our ongoing commitments in future years.

- 6.5 The provisional outturn for the Council's Housing Revenue Account in 2021-22 is a surplus of £0.500m which contributes to the level of HRA balances. The level of HRA balances now being £8.505m. As noted in para 5.1.11, after proposed use of balances are taken into account, the level of uncommitted balances is £3.005m which is above the policy minimum.

List of Appendices

1. General Fund Revenue Summary 2021-22
2. Housing Revenue Account Summary 2021-22
3. Approved Savings 2021-22
4. Summary of Balances

Background Papers

None.

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FIFE COUNCIL
GENERAL FUND REVENUE SUMMARY 2021-2022

	Annual Budget £m	Forecast £m	Annual Variance £m	Previous Committee Annual Variance £m	Movement £m
EDUCATION & CHILDREN'S SERVICES					
Education (Devolved)	213.138	211.444	(1.694)	(1.300)	(0.394)
Education (Non Devolved)	107.739	110.537	2.798	3.331	(0.533)
Children and Families/CJS	64.188	59.566	(4.622)	(2.196)	(2.426)
	385.065	381.547	(3.518)	(0.165)	(3.353)
HEALTH & SOCIAL CARE					
Health & Social Care	169.874	172.402	2.528	5.210	(2.682)
Additional Scottish Government funding	0.000	(2.528)	(2.528)	(5.210)	2.682
H&SC Payment from Health per Risk Share	0.000	0.000	0.000	0.000	0.000
	169.874	169.874	0.000	0.000	0.000
ENTERPRISE & ENVIRONMENT					
Assets, Transportation and Environment	82.817	86.448	3.631	3.858	(0.227)
Economy, Planning and Employability	10.406	9.035	(1.371)	(0.534)	(0.837)
Property Repairs and Maintenance	15.016	15.016	0.000	0.000	0.000
	108.239	110.499	2.260	3.324	(1.064)
COMMUNITIES					
Housing & Neighbourhood Services	11.784	10.708	(1.076)	(0.818)	(0.258)
Communities & Neighbourhood	45.479	49.351	3.872	4.840	(0.968)
Customer & Online Services	12.494	12.825	0.331	0.382	(0.051)
	69.757	72.884	3.127	4.404	(1.277)
FINANCE & CORPORATE SERVICES					
Assessors	1.788	1.761	(0.027)	0.065	(0.092)
Finance	4.528	5.380	0.852	0.863	(0.011)
Revenue & Commercial Services	14.020	13.901	(0.119)	(0.045)	(0.074)
Human Resources	5.680	5.938	0.258	0.342	(0.084)
Business Technology Solutions	15.026	16.252	1.226	1.467	(0.241)
Legal & Democratic Services	3.747	3.758	0.011	0.015	(0.004)
	44.789	46.990	2.201	2.707	(0.506)
Miscellaneous	0.124	0.124	0.000	0.000	0.000
Housing Benefits	0.751	(0.062)	(0.813)	0.000	(0.813)
	45.664	47.052	1.388	2.707	(1.319)
CHIEF EXECUTIVE					
Chief Executive	0.294	0.265	(0.029)	(0.030)	0.001
Corporate and Democratic Core	2.204	2.627	0.423	0.417	0.006
	2.498	2.892	0.394	0.387	0.007
SERVICE TOTALS	781.097	784.748	3.651	10.657	(7.006)
ADDITIONAL ITEMS					
Loan Charges (including interest on revenue balances)	60.123	59.423	(0.700)	(0.966)	0.266
Capital Expenditure Financed from Current Revenue	7.247	7.247	0.000	0.000	0.000
Contingencies	17.690	17.690	0.000	0.000	0.000
COVID Funding	13.375	0.000	(13.375)	(13.375)	0.000
	98.435	84.360	(14.075)	(14.341)	0.266
TOTAL EXPENDITURE	879.532	869.108	(10.424)	(3.684)	(6.740)
FINANCED BY:					
General Revenue Grant	(556.139)	(556.139)	0.000	0.000	0.000
Non Domestic Rates	(135.763)	(135.763)	0.000	0.000	0.000
Council Tax Income	(174.255)	(173.255)	1.000	1.000	0.000
Budgets transferred to/(from) Balances (previous years carry forwards etc)	(13.375)	(13.375)	0.000	0.000	0.000
TOTAL INCOME	(879.532)	(878.532)	1.000	1.000	0.000
CONTRIBUTION (TO)/FROM BALANCES	0.000	(9.424)	(9.424)	(2.684)	(6.740)

FIFE COUNCIL
HOUSING REVENUE ACCOUNT SUMMARY 2021-2022

	Annual Budget £m	Forecast £m	Annual Variance £m	Previous Committee Annual Variance £m	Movement £m
BUDGETED EXPENDITURE					
Repairs and Maintenance	35.735	35.170	(0.565)	(0.502)	(0.064)
Supervision and Management	17.117	17.311	0.193	0.084	0.110
Funding Investment					
Cost of Borrowing	28.964	27.861	(1.103)	(1.145)	0.042
Revenue Contribution (incl CFCR)	31.572	32.150	0.578	1.479	(0.900)
	<u>113.388</u>	<u>112.491</u>	<u>(0.897)</u>	<u>(0.084)</u>	<u>(0.812)</u>
Voids	2.134	2.547	0.414	0.390	0.024
Housing Support costs	(0.405)	(0.484)	(0.079)	(0.072)	(0.008)
Garden Care Scheme	0.385	0.390	0.004	0.000	0.004
Bad or Doubtful Debts	2.944	2.600	(0.344)	(0.744)	0.400
Other Expenditure	9.640	10.242	0.603	0.122	0.481
Covid Expenditure	0.000	0.001	0.001	0.001	0.000
	<u>128.086</u>	<u>127.788</u>	<u>(0.298)</u>	<u>(0.387)</u>	<u>0.089</u>
FINANCED BY					
Dwelling Rents (Gross)	(120.954)	(121.132)	(0.178)	(0.178)	0.000
Non Dwelling Rents (Gross)	(3.438)	(3.492)	(0.053)	(0.053)	0.000
Hostels - Accommodation charges	(2.300)	(2.389)	(0.089)	0.000	(0.089)
Other Income	(1.393)	(1.275)	0.118	0.118	(0.000)
	<u>(128.086)</u>	<u>(128.288)</u>	<u>(0.202)</u>	<u>(0.113)</u>	<u>(0.089)</u>
CONTRIBUTION (TO)/FROM BALANCES	0.000	(0.500)	(0.500)	(0.500)	0.000

**FIFE COUNCIL
APPROVED SAVINGS FOR 2021-22**

Directorate	Savings Target £m	Forecast £m	(Under) / Over £m	Achieved %
Education & Childrens Services	0.145	0	-0.145	0%
Enterprise & Environment	0.863	0.703	-0.160	81%
Communities	0.822	0.099	-0.723	12%
Finance & Corporate Services	0.745	0.165	-0.580	22%
	2.575	0.967	-1.608	38%

FIFE COUNCIL
BALANCE - GENERAL FUND SERVICES

	2021-22 £m	2022-23 £m	2023-24 £m	Future Years £m
Balance at 1 April 2021	(121.697)	(100.684)	(59.134)	(33.086)
ELC 1140 Funding (Audit Adjustment)	(14.338)			
Revised Balance at 1 April 2021	(136.035)			
Budgets transferred (to)/from balances	13.375			
Add Overall budget variance 2021-22 (Appendix 1)	(9.424)			
Estimated General Fund Balance at 31 March	(132.084)	(100.684)	(59.134)	(33.086)
Earmarked Balance				
Devolved School Management	1.694			
ELC 1140 Funding	14.338			
Energy Management Fund	1.781			
Council Tax - Second Homes	8.318			
COVID-19 Funding:				
Additional Investment Agreed March 2021				
Roads	2.000	3.000		
Education Devices	1.000			
PSOS Staffing	0.400			
Additional Investment agreed September 2021		1.950		
Continuing Financial Consequences of COVID-19		12.232	8.118	4.059
COMIS/SWIFT delay			0.885	
Supply Chain Disruption		2.200	3.800	
Construction Inflation Cupar Care Home		1.279		
Construction Inflation Unallocated		4.428		
COVID-19 Funding unallocated		3.893		
	29.531	28.982	12.803	4.059
	(102.553)	(71.702)	(46.331)	(29.027)
Commitments against balance				
Change Programme	0.290	5.000	5.000	
Dempgraphics/Pay/Pensions	0.000	5.000	6.000	7.000
Fife Job Contract	0.300	0.300	0.216	
Mid-Fife Economic Development	0.033			
Change to Deliver - BTS Investment	0.539			
Dunfermline Flood Prevention Scheme	0.291			
Levelling Up Funding	0.225			
Barclay Funding - Assessors	0.129	0.018	0.029	0.033
Worforce Change	0.000	2.000	2.000	2.000
Baby Ashes Memorial	0.000	0.250		
Other Commitments	0.062			
	1.869	12.568	13.245	9.033
Estimated uncommitted balance at 31 March	(100.684)	(59.134)	(33.086)	(19.994)

BALANCE - HOUSING REVENUE ACCOUNT

	2021-22	2022-23	2023-24	Future Years
	£M	£M	£M	£M
Balance at 1 April 2021	(8.005)	(8.505)	(7.005)	(5.505)
Add Overall budget variance 2021-22 (Appendix 2)	(0.500)			
Estimated Balance at 31 March	(8.505)	(7.005)	(5.505)	(3.005)
Earmarked Balance				
COVID Mitigation	1.500			
Estates Management Improvement		1.500		
Transitional Affordable Housing			2.500	
	1.500	1.500	2.500	0.000
Estimated uncommitted balance at 31 March	(7.005)	(5.505)	(3.005)	(3.005)

Capital Investment Plan Update – Projected Outturn 2021-22

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

Wards Affected: All

Purpose

The purpose of this report is to provide a strategic financial overview of the Capital Investment Plan and to advise on the projected outturn for the 2021-22 financial year.

Recommendations

The Policy and Co-ordination Committee is asked to note:-

- i) the projected outturn position, that the level of financial risk appears to be increasing and also note the mitigating actions for the major projects within the Capital Investment Plan;
- ii) the projected outturn position for the 2021-22 Capital Investment Plan;
- iii) that more detailed capital outturn reports for 2021-22 will be submitted to relevant Sub-Committees of the Council, in accordance with agreed financial reporting arrangements; and
- vi) that budget variances will be managed by the appropriate Directorate in conjunction with the Investment Strategy Group.

Resource Implications

The level of slippage in this reporting period is £25.255m which is an increase of £15.969m, while the level of financial risk associated with problems with supply chains and increasing costs of materials and labour continues. The impact of rising prices is likely to have a more significant impact in future years once projects are in implementation and completion stages.

Legal & Risk Implications

Potential risks include the continuing issues associated with delay in supply of some materials and increased costs of construction materials as a result of COVID-19 and BREXIT, the possibility of future restrictions reducing capacity to complete some projects on time and availability of funding streams for larger capital projects, e.g. Developers' Contributions. Further explanation of the current risks is contained in section 2.2.

Impact Assessment

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

Consultation

Financial projections are agreed in consultation with each Directorate and are based around the expected progress and delivery of individual projects.

1.0 Background

- 1.1 The purpose of this report is to advise members of the high level projected outturn position for the Council's Capital Investment Plan (the Plan) for the financial year 2021-22. The report also highlights the projected outturn position for major projects over £5.000m along with any potential risks associated with these projects. Explanation is provided at section 2.1 where there is deemed to be a greater level of financial risk linked to major projects. The Plan covers capital expenditure on all Council Services including Housing, which is managed as a separate programme.

2.0 Issues

2.1 Major Projects

- 2.1.1 Appendix 1 provides a summary of the major projects within the Plan. There are 20 projects in this category with an overall budget of £713.054m.
- 2.1.2 At this stage, cost estimates suggest that there could be an overspend of £17.875m across the major projects in the programme, which is an increase from previously reported. The majority of the variance relates to "Opportunities for All" theme. Current estimates for Dunfermline Learning Campus indicate that there is a significant level of financial risk of £11.1m due to the impact of construction inflation and the requirement to design the building to net zero standards. The project is at an early stage and the design team are considering approaches to manage down the potential overspend within the project. Approaches to managing the cost pressure on the project will be explored within the updated business case for the project which will be submitted to Policy and Co-ordination Committee in April.
- 2.1.3 Additional budget has been agreed for the Cupar home of £1.279m due to additional construction cost increases. It is possible that the budgetary requirement for Anstruther will be at a similar level as Cupar at £7.879m due to its similar size and design specification. This risk will be monitored as the project progresses.
- 2.1.4 Abbeyview Community Hub projected costs are estimated to be £1m higher than the current budget available, this is due to the volatility in the construction industry and the community requirements for the specification of the facility. Communities and Neighbourhoods are reviewing the options to identify a funding solution to enable this project to progress.
- 2.1.5 Templehall Community Hub is projected to be £3.379m over current budget. This project is in its initial stages and feasibility studies are underway for site options and design of the proposed building. External funding opportunities such as "Levelling Up Funding" and "Regeneration Capital Funding" are being prepared to bring with project within budget. The project will be linked to a housing regeneration opportunity in the locality.

2.2 Potential Risks and Issues

- 2.2.1 There continues to be a risk across the Capital Investment Plan that both the timing and the costs of projects may be adversely affected as a result of the current economic climate following the response to COVID-19 and EU-Exit. Throughout the programme, issues are continuing to be identified in relation to the supply of construction materials which are resulting in delays to projects which, in turn, could lead to increased slippage and increased costs. However, the overall impact of this is difficult to predict with any degree of certainty and the forecasts in this report for 2021-22 relate in the main to projects that are currently in progress with contracts that are already agreed. That said, monitoring of the impact of any additional costs, impact on timescales and associated risks is ongoing. The known impact on timing of delivery of projects has been built in to the rephased plan and the overall scale of any additional costs or further delays will be kept under review in future reports.

- 2.2.2 At this point in time, COVID-19 restrictions have eased, however, there remains a risk that any changes to future restrictions as a result of revised government guidance as new variants emerge could impact on project delivery in the current year or future years. These potential risks cover all aspects of the capital plan including both General Fund and the HRA.
- 2.2.3 The Council's approved Capital Plan includes £202m investment in respect of Secondary Schools in West Fife, which includes Dunfermline Learning Campus (DLC) and the Inverkeithing High School replacement. The budgets for the projects reflect the funding arrangements of the Scottish Government's Learning Estate Investment Plan, which requires the Council to fund the up-front cost of construction, with Government support coming in the form of a revenue contribution based on the achievement of outcomes. This investment is intended to address both school condition and the need for additional school places arising from housing development. The risks associated with the project relate to the potential impact of inflation on construction costs, the cost pressure arising from the requirement to design the schools to net zero and the potential risks in the market around the availability and supply of labour and materials to complete the schools within the required timescale (August 2024 and August 2026 respectively). A workshop for members of this Committee was provided recently to provide a deeper understanding of the funding mechanism involved and the associated risks.
- 2.2.4 Within Early Learning and Childcare (ELC), the delivery date of August 2020 was removed by the Scottish Government in light of COVID-19. The new implementation date was confirmed as August 2021, however, there are 4 projects still to be completed. The final project will be completed by March 2023. The provision of 1140hrs is being provided through decant solutions until the new facilities are operational. The completion of projects currently on site are slightly delayed due to issues with supply of materials and the impact of inflation on materials costs.
- 2.2.5 It should also be noted that work has been underway to estimate the likely costs to the Council of delivering the Scottish Government policy intention of Free School Meal expansion. It will be critical that funding is forthcoming to cover these costs. Further detail will be reported as it becomes available.

2.3 Financial Performance – 2021-22 Total Expenditure - Projected Outturn

Appendix 2 provides a summary by capital theme of projected expenditure and income for 2021-22 showing the total reprofiled expenditure budget of £180.896m and projected spend of £155.642m in the 2021-22 financial year, £25.255m slippage across the plan. Comparable expenditure for the previous 3 years was £138.473m (2020-21), £175.104m (2019-20) and £144.083m (2018-19).

3.0 Budgets and Funding

3.1 Budget

The Capital Investment Plan 2021-31 was approved by Fife Council in March 2021. At the end of each financial year, any budget which has not been spent is rolled forward into the next financial year as slippage. Services are asked to re-profile their project budgets in light of this slippage and the result of this can be seen in the movement from the approved budget to the current budget as detailed in Appendix 2.

The changes to the approved plan are summarised below and are the result of an increase in grant funding/other contributions. The change below followed agreed governance processes and have been agreed by the Investment Strategy Group, chaired by the Head of Finance.

	Total Expenditure £m
Capital Investment Plan as at Sept 2021	177.738
Budget Transfers	0.565
CFCR	1.200
Increased Grant and Contribution Income	1.393
Current Capital Investment Plan as at Oct 2021	180.896

3.2 Expenditure

Expenditure variances are projected across all Directorates, the most significant being: -

3.2.1 Opportunities for All

Education £1.597m advancement

There is advancement of £3.509m associated with the Dunfermline Learning Campus (DLC). This reflects the early commencement of the site enabling works and reprofiling of the construction spend. The project is currently highlighting a significant financial risk of up to £11.1m, however, the project is at an early stage and approaches to managing the additional cost pressure are being pursued and will be explored in the updated business case for the project.

Within the Building Fife's Future programme, the new Madras College has been delivered and is fully operational. There are currently underspends identified of £1.071m, resulting from lower than anticipated costs from the impact of COVID-19 on our live construction site and savings in the cost of ICT equipment.

There is slippage under Primary School Development, which is due to the installation of a 2 classroom modular unit at McLean PS. The project has slipped due to site conditions require grouting of mining works. The rest of the slippage under this theme is around Wormit PS project, which has been delayed due to a re-tendering exercise. Both are now due to be delivered by August 2022.

Health and Social Care (£1.549m) slippage

There has been significant supply chain disruption which has led to delays in sourcing materials for the Methil care home replacement project. This has led to an expected completion date of July 2022, which is a 15-week delay, and slippage of £1.734. This has been partially offset by advancement of expenditure on Anstruther and Cupar replacement care homes of £0.185m.

3.2.2 Thriving Places

Economy, Planning and Employability (£1.278m)

Town Centres Regeneration slippage of £0.829m relates in part to a substantial additional time delay to complete initial site investigations and professional support resource at Dunfermline Gap Site and there is £0.175m slippage as a result. Progress at the Kirkcaldy Volunteers Green project has been affected due to supply chain issues for materials resulting in slippage of £0.303m. Tenders for the works have been issued.

Other Town Centre project slippage of £0.297m relates to the Scottish Government funded project at Inner Court, Cupar. Planning consents are now in place and delays are due to third-party negotiations on acquisition of land and property, these are expected to be completed within this financial year. This will then unlock demolitions and final ground investigations prior to commencement of development.

Slippage has emerged on Vacant & Derelict Land funded projects of £0.416m as a result of a delay in the start of construction at The Avenue, Lochgelly. This was expected to begin in August 2021 and is now delayed to the end of March 2022 due to the non-availability of a contractor.

Asset & Transportation & Environment (£0.830m)

Sustainable Transport - (£0.377m) slippage

The projected slippage relates to two programmes. Path & Cycleways (£0.185m) due to on-going dialogue with Sustrans on the design specifications and final layouts. Levenmouth Rail Link (£0.170m) as grant applications are currently being assessed and prioritised for approval but there is unlikely to be spend in 2021-22.

Strategic Transport Intervention Programme (STID) - (£0.456m) underspend

The projected variance relates to various schemes: - Pitreavie Roundabout Signalisation (£0.269m) has been delivered under budget (£0.160m) as a result of the tender price being less than the design estimate and the cycleway element of this scheme (£0.108m) is now being funded from the Cycling, Walking, Safer Routes Grant, which will free up the Section 75 funding to deliver the other STID projects. There is further slippage of (£0.187m) due to delays with detailed designs/site investigations/planning applications on Bothwell Gardens Signal Replacement and Northern Link Road.

Area, Community and Corporate Development (£0.403m)

Libraries ,Museums, Galleries & Theatres is overspent by £0.878m due to increased costs for Adam Smith Theatre. This is a combination of unforeseen additional works occurring once the project progressed due to the nature of the existing building and cost increases due to the current economic climate. Funding is being explored to offset this overspend.

Area Capital Investment overspend of £0.256m, £0.133m of this relates to North Queensferry public convenience, Area funding has been agreed to partly fund this. Further, £0.100m relates to increased costs for Bruce embankment public conveniences (St Andrews), additional budget has now been identified within the service to fund this

Slippage of £0.350m within Improving Health through Sport & Leisure is predominantly due to late delivery of 3 play park projects in the Cowdenbeath Area, which are now due to commence in 2022. The delay in progress is due to securing third party funding, revaluating the resourcing of the projects and consultation with communities.

Slippage of £0.878m for Sport & Leisure facilities, includes £0.400m delays to the Cowdenbeath Leisure Centre Phase 2 project due to additional funding being sought. The project is anticipated to commence in Spring 2023.

Projects plan for work at Lochore Meadows Phase 2 have recently been approved at Committee meaning that the construction work is due to start in early 2023 resulting in £0.500m of slippage in 2021-22. Project will need to be retendered with anticipated start on site early 2023.

3.2.3 Inclusive Growth and Jobs

Economy, Planning and Employability (£1.387m)

Infrastructure work at Levenmouth Business Park has slippage of £0.446m due to finalising the necessary legal agreement in respect of a servitude to install a surface water outfall over land in third party ownership.

There is also slippage of £0.897m in the Fife i3 Programme funded through the Edinburgh and South East Scotland City Region Deal. The Levenmouth Business Units project is delayed due to a dependency on supporting aforementioned infrastructure project activity at Levenmouth Business Park resulting in £0.290m slippage. Works planned on the next phase at Queensway Industrial Estate, Glenrothes were assumed for 2021/22 but have slipped to 2022/23 due to the delay in receiving cost plans from the third party occupying the site, resulting in slippage of £0.170m. Other slippage of £0.267m has emerged on the City Region Deal funded element of Industrial Development at The Avenue, Lochgelly relating to the availability of the contractor referred to in paragraph 3.2.2.

Further slippage of £0.193m has emerged at Fife Interchange North as site resurfacing has been pushed back until all other build has been completed. The delays to the project have resulted from supply chain issues relating to specialist equipment and landscaping works not now anticipated to be delivered until next financial year.

3.2.4 Maintaining Our Assets – Rolling Programmes

Asset & Transportation & Environment (£4.058m)

Fleet – Purchase of Vehicles and Equipment slippage of (£1.730m) is due to the ongoing impacts of COVID-19 and EU-Exit causing worsening effects in the supply chain. It is now anticipated that the new vehicles will be supplied in early 2022/23.

Carriageway Infrastructure – (£1.000m) slippage. The projected slippage is a result of the limited availability of external contractors.

Traffic Management – (£0.550m) slippage: The projected slippage is a result of programme delays relating to the pandemic. There is a backlog of 2020/21 schemes which have yet to be delivered and this has impacted on the delivery of the 2021/22 programme.

Street Lighting – (£0.500m) slippage: The projected slippage is a result of the limited availability of external contractors.

Climate Change Adaptation - (£0.614m) slippage: The projected slippage relates to delays across various projects, Riggs Place, Cupar (Retaining Wall replacement - £0.180m), Aberdour Footbridge (£0.079m) and Pittenweem Fish Market Chiller (£0.180m) plus minor slippages in other projects. These projects have slipped as a result of programme delays for alternative design solutions, environmental surveys/investigations and extended consultation.

Property Services - Advancement of £0.656m: Partly related to the scope of works required being greater than originally anticipated and partly due to increasing material and labour costs due to COVID-19 and EU-Exit. The identification of essential roofing works required at the Adam Smith Theatre were not originally provided for within the scope of the original project which is part of the Communities Capital programme.

Area, Community and Corporate Development (£0.699m)

Majority falls within Parks Development Projects (£0.455m) and relates to Playpark renewal funding of £0.344m received, projects have been identified and expenditure will be incurred in 2022-23. Delays to Castle Terrace Play Area project has led to slippage of (£0.135m), the project has now progressed to the consultation process and expenditure for this will be incurred in 2022-23.

Finance and Corporate Services (£0.907m)

The main areas of slippage relate to Servers and Storage £0.220m, Corporate Wi-Fi (£0.400m) and the refresh programme for IT devices across the organisation (£0.320m). The Council is currently upgrading the Local Area Network (LAN) and the specifications of the corporate Wi-Fi requirements are reliant on this upgrade. The LAN upgrade will not be complete until 2022-23 therefore the spend on the Corporate Wi-Fi will slip into 2022-23. Priority has been given to the procurement of the relevant IT devices for the Workstyles Project therefore the normal refresh programme has been delayed. In addition to this, there are currently longer lead times to procure IT devices, in some cases up to 6 months.

3.2.5 Maintaining Our Assets – Specific Programme

Asset & Transportation & Environment (£0.890m)

Landfill Sites - (£0.885m) slippage: the majority of the variance relates to an unsuccessful grant funding decision in 2021/22. An application was submitted to the Recycling Improvement Fund, which is being managed by Zero Waste Scotland, which is aimed at improving the existing infrastructure, resulting in an improvement of material quality from the collection of co-mingled garden and food waste, to assist existing recycling rates. Although the initial bid for 2021/22 has been unsuccessful, following further discussions with Zero Waste Scotland, an updated bid has recently been submitted for a decision on potential support now falling into 2022/23.

Finance and Corporate Services (£1.500m)

The slippage relates to the upgrade of the Local Area Network (LAN). There are currently longer lead times to procure and implement IT kit, therefore the LAN upgrade will not be complete until 2022-23.

3.2.6 Housing Revenue Account (£12.990m)

There is slippage of £2.102m relating to Energy Efficiency projects which were delayed as a result of COVID-19. Work is expected to progress in this area in 2022-23 and will form part of the larger Energy Efficiency Standards for Social Housing (ESSH 2) project which will run from 2023-32. There is also slippage of £6.305m relating to several site-specific projects across the HRA which are delayed until 2022-23 as a result of COVID-19. These projects include improvement works in Hostels, Travellers' sites and regeneration works across Fife. Although a number of projects have been delayed, those that are on site are progressing well.

There is slippage relating to Component Replacement of £2.230m. There have been some difficulties in year in acquiring the necessary materials to complete component replacement works and the service have worked to mitigate this by prioritising works that can be completed and by continuing to work to source the required materials.

The Affordable Housing Programme is also projecting slippage in year of £2.353m due to some sights being delayed until 2022-23. The total project budget for the Affordable Housing programme is £33.879m and due to the nature of the programme it is common for some sites to either advance or slip during each individual financial year.

The HRA holds regular High Level Capital Board Meetings with Building Services to ensure that the level of potential spend is maximised in year and ensure any outstanding projects begin as early as possible.

3.3 Total Income

Capital expenditure is funded from several income sources, some of which contribute specifically to individual projects in the plan. These income sources are Capital Financed from Current Revenue (CFCR), Scottish Government Specific Capital Grant and other grants and contributions (e.g. lottery funding). Appendix 2 shows that there is a total income budget of £69.551m against a forecast of £65.226m giving a projected variance of £4.325m. Within this variance is an under recovery of Scottish Government specific grant of £1.345m. This is in relation to subsidy which is provided by the Scottish Government for property acquisitions made by the Housing Revenue Account. At the time the budget was set, it was anticipated that all acquisitions would attract Government Subsidy, but as the year has progressed several Group Homes have been acquired for which no subsidy is payable leading to the current adverse variance. The remainder of this variance is in relation to the delay in funding for the Reception Hall at the Anaerobic Digestion Plant. This is now expected to be received next year.

3.4 Total Funding

Within the total funding section of Appendix 2, the other income such as General Capital Grant and Capital Receipts are not specifically related to any capital project but is funding for the plan overall. The adverse variance of £6.268m for Capital Receipts is in respect of the sale of Madras College. At the time the budget was set, it was anticipated that the full sale value of £8.500m would be received in 2021-22. Latest indications are that only a deposit of £1.500m will be received in the current year with the final balance due of payment in 2022-23. This underachievement of income is offset by the advancement of the transfer of the site of the Elgin Street Depot to the Housing Revenue Account at an agreed value of £1.200m. The balance of required funding in the year is met from borrowing through the Council's Loans Fund.

4.0 Conclusions

- 4.1 Against the current total expenditure budget of £180.896m, the Council is showing projected spend of £155.642m in the financial year and slippage of £25.255m.
- 4.2 This level of projected expenditure demonstrates continued progress on the delivery of a wide range of capital projects. Major capital investment by Fife Council continues, however, there is still a level of uncertainty associated with speed of delivery and future costs.
- 4.3 There are 20 projects within the Plan which have a value of £5.000m or greater. The overall budget for these projects is £713.054m, the Council is showing projected spend of £730.929m and an estimated overspend of £17.875m.
- 4.4 Where significant variances arise, these are reviewed by the Investment Strategy Group in conjunction with the appropriate Directorate and reflected in any future capital plan reports.

List of Appendices

- 1. Major Capital Projects Total Cost Monitor
- 2. Monitoring Report by Capital Theme

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FIFE COUNCIL
CAPITAL INVESTMENT PLAN 2021-31
TOTAL COST MONITOR - MAJOR CAPITAL PROJECTS

Appendix 1

	Service	Original Approved Budget £m	Current Project Budget £m	Total Projected Outturn £m	Variance £m	Variance %	Current Project Status	Expected Project Completion Date
Opportunities for All								
Madras College - Langlands	E&CS	50.170	59.991	59.991	0.000	0.00%	Current Project	2021-22
Dunfermline Learning Campus	E&CS		111.000	122.100	11.100	10.00%	Current Project	2027-28
Extension Secondary School - Viewforth	E&CS	5.989	6.335	6.969	0.634	10.00%	Future Project	2025-26
New Secondary School - Glenrothes /Glenwood	E&CS	27.532	78.937	78.937	0.000	0.00%	Future Project	2028-29
Methil Care Home	H&SC	6.620	7.277	7.403	0.126	1.73%	Current Project	2022-23
Cupar Care Home	H&SC	5.580	7.879	7.879	0.000	0.00%	Current Project	2023-24
Anstruther Care Home	H&SC	6.145	6.595	7.879	1.284	19.47%	Feasibility	2024-25
		102.036	278.014	291.157	13.143	4.73%		
Thriving Places								
Glenrothes District Heat	ATE	10.320	9.449	9.449	0.000	0.00%	Current Project	2020-21
Northern Road Link East End	ATE		10.950	10.950	0.000	0.00%	Preparatory Works	2026-27
Western Distributer Road	ATE		10.326	10.326	0.000	0.00%	Future Project	2028-29
Northern Road A823	ATE		8.568	8.568	0.000	0.00%	Preparatory Works	2025-26
Abbeyview Integrated Hub	Communities	1.500	6.506	7.506	1.000	15.37%	Current Project	2023-24
Templehall Community Hub	Communities	1.500	9.004	12.383	3.379	37.52%	Current Project	2025-26
		13.320	54.803	59.181	4.379	7.99%		
Inclusive Growth and Jobs								
Fife Interchange Business Units - Phase 1 & 2	EPES	8.129	11.027	11.027	0.000	0.00%	Current Project	2024-25
John Smith Business Park Business Units	EPES	3.644	5.517	5.517	0.000	0.00%	Future Project	2026-27
		11.773	16.544	16.544	0.000	0.00%		
Housing Revenue Account								
Affordable Housing	Housing	281.869	331.879	331.879	0.000	0.00%	Current Project	2022-23
		281.869	331.879	331.879	0.000	0.00%		
Maintaining Our Assets								
West Fife Depot	ATE	4.525	8.157	8.511	0.353	4.33%	Current Project	2019-20
Leven Railway Bridge & Bawbee Bridge	ATE	2.279	8.157	8.157	0.000	0.00%	Preparatory Work	2023-24
Local Area Network	BTS	7.200	7.200	7.200	0.000	0.00%	Current Project	2022-23
Balwearie High School	E&CS	8.300	8.300	8.300	0.000	0.00%	Future Project	2024-25
		22.304	31.814	32.168	0.353	1.11%		
Grand Total		431.302	713.054	730.929	17.875	2.51%		

**FIFE COUNCIL
CAPITAL INVESTMENT PLAN 2021-22
MONITORING REPORT**

Appendix 2

Capital Theme	Approved Budget £m	Current Budget £m	Actual to Date £m	Projected Outturn £m	Projected Variance £m	Projected Outturn as % of Plan
Opportunities for All	26.491	33.994	24.263	34.041	0.047	100%
Thriving Places	14.089	11.305	5.840	8.794	(2.511)	78%
Inclusive Growth and Jobs	10.536	5.920	2.541	4.533	(1.387)	77%
Maintaining Our Assets - Rolling Programmes	33.678	40.032	21.659	34.221	(5.811)	85%
Maintaining Our Assets - Specific Programmes	8.931	8.191	4.691	5.588	(2.602)	68%
Housing Revenue Account	74.780	81.254	41.216	68.264	(12.990)	84%
Corporate Items	0.200	0.200	0.000	0.200	0.000	100%
TOTAL EXPENDITURE	168.705	180.896	100.210	155.642	(25.255)	86%
Scottish Government Specific Capital Grants	(3.391)	(2.816)	(1.369)	(1.345)	1.471	48%
Other Grants and Contributions	(20.641)	(22.565)	(12.425)	(19.550)	3.015	87%
Capital Financed from Current Revenue (CFCR)	(42.009)	(44.170)	(2.497)	(44.331)	(0.161)	100%
TOTAL INCOME	(66.041)	(69.551)	(16.291)	(65.226)	4.325	94%
TOTAL NET EXPENDITURE	102.664	111.345	83.919	90.415	(20.930)	81%
Scottish Government General Capital Grant	(25.013)	(26.223)	(20.090)	(26.223)	0.000	100%
Capital Receipts	(1.473)	(9.061)	(4.866)	(2.793)	6.268	31%
NHT Loan Repayments	(1.963)	(0.187)	(0.187)	(0.187)	0.000	100%
Borrowing from Loans Fund - General Fund	(41.794)	(36.817)	0.000	(32.549)	4.268	88%
Borrowing from Loans Fund - HRA	(32.421)	(39.057)	0.000	(28.663)	10.394	73%
TOTAL FUNDING	(102.664)	(111.345)	(25.142)	(90.415)	20.930	81%

3rd March, 2022.
Agenda Item No. 6

No One Left Behind 2022-23 Commissioning

Report by: Gordon Mole, Head of Business and Employability

Wards Affected: All Fife

Purpose

The report provides an update from the Opportunities Fife Partnership and sets out Fife's approach to delivering employability services under the Scottish Government's No One Left Behind (NOLB) framework. The report asks Committee to approve the recommendations made by the NOLB scoring panel and the Opportunities Fife Partnership Executive for the delivery of activity from 2022-25.

Recommendations

Committee is asked to:

- (i) approve the recommended allocations to the preferred bidders for the delivery of NOLB activity for adults, young people, families and those requiring specialist support as set out in Appendix One to this report, subject to confirmation of funding from Scottish Government;
- (ii) delegate to the Head of Business & Employability, in consultation with the Head of Finance and Head of Legal & Democratic Services, to complete all necessary contracting arrangements for delivery of the No One Left Behind Fife programme from 1st April 2022;
- (iii) delegate to the Head of Business and Employability, in consultation with the Opportunities Fife Partnership Executive, to amend funding levels to projects based on project performance and available resources, including such additional funding as may be made available from Scottish Government in year through No One Left Behind;
- (iv) note the consultation undertaken with service users, delivery organisations and the Opportunities Fife Partnership in the co-design of the refreshed Commissioning Framework for NOLB activity in Fife; and
- (v) note the No One Left Behind Fife Commissioning Framework for employability services for the period 2022-2025 as set out in Appendix Two to this report.

Resource Implications

The full Scottish Government No One Left Behind allocation for each local authority area, it is reported, will be confirmed by end of March 2022. That timescale was also the intention for the 2021-2022 allocation, however, budgets were not confirmed until September and October 2021. To ensure a continuity of service for clients, the OFP intend to commission activity that will commence on 1 April 2022. For this reason, recommendations are to commission activity within the estimated allocation, with scope to scale up once budgets are confirmed.

All funding allocated by Scottish Government is given as a total commitment over the life of the No One Left Behind programme. These funding allocations are reviewed and agreed yearly and may be subject to change. No contractual agreements exist at this stage between Fife Council and the Scottish Government beyond March 2022.

Commissioning of activity is for the period 2022-23, but with the option of additional years of delivery on a plus 1 (for 2023-2024), plus 1 (for 2024-2025) continuation basis for projects that are meeting all performance management and reporting requirements. Funding allocations for beyond 2023 would be subject to approval by committee and dependant on available budget. The projected programme costs are set out in the refreshed NOLB Commissioning Framework 2022-25 (As set out in Appendix 2 – Section 7.4). The report seeks approval of £2.58m for the commissioning of NOLB activity detailed in Appendix 1 to this report.

The NOLB allocation will be supplemented with £130,000 from Fife Council's existing core Employability funding, which and will facilitate additional activity from the NOLB core budget.

Legal & Risk Implications

There are no legal implications associated with this report. All awards are recommended for support subject to compliance with Fife Council's Monitoring and Evaluation Framework which requires that they are reviewed on an annual basis as part of the Council's ongoing commitment to ensuring organisations are meeting the terms of their Service Level Agreement. The terms and conditions of funding for Parental Employability Support Fund, Young Person's Guarantee and No One Left Behind have been agreed in 2020-2021 with Legal Services and Finance and are not anticipated to change for future years delivery.

Funding is subject to confirmation from Scottish Government for the period 2022-2023 (notwithstanding any carry-forward arrangements). Indicative allocations for Fife Council in 2022-2023 are as follows, based on 2021-2022 allocations:

- No One Left Behind - £480,274
- Young Person's Guarantee - £3,551,095
- Parental Employability Support Fund - £406,000
- The above will be matched to £130,000 of Fife Council core Employability funding from existing service budgets.

The total of these estimated budgets is approximately £4.5m. The commissioning process has allocated approximately £2.58m at this time. This will provide scope for activity to be scaled up, once budgets are confirmed. The remainder of the expected allocation is retained by Fife Council to provide infrastructure support for all NOLB delivery partners, and a programme of Employer Recruitment Incentives (ERI) for young people entering employment, matched to the Fife Jobs Contract.

Impact Assessment

No impact assessment is required. The No One Left Behind Fife delivery model has been developed using a Human Rights Based approach to ensure that delivery is inclusive of all groups with protected characteristics and those at greater disadvantage in the labour market. The challenge fund framework was developed in line with the Scottish Approach to Service Design and in line with Scottish Government strategy on Halving the Disability Employment Gap, Reducing the Gender Pay gap, Reducing the Race Pay Gap, and Tackling Child Poverty.

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. Both the Plan for Fife and Fife's Economic Strategy align with this Duty in their commitment to working towards achieving inclusive growth and economic growth, which is shared by all. The grants provided by Fife Council, as detailed in this report, provide specific support to reduce inequalities and support inclusive growth in Fife.

Consultation

The Head of Finance and Head of Legal and Democratic Services have been consulted in the development of this report.

The Opportunities Fife Partnership, as the local employability partnership and oversight body for No One Left Behind Fife agreed the recommendations set out for delivery activity at its Executive Meeting of 25 January 2022.

1.0 Introduction

- 1.1 Funding for 2021-2022 was based on allocation assumptions from 2020-2021 across the three funds of: Young Person's Guarantee, Parental Employability Support Fund and No One Left Behind. These allocations were not confirmed by Scottish Government until September 2021 (for Young Person's Guarantee), October 2021 (for Parental Employability Support Fund) and November 2021 (for the new Long Term Unemployed element). This meant that activity commissioned in April 2021, following the OFP's original challenge fund was delivering against estimated budgets and was unable to scale up activity to meet the demands of the higher budget allocation, in the time left available.
- 1.2 The NOLB Commissioning Framework (Appendix Two – Section 7.4) outlines the projected budget parameters for each of the activity strands; Adult, Young People and Specialist (which includes family specific projects). The total budget outlined is between £3.2m and £4.5m. The reason for this wide budget envelope was due to uncertainty at the time of publication, regarding the projected budget allocation for 2022/2023 and an agreement between Scottish Government and COSLA that underspend from 2021/2022, which had occurred due to the lateness of the budget confirmation last year, could be carried over to supplement this year's activity.

2.0 NOLB Challenge Fund Framework Process

- 2.1 In April 2020, a No One Left Behind Oversight and Scrutiny Group, formed of representatives of strategic organisations drawn from the Opportunities Fife Partnership; including DWP, Skills Development Scotland, Fife Council, Fife College, Fife Voluntary Action and NHS Fife was established to direct NOLB activity in Fife. This group developed the framework of support for those with barriers to accessing and sustaining employment, which formed the basis for our first commissioning for activity in 2021. This framework was refreshed in October 2021 ahead of the second round of commissioning in 2022.
- 2.2 In order to scope the extent and reach of delivery, the voice of lived experience has been key in developing new provision in Fife, therefore involving people who use services, frontline staff and employers in service planning, design and delivery is crucial to developing services which are responsive and relevant. This included targeted efforts to engage with people affected under the Equalities Act (Scotland) 2010. This is in line with the Scottish Human Rights PANEL principles of: Participation, Accountability, Non-Discrimination, Engagement and Legality.
- 2.3 Over 120 individuals and organisations participated in collaborative conversations to inform the areas of focus for the commissioning framework, supported by relevant Council services. This included people with disabilities, community organisations, drug and alcohol dependency service users, those with experience of the criminal justice system, members of Fife's LGBTQ+ community and those drawn from each of the seven local area committee areas. This was supplemented in the design of the NOLB commissioning framework by available data on these equalities factors and alignment with the Plan 4 Fife.

- 2.4 The process that was followed in 2020 for the first year of commissioned activity was subject to an independent evaluation by PHIRST (Public Health Intervention Responsive Studies Team) to ensure the process was robust, transparent and focussed on targeting provision where it was needed most. The recommendations from the report, the impact of the Covid-19 pandemic on delivery and through feedback from the delivery partner network helped to review and refresh the NOLB Commissioning Framework for 2022-25. Greater clarity on budgets and a multi-year approach were two of the major issues raised when refreshing the framework, which led to the one year, plus one, plus one option to enable the OFP to extend activity that is performing well. This multi-year approach is subject to confirmation in each financial year of funding being available.
- 2.5 The final version of the refreshed NOLB Commissioning Framework was approved by the Opportunities Fife Partnership Executive in October 2021 and potential delivery organisations invited to register for the application process by 24 November 2021. Forty-three organisations registered an expression of interest through the Public Information Notice on Public Contracts Scotland website and were sent an application pack. The deadline for applications to be submitted was 17 December 2021. All bidding organisations were able to ask questions on the framework and application documentation and were offered support as needed through Fife Voluntary Action.
- 2.6 Applications were assessed by a panel consisting of representatives from DWP, Skills Development Scotland, Fife Council (Communities & Neighbourhoods), the NOLB Project Co-ordinator and two representatives of the voice of lived experience. The panel was facilitated by the Opportunities Fife Partnership Manager. A sub-panel of those with lived experience were asked to consider and respond to two questions on the application – the project outline and co-production and ability to delivery NOLB Fife principles. This sub-panel fed scored and moderated comments into the main panel via two representatives.
- 2.7 Unsuccessful bidders have received feedback on their applications and will also be offered a development session with Fife Voluntary Action on their application, to support them with applications for funding in future.
- 2.8 The scoring panel recommended the approval of 10 projects to form the No One Left Behind Programme – two projects for adult delivery; four projects supporting young people; two projects supporting families and two pieces of specialist provision, one for health and disabilities and one supporting migrants, as set out in Appendix 1 to this report. The total value of these projects will be £2.58m. The projects will be supported by a NOLB Fife Infrastructure programme including ongoing staff training and development, marketing, equalities monitoring and evaluation.
- 2.9 Funding allocated to the NOLB Challenge Framework will be for one year, in line with Scottish Government funding, but with the opportunity for the OFP and NOLB Oversight and Scrutiny Group to recommend extending provision that is performing well for a maximum further two years. Each year, budgets and project targets will be reviewed and approved by the OFP and reported to Policy and Co-ordination Committee for noting.
- 2.10 The Scoring Panel also recommended that a number of proposals be kept on a reserve list, for possible further consideration, once the budget allocation has been confirmed by Scottish Government.
- 2.11 The NOLB Commissioning Framework also includes reference to a Test of Change element, for shorter-term, limited numbers activity, possibly focused on employer/industry specific training, or to test a concept ahead of developing a larger project. Applications for Test of Change were also submitted on 17 December 2021. Due to the shorter-term nature of this activity, the OFP Executive decided to concentrate on commissioning the longer-term activity at this time and would progress the Test of Change Applications once

the budget had been confirmed and it was clear what allocation would be available to fund these shorter-term interventions. Those who submitted a Test of Change Application have been contacted to advise them of this timeline. Test of Change projects will be delivered in year with variable commencement dates.

3.0 Delivery Arrangements

- 3.1 Delivery of the new No One Left Behind projects will commence on 1st April 2022. Payment to delivery partners will be made on a quarterly basis dependant on sufficient compliance through monitoring and performance checks.
- 3.2 Projects will operate across Fife, with a focus on Mid Fife delivery as a targeted area of need. Delivery partners have arrangements for both physical and digital delivery in place to enable hybrid delivery to continue in response to the changing conditions resulting from the Covid-19 pandemic and subsequent restrictions. All organisations recommended for approval of funding have highlighted how they were able to adapt their provision to provide services to clients and employers, even during the pandemic when restrictions were at their strictest.
- 3.3 Projects will be co-ordinated through the Opportunities Fife Partnership team, who will be responsible for the monitoring and management of the programme, including Quarterly reporting against each funding stream to Scottish Government. The No One Left Behind Co-ordinator will continue to support co-ordination and delivery of the programme and Fife Voluntary Action through their existing service level agreement will provide support to the delivery organisations as well as strategic advice to the programme. Fife Centre for Equalities will provide specialist expertise on equalities monitoring and engagement.
- 3.4 The NOLB Oversight and Scrutiny Group are responsible for the monitoring and scrutiny of the project's performance and the co-design of commissioning for activity in future years. This group reports to the Opportunities Fife Partnership and is chaired by the Council's Head of Business and Employability. A NOLB Fife Delivery Group has been formed with existing delivery partners, promoting co-ordination between projects and effective information sharing. This group is led by the NOLB Co-ordinator and will be updated to include new delivery partners from April 2022.
- 3.5 The scrutiny of NOLB Fife delivery within Fife Council will be undertaken by way of regular reports on project progress to the Economy, Tourism, Strategic Planning and Transportation Sub-Committee. In 2021/2022, additional reports were provided to the Environment, Finance and Communities and Education and Children's Services, Health and Social Care Scrutiny Committees.
- 3.6 The programme is supported by a NOLB Fife Infrastructure programme of marketing, staff training and development, evaluation, capture of good practice and use of the FORT database technology platform for outcome and equalities monitoring. These costs are included within the commissioning framework allocations, as set out in Appendix 1.
- 3.7 Community Wealth Building is increasingly recognised by Scottish Government in employability delivery and the challenge framework includes commitments to delivering fair and inclusive growth to communities furthest from the labour market to enable successful gaining of skills for employment, helping to increase ambition and reduce poverty in these communities. The NOLB Fife programme forms part of the Council and Fife Partnership's agreed Leading Economic Recovery action plan and the aims of the Council's Community Wealth Building reform programme for Fair Work, as set out in the adopted CLES Action Plan.

4.0 Conclusions

- 4.1 The delivery approach selected through the No One Left Behind Fife Commissioning process represents a targeted and innovative approach to delivery of outcomes for young people, families and adults with multiple barriers to employment, or who require in work skills for continues employment.
- 4.2 The programme will deliver outcomes across Fife, with a particular emphasis on delivery in areas of greatest disadvantage. The approved delivery partners represent both continuity of services that were commissioned in 2021-2022; but also the inclusion of additional projects that will provide greater choice, and address gaps that had been previously identified. With particular regard to supporting adults with health and disability issues, migrants and isolated young people who did not sustain a positive destination when leaving school.
- 4.3 The recommended projects will inform delivery of future years of activity, in line with the key principles set out by Scottish Government for the national No One Left Behind programme delivery.

List of Appendices

1. Summary of the approved preferred bidders for NOLB 2022-2023 project delivery.
2. No One Left Behind Commissioning Framework 2022-25

Background Papers

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

- Scottish Government NOLB Strategy, December 2018
- Scottish Government NOLB Delivery Plan, December 2020

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**OPPORTUNITIES FIFE PARTNERSHIP
NO ONE LEFT BEHIND COMMISSIONING**

APPENDIX 1: Summary of Core Provision Recommendations

1.0 BACKGROUND

The deadline for No One Left Behind (NOLB) bids was 17 December 2021 and forty-three expressions of interest from providers were received.

The Opportunities Fife Partnership received

- 6 applications for Adult Provision
- 8 applications for Provision for Young People 16 – 24
- 8 applications for Specialist Provision; which included ringfenced allocation for family specific support.

A scoring panel, nominated by the Opportunities Fife Partnership, individually scored each of the bids and met on 14 January 2022, to deliberate and prepare recommendations for commissioning.

The panel was facilitated by Adam Dunkerley (Opportunities Fife Partnership Manager), who compiled the scoring, but did not score the bids.

2.0 PREFERRED BIDDERS

The OFP Executive approved the following recommendations from the scoring team, but have remitted the OFP Manager to begin discussions with the preferred bidders regarding the size and scale of the delivery contracts, at this time. As NOLB allocation is confirmed by Scottish Government, these projects will be scaled up accordingly.

2.1 Adult Provision:

- That Fife ETC are granted **£300,000** to support **240** adults in 2022-23.
- Fife Council's Supported Employment Service are granted **£122,644** (of which they would bring additional match) to support **100** adults with health and disability issues in 2022-23
- Total allocation for Adults would be: **£422,644** and these projects would be paid for through the NOLB Core Allocation.
- Although the proposal from Triage did not score highly enough to be considered with the other two projects. The panel recommends that this proposal be placed on a reserve list so that it could be considered in future, should additional budget become available.

2.2 Young People's Provision:

- The OFP Executive approved that Fife Council - EASYP, BRAG - Brighter Futures and The Princes Trust – Start Something are the preferred bidders for this allocation.
- Fife Council's EASYP are awarded **£403,720** (of which they will bring additional match) to support **200** young people aged 16-18
- BRAG - Brighter Futures are awarded **£1,113,814** to support **500** young people aged 19-24.
- The Princes Trust – Start Something: Employability Pathways for young people are awarded **£46,782** (which they will bring additional match) to support **30** young people.
- These projects would be funded through the Young Person's Guarantee allocation (YPG).

- In addition, two other proposals scored over 70 points. As with the Triage proposal in the Adult section, the panel suggests that these bidders are kept on the reserve list for additional activity that could be commissioned once budgets are confirmed, should additional budget be available. These are projects proposed by Triage and The Salvation Army.
- A fourth project from Link Living scored 69 and is focused on small numbers of young people in the Kirkcaldy area. It is an interesting proposal, that did not score highly enough, but again could be revisited should budgets allow going forward or could be assessed as a Test of Change. The panel suggests that this also be kept on a reserve list.

2.3 Specialist Provision:

2.3.1 Specialist Provision – Family Specific:

- Fife Gingerbread to be commissioned to deliver Making it Work for Lone Parents – building on the families provision they already provide as part of NOLB and the regional Intensive Family Support Service. They will concentrate on families in the Mid-Fife area (Cowdenbeath, Kirkcaldy, Glenrothes and Levenmouth). Fife Gingerbread are awarded **£260,850** (which they will bring additional match) to support **113** families, in Mid-Fife
- BRAG to be commissioned to continue delivering the Families Square Start programme as an additional service for families in the other areas, North East, South West and Dunfermline. BRAG are awarded **£129,690** to support **41** families in SW, NE and Dunfermline. Both bids were written with recognition of each other's activity and a willingness to work collaboratively, which was well received.
- These activities would be paid for through the Parental Employability Support Fund (PESF).

2.3.2 Specialist Provision – Mental Health:

- FEAT to be commissioned to continue delivering the Out to Work Project, specifically supporting those whose mental health is a barrier to progression and accessing employment. FEAT to be awarded **£74,778** (with additional match) to provide support for **60** individuals.
- This provision would be paid for from the NOLB Core allocation.

2.3.3 Specialist Provision – Disadvantaged Young People:

- The Venture Trust to be commissioned to deliver Inspiring Young Futures for **20** young people and are awarded **£67,807** which they will provide 100% match.
- This provision would be paid from the YPG allocation.

2.3.4 Specialist Provision – Migrants / Refugees:

- Fife International Forum (formerly Fife Migrants’ Forum) to be awarded **£69,875** to support **50** migrants. This application was well received as the OFP Executive felt this was a specialist area that had been missed out on previously.
- This provision would be paid from the NOLB Core allocation

3.0 FINANCIAL SUMMARY

3.1 No One Left Behind Core (NOLB)

THEME	Organisation	Project Name	Total Project Cost	NOLB Ask	No Clients / Fam	Cost per Client/Fam	Overall Average Score	Funding Source
Adult	Fife ETC	Adult Delivery	300,000	300,000	240	1,250	80.3	NOLB Core
Adult - Disability	FC SES	Positive Pathways	200,471	122,644	100	2,005	79.5	NOLB Core
SP - Mental Health	FEAT	Out to Work	186,944	74,778	60	2,670	79.4	NOLB Core
Specialist Other	FIF	Pre-Academy	69,875	69,875	50	1,497	73.1	NOLB Core
NOLB Core Sub Total			757,290	567,297	450			

3.2 Young Person's Guarantee (YPG)

THEME	Organisation	Project Name	Total Project Cost	NOLB Ask	No Clients / Fam	Cost per Client/Fam	Overall Average Score	Funding Source
Young People	FC SES	Easy P	646,483	403,720	200	3,232	84.3	YPG
Young People	BRAG	Brighter Futures	1,113,814	1,113,814	500	1,980	81.9	YPG
SP – Disadvantaged Young People	Venture Trust	Inspiring Futures	135,614	67,807	20	6,781	80.6	YPG
Young People	Princes Trust	Start Something	£67,660	£46,782	30	£2,555	75.88	YPG
YPG Sub Total			1,963,571	1,632,123	750			

3.3 Parental Employability Support Fund (PESF)

THEME	Organisation	Project Name	Total Project Cost	NOLB Ask	No Clients / Fam	Cost per Client/Fam	Overall Average Score	Funding Source
SP – Families	Fife Gingerbread	MIWFLP	327,225	260,850	113	2,908	88.5	PESF
SP – Families	BRAG	Families Sq. St.	129,690	129,690	41	3,133	75.5	PESF
PESF Sub Total			456,915	390,540	219			

NOLB Total

£2,589,960

1200 individuals and 154 families

4.0 RESERVE LIST

The OFP Executive approved the scoring panel recommendation that the following providers be kept on a reserve list. This will allow us to revisit these proposals should the budget be available, once allocations for 2022 have been confirmed by Scottish Government.

THEME	Organisation	Project Name	Total Project Cost	NOLB Ask	No Clients / Fam	Cost per Client/Fam	Overall Average Score	Funding Source
Specialist (H&D)	Enable	First Steps	£145,741	£145,741	65	£2,242	75.63	NOLB Core
Young People	Salvation Army	Employment Plus	£373,025	£95,174	600	£780	72.63	YPG
Adult	Triage	Opportunity4All	£724,397	£724,397	340	£2,130.58	71	NOLB Core
Young People	Link Living	Fit2Work	£135,316	£98,930	48	£2,819	69	YPG

5.0 UNSUCCESSFUL BIDDERS

The following applications did not score sufficiently to be selected as a preferred bidder or retained on the reserve list to be revisited. Each organisation has been offered feedback on where they could improve their proposal follow up support for future bids from Fife Voluntary Action.

THEME	Organisation	Project Name	Total Project Cost	NOLB Ask		No Clients / Fam	Cost per Client/Fam	Overall Average Score		Funding Source
SP - Families	FIF	Building Bridges	£256,838	£256,838		1,200	£214	67.6		PESF
Adult	DEAP	NOLB Fife	£224,351	£188,002		130	£1,726	64.5		NOLB Core
Young People	IDTC	Skills For Employment	£433,245	£433,245		140	£3,095	62.4		YPG
Adult	IDTC	Skills for Employment	£433,245	£433,245		140	£3,094.61	58.5		NOLB Core
Adult	Nithcree TS	NOLB Fife	£256,700	£256,700		40	£6,417.50	49.3		NOLB Core
Young People	Nithcree TS	NOLB Fife - Young	£256,700	£256,700		40	£6,418	49		YPG

6.0 KEY

The following provides a glossary of terms used in this appendix:

- BRAG – BRAG Enterprises Ltd
- DEAP – Dundee Employment and Aftercare
- FC SES – Fife Council Supported Employment Service
- FEAT – Fife Employment Access Trust
- FIFE ETC – Fife Employability Training Consortium
- FIF – Fife International Forum (formerly Fife Migrants' Forum)
- IDTC – IDTC Limited
- Nithcree TS – Nithcree Training Services
- SP – Specialist Provision
- H&D – Health and Disability

Adam Dunkerley
Opportunities Fife Partnership Manager

**OPPORTUNITIES FIFE PARTNERSHIP
NO ONE LEFT BEHIND:
COMMISSIONING FRAMEWORK 2022-25**

1.0 INTRODUCTION

1.1 This Commissioning Framework sets out the Opportunities Fife Partnership¹ (OFP) intentions, principles and priorities that will underpin employability and skills provision between 2022 and 2025 funded through the various funding streams that sit beneath the No One Left Behind banner. Fife's budget allocation for the 2022-23 and beyond has not yet been identified, therefore activity will be commissioned with a flexible focus, providing scope for activities to be scaled appropriately once the financial situation has been clarified.

1.2 The Opportunities Fife Partnership (OFP) is responsible for overseeing the delivery of aspects of the "Inclusive Growth and Jobs" priority within Fife Partnership's Local Outcome Improvement Plan (LOIP); "A Plan 4 Fife". The OFP is a strategic decision-making partnership reporting directly to the Fife Partnership.

1.3 The OFP's Mission is:

"To influence and drive innovative approaches to skills and employability services that reflect the current and future needs of individuals and employers."

1.5 This Commissioning Framework has been revised and refreshed from 2021 and includes:

- An updated outline of the current policy, economic and delivery context (Section 2)
- No One Left Behind Employability Service delivery expectations: How services will be delivered (principles), where and when (Section 3)
- No One Left Behind Employability Service delivery expectations: Who services will be aimed at and what they will be delivering (Section 4)
- No One Left Behind infrastructure that will support provision in Fife (Section 5)
- Performance Management expectations and recording personal information (Section 6)
- Outline Budget allocations (Section 7)
- Outline timetable and criteria for commissioning and assessing No One Left Behind Provision, commencing in April 2022. (Section 8)

¹ Opportunities Fife Partnership includes representation from: Fife Council, Fife College, Fife Health & Social Care Partnership, NHS Fife, Department for Work & Pensions, Skills Development Scotland, Fife Voluntary Action, Developing Young Workforce and Fife Chambers of Commerce

2.0 CONTEXT

No One Left Behind: national and local context:

- 2.1 [No One Left Behind](#) is the Scottish Government’s policy framework and approach to tackling employment issues. It aims to ensure those who experience complex and multiple barriers to moving into work are not ‘left behind’. No One Left Behind is supported through a Partnership Working Agreement which reflects shared principles and ambitions for improving outcomes for individuals between Scottish Government and local authority partners agreed with COSLA, with inputs and oversight through the Improvement Service, SLAED and SOLACE². It signals a shift from top down programme design approaches, where target groups and provision are set out at a national level, to one where local areas have the flexibility to use funding in line with the needs of their local community.
- 2.2 The Partnership Working Agreement is supported by local commissioning and a national Shared Measurement Framework currently in development. NOLB allocation combines several existing national employment-related funding pots³ into one coordinated fund which is flexible to local needs, takes a long-term approach to funding, adaptable to changing circumstances, and values the role of the third sector.
- 2.3 These commitments are designed to support services and Local Employability Partnerships, such as the OFP to create a system based on the following principles:
1. Promote dignity and respect, fairness and equality and continuous improvement
 2. Provide flexible and person-centred support;
 3. Be more straightforward for people to navigate;
 4. Be better integrated and aligned with other services, particularly with health, justice and housing provision;
 5. Provide pathways into sustainable and fair work;
 6. Be driven by evidence, including data and the experience of users; and
 7. Support more people – particularly those facing multiple barriers – to move into the right job, at the right time.
- 2.4 In Fife we have used the [Scottish Approach to Service Design](#) to help understand where provision should be targeted. The Framework outlined below is based on the findings of 16 Collaborative Conversations with 120 individuals and over 124 responses to our online survey held during 2020. This includes the voice of frontline staff, those who have used or are currently using employment services as well as those who have never used an employment service before. The process that was followed in 2020 for the first year of commissioned activity has been subject to independent evaluation by PHIRST (Public Health Intervention Responsive Studies Team), to ensure the process is robust, transparent and is focussed on targeting provision where it is most needed.

² COSLA: Convention of Scottish Local Authorities, Solace: Society of Local Authority Chief Executives, SLAED: Scottish Local Authority Economic Development representative body.

³ No One Left Behind Funding strands will include: Activity Agreements, Young Person’s Guarantee, Scottish Employer Recruitment Incentive, Parental Employment Support Fund (and PESF Boost), Community Jobs Scotland and the Employability Fund.

Wider national strategies relating to employability/employment:

2.5 No One left Behind connects to, and is supported by, a number of wider Scottish Government policies relating to improving employment outcomes in Scotland. These include but are not limited to: Halving the Disability Employment Gap, Reducing the Gender Pay gap, Reducing the Race Pay Gap, Tackling Child Poverty, and a human-rights based approach to policy development and delivery. In addition, the consultation for Scotland's [Fair Work Nation](#) and Economic Recovery Policy has been launched. The intention is that by 2025, people in Scotland will have a world-leading working life where fair work drives success, wellbeing and prosperity for individuals, businesses, organisations and society. Scottish Government is supporting this through the promotion of work places that support the real minimum wage, developing supportive working environments for women, those from black and minority ethnic communities. those with health or disabilities issues and those impacted the exit from the EU.

The impact and context of Covid-19

2.6 No One Left Behind was conceived and developed in a social and economic context where Scotland was experiencing relatively high employment rates and comparatively low unemployment. Since then, we have been affected by a global pandemic and the introduction of UK Government's Job Retention Scheme. The Furlough scheme has provided a safety net for many employees unable to perform their usual working roles, but it is possible the scheme has masked some of the wider issues that will have affected businesses in during the pandemic. Furlough ended on 30 September 2021 and it is possible that unemployment rates will rise significantly over the coming months as people go back to work, or businesses that have relied on the scheme are unable to operate at the same capacity as before the pandemic.

2.7 The full economic impact is unclear but it is expected that we will be facing significantly increased levels of unemployment and slow economic growth, particularly in key sectors such as culture, entertainment, tourism & hospitality, health & social care and in the respective supply chains for these industries. This will combine with fluctuating funding provision coming from both the UK and Scottish Governments to try and mitigate the worst impacts of this. Evidence from previous recessions suggests people affected by protected characteristics will be disproportionately negatively affected and therefore the work of the No One Left Behind provision will be all the more important.

2.8 Across Fife the issues created by digital poverty have been significant. Whether this be through lack of laptops, tablets and computers, lack of internet access, lack of skills or lack of confidence, digital poverty has had severe impact on people's ability to access and interact with a whole range of services, including employability services as well as jobs. The national [Connecting Scotland](#) programme aims to address elements of this issue, nevertheless it will be critical for No one Left Behind provision to factor this into service delivery. Although the pandemic has resulted in many people embracing virtual interaction and online participation in learning and training, those that lack the technology and/or skills to engage in this way will have been disproportionately disadvantaged during the pandemic. Possibly leaving them further from the job market and even harder to reach.

2.9 A number of national and local strategies and funding streams are being developed to try and address this including: [the Scottish Government Economic Recovery Implementation Plan](#), [Coronavirus: Measures to mitigate labour market impacts](#); [Towards a Robust, resilient Wellbeing Economy for Scotland](#); [Young Person's Guarantee Activity Plan Phase 1](#), [Inclusion Health: Principles and Practice](#). In Fife there has been the development of Fife's Economic Recovery Plan, a refresh of A Plan 4 Fife, and the implementation of Fife's Youth Employment Recovery Plan

Community Wealth Building:

2.10 Community Wealth Building provides a holistic approach to empowering communities to actively participate in and benefit from economic growth.

The five pillars of Community Wealth Building are:

1. Progressive Procurement
2. Fair Employment and Just Labour Markets
3. Accessing Affordable Funding
4. Land & Assets
5. Plural Ownership of the Economy

The Community Wealth Building approach in Fife will link to No One Left Behind through ensuring that fair and accessible work is embedded within delivery approaches, and successful providers will be expected to show how they are supporting the community wealth building agenda, such as through progressive procurement or plural ownership.

Exit from the European Union:

2.11 The impact of the UK's exit from the European Union has probably been somewhat masked by the Covid-19 pandemic. Indicators and research from business representative organisations forecast that many businesses which trade internationally will see some level of impact. Industry sectors such as hospitality, food & drink manufacture, logistics and construction that rely heavily on seasonal or migrant labour are already seeing a rise in vacancy rates, which are becoming increasingly hard to fill.

Existing employment funding & support in Fife:

2.12 The Commissioning of No One Left Behind provision is placed in the context of the existing employability provision and support in Fife adding value and additional types of support where there are gaps in provision. This includes (but is not limited to):

- **Fair Start Scotland:** Scottish Government funded provision delivered at 'regional' level focussing on all ages with multiple barriers to employment. In Fife, this is delivered by FedCap, working across the Edinburgh & South East Scotland city region with a small element sub-contracted to Triage.
- **OFP European Social Investment Fund Employability Pathway** (which will complete in March 2022): Currently five providers⁴ focussing on those with multiple barriers to employment, those living in deprived areas such as mid-Fife and those facing in-work poverty.
- **Department for Work & Pensions and Job Centre provision:** benefits administration, signposting, funded specialist activity at UK and local level. This includes the national Kickstart programme, which as a response to Covid-19, has been providing 6 month placement opportunities for those jobseekers aged 16-24; Job Entry Targeted Support (JETS); Job Finding Support, Work & Health Programme and Commissioning Agreement for Work and Health Related Services (CAERHS)
- **Skills Development Scotland:** advisers offer careers and employability support to people of all ages in Fife. SDS have public centres across Fife and advisers in each secondary school and in Fife College. SDS also fund Foundation/Modern /Graduate Apprenticeships as well as developing and sharing of local and national labour market insight data.
- **City Region Deals:** Fife is in the rare position of being a participant in two city region deals; TayCities (with Angus, Dundee, and Perth & Kinross Councils) and Edinburgh & South East Scotland (with East Lothian, Edinburgh, Midlothian, Scottish Borders and West Lothian Councils). The latter includes an Integrated Regional Employability and Skills (IRES) Programme with a focus on targeted Skills Gateways, disadvantaged families, growth sector pathways, workforce mobility and more.
- **Fife College:** Careers advice and skills development, including apprenticeship activity, the Flexible Workforce Development Fund and new programmes aligned to priority groupings and funding streams identified to support economic recovery.
- **Fife Council funded provision:** internal provision focuses on foundation and modern apprenticeships, Employability Fund, 16+, Fife Job Contract and the Supported Employment Service. Community Learning and Development and local area funded provision varies according to locality and includes a variety of valuable partnership projects⁵

⁴ FEAT (focus on complex mental health problems), Fife-ETC (focus on long-term unemployed and in-work support), Fife Council Supported Employment Service Positive Pathways (focus on those with health problems and disabilities), Opportunities for All (focus on young people and young people with mental health problems), Fife Gingerbread (focus on lone parents)

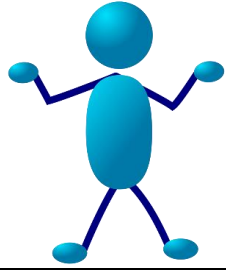
⁵ such as the FEAT and Coalfield Worx programme

3.0 NOLB SERVICE DELIVERY: HOW, WHERE AND WHEN SERVICES SHOULD BE DELIVERED

3.1 No One Left Behind Fife will commission employability provision in a way which supports services to adapt to:

- *the unique needs of individuals with a specific focus on those who tend to be 'left behind',*
- *the dynamic and rapidly changing economic and employment context in Fife and beyond*

3.2 This is based on our insight that 'employability' is a complex concept which is affected by factors relating to an individual's personal strengths and capacities and the social and economic context in which they live. These two contexts inter-connect with each other but broadly can be divided as follows:

Internal: Personal context		External: economic/social context
Motivation		The economy
Determination		Job opportunities
Confidence		Stigma & discrimination
Hope		Educational opportunities
Resilience		Social & family context
Emotional stability		Transport
Abilities (learned and innate)		Access to health care
Knowledge & skills		

Successful No One Left Behind providers will be expected to demonstrate how their staff, and the provision they deliver, will support people to navigate both internal and external barriers, so they are more likely to achieve healthy, sustainable employment outcomes⁶.

3.3 The voice of experience has been key in developing the Fife NOLB Commissioning Framework. This expectation extends to services bidding for NOLB in Fife: meaningful involvement of people who use services, frontline staff and employers in planning, designing and delivery is crucial to developing services which are responsive and relevant. This must include targeted efforts to engage with people affected under the Equalities Act 2010. This is in line with the Scottish Human Rights PANEL principles of: Participation, Accountability, Non-Discrimination, Engagement and Legality.

⁶ Healthy and sustainable work characteristics are defined in the [Marmot Principles of Fair work](#)

Successful No One Left Behind providers will be expected to demonstrate how they have engaged, and will continue to engage with, people who use services, staff and employers to inform and support service delivery in line with the PANEL principles outlined above.

3.4 How services are delivered is as important as *what* they do. No One Left Behind Conversations identified the following Principles as being central to delivering a good service:

No One Left Behind Fife Principles for Service Delivery

- **Equal and fair:** people accessing the service will be treated as equals, they will feel **respected, trusted and listened to**.
- **Strengths-based:** provision will focus on helping people to identify and grow their own strengths rather than solving problems for them. This also means giving people responsibility and allowing them to make mistakes and take risks.
- **Non-judgemental:** people will feel able to open-up without risk of judgment, staff will bring **humility** and an open mind to understand peoples' individual situation and challenges⁷
- **Discreet:** services will be provided in a way that respects people's need for privacy and the vulnerability associated with accessing support services
- **Collaborative:** services will work together to ensure people get the support they need when they need it. This includes warm handovers or working alongside one another, with clearly identified progression options and support pathways.
- **Time unlimited and progressive:** services will balance consistency and dependability with energy, momentum and challenge at a pace that works for the individual and which maintains momentum towards improved employability
- **Continuously improving:** services will actively gather feedback from people who use their services, reflect on delivery and demonstrate a willingness to adapt and learn.
- **Hopeful:** provision will hold the hope for everyone who comes through the door, (and those who don't), *and support people to recognise, voice and progress their individual hopes. Knowing that the right work is out there for them, and we are all on a journey.*

Successful No One Left Behind providers will be expected to demonstrate how they will ensure provision supports the No One Left Behind Principles outlined at Section 3.4 and how their internal monitoring and evaluation of their provision will reflect them. Providers will be held accountable for delivering in line with these Principles and must have clear systems for people to raise concerns or complaints with regard to delivery.

⁷ This will be supported by awareness training outlined within Specialist provision and Infrastructure.

Where and when do we want services to be working?

- 3.5 No One Left Behind will seek to ensure there is Core delivery available in **each of Fife's 7 localities with a particular focus on areas of multiple deprivation and the Mid-Fife area** (See Annex B). Provision must be easily accessible from anywhere in Fife, such as within a single bus journey, or alternative delivery offered online. In reality this may involve prioritising provision in areas with highest levels of systemic unemployment OR where the local transport connectivity is a predominant barrier for effective access to services.
- 3.6 Whilst face-to-face delivery should be available wherever possible it will be critical that **online and remote approaches**, including the tools for people to use these, are considered as an essential part of delivery. The use of online platforms developed during the pandemic has given greater flexibility for many people to engage with provision when at home.
- 3.7 Providers will be expected to offer reasonable support out-with Mon-Fri, 9-5 as appropriate, especially for people who had moved into work, with clear rationale for how this will be delivered and when.

Successful No One Left Behind providers will be expected to demonstrate where services will be physically located to ensure local availability in priority areas; state which online platforms they will use and their commitment to out of hours provision where necessary.

4.0 NOLB SERVICE DELIVERY: WHAT SERVICES WILL BE DELIVERED, FOR WHOM

4.1 No One Left Behind services will be delivered with the aim of actively reducing barriers for people with protected characteristics as defined by the Equality Act 2010, as well as for those with certain life experiences who are significantly more likely to struggle, in order to improve their employability and successfully gain and sustain employment.

4.2 These characteristics and life experiences often interact with each other (also known as intersectionality) meaning that people are often affected by more than one issue at a time which can have a cumulative impact on person's journey to work. No One Left Behind services will be commissioned under three banners:

- **Core No One Left Behind provision** which will need to be as *inclusive* as possible (Section 4.9 for details), working closely with
- **Specialist No One Left Behind provision** for people where additional, specialist skills are required (Section 4.18)
- **No One Left Behind Test of Change provision** – for those providers wishing to embark on innovative, or experimental test of change activity, for less than, or up to one year. (Section 4.22) **Providers should note that a separate application process will be implemented for this activity.**

It is our intention that Core and Specialist provision be delivered within Consortia or in Partnership to build on the principles of collaboration outlined at section 3.3. Where possible, the test of change activity would also be delivered in a collaborative manner, but it is understood that organisations may wish to run short-term interventions for limited numbers, in order to establish/test a delivery model.

4.3 Due to the uncertainty of the current budget situation, the OFP encourage delivery partners to understand and highlight the flexible nature of their provision. Developing projects that can support a certain number of clients, but has the capacity to be expanded, extended or up-scaled based on performance, need, and the available budget, over the time period.

4.4 For Core and Specialist provision activity will be commissioned for one year (April 2022 – March 2023) but with the intention for activity to be extended, for a second and possibly third year, subject to budget availability, performance review and continued evidence of need.

4.5 Test of Change provision, will be for shorter term activities (4 - 48 weeks) and will commence and complete within a twelve month period. **Providers should note that a separate application process will be developed and implemented for this activity.**

4.6 Core No One Left Behind Provision will be 'universal' – that is it should be *open and accessible to all* no matter what their background, protected characteristics or life history. Core Provision will be expected to work alongside the Specialist Provision (outlined at Section 4.18) where necessary.

4.7 The table below outlines the currently available data for Fife for people with key protected characteristics and life experiences relevant to No One Left Behind. It is important to acknowledge that this data is not complete and there will be under-reporting in many categories. Alongside an awareness of existing provision (see Section 2.10) this data has informed the commissioning approach outlined below.

Protected Characteristics under the Equality Act 2010	Population data for Fife	Life Experiences (whole population figures: employed or not)	Population data for Fife
Unemployed age: 16- 24	3,400 ⁸	4+ Adverse Childhood Experiences (ACEs)	34,777 ⁹
Unemployed age: Over 50	2,500 ¹⁰	Looked After Young people	81/year ¹¹
Unemployed from a minority ethnic background	4,100 ¹² Male: 2,000 Female: 2,600	Accessing criminal justice support services	1,020 ¹³
Unemployed with (physical or mental) health conditions or illnesses lasting more than 12 months (aged 16+)	4,100 ¹⁴	Drug and alcohol use	4,089 (Substance) ¹⁵ 34,768 (Alcohol) ¹⁶
Common mental health problems (employed and unemployed)	32,785 ¹⁷	Long-term unemployed	6,438 ¹⁸
Sexual Orientation (LGB and Other) (employed and unemployed)	12,700 ¹⁹ (3.4% of Fife population)	Homeless	2,630 ²⁰

⁸ Source: Annual Population Survey Apr 2020 – Mar 2021, NOMIS (accessed 22/09/2021)

⁹ Those with four or more ACEs far more likely to have low qualifications and be in lower paid/manual jobs [Scottish Health Summary 2019](#)

¹⁰ Source: Annual Population Survey Apr 2020 – Mar 2021, NOMIS (accessed 22/09/2021)

¹¹ [School Leaver Destination Return 2018/19](#)

¹² Source: Annual Population Survey Apr 2020 – Mar 2021, NOMIS (accessed 22/09/2021), as above – small sample sizes mean this figure need to be treated with caution. Unemployment rates for minority ethnic females are high in Fife: 65% compared to 36% nationally. For males this is 29.4%, compared to 18.6% nationally.

¹³ 2020 data provided via email from Fife Criminal justice team

¹⁴ 3.7% of people who had a health condition or illness lasting more than 12 months were unemployed in Fife compared with 2.3% in Scotland as a whole. Importantly we also estimate a further additional 52.3% (55,800 people) were economically inactive many of whom may wish to gain or return to employment with appropriate support (47.5% in Scotland). Source: Annual Population Survey Apr 2020 – Mar 2021, NOMIS (accessed 22/09/2021)

¹⁵ [Prevalence of problem drug use in Scotland](#), June 2020 (2015-16 estimates) -this includes all forms of problem drug use from cannabinoids to opiates

¹⁶ [ScotPHO profile tool \(2014-17\)](#)

¹⁷ ¹⁷ [ScotPHO profiling tool](#). (2014-17) common mental health problems, defined as score of 4 or more on the General Health Questionnaire (12 item version) (GHQ12). Does not include undiagnosed MH problems

¹⁸ Source: ONS Jobseeker's Allowance by age and duration; Department for Work & Pensions statxplore

¹⁹ Scottish Survey Core Questions 2019 <https://www.gov.scot/publications/scottish-surveys-core-questions-2019/documents/>, Published 19 Jan 2021 (Table 4.4)

²⁰ This data does not include the hidden homeless which are more likely to be affected by other complex barriers listed here. [Homelessness in Scotland 2019-20](#)

People undergoing Gender Reassignment (Trans men and Trans women) (employed and unemployed)	Estimate between 17-34 ²¹	Carers and young carers	53,500 adult carers (16+) ²² 6,785 young carers ²³
Economically inactive women who wish to work	6,000 ²⁴	Lone parent households	8,123 ²⁵
Unemployment rate aged 16-64 - not Equality Act 2010 core or work-limiting disabled	10,000 ²⁶	Children living relative or absolute poverty	13,238 ²⁷
		'Employment deprived', living in 20% most deprived area of Fife	9,071 ²⁸

4.8 Based on the data above and existing and new provision outlined at section 2.10 the following groups would appear to be under-served given the scale of the population affected. Many people will be affected by more than one of these issues so there is going to be cross-counting between these groups

- Those with four or more adverse childhood experiences (ACEs) (34,777), issues relating to alcohol misuse (34,768), common mental health problems (32,785), LGB and Other community (12,700) and those living in areas of multiple deprivation (9,071) have very large populations for Fife. For this reason, **Core No One Left Behind providers must have the necessary skills to support people affected by these issues whether working with young people or adults.**
- The figure for unemployed people with physical health problems and disabilities (4,100) does not include those who want to work but who are not claiming employment-related benefits. This community is currently supported mainly through Fife Council's Supported Employment Service, Positive Pathways and Fair Start Scotland²⁹. There is a clear need for continued investment for this community, particularly around in-work support.
- Lone parents (8,123) are primarily being supported through the Fife Gingerbread Making it Work for lone parents and Making it Work for families provision but this is currently limited to certain geographical areas.

²¹ <https://centreforequalities.org.uk/wp-content/uploads/2019/08/EQUALITY-IN-FIFE-JULY-2019-3b.pdf>

²² Based on figures from Fife Carers Centre: 17% of the adult population (16+). The figures for adult carers are estimated to have increased by at least 25% since lockdown, and higher than this in some areas.

²³ Will have a caring role at some point in their life, [Fife Young Carers Report 2018](#)

²⁴ Annual Population Survey Jun 2019 - July 2020, accessed via NOMIS 20/11/20

²⁵ [Scottish Household Survey](#)

²⁶ Source: Annual Population Survey Apr 2020 – Mar 2021, NOMIS (accessed 22/09/2021). Rate of 7.7% in Fife compared to Scotland (4.3%)

²⁷ [Child Poverty Fife Findings 2018-19](#)

²⁸ Scottish Index of Multiple Deprivation 2016 & 2020

²⁹ [Year 2 evaluation](#) for Fair Start Scotland show a 57% drop out rate for those with long-term health conditions

- Young carers (6,785), those with issues relating to drug use (4,089), homeless households (2,630), people from minority ethnic backgrounds (4,100), accessing criminal justice support services (1,020), adult carers (53,500) and women returners (6,000) are all communities who would benefit from some targeted support to help them access mainstream employability provision.
- Looked after young people (81/year) are currently supported through Fife Council’s Rising Stars programme (20/year) and the Apex element of Opportunities for All (circa 50-70/year) funded through ESiF.
- People experiencing low wages, in-work poverty and/or lack of progression opportunities

Core No One Left Behind Delivery will include:

- 4.9 Core No One Left Behind Services will be delivered using a 5-stage keyworker/support worker model of support, which aligns with the OFP Employability Pathway (Annex A). The 5 stages breakdown as follows:
1. Early engagement
 2. Support to overcome barriers
 3. Vocational activity
 4. Job brokerage and job matching
 5. In work aftercare
- 4.10 People’s life circumstances mean that they may need support at multiple stages simultaneously and it will be the keyworkers’ role to navigate the necessary supports as appropriate to the individual’s journey. The No One Left Behind keyworkers will be expected to take a **strengths-based approach** to supporting individuals, with capacity for **reflective practice** to ensure sufficient support and momentum is in place on their journey – as outlined within the No One Left Behind Fife Principles at Section 3.4.
- 4.11 Core No One Left Behind Services must provide access to a *menu* of skills development as appropriate to individuals’ needs. Proposed elements of the menu of support are listed here. This is not an exhaustive list and not all elements are expected to be delivered by all providers.

Core provision must include	Core provision may also include the following	These elements will be available through NOLB infrastructure or existing provision
Digital Skills, tools and access to the internet	Volunteering	Understanding stigma and discrimination
Accurate and easy to understand financial advice and support	Work placements (of personal relevance)	Talking to your employer and knowing your employment rights
Employability skills: cv, applications, personal presentation, interview and career management skills	Peer mentoring	Basic literacy and numeracy support
Growing Community Connections	Funding for transition to work costs	Use of Employer Recruitment Incentives

Core provision must include	Core provision may also include the following	These elements will be available through NOLB infrastructure or existing provision
Emotional Awareness (resilience)	Travel training and financial support	
Support for mild mental health problems, Mental Health First Aid	Engagement with & feedback from employers	
Trauma & Alcohol use Aware	In-work support	
Strengths-based approaches and reflective practice	Industry specific training	
Understanding and awareness of the impact of stigma and discrimination		

- 4.12 **Positive outcomes** for Core No One Left Behind Provision will primarily focus on the outcomes relevant to the individuals being supported. From an employability perspective they will include moving into: training, education, volunteering which supports transition to employment; paid employment and staying in/progressing in work. Job outcomes are a core element and expectation of any employment service. No One Left Behind job outcomes are expected to be sustainable and in ‘good and healthy³⁰’ working environments.
- 4.13 Core No One Left Behind Provision will be split according to Fife’s seven localities - with keyworker provision for young people (24 and under) and for adults (25+) in each area.
- 4.14 **Core Provision for adults (25+)** will focus on key transition points such as supporting women returners, over 55s, and those affected by change in life circumstances. This would be reviewed to ensure provision reacts to the changing needs of the economy in the context of Covid-19.
- 4.15 **Core Provision for young people (24 and under)** will have a focus on key transition points including early engagement, actively working with schools, those who have left school to a negative or unknown destination, and/or those who have fallen out of/not sustained their first positive transition. Provision can target support at young people in key age brackets such as 16-18 or 19-24 year olds, should that be relevant for the delivery activity.
- 4.16 Providers are invited to submit an application to:
- Deliver in one or more locality in Fife
 - Deliver provision for *either* young people, aged between 16-24 **OR deliver** adult provision for those 25 and over
 - Deliver an innovative or experimental test of change activity for a short period, with the potential for up-scaling should it prove effective. **Providers should note there will be a separate application form and process. See section 4.22 for further detail**

³⁰ [Marmot Principles of Good Work](#) and [Scottish Government Fair Work First Principles](#)

- 4.17 Whilst Core provision will be allocated by locality they must offer flexibility and willingness to work with individuals out with that area where necessary. For example, this may be due to the individual moving accommodation mid-engagement with a service or due to a stated preference to access a service out with their local area.

Successful No One Left Behind providers delivering Core provision must demonstrate whether they will work with either adults **OR** young people, how they will provide a universal and accessible 5 stage approach, and in which localities. They must identify their ability to deliver a strengths-based approach and embed reflective practice in delivery. They must also identify which elements of the provision outlined at 4.8 they will deliver internally and which, if any, they intend to work with partners to provide. They must evidence how they will connect or partner with specialist provision (Section 4.18) as well as relevant existing services within localities, across Fife and wider employability pathway provision.

Specialist No One Left Behind Provision will include:

- 4.18 Specialist No One Left Behind provision will take a different role and *will not be involved in delivering end-to-end* employability services. Specialists will vary activity to reflect the needs of the community being supported. Key elements of all No One Left Behind Specialist Provision will include:
- Acting as an **early engagement partner** with individuals from the relevant community, helping them to gain confidence to access mainstream (or relevant specialist) employability services whether through group activities, outreach or 1:1 work.
 - **Supporting individuals** *while* they are accessing mainstream (or relevant specialist) employability services (either within No One Left Behind or elsewhere) and liaising constructively with the relevant services in terms of any specific support needs (e.g. language issues), barriers and opportunities affecting that individual
 - Actively **engaging with employer engagement** teams and employer recruitment incentives in Fife to ensure that they are both accessible and being accessed by the individuals they are looking to support.
 - Providing **in-work support** where necessary to help people to maintain or progress in employment and to address in-work poverty.
 - Delivering **awareness sessions** (min four/year) co-produced and co-delivered with the voice of experience, targeted at frontline staff, employers and the employer engagement team about their area of expertise. These will be coordinated through No One Left Behind Infrastructure

4.19 The Specialist Provision that will be prioritised may include:

Priority communities for specialist provision
Families including lone parents, parents with disabilities and those accessing early learning childcare support ³¹
People from Minority Ethnic Communities in Fife
Young people with a physical or mental health problem or disability
People with physical or mental health problems or disabilities (particularly in-work/job retention support)
Carers & young carers
Housing issues, including at risk of homelessness, drug and alcohol use, history of offending,
People for whom their sexual orientation or gender identity is acting as a barrier to work
Looked after young people – focus on transition from Rising Stars provision to next step – positive outcome e.g. education, training, employment.

4.20 Specialist provision will be commissioned on a Fife-wide basis to reflect the spread of people affected by these issues. Providers will be expected to develop effective working relationships with the successful Core No One Left Behind providers in each area as well as other provision in Fife relevant to their specialism.

4.21 **Positive Outcome measures** for the specialist provision will include will also focus on the outcomes relevant to the individuals being supported. In addition, they will be expected to identify people accessing and sustaining access to mainstream employability provision, uptake of employer recruitment incentives and feedback from training sessions

Successful Specialist No One Left Behind Provision must evidence what experience, knowledge and skills they have relating to the specialist provision they have proposed. They must demonstrate experience of existing partnership working and commitment to working pro-actively with both No One Left Behind Core Provision and wider relevant partners in Fife.

³¹ These priorities are defined by the Parental Employment Support Fund and PESF Boost guidelines from Scottish Government.

Test of Change Activities:

- 4.22 Building on learning from NOLB Commissioning in 2020-21, commissioning will include a Test of Change element. Activities under this strand can include:
- To test an approach or delivery model with a controlled number of participants, with a view to up-scaling / expanding activity in future.
 - Linked to an industry specific need or fulfil the training / pre-recruitment requirements of an identified employer
 - Specifically targeted at a key target group, either social or geographic dependant on need
- 4.23 Test of Change funding can be for activity valued from £5,000 up to £75,000. It is expected to be delivered for smaller number of clients, providing specific support for an identified period (from 4 weeks up to a maximum of 48 weeks).
- 4.24 Although applications for Test of Change Fund will be accepted at the same time as the wider Core and Specialist commissioning, further applications for Test of Change activity will be accepted after April 2022. Delivery can therefore start at any point in the year, in response to the changing social or economic climate, or to meet an emerging industry/business need.
- 4.25 **A separate application form, assessment and approval process will be implemented for this activity.**

5.0 NO ONE LEFT BEHIND INFRASTRUCTURE

No One Left Behind Collaborative Conversations identified a need for Core infrastructure services relating to employability to improve both accessibility and outcomes for individuals they support. Infrastructure services will be coordinated through the Fife Council No One Left Behind Coordinator and will be available to all No One Left Behind services as well as other employment-related services in Fife.

- **Tackling Stigma and Discrimination** – OFP partners will support a programme of training for frontline staff in employability services and employers to understand the impact of stigma and discrimination in services and the workplace. They will also support training on Employment Law and the Equality Act 2010 for people who use services.
- **Staff training** – OFP partners will continue to support a programme of staff training relevant to employability colleagues and beyond. This will include elements such as strengths-based coaching, basic employment law, understanding stigma and discrimination, emotional resilience & employability, understanding the Fife landscape of employability services, housing and more. This will also raise awareness with key partners in Fife of the support on offer within the employability landscape
- **Marketing** – OFP partners will support the development and maintenance of an accessible public-facing, searchable database of employment-related services in Fife and beyond. This will also be produced as a hard copy directory and promoted to staff in related sectors every 2 years. All providers will be expected to display the OFP logo on commissioned provision marketing.
- **Collaboration** – OFP will continue to support strategic partnerships (OFP Delivery Groups and other related Fife Partnership groups) and Forums which promote networking and collaboration such as: Know Your Network and the Fife Employability Forum.
- **Employer Recruitment Incentives (ERIs)**– Fife Council will deliver a coordinated approach to employer recruitment incentives in Fife. Job application, interview and job outcome equalities data will be monitored and reviewed, and provision adapted as necessary, to ensure significant outcomes are being achieved for groups identified at 3.3 above. Employers using ERIs in Fife will need to demonstrate how they are working to create good and healthy working environments, pay the living wage and tackle stigma and discrimination. This work will be supported by a small operational group including representatives from all No One Left Behind funded provision.

Successful No One Left Behind providers must contribute to the support of this infrastructure by ensuring marketing materials are up to date and promoted on shared platforms, staff attend training as appropriate (where possible including the voice of lived experience in the development and delivery), that they embed stigma and discrimination awareness across their programmes, they actively participate in relevant networking events and optimise use of ERIs for the individuals they support.

6.0 PERFORMANCE MANAGEMENT, GATHERING OF PERSONAL INFORMATION

All No One Left Behind funded provision will need to comply with certain data gathering requirements in line with the expectations of Scottish Government and the principles outlined below.

6.1 **Personal information** will be gathered and recorded for the following purposes:

- To provide quantitative data on registrations, progressions and positive outcomes to inform service delivery adjustments and improvements (e.g. Are people getting healthy sustainable jobs? Are services mainstreaming equalities provision? Are people 'stuck' in the system?)
- To provide qualitative data in the form of case studies and surveys to inform how services are doing in relation to the No One Left Behind Principles outlined at Section 3.4
- To contribute to the national No One Left Behind Shared Measurement Framework once published

6.2 **Providers** will be expected to use the Fife Online Referral Tracking (FORT) system to record all personal and service-related information for people who use their services. Tracking and aftercare support must be recorded for a minimum of 12 months.

6.3 **Equalities** data will be recorded separately and anonymously at point of registration for *all* participants in No One Left Behind funded services. It is our intention that forms will be coded anonymously so that outcomes can be tracked for individuals.

6.4 Information relating to **personal barriers** to work will be allowed to emerge as trust builds with someone's keyworker and recorded on the system only when relevant/appropriate. The **Fife Mental Health & Work Indicator** should be used as appropriate to guide conversations where mental health has been identified as a barrier.

6.5 Successful providers must follow No One Left Behind guidance and provide **evidence that supports compliance**. Any delivery partner(s) failing to maintain acceptable performance or compliance standards will be removed from the No One Left Behind provider list and their funding withdrawn.

6.6 Service delivery will include on-going **monitoring and reporting of progress**: through statistical data uploaded to FORT; qualitative reporting at scheduled meetings; case studies; monitoring of equalities data and external user-led evaluations. This will allow the real-time evaluation of each project's current levels of achievement and facilitate any actions required to address any performance issues. Providers will also be required to produce evidence of financial spend, statistics and case studies for quarterly reports to Scottish Government, compiled by the NOLB Co-ordinator.

6.7 **Service activity reports** and performance against No One Left Behind Fife Principles will be provided to OFP (at least) twice annually and published so that all partners understand their own progress against performance profile, but also in relation to the other delivery partners.

- 6.8 All provision must demonstrate how it will uphold the No One Left Behind Fife Principles outlined at Section 3.4 as well as applying a Human Rights-based Approach to service design and delivery using the key principles of PANEL: Participation, Accountability, Non-discrimination and equality, Empowerment and Legality³².

Successful NOLB providers must ensure staff abide by the expectations outlined above and that they are gathering the necessary information and paperwork to inform in-year reviews of provision. Providers will be expected to evidence how they will use data as a tool for reviewing, informing and where necessary adapting provision within contract if necessary.

³² <http://www.scottishhumanrights.com/>

7.0 BUDGET AND PAYMENT PROCESS

7.1 It is our intention that payment for service delivery will be as follows:

- For Core and Specialist Activities payment for the first quarter will be made after delivery providers return a signed grant offer letter. Quarter 2 will be paid in advance (at the end of quarter 1) and quarters three and four in arrears, subject to compliance with service delivery commitments.
- For Test of Change Activities payment projects will be for a shorter time and for limited number of clients. For this reason a quarterly payment arrangement may not be appropriate, therefore 50% of the allocation will be paid at the start of the project to alleviate any cashflow issues the delivery partner might incur to initiate the activity and the remaining 50% would be paid upon completion of the project, subject to compliance with service delivery commitments.

7.2 Due to the uncertain nature of the funding allocation, The Opportunities Fife Partnership cannot commission activity for a three-year period as initially anticipated.

- For Core (both adult and youth) and Specialist provisions the OFP intend to commission service delivery for one year (April 2022 – March 2023) but with the intention that activity be extended, for a second and third year, subject to budget availability, performance review and continued evidence of need.
- For Test of Change provision, the OFP does not intend this activity to be for long term pilot activity. As outlined in section 4.22, this activity would be shorter-term activity with a view to testing a model or concept and therefore would be completed within a twelve month period.

7.3 Funds that will be absorbed into NOLB 2022/23 include:

- Fife Council Employability Third Sector Service Level Agreement
- No One Left Behind Phase One Spend (formerly Activity Agreements and Scottish Employer Recruitment Incentive)
- Parental Employment Support Fund (ring-fenced for families and lone parents)
- Scottish Young Person's Guarantee Fife allocation (partial)
- Employability Fund
- Community Jobs Scotland

7.4 Overall No One Left Behind funding for 2022/23 is anticipated to be between **£3.2m and £4.5m***. The table below indicates the maximum values that may be attached to each funding stream. The No One Left Behind delivery plans require a flexible response to meet needs and demand for services, therefore, we may prioritise the commissioning of services to reflect this.

Year	No One Left Behind Infrastructure**	Employer Recruitment Incentives**	Core service across 7 localities			Specialist services	Test of Change Activity
			Area	Young People % ³³	Adult 25+ % ³⁴		
2022 - 23	To a maximum funding level of £200,000 (or 10% of the budget)	To a maximum funding level of £250,000	Cowdenbeath	12%	15%	To a maximum funding level of £150,000	With projected funding available between £300,000 - £600,000
			Dunfermline	13%	13%		
			Glenrothes	16%	16%	Families and lone parents /parents with disabilities. With projected funding available between £300,000 - 597,000	But with a maximum of £75,000 per activity
			Kirkcaldy	22%	19%		
			Levenmouth	15.5%	16%		
			North East Fife	11%	11%		
			South West Fife	10.5%	10%		
				With projected funding available between £1.5m – £2m	With projected funding available between £250,000 - £750,000		

*All funding allocated by Scottish Government is given as a total commitment over the life of the No One Left Behind programme. These funding allocations are reviewed and agreed yearly and may be subject to change. No contractual agreements exist at this stage between Fife Council and the Scottish Government beyond March 2022. The breakdown of the costs outlined in the table above are indicative and will be subject to change once confirmation of allocation (including former EF and Community Jobs Scotland) is received.

**All NOLB Infrastructure and ERI activities are co-ordinated through the Opportunities Fife Partnership and are not included in this commissioning process.

³³ Allocation based on the Annual Participation Measure for Fife 2020

³⁴ Allocation based on levels of employment deprivation recorded in the [Scottish Index of Multiple Deprivation 2020v2](#)

8 CHALLENGE FUND PROCESS

The following table outlines the timescale for commissioning the new activity:

Milestone	Audience	Deadline
Challenge Fund Framework – Published (Public Contracts Scotland website and shared throughout the network)	Public	1 November 2021
Expressions of interest submitted to dedicated mailbox and a Challenge Fund Application Requested	Prospective delivery agents	15 November 2021
Challenge Fund Application Deadline	Prospective delivery agents	17 December 2021
Application Assessment and Scoring	NOLB Scoring Team including Lived Experience Panel	21 January 2022
Scoring Team Recommendations	OFP Executive	25 January 2022
Scoring Team Recommendations	NOLB Oversight and Scrutiny Group	February 2022
Prepare Committee report outlining successful partners and grant offers	Policy and Co-ordination Committee	2 March 2022
Grant Award Letters Issued	Successful Delivery Partners	31 March 2022
New Projects Commence	Beneficiaries	1 April 2022

Proposals will be assessed according to the following sample criteria. Percentage allocations will be marked against the different elements of the bid.

Applicants should note that all bids are scored by a panel of assessors including the voice of experience.

To help our assessment panels all bids must be written in plain English and ensure that content is accessible and included in the appropriate section to the application form.

Outline Scoring Criteria	% Score allocation
<p>Project Outline</p> <p>This section should outline what the project intends to deliver, with whom, and why. Including a clear overview of the client journey from referral to exit point. Diagrams may be embedded in the document if that is helpful to illustrate the activity being proposed</p> <p>Support people for to navigate internal and external barriers to work (3.2 of Framework)</p> <p>Delivery of a strengths-based approach and ensure staff have time to deliver reflective practice</p> <p>Tools offered to help people see their own progression and journey and support reflective practice for staff</p> <p>Commitment to partnership working: outline key relationships, principles working together and rationale for the partnership</p> <p>Commitment to working with Fife No One Left Behind Infrastructure (Section 5.0 of the Framework)</p> <p>Core No One Left Behind Delivery applicants must demonstrate:</p> <ul style="list-style-type: none"> • Whether you are bidding to support young people (16-24) adults or (25+) • How you will deliver a universal and accessible full 5 stage pathway service (4.6 of Framework) • How you will deliver <i>all</i> 'core' elements outlined at Table 4.11 • Which <i>additional</i> elements you will provide - also Table 4.11 • How you will target people at key transition points and what partnership relationships you have in place to support that 	<p>40%</p>

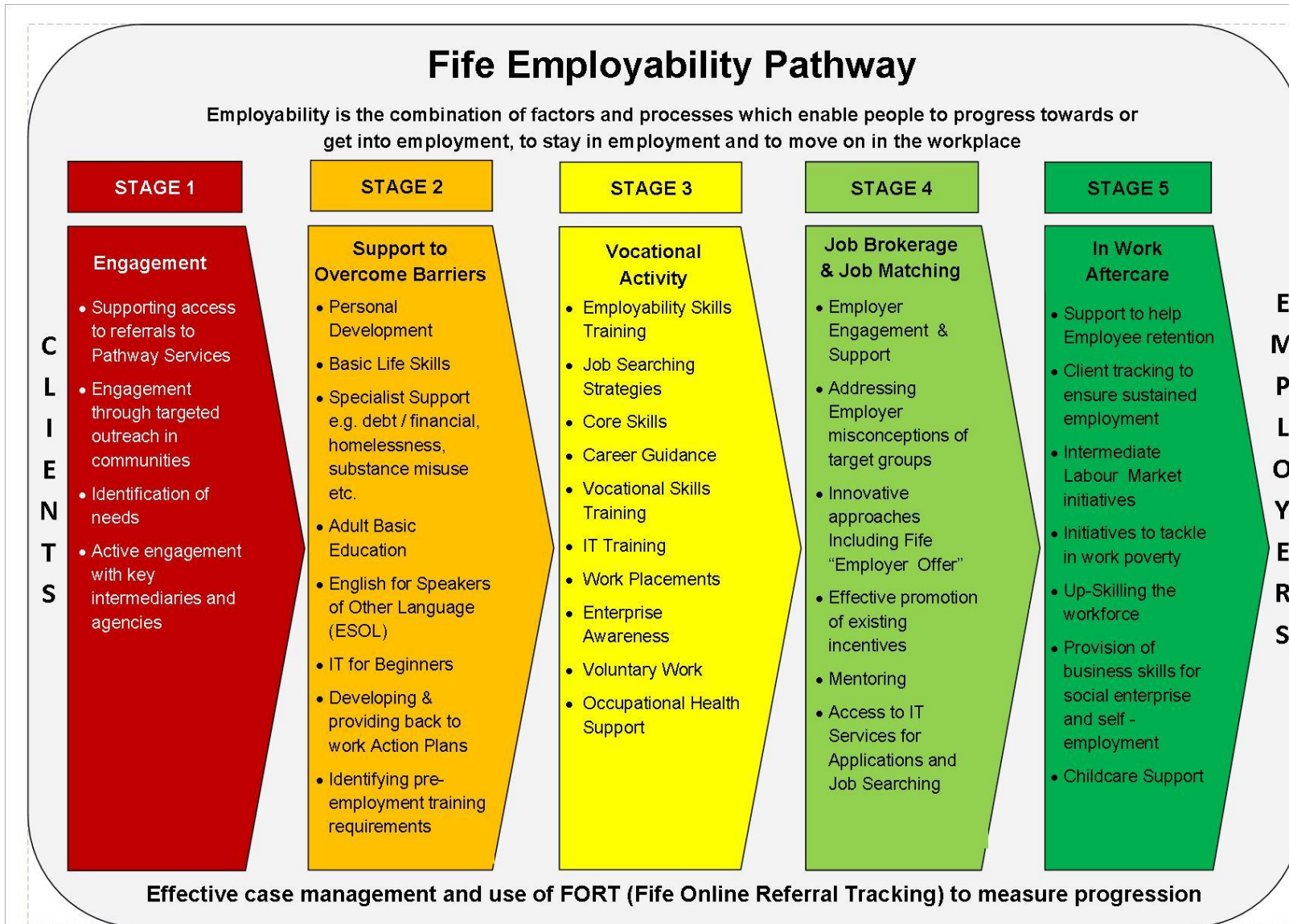
<p>Specialist No One Left Behind applicants must demonstrate:</p> <ul style="list-style-type: none"> • Which specialist community you wish to support including evidence of need • How you will create and deliver early engagement opportunities • How you will support people to engage with mainstream employability services • Your ability to work with existing employer engagement teams to improve uptake of opportunities for the people you support • How you will provide <i>specialist</i> in-work support and will work with mainstream in-work support to avoid duplication of effort • Proposals for specialist awareness sessions for frontline staff, employers and employer engagement staff. 	
<p>Co-production of design and No One Left Behind Fife Principles</p> <p>Involvement of people who use services, staff and (where relevant) employers in developing the proposal. Including reference to how have met the Scottish Human Rights Commission PANEL principles (Section 3.3 of Framework).</p> <p>Evidence of how provision meets the Fife No One Left Behind Principles (Section 3.4 of Framework). This should include how training, supervision, internal monitoring and evaluation processes will ensure these standards are maintained.</p> <p><i>Equal & Fair; Strengths-based; Non-judgemental; Discreet; Collaborative; Time unlimited & progressive; Continuously improving; Hopeful</i></p>	<p>20%</p>
<p>Programme Delivery, Performance and Previous Experience</p> <p>Internal systems for governance, review and continuous improvement to ensure can achieve the performance management expectations outlined at Section 6.0 of the Framework</p> <p>Expectations in terms of numbers of people worked with, as well as anticipated outcomes and outputs.</p> <p>Evidence of previous experience that supports the organisation or partnership’s ability to achieve these outputs and outcomes</p> <p>Reporting processes for evaluation and activity updates</p>	<p>10%</p>

<p>Programme Management, Partnership Structure and Project Staff</p> <p>Partnership structure, governance, management, infrastructure, delivery roles and reporting lines.</p> <p>Details of delivery partner, roles, and relationship.</p> <p>Rationale outlining keyworker caseloads.</p> <p>Number and experience/skills of personnel involved in delivery and the role each person will perform in delivering this contract: Contingency plans to cover holidays, absence, sickness etc</p> <p>Summaries of the relevant qualifications, competencies and experience for staff intended to be involved in delivering this contract.</p>	<p>10%</p>
<p>Delivery Location(s)</p> <p>Which localities in Fife covered, and why?</p> <p>Details of venues in which services will be located and their suitability in terms of privacy and accessibility.</p> <p>Which online platforms and tools will be used to support digital delivery and why?</p> <p>What skills and resources will be in place to ensure digital accessibility for the people being supported.</p> <p>What out of hours provision will be made available and in what format.</p> <p>Rationale for the approach being taken</p>	<p>5%</p>
<p>Project Costs</p> <p>Anticipated financial costs for staff and related costs must be fully detailed</p> <p>Additional match or in-kind contributions can also be included.</p> <p>Details of any other public funds being received by applicants whether or not relevant to the project proposal</p>	<p>10%</p>



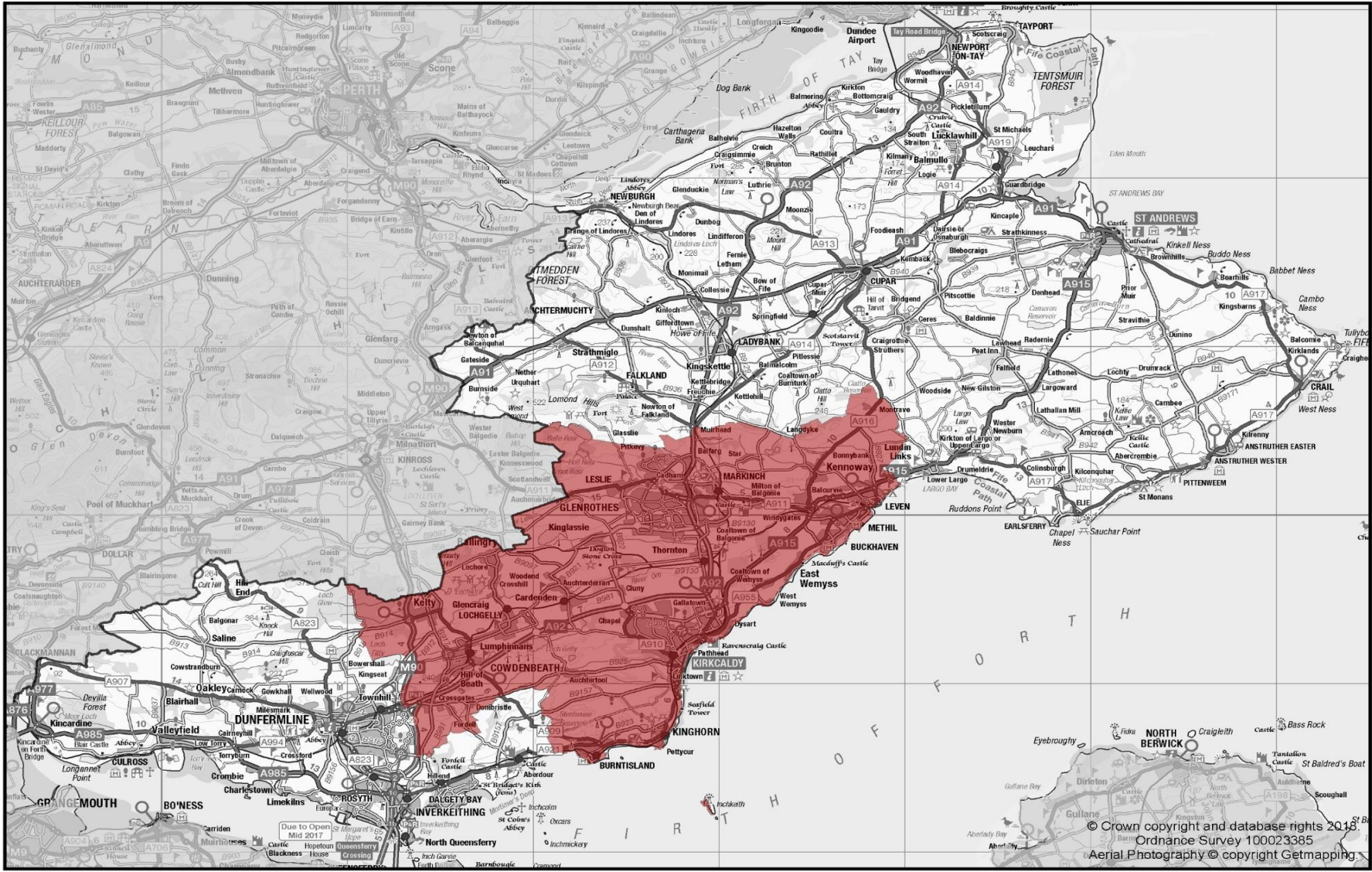
Added Value	
How the proposal supports the Plan 4 Fife and other relevant local/National strategies (Section 2.9 of the Framework)	
How the proposal supports the Community Wealth Building agenda	5%
Any additional elements which are important for the panel to consider in terms of resource, relationships and values.	

Annex A





Annex B – Map of Mid-Fife



3rd March 2022
Agenda Item No. 7

Abbeyview Community Hub Facility Project

Report by Paul Vaughan, Head of Communities & Neighbourhoods

Wards Affected: 10

Purpose of Report

The purpose of this report is to provide members with an update on progress to develop a new Integrated Community Hub facility located within Abbeyview, Dunfermline

Recommendation

The Committee is asked to

- (1) Note the Council's agreed capital plan allocation of £6.5m to this project.
- (2) Endorse the reallocation of £1m from the Communities and Neighbourhoods (C&N) capital plan cycle.
- (3) Note the engagement and dialogue with the local community throughout the project as outlined in section 2.0 and Appendix 2.

Resource Implications

£2.6 m one-off investment was allocated in the 2017-2027 Capital Plan agreed at full Council on 16th February 2017.

A further £3.905m one off investment has been allocated in the 2021-2031 capital plan specifically for the development of this project

The anticipated costs of the programme are £1m higher than the funding available. The additional £1m is proposed to be met from the reallocation of the Communities and Neighbourhoods capital plan.

The procedures and governance arrangements for the criteria and prioritising projects, monitoring and approval has been agreed between the service and financial services.

Legal & Risk Implications

There is a risk that construction costs could increase if delays are incurred in awarding the contract for the programmed works for the project. The demolition works of the Tryst Centre are scheduled for end of March 2022 and there will be risk to future continuity of service if the project was delayed thereafter. Due to the volatility in the construction industry, in terms of availability of materials and resources, the council must be mindful that these conditions may impact this project in terms of cost and timescale.

Further additional funding may be required to complete the project should a budget gap emerge predicated by the outcome of the tender returns.

There would be minimal operational risks since the council have a proactive operational and management team managing the facilities in this locality.

An Equality Impact Assessment is not required as the report is not proposing any changes to existing policies and practices. The designs proposed for the layout of the new facility comply with the requirements of the Building (Scotland) Regulations 2004 and the aims of the Disability Discrimination Act (DDA) 2005.

1.0 Background

- 1.1 The Council agreed to some new design principles around integrated community facilities at Executive Committee in December 2016. This included a commitment to the integration of services, in particular when utilising capital money to build or refurbish our assets & facilities.
- 1.2 In April 2018, the 'Plan for Fife 2017-2027' was published with a focus on "creating opportunities for young people and families, as well as on creating thriving places where everyone has opportunities to play a full and active part in Fife's social and economic life. *"We intend to create public services that are led by the needs and wishes of communities."* The importance of making Fife "a place where we make best use of our assets while sustaining them for future generations" is also part of the vision to create a 'Fairer Fife.'
- 1.3 The traditional social centre of the Abbeyview neighbourhood is based in Duncan Crescent where Fife Council and other community and voluntary sector partners deliver a variety of services from a cluster of aging, poor quality buildings. Fife Council own and operate 3 ageing facilities in the area: two community halls and a former local office. Fife Council also supports two other sites in the vicinity through subsidised leases: one offering older people's day care services and the other, a large indoor bowling centre. NHS also owned and operated a clinic which sat adjacent to the main community centre. The former clinic was sold to one of the local Scouting groups, and therefore remains a community facility.
- 1.4 The aim of this project is to merge disparate rundown local facilities into a single modern facility which will be inclusive to all and provide one door access to a range of services and community spaces based in the heart of the neighbourhood. The project is central to the aspiration of the community to provide a modern, integrated new build facility in Abbeyview to replace the current cluster of aging and poor quality facilities. The project will have a transformational impact to the local neighbourhood and will build on the recent positive housing regeneration in the area. The aim of the project is to provide a facility which is welcoming and inclusive to all and provide integrated services and community use spaces. The new hub will bring together services currently delivered from the following buildings:
 - Former Abbeyview Local Office
 - Abbeyview Community Centre
 - Tryst Centre
- 1.5 The project will result in business efficiencies for the council and, moving forward, it will also ensure sustainable outcomes for the local community by providing more integrated and joined-up services in a building which meets all modern energy efficiency targets within the context of the climate change agenda. **Appendix 1- PF01** Project business case provides more narrative on the financial projections.

- 1.6 In the interim the design team have completed technical design works and costings, progressed planning and prepared the phased demolition works. However, the project cost will be higher than the budget currently in place. The council's aspiration is to ensure new facilities integrate energy efficient measures within construction schemes where possible; however, it can add additional costs to the project. The council has explored external funding opportunities, such as Regeneration Capital Grant Funding, however this has not been forthcoming. Through the consultation process it became clear that the reducing the size of the hall as the key value engineering opportunity would not accommodate the proposed activity programme within the operational business case. There is no further scope to value engineer the design and still meet the community requirements within the available budget.

2.0 Consultation

- 2.1 Over 30 different groups and organisations have been involved in the process of engagement, with 500+ attendances at various meetings, events, and sessions. Public meetings and face to face dialogue took place with the Abbeyview Futures Trust and the Tryst Centre Management Committee. Partner services and neighbouring agencies such as Fife College, Lyneburn Scouts, St Ninians Church and Abbeyview Bowling Club were also involved in the process.
- 2.2 Throughout the project the National Standards of Community Engagement model was at the core of the planning and implementation of a wide range of consultation methods. This helped ensure that a wide representation of the community have had the opportunity to take part and share their views. Some examples of the engagement approaches used before the pandemic and also during lockdown, included:
- Paper based questionnaires
 - Community event - Tryst Centre 50th Birthday Family Day
 - Focus group meetings
 - Stakeholder visits to other community facilities (renovations and new builds)
 - 3 x online public consultation events supported by Fife Voluntary Action
 - 9 Pop Up Events
 - 5x 1:1 sessions with specific key stakeholder representatives
- 2.3 Early engagement with the local community identified the aspiration to prioritise the integration of 3 community facilities into one community hub; although a strong desire was expressed for a full new build which would have exceeded the available budget. However, ongoing dialogue with stakeholders enabled agreement to be reached on a final concept for the facility that included a larger extension to the former Local Office building.
- 2.4 A number of other changes in the design, internal layout, technical specification and functionality of rooms and spaces were required to meet the minimum community requirements, including:
- Installation of separate security entrance for After School Club
 - Adaption to internal room space for kitchen and office to better meet the needs of After School Club's Day to day activities
 - Design of large hall to accommodate Care Inspectorate requirements
 - Specific design of large multi-use hall size and space to accommodate sports, leisure, and conferences
 - Acoustic design to large multi-use hall to accommodate users with physical, sensory, and visual disabilities

- Secure outdoor play space for children and family activities
- Accommodation of 'Bothy' for Environmental Services staff and equipment

- 2.5 As stated at paragraph 1.6 above there is no further capacity to amend the design, reduce the area of the facility or value engineer the project. The current specification meets the minimum needs of the community. The Abbeyview Futures Trust also sought assurance from the council to explore a future Phase 2 extension to the building. This would be predicated by demonstrated community need for an extension and subject to securing funding to carry out the associated works. The community's desire is for the extension to be sited on the undeveloped land adjacent to the south of the new proposed building.
- 2.6 Communication within C&N Service and Area Committee members has been ongoing from the inception of the project. Internal scrutiny has been undertaken by the Investment Strategy Group.–The consultation report captures the community aspirations and comments (please see **Appendix 2-** Consultation report).

3.0 Project Update and Progress

- 3.1 The Council have finalised the design and will procure and commission the works and manage the construction works on site to repurpose and extend (through new build) the former local office. Several configuration options were considered in consultation with the community to ensure that most of the services and activities from the Tryst Centre and Abbeyview Community Centre will be accommodated within the new facility. Both these facilities will be demolished. The design solution has been carefully planned to ensure that the facility is DDA compliant, is inclusive and accessible for a wide range of community needs. The layout of the facility recognises the different services delivered to ensure the facility is a "community hub" and retains its identity with Abbeyview.
- 3.2 The re-purposing and extension of the existing building is an extremely sustainable solution particularly in respect of reducing the embodied carbon required for this project. The modern design is also striving to be highly energy efficient with a 'fabric first' approach to energy conservation. As part of this process the design team are currently considering the principles of PassivHaus energy management approach, integrated into the new facility. Fife Council's commitment to this design standard was endorsed by the council in June 2021. The electrical and mechanical elements will be upgraded to current standards and the improvements will be much more visible to the public.
- 3.3 The final design for the Integrated Community Hub includes the following modern facilities: a welcoming entrance at the heart of the building with reception/office space and interview room adjacent and a large Multi-Use Hall which can be used for a range of activities from sporting to community functions and events such as the Diamond Disco which is currently held in the existing Community Centre. There will be a range of General-Purpose Rooms, one of which will be linked with a flexible folding partition to the Multi Use Hall to allow larger events to take place and increase the flexibility of the facility. There will be several spaces dedicated to learning including an IT Suite and a Training Kitchen. The Training Kitchen is linked to the large General-Purpose Room serving the Multi Use Hall, further enhancing the use of all these spaces for future events. There will be a large Community Space for a range of activities including the After-School Club and Mother and Toddler group. This space will have a dedicated kitchen area, storage, and secure external landscaped area. As noted elsewhere, the building is fully accessible and includes a Changing Places facility. A number of public and staff WCs are also included within the design to comply with the Building Standards. An important requirement of this Community building will be dedicated storage space for the users, and this has been provided in a number of locations. A staff office and

restroom are also provided to further enhance the use of this building. Externally there will be a dedicated secure garden and play area associated with the Community Space. In addition to this, there will be a new hard landscaped area adjacent to the new entrance location with community growing spaces and planters. There is also the potential for a further community growing space to the south of the building if there is demand for this from local groups (**Appendix 3a** – Block plan and **Appendix 3b**-Layout of new facility)

- 3.4 Based on the agreed design scheme, the main project is scheduled to go out to tender in June 2022 with appointment of a contractor expected in mid-July 2022. Assuming agreement to this report and planning consents on-site construction works will commence in August 2022 with completion expected by September 2023. Prior to the main project commencing, the Tryst Centre is scheduled for demolition from March 2022 to end of April 2022. Post completion of the main construction works, the old Abbeyview Community Centre would be demolished in late Autumn 2023 (**Appendix 4** - Proposed Delivery Programme).
- 3.5 The cost estimate for the construction of the facility including demolition works, ground works and fixture and fitting requirements will be in the region of £7.5m. The total budget gap is estimated to be approx. £1 m based on these estimates. The estimate is based on the volatility of the market which includes 10-15% increase in material costs. This is compounded by the uncertainty for contractors around related factors such as energy costs, EU exit and covid which are driving the increase in costs estimate. As highlighted in para. 2.4, the tender report should be available in June 2022 which will confirm the final costings for the project.
- 3.6 The additional £1m will be funded from the existing C&N service capital plan. The proposal is to reallocate funding from the available budget of £4.1 m for the replacement programme of Synthetic Turf Pitches (STP) from the back end of the 10-year capital cycle. However, the position can be reviewed as part of the Capital Plan review in 2022/23. The consequences of not replacing the STP funding could be possible maintenance closures, increased maintenance costs and reduced community access to pitches. However, these risks occurring are unlikely.

4.0 Operational Business Case

- 4.1 The new Integrated community hub will be operated by the council's halls & centre's operational locality team who already manage all the existing community facilities in Abbeyview. The team are reviewing and updating their management, operational, policies and procedures for the new facility to anticipate increased usage of the facility including the additional scope to accommodate specific user groups.
- 4.2 The council has developed a comprehensive operational business case which covers all the key elements from the operational objectives, strategic fit and benefits to the community in line with the local community plan and the councils Plan for Fife. The halls and centres management team have a successful track record of operating facilities in the locality and will adapt their management, operational, policies and procedures to encompass the range of existing services currently provided from Abbeyview Community Centre and Tryst Centre into the one integrated facility. The importance of the "Abbeyview" identity will be at the heart of the facility ethos to compliment larger facilities under construction in the locality, such as the "joint learning campus" which are relocating the local High Schools out with the Abbeyview area. **Appendix 5**- Operational Business case & activity programme

5.0 Next Steps

- 5.1 The Council will progress the 1st phase of the project by commissioning the demolition works for the Tryst Centre in March 2022 pending planning consent. The 2nd phase of the project will include progressing the main construction work by repurposing & new build works of the former local office. This can only commence when all the funding is in place to progress the project. As indicated in 2.3, the project will be procured in June 2022, with appointment of a contractor expected in July 2022. Assuming there are no unforeseen issues on site construction works would commence in August 2022 with completion expected in September 2023. Post completion of this there will be a brief period to prepare the new facility for operation before a soft opening to the public in approx. November 2023. Once the new facility is operational the 3rd phase of the project will be commissioned for the demolition works of Abbeyview Community Centre
- 5.2 Based on the programme time lines, the local management team and Halls & Centre staff will update their communication strategy to outline the programme for existing users and the wider community to ensure they are fully briefed on access arrangements to alternative facilities. As the Tryst Centre was already closed and reused as a vaccination centre, the facility has not reopened allowing the existing programme to continue at alternative facilities with key programmes such as the Adult Basic Education (ABE) classes and English Speakers of other languages (ESOL) programmes relocated to Carnegie LC. If the tender & construction programme is delayed the Tryst Centre will still be demolished as planned.
- 5.3 In terms of governance, periodic member's briefs will be issued updating City of Dunfermline Area members of the progress on site

6.0 Conclusion

- 6.1 The construction of the new integrated community hub will provide much needed new facility in the heart of Abbeyview whilst removing inefficient and poor facilities which would require major maintenance works to retain the facilities. The new facility will retain community identity, integrate complimentary services & activities, enhance mental and physical wellbeing, provide adult education opportunities, address community food resilience, and provide flexible childcare opportunities for the community in and around the Abbeyview Area.
- 6.2 The integrated hub will generate business efficiencies and meet community aspirations. It is recommended that the committee support the investment into this project and endorse the additional funding from the C&N Service Capital Plan. The committee can continue to scrutinise and comment on the progression of the project until its conclusion.

List of Appendices

- 1- PF01 Project Business case
- 2- Consultation report
- 3- Block plan & Layout of facility

Please see the links below for external and internal 3D animation for Abbeyview.

External <https://youtu.be/9RnCsxfUk2E>

Internal https://youtu.be/l7i8G_y84qE

- 4- Proposed Delivery Programme
- 5- Operational Business Case & activity programme

Background Papers

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

- Executive Committee Report 28/03/2017 “Capital Investment Plan 2017-27 Governance Arrangements”
- Council Capital Investment Plan 2019-29 agreed in February 2019
- Council Capital Investment Plan 2021-31 agreed in February 2021
- Policy & Co-ordination Committee Report 24/01/2019 “Capital Investment Plan – Area Community Facilities – Templehall and Abbeyview Community Hubs”

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Project ref & title	Abbeyview Community Hub Facility Project
Programme or eVision (if applicable)	Design Principles- Integration of facilities (Dec 2016 Exc Committee)
Project Delivery Lead	Debbie Chapman, Capital Project Manager
Project Manager & Sponsor	Andrew Gallacher, Community Manager (Sponsor) Andy MacLellan, Community Projects Manager (Manager)
Approval board(s)	NA
Date & version	31/01/22 V1.4

Document history

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05/12/18	V1.0	Gillian Taylor	First draft
10/12/18	V1.1	Andrew Stokes	Second draft
12/12/18	V1.2	Louise Playford	Revisions to second draft
27/01/22	V1.3	Andy MacLellan/Lesley Kenworthy/Eleanor Hodgson/Debbie Chapman	Final Business case & financial
31/01/22	V1.4	Andrew Gallagher/Andy MacLellan/Lesley Kenworthy/Eleanor Hodgson/Debbie Chapman	Final Business case & revenue projections
11/02/22	V1.5	Lesley Kenworthy/Eleanor Hodgson	Final Business case & revenue projections

Section 1: Proposal

1.1 What is the project going to do?

This project will provide a modern, integrated new build facility in Abbeyview to replace the cluster of ageing, poor quality facilities that exist in the area. The aim of the project is to provide a facility which is welcoming and inclusive to all. The building will be based in the heart of the Abbeyview neighbourhood and will provide one door access to a range of services and community use spaces.

1.2 Why should we do it and what will happen if we do not?

1.2.1 Project background

The Abbeyview Community Hub Project arose following the completion of a Local Community Planning exercise, linked to an Asset Management review of community assets in each of the Council's 7 Local Area Committee boundaries.

The Abbeyview Community Hub Project has been included in Fife Council's Local Community Asset Planning Programme. The asset planning process was developed to identify the physical assets needed to support the agreed outcomes in each of the 7 Area Local Community Plans and the Plan for Fife 2017-2027.

This project will bring together the services currently delivered from:

- Abbeyview Local Office
- Abbeyview Community Centre
- Tryst Centre

1.2.2 Project justification

This project will build on, and compliment, recent investment by Fife Council and partner organisations to regenerate housing in the Abbeyview neighbourhood. A new Community Hub facility will provide a modern fit for purpose building to meet the needs and aspirations of the community in a more focused, cohesive and easily accessible way.

The new building will be a local focal point for the community, retain identity within the community and will have a significant impact in terms of improved community cohesion and community pride.

The project will deliver on the priorities of the Plan for Fife, the Dunfermline Local Community Plan and a new community-led Neighbourhood Plan. The Abbeyview Community Action Plan (2018-2023) was developed and led by a local steering group in collaboration with community groups, Community Forum, Community Council, Tryst Management Committee, Tenants and Residents Group, Eco Group, Family Group, and Local Church in partnership with local Elected Members and Fife Council. The key themes of the Abbeyview Action Plan are:

- Community Involvement, Facilities and Recreation (activities for all, healthy lifestyle, book borrowing services, sport in the community)
- Environment (community gardens, litter picks, graffiti clean-up, general community spaces, maintenance of roads and paths)
- Local Services (youth and young people services, benefit advice, housing services, training and employability opportunities, business starter units, learning centre, job clubs, access to ICT, childcare provision, traffic management, facilities for older people to reduce isolation)

This project has the capacity to provide a community hub to roll out the themes of the Abbeyview Action Plan and is wholly consistent with the desired outcomes of the national regeneration strategy – Achieving a Sustainable Future.

Since the initial community engagement in 2018, more focused engagement has been undertaken in 2021 to refine the design concept for the integrated hub and agree the scope and services to be co- located within an integrated hub. This has included public meetings, pop up sessions, on-line engagement and face to face meetings. This concluded with a consultation report which has informed the final design in consultation with the community. The new Hub will bring together services into one integrated Hub by redeveloping, repurposing and extending the former Abbeyview Local office.

This project will release efficiency savings through the assets listed above being declared surplus in regards associated annual revenue costs (heating, lighting, rates) while potentially creating more green space until a phase 2 project can be considered or sale of land for capital receipts. It will also reduce the Council’s backlog maintenance liability and will provide a building that meets all modern energy efficiency targets.

The re-purposing and extension of the existing building is an extremely sustainable solution particularly in respect of reducing the embodied carbon required for this project. The new design is also striving to be highly energy efficient with a ‘fabric first’ approach to energy conservation. The Authority’s intention is to set new standards in sustainability and energy efficiency whilst ensuring a flexible and adaptable approach to design and energy supply. Reference should be made to Climate Fife (Feb 2020), Fife Climate Ready, Climate Friendly and Climate Just: [Climate Change, Carbon, Energy-Fife's Sustainable Energy and Climate Action Plan](#)

1.2.3 Urgency and consequences

The current community buildings are not fit for purpose for range of activities that the community and partner organisations offer. The existing buildings have been adapted for use as best they can be but there is a real need to provide one modern fit for purpose hub facility that will meet the needs and aspirations of the community and will build on the recent positive regeneration activity that has taken place in the Abbeyview neighbourhood.

The current position in regards revenue costs and repair/maintenance liability for the existing assets is unsustainable for such over provision of buildings within such a small urban geographical area, particularly given the financial position and reducing budgets within the Council.

1.2.4 Lessons learned

Utilisation

Analysis of the space data available at the time of the initial review, highlighted that overall the Council has too much community space suggesting that there are opportunities to rationalise the number of assets.

Repairs & Maintenance

Effective maintenance of the building estate is seen as key to supporting the continuity of council operations and the provision of a safe and effective environment. By reducing the community estate, investment in planned maintenance can be used more effectively.

Running Costs

Opportunities to co-locate services, lease/dispose of buildings in line with this proposal will be more sustainable in the long term.

1.3 What are the key deliverables/outputs of the project?

The delivery of a multi-service, multi-purpose integrated community facility under one roof

1.4 What are the desired outcomes and benefits?

Outcome	Benefit
Rationalise the estate to achieve running cost savings.	<ul style="list-style-type: none"> • Reduction in the Council's carbon footprint. • Overall running cost reduction including energy costs.
Quality buildings in the right place to attract communities and other stakeholders.	<ul style="list-style-type: none"> • Building estate centred round localised priorities. • Sustainable and legally compliant buildings. • Improvements funded through the councils capital plan.
Deliver space efficiency and flexibility that improves and broadens the usage of buildings	<ul style="list-style-type: none"> • Maximise Utilisation. • Area of building includes usable space with minimal non-public spaces
Affordable estate	<ul style="list-style-type: none"> • Investment based on core facts. • Reduction in running costs. • Reduction in backlog maintenance liability. • Less reliance on capital investment in future
Improve delivery of frontline services in line with Council need and Community requirements	<ul style="list-style-type: none"> • Increased customer satisfaction. • Improved access to Fife Council Services. • Integrated and efficient operational model

1.5 What are the known costs and timescale? How will this be funded?

1.5.1 Costs

Total expected one-off cost	Total expected recurring cost
£7.5m Capital Expenditure based on the repurposing and extension of the former local office. Outline cost plan provided by property services QS.	. New facility will have a smaller asset footprint with an estimated revenue operating cost of £175k..

1.5.2 Resource requirement

- Communities Project Team
- Project Manager & Sponsor
- Dunfermline Area Locality Team
- Design & Technical Services
- Stakeholder Representatives:

- Finance
- Customer Online Services
- Communities & Neighbourhoods Service
- Property Services
- Community representatives

1.5.3 Project timeline

It is anticipated that this project will take approximately 12 months to deliver.

1.5.4 Funding availability

£6.5 m capital secured (council capital plan);
Estimated £1.0 m gap. (dependent on market forces due to Covid impact)

1.5.5 Resource availability

All resources required to deliver this project have been made available from existing resources within the Council.

1.6 What are the known pre-start-up risks?

Risk description	Probability score (1-5)	Impact score (1-5)	Overall score (probability x impact)
Operating Model – Service Delivery Failure to agree alternative service delivery methods.	1	4	4
Financial Failure to deliver project as a result of funding availability/costs escalate during project delivery	4	5	20
Financial Inadequate revenue identified to continue to deliver the required services.	2	4	8
Resources Increased demand for design and technical services cannot be met.	2	4	8
Reputation There is a risk of reputational damage as a potential consequence of Council asset closures and disposal on the open market.	4	4	16

Note: Once the project enters the Plan stage, the project's pre start-up risks should be copied into the project's Risk Log. The Risk Log will supersede the items detailed in the above table.

1.7 Proposal sign-off

Approved by	Role	Date approved
Investment Strategy Group	Capital Plan monitoring	

Debbie Chapman/Andy MacLellan Andrew Gallagher /	Project Manager & Sponsor	31/01/22
Lesley Kenworthy/Eleanor Hodgson	Accountants	31/01/22

Section 2: Business Case

2.1 What is the scope of the project?

2.1.1 Output

Project outputs are defined in [Section 1.3](#) of this document. Any updates to project outputs will be made in Section 1.3.

2.1.2 Resources

Project resources are defined in [Section 1.5.2](#) of this document. Any updates to project resources will be made in Section 1.5.2.

2.1.3 Customers

Primarily, but not limited to, the Abbeyview Community, Abbeyview Futures Trust and users of existing facilities from out with the community of Abbeyview

2.1.4 Staff

Existing staff with responsibilities for delivering services from the buildings will be integrated within the new facility or redeployed in other locality facilities to maximise the resource within the area.

2.1.5 Service delivery

It is anticipated that the service delivery will improve as a result of this project.¹

2.1.6 Business process

Not significant	Yes/No
Modify existing Service business processes	Yes/No
Create new Service business processes	Yes/No
Modify existing corporate business processes	Yes/No
Create new corporate business processes	Yes/No

2.2 How will ‘business as usual’ be maintained whilst change is implemented?

Existing service delivery will be maintained within Abbeyview Community Centre until the new facility is completed, at which point services will relocate into the new facility. Service delivery from the Tryst Centre has already been relocated to other facilities until the new facility is completed. The operational business case will articulate the integration of services into the new facility

2.3 Who are the key stakeholders?

- Community groups and users of the existing building
- Locality Team, Communities & Neighbourhoods
- Abbeyview Futures trust
- Customer Service Delivery
- Finance & Corporate Services
- Property Services

2.4 What are the options to deliver the project (minimum of 3)?

Option 1:	New Integrated Community Hub (3 facilities into 1)
Cost	£7.5m (costs are based on PS cost plan)
Time	Approximately 12 months to deliver.
Quality	This option will address building condition issues by the demolition of the Abbeyview Community Centre and Tryst Centre. Will bring back into use, repurpose, and extend the former Abbeyview local office.
Resource	As identified in 1.5.2
Scope	Assets identified in section 1.2.1
Risk	<ul style="list-style-type: none"> • More demand on the activity spaces provided in the new facility. There would be limited opportunity to provide the range of activities that the community and partner organisations currently provide from existing buildings • Operational management of the new facility will support this solution
Benefits	<ul style="list-style-type: none"> • Achieves a reduction in number of buildings • Service co-location • Revenue savings • Long term capital investment savings

Option 2:	Retain 3 existing assets
Cost	Estimate. £4 m (Refurbishment Costs – £3.4m incl. fixtures and fees £0.6m)
Time	Periodic planned maintenance closures (times would need to be agreed)
Quality	This option will prolong the life of each asset but does not resolve the deterioration of each asset. Existing spaces within each facility will be upgraded and will be upgraded to DDA compliance. The area available for public access would be improved but will not improve the flow of each asset or increase public space. The electrical and mechanical elements will be upgraded to current standards and the improvements will be much more visible to the public, However the principles of the PssivHaus energy efficiency measures would need to be integrated into 3 assets. Building frontage and access will be improved.
Resource	As identified under section 1.5.2
Scope	All assets identified in section 1.2.1
Risk	<ul style="list-style-type: none"> • PS Planned maintenance budgets may not prioritise this project • Currently no business operating model to support 3 assets • Increased revenue liabilities
Benefits	<ul style="list-style-type: none"> • Enhances service and community integration • Improvements to the fabric of the building • Prolongs the lifespan of each asset

Option 3:	Refurbish (Abbeyview Community Centre) & Demolition of 2 assets (Tryst Centre & Local office)
Cost	Estimate £3.5m (Refurbishment Costs – £2.975m incl. Fixtures and fees at £0.525m)
Time	Approximately 10 months to deliver.

Quality	This option will prolong the life span of the community centre but does not resolve the deterioration of the asset. Existing spaces within the facility will be upgraded. The area available for public access would be improved but will not improve the flow of the asset or increase public space. The electrical and mechanical elements will be upgraded to current standards and the improvements will be much more visible to the public. The principles of the PssivHaus energy efficiency measures would need to be integrated into assets. Building frontage and access will be improved. The building will be designed with the community to meet their needs and aspirations of those using the community centre. Services from the Tryst cannot be fully integrated within this facility and the refurbishment of the Community Centre building offers limited capacity to give greater flexibility of use.
Resource	As identified under section 1.5.2
Scope	All assets identified in section 1.2.1
Risk	<ul style="list-style-type: none"> • PS Planned maintenance budgets may not prioritise this project • Reduced public access in the locality • Restricted spaces for community access • Currently no business operating model to support this solution • Reduction in income levels
Benefits	<ul style="list-style-type: none"> • Revenue savings from the demolition of the Tryst and former local officer- • Achieves a reduction in ongoing building revenue and maintenance costs • Complements recent regeneration work by improving visual impact and community pride by improving the community centre • Creates more green space by demolition of 2 assets • Achieves a reduction in the number of buildings

2.5 What is the recommended option from Section 2.4 to deliver the project?

Option 1 predicated on securing additional funding to deliver the project

2.6 What is the outline plan and cost break-down?

2.6.1 Outline Plan

Stage	Outputs/deliverables	Timescale
	Outline Cost plan available	October 2021
	Tender returns	June 2022

Note: Once the project enters into the Plan stage, and moves to developing the Project Plan, the Project Plan will supersede the Outline Plan detailed above.

2.6.2 Budgets

Total capital budget	Total revenue budget
£7.5 (£6.5 secured) – Integrated Community Facility	Revenue budget available from combined budgets from the 3 assets approx. £199k. Potential business efficiencies from running a smaller asset

2.6.3 Cost break-down – will be detailed as part of the full business case

Item description	One-off cost	Recurring cost	Funding source	Funding available
Construction including risk contingency	£6,340,125	-NA	Capital plan	yes
Risk	Included above	-		
Site Surveys & other costs (demolition)	£23,420 surveys £200,000 demolition £50,000 Fixture and fittings allocation £120k PassivHaus	-		
Professional Fees	£757,455	-		
Operating Budget ²		Available budget of £199k. New facility will have a smaller asset footprint with an estimated revenue operating cost of £175k. As such can generate business efficiencies in the future	Revenue budget	yes
Totals	£7,491,000	-		

2.6.4 How realistic is the approach?

The approach is consistent with previous facility enhancement projects to maximise use of space, minimise costs and increase income levels

2.7 What are the benefits of the project and what measures will be used to show their realisation?

Benefit name	Rationalised Fife Council Estate- Design Principles- Integration of facilities (Dec 2016 Exc Committee)
Measure	• Reduction in the number of Fife Council Community Assets

²

Baseline(s) per measure	<ul style="list-style-type: none"> Current Assets from Asset register.
Target per measure	<ul style="list-style-type: none"> Community assets reduced from 3 to 1.
Benefit Owner	Project Sponsor
Timescale	End of Project (Autumn 2022)
Programme end benefit(s)	(Reference Integrated Community Facilities)

Benefit name	Building Quality
Measure	<ul style="list-style-type: none"> No of Community Assets in "A" Condition
Baseline(s) per measure	<ul style="list-style-type: none"> Building in "A" condition.
Target per measure	<ul style="list-style-type: none"> "A" Condition Asset
Benefit Owner	Project Sponsor
Timescale	<ul style="list-style-type: none"> Measured Annually
Programme end benefit(s)	(Reference Integrated Community Facilities)

Benefit name	Efficient use of space
Measure	<ol style="list-style-type: none"> Utilisation Percentage of space accessible to the public.
Baseline(s) per measure	<ol style="list-style-type: none"> 80% 80%
Target per measure	<ol style="list-style-type: none"> >75% >75%
Benefit Owner	Project Sponsor
Timescale	6 months after project completion
Programme end benefit(s)	(Reference Integrated Community Facilities)

Benefit name	Affordable Estate
Measure	<ol style="list-style-type: none"> Reduction in building running costs Reduction in backlog maintenance liability. Increase in letting income
Baseline(s) per measure	<ol style="list-style-type: none"> As per existing budget. As per existing liability As per existing income
Target per measure	<ol style="list-style-type: none"> <25% Initial increase of 20% then in line with inflation
Benefit Owner	Project Sponsor
Timescale	12 months after project completion.
Programme end benefit(s)	(Reference Integrated Community Facilities)

Benefit name	Improved delivery of frontline services
Measure	1. Increased Customer Satisfaction. 2. Increased access to Fife Council services.
Baseline(s) per measure	Current recorded level.
Target per measure	>80%
Benefit Owner	Project Sponsor
Timescale	12 months after project completion.
Programme end benefit(s)	(Reference Integrated Community Facilities)

2.8 What are the key assumptions and dependencies?

2.8.1 Assumptions

The strategic assumption is that the future estate will be smaller and based around local priorities.

1.8.2 Dependencies

As a result of the flexible and varied use of the space, working relations between services are crucial to project success.

2.9 What are the known pre start-up risks?

Project pre start-up risks have already been identified in [Section 1.6](#) of this document. Any updates to project pre start-up risks will be made in Section 1.6.

2.10 What are the permitted tolerances set for this project?

Tolerance table

	Amber status	Red status <i>(triggers exception report to Project Sponsor/Project Board)</i>
Cost	Up to 10% over either capital or revenue budgets, compared to the original expected project costs and budgetary requirements.	Any percentage over either budget that exceeds the amber cost threshold.
Time	Up to 4 weeks late against the original project schedule.	Any schedule delay that exceeds the amber time threshold.
Quality	Elements of acceptance criteria likely to be missed which have no particular impact on the Business Case (should define these quality elements specifically for this project).	Elements of acceptance criteria that have slipped beyond what is defined within the amber quality threshold (this should be quality elements that have an impact on the Business Case).
Resource	Resources available, but minor delay in obtaining them, or up to 10% more resource required than originally anticipated.	Resources cannot be secured within a reasonable timescale, threatening other tolerances, or any additional resource required above the amber resource threshold.

Scope	Define what elements of the project scope that can slip to move the project's scope status to amber.	Any element of project scope slippage out with, or over and above, what is defined under amber for scope.
Risk	All risks can be managed within the project with an overall score of up to 15.	Any risk exceeding the amber threshold sees the entire Risk element of the project slip to red.
Benefits	Define deviations permitted for each benefit measure target, which consequently moves the project's benefits status to amber. This should be slippage with minor impacts to the Business Case that does not affect overall project viability.	Red status will occur when any permitted deviations are exceeded as defined under amber. This should be slippage that has significant impacts to the Business Case and could threaten overall project viability.

Section 3: Project Structure

3.1 What is the governance arrangement?

Project has Governance Group, Project Team, Sponsor.	Yes
Project has no formal Project Board and reports directly to the Project Sponsor. (Community Manager & Dunfermline Area Elected members	Yes

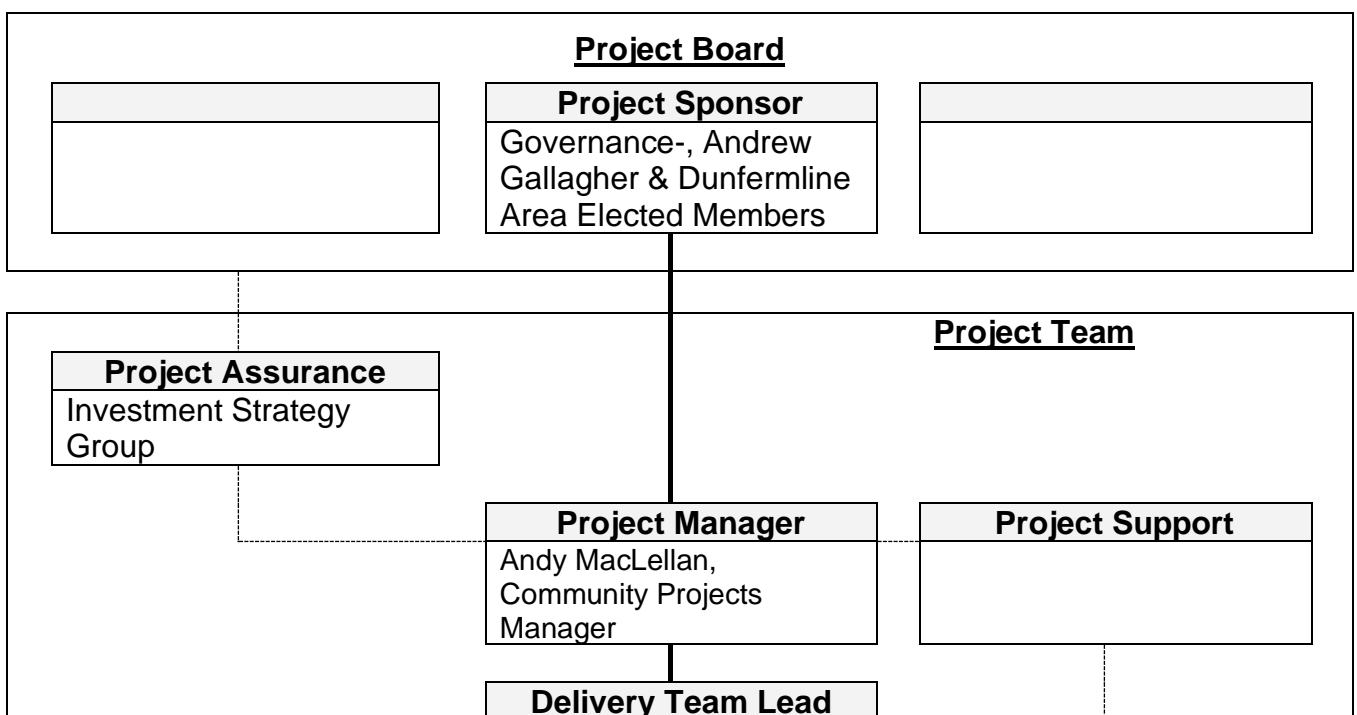
3.2 What skills, knowledge and experience are required for successful project delivery?

Skills, knowledge & experience description	Essential	Desirable
Project Management & Programme Support	Yes/No	Yes/No
Client Representation	Yes/No	Yes/No
Property Design & Technical Services	Yes/No	Yes/No
Facilities Management	Yes/No	Yes/No
Financial Management	Yes/No	Yes/No
Data Analysis	Yes/No	Yes/No
Human Resources	Yes/No	Yes/No
Negotiation	Yes/No	Yes/No
Business Technology Solutions (IT)	Yes/No	Yes/No

3.2.1 Is the required mix of 'essential' skills, knowledge and experience available to the Project Manager?

Yes – within Fife Council

3.3 Project structure chart and project roles



Debbie Chapman, Capital Projects Manager

Delivery Team Members

Karen Hunter (Acting Team Manager C&N), John Peden (Architect, Property Services), Anne Anderson (Lead Officer), Scott Fenton (Team Manager), Leza Martin (Facilities Supervisor), David Murray (Arch Tech, Property Services), Shirley Melville (Team Manager, C&N)

3.4 Business Case sign-off

Approved by	Role	Date approved
Investment Strategy Group	Endorsement of project business case and funding	
Andy MacLellan Debbie Chapman	Project Manager Project Delivery Lead	12/12/21
Andrew Gallagher	Project Sponsor	12/12/21
Lesley Kenworthy & Eleanor Hodgson	Finance Representative/ Service Accountant	11/02/21

Section 4: Project Delivery Resources**4.1 Who are the key resources the project may need to engage with at an early stage?**

Capital Projects Delivery Programme

Property Services

Procurement

Energy Management- Passiv Haus

Accountants Finance

Access Office

APPENDIX 2- Abbeyview Community Hub Facility Project

Consultation Report

Context

The Plan for Fife 2017 – 2027 focuses on Community Led Services which means putting communities and service users at the heart of how we design services, whilst building on the strengths and assets we have in our communities.

The plan identifies that through Thriving Places, we intend to create public spaces and services that are led by the needs and wishes of communities. There remains an emphasis on wellbeing of communities, and integration of partnerships that are fully focused on community involvement and participation.

The implementation of People and Place also reasserts local approaches and builds on community energy and activism, to realise more effective local delivery and decision-making processes. This model meets need and ambition, ensuring that the community voice is heard, and that services are truly community led.

The Place approach incorporates a person centered relationship based on the National Standards of Community Engagement and Place Standard as the underpinning methods of delivery.

Throughout the process of this project the National Standards of Community Engagement model was at the core of the planning and implementation of a wide range of consultation methods. This has helped ensure that a wide representation of the community have had the opportunity to take part and share their views.

Process

Early engagement with the local community identified the aspiration to prioritise the integration of 3 community facilities into one community Hub as the preferred option.

An extensive range of ongoing community engagement took place in order to fully involve community groups, individuals, partner organisations and stakeholders in the design of a modern community facility, which would meet the area needs and aspirations whilst future proofing.

Methods of engagement undertaken for early conception design included the following -

- Paper based questionnaires
- Online survey via Fife Council Consultation Diary
- Community event - Tryst Centre 50th Birthday Family Day
- Planning for Real Event
- Public conversations & feedback at Abbeyview Festival Event
- Place Standard Online
- Focus group meetings
- Regular meetings with Tryst Centre Management Committee
- Regular meetings with Abbeyview Futures Trust
- Stakeholder visits to other community facilities (renovations and new builds)
- Completion of Data Sheets for all key stakeholder groups

Community Engagement Through Covid 19

Based on feedback received, the design team prepared an initial proposal to be taken to the community for consideration. Lockdown however presented difficulties in doing so due to social isolation, social distancing and restrictions.

Focusing on the 'Refresh' of the National Standards of Community Engagement, engaging differently, a further programme of consultation was planned in line with safe and suitable methods at that time.

Moving community engagement to an online platform created barriers for those with limited digital experience and lack of resource such as technology device and internet. This was overcome by providing 1:1 training sessions relating to Zoom and Teams, whilst Connecting Scotland access to chrome books with internet access was also sourced and provided to enable members of the community to continue their engagement in the process.

Methods of engagement undertaken through lockdown included the following -

- 3 x online public consultation events supported by Fife Voluntary Action
- 2 x online staff consultation events
- 9 Pop Up Events where members of the public, including young people could attend and speak to the design team on a 1:1 basis
- 5 x 1:1 sessions with specific key stakeholder representatives

An Agreed Concept

As restrictions eased, public meetings and face to face dialogue recommenced with the Abbeyview Futures Trust and the Tryst Centre Management Committee.

This dialogue with community members, stakeholders and staff presented the opportunity to drill down the final concept aspirations for the facility, and ultimately led to changes in design including internal layout, technical design and functionality of rooms and spaces.

The wide-reaching array of community involvement and engagement presented opportunities to make adaptations and changes to the design proposal which would better meet stakeholder aspirations.

Identified and agreed adaptations to the proposal include the following -

- Larger extension to the former Local Office building to better meet the needs of the extensive activity programme
- Installation of separate security entrance for After School Club
- Adaptation to internal room space for kitchen and office to better meet the needs of After School Club's day to day activities
- Design of large hall to accommodate Care Inspectorate requirements
- Specific design of large multi-use hall size and space to accommodate sports, leisure and conferences
- Acoustic design to large multi-use hall to accommodate Diamond Disco and music events
- Re modelling of toilets and storage for better flow of the building
- Break out space for 1:1 meetings and staff room
- Secure outdoor play space for children and family activities

- Accommodation of 'Bothy' for Environmental Services staff and equipment
- Consideration of design internal and external to accommodate potential Phase 2
- Consideration of external space to the south of the building to accommodate community growing or natural civic spaces
- Sourcing alternative accommodation for Dunfermline Sound Group.

Community stakeholders held a final public meeting to deliberate and agree on the final design.

Conclusion

From the outset it was important to involve the community and services as key partners in the design and decision-making process. Various methods of engagement underpinning the National Standards of Community Engagement was undertaken in order to reach as many members of the community as possible.

Over 30 different groups and organisations have been involved in the process of engagement, with 500+ attendances at various meetings, events and sessions. Partner services and neighbouring agencies such as Fife College, Lyneburn Scouts, St Ninians Church and Abbeyview Bowling Club were also involved in the process.

Covid 19 threw up barriers and difficulties in relation to continuing consultation. Careful planning to overcome these barriers using new ways of engagement was planned and implemented.

Continuous dialogue and deliberation with the community on the design concept was undertaken to provide a facility which would better reflect the communities needs and aspiration.

The outcome of the process has resulted in an agreed design concept which will meet the communities wishes, whilst future proofing a thriving community facility which will be a pivotal element in the areas economic and regeneration plan.

The Project Design Team will continue to engage with the key stakeholder groups to continue dialogue in terms of further identifying internal design preferences as captured in Room Data Sheets, naming of the facility and future phases such as potential Phase 2 and outdoor community spaces.



HAZARDS AND RISKS WARNING

The items listed below indicate known hazards or areas of significant risk.

No operations are to commence on site until it has been ascertained (beyond reasonable doubt) that there are no Asbestos Containing Materials (ACMs) or any other hazardous material / substances within the area of the 'site' that will be affected by this work.

Reference must be made in the first instance to the Asbestos Risk Register (Management Survey) prior to starting operations on site.

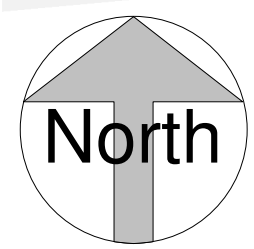
Where applicable, a separate Refurbishment / Demolition survey has been undertaken and issued to the Principal Contractor identifying the location of any known ACM. Where appropriate, a separate programme of works to control / remove any ACM's by the Construction Compliance Team will also be issued.

Should a suspect material be discovered or exposed during the course of the works, all operations within the relevant area are to cease immediately and further instruction obtained from the project Contract Administrator.

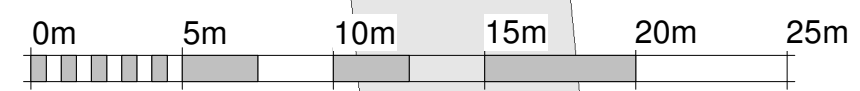
Where Asbestos Containing Materials or presumed Asbestos Containing Materials have been damaged (either previously or during the course of these works), then Fife Council Corporate Health & Safety (Emergency) Procedure OHS-C-17 "Managing Asbestos-related Emergencies" must be implemented.

Following any Asbestos related incident, construction works must not recommence until the Construction Compliance Team have given approval in writing to do so.

--- Denotes Tryst Centre and associated landscaping demolished/removed



1 Proposed Site Plan
1 : 250



REV	DATE	DESCRIPTION	BY



**ASSET, TRANSPORTATION & ENVIRONMENT:
PROPERTY SERVICES**

Property Services Senior Manager: **ALAN PAUL**
Bankhead Central, 1 Bankhead Park, Glenrothes, Fife, KY7 6GH
Tel: (01592) - 583238 E-mail: Property.Clientgroup1@fife.gov.uk

Drawing Status:

PLANNING

Contract Administrator:

David Murray

Drawn By:	Date:	Scale:	Checked By:
RL	25/10/21	1 : 250	Checker

Property Address:

**Abbeyview Hub, Duncan Crescent,
Dunfermline,
KY11 4BZ**

Project Title:

**Proposed Refurbishment and Extension to
Former Abbeyview Local Office**

Drawing Title:

Proposed Site Plan

Works Order Number:

CS 7601916

UPRN:

000510

Drawing Number:

7601916_PL07

Revision



HAZARDS AND RISKS WARNING

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Reference must be made in the first instance to the Asbestos Risk Register (Management Survey) prior to starting operations on site.

Where applicable, a separate Refurbishment / Demolition survey has been undertaken and issued to the Principal Contractor identifying the location of any known ACM. Where appropriate, a separate programme of works to control / remove any ACM's by the Construction Compliance Team will also be issued.

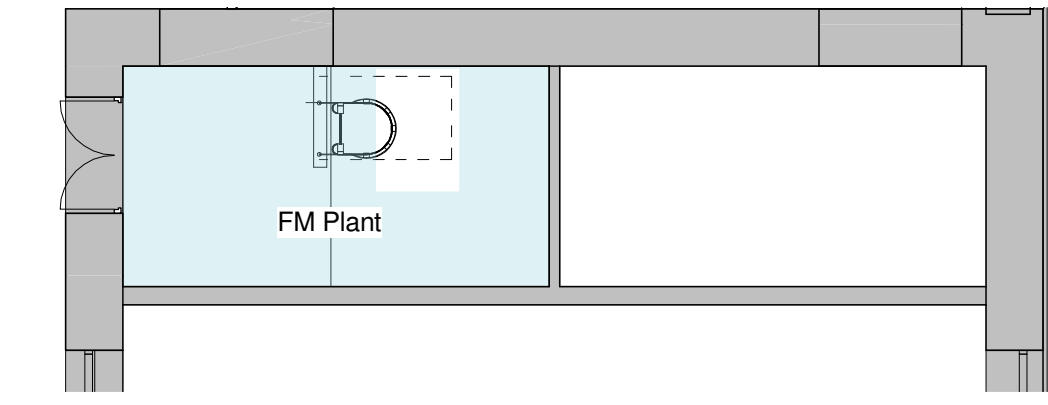
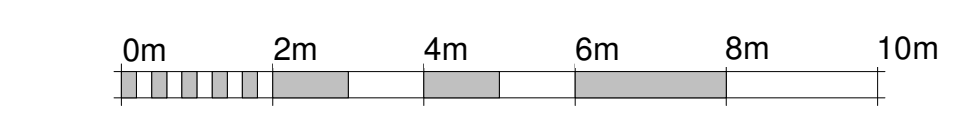
Should a suspect material be discovered or exposed during the course of the works, all operations within the relevant area are to cease immediately and further instruction obtained from the project Contract Administrator.

Where Asbestos Containing Materials or presumed Asbestos Containing Materials have been damaged (either previously or during the course of these works), then Fife Council Corporate Health & Safety (Emergency) Procedure OHS-C-17 "Managing Asbestos-related Emergencies" must be implemented.

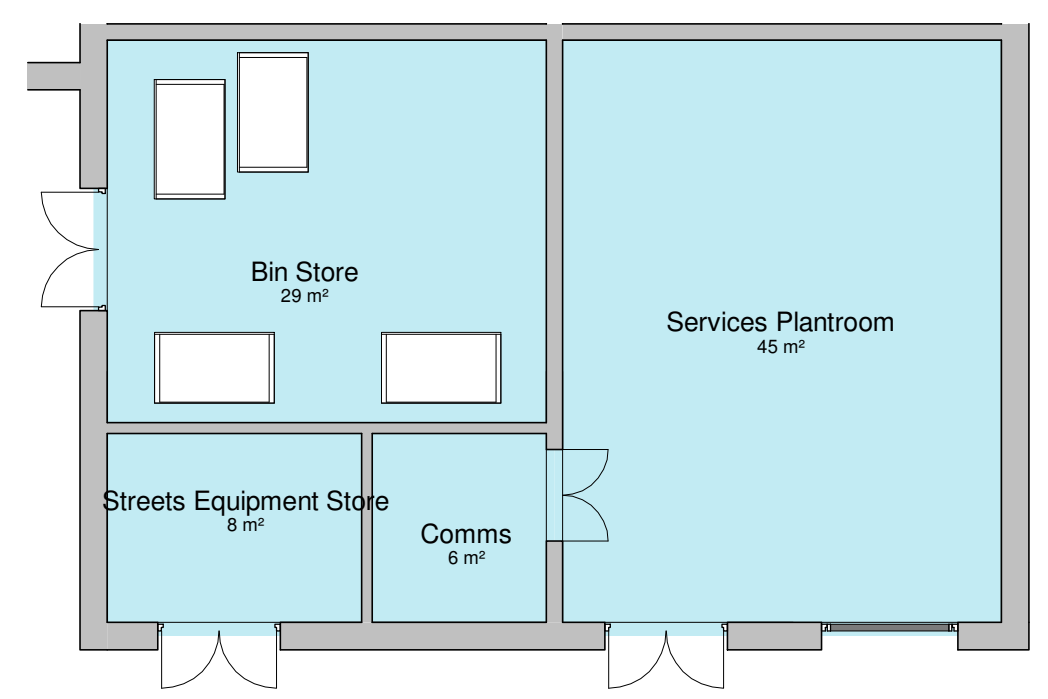
Following any Asbestos related incident, construction works must not recommence until the Construction Compliance Team have given approval in writing to do so.



1 Proposed Ground Floor Plan
1 : 100



2 (PL) Proposed FF Plan..
1 : 100



3 (PL) Proposed Lower GF Plan.
1 : 100

REV	DATE	DESCRIPTION	BY



**ASSET, TRANSPORTATION & ENVIRONMENT:
PROPERTY SERVICES**

Property Services Senior Manager: **ALAN PAUL**
Bankhead Central, 1 Bankhead Park, Glenrothes, Fife, KY7 6GH
Tel: (01592) - 583238 E-mail: Property.Clientgroup@fife.gov.uk

Drawing Status:

PLANNING

Contract Administrator:

David Murray

Drawn By:	Date:	Scale:	Checked By:
JP	25/10/21	1 : 100	Checker

Property Address:

**Abbeyview Hub, Duncan Crescent,
Dunfermline,
KY11 4BZ**

Project Title:

**Proposed Refurbishment and Extension to
Former Abbeyview Local Office**

Drawing Title:

Proposed Floor Plans

Works Order Number:	UPRN:
CS 7601916	000510

Drawing Number: **7601916_PL08** Revision

Abbeyview Hub

Programme **D 17/01/22**

Stage	No. of Weeks	Dates
Concept design, Consultation & Appointments	15 25	25/06/21 03/09/21
Detailed design	8 4	28/06/21 – 20/08/21 06/09/21 – 01/10/21
Planning application	3	23/08/21 – 10/09/21 04/10/21 – 22/10/21
To award of Planning	16	13/09/21 - 14/01/22 25/10/21 – 11/02/22 13.12.21 - 25. 03.22
Working dwgs / contract spec + docs	16	25/01/22 - 29/04/22 —
Building Warrant Stages	4	02/05/22 - 27/05/22 Stage 1 30/05/22 - 24/06/22 Stage 2 (All)
To award of Building Warrant	16 8 (Stage 1)	27/05/22 - 22/07/22 Stage 1 24/06/22 - 19/08/22 Stage 2 (All)
Billing	8	02/05/22 - 24/06/22
Tender	6	27/06/22 - 05/08/22
Tender report	1	08/08/22 - 12/08/22
Client approval and award of contract	1	15/08/22 - 19/08/22
Lead in	4	22/08/22 - 16/09/22
Tryst Demolition	6	28/03/22 - 06/05/22
On site	54	19/09/22 - 29/09/23



**Business Case for
Abbeyview Hub, Dunfermline**

Contents:

1. Introduction
2. Proposal
3. Background
4. Business Objectives and Strategic Priorities
5. Proposed Activity Programme

1. Introduction

Community Use is part of the Communities and Neighbourhood Service. Community Use facilities are at the heart of every community and offer fun, affordable classes, and activities for all ages. They are an integral resource delivering and facilitating lifelong access to learning, physical, sporting & cultural activities to meet the needs of our local communities. They operate a number of premises throughout Fife including 13 community use schools and over 100 halls and centres.

In Dunfermline, Community Use works in partnership with colleagues from Community Development (youth & adult), Fife College, Adult Basic Education, English for Speakers of Other Languages, Welfare Support, third sector organisations and community groups to provide:

- Adult Learning
- Youth Work
- Welfare Support
- Family activities
- Childcare
- Healthy activities for all ages & abilities
- Food support
- Wider community activity

2. Proposal

The aim of this project is to transform the vacant Local Office in Abbeyview into a welcoming and inclusive integrated community facility for the area. This project will merge 3 disparate, rundown facilities – Local Office + Tryst Community Centre [opened 1968] + Abbeyview Community Centre [opened 1966] – into a single, modern hub of public service, social, learning and wellbeing activity.

The range of existing community facilities in Abbeyview no longer meets the needs or requirements of the community. They are no longer fit for purpose and require significant capital investment in terms of maintenance and improvements. The project will re-purpose and enhance an existing building whilst improving the carbon footprint of the site overall thus better meeting climate emergency outcomes.

3. Background

Our priority for the facility is to ensure that it is inclusive to all sections of the community. Tackling inequality and the delivery of inclusive growth will help to ‘build back better’ post-covid. This project aims to foster new collaborative approaches to positively impact on broad outcomes utilising the following spaces:

- Holistic Family Centre
- Community Café & Social ‘Cook Together/Eat Together’
- Youth Hub & Information Point
- Teaching Kitchen, Food Resilience, Teaching & Training Space
- Multi Use Learning Spaces
- ICT Suite
- Multi Use Sports & Physical Activity Hall
- Interview Rooms for 1:1 support service
- Base for CLD Area Management & Administration
- Rented space for voluntary sector providers
- Changing Places facility
- Multi-use rooms for groups, forums & participative groups

Abbeyview Area

The Abbeyview neighbourhood lies to the East of Dunfermline and has a population of approximately 9120. The area underwent major development in the 1950s and 1960s when most of the houses and facilities were built. Abbeyview has benefited over recent years from investment and regeneration of its public housing stock. Such changes have supported the shift from the most deprived 5% SIMD data zones in Scotland (2012) to being in the most deprived 15% (2016)

Despite some success, challenges remain in Abbeyview regarding the physical regeneration of non-housing assets, alongside the need to create wider opportunities to jointly tackle economic and social regeneration. The area remains fragile in relation to poverty, skills, health, and employment outcomes.

Abbeyview North in particular (as per SIMD 2016) remains within the most deprived domain decline, especially in relation to education, skills, and health outcomes. The percentage of people who are income deprived across Abbeyview North (2016) is 17.6%, compared with the Fife average of 12.4% and the Scottish average of 12.3%. Child poverty in Abbeyview North (2016) is 26.9% which is significantly higher than the Fife average of 19.4% and Scotland at 18.4%.

A healthy community is a thriving and more sustainable community. Health & Social Care Statistics (2011) indicate that Abbeyview has a higher percentage of those living with bad health as well as a higher number of hospital admissions across all diseases including heart disease and respiratory. There is evidence to support the health benefits of regular physical activity for all age groups. However, the Scottish Health Survey (2020) indicates that less than 50% of adults in Scotland participate in the recommended 150 minutes of moderate activity per week. The Abbeyview Community Led Action Plan (2018 – 2023) highlights the need for a modern facility with improved access to a range of physical activities through sports and leisure to generate better health for local people.

4. Business Objectives and Strategic Priorities

The new facility will bring together a new and improved opportunity to deliver joined-up approaches to a wide range of services and activities, along with providing office space for Council and Voluntary Sector Community Learning staff. Key aspects will include:

Welfare Reform Hub – provide a community hub of activity to develop and deliver collaborative services, especially around advice, referral, employability, money management, tackling poverty and crisis intervention.

Learning Centre – the facility will be an anchor hub for Community Learning and Development opportunities including Adult Basic Education, English for Speakers of Other Languages, Fife College and Third Sector development work. The facility will also support shared use of break-out teaching spaces and a mobile creche.

Youth Hub – the facility will be the main Youth Hub for the wider area, providing formal and informal opportunities for children and young people. The centre will be a base for partnership support work with Education around achievement & enhanced youth work as well as outreach and detached youth work programmes.

Family Centre – Out of School Care and creche provision, multi-faceted family intervention and activity spaces for formal and informal learning opportunities.

Community Centre – groups and services from the 2 existing community centres will transfer including community day clubs and social groups for elderly participants, sports and physical activity groups, health and wellbeing projects, family recreation groups and social interaction activities such as the Diamond Disco, who operate a weekly social club for young people and adults with disabilities.

Crisis Intervention Food Support – community-led food pantry which supports the delivery of food in a dignified approach, along with tackling food waste in conjunction with Fare Share and local supermarkets. Bolt on initiatives include cooking skills and education around food, nutrition, and healthy lifestyle.

Health & Wellness – the facility will act as a stimulant for current and new health and wellbeing opportunities to tackle loneliness and improve mental health and wellbeing. Feel Good Friday, Mental Health First Aid, Art Therapy, Mindfulness, and physical activity opportunities will all lend to a holistic approach in improving health and wellbeing for people of all ages.

Active Citizenship & Participation – the Hub will provide hall space and community capacity building for a range of forums, tenants participation groups and the community council to support volunteering and active participative approaches in the local area.

The broader deliverable outcomes for this facility will meet the strategic Plan for Fife themes by fostering:

- Opportunities for All
- Thriving Places
- Inclusive Growth & Jobs
- Community Led Services

Covid-19 has highlighted the impact of poverty on our communities and there is likely to be an increase in those income deprived and in need of targeted support. This project will therefore support Fife Council's 'Reform and Recovery' plan of focusing on

- Tackling poverty & crisis prevention
- Leading economic recovery
- Sustaining services through new ways of working
- Addressing the climate emergency

The local Dunfermline 'Place-based' approach in delivering these outcome interventions is the focus in taking forward a joined-up model of intervention.

This facility has been designed in a way that is more responsive to the needs of the people, by involving them through the process, encouraging a greater sense of participation and identify. The Dunfermline 'Place' principal group is bringing together services and communities to work together collaboratively in reaching local outcomes, focusing on the community as the driver for change. Continuing to reassert local approaches and building on community energy will realise more effective local delivery that meets need and ambition, ensuring that the community voice remains to be heard and that services are community-led.

Consultation throughout the project has been reflective of the National Standards of Community Engagement and more recently the 'refresh' of these in line with covid restrictions. VOICE (Visioning Outcomes in Community Engagement) has been a key planning tool in undertaking public engagement. Methods undertaken through the process have included questionnaires, online surveys, public meetings, focus groups, key stakeholder representation, Planning for Real, community events and use of the Place Standards.

The Abbeyview Community Led Action Plan (2018 – 2023) has also played a role in further identifying the needs and aspirations of the local community, gaps in services and prioritising locally-based interventions. Key stakeholder groups and partnerships will remain a focus on decision making as the project progresses, paying attention to marginalised groups, young people and 'harder to reach' members of the community.

Overall, this project will aim to improve the regeneration of Abbeyview focusing on a holistic approach. Equality-focused participation, local accessibility to services and the concept of a '20-minute neighbourhood' will ensure that everyone can benefit fully. Creating a modern community facility in the heart of Abbeyview will contribute to a thriving economic footprint by supporting the range of shops, cafes, and small businesses within the Civic Square area. It will also help attract further economic activity to the area whilst driving forward a regenerated, healthy, and more sustainable community.

5. Proposed Activity Programme

MONDAY

Time of Day	Large Hall	ICT Suite	General Purpose	Training Kitchen	Café Space	Community Space	General Purpose 2
Morning				Lunch Club	Lunch Club		
Afternoon		Buddies	Adult Education			After School Club	Youth Club
Evening	Fit Club Football Club	Camera Club	Abbeyview Futures Trust			After School Club Jazzercise	

TUESDAY

Time of Day	Large Hall	ICT Suite	General Purpose	Training Kitchen	Café Space	Community Space	General Purpose 2
Morning	Big Fun Fitness	Fife College		Cooking Class		Mobile Creche	
Afternoon	Family Group	Fife College	Step In	Step In Family Group	Step In Family Group	After School Club	Tenants & Residents
Evening	Family Group Country Dancing		Cllr Surgery UCATT	Family Group	Family Group	After School Club	Book Club

WEDNESDAY

Time of Day	Large Hall	ICT Suite	General Purpose	Training Kitchen	Café Space	Community Space	General Purpose 2
Morning		Enhanced YW	Upcycle Me				Enhanced YW
Afternoon	Fit Club	Step In	Step In	Step In	Step In	After School Club	Enhanced YW
Evening	Youth Club		Youth Club Achievement Grp	Youth Club	Youth Club	After School Club Jazzercise	

THURSDAY

Time of Day	Large Hall	ICT Suite	General Purpose	Training Kitchen	Café Space	Community Space	General Purpose 2
Morning	Community Pantry	Digital Skills		Community Pantry	Community Pantry		Enhanced YW
Afternoon	Community Pantry	Job club		Community Pantry	Community Pantry	After School Club	Enhanced YW
Evening	Youth Club		Allan Miller Dance	Youth Club	Youth Club	After School Club	

FRIDAY

Time of Day	Large Hall	ICT Suite	General Purpose	Training Kitchen	Café Space	Community Space	General Purpose 2
Morning	Parent & Toddlers	Fife College	Adult Education	Cooking Class		Mobile Creche	Health & Wellbeing
Afternoon	Feel Good Friday	Step In	Step In	Feel Good Friday	Feel Good Friday	After School Club	
Evening	Diamond Disco			Diamond Disco	Diamond Disco	After School Club	

SATURDAY

Time of Day	Large Hall	ICT Suite	General Purpose	Training Kitchen	Café Space	Community Space	General Purpose 2
Morning	Jazzercise						
Afternoon							
Evening							

Saturday – Community Let's as and when required e.g. Birthday Parties, Community Meetings & Events.