

**AGENDA**

	<u>Page Nos.</u>
1. <b>APOLOGIES FOR ABSENCE</b>	
2. <b>DECLARATIONS OF INTEREST</b> - In terms of Section 5 of the Code of Conduct Members of the Committee are asked to declare any interest(s) in particular items on the agenda and the nature of the interest(s) at this stage.	
3. <b>MINUTE</b> – Minute of the meeting of the Cowdenbeath Area Committee of 31st August, 2022.	3 – 11
4. <b>PRESENTATION - FUEL POVERTY</b> – Presentation by the Service Manager, Income, Poverty and Private Housing Service, Housing Services.	
5. <b>SAFER COMMUNITIES TEAM - UPDATE REPORT</b> – Report by the Head of Housing.	12 – 26
6. <b>SCOTTISH FIRE AND RESCUE SERVICE COWDENBEATH AREA ANNUAL PERFORMANCE REPORT</b> – Report by the Station Commander, Lochgelly Community Fire Station, Scottish Fire and Rescue Service.	27 – 52
7. <b>SUPPORTING THE LOCAL COMMUNITY PLAN – OPERATIONAL BRIEFING ON POLICING ACTIVITIES WITHIN COWDENBEATH</b> – Report by the Chief Inspector, Local Area Commander, West Fife, Police Scotland.	53 – 62
8. <b>COMPLAINTS UPDATE</b> – Report by the Executive Director – Communities.	63 – 88
9. <b>LOCAL COMMUNITY PLANNING BUDGET REQUEST - PHASE 2 LOCHGELLY BAND</b> – Report by the Head of Communities and Neighbourhoods.	89 – 111
10. <b>PROPOSED SPEED LIMITS AND RAISED TABLE - B921 KINGLASSIE ROAD, AUCHTERDERRAN</b> – Report by the Executive Director – Enterprise and Environment.	112 – 115
11. <b>PROPOSED 20 MPH ZONE AND SPEED CUSHIONS - KIRKCALDY FARM, BALLINGRY</b> – Report by the Executive Director – Enterprise and Environment.	116 – 119
12. <b>AREA ROADS PROGRAMME 2021-22- FINAL REPORT</b> – Report by the Executive Director – Enterprise and Environment.	120 – 127
13./	

13. **COMMON GOOD AND SETTLEMENT TRUST FUNDS ANNUAL REPORT 2021-2022** – Report by the Executive Director - Finance and Corporate Services. 128 – 139
14. **COWDENBEATH AREA COMMITTEE FORWARD WORK PROGRAMME** 140 – 141

**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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19th October, 2022

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## 2022 CAC 3

### THE FIFE COUNCIL - COWDENBEATH AREA COMMITTEE – REMOTE MEETING

31st August, 2022

2.00 p.m. – 5 p.m.

**PRESENT:** Councillors Alex Campbell (Convener), Alistair Bain, Linda Erskine, Rosemary Liewald, Mary Lockhart, Lea Mclelland, Bailey-Lee Robb, and Darren Watt.

**ATTENDING:** Paul Vaughan, Head of Communities and Neighbourhoods; Sarah Roxburgh, Community Manager (Cowdenbeath Area); Scott Blyth, Project Manager, Communities; Louise Whyte, Capital Projects Manager, Community Projects Team; Clare Hill, Parks Development Officer; Kevin O’Kane, Greenspace Partnership Officer, Communities and Neighbourhoods; Craig Brown, Lead Officer, Housing – Cowdenbeath Area; Janet Scade, Lead Officer, Communities and Neighbourhoods Cowdenbeath Area; John Rodigan, Senior Manager, Environment and Building Services; Ian Jones, Lead Consultant, Network Management; Sandy Anderson, Service Manager (Domestic Waste and Street Cleansing), Waste Operations; Michael Mcardle, Lead Professional – Estates; Tariq Ditta, Senior Manager - Catering and Cleaning Facilities Management; Helena Couperwhite, Manager - Committee Services and Wendy MacGregor, Committee Officer, Committee Services, Legal and Democratic Services.

Prior to the start of business, the Convener welcomed Councillor Bailey-Lee Robb to his first meeting of the Committee as an elected member for Ward 7 and thanked ex-Councillor Gary Guichan for his contribution to the Committee during his time in office.

The Convener listed a number of events that had taken place during the summer throughout the Cowdenbeath area and showed gratitude and appreciation to all volunteers and event organisers for their hard work in providing an enjoyable experience for all in attendance.

#### 4. **DECLARATIONS OF INTEREST**

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

#### 5. **MINUTE**

The Committee considered the minute of the meeting of the Cowdenbeath Area Committee of 31st May, 2022.

#### **Decision**

The Committee agreed to approve the minute.

6./

**6. APPOINTMENTS TO PARTNER ORGANISATIONS**

The Committee considered a report by the Head of Legal and Democratic Services seeking nominations for member representation on those external organisations detailed in Appendix 1 of the report.

**Decision**

The Committee agreed member appointments to the organisations detailed in the appendix to the report - see appendix to the minute for details.

**7. AREA CAPITAL BUDGET REQUEST**

The Committee considered a report by the Head of Communities and Neighbourhoods seeking agreement to allocate funds from the Area Capital Budget for projects including: Lochore Meadows Country Park Greenspace project; Footpath improvement including lighting enhancement in Lochgelly Public Park; and a contribution to the resurfacing of the car park at Hill of Beath ex-servicemen's club.

**Decision**

The Committee :-

- (1) accepted the revised recommendation that officers carry out a full community consultation across the Cowdenbeath Committee Area on the wider Lochore Meadows Country Park Development Plan with a focus on playpark, nature area and community event space proposals;
- (2) requested a report detailing the outcome of the above consultation for the Committee's consideration at its meeting on 1st February, 2023 of a contribution of £100k from the Area Capital Budget to the Lochore Meadows Country Park Nature Area project,
- (3) agreed to contribute £60k (from 22/23 revenue budget allocation £100k) from the Area Capital Budget to Lochgelly Public Park – Footpath and Lighting improvement project;
- (4) agreed to contribute £20k from the Area Capital Budget to the Hill of Beath car park; and
- (5) agreed to reallocate funding of £40k from previous area budget allocations.

**8. PROPOSED ROAD ADOPTION - LOANHEAD AVENUE, LOCHORE**

The Committee considered a report by the Senior Manager, Roads and Transportation Services seeking approval to promote the adoption of a section of Loanhead Avenue, Lochore as detailed in the appendix to the report.

**Decision**

The Committee agreed to promote the adoption of the section of Loanhead Avenue, Lochore, as detailed in the Appendix to the report, under Section 1 of the Roads (Scotland) Act 1984.

**9./**

**9. COWDENBEATH TOWN HOUSE**

The Committee considered a joint report by the Head of Communities and Neighbourhoods and the Senior Manager, Property Services, providing an update on developments since the future of Cowdenbeath Town House was considered in February 2022, including an updated list of recommendations in the report regarding the proposed disposal of the Common Good property.

**Decision**

The Committee:-

- (1) acknowledged the options for the future of the Cowdenbeath Town House;
- (2) agreed to recommend to the Cabinet Committee that Cowdenbeath Town House be sold to Coalfields Regeneration Trust at the District Valuer's valuation (Committee noted that Cabinet Committee approval would be dealt with using the List of Officer Powers);
- (3) noted that the Head of Legal and Democratic Services had confirmed that consent from the Sheriff would not be required;
- (4) authorised further consultation, required under Section 104 of the Community Empowerment (Scotland) Act 2015 (the formal 8 week notification process);
- (5) noted that the actions outlined above would be carried out with appropriate terms and conditions to the satisfaction of the Senior Manager – Property Services, Head of Communities and Neighbourhoods, and the Head of Legal and Democratic Services; and
- (6) agreed to an additional recommendation to include a condition in the legal terms and conditions that the Cowdenbeath Town House would be retained for Community Use in the future by the Coalfields Regeneration Trust.

**10. DOMESTIC WASTE COLLECTION SERVICE**

The Committee considered a report by the Senior Manager Environment and Building Services relating to the challenges faced by the Domestic Waste Service, resulting in delayed household bin collections in the Cowdenbeath area and the mitigating actions to assist in resolving the situation.

**Decision**

The Committee:-

- (1) acknowledged the challenges faced by the Domestic Waste Service; and
- (2) noted the mitigating actions to assist in resolving the delayed collection service.

The/

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The Committee adjourned at 3.25 p.m.

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The Committee reconvened at 3.30 p.m.

### 11. AREA HOUSING PLAN UPDATE

The Committee considered a report by the Head of Housing Services advising that a revised Cowdenbeath Area Housing Services Plan for 2022/25 was in development and would be presented to the Committee by December 2022. An update on progress was provided on delivering service priorities and performance information for the financial year 2021/22 where figures were available at an area level.

#### Decision

The Committee:-

- (1) scrutinised the work progressed through the previous Area Housing Plan for the financial year 2021/22;
- (2) acknowledged the Cowdenbeath area performance for financial year 2021-22 outlined in Appendix 1 to the report;
- (3) noted the Expenditure for the HRA Locality Managed Budget for financial year 2021-22 outlined in Appendix 2 to the report; and
- (4) agreed to invite officers from the Fuel Poverty Team to the next meeting of the Committee on 26th October, 2022, to provide an update on the support that is available for Fife Council tenants during the crisis period.

### 12. PROPERTY TRANSACTIONS

The Committee considered a report by the Senior Manager - Property Services advising members of action taken using the list of officer powers in relation to property transactions.

#### Decision

The Committee noted the contents of the report.

### 13. COWDENBEATH AREA COMMITTEE FORWARD WORK PROGRAMME

The Committee considered the Cowdenbeath Area Committee forward work programme.

#### Decision

The Committee:-

- (1) noted the Cowdenbeath Area Committee forward work programme:
- (2)/

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(2) agreed to include the following reports:-

- Youth Provision across Cowdenbeath area to include Hill of Beath;
- Anti-social behaviour and safety/security in Cowdenbeath Area Public Parks;
- Flooding at King George V Park at Lochore Meadows;
- Lochgelly Town Hall repairs and improvements; and
- Update report on fencing repairs at Lumphinnans.

### 14. NOTICE OF MOTION

In terms of Standing Order No. 8.1(1), the following Notice of Motion had been submitted:-

“Tackling Poverty and Crisis Prevention Growing Committee notes that the Council agreed, with the Fife Partnership Board agreed (on 21.2.21 item 4b) to seek to address the issues of poverty in our communities/and improve outcomes by Services of the Council working together locally, and with communities to help tackle poverty in our communities and improve outcomes by targeting anti-poverty funding.

This work will build on lessons learned during the initial response and community support to the Covid-19 crisis and set out how those lessons can be built into the Plan for Fife strategy for the next three years. Committee also notes that the Community Grant Growing Scheme is one such scheme which will encourage community growing groups throughout Fife to develop projects and to provide support for existing and new growing projects. Committee recognises that the positive overall benefits of such projects and detailed and evidenced one such example being the Edible Estates projects:

<http://www.edibleestates.co.uk/benefits-of-community-growing/>

We are fully aware that Fife Council is therefore encouraging Community food growing groups, Community Orchards groups, Community Allotments and Community growing groups to work with our Locality Community and Learning Development Teams, and Allotment Team within Fife Council in developing and sustaining projects of this nature throughout Fife.

Area Committee request that Officers bring a report to a future Committee with a view to establishing and supporting a Community Growing Project, in conjunction with Forestry and Land Scotland, Fife Council and other Third Sector Funding bodies, on available land within the South Dundonald area of Cardenden.”

Proposed by Councillor Liewald  
Seconded by Councillor McLelland

### **Amendment**

**Amendment**

Councillor Erskine seconded by Councillor Lockhart moved as an amendment to delete the final paragraph of the Motion:-

"Area Committee request that Officers bring a report to a future Committee with a view to establishing and supporting a Community Growing Project, in conjunction with Forestry and Land Scotland, Fife Council and other Third Sector Funding bodies, on available land within the South Dundonald area of Cardenden."

Replacing this with:-

"Area Committee request that Officers bring a report to the 29th March 2023 Committee with a view to establishing and supporting potential Community Growing Projects, in conjunction with Forestry and Land Scotland, Fife Council and other Third Sector Funding bodies, across the Cowdenbeath Area"

**Decision**

The conjoined motion and amendment were unanimously agreed.

**15. NOTICE OF MOTION**

In terms of Standing Order No. 8.1(1), the following Notice of Motion was submitted:-

"School Meals Committee notes the deputation and subsequent motion passed at the meeting on 1 May 2019 regarding school meals and the subsequent reports submitted to the Area Committee in October 2019 and January 2020, providing an update together with comments received from Lochgelly High School pupils on the quality and price of School meals and the free school meal lunch allowance.

The Committee requests officers present a final report to the Area committee meeting to be held on 1 February 2023, to provide an update on progress since May 2020, to include views from the core groups of young people identified at Lochgelly and Beath High Schools."

Proposed by Councillor Bailey-Lee Robb  
Seconded by Councillor Lea McLelland

**Decision**

The motion was unanimously agreed.

**16. PUBLIC QUESTION**

In terms of Standing Order No. 6.1, the following public question was submitted to the Committee for consideration:-

**Submitted by Lochgelly Youth Forum –**

"We feel that all other Community Centres welcome young people to their buildings. We don't feel that the Lochgelly Centre is a welcoming environment for young people. We/



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We, Lochgelly Youth Forum are asking if someone else can oversee the running of the Lochgelly Centre. It is currently run by On@Fife and we don't think they are doing the best for young people and we would like to see CLD run the centre.

What can the Committee do to help our group with this?"

### **Response from Head of Communities and Neighbourhoods:-**

In the short term Communities and Neighbourhoods Service will organise a meeting with Fife Cultural Trust (FCT) and the Youth Forum to hear their concerns.

In the interim FCT are planning to work more closely with the youth forum. In this respect, FCT are planning to meet with them during late summer to update them on their awareness of the issue as well as how FCT wish to resolve this. The intention is to reassure them that FCT very much see the Youth Forum and Youth in general, as being a core priority for moving forward in terms of venue use.

To this end FCT will be hosting a series of community engagement meetings with them as well as the wider Community on the use of the venue and these will be taking place in the Autumn. FCT are currently finalising details of the programme as well as dates.

As part of the engagement FCT will endeavour to rebuild trust, provide clarity and develop a shared sense of ownership, ensuring that all users of the venue feel valued and see it as there to accommodate their needs.

### **Response from Head of Cultural Development OnFife:-**

OnFife are committed to ensuring Lochgelly Centre is a vibrant, accessible, and relevant community hub, which is 'of, by and for' the people of Lochgelly. We are working with Dundee and Angus College - Service Design Academy to deliver a bespoke package of activity that supports co design with communities and creates a collaborative vision. "The main goal of service design is to transform services. It puts people first, using creativity to solve problems and challenge assumptions. It creates environments where innovation happens."

To do this we will:

- Work with building users, and wider external stakeholders to evaluate the current environment, offering a radical solution to legacy challenges
- Establish a mindset shift and assess the current environment
- Work together to generate a legacy framework for how OnFife engages with the community
- Build trust, clarity, and a shared sense of ownership
- Create meaningful momentum
- Form a vibrant community that is relevant, welcoming, and inclusive
- Leave the community with the skills and a toolkit to facilitate future continued relationships for working in partnership and the development of services which are more 'of, by and for' the community

Timeline/

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Timeline for this work is currently planned for Oct - Dec 2022. This coincides with recruitment to the Community Engagement Worker post and a Lochgelly Centre Venue Manager post. From March 2023 OnFife will recruit a Relevance Instigator who will work across 3 pilot projects. One of these projects is Lochgelly, to do further community engagement work guided by the principles of the Of/By/For All Change Network for a further 12 months.

This is not an overnight fix. Our approach is without expectation or predetermined outcomes. Everything is to be discussed, influenced, challenged, and created with all community stakeholders. This will help us build an inviting, fair and exciting community hub in the heart of Lochgelly.

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**APPOINTMENTS TO EXTERNAL ORGANISATIONS****COWDENBEATH AREA COMMITTEE**

<b>Organisation</b>	<b>No. of Reps</b>	<b>Ward(s)</b>	<b>Councillor(s) Appointed</b>
BRAG Enterprises Limited Management Committee/Board	1	8	Lea McLelland
Dunfermline & West Fife Sports Council	1	7 & 8	Darren Watt
Heartlands of Fife Local Tourist Association	1	7 & 8	Linda Erskine
Mossmorran and Braefoot Bay Community & Safety Committee	1	7 & 8	Alistair Bain

Date: 26<sup>th</sup> October 2022

Agenda Item No. 5

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## Safer Communities Team Update Report

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**Report by:** John Mills, Head of Housing Services

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**Wards Affected:** Cowdenbeath area (Wards 7 and 8)

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### Purpose

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The purpose of this report is to provide elected members with an update on the operational activity of the Safer Communities Team within the Cowdenbeath committee area during the 12 month period 1st April 2021 to 31st March 2022.

### Recommendation(s)

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The Committee is asked to note and comment on the activity to date.

### Resource Implications

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None.

### Legal & Risk Implications

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None.

### Impact Assessment

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An Equality Impact Assessment (EqIA) is not required as this report presents an update on the activity of the Safer Communities Team. No policy or funding changes are being proposed that are likely to have an impact on equality groups.

### Consultation

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Consultation has taken place with community safety partner agencies.

## 1.0 Background

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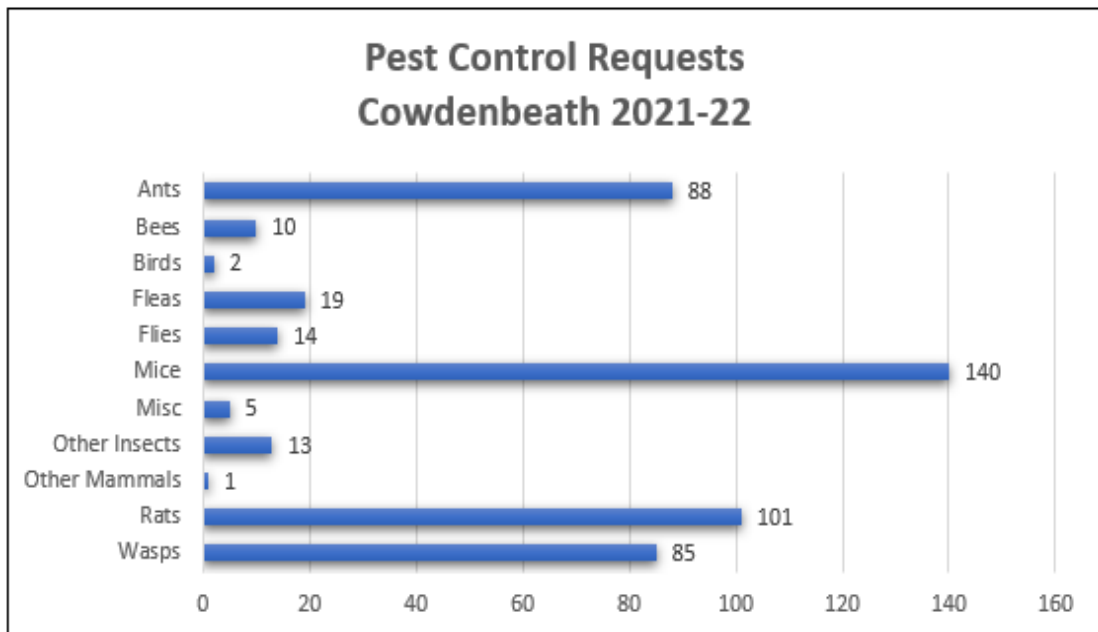
- 1.1. The purpose of this report is to update elected members on the activity of the Safer Communities Team (SCT) within this committee area during the financial year 2021-22.
- 1.2. This report sits alongside individual updates from Police Scotland and Scottish Fire and Rescue Service (SFRS). It should be noted that the three core agencies (Police Scotland, SFRS and Fife Council's SCT) may comment on work carried out *in partnership* with each other and other agencies but cannot comment specifically on work carried out independently by other services.
- 1.3. Some information may be included on Fife-wide activity to raise awareness of the range of activities which may be of interest to members and their constituents.
- 1.4. Each activity is categorised as either People or Place focussed.

## 2.0 People Focussed Activity

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- 2.1. Our Fife Cares service received 128 referrals during 2021-22. This was a fairly substantial increase on the number received in the previous year (44 referrals). This increase is likely due to the easing of restrictions, enabling referral agencies to visit people within their homes. All clients were contacted and offered either a visit or a telephone contact. The majority of referrals (98%) related to requests for tailored **home safety advice** specifically for families with children under five years of age. Appendix 1 provides examples of feedback from some of our referral agencies about the Fife Cares service.
- 2.2. Following our collaboration with Evaluation Scotland and the Scottish Community Safety Network, we piloted an evaluation project based on the **Measuring What Matters** framework. The project focused specifically on Unintentional Harm as this area of work is often difficult to report on, mainly because the data which demonstrates the impact of services (such as Fife Cares) is generally qualitative rather than quantitative. The evaluation pilot looked specifically at the service providing advice and support to families with children under the age of five. The pilot commenced in May 2021 and continued for six months. During this period, we were able to demonstrate the positive impact made in terms of raising awareness of child safety within the home environment. By engaging parents and carers in discussion about aspects of home safety they may not have already considered, we ascertained that 62% of visits during 2021-22 involved providing information and advice *over and above* that which was requested via the referral originally received, simply because our officers could see for themselves where issues existed.
- 2.3. Referrals to the Fife Cares service regarding **home security advice** under the Safe, Secure and Supported at Home initiative also increased during 2021-22 compared to the previous year (115 and 71 respectively). Despite restrictions, our officers continued to carry out home visit where possible, given the serious nature of the issues being experienced by clients.

- 2.4. Of the 42 referrals to **Fife Community Safety Support Service (FCSSS)**, 21 resulted in the provision of emotional or practical support whilst the remaining 21 involved some form of mediation between the parties involved. This service is funded by the Safer Communities Team to provide support and/or mediation to those experiencing, or involved in, antisocial behaviour in a private space setting. Appendix 2 provides examples of feedback received by the service.
- 2.5. Research shows that 91% of referrals to FCSSS did not escalate to the Safer Communities Team for further action. This demonstrates the preventative nature of the service.
- 2.6. As of 17<sup>th</sup> January 2022, the Safer Communities Team became the single point of contact for all cases of private space **antisocial behaviour (ASB)**. Consequently, the number of cases dealt with by the team has increased compared to the previous year, and it is expected that there will be a further rise over this coming year.
- 2.7. The Safer Communities Team investigated 280 antisocial behaviour cases in the Cowdenbeath area, compared to 263 in the previous year.
- 2.8. Our **Pest Control** officers responded to 478 requests for service during 2021-22, compared to 281 in the previous year (during the first year of the pandemic the pest control service was restricted to council tenancies). The number and type of pests dealt with are depicted in the following chart:

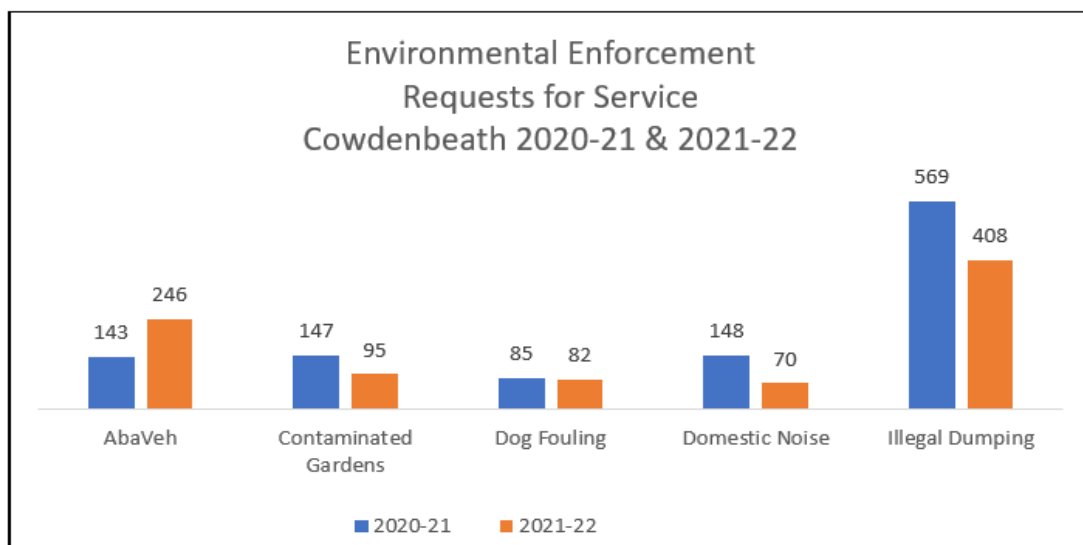


- 2.9. Nine **stray dogs** reports were received by the Safer Communities Dog Wardens, a slight increase from the previous year (eight). Six of the dogs were microchipped, but only two reflected the correct details of their owners. Seven dogs were subsequently claimed/returned to their owner and the remaining two were passed to an animal charity for assessment prior to being rehomed. Officers continue to raise awareness of the importance of microchipping and the legislation in force.

- 2.10. Our Project Officers provided a number of **Road Safety** initiatives which covered the whole life spectrum from birth onwards. Appendix 3 shows the activities focussed around each life stage, while appendix 4 provides additional information about some of the initiatives involved.
- 2.11. In response to the restrictions during the pandemic, a new format of Safe Drive Stay Alive was designed to enable the road safety message to be delivered to young people around the S5 age group. Appendix 5 provides information on the new format and some feedback received following its delivery during 2021-22.
- 2.12. Our **Youth Justice Officers** received 12 referrals from the Youth Offender Management Group (YOMG) during 2021-22. Information received from Police Scotland provides that, Fifewide, 70% of the young people we worked with did not go on to re-offend during the course of 2021-22. Appendix 6 provides further information about our YJO activities over this period.

### 3.0 Place Focussed Activity

- 3.1 In terms of **environmental enforcement** issues, 901 requests for service were received for the Cowdenbeath area during 2021-22, a decrease from the previous year (1092 requests). The following chart shows the comparative figures by type and year:



- 3.2 Our Safer Communities Officers (SCOs) carried out 3890 **patrols** in this area over the reporting period, an increase on the previous year (3078 patrols).

### 4. Campaigns and events

- 4.1. Team members are normally involved in a variety of **events** throughout each year. Due to the ongoing impact of the pandemic during 2021-22 we continued to utilise our **social media** platforms to convey the community safety message to the residents of Fife. We provided information, advice, and assistance on a number of different campaigns. We had 7,805 followers on Facebook during 2021-22 and, overall, we reached 1.2 million people across Fife. See appendix 7 for further information.

- 4.2. In order to keep up to date with forthcoming events and activities co-ordinated by the Safer Communities Team or shared by the Team on behalf of partner agencies, members are invited to 'like' our Facebook page **Safer Communities Fife** or follow us on Twitter **@safeinfife**.

## **5. Conclusion**

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- 5.1. This report provides members with information on the wide range of safer communities' activity being undertaken in this committee area, in line with local priorities and emerging issues, and in partnership with other community safety organisations.

### **List of Appendices:**

- Appendix 1 – Feedback received by Fife Cares service
- Appendix 2 - Example of feedback received by FCSSS
- Appendix 3 - Road Safety timeline
- Appendix 4 – Road Safety initiatives
- Appendix 5 – Safe Drive Stay Alive 2021
- Appendix 6 – Youth Justice activity
- Appendix 7 - Safer Communities Team Facebook page

### **Report contact:**

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**Fife Cares Service**

**Example of feedback from referring agencies**

**Do you think the service is of benefit to the clients in providing advice and equipment to allow them to avoid risk to children in the home?**

- *I have been using it for many years and find the information provided useful to clients and they particularly like having equipment provided.*
- *I have not had a family who have accessed this provision recently. I do think this service will be beneficial to families requiring support.*
- *Yes, it is my professional opinion that this is an excellent service which many of the families I work with have been keen to engage with. They all speak very highly of the service and found it very helpful in reducing risk of accidental harm in the home for their child/children.*
- *I think it's a really useful service you offer, particularly for FNP (Family Nurse Partnership) clients.*
- *The service is a definite benefit to clients as some people are not aware of dangers within their own home*
- *Yes*
- *Yes. Families appear very happy with the service and receive equipment/advice to help keep their child safe in their own home.*
- *The family I referred had worries around home safety and I feel that this service will help to alleviate their anxieties and may prevent any accidents occurring in the home.*

## Fife Community Safety Support Service (FCSSS)

### Examples of customer feedback.

#### Do you think there have been positive changes to your life since taking part in the Service?

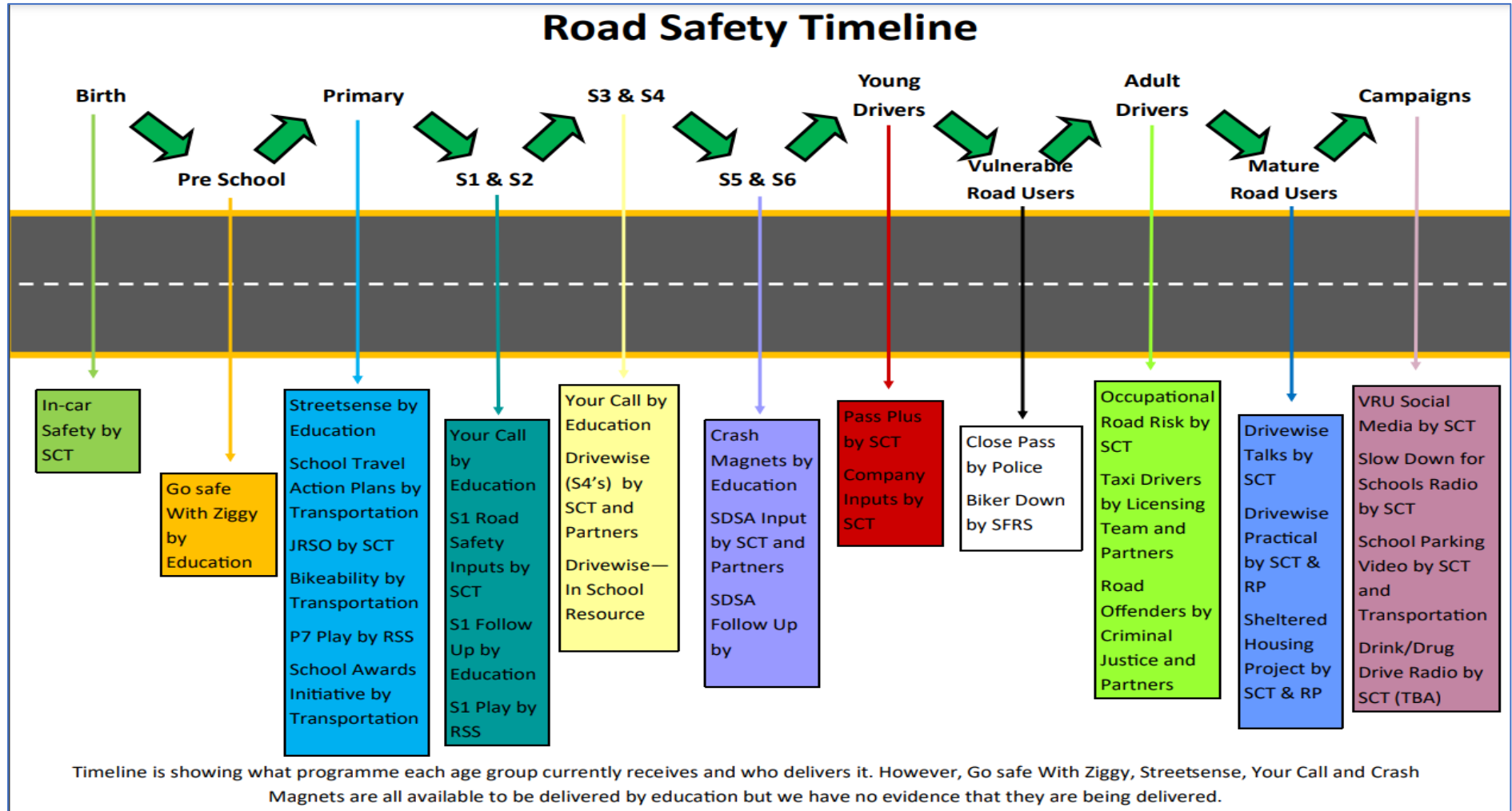
- *"I would like to say thank you to you and your organisation for assisting us and mediating a case which I know won't have been easy."*
- **Comment from Landlord** *"I totally support the findings of the Mediation Service and would appreciate it if you contact John and pass on my thanks for all the time and effort he and the mediation service have given to this case."*
- *"Thank you for talking to me it has really helped"*
- *"The mediation went well, and made me aware of the situation for my neighbour"*
- *"Mediation has been really helpful, I feel this has taken a lot of the stress away and that we can move forward. Thank you for your help"*
- *"Although mediation did not go ahead, thank you for the help you have given"*

#### What did FCSSS do well?

- *"Regular contact and updates."*
- *"Provided options"*
- *"Provided encouragement "*
- *"Arranged mediation to suit"*
- *"Provided interpreter to support us"*
- *"Having someone to talk too has really helped"*
- *"Spoke to Fife Council on my behalf to resolve rubbish issues"*

#### What could FCSSS do better?

- (No responses).



## Road Safety Initiatives

### Pre-school

**Car Seat Checks** – officers continued to offer car seat check clinics and to promote the [Good Egg](#) virtual check sessions. The statistics from across Fife continue to show the need to address the fitting of child car seats as a means to prevent injury. During 2021-22, 35% of car seats which were checked by our officers were not fitted correctly.

### Primary School

**Active Travel** – our officers have created a PowerPoint presentation which can be shown in primary schools at road safety assemblies and shown on screens at secondary schools.

**Junior Road Safety Officers** meetings – four meetings were held during 2021-22.

**P1–P3 inputs** – three inputs were delivered to primary pupils (aged 5-7 years).

### Secondary School

**Safe Drive Stay Alive (SDSA)** – two inputs were delivered to local schools (please see Appendix 5 for further information about SDSA).

**Slow Down for Schools Radio Campaign** – two Fifewide campaigns were run via Kingdom FM and in conjunction with our Fife Road Policing and local Police Scotland colleagues. These were designed to promote the importance of slowing down around all Fife schools as they returned after summer and Christmas holidays.

### New Drivers

**Pass Plus** – five online sessions were provided for 22 drivers from across Fife.

### Occupational Road Users

Online and in-person inputs are available for those whose occupation involves driving. These are normally carried out to an organisation at a time but capture drivers from across the Kingdom. In 2021-22 we held a course for drivers at FMC Technip in Dunfermline and one for Safer Communities Officers at our Halbeath depot.

### Older Road Users

**Drivewise 65+** was held at Police HQ in Glenrothes in March 2022 for ten people from across Fife. This was a really successful event, and the following feedback was received from participants:

- *“Well worth attending. Gave me a confidence boost. Some bad habits pointed out which I am keen to rectify. Hopefully continue driving good few more years. Would highly recommend”*
- *“One hour thirty minutes well spent”*
- *“An excellent experience. Informative taking away lots of things to work on. Nicola made me feel very comfortable and gave me lots of food for thought”*
- *“I really welcomed the feedback and suggestions the police driver gave me, particularly roundabouts and use of mirrors”*
- *“Professional yet confidence inspiring! Explanations reinforced and demonstrated. Thanks”*
- *“Yes, plenty of pointers from the professionals which will be put into practice. Put at ease all the way through the drive wise. Excellent! Roll on the next time”*
- *“Really enjoyed my time and found it very helpful”*
- *“Well put together. Enjoyed it very much. Picked up a lot of good tips”*
- *“Worthwhile”*
- *“Just want to say a huge thank you to the 65+ Drivewise team. The whole experience was greatly beneficial and inspiring. Evelyn and Gillian's welcome was light-hearted and reassuring. Nicola made me feel comfortable during my driving session highlighting driving techniques which would improve my observation and driving skills. I have set myself 3 main challenges:*
  - *Try to assess and maintain correct speed whilst driving round corners and bends*
  - *Make observations from the furthest visual point. Being aware of warning information and safety signs and assessing potential hazards.*
  - *Maintain traffic flow by picking up indicated speed when it is safe to do so.*
- *The whole session was positively encouraging, and I have been trying to convince others to take part. Goodie bag was brilliant. Massive thank you to everyone”.*

## Safe Drive Stay Alive (SDSA) Delivered in School 2021

All Fife schools were contacted in October 2021 and offered a new “in-school” version of Safe Drive Stay Alive. Despite exams and continued covid restrictions, our Project Officers were able to visit eight of the 18 secondary schools in Fife and delivered a total of 15 inputs to 1113 pupils.

As an addition to the delivered input, officers also created a follow up session for teaching staff to deliver at a later date. This session facilitated a more in-depth exploration of the messages presented by SDSA.

Safe Drive Stay Alive will continue to be offered to schools on an annual basis in the new format.

### Feedback from Schools

- *I think the session was excellent and as you said, although the people weren't "live" and we didn't have the music etc at the start, I do feel the message was very clear. The pupils were certainly attentive and focussed, even sitting there for that length of time on hard plastic chairs. I think it works as it is, so please don't change it too much!*
- *The kids really benefited from the presentation, and we have had lots of discussion as part of the follow up in PSE.*
- *Particularly given the context of the pandemic we thought the sessions were very good. Despite not having the full theatrical effects that we usually see at Rothes Halls, the Safe Drive sessions were well-pitched, thought-provoking and had our 5th year learners gripped. Gill, and Bill for the first session, set the tone and introduced the subject matter really well, and the film and recorded testimony remained powerful. After the sessions I sought feedback from some of our learners who said things like "I thought it was very worthwhile" and "it really made me look at things from a different perspective", to give but two examples. Thanks again to the Safe Drive team.*
- *The feedback from pupils and staff has been very positive. Obviously, it is difficult to still have the same impact when you've not got kingdom FM getting everyone excited and the speakers being virtual, but the pupils still found it an excellent event.*
- *The morning was excellent. I initially wasn't sure if having everything recorded would have as big an impact as the live show. However, by the time the second group were arriving they had already heard from the first group how harrowing some of the stories were, so there was no need to have been worried. It doesn't matter how many times I hear some of the accounts, they still bring a lump to my throat. It was also good for the pupils to hear the last interview from the driver's*

*point of view and how causing his friends death had impacted his life, so this was a welcomed addition. I would just like to say on behalf of everyone here, a huge thank you for putting this together every year and for all the emergency services and families who give up their time to help educate our pupils. It is such a worthwhile programme, and it always has a huge impact on our pupils.*

### Youth Justice activities

Our officers co-ordinate or take part in activities and provided advice, guidance and information both to young people, their parents/guardians and also professionals from other agencies, all of which is designed to support young people and to prevent them becoming involved in problematic behaviour, lifestyles or situations.

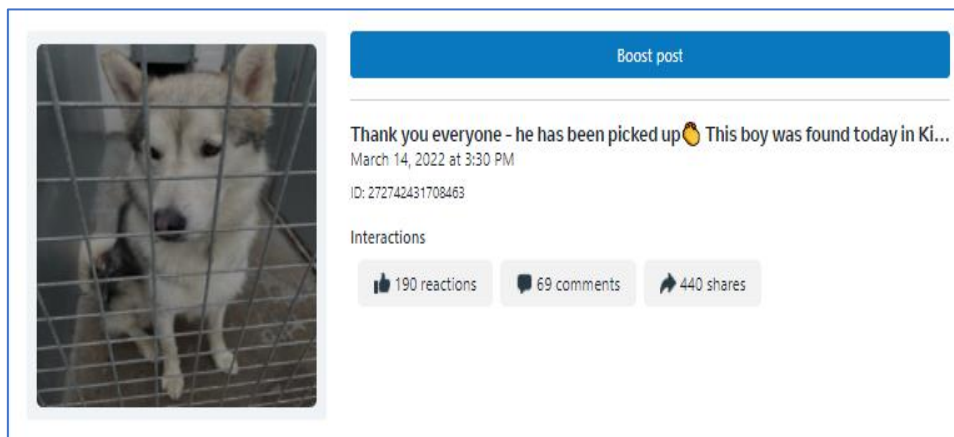
Listed below are some of the activities our Youth Justice Officers (YJO) were involved in during 2021-22:

- Joint working with Clued Up and CLD
- Litter picks
- Inputs to schools, including the following topics:
  - Consent and dangers of pornography
  - No Knives Better Lives
- Assisting in set up of a Talking Café
- Partnership with Cupar Youth Café (in response to ASB)
- Provision of Restorative Justice training for Youth Workers (Under Pressure Training) in partnership with Zero Tolerance and FRASAC
- YJOs are part of the following initiatives:
  - Fife Suicide Prevention Network (co-ordinated by Fife Social Care Partnership)
  - Trauma Informed Change Network
  - Brighter Futures Health Hub
  - YAP Group.

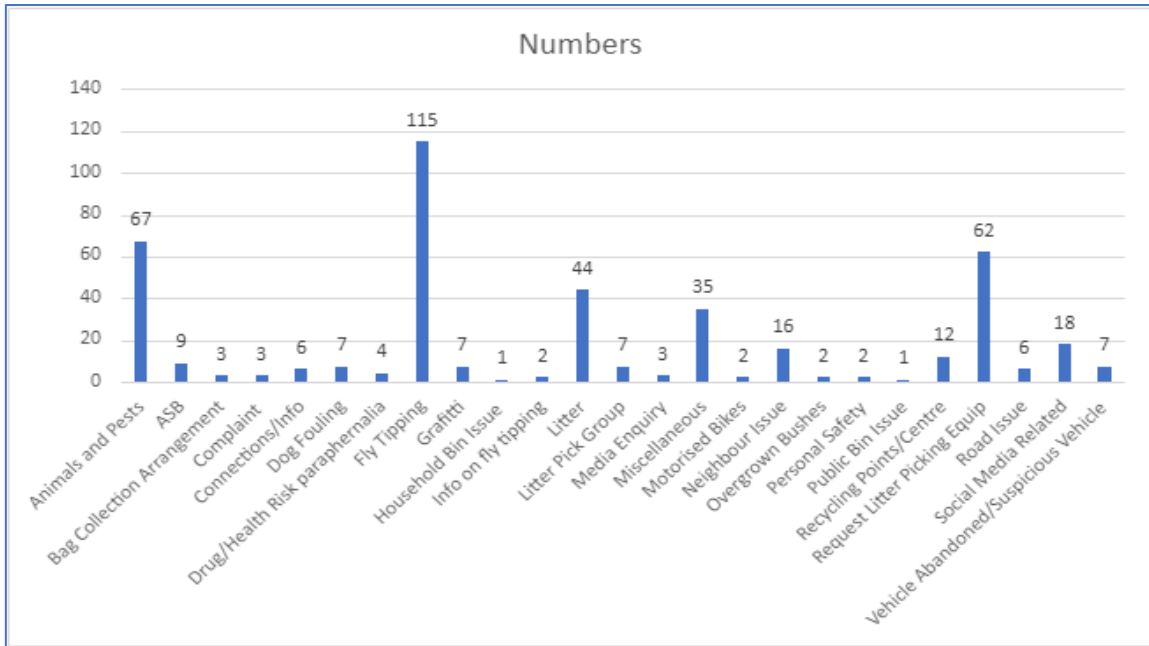


### Safer Communities on Facebook

- During 2021-22, our Facebook audience was comprised mainly of women aged between 35-54.
- The top 5 towns our followers reside in are Dunfermline, Kirkcaldy, Glenrothes, Leven and Cupar. Although we also have followers in the US, Canada, Australia, Cyprus, and Ireland, amongst others.
- Our highest reaching post (over 33,000) during 2021-22 related to seagulls and fly tipping.
- Posts about stray/lost dogs are always popular. The following was our single highest reaching (31k) and also highest shared (440) post. The dog was eventually returned to it's owner.



- We received 441 messages via our Facebook page in 2021-22. Lines were raised for 158 of these and a further 131 resulted in us either seeking advice from colleagues/partners or passing the query to them (with agreement from the person making contact). The following graph shows the topic of messages we received:



26<sup>th</sup> October 2022

Agenda Item No. 6

## **Scottish Fire and Rescue Service**

# **Cowdenbeath Area Annual Performance Report**

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Report by: Jenny Murray – Station Commander – Lochgelly Community Fire Station  
- Scottish Fire and Rescue Service

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Wards Affected: Cowdenbeath and Lochgelly, Cardenden & Benarty Wards

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### **Purpose**

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This report provides the Committee with incident information for the period 1<sup>st</sup> April 2021 – 31<sup>st</sup> March 2022. The incident information enables the Committee to scrutinise the Scottish Fire and Rescue Service (SFRS) Stirling-Clacks-Fife – Cowdenbeath Area - against its key performance indicators (KPIs)

### **Recommendation(s)**

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The committee is asked to consider and comment on the progress across a range of KPI's within this report.

### **Resource Implications**

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Not applicable

### **Legal & Risk Implications**

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The Police and Fire Reform (Scotland) Act 2012 provides the statutory basis for fire reform, including the responsibility to:

- Put in place statutory planning and reporting requirements including providing facilities for consultation;
- Make new arrangements for strengthening local engagement and partnership working, including a new statutory role in the LSO and development of local fire and rescue plans linked to community planning, along with clear powers for local authorities in relation to the provision of fire and rescue services in their area.

### **Impact Assessment**

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An Equality Impact Assessment checklist is not required as this report does not propose a change or revision to existing policies and practices.

### **Consultation**

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This document is circulated amongst SFRS Stirling-Clacks-Fife LSO managers to enable areas of high incidence to be scrutinised for reduction strategies.



# **COWDENBEATH AREA COMMITTEE PERFORMANCE REPORT**

**April 2021 – March 2022**

*Covering the activities and performance in support of  
the Fife Local Fire & Rescue Plan 2021*



**SCOTTISH  
FIRE AND RESCUE SERVICE**  
Working together for a safer Scotland

**Working together  
for a safer Scotland**

## **ABOUT THE STATISTICS IN THIS REPORT**

The activity totals and other statistics quoted in this report are provisional in nature and subject to change because of ongoing quality assurance and review.

Because all statistics quoted are provisional there may be differences in the period totals quoted in our reports after original publication which result from revisions or additions to the data on our systems.

From 2015-16 onwards responsibility for the publication of end-year statistical data transferred from the Scottish Government to the SFRS. This change of responsibility does not change the status of the figures quoted in reports submitted to the Committee.

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## **DEFINITIONS**

### **Accidental Dwelling Fire**

Building occupied by households, excluding hotels, hostels and residential institutions. In 2000, the definition of a dwelling was widened to include any non-permanent structure used solely as a dwelling, such as caravans, houseboats etc. Caravans, boats etc. not used as a permanent dwelling are shown according to the type of property. Accidental includes fires where the cause was not known or unspecified.

### **Fire Fatality**

A person whose death is attributed to a fire is counted as a fatality even if the death occurred weeks or months later.

### **Fire Casualty**

Non-fatal casualties consist of persons requiring medical treatment including first aid given at the scene of the fire, but not those sent to hospital or advised to see a doctor for a check-up or observation (whether or not they actually do). People sent to hospital or advised to see a doctor as a precaution, having no obvious injury are recorded as precautionary 'check-ups'.

### **Deliberate Fire**

Includes fires where deliberate ignition is merely suspected, and recorded by the FRS as "doubtful".

### **Non-Domestic Fires**

These are fires identified as deliberate other building fires or accidental other building fires.

### **False Alarms**

Where the FRS attends a location believing there to be a fire incident, but on arrival discovers that no such incident exists, or existed.

## **Unwanted Fire Alarm Signal**

Where the FRS attends a non-domestic location believing there to be a fire incident, but on arrival discovers that no such incident exists, or existed.

### **Primary Fires:**

- Buildings (including mobile homes) fit for occupation (i.e. not wholly derelict) and those under construction.
- Caravans, trailers etc.
- Vehicles and other methods of transport (not derelict unless associated with business e.g. scrap metal).
- Outdoor storage (including materials for recycling), plant and machinery.
- Agricultural and forestry premises and property.
- Other outdoor structures including post-boxes, tunnels, bridges, etc.

### **Secondary Fires**

- Single derelict buildings.
- Grassland etc., including heath, hedges, railway embankments and single trees.
- Intentional straw or stubble burning.
- Outdoor structures, including: lamp-posts, traffic signs and other road furniture, private outdoor furniture, playground furniture, scaffolding, signs and hoarding etc.
- Refuse and refuse containers.
- Derelict vehicles (a vehicle without a registered keeper).



# 1. INTRODUCTION

---

1.1 This 2021/2022 performance report for the period 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022 inclusive provides comparative data across the previous 3 years for the same period. They should be considered against the backdrop of the Covid Pandemic and associated restrictions, which have significantly impacted behavioural habits and therefore influenced operational activity. The KPI's detailed below are drawn from the SFRS Fife Local Fire and Rescue Plan 2021 priorities and are shown in bold text;

- **Domestic Fire Safety**

Continuously monitor the number of accidental dwelling fires

Continuously monitor the severity and cause of accidental dwelling fires

Continuously monitor the number and severity of fire related injuries

- **Deliberate Fire Setting**

Monitor the number, type and cause of deliberate fire setting incidents in Cowdenbeath Area

- **Built Environment**

Monitor the number and severity of fire related incidents in our relevant premises

- **Unwanted Fire Alarm Signals**

Monitor and challenge each Unwanted Fire Alarm Signal (UFAS) incident across Cowdenbeath Area

- **Transport and Environment**













Monitor the amount of water related incidents

Monitor the frequency of attendances at Road Traffic Collisions (RTCs), as well as the number and severity of injuries. These will be monitored alongside Police Scotland RTC incidence information

## 2. PERFORMANCE HIGHLIGHTS

2.1 The table below provides a summary of annual activity 2021-2022 compared to annual activity 2020-2021.

It aims to provide – at a glance – our direction of travel during the current reporting period.

<p><b>Accident Dwelling Fires</b></p>  <p>2021/22: 23 2020/21: 24</p>	<p><b>ADF Fatal Casualties</b></p>  <p>2021/22: 0 2020/21: 1</p>	<p><b>ADF Non-Fatal Casualties</b></p>  <p>2021/22: 1 2020/21: 2</p>
<p><b>Deliberate Primary Fires</b></p>  <p>2021/22: 32 2020/21: 29</p>	<p><b>Deliberate Secondary Fires</b></p>  <p>2021/22: 232 2020/21: 178</p>	<p><b>Non-domestic Building Fires</b></p>  <p>2021/22: 11 2020/21: 07</p>
<p><b>Fatal Casualties in Non-Domestic Building Fires</b></p>  <p>2021/22: 0 2020/21: 0</p>	<p><b>Non-Fatal Casualties in Non-Domestic Building Fires</b></p>  <p>2021/22: 0 2020/21: 0</p>	<p><b>Unwanted Fire Alarm Signals</b></p>  <p>2021/22: 170 2020/21: 134</p>
<p><b>Road Traffic Collision (RTC) Incidents</b></p>  <p>2021/22: 26 2020/21: 17</p>	<p><b>Fatal RTC Casualties</b></p>  <p>2021/22: 0 2020/21: 1</p>	<p><b>Non-Fatal RTC Casualties</b></p>  <p>2021/22: 18 2020/21: 10</p>

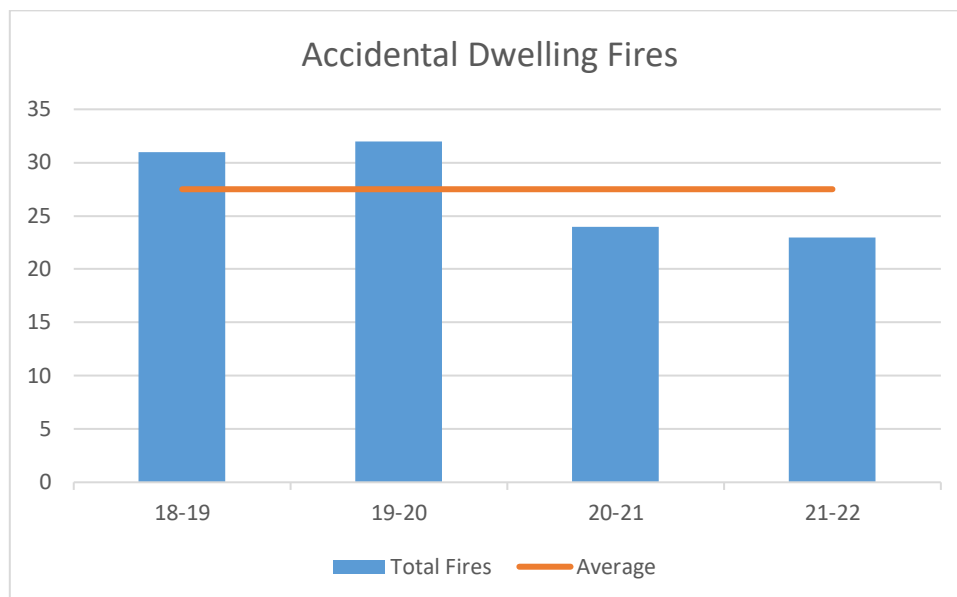
## PERFORMANCE SUMMARY

Of the indicators, the following performance should be noted for the period 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022 inclusive, comparing data across the previous 3 years for the same period;

- The number of **Accidental Dwelling Fires** has seen a 17% reduction on the previous four-year average. This decreasing trend has been replicated across the Fife area as a whole.
- There were no **Accidental Dwelling Fire Fatal Casualties** during this period. The number of **Accidental Dwelling Fires Non-Fatal Casualties** was one. This is a decrease on 2020/21. Due to the very low numbers recorded, a four-year average does not give accurate trends however taking this into account this year's figures still sit below the four-year average.
- The number of **Deliberate Primary Fires** during this period was 32. This is 11% above the four-year average of 29.
- The number of **Deliberate Secondary Fires** during this period was recorded at 232. This is a 30% increase in the four-year average. This spike in incidents is replicated across the whole Fife area.
- The number of **Non-Domestic Building Fires** recorded was eleven. This is marginally above the four-year average.
- The number of **Unwanted Fire Alarm Signals (UFAS) caused by automatic fire alarms (AFAs) in non-domestic buildings** during this period was 170. This is an 18% increase compared to the four-year average.
- **Flooding** and water related incidents have seen a reduction in frequency by 74% on the previous year and 54% below the four-year average.
- The number of **Road Traffic Collisions** during 2020-21 was twenty-six. This is a 19% increase on the four years average.
- There were no **Fatal RTC Casualties** during this period. The number of **Non-Fatal RTC Casualties** was eighteen. This is 15% increase when compared to the four-year average.

### 3. Domestic Fire Safety

3.1 Accidental Dwelling Fires have decreased across the Cowdenbeath area in 2021-22 when compared to the previous year's figure.



**Graph 1 Accidental Dwelling Fires –2018-2022**

<b>Cowdenbeath Area Wards</b>	<b>18-19</b>	<b>19-20</b>	<b>20-21</b>	<b>21-22</b>
Cowdenbeath	9	13	12	10
Lochgelly, Cardenden & Benarty	22	19	12	13
<b>Total</b>	<b>31</b>	<b>32</b>	<b>24</b>	<b>23</b>

**Table 1 Accidental Dwelling Fires by Cowdenbeath Ward Area April – March 2018- 2022**

3.2 This reporting period has seen a 17% decrease in Accidental Dwelling Fires from the four-year average and shows a continued downward trend. This matches similar reductions across the Fife area as a whole.

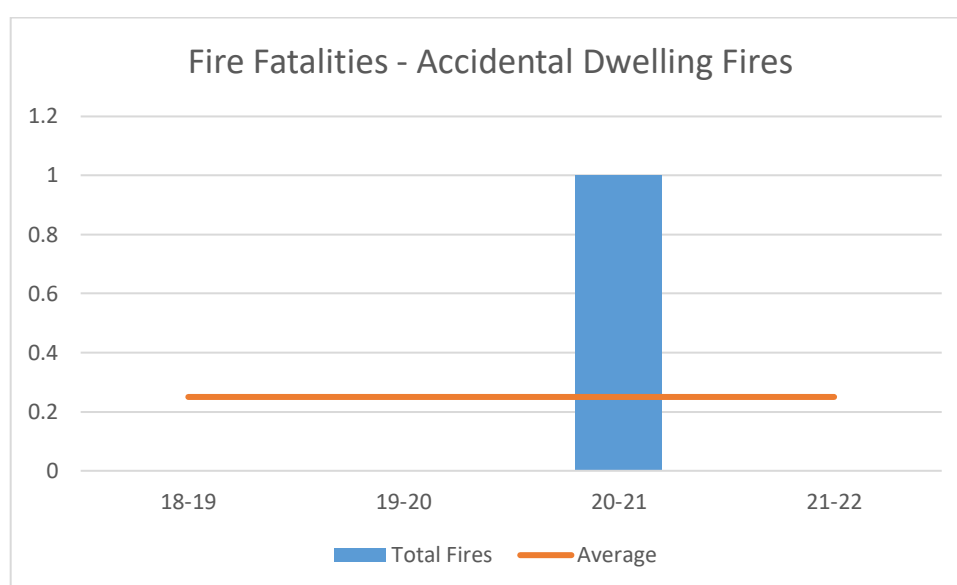
3.3 Over the 2021-22 period 48% of Accidental Dwelling Fires were caused by cooking within the kitchen and 17% caused by either item's left too close to a heat source or the negligent use of equipment. 74% of incidents were restricted to either no fire damage or limited to item first ignited.

3.4 It is pleasing to note that 65% of those addresses had a detection system and of that, 88% of those operated and raised the alarm. However, it should also be noted that

35% of accidental fires locations did not have any detection. The SFRS continue to work with community partners with well-established referral pathways.

- 3.5 74% of the incidents were resolved without Scottish Fire and Rescue Service intervention, or by removal or disconnection of power supply.
- 3.6 The information above describes an ongoing trend of reducing fire severity. This can be attributed to the high number of detection systems being fitted by SFRS and partners, and installation of hardwired systems by builders and landlords which give an early warning of fire.

### 3.7 Fire Fatalities – Accidental Dwelling Fires

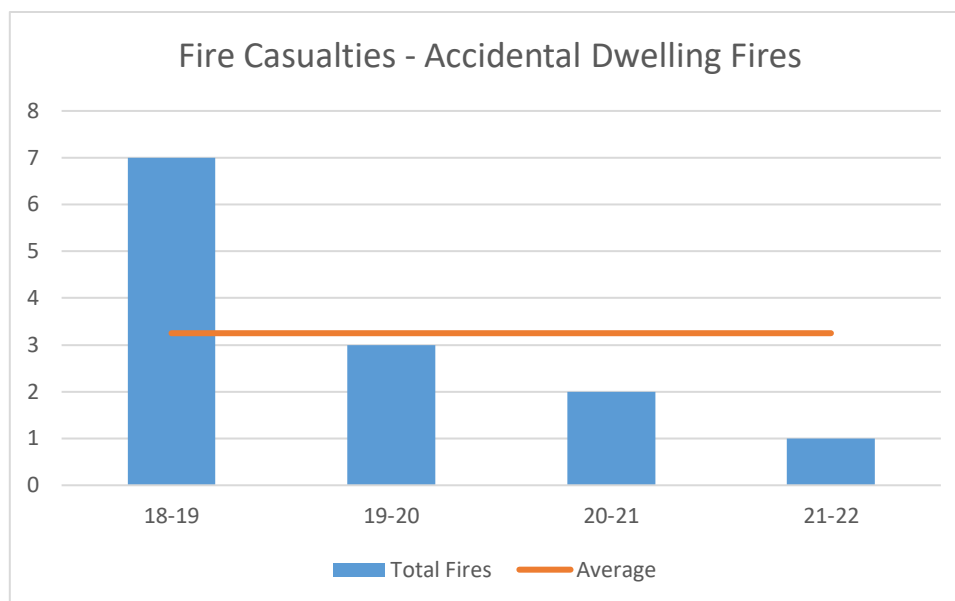


**Graph 2 Accidental Dwelling Fire Fatal Casualties April - March 2018-2022**

<b>Cowdenbeath Area Wards</b>	<b>18-19</b>	<b>19-20</b>	<b>20-21</b>	<b>21-22</b>
Cowdenbeath	0	0	0	0
Lochgelly, Gardenden & Benarty	0	0	1	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>

**Table 2 Accidental Dwelling Fires Fatal Casualties Cowdenbeath Ward Areas April – March 2018-2022**

### 3.8 Fire Casualties – Accidental Dwelling Fires



**Graph 3 Accidental Dwelling Fire Casualties April – March 2018-2022**

<b>Cowdenbeath Area Wards</b>	<b>18-19</b>	<b>19-20</b>	<b>20-21</b>	<b>21-22</b>
Cowdenbeath	1	0	1	1
Lochgelly, Cardenden & Benarty	6	3	1	0
<b>Total</b>	<b>7</b>	<b>3</b>	<b>2</b>	<b>1</b>

**Table 3 Accidental Dwelling Fires Casualties Cowdenbeath Ward Areas April – March 2018-2022**

3.9 No fire fatalities have been recorded during this reporting period.

3.10 Fire casualties have continued to decrease when measured against the four-year average.

3.11 There were no serious injuries from Accidental Dwelling Fires and the single casualty recorded received a precautionary check without the need to go to hospital.

### 3.12 Domestic Fire Reduction Strategy

Home Safety Visits continue to play a vital part in our strategy to reduce the number of Accidental Dwelling Fires. SFRS personnel completed **478** visits in the reporting period, which was significantly above the total visits for the same period last year. This was primarily due to Covid-19 restrictions prohibiting access to domestic dwellings being lifted and an increasing focus on High-Risk households. These visits are used to deliver vital fire safety messages and

install detection systems, as well as trip, slip and falls messages and safety equipment for our vulnerable, elderly and very young population.

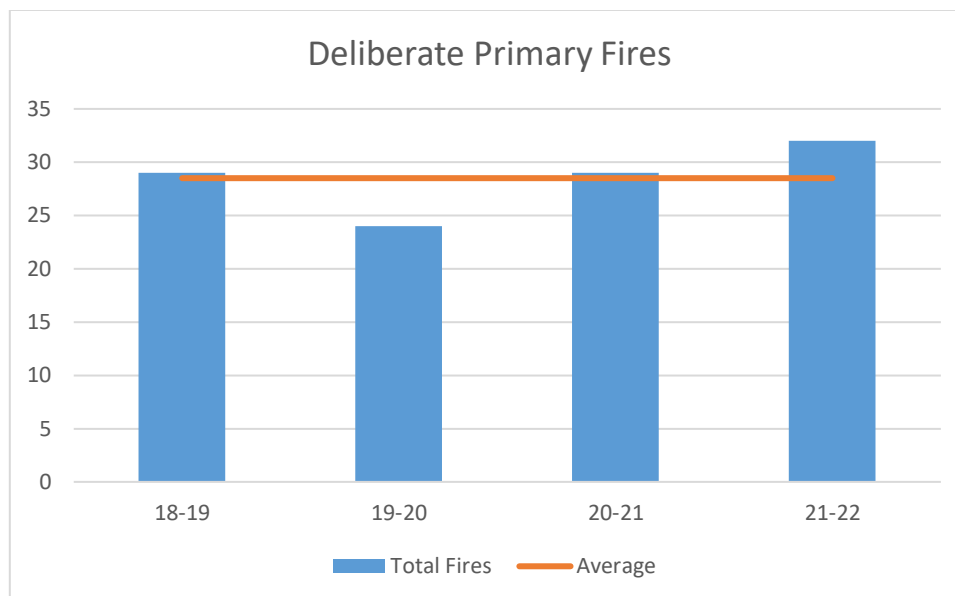
National TV and radio home fire safety campaigns were run during the year to counter the increased risk to householders as a result of spending increased time at home due to lockdown restrictions during the Covid Pandemic.

The 'Make the Call' campaign asked neighbours and relatives to refer people who were:

- Over 50 years old
- Smoke
- Live alone or
- Have mobility issues
- Or have medical oxygen

## 4. Deliberate Fire Setting

### 4.1 Deliberate Primary Fires



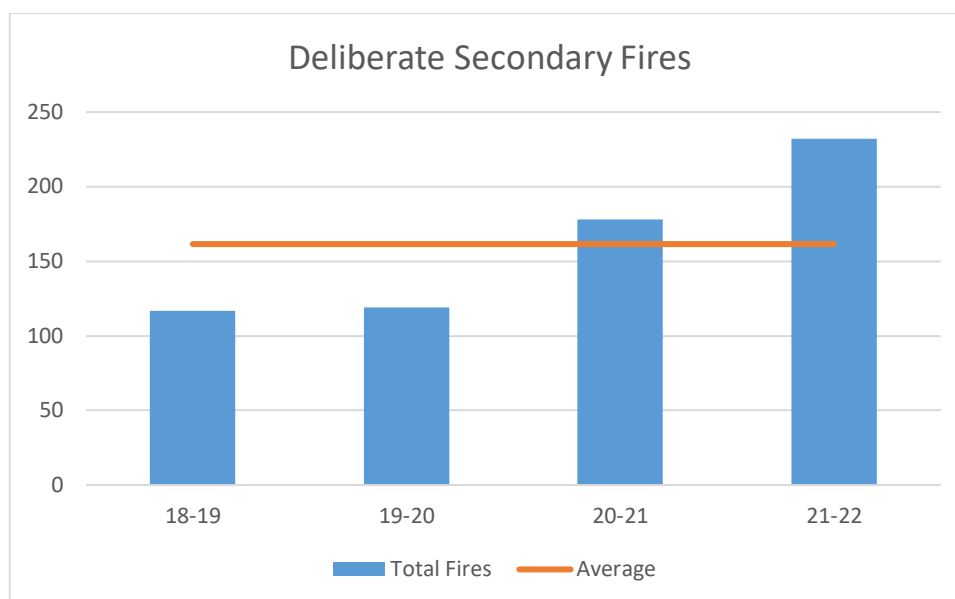
**Graph 4 Deliberate Primary Fires– April – March 2018-2022**

<b>Cowdenbeath Area Wards</b>	<b>18-19</b>	<b>19-20</b>	<b>20-21</b>	<b>21-22</b>
Cowdenbeath	17	5	7	10
Lochgelly, Cardenden & Benarty	12	19	12	22
<b>Total</b>	<b>29</b>	<b>24</b>	<b>29</b>	<b>32</b>

**Table 4 Deliberate Primary Fires Cowdenbeath Ward Areas April – March 2018-2022**



## 4.2 Deliberate Secondary Fires



**Graph 5 Deliberate Secondary Fires– April – March 2018-2022**

<b>Cowdenbeath Area Wards</b>	<b>18-19</b>	<b>19-20</b>	<b>20-21</b>	<b>21-22</b>
Cowdenbeath	42	47	36	59
Lochgelly, Cardenden & Benarty	75	72	142	173
<b>Total</b>	<b>117</b>	<b>119</b>	<b>178</b>	<b>232</b>

**Table 5 Deliberate Secondary Fires Cowdenbeath Ward Areas April – March 2018-2022**

- 4.3 Deliberate fires can be broken down into two categories, primary and secondary. Primary fires generally involve property and include buildings, caravans, motor vehicles and plant and machinery. Secondary fires are often minor and include the burning of rubbish, grass and derelict properties.
- 4.4 The data above show that Deliberate Primary Fires have seen a sharp increase over this reporting period. Of the 232 Secondary Fires, 48% involving grassland, woodland or baled crops and 16% involved vehicle fires. Deliberate Secondary fires have seen a continued increase and unfortunately this appears to be a trend affecting the whole of the Fife area and wider afield.

#### **4.5 Deliberate Fire Reduction Strategy**

School visits normally take place prior to the Easter and October school holidays as these are reportedly the peak periods for deliberate fire activity.

Due to the Covid-19 restrictions, our youth engagement strategy has been impacted and there were very few school visits in the year 2021-2022. Contact with young people was maintained using virtual meeting formats and the provision of presentations to groups and schools for delivery on behalf of SFRS personnel.

Throughout the year, personnel deliver seasonal Tactical Action Plans (TAPs) to targeted areas and groups. We will continue to target community centres, community groups and schools in high activity areas to deliver talks regarding the dangers and consequences of deliberate fire setting.

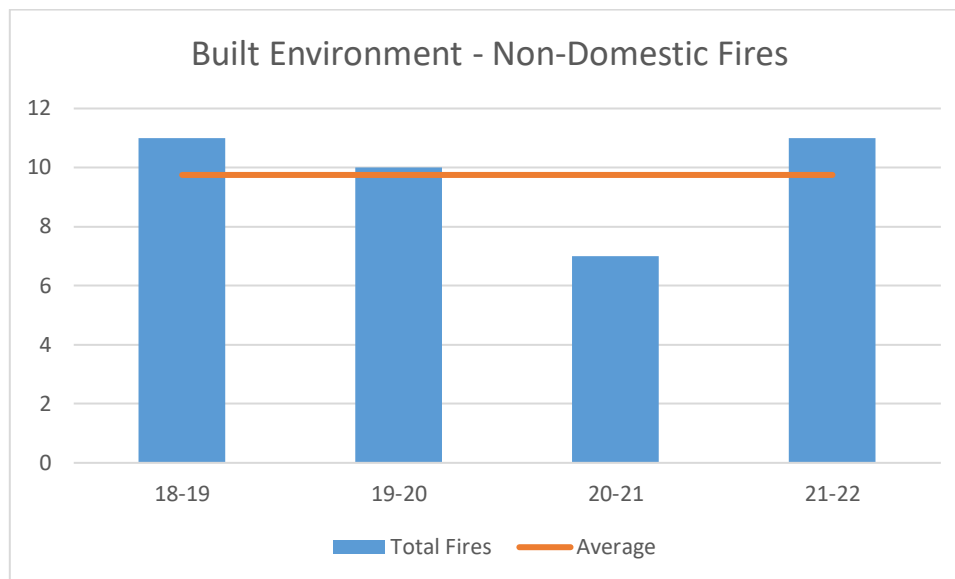
We continue to work with Police Scotland and our Local Authority partners to reduce harm by identifying deliberate fire setting incidents early and ensuring the appropriate intervention.

In the Cowdenbeath area, Deliberate Fire Reduction Plans have been implemented to address fire-setting and reduce operational demand. Local partners and the SFRS have agreed a strategy to target the key hot spots around Lochgelly Public Park and Lochore Meadows Country Park. These plans look to reduce the Fire Related Anti-Social Behaviour and limit the disruption felt by the local communities in these areas.

We continue to liaise with premises occupiers, particularly in town centres to give advice on refuse storage and security, as these can be a cause of deliberate fires.

## 5. Built Environment

### 5.1 Built Environment – Non- Domestic Fires



**Graph 6 Built Environment Non - Domestic Fires– April – March 2018-2022**

<b>Cowdenbeath Area Wards</b>	<b>18-19</b>	<b>19-20</b>	<b>20-21</b>	<b>21-22</b>
Cowdenbeath	5	7	3	5
Lochgelly, Cardenden & Benarty	6	3	4	6
<b>Total</b>	<b>11</b>	<b>10</b>	<b>7</b>	<b>11</b>

**Table 6 Built Environment Non - Domestic Fires Cowdenbeath Ward Areas April – March 2018-2022**

5.2 55% of all non-domestic fires were classified as being accidental with 36% of fires attributed to faulty equipment or fuel supply.

5.3 There have been no casualties resulting from incidents within Built Environment Non-Domestic Fires for the 2020-21 reporting period.

### 5.4 Built Environment Fire Reduction Strategy

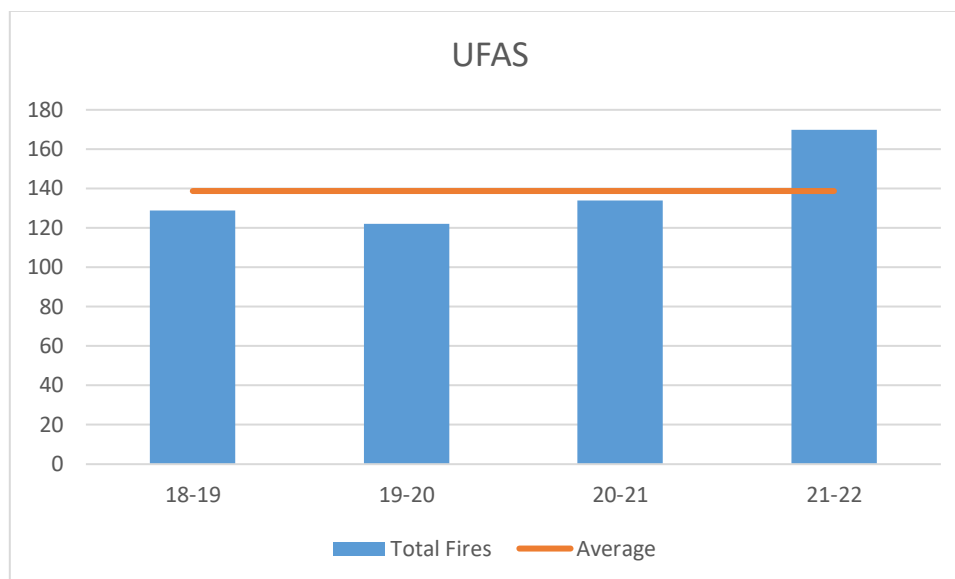
We continue to deliver a programme of fire safety audits in relevant premises - as detailed within section 78 of the Fire (Scotland) Act 2005 - identified as high risk on an ongoing basis. We also complete thematic audit programmes where patterns emerge of incidents in a particular risk group.

As well as the audit programmes described above, we also deliver 'post fire audits' which take place as soon as possible after a fire has occurred in premises. The purpose of these audits is to deliver further fire safety advice to the premises occupier, and to identify any issues which could be used to inform other similar premises types to prevent further incidents of a similar nature.

Some of the premises involved e.g domestic garages and sheds, are not covered by the above legislation but householder advice is given as part of the Post Domestic Incident Response programme.

## 6. Unwanted Fire Alarm Signals

6.1 An Unwanted Fire Alarm Signal (UFAS) can be defined as ‘any alarm activation which is not the result of a fire or a test’. The table and graph below details the incident numbers over four years.



**Graph 7 Unwanted Fire Alarm Signals – April – March 2018-2022**

<b>Cowdenbeath Area Wards</b>	<b>18-19</b>	<b>19-20</b>	<b>20-21</b>	<b>21-22</b>
Cowdenbeath	67	65	75	108
Lochgelly, Cardenden & Benarty	62	57	59	62
<b>Total</b>	<b>129</b>	<b>122</b>	<b>134</b>	<b>170</b>

**Table 7 Unwanted Fire Alarm Signals Cowdenbeath Ward Areas  
April - March 2018-2022**

- 6.2 This period has seen an increase in attendance to UFAS incidents with 2020-21 recording 22% above the four-year average.
- 6.3 49% of all Unwanted Fire Alarm Signals (UFAS) were due to system faults, maintenance/testing issues and careless activation. 70% of UFAS incidents were attributed to either Education (46%) or Care providers (24%) in the Cowdenbeath Ward Area. This may be largely attributed to the return to public spaces following lockdown restrictions.

#### **6.4 Reduction in Unwanted Fire Alarm Signals Strategy**

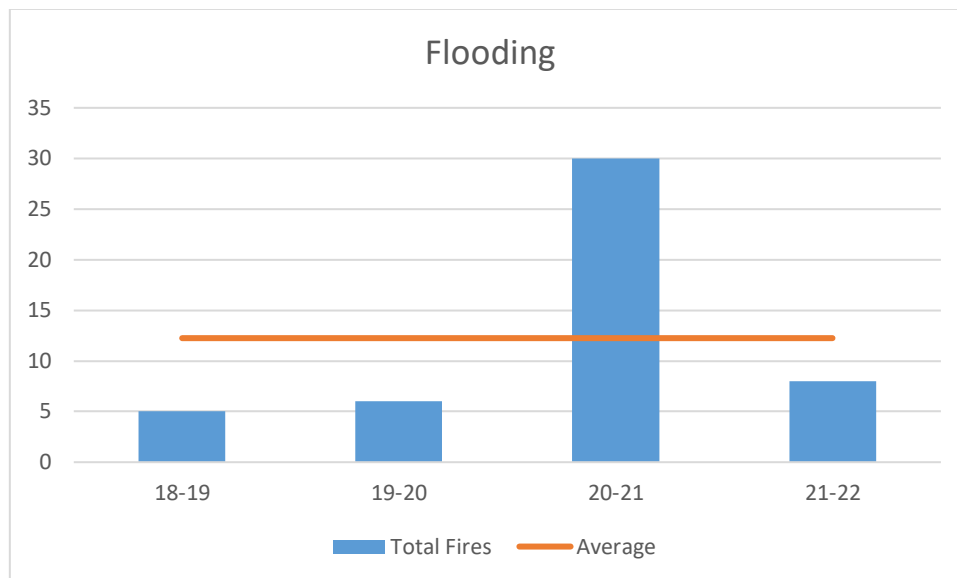
Unwanted Fire Alarm Signals (UFAS) Reduction Strategies continue to be managed and monitored by a 'UFAS Champion' who contacts premises occupiers after each UFAS incident, to discuss the activation, as well as strategies to reduce or eliminate.

The UFAS Champion will continue to engage robustly with Fife Council Education, NHS Fife and other key stakeholders to provide support and drive new initiatives to reduce the number of UFAS. These building types are, however, statistically more susceptible to false alarms due to their size and consequent detection device numbers.

## 7. Transport and Environment

7.1 These will be monitored alongside Police Scotland RTC incident information

### 7.2 Water Related Incidents



**Graph 8 Flooding Incidents – April – March 2018-2022**

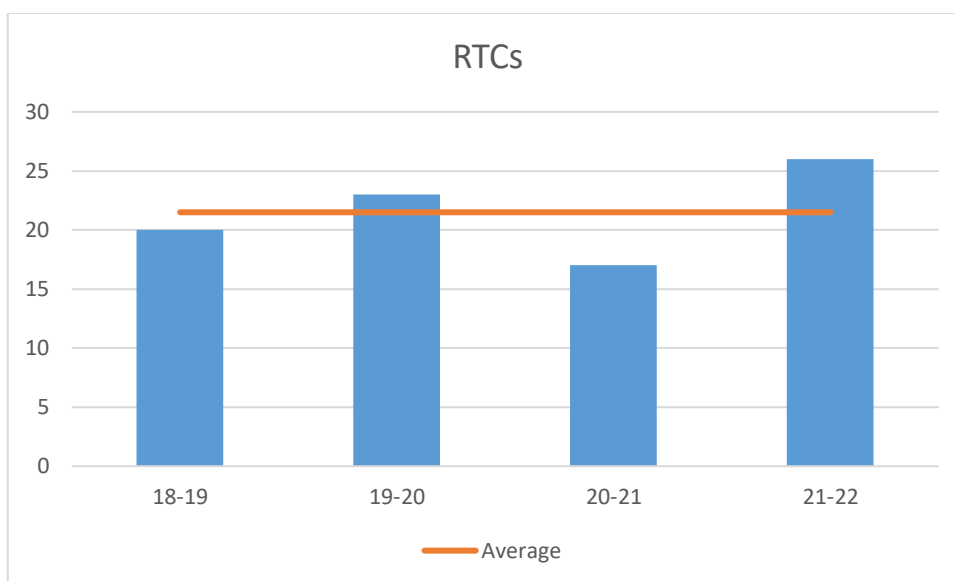
<b>Cowdenbeath Area Wards</b>	<b>18-19</b>	<b>19-20</b>	<b>20-21</b>	<b>21-22</b>
Cowdenbeath	2	0	14	5
Lochgelly, Cardenden & Benarty	3	6	16	3
<b>Total</b>	<b>5</b>	<b>6</b>	<b>30</b>	<b>8</b>

**Table 8 Flooding Incidents Cowdenbeath Ward Areas April - March 2018-2022**

7.3 Water related incidents dramatically reduced by 74% on the previous reporting year. Environmental factors leading to flooding in domestic dwellings were the main cause of flooding incidents during 2021-22.

## 7.4 Road Traffic Collisions

As SFRS generally only attend RTC's of a serious nature, where persons are trapped, the figures below do not capture every RTC which occurs within the Cowdenbeath Area.



**Graph 9 Road Traffic Collisions – April – March 2018-2022**

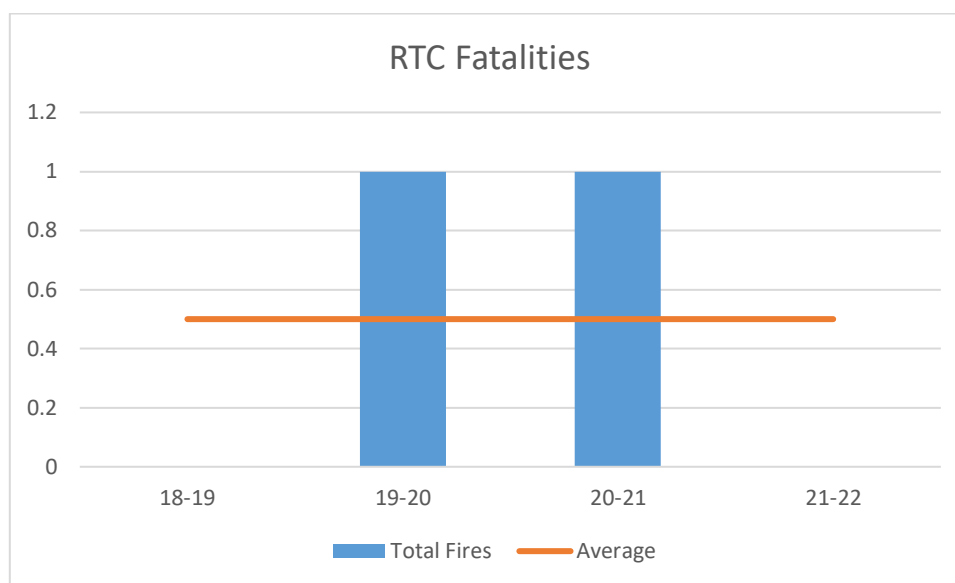
<b>Cowdenbeath Area Wards</b>	<b>18-19</b>	<b>19-20</b>	<b>20-21</b>	<b>21-22</b>
Cowdenbeath	11	12	7	11
Lochgelly, Cardenden & Benarty	9	11	10	15
<b>Total</b>	<b>20</b>	<b>23</b>	<b>17</b>	<b>26</b>

**Table 9 Road Traffic Collisions Cowdenbeath Ward Areas April - March 2018-2022**

7.5 RTC's have seen an increase of 19% from the four-year average, however this takes account of the previous reporting year which significantly dropped the average due to low traffic activity through lockdown.



## 7.6 RTC Fatal Casualties



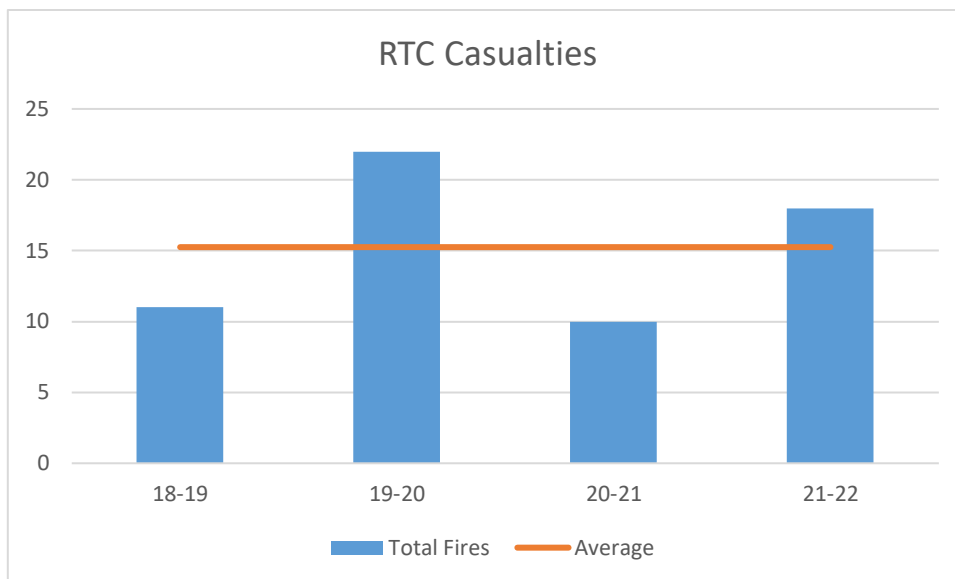
**Graph 10 Road Traffic Collision Fatal Casualties – April – March 2018-2022**

<b>Cowdenbeath Area Wards</b>	<b>18-19</b>	<b>19-20</b>	<b>20-21</b>	<b>21-22</b>
Cowdenbeath	0	0	1	0
Lochgelly, Cardenden & Benarty	0	0	0	0
<b>Total</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>

**Table 10 Road Traffic Collision Fatal Casualties Cowdenbeath Ward Areas  
April - March 2018 - 2022**

7.7 There were no RTC fatalities in the Cowdenbeath Area roads in this reporting period. The SFRS continues to engage with partners to offer support and advice on road safety.

## 7.8 RTC Casualties



**Graph 10 Road Traffic Collision Casualties – April – March 2018-2022**

<b>Cowdenbeath Area Wards</b>	<b>18-19</b>	<b>19-20</b>	<b>20-21</b>	<b>21-22</b>
Cowdenbeath	5	10	3	6
Lochgelly, Cardenden & Benarty	6	12	7	12
<b>Total</b>	<b>11</b>	<b>22</b>	<b>10</b>	<b>18</b>

**Table 10 Road Traffic Collision Casualties by Committee Area – Cowdenbeath Ward Areas- April - March 2018-2022**

## 7.9 RTC Casualties

This reporting period has seen a 15% increase to 18 casualties when compared to the four-year average. 7 of these casualties had serious injuries at the time of transfer to the care of the Scottish Ambulance Service. There were 13 incidents in total.

## 7.10 Transport and Environment Related Incident Reduction Strategy

SFRS Stirling-Clackmannanshire-Fife LSO area contribute towards the Road Casualty Reduction Group (RCRG), which is a part of the current Fife Community Safety Strategy.

Along with our partners, SFRS would normally deliver valuable educational projects including 'Safe Drive Stay Alive', 'Drive Wise', 'Child Car Seat Safety Checks', 'Cut It Out', 'Biker Down' and the 'Fife Water Safety Initiative'.

Many of the projects detailed above were postponed due to the pandemic but are now being invigorated in all areas.

#### **7.11 Fife Water Safety Group – Partnership Approach to Water Safety (PAWS) Strategy.**

This multi-agency group comprises of key local water safety partners and provides a consistent approach in delivering water safety across Fife.

The group will work to

- Share and pool resources, best practice and expertise
- Identify potential 'hotspots' and assess risk
- Ensure consistency in delivering water safety messages in Fife
- Ensure a collaborative multi agency working ethos is embedded in Water Safety work across Fife

## **8. Conclusions**

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This has been a challenging reporting year for SFRS as we move away from the Covid-19 restrictions and re-establish our intervention activities.

As part of our focus to ensure year on year reductions we will look to review this data alongside the 2022-23 figures next year to determine any re-emerging trends or patterns in behaviours and activity.

It is pleasing to report that the some of our key performance indicators have seen a reduction in activity. Accidental Dwelling Fires have fallen in comparison to the previous year and there have been, thankfully, no fatal fire casualties or RTC fatalities.

It should be noted that some of the Key Performance Indicators show movement in the wrong direction when compared to the previous year. Road traffic collisions (RTC), RTC non-fatal casualties and Unwanted Fire Alarm Signals have all increased since the last annual performance report.

The one area in which we have unfortunately seen a sharp rise in incidents is that of Deliberate Secondary Fires. This is an area that the SFRS, alongside our local partners, will be striving to drive down over the coming twelve-month period.

As previously detailed in this report, this could be attributed, in large part, to a move towards pre-pandemic activity levels.

The number of Home Fire Safety Visits facilitated and Community Safety events held during the reporting period has significantly increased since the easing of lockdown restrictions. The

targeting of resources to deliver Home Safety Visits to higher risk dwellings continues to have a positive outcome, with visits resuming to all High, Medium and Low risk premises in the local area. Multi-agency liaison and referrals have continued, where appropriate.

The SFRS will continue to adapt and manage demand reduction strategies, linking in with key partner agencies, to create a safer place to live, work and visit.

## Background Papers

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SFRS Local Fire and Rescue Plan for Fife Local Authority Area 2021. Link - <https://www.firescotland.gov.uk/your-area/east/east-local-plans.aspx>

Report Contact

Jenny Murray

Station Commander

Lochgelly Community Fire Station

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Scottish Fire and Rescue Service

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26<sup>th</sup> October 2022

Agenda Item No. 7

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## Supporting the Local Community Plan – Operational Briefing on Policing Activities within Cowdenbeath.

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**Report by:** Chief Inspector Joanne McEwan – Local Area Commander, West Fife

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**Wards Affected:** Ward 7 (Cowdenbeath) and Ward 8 (Lochgelly, Cardenden, Benarty)

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### Purpose

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This report updates Elected Members on Policing activity in the above Ward areas.

### Recommendation(s)

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Members are asked to consider the contents of the report and the policing activity undertaken to date and support Police Scotland moving forward in addressing priorities.

### Resource Implications

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There are no additional resource implication arising from the activity outlined in this report.

### Legal & Risk Implications

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There are no legal or current risk implications.

### Impact Assessment

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An EqIA has not been completed and is not necessary as this report highlights work already undertaken and does not propose a change or revision to existing policies and practices.

### Consultation

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No consultation has taken place regarding this report. Members will appreciate the key to success in work of this nature is partnership – not only between the services and agencies involved but also with elected members and local communities, which was ongoing throughout the reporting period.

## 1.0 Background

- 1.1 This report provides members with an update on the activities of Police Scotland staff within the Cowdenbeath area during the period 1<sup>st</sup> April 2021 – 31<sup>st</sup> March 2022.

## 2.0 Issues and Options

- 2.1 This report normally starts with a table showing a comparison of police data for 2021/22 against the same period in 2020/21, however a more competent comparison may be achieved when looking at the statics which were recorded prior to the Covic-19 pandemic, although it should be noted that this was two years prior and will not be reflective of the social/cultural changes which have occurred during that time frame.
- 2.2 As restriction came into force in March 2020, the most relevant year to compare against would be 2019/20, however there have only been 3 months where restriction have been eased in this reporting period and it is anticipated that the reporting period from 2022/23 will provide the most accurate illustration of the problems currently being highlighted to Police Scotland.

Cowdenbeath	2018-19	2019-20	2020-21	3 Year Avg.	2021-22	2021-22 v Previous Year	2021-22 v Previous Year %	2021-22 v 3 Year Avg.	2021-22 v 3 Year Avg. %
ASB Calls	3708	3460	4537	3902	3152	-1385	-30.53%	-750	-19.21%
Missing Person/Absconder	412	327	222	320	279	57	25.68%	-41	-12.90%
Concern for Person	903	1092	1019	1005	1041	22	2.16%	36	3.62%
Minor Assault	472	463	396	444	447	51	12.88%	3	0.75%
Minor Assault (Culp & Reckless)	10	15	23	16	18	-5	-21.74%	2	12.50%
Minor Assault (Emergency Worker)	42	32	19	31	45	26	136.84%	14	45.16%
All Minor Assaults	524	510	438	491	510	72	16.44%	19	3.94%

## 3.0 Community Officer Activity 1 April 2021 – 31 March 2022

- 3.1 Throughout the reporting period the area has been served by a Community Inspector, Community Sergeant and six Community Constables, supported by response colleagues based at Cowdenbeath Police Station and specialist resources from various divisional and national Departments.

The Community Team staffing has gone through some change in this period. At the end of December 2021, Inspector Steven Hoggan took over as

Cowdenbeath Community Inspector after the retirement of Inspector Gavin Cameron.

Sergeant Paul Cochrane continued to be the Community Sergeant for the area until April, when he was replaced by Sergeant John Nicol.

Similarly, the Community Constables have experienced some changes, with some officers moving on to new opportunities while others have experienced slight changes to their role.

Ballingry / Kelty – PC’s Darren Black and Scott Kirk

Cowdenbeath / Crossgates – PC’s Louise Sneddon and Calum MacDougall (replaced in April 2022 by Adrian Harmes)

Lochgelly / Cardenden – PC’s Davide Scola and Gavin Keith (replaced in January 2022 by Peter Barker)

PC Barry Smith continued with the role of School Engagement Officer with Lochgelly High School.

3.2 Whilst community engagement and initiatives have eased, local officers have continued to focus on the issues that matter most to the people and communities of the Cowdenbeath area, namely:

- Violence, Disorder and Antisocial Behaviour
- Road Safety and Road Crime
- Drug and Alcohol Misuse

3.3 As per 2020/21 report following the initial lockdown which started in March 2020, in response to the COVID-19 pandemic, much of the Community engagement was done online and in a virtual setting. Since the restrictions have eased there has been a welcomed return to, more frequent, in-person engagement, although there has still been a virtual element.

3.4 As our communities have slowly returned to some more normality, particularly after January 2022, it is clear that much of the demand is around crimes of violence.

Cowdenbeath	2019-20	2020-21	2021-22	2021-22	2021-22	2021-22	2021-22
				v	v	v	v
				2019-20	2019-20 %	2020-21	2020-21 %
ASB Calls	3460	4537	3152	-308	-8.9%	-1385	-30.53%
Missing Person/Absconder	327	222	279	-48	-14.7%	57	25.68%
Concern for Person	1092	1019	1041	-51	-4.6%	22	2.16%
Minor Assault	463	396	447	-16	-3.4%	51	12.88%

Minor Assault (Culp & Reckless)	15	23	18	3	20.0%	-5	-21.74%
Minor Assault (Emergency Worker)	32	19	45	13	40.6%	26	136.84%
All Minor Assaults	510	438	510	0	0.0%	72	16.44%

2021/22 has shown a sharp increase in all aspects of criminality captured in the table, with the exception of Antisocial Behaviour (ASB) calls and Culpable and Reckless conduct (most recently associated with gatherings held during restriction period).

Much of our demand can be linked to mental health and vulnerability and this is an area that has grown consistently in recent years. Regular engagement is ongoing with a partners to reduce the risk to vulnerable people.

There is also an increase in minor assaults, which remains high on the Local and Divisional Policing Priorities (see below). There are aspects of this crime type which cannot be legislated for in regard to prevention owing to assaults typically being a crime committed in the heat of the moment. This is often linked to, and amplified on occasions when the parties involved have consumed drink and/or drugs.

Within the public space and at licenced premises, there is on-going dialogue in regard to the monitoring of the persons who purchase and consume these intoxicants. Within private spaces, however, there is little that can be done beyond education in regard to the behaviours exuded by those involved in this crime type. This is where we often see assaults which are linked to a domestic setting, and we support repeat victims through engagement and signposting to partner agencies as well as the management of bail conditions imposed on offenders.

- 3.5 As per last year Community Officers continue to play an essential role in the work being undertaken locally and the priorities and objectives remain the same as those set out across Fife Division:

- Operation Path - Violent Crime**
- Operation Prevail - Antisocial Behaviour**
- Operation Prospect - Substance Misuse**
- Operation Principle - Acquisitive Crime**
- Operation Paramount - Road Safety**

- 3.6 Community Officers in all wards have, where possible, continued to maintain links with partners and communities to ensure the issues that matter the most to local communities are still being addressed. Community Officers are also involved in proactive planned operations, such as executing drug search warrants and a presence within areas with ASB hot-spots.



## 4.0 Response Policing

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4.1 Local policing activities during the reporting period have been greatly impacted by the effects of the Global COVID-19 Pandemic, mirroring the impact experienced by communities across the country and beyond. Opportunities to engage in person were greatly reduced, and new methods of communication and interaction had to be adopted.

4.2 As COVID restrictions were imposed, Police Scotland were given the responsibility of enforcing The Health Protection (Coronavirus) (Restrictions) (Scotland) Regulations 2020, laws brought in to ensure members of the public were following the restrictions and adhering to the government guidance. Police Scotland adopted the '4E's' approach with members of the public:

**Engage:** ask whether an individual is aware of the government request; establish individual circumstances and how quickly someone will comply.

**Explain:** the risks to public health and to the NHS in line with government guidance

**Encourage:** voluntary compliance

**Enforce:** if faced with non-compliance and only as a last resort

This continued to be a challenging time for police and public alike, particularly after there was phased relaxation on the restrictions —was subject to change as the country moved through the various Roadmap Phases.

4.3 This approach was detailed in the previous Area Committee Report, and continued into January 2022, when restrictions began to ease and there were signs of a 'return to normality'.

## 5.0 School Engagement Officer

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5.1 During the reporting period PC Barry Smith was deployed in the role of School Engagement Officer working within Lochgelly High School. This is a funded post, secured through Pupil Equity Funding (PEF) which was due to lapse in April 2021, however, at the behest of Police Scotland, the contract was extended to the end of the academic year, with a view of any further postings reflect this timeframe (August to June). This extension was part covered in cost owing to abstracted hours PC Smith had during COP 26.

5.2 The key objectives of this role were to introduce and embed a Police officer within the school, and work with school staff to promote positive behaviour and community learning within the school and local communities, providing support for pupils, parents and carers. Owing to restrictions on other agencies and their ability to attend the school, initiatives were limited in being progressed.

5.3 PC Smith worked collaboratively with Guidance and Depute staff to identify early and effective interventions for pupils in addition to delivering classroom based inputs. This successfully embedded the School Engagement Officer role

into the fabric of Lochgelly High School, with refinement in the role being outlined for the forthcoming reporting period.

- 5.4 PC Smith dealt with the majority of incidents reported at the school, primarily utilising a restorative justice approach, which has helped reduce the demand on local Response officers and enabled the behaviour to be addressed at school in an educational setting. This was further reinforced with class inputs around ASB, knife crime and on-line safety.
- 5.5 Into the forthcoming reporting period, initiatives under Pitching In, Punch Beyond are scheduled for late 2022/early 2023, with a view of including other initiatives in Partnership with Fife College to capture a larger spectrum of pupils and not just initiatives which could be viewed as gender centric toward males.

## 6.0 Violence, Disorder and Anti-Social Behaviour

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- 6.1 **Operation Path** is the divisional initiative aimed at tackling all forms of violence. Violent crime and violent offenders are managed robustly with local investigative work being supported by divisional departments such as CID, Community Investigation Unit (CIU) and nationally by the Licensing Violence Reduction Unit. Weekly management meetings are held where local repeat offenders, emerging trends and hotspot areas are analysed to develop early intervention tactics to minimise repeat offending.
- 6.2 Since the relaxation of COVID restrictions (January 2022) there has been a relative return to normality with the local night-time economy and other social outlets being open. This has resulted in persons returning to nights out and social gatherings.
- 6.3 This return to normality has contributed to a 16.44% rise in minor assaults (510 from 438 in 2020/21) from the previous reporting year. This is similar, by comparison, to other areas within West Fife and is not restricted to Cowdenbeath. The solvency rate however has remained high, with a 70% solvency rate.
- 6.4 Addressing violent crime has been a priority over the reporting period and continues to be so. Officers will continue to detect, deter and disrupt offenders through proactive policing.
- 6.5 **Operation Prevail** is the divisional initiative implemented to tackle anti-social behaviour (ASB). ASB has been, and continues to be, one of the priorities locally and there has been reporting in the local, national and social media regarding incidents of ASB. We are aware of the concerns the public have in relation to ASB and we have been part of multi-agency discussions in how we can tackle this effectively. We will continue to robustly deal with individuals who engage in such conduct, but are also aware that many residents within the Cowdenbeath area are dissatisfied with the 101 service, and matters of ASB are not being reported at the time. This has been revisited through various channels in order to encourage contact with the Police.

- 6.6 During the current COVID-19 pandemic all calls to Police Scotland relating to Breaches of the Health Protection (Coronavirus) (Restrictions) (Scotland) Regulations 2020 have been recorded as ASB calls. This created a significant rise in ASB calls for the previous reporting period.
- 6.7 Since restrictions have ended however, we have seen a significant reduction in ASB calls for this reporting period. ASB calls in Cowdenbeath reduced by 30.53% from 4537 in 20/21 to 3152 in 21/22.
- 6.8 This trend appears to be continuing into 2022/23 with a reduction of 12.4% for West Fife on this time in 2021/22.
- 6.9 In conjunction with Fife Council Safer Communities Officers, we have and will continue to patrol areas identified as local hot spots. It is acknowledged there have been issues of ASB in the areas of Lochgelly Public Park, the Cowdenbeath War memorial, and the High Street in Cowdenbeath in general and also at the Astro turf at Wallsgreen in Cardenden (aka John Thomson Park).
- 6.10 Regular checks of licensed premises have been carried out throughout the reporting period to ensure they were complying with the conditions of their license and the Health and Safety Guidance in relation to COVID-19. The safety and the health of the public has been a priority for the police.

## 7.0 Road Safety and Road Crime

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- 7.1 Road safety and casualty reduction is an issue that is regularly raised during engagement with local residents and community groups and we remain focused on keeping our roads safe. **Operation Paramount** is the divisional initiative targeting this issue.
- 7.2 Community Officers regularly promote road safety in and around local schools and have recently resumed 'Park Safe' checks. In the near future we also hope to resume the roll out of the 'Junior Road Safety Officer' programme.
- 7.3 'Bikeability' is another strand of our educational programme targeting vulnerable road users that will be re-introduced when it is safe to do so.
- 7.4 Speeding is another area of concern for local communities. On a regular basis, local officers carry out speeding deployments in hotspot areas identified following analysis of collision data or following complaints from the public. 'Pop up Jim' signs, which take the form of a cut out image of a police officer holding a speed gun, are also utilised. Recently speeding complaints have been received in respect of B981, Hill of Beath, Foulford Road, Cowdenbeath, Jamphlars Road, Cardenden, Lochgelly Road, Lumphinnans and the Mossgreen area of Crossgates.

During the early stages of the COVID-19 lockdown a decision was made by the Safety Camera Partnership not to deploy Mobile Camera vans. With the easing of restrictions the vans are now operational once again.

- 7.5 Over the last year the Community Team have supported Road Policing Officers with a number of national campaigns:
- Summer Drink Drive Campaign
  - Get Ready for Winter
  - Brake Road Safety Week
  - Festive Drink Drive Campaign
- 7.6 Challenging driver behaviour is key to continuing the reduction in the number of people killed or seriously injured on Fife roads. One positive consequence of COVID-19 was a reduction in the number of vehicles using the roads, which had a positive impact on road safety. As with a return to normality, the road users have increased to a pre-COVID level, and we will continue to focus on protecting the most vulnerable road users through education and enforcement activity.

## 8.0 Drug and Alcohol Misuse

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- 8.1 **Operation Prospect** is a divisional initiative aimed at tackling drug misuse. We receive a great deal of intelligence regarding drug misuse and dealing which assists in our ability to disrupt illegal activity. There is an appointed lead who collates all the information and then actions it in due course.
- 8.2 There was a period when pro-active work was suspended but this has been recommenced with numerous drug search warrants/cases being executed in the Cowdenbeath area, reflecting 9 charges relating to being concerned in the supply of controlled drugs (or associated offences).
- 8.3 During the reporting period we continued to carry out regular inspections of licensed premises selling alcohol, as it is recognised there is a link between alcohol consumption and the commission of crime. In addition to this, Community Officers have regularly visited off-sales premises locally and have educated License Holders in good practices for running their business to try and prevent them from breaching their license.
- 8.4 Every inspection is recorded and the Divisional Licensing Unit has oversight. They identify any emerging issues so they can be addressed at an early stage.

## 9.0 Acquisitive Crime

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- 9.1 Acquisitive crime including theft by housebreaking, shoplifting and thefts of and from motor vehicles falls under the Operation Principle banner. Whilst lockdown has had a positive impact on 'traditional theft', online fraud has seen an increase.
- 9.2 The Coronavirus pandemic itself has provided fraudsters with additional opportunities to commit fraud. Known scams range from obtaining personal details by purporting to be Test & Trace officials, relatives in need of help, and most recently agencies involved with the fuel crisis assistance funding.

- 9.3 Working with partners such as Trading Standards Scotland and Action Fraud, officers have continued to highlight these scams utilising both Social Media and traditional media platforms. Raising awareness and signposting members of the public to sites where they can get advice and guidance which will hopefully prevent others becoming victim.
- 9.4 Shoplifting has also continued to feature locally, particularly in Lochgelly, with alcohol and meat being the most stolen commodity. As a result, work is ongoing with local Area/Store Manager's to assist with crime prevention and a local process has been adopted to ensure crimes are reported timeously, particularly those committed by known individuals. Where offenders have previous convictions for like offences bail conditions are sought to prevent them entering specific shops or locations. In the reporting period, there were 480 incidents of Theft by Shoplifting, with a 60% solvency rate.

## 10.0 Moving Forward

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- 10.1 As we move forward we will seek to build on existing strong relationships with community partners and continue to engage, listen and respond to the concerns of the public and local communities as things return to normal. With the change in the Cowdenbeath Community Team, there was an aspect of training required to upskill the officers in regard to Speed Detection and cycling proficiency.
- 10.2 Social Media platforms, such as Facebook and Twitter, continue to be a valuable mechanism for engaging with the public and sharing information. We recognise the importance of keeping the public updated and will seek to utilise Twitter to promote local initiatives.
- 10.3 Cowdenbeath Community Officers, along with other partners continue to develop local youth engagement projects, highlighted above, to enhance engagement with young people within the community to break down barriers, whilst acting as both a diversionary and educational platform.
- 10.4 The past year has continued to present significant challenges for everyone, including the Police, with Officers having shown a remarkable resilience and determination to serve the communities of Cowdenbeath and keep the public safe throughout the COVID-19 pandemic. I am confident that, with the continued support of residents and partners, we will continue to provide a quality of service to the residents of Wards 7 and 8 and support local communities to move forward.

## 11.0 Conclusions

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- 11.1 Members are invited to endorse action taken to date and support Police Scotland moving forward in addressing priorities.

**Report Contact:-**

Chief Joanne McEwan  
Local Area Commander West Fife Area  
P Division  
Police Scotland  
Telephone: 01383 318710  
Email [joanne.mcewan@scotland.police.uk](mailto:joanne.mcewan@scotland.police.uk)

26th October, 2022

Agenda Item No: 8

## Complaints Update

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Report by: Mike Enston, Executive Director - Communities

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Wards Affected: All Cowdenbeath Area Committee Wards

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### Purpose

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To provide an overview of complaints received relating to the Cowdenbeath area for the year from 1 April 2021 to 31 March 2022.

### Recommendation(s)

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The Committee is asked to consider the report on complaints received noting the complaints responded to in target timescales and the proportionality of Service complaints.

### Resource Implications

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There are no direct resource implications arising from this report.

### Legal & Risk Implications

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There are no direct legal and risk implications arising from this report.

### Impact Assessment

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An EqIA has not been completed and is not necessary for the following reasons:  
It is not required because the report does not propose a change or revision to existing policies and practices.

### Consultation

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No public consultation has been carried out in relation to this report however there is on-going consultation with key staff in Council services on complaint handling performance.

## 1.0 Background & explanatory notes

- 1.1 Reports on customer complaints to the Council are presented twice a year to Standards and Audit Committee. In November 2013, that Committee agreed to refer the report to Area Committees for consideration, with the addition of area-based complaints information.
- 1.2 This is now the ninth annual report to area Committees, this report covering complaints relevant to the Cowdenbeath Committee area.
- 1.3 Any feedback on local issues gathered from the individual area Committees will be taken into account when finalising the update report to Standards & Audit Committee due in October this year.
- 1.4 Scottish Councils must follow the model complaint handling procedure developed by the Scottish Public Services Ombudsman (SPSO). The model was designed to provide a simpler, more consistent process for customers to follow and encourages local authorities to make best use of lessons learned from complaints. A revised version of the procedure with minor changes was launched in April 2021
- 1.5 The analysis by area in this report is based upon the address of the complainant rather than the geographic location of the complaint itself. It should be noted that this may occasionally give odd results, e.g., complaints concerning beaches in Dunfermline.
- 1.6 The Council responds to over 7 million contacts from customers across Fife every year. Results from historic satisfaction surveys, customers are generally satisfied with the services the Council provides. Where customers do have cause to complain about services received, we aim to resolve these quickly and to learn from feedback to improve future services.

## 2.0 Area Complaints

### Volume & responsiveness – Cowdenbeath Area

Stage	Total No. of complaints closed	No. closed in target timescales	% closed in target timescales
	233	204	88% (90% 20/21)
Stage 1 (5 days)	201 (86%)	174	87% (91% 20/21)
Stage 2 (20 days)	32 (14%)	30	94% (81% 20/21)

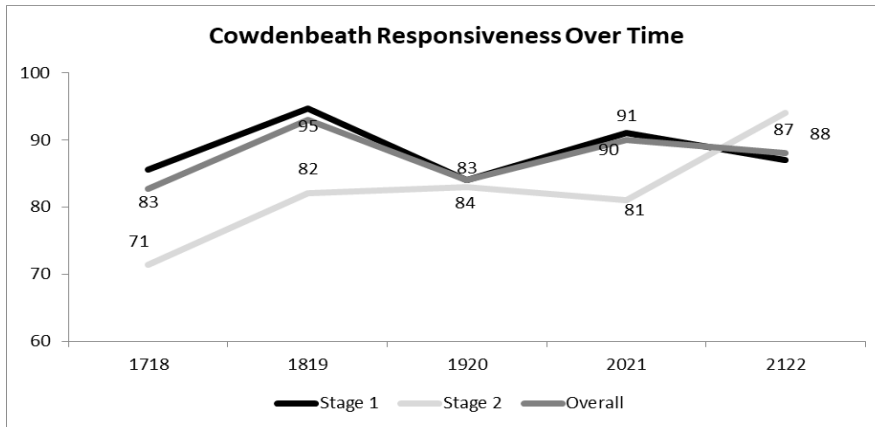
- 235 complaints were received relating to the Cowdenbeath area in 21/22 of which 233 were closed (the remainder were still open, withdrawn or pending an allocation decision). Complaints are currently categorised in the system (reason, channel, root cause etc.) after complaints are closed.
- In line with SPSO guidance we aim to deal with simple complaints immediately if possible but at least within 5 working days. More complex complaints should be dealt with in 20 working days, with regular updates if investigations will take longer than this.
- Responsiveness has worsened over last year where the % of all complaints closed in target timescales decreased from 90% to 88%, however is above the Council average. Similarly, stage 1 worsened however stage 2 improved. The average time to close all complaints remained as 5.1 working days over last year better than the Council average of 5.9 working days.



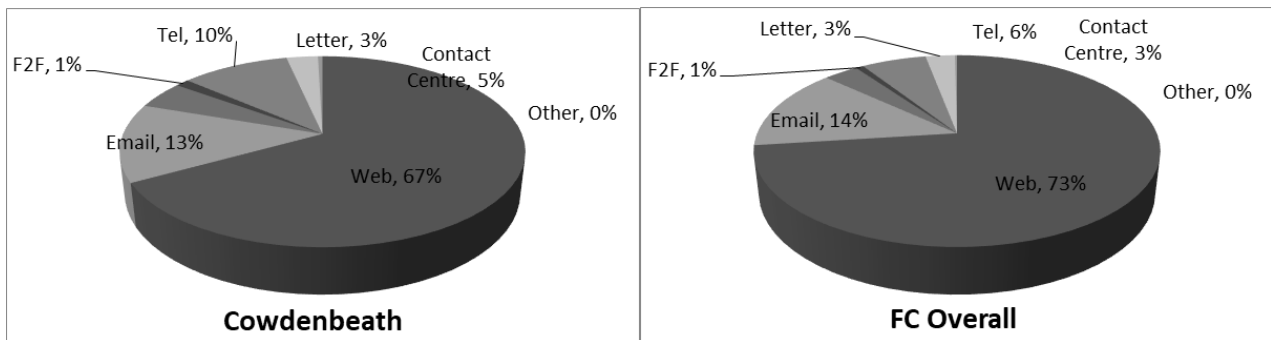
## Volume & responsiveness - Fife Council overall

Stage	Total No. of complaints closed	No. closed in target timescales	% closed in target timescales
	2,610	2,149	82% (88.3 in 20/21)
Stage 1 (5 days)	2,294 (87%)	1,908	83% (89.5 in 20/21)
Stage 2 (20 days)	316 (13%)	241	76% (80.3 in 20/21)

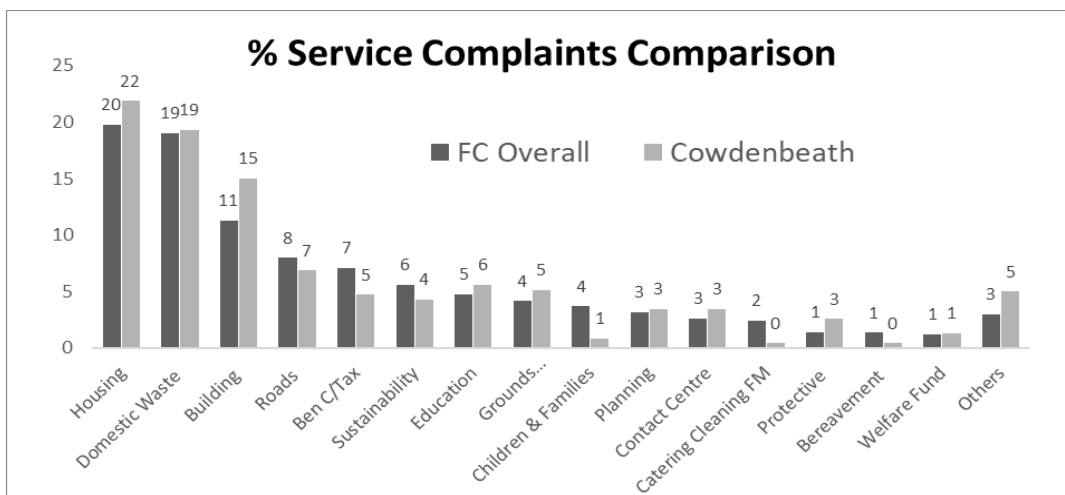
2.1 The general trend over time shows a continual improvement in responding to stage 2 complaints in timescale.



2.2 The contact channel used for complaints can be seen in the following graph. The contact channel used for complaints can be seen in the following graph. There has been a decrease in the use of the web (82% in 20/21) for the Cowdenbeath area, clearly this decrease is representative of a return to normal business post pandemic



## Reason for complaint (upheld and not upheld)



2.3 Differences of note include that there are proportionally more complaints concerning Building Services where the largest categories were failure to fix first time (29% fully upheld) and the inappropriate attitude & behaviour of staff (57% fully upheld).

2.4 The following table shows complaint responsiveness by Services. Ordered by % all in timescale worst to best. Please note that from all the complaint cases that ran over timescale 10% (3 from 29) were in an agreed (just not target) timescale given extensions are valid within the procedure.

	<b>Vol Stage 1</b>	<b>% Stage 1 In Time</b>	<b>Vol Stage 2</b>	<b>% Stage 2 in Time</b>	<b>Vol</b>	<b>% All in Time</b>
Catering & FM	1	0%	0	0%	1	0%
Roads	16	44%	0	0%	16	44%
Grounds	11	55%	1	100%	12	58%
Planning	4	75%	3	75%	8	75%
Education	8	75%	5	100%	13	85%
Contact Centre	8	88%	0	0%	8	88%
Sustainability	9	89%	1	100%	10	90%
Housing	42	90%	8	89%	51	90%
Ben / C-Tax	7	86%	4	100%	11	91%
Building	34	94%	1	100%	35	94%
Audit & Risk	2	100%	2	100%	4	100%
Bereavement	1	100%	0	0%	1	100%
CLD	3	100%	0	0%	3	100%
Customer Service	1	100%	0	0%	1	100%
Domestic Waste	44	100%	1	100%	45	100%
Children Families	2	100%	0	0%	2	100%
Local Office	2	100%	0	0%	2	100%
Parks	1	100%	0	0%	1	100%
Protective	3	100%	3	100%	6	100%
Welfare Fund	2	100%	1	100%	3	100%
<b>Total</b>	<b>201</b>	<b>87%</b>	<b>30</b>	<b>94%</b>	<b>233</b>	<b>88%</b>

2.5 Table showing the general reason “root cause” category of complaints received and compared with previous years.

Service	Category of Complaint	2017/18	2018/19	2019/20	2020/21	2021/22
Benefits / Council Tax	Anything that doesn't fit within existing categories.	0	0	0	0	1
	Admin error	3	1	1	1	0
	Disagree with legislation	0	1	2	4	0
	Failure to respond to previous complaint / request for service / enquiry / request / reported fault	1	0	0	0	1
	Inappropriate staff attitude / behaviour	0	2	1	2	0
	Lack of / incorrect information	3	12	3	3	2
	Procedures / policy	4	4	4	8	4
	Service provision Covid 19	0	0	0	2	0
	System failure	0	1	1	0	0
	Time taken to process enquiry	1	4	1	1	1
	Unsatisfactory response to previous complaint / request for service / enquiry / reported fault	0	0	0	1	2
<b>Total</b>		<b>12</b>	<b>25</b>	<b>13</b>	<b>22</b>	<b>11</b>
Bereavement Services	Anything that doesn't fit within existing categories.	0	0	1	3	0
	Damage / vandalism to property e.g., headstones	1	2	0	0	0
	Inappropriate staff attitude / behaviour	0	1	1	0	0

Service	Category of Complaint	2017/18	2018/19	2019/20	2020/21	2021/22
	Inconsiderate / inappropriate use of council vehicle	0	0	0	0	0
	Poor communications including lack of notice, consultation & engagement	2	1	2	0	1
	Restoration work e.g. fallen headstones	1	0	0	0	0
	Untidy / overgrown Vegetation	3	3	1	1	0
	<b>Total</b>	<b>7</b>	<b>7</b>	<b>5</b>	<b>4</b>	<b>1</b>
Building Services	Anything that doesn't fit within existing categories.	1	0	2	1	0
	Card left when tenant in property	0	1	1	2	0
	Council vehicle - driving behaviour / standards	1	1	1	2	0
	Council vehicle - parking	2	0	1	0	0
	Delay in start / completion of work	3	1	1	1	1
	Failure to attend at time advised / agreed	2	5	1	6	1
	Failure to fix first time	3	9	7	6	7
	Failure to meet timescales for job	1	4	3	1	2
	Failure to respond to previous complaint / request for service / enquiry / request / reported fault	1	1	2	1	1
	Health & safety / dangerous occurrence	1	2	2	0	0
	Inappropriate staff attitude / behaviour	4	7	4	8	7

Service	Category of Complaint	2017/18	2018/19	2019/20	2020/21	2021/22
	Noise levels from work activities	0	1	0	2	0
	Poor communications - advance notice of work not given	0	0	0	1	1
	Poor communications - internal breakdown Building Services	2	3	4	0	0
	Poor communications - internal breakdown with other council areas	1	0	2	1	0
	Poor communications - poor regarding work being/to be undertaken	5	6	4	3	7
	Standard of workmanship - damage	7	3	2	1	5
	Standard of workmanship - mess	4	3	4	0	0
	Standard of workmanship - tenant unhappy with work	3	7	5	1	1
	Unplanned additional work required following repair/installation	1	0	0	0	0
	Unsatisfactory response to previous complaint / request for service / enquiry / request / reported fault	0	0	1	2	2
	<b>Total</b>	<b>42</b>	<b>54</b>	<b>47</b>	<b>39</b>	<b>35</b>
Children & Families	Delays in completion of assessment - Parent/Carer	0	1	0	0	0
	Dissatisfaction with assessment outcome - Child or Young Person	1	0	0	2	0

Service	Category of Complaint	2017/18	2018/19	2019/20	2020/21	2021/22
	Dissatisfaction with assessment outcome - Parent/Carer	0	2	0	2	1
	Dissatisfaction with policy / current delivery arrangements	0	0	0	0	0
	Dissatisfaction with policy / current delivery arrangements - Child or Young Person	1	0	0	1	0
	Dissatisfaction with policy / current delivery arrangements - Parent/Carer	2	1	0	2	0
	Inappropriate staff attitude / behaviour	5	2	0	0	1
	Poor communications including lack of notice, consultation & engagement	1	1	0	0	0
	Unacceptable standard of care (looked-after children) - Child or Young Person	1	0	0	0	0
	Unacceptable standard of care / support families	0	0	0	0	0
	Unsatisfactory response to previous complaint / request for service / enquiry / reported fault	2	1	0	0	0
	<b>Total</b>	<b>13</b>	<b>8</b>	<b>0</b>	<b>7</b>	<b>2</b>
	Contact Centre	Anything that doesn't fit within existing categories.	1	0	0	0
Disagree with Council policy		0	0	0	0	1
Failure to respond to previous complaint / request for service / enquiry / reported fault		0	2	1	1	1

Service	Category of Complaint	2017/18	2018/19	2019/20	2020/21	2021/22
	Inappropriate staff attitude / behaviour	4	6	0	2	1
	Inconsiderate / inappropriate use of council vehicle	0	0	0	0	
	Incorrect information given	0	0	0	3	2
	Lack of information	1	0	0	0	
	Poor communications including lack of notice, consultation & engagement	1	0	0	0	1
	Time taken to answer call	1	12	1	1	1
	Unsatisfactory response to previous complaint / request for service / enquiry / reported fault	0	0	0	1	0
	<b>Total</b>	<b>8</b>	<b>20</b>	<b>2</b>	<b>8</b>	<b>8</b>
Domestic Waste	Anything that doesn't fit within existing categories.	2	1	3	1	0
	Bin not returned properly / bin is missing	2	1	0	1	0
	Bulky not collected / only part collected	0	0	1	8	3
	Customer turned away / refused entry	0	2	0	3	0
	Damage to vehicles / property during bin collection	0	0	0	4	0
	Dissatisfaction with location of recycling point	1	0	0	0	0
	Dissatisfaction with policy / collection arrangements e.g. number of bins; frequency of collection etc	10	17	11	27	17

Service	Category of Complaint	2017/18	2018/19	2019/20	2020/21	2021/22
	Dissatisfaction with policy / organisational arrangements including charging policy	0	1	3	0	1
	Dissatisfaction with policy / organisational arrangements including opening times, collection frequency etc	0	1	0	2	1
	Dissatisfaction with standard of street cleanliness	0	0	0	2	1
	Dissatisfaction with Take Out & Return TOR service	4	8	4	7	2
	Dog waste bin broken / missing / not replaced / not emptied	1	0	0	0	0
	Failure to collect / empty bin	14	7	13	20	6
	Failure to respond to previous complaint / request for service / enquiry / reported fault	0	4	1	4	6
	Household waste dumped in street / garden / yard	0	0	0	2	0
	Inappropriate staff attitude / behaviour	4	5	1	7	3
	Inconsiderate / inappropriate use of council vehicle	1	0	0	0	0
	Mess / Litter around recycling point	0	0	1	0	0
	Poor communications including lack of notice, consultation & engagement	0	1	0	1	0
	Unsatisfactory response to previous complaint / request for service / enquiry / request / reported fault	0	1	1	2	3



Service	Category of Complaint	2017/18	2018/19	2019/20	2020/21	2021/22
	<b>Total</b>	<b>39</b>	<b>49</b>	<b>39</b>	<b>91</b>	<b>45</b>
Education	Accidents Injuries e.g., Physical education fights etc	0	0	0	1	0
	Access to facility	0	0	0	0	1
	ADMINISTRATIVE CLOSE inaction by the officer and service following an unreasonable time in excess of 4 months despite repeated appeals by Escalation to close the case.	0	0	0	1	0
	Anything that doesn't fit within the other categories.	4	1	1	1	0
	Bulling by Staff	1	1	0	0	1
	Bullying by Pupil	0	0	1	2	3
	Dissatisfaction with policy current arrangements	4	3	6	6	3
	Disputed exclusions exclusion decisions	0	0	0	0	1
	Inappropriate staff attitude behaviour	3	0	1	0	2
	Placement request decisions	0	0	0	0	1
	Poor communications including lack of notice consultation engagement	1	1	1	1	1
	Vandalism graffiti	0	0	0	0	0
	<b>Total</b>	<b>13</b>	<b>6</b>	<b>10</b>	<b>12</b>	<b>13</b>

Service	Category of Complaint	2017/18	2018/19	2019/20	2020/21	2021/22
Housing	Anything that doesn't fit within existing categories.	3	0	1	0	0
	Assessment of FHR - Dissatisfaction with information / advice given	0	1	2	0	1
	Assessment of FHR - Dissatisfaction with time taken	0	1	0	0	0
	Debt management arrangements	0	0	0	1	0
	Delays in start / completion	3	3	3	7	1
	Dispute with neighbours	4	3	1	6	3
	Disputed recharges	0	0	1	1	0
	Dissatisfaction with policy / current arrangements	3	1	3	0	1
	Dissatisfaction with policy / current arrangements including allocations criteria	4	1	2	4	4
	Dissatisfaction with policy / current delivery arrangements e.g. timescales, priorities, criteria	4	9	8	13	10
	Failure to respond to previous complaint / request for service / enquiry / request / reported fault	2	0	0	0	3
	Failure to respond to previous complaint / request for service / enquiry / reported fault	4	5	2	2	0
	Fencing	4	0	1	0	2

Service	Category of Complaint	2017/18	2018/19	2019/20	2020/21	2021/22
	FHR process – Dissatisfied as process not meeting applicants needs	0	1	1	0	0
	Garden Maintenance Service	0	0	1	0	1
	Inappropriate staff attitude / behaviour	3	5	3	1	1
	Internal communal areas include cleanliness, lighting etc	0	1	0	0	0
	Management of Communal Areas includes grass cutting, overgrown trees & bushes	1	2	0	2	2
	Missed from Programme	0	0	1	0	0
	Mutual repairs	0	0	0	2	0
	Noise	0	1	2	0	0
	Pets & Animals	0	1	0	0	1
	Poor communications including lack of notice, consultation & engagement	4	5	4	6	6
	Poor condition / standard of housing	3	1	1	2	1
	Poor standard/condition of property at start of tenancy	1	2	5	2	2
	Quality of workmanship including mess/damage, unsatisfactory completion, quality of products etc.	2	0	6	1	3
	Rent discrepancies or delays in refund of credits	0	0	0	0	0

Service	Category of Complaint	2017/18	2018/19	2019/20	2020/21	2021/22
	Risk management	0	0	0	0	0
	Rubbish	1	1	2	2	2
	Snagging issues	5	0	0	0	0
	Unsatisfactory response to previous complaint / request for service / enquiry / reported fault	6	2	3	0	6
	Waiting times	3	0	1	1	1
	<b>Total</b>	<b>60</b>	<b>46</b>	<b>54</b>	<b>53</b>	<b>51</b>
Grounds Maintenance	Anything that doesn't fit within existing categories.	1	0	0	4	1
	Dissatisfaction with policy / organisational arrangements include frequency of street cleaning, routes, methods etc	0	0	1	0	0
	Failure to respond to previous complaint / request for service / enquiry / reported fault	0	0	1	0	1
	Fence damage	0	0	0	1	0
	Grass cutting	0	0	4	5	5
	Grounds Maintenance policy	0	0	0	0	1
	Inappropriate staff attitude / behaviour	0	2	0	1	2
	Inconsiderate / inappropriate use of council vehicle	1	1	0	0	0
Overhanging / damaged trees & shrubs	0	0	0	0	1	

Service	Category of Complaint	2017/18	2018/19	2019/20	2020/21	2021/22
	Quality of footpath	0	0	0	1	0
	Quality of park area	1	1	0	1	0
	Untidy / overgrown vegetation	1	1	0	0	1
	Weed killing areas	0	0	0	0	1
	<b>Total</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>13</b>	<b>13</b>
Planning	Anything that doesn't fit within the other categories.	0	0	1	0	2
	Contravention of planning permission / no permission	1	0	0	0	0
	Delays in decisions / non-compliance with timescales	0	0	0	0	2
	Dissatisfaction with policy / delivery arrangements	0	0	0	1	2
	Failure to follow process	1	0	0	2	0
	Failure to respond to previous complaint / request for service / enquiry / request / reported fault	0	0	0	1	0
	Inadequate consideration of objections	0	0	0	0	0
	Operating a business from a residential property	1	0	0	0	0
	Poor communications including lack of notice, consultation & engagement	1	0	0	0	0
	Poor quality of assessment	0	0	1	0	0
	Unacceptable condition of neighbouring site / land	0	0	0	0	0

Service	Category of Complaint	2017/18	2018/19	2019/20	2020/21	2021/22
	Unsatisfactory response to previous complaint / request for service / enquiry / reported fault	1	0	5	0	2
	<b>Total</b>	<b>5</b>	<b>0</b>	<b>7</b>	<b>4</b>	<b>8</b>
Protective Services	Dissatisfaction with licensing decisions / conditions	0	0	0	0	0
	Failure to respond to previous complaint / request for service / enquiry / request / reported fault	0	0	0	0	1
	Failure to respond to previous complaint / request for service / enquiry / reported fault	0	0	0	1	0
	Food safety / food standards	0	2	0	0	0
	Inappropriate staff attitude / behaviour	0	0	0	1	0
	Noise nuisance includes domestic / commercial / intruder alarms and noisy dogs	0	0	4	0	1
	Poor communications including lack of notice, consultation & engagement	1	0	1	0	3
	Unsatisfactory response to previous complaint / request for service / enquiry / request / reported fault	1	0	0	0	1
	Unsatisfactory response to previous complaint / request for service / enquiry / reported fault	0	0	1	0	0
	<b>Total</b>	<b>2</b>	<b>2</b>	<b>6</b>	<b>2</b>	<b>6</b>
	Anything that doesn't fit within the other categories.	0	0	2	3	1

Service	Category of Complaint	2017/18	2018/19	2019/20	2020/21	2021/22
Roads & Transportation	Application process such as timescale / proofs / photographs / Mobility Assessment	0	0	0	1	0
	Damage to vehicles / property	0	0	1	0	0
	Dissatisfaction with car parking provision / charging policy	0	0	0	0	1
	Dissatisfaction with service provided	0	0	0	1	1
	Dissatisfaction with emergency response to flooding	0	0	1	0	0
	Dissatisfaction with gritting / snow clearing policy including gritting routes, priorities etc	0	0	0	3	0
	Failure to respond to previous complaint / request for service / enquiry / reported fault	0	0	0	0	1
	Grit bin empty / not refilled	0	0	0	1	0
	Inadequate notice of road and footpath works including road closures	0	0	0	2	2
	Inconsiderate / inappropriate use of parking provision including blocking footpath, driveways etc	0	0	0	1	0
	Insufficient number of grit bins provided	0	0	1	0	0
	Localised flooding due to blocked gullies / drainage e.g., roads, footpaths, gardens, property etc	0	0	2	4	0
Noise / disruption / delays / inconvenience including restrictions in place, but no work ongoing	0	0	0	1	0	

Service	Category of Complaint	2017/18	2018/19	2019/20	2020/21	2021/22
	Poor condition of road markings e.g., white lining	0	0	1	0	1
	Poor standard of road repairs / maintenance work including incomplete work	0	0	1	0	0
	Position / intensity / adequacy of new street lighting	0	0	1	0	0
	Potholes / poor condition of road surface	0	0	7	2	6
	Streetlight repairs	0	0	2	3	1
	Streetlighting on all day 24/7	0	0	0	0	1
	Use / provision of disabled parking including on-street and off-street disabled parking bays	0	0	0	1	1
	<b>Total</b>	<b>25</b>	<b>7</b>	<b>19</b>	<b>23</b>	<b>16</b>
Sustainability	Customer turned away / refused entry	0	0	0	1	1
	Dissatisfaction with booking policy	0	0	0	0	2
	Dissatisfaction with policy / current organisational arrangements including opening times	0	0	0	5	4
	Inappropriate staff attitude / behaviour	0	0	0	0	3
	Inconsiderate / inappropriate use of council vehicle	0	0	0	1	0
	Poor communications including lack of notice, consultation & engagement	1	0	0	0	0



Service	Category of Complaint	2017/18	2018/19	2019/20	2020/21	2021/22
	<b>Total</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>10</b>
Welfare Fund	Anything that doesn't fit within the other categories.	0	0	0	1	0
	Failure to respond to previous complaint / request for service / enquiry / reported fault	0	0	1	1	0
	Inappropriate staff attitude / behaviour	0	0	1	1	0
	Incorrect timescale given	0	0	0	0	1
	Unsatisfactory response to previous complaint / request for service / enquiry / reported fault	0	0	0	1	1
	<b>Total</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>4</b>	<b>3</b>

**Note:** Prior to 2019/20 the exact categorisation of complaints for Roads & Transportation is unavailable however annual totals are shown (due to the Service name change from Transportation and associated database issues)

## Complaint examples

2.6 The following table provides summarised examples of actual complaints made:

Service Area	Category	Complaint (summarised / redacted)
Domestic Waste	Dissatisfaction with policy / collection arrangements e.g., number of bins; frequency of collection etc.	<p>My complaint is about my bin collection they keep missing me and my neighbour's bins which are together on, all the other bins are being emptied but not ours. Our green bin has been missed 3 times and blue one twice I have had to pay a private company to empty them as always full. I hope you will look into why they are passing our bins without stopping to empty them. It's getting beyond a joke now!! I hope you will resolve this quick and get back to me.</p> <p><b>Outcome:</b> <i>Partially Upheld. Waste Supervisor visited and advised the complainant on Service intentions. Bins arranged to be emptied.</i></p>
Housing	Dissatisfaction with policy / current delivery arrangements e.g., timescales, priorities, criteria	<p>Repair to kitchen floorboards. House repair not carried out for many months. Made contact 4 times to enquire. Was told every time someone would call me back. But no-one did. Had no contact except housing officer who attended the house to look at damage and confirm repair was needed. Having 5 kids in the house this was not safe as floorboards needed covered as damaged. After many calls I had no choice but to pay to have the work done independently.</p> <p><b>Outcome:</b> <i>Upheld. Apology offered for poor level of Service received. Third Party Claim form sent to customer for completion.</i></p>
Building Services	Failure to fix first time	<p>Moved into property via a mutual exchange. Bath is very slow and noisy to drain, standing in water up to my ankles when having a shower. Council plumbers have been out 4 times, each time they simply plunge plug hole, but it returns to the same way the next day! I believe the drainage and piping needs investigated further! It is a waste of mine and trades and time to continually just plunge the drain as this is obviously not working!</p> <p><b>Outcome:</b> <i>Complaint partially upheld. Apology offered. The faulty pipework under the floor has now been rectified and the tenant was satisfied with the results when the plumber tested the bath waste.</i></p>

## 3.0 Learning from Complaints

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- 3.1 One key element of handling complaints is using customer feedback to rectify or improve upon the service provided. It has previously been reported that the improvements introduced allowed for more and better corrective actions to be captured.
- 3.2 Every upheld or partially upheld complaint presents an opportunity for the Council to address the failings identified and this is also a requirement of the procedure. Previous complaint update reports to this Committee have described gaps in the volume and quality of corrective actions however there were fewer occasions this period where no statements were recorded.
- 3.3 A few instances remain where corrective action statements refer simply to the outcome of the complaint rather than specific actions that would potentially prevent future reoccurrence. However, these are far fewer than in previous years.
- 3.4 There are good examples when the Council gets listens to customer feedback and makes improvements to future service provision. Some from this reporting period for this Committee area included:
- Following a complaint about offensive graffiti persisting in a public convenience there was a policy change that we will now attend incidents of racial, gender, or otherwise offensive graffiti within 48 hours of first report.
  - Where complaints were about the actions of employees (behaviour, poor driving, wrong information provided, process / procedure not followed etc.) the complaint has been addressed directly with employees, so they are aware of the impact on their customers.
- 3.5 One of the reasons for creating the new Communities Directorate was to increase customer responsiveness and this included setting up the Escalation and Resolution team.
- 3.6 To date the team have focussed upon key aims, including:
- Improving upon current responsiveness rates, such as targeting poorer performing Services (more effective queue management and professional administrative support).
  - Improving the standard of customer communication, by increasing the volume of qualitative checks and supporting Services by peer review of resolution letters / emails.
- 3.7 The approach to consider the quality of complaint handling includes surveying complaints that the organisation did not uphold. This presents a challenge as it is accepted that it may be difficult for complainants to separate out any redeeming features in how this was handled given when the Council did not uphold their substantive matter. see section 4 Complaint Satisfaction.
- 3.8 The following tables provide the details of complaint decisions in the Cowdenbeath area compared with the Fife Council overall results.

<b>Cowdenbeath</b>	<b>Not Upheld</b>	<b>Partially Upheld</b>	<b>Resolved</b>	<b>Upheld</b>
Overall	40%	18%	3%	39%
Stage 1	39%	16%	4%	41%
Stage 2	47%	28%	0%	25%

## Comparison to the Fife Council overall results.

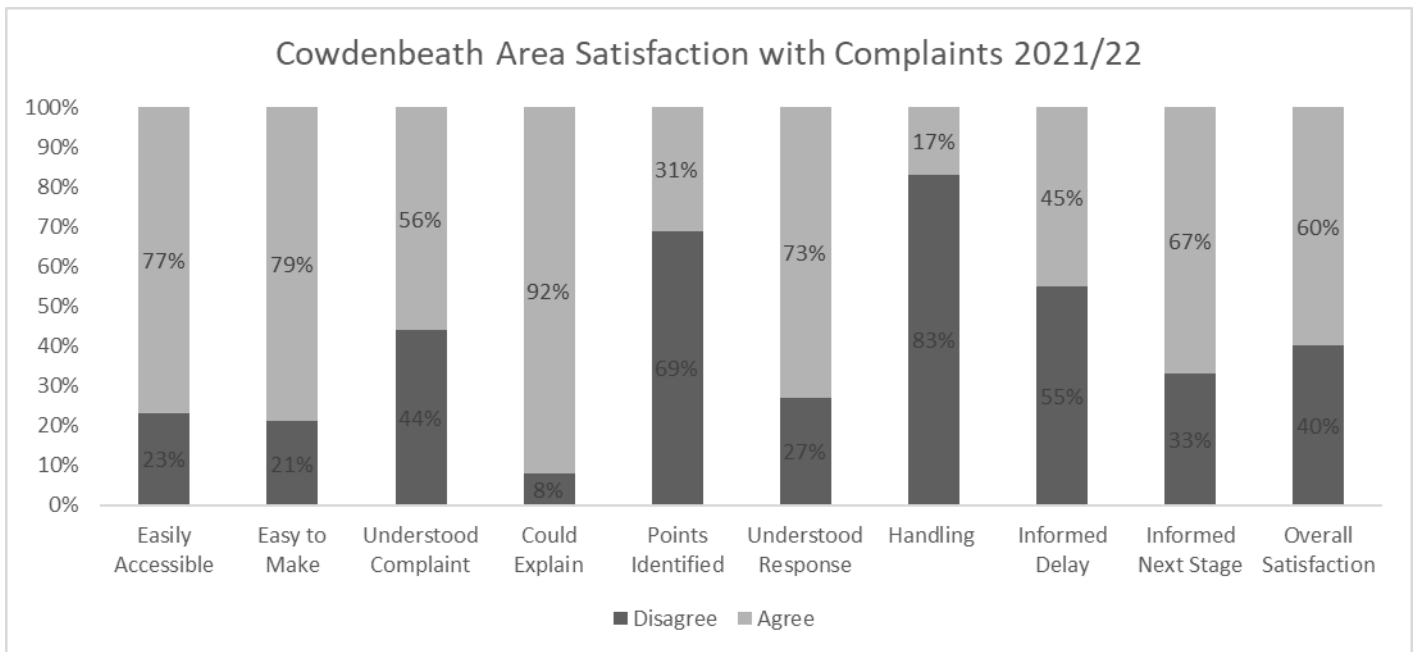
FC Overall	Not Upheld	Partially Upheld	Resolved	Upheld
Overall	43%	17%	3%	36%
Stage 1	42%	16%	4%	38%
Stage 2	52%	28%	0%	20%

## 4.0 Complaint Satisfaction

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- 4.1 In previous reports to this Committee the data used to provide satisfaction with complaint handling amongst more general satisfaction was obtained from a more generic transactional survey of four questions emailed out on a four-weekly basis. Following changes to both the Council's website and the customer management system this transactional survey became obsolete with a replacement pending development.
- 4.2 The complaints procedure requires that complainants are surveyed so the previous generic survey was replaced in January 2022 with a bespoke version that covers standard questions as agreed from the Local Authority Complaint Handlers Network. These questions will ultimately allow benchmarking amongst network members.
- 4.3 The replacement complaint satisfaction survey methodology has us ask customers how much they agree or disagree with the following statements generally 4 weeks after their complaint has closed.
- Information about the complaint procedure was easily accessible.
  - I found it easy to make my complaint.
  - I was happy that the person considering the matter fully understood my complaint.
  - I was given the opportunity to fully explain my complaint.
  - The points of my complaint were identified and responded to.
  - The response to my complaint was easy to understand.
  - Overall, I was satisfied with the handling of my complaint.
  - I was told if the response was going to take longer than the set timescales (five working days at stage 1 and 20 working days at stage 2).
  - I was clearly told what the next stage of the complaints process was for me.
- 4.4 This replacement survey now requires a manual issue of these questions by email however has added benefit over the previous generic transaction survey as the text from a complainant's actual complaint is given as a reminder to make the survey more focussed.
- 4.5 There were 15 replies from complainants claiming residency in the Cowdenbeath Committee area. Comments included:
- I had to pay another carrier to dispose of my suite as you refused to lift it.
  - It was dealt with quickly and efficiently

Overall satisfaction was 60% and is improved upon last year's figure of 26%. The result is above the council average of 50%. Satisfaction with each question is as shown on the following graph.



4.6 It would appear from the graph that improvement is required in identifying the points to be investigated and responded to from a complainant and keeping customers updated in the event of delays.

## 5.0 Scottish Public Services Ombudsman Cases

5.1 The SPSO are the last part of the procedure for all Council complaints and therefore all stage 2 resolution letters must offer formal recourse to this organisation.

5.2 In 2021/22 there were 5 cases for the Cowdenbeath area that reached this final stage of the procedure.

5.3 The following table provides a list of Services and outcomes following the SPSO's consideration of the complaints. Not taken forward for investigation by the SPSO refers to where the SPSO consider the matter outside of their jurisdiction, the SPSO are satisfied that the Council have done all they can with the matter raised, or that the SPSO are unlikely to achieve the desired outcome of the complainant.

Service	Complaint Summary	SPSO Decision
Grounds Maintenance	Area maintenance / litter & glass	Not taken forward for investigation
Housing	Anti-social behaviour	Not taken forward for investigation
Domestic Waste	Vehicle type policy	Not taken forward for investigation
Welfare Fund	Handling a self-isolation grant	Not taken forward for investigation
Recycling Centres	Responding in time	Not taken forward for investigation

## 6.0 Other Customer Issues

6.1 The SPSO complaints procedure adopted by Fife Council includes a clear definition of a complaint which means that some customer issues are simply recorded as service requests rather than as complaints. Some of these issues may have been previously recorded as complaints (before April 2013) as the Fife Council definition at the time allowed issues to be considered as a 'complaint' where a customer requested this.

6.2 Issues that are considered outside of the definition include reports around dog mess, illegal dumping etc. The number of enquiries received about these issues for this Committee area are as detailed in the following table.

Enquiry Type	18/19	19/20	20/21	21/22	Note
Missed Bins	1044	1018	932	955	Includes missed bulky (x94)
Illegal Dumping	169	137	82	57	Includes mess in gardens (x10)
Street Cleaning	118	131	71	79	Untidy street reports
Dog Fouling	62	64	23	14	
Aggressive Dogs	28	26	24	33	
Abandoned Cars	37	37	15	12	
Litter Bin Issues	42	33	14	25	Request new / overflowing
Needles	21	16	7	3	Either made safe or require removal
Fallen Trees	3	1	2	6	

6.3 This data is a simple extract from our customer management system providing the volume of enquiries logged against an enquiry type for this Committee area. Information is based upon the address of customers where an address has been recorded.

6.4 Services may express enquiry volumes differently (this report may not be comparable with official Service volumes) as they may use their own method to compile volume information and refer to work activity conducted in the area (not simply volumes reported by customers who have furnished their address, that reside in the area). The data therefore serves to provide an indicative picture of customer issues in the area only.

6.5 For a fuller understanding of the volume of some of these service enquiries please refer to the Safer Communities Team Update report (Report by the Head of Communities & Neighbourhoods) likely included at some point within this Committee's diet.

## 7.0 Compliments

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7.1 By adding a database marker we can now report compliments by area Committee level. Again, this analysis is based upon the address of the complainant rather than the geographic location of the Service being complimented. From the examples obtained it doesn't appear that this distinction matters.

7.2 The following table provides some details of the 15 compliments received from customers in the Cowdenbeath area, the Service areas complimented and some typical examples of the type of compliments received.

Service	Volume	Example
Building Services	6	The Head of Building Services Fife Council. I would like to commend The Gas Engineer Andy who carried out my Annual Gas Service this morning for his work ethic and professionalism. He is a great credit to Fife Council. Also a genuine friendly down to earth Top Guy
Contact Centre	1	I would like to pass on my thanks to Kim for her very friendly service, took the time to listen and understand. I would also like to pass on my thanks to the tradesman who attended the same day. Very freindly, explained exactly what was wrong with the door and what he would need to do.
Education	1	Tom our lolly pop man at Foulford Primary School in Cowdenbeath. Deserves a very special thank you. He remembers all the kids, listens to all of the parents. He has a smile and a kind word for everyone he meets.he looks after young and old alike. He makes a big deal of end/start of term.with decorations , music and treats for the kids. He is a true gent and a massive part of our school community. I can't believe how lucky we are to have such an amazing man looking after our kids. Thank you so much Tom. I hope you get to hear how valued you are.
Local Office	3	Louise Herron went above and beyond to call me late Friday afternoon to discuss availability of Lock Up's after waiting 7 weeks with no response from another service. I have passed on a thank you card to Louise to advise this brightened up my day.
Protective	1	I have been liaising with Environmental Health and the service I have received is amazing, second to none. Helpful, patient, knowledgeable. Am very happy with how they treated me and dealt with my case. Especial gratitude to the officer Alistair Duncan who managed my case.
Housing	1	I would like to thank Christine Welsh and her team for the amazing service. I got the help I needed swiftly and timely. They visited me even when it was bucketing down. They were so polite, helpful and so knowledgeable! Much appreciated help when I was feeling at wits end. Thank you so much!!
Roads & Transportat	2	I think that will make a real difference to this intersection as it always had the potential for accidents in its current form. I am pleased that it is on your work schedule albeit for much later this year. I certainly appreciate the time and effort that you and your department have made in following up my query. As a citizen you often feel that any queries you make to Central and Local government will be lost in the bureaucracy so I am really pleased that you have followed this one up.

## 8.0 Conclusions

- 8.1 Overall responsiveness (all complaints in target timescales) was slightly worse than last year impacted by the responsiveness of a small number of Services. The responsiveness in timescale to stage 2 complaint did however improve. The average working days to respond to all complaints remained the same as last year and was better than the Council average. These figures are important as we consider responsiveness as a key driver of customer satisfaction.
- 8.2 The issues customers complained about within the Cowdenbeath area are broadly similar to those made across Fife as a whole, however, there were proportionally more complaints for Building Services. The main root cause categories of these complaints were failure to fix first time and inappropriate staff attitude and behaviour (2/7 cases fully upheld and 4/7 cases fully upheld respectively).

### List of Appendices

None

### Background Papers

1. SPSO revised model complaint handling procedure – [Link](#)

## **Report Contacts**

Diarmuid Cotter, Head of Customer & Online Services

New City House, Dunfermline

Telephone: 03451 55 55 55 + 480050

Email [Diarmuid.cotter@fife.gov.uk](mailto:Diarmuid.cotter@fife.gov.uk)

Dave Thomson, Customer Experience Lead Officer / SPSO Liaison Officer

1 Floor Fife House, Glenrothes

Telephone: 03451 55 55 55 + Not available by telephone during pandemic

Email: [david.thomson-crm@fife.gov.uk](mailto:david.thomson-crm@fife.gov.uk)



26<sup>th</sup> October 2022

Agenda Item No. 9

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## Local Community Planning Budget Request – Phase 2 Lochgelly Band

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**Report by:** Paul Vaughan, Head of Communities and Neighbourhoods Service

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**Wards Affected:** Ward No 8

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### Purpose

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To seek agreement from the Area Committee for a contribution from the Local Community Planning Budget for Lochgelly Band for their Phase 2 of renovation work at their band hall in Lochgelly.

### Recommendation(s)

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The Committee is asked to agree an allocation of £15,000 from the Local Community Planning Budget 2022/23.

### Resource Implications

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There is sufficient funding available should the contribution be agreed.

### Legal & Risk Implications

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There are no legal or risk implications based on this report.

### Impact Assessment

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An EqIA is not required because the report does not propose a change or revision to existing policies and practices, for example, annual reports or monitoring reports.

### Consultation

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A Local Community Planning Budget Application has been completed for this project (Appendix 1)

## 1.0 Background

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- 1.1 The criteria for spend from the Local Community Planning Budget requires approval from the Area Committee before amounts of over £5,000 can be committed.
- 1.2 This report is to seek agreement from the Area Committee for a contribution from the Local Community Planning budget from the Ward 8 and Area allocation.

## 2.0 Project Information

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- 2.1 Formed in 1854, Lochgelly Band is one of the oldest brass bands in Scotland. As well as competing at local and national level they perform regularly in their local community and rehearse regularly in their own music hall in the town of Lochgelly.
- 2.2 Whilst Lochgelly, a former mining town, is one of the most deprived areas of Scotland (SIMD ranking of 1) with high unemployment and low housing costs it is a passionate community with the brass band at its very core.
- 2.3 The band embarked on a project at the start of 2019 to raise funds to renovate their music hall. They undertook the works with two main aims in mind; to expand their organisation through the launch of a community/training band (free music tuition and instrument loan to local community members) and to transform their tired and very old hall into a performance venue fit to host community and public performance events designed to bring the band and the community together. Whilst these are their two main objectives, the common theme is to preserve the heritage of brass bands in Scotland.

## 3.0 Works Undertaken to Date

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- 3.1 The Band have been successful in raising £89,350 (Appendix 2) and have completed the following works in the hall at a cost of £87,600 which has prevented the hall from falling into a state of disrepair:
  - Replace entire roof, re-render building & exterior paint
  - Replace all electricals and lighting
  - Install new suspended ceiling
  - New flooring in library
  - New flooring in main hall
  - Demolish partitions and re-build larger to create new rooms
  - Woodworm treatment throughout hall
  - New fire doors and disabled entrance doors at side of building
  - Refurbish bathroom at rear of hall
  - Demolish pop up kitchen to create additional hall space
  - Painting of front door, window facades and crest
  - Demolish exterior brick structure to clear space for disabled access
  - New commercial printer and PC for digitising library
  - Furniture/decor for new music tuition room
- 3.2 Now that the hall is wind and watertight, Lochgelly Band would like to move on to the next phase of works by installing a disabled bathroom at the front the building.

## 4.0 Next Stage of Works

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- 4.1 Keeping the brass band heritage alive in Scotland is really important to Lochgelly Band. Sadly when mines closed across Scotland, many brass bands closed their doors too, but Lochgelly are fortunate enough to still have their band.
- 4.2 Given that the launch of a development/training band is with a view to safeguarding the future of the current Lochgelly Band, it's a huge priority for them to offer the opportunity to learn the skill of music and playing an instrument free of charge to those in the local community who may not otherwise be able to afford it. Music tuition and the purchase of an instrument is something that can be rather costly.
- 4.3 Due to the closure of the local town hall, there is limited space in Lochgelly for community groups to come together so the opportunity to regenerate their much-loved building and make it into a space where band and community can come together is one they have developed a huge passion for. The impact of music on wellbeing and life skills such as communication and self-confidence is well documented. They want to play their part in providing this outlet for our members and community. It would be their intention to hold community events e.g. Saturday afternoon concerts
- 4.4 They are keen to develop and grow their successful organisation but are now in real need of financial support to invest in their premises and make the music hall fit for purpose before they can move to the next phase in their growth.
- 4.5 Lochgelly's Band next priority is to create a disabled bathroom which would enable community events to take place, free concerts one evening per month, run 'come and play' sessions for local youngsters, reinstate the annual Lochgelly Band solo concert which will draw people from all over Scotland as a prestigious event in the brass band calendar. There are a few local groups who are looking for meeting venues e.g. Slimming World, local walking group and an elderly befriending group. Having a disabled toilet facility will allow them to expand their current membership, 20% of current members have a registered disability or additional need, sufficient facilities will bring their proposed plans to fruition.
- 4.6 Branchalwood All Trades have quoted £15,000 (Appendix 3) to undertake the works and ensure they meet building regulations.
- 4.7 Upon completion of the disabled toilet Lochgelly Band are proposing further works in the future, which includes re-plastering of the main and rear halls, re-decoration of the main and rear halls, install disabled ramps, new front door, replace all windows in the building, replace main hall furniture, install kitchen, install bespoke music and instrument storage, install CCTV, landscaping of surrounding building and rebuild exterior wall. The group have applied for additional funding from a variety of avenues e.g. Mickel Fund, Garfield Weston, Postcode Lottery, Ford GB, Weir Trust to name a view and the estimated decision dates are from October to December 2022.

## 5.0 Conclusions

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- 5.1 This is an opportunity for an asset to be utilised not just by Lochgelly Band but by the local community and interested parties from the wider surrounding areas and internationally.

## List of Appendices

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1. Local Community Planning Budget Application Form.
2. Information on funding Received.
3. Quote from Branchalwood All Trades
4. Photographs of work completed to date.
5. Receipts and Payments Accounts 4<sup>th</sup> April 2021.
6. Lochgelly Band Constitution

## Background Papers

There are no background papers.

Report Contact:

Patricia Galfskiy  
Policy Officer  
Brunton House  
Cowdenbeath  
Telephone: 03451 55 55 55 Ext 450567  
Email: [patricia.galfskiy@fife.gov.uk](mailto:patricia.galfskiy@fife.gov.uk)

**LOCAL COMMUNITY PLANNING BUDGET APPLICATION FORM**

Fife Council can offer financial assistance for projects in each of seven Local Areas through the Local Community Planning Budget. **Once complete please email to [LCPB@fife.gov.uk](mailto:LCPB@fife.gov.uk).**

**Which of the 7 Fife Council Areas will your Project take place in?**

<input checked="" type="checkbox"/> Cowdenbeath	<input type="checkbox"/> Dunfermline	<input type="checkbox"/> Glenrothes	<input type="checkbox"/> Kirkcaldy
<input type="checkbox"/> Levenmouth	<input type="checkbox"/> North-East Fife	<input type="checkbox"/> South-West Fife	

Please tick the main theme in the Plan4Fife your project will address (please tick only one)

For more information visit: <https://our.fife.scot/plan4fife/plan-for-fife-2021-24> You will find your community link under "Let's Talk Local"

<input checked="" type="checkbox"/> Opportunities For All	<input checked="" type="checkbox"/> Thriving Places	<input type="checkbox"/> Inclusive Growth & Jobs	<input type="checkbox"/> Community Led Services
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**Please ensure you have read guidance see page 6 before you complete this form**

**1. What is the title of your Project?**

Lochgelly Band Music Hall renovation

**2. What is your organisation's name and address?**

Name

Lochgelly Band

Address

c/o Lynsey Mcilwraith  
Airdrie**3. Who is the main contact for this application?**

Name

Lynsey Mcilwraith

Position on Organisation

Vice Chairperson

Address (if different from above)

As above

Contact Telephone Number

Email Address

lochgellyband@gmail.com

For office Use only		
Project Reference:		
Amount Approved:	£	
Funding Awards up to £5000	Date Approved at Ward Meeting	Date if Delegated Approval
Funding Awards over £5000	Date approved at Area Committee	
Signed	Team Manager:	Date:

#### 4. What project or activities do you want us to fund? (Max. 250 words)

Please be specific about:

- what you will do
- how you will do it
- what you will spend the monies on
- how you identified the need
- how many people it will help
- how your project meets the Local Community Planning Priorities for your area

(Please refer to the Area's priorities on Fife Council's webpage – [Click Here For Details](#))

Lochgelly Band members are in the process of renovating the band's much loved – but very old – music hall. (built pre 1850) To date we have raised (and spent) over £60,000 on replacing the roof, electrics, lighting, ceiling and carpets in the hall.

The next phase in our project is to improve accessibility to and within the hall with the supply and installation of a disabled bathroom at the front of the building. In order to meet building regulations, the following specifications below will be met :

- A raised height WC with extra projection for wheelchair transfers
- A washbasin with lever style taps to assist users with limited dexterity
- Paddle style toilet flush mechanism for ease of use
- Five supporting grab rails of a contrasting colour to aid the visually impaired
- An outward opening Access door
- An emergency assistance alarm system

Our music hall currently only has one toilet and no disabled facilities – until we change this, we are unable to a) expand the number of users in the hall as well as being inclusive to those with special needs and b) host our own events.

In reference to point a) we are about to launch a youth/training organisation through which we will offer free music tuition and instrument loan to those in the local community who may not otherwise be able to afford it – something we believe, combined with making the hall more disabled-friendly - meets the LCP priority of '**opportunities for all**'.

In reference to point b) with the local town hall now exclusively used for a foodbank there is limited space in Lochgelly for not just the band to perform but other groups too so our plan is to start to host our own events (concerts, community events, coffee mornings etc) and welcome the community into our space to share in our music-making – something we believe meets the LCP priority of '**thriving places**'. When this work is complete, we anticipate the user capacity of the hall to increase from 35 to over 120 members (35 current band, 35 training band plus audience capacity for engagements).

**5. When will your project or activities take place?**

Start Date  
(Month and Year)

September 2022

End Date  
(Month and Year)

November 2022

**6. How much will your total project or activities cost?**

20,495

**7. How much will each item or activity cost?**

*Include all costs connected to running the project.*

<b>Item or Activity</b>	<b>Cost(£)</b>
Installation of interior partitions to create new bathroom space	5000
Supply and installation works of disabled bathroom	15,000
<b>Total</b>	

**8. How much are you requesting from the Local Community Planning Budget?**

15,000

**9. How much is your Service or organisation contributing to the project/these activities?**

0

**10. Are you applying to any other external funder ie lottery for this project OR applying to/receiving any other Fife Council funding for this project?**

<b>Source of Funding</b>	<b>Amount £</b>	<b>Is this secured? (please provide proof)</b>	<b>If not, when will this be secured?</b>	<b>Can your project go</b>

				<b>ahead without this?</b>
4 Winds Trust	5000	Yes	N/A	N/A

**10.1** Please outline how your organisation propose to maintain this project in the long term.

Given that this is a small capital project, the upkeep of our facilities (as well as the tuition of new members and the hosting of social events) is something managed by a working committee bound by our constitution.

**10.2** Please outline what other sources of Fife Council **funding and or support** e.g. a grant or Discretionary Rating relief etc your organisation is receiving (if applicable):

Type of Fife Council Support	Amount £	Secured Yes/No

**To be completed by Voluntary and Community Organisations only**

11.0 Do you have a written governing document e.g. a constitution, a set of rules or trust deed? No  Yes   
(Please attach, if not already held by Fife Council)

11.1 How many people are on your organisation's management committee?

11.2 How many regular volunteers are involved in your organisation, including Committee Members?

11.3 Do you have a Service Level Agreement with Fife Council or a Community Planning partner? No  Yes

If yes, who is the SLA with? (If Fife Council, which Service?)



11.4 Please provide details of the bank account into which we would pay the money

Name of Bank	Royal Bank of Scotland		
Account Name	Lochgelly Band		
Sort Code		Account No.	
Building Society Roll Ref.			

11.5 Has your organisation applied to the Local Community

Planning Budget within the last three years? No  Yes

If yes, please provide details

Project	Date	Amount Received

12. **To be completed by Public Bodies only**

12.1 Name of Public Body or if Fife Council please also state your Service

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12.2 If Fife Council please provide details of full financial code (36 digits) or if other Public Body please provide bank details to pay money

--

**Please note that decisions on funding can take up to 3 months, longer in exceptional cases**

13. **Alternative Sources of Funding**

Fife Council has teamed up with SCVO's Funding Scotland to provide a free advanced funding search facility for charities, community groups and social enterprises in Fife. It includes information on over 1,000 funds and can help you find everything from small grants to funding for big capital projects.

[Click Here](#) to access this site.

**14 Fife Council is an Accredited Living Wage Employer**

Fife Council is committed to creating a Fairer Fife by tackling poverty and inequality. To support this ambition, the Council has become an accredited Living Wage employer and encourages all other businesses and organisations in Fife to join them.

The **real Living Wage** is a nationally set rate of pay that is independently calculated on an annual basis to reflect the real costs of everyday living.

Living Wage accreditation celebrates employers who want to help tackle low pay and in-work poverty within their local communities by choosing to go further than simply paying the UK government minimum wage.

To become an accredited Living Wage employer an organisation must voluntarily commit to paying all directly-employed staff over the age of 18 the current real Living Wage (including sub-contracted staff who are on site more than 2 hours/week over an 8-week period). Accreditation is a simple and straightforward online registration process.

To find out more about the real Living Wage and how to become an accredited employer visit the Living Wage Scotland website at: <https://scottishlivingwage.org/>

Does your organisation currently pay all appropriate staff the real Living Wage?	N/A
Is your organisation an accredited Living Wage employer?	N/A

***To be completed by applicant***

**I (the nominated applicant) have read and agree to comply with the Terms and Conditions and confirm the information given is correct. (Electronic Signature with confirmation email is fine)**

Signed: Lynsey Mcilwraith

Date: 28<sup>th</sup> June 2022

Position in the Organisation: Vice Chairperson

## GUIDANCE

Fife Council can offer financial assistance for projects in each of seven Local Areas through the Local Community Planning Budget. This budget is allocated each year to support activities linked to priorities in each Area's Local Community Plan to encourage local partnership working. The budget is designed to be flexible and responsive to community aspirations.

Funding is limited however and you are encouraged to explore the funding portal for alternative sources in the first instance [Fife Council - Find National Funding](#)

### **To be eligible:**

- Your group should be formally constituted with clearly defined aims and objectives; or a Fife Community Planning Partner; or new organisation just forming (for start-up costs only)
- You should be able to show evidence of community benefit and clear links to outcomes of the Local Community Plan for the area.
- Applications should be clearly costed with details of likely suppliers (if applicable)

### **The types of project we prioritise are:**

- Projects that will help to achieve any of the outcomes contained within the new Plan4Fife four priorities. [Click Here](#) i.e. Opportunities for All, Thriving Places, Inclusive Growth & Jobs, Community Led Services.
- Projects for the welfare and benefit of disadvantaged residents of Fife linked to any of the 40 agreed Fairer Fife Report Recommendations.
- Partnership projects that involve organisations working together and/or with local communities

### **Examples of what our funding can be used for:**

- **Small** capital works for building improvement, and purchase of land or equipment
- Support in kind where Fife Council orders the goods or services for you
- Pilot projects that trial alternative ways of working or methods of achieving our community planning outcomes
- Some recurring community-led activity eg Galas, Floral Enhancement, activities for the elderly, etc

### **What we cannot fund:**

- Individuals
- Gaps in budget as a result of a savings decision made by Fife Council or other Community Planning Partner
- Services provided on a Fife-wide basis
- Projects where financial gain goes to individuals
- Projects that don't meet at least one of our local outcomes

**There is a mandatory monitoring/evaluation process for all recipients of funds.**

## Terms and Conditions

1. Organisations must provide proof of match funding where applicable.
2. The monies must only be used for the purpose stated above and approved by Fife Council. You must inform Fife Council immediately of any proposed changes to the project.
3. The project must start on the agreed date or as soon as possible after that date. If the timescale of a project slips, Fife Council must be notified and a progress report submitted.
4. The project must not start before the monies are awarded except in exceptional circumstances
5. The applicant may not transfer any part of the monies to any other organisation or individual, unless specified in the application form and agreed with Fife Council.
6. No aspect of the activity being funded should be party political in intention, use or presentation.
7. At the end of a project, or in any case where the organisation ceases to exist, or where there is a breach of conditions, any unspent monies or equipment purchased will be repaid/returned to Fife Council.
8. Community Organisations are required to have a constitution or other appropriate governance. Organisations without such governance may apply, but no monies shall be paid out until a constitution/appropriate governance is in place, unless the application is to help with start-up costs.
9. The whole amount of monies or part of that amount, at the discretion of the appropriate Council Committee, shall be repaid to Fife Council if any information given in connection with the application is found to be false or misleading, or fails to disclose a material fact bearing upon the consideration of the application.
10. It is a requirement that an Evaluation/Monitoring Form is completed at the end of the project or after six months. Failure to do so may result in a request for the monies to be returned to Fife Council. Checks may also be carried out to ensure the monies were spent as stated in the application. Future applications will not be considered unless a satisfactory Evaluation/Monitoring Form is received by Fife Council.
11. The applicant/organisation shall agree to the organisation's main contact details being publicly listed on the Fife Direct website.
12. Any monies received from Fife Council should acknowledge the relevant Area Committee in the organisation's publicity, reports and relevant communications.
13. All organisations should ensure that in carrying out the activity for which the grant has been given that they shall not commit any act of discrimination rendered unlawful by the Equality Act 2010. In particular, they should ensure they are open to all who could benefit or wish to take part and have an equality of approach throughout project delivery.
14. All organisations working with children, young people or vulnerable adults should ensure that in carrying out their activities, they meet the requirements of the Health and Safety at Work Act 1974 and the Protection of Children (Scotland) Act 2003. In particular for all activities involving children, young people and adults at risk, safeguarding policies and procedures should be in place, with staff and volunteers holding an appropriate PVG Certificate.
15. Fife Council may share information about our funding award with parties and anyone who may make a request for information under the Freedom of Information Act 2000.
16. The information provided by you on this form will be used by Fife Council in order to process your application. It will be shared with FVA, NHS Fife and other local authority services or external funders and information will be obtained from your application. Further information on how your information is used and why can be found by contacting Fife Council's Data Protection Officer at: [dataprotection@fife.gov.uk](mailto:dataprotection@fife.gov.uk).

**Before you submit your application, please complete the following checklist**

**You must be able to tick every box**

- Have you checked the Funding Portal for alternative sources of funding? (Q13) Y
- Have you clearly indicated which theme within the Plan4Fife your project will address? (page1) Y
- Have you answered all the relevant questions in this application? Y
- Are you, the main contact named in Q.2?. Are you authorised to apply to the Local Community Planning Budget on behalf of your organisation? Y
- Have you signed the Application Form? Y  
(Electronic signature will be accepted along with a confirmation email).
- Have you understood that if you make any inaccurate statements (whether deliberate or accidental) at any stage during the application process, or knowingly withhold any information, this could make your application invalid and you could be required to repay any funds received to Fife Council? Y
- Are you able to comply with the Local Community Planning Budget's Terms & Conditions? Y
- If you are a community or voluntary organisation, have you enclosed a copy of your governing document? (unless already held by Fife Council) Y
- and
- a copy of your latest signed, audited/independently examined accounts Y  
(if you do not have signed audited accounts please provide an income and expenditure statement)
- and
- proof of funding from other sources if applicable Y

**Once completed please email to [LCPB@fife.gov.uk](mailto:LCPB@fife.gov.uk)**

**The information included in this publication can be made available in any language, large print, Braille, audio CD/tape and British Sign Language interpretation on request by calling**

**03451 55 55 00 BT Text Direct 18001 01592 55 11 91**

## Funding Received

<b>Funder</b>	<b>Value</b>	<b>Date</b>
Fife Council - COVID Support Fund	£10,000	May-20
Postcode Lottery	£20,000	May-21
Business Gateway	£9,000	Apr-21
Business Gateway	£6,000	Mar-21
Arnold Clark	£1,000	Jul-21
Shell Mossmorran	£1,000	Aug-21
Foyle Foundation	£7,500	Apr-22
Hugh Fraser Foundation	£5,000	Jul-22
4Winds Trust	£5,000	Jun-22
Lochgelly Development Forum	£3,500	Jun-22
Coalfields Regeneration	£3,000	Aug-22
Cervus Trust	£2,500	Jun-22
Robertson Trust2	£2,000	Jun-22
ASDA	£1,500	Aug-22
Scotmid Vouchers	£350	Aug-22
Shell Mossmorran	£1,000	Aug-22
Magic Little Grants	£500	Jun-22
Kingdom Housing	£400	Jun-22
Baynes Bakers	£100	Jun-22
Card Factory	£1,000	Sep-22
Awards 4 All	£9,000	Sep-22
<b>Total raised to date</b>	<b>£89,350</b>	

## Bathrooms / Kitchen Quotations



David McNally <BranchalwoodAllTradesGroup@outlook.com>

To Mcilwraith, Lynsey; Lynsey Mcilwraith

Cc David McNally; David McNally

Evening Lynsey,

My apologies for the delayed response in getting the itemised quotations across, unfortunately I've had a family emergency today.

Please find below the quotations for both toilets, and kitchen area.

### Existing Toilet Refurbishment : LBB50422/8

- 1) Remove Existing Plasterboard
- 2) Remove Existing Bathroom Suite
- 3) Remove All Existing Pipe Work & Renew
- 4) Strip Back Existing Brick Walls
- 5) Sheet Walls With Moisture Plasterboard
- 6) Level Out Existing Bathroom Floor
- 7) Plaster Ceiling & Walls For Tiling Works
- 8) Install Commercial Safety Flooring
- 9) Tile All Bathroom Walls - TCAC TBC
- 10) Install Modern Bathroom Suite
- 11) Paint Freshly Plastered Ceiling
- 12) Remove Waste Via SEPA Contactor

**Material Cost : £4500**

**Labour Cost : £4500**

**Quotation Cost : £9000**

### Installation Of New Disabled Toilet : LBB50422/9

- 1) Install New Hot & Cold Water Feed
- 2) Excavate Pit For New Waste Supply From Street
- 3) Level Out Existing Area Floor
- 4) Install Commercial Safety Flooring
- 5) Install Pads For Disability Accessories
- 6) Tile All Bathroom Walls - TCAC TBC
- 7) Supply & Install Modern Bathroom Suite
- 8) Install Disability Assistance Handles
- 9) Install Electric Hand Dryer
- 10) Install Emergency Assistance System
- 11) Paint Freshly Plastered Ceiling
- 12) Infill Excavated Pit - Reinststate Tarmac
- 13) Remove Waste Via SEPA Contactor

### Plant Hire :

Mini Digger With Attachments

Tarmac Compact Roller

**Material Cost : £8500**

**Labour Cost : £6500**

**Quotation Cost : £15000**

In order to meet building regulations, the following specifications below will be met :

- A **raised height WC** with extra projection for wheelchair transfers
- A washbasin with **lever style taps** to assist users with limited dexterity
- **Paddle style toilet flush** mechanism for ease of use
- **Five supporting grab rails of a contrasting colour** to aid the visually impaired
- An **outward opening** Access door
- An **emergency assistance alarm system**

**Installation Of New Kitchen Area : LBB50422/10**

- 1) Remove Existing Kitchen
- 2) Remove Existing Pipe Work
- 3) Install New Hot & Cold Water Feed
- 4) Install New Waste Supply & Connect To New Supply From Street
- 4) Level Out Existing Area Floor
- 5) Install Commercial Safety Flooring
- 6) Install New Kitchen Units & Worktops
- 7) Tile Walls & Splash-back - TCAC TBC

**Material Cost : £4500**

**Labour Cost : £4500**

**Quotation Cost : £9000**

If you would like to process with the above works, please let me know and I can arrange to get this phase of works booked in,

Kindest Regards

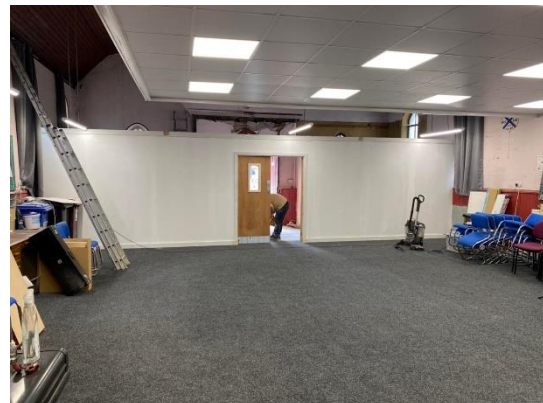
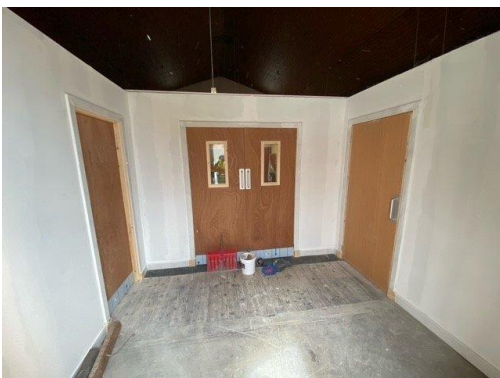
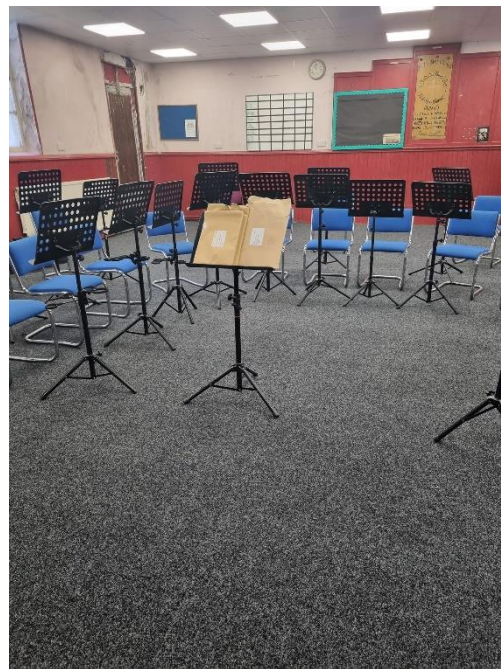
David McNally

Branchalwood All Trades Group

Phone : 07483828773 Email :

[BranchalwoodAllTradesGroup@outlook.com](mailto:BranchalwoodAllTradesGroup@outlook.com)





## Receipts and Payments Accounts For the Year ending 4<sup>th</sup> April 2021

Lochgelly Public Brass Band

Year to 4 April 2021

Receipts and Payments Statement	<u>2021</u>	<u>2020</u>
	<u>Total</u>	<u>Total</u>
	£	£

### Income & Endowments

Concert Income	0	2,747
Contest Income	75	250
Band fundraising	762	2,949
Membership Subscriptions	3,395	3,156
Grant Income	19,624	6,316
Donations	440	2,814
Other	0	325
	<hr/>	<hr/>
Total income	24,297	18,557

### Expenditure

Conductor expenses	265	6,005
Contest and guest expenses	90	330
SBBA Membership fees	100	565
Heat & Light	325	1,078
Rates	0	1,500
Refuse Collection	11	0
Hall Insurance	705	173
Instrument repairs	0	255
Instrument and music purchases	46	191
Hall repairs	358	537
Office supplies	602	162

Miscellaneous	410	86
Purchase of jackets	0	1,251
Fundraising expenses	0	41
Residential weekend	0	614
	<hr/>	<hr/>
Total Expenses	2,912	12,787
	<hr/>	<hr/>
Surplus for period	<u>21,385</u>	<u>5,770</u>

**Lochgelly Public Brass band**

**BALANCE SHEET As at 4 April 2021**

	<u>Total</u>	<u>Total</u>
	<u>£</u>	<u>£</u>
<b>Current Assets</b>		
Bank	27,100	5,715
Cash in hand	133	133
	<hr/>	<hr/>
<b>Net Assets</b>	<u>27,233</u>	<u>5,848</u>
<b>Reserves</b>		
Funds brought forward	5,848	78
Net surplus/(Deficit) For the year	21,385	5,770
	<hr/>	<hr/>
	<u>27,233</u>	<u>5,848</u>

**Represented by:**

**I confirm that the above accounts are correctly stated in accordance with the books and vouchers of the band.**

**Signed**

**Date** .....29/12/2021



## **Lochgelly Band Constitution**

Created: September 1998

Amended: March 1999, June 2019

## Abbreviations & Definitions

### 1. THE NAME

The name of the organisation will be '(The) Lochgelly Band'.

### 2. AIMS AND OBJECTIVES

The aims and objectives of the band shall be: -

- a. To promote the practice and performance of music on a contesting and concert basis
- b. To educate members of the Band in music and musical techniques
- c. To provide a community service by the public performance of music
- d. To operate to an equal opportunity policy

### 3. MEMBERSHIP

Membership will be open to all persons under the guidelines defined in the equal opportunity policy. 'Members' will be divided into the following categories: -

- a. 'Senior Playing Members'
- b. 'Junior Playing Members'
- c. 'Ordinary Members'
- d. 'Honorary Members'

### 4. MEMBERSHIP

An annual membership fee will be payable by 'Senior Playing Members', 'Junior Playing Members' and 'Ordinary Members'. The amount of the membership fee for the following year shall be determined at each 'AGM' of 'The Band'. The Membership Fee shall become due following each 'AGM' of 'The Band', and can be paid on a weekly, monthly or annual basis.

### 5. MANAGEMENT COMMITTEE

The affairs of 'the Band' shall be administered by a 'Management Committee', each member of which shall be a 'Senior Playing Member' or 'Ordinary Member' of 'The Band'. 'The Management

Committee' shall consist of the Chairman, Vice Chairman, Secretary, Treasurer ('Executive Committee') and 4-6 other members.

The number of 'Ordinary Members' of 'The Band' serving on 'The Management Committee' shall not exceed four, and the number of 'Ordinary Members' of 'The Band' serving on 'The Executive Committee' shall not exceed two.

### 6. ELECTION OF MANAGEMENT COMMITTEE

The election of 'The Management Committee' will take place at the 'AGM' of 'The Band'. 'Management Committee Members' will be elected for one year, retiring annually. Retiring 'Management Committee Members' will be eligible for re-election. 'The Management Committee' may co-opt to fill any vacancies occurring in their number during the year.

### 7. GENERAL MEETINGS

a. The 'AGM' will be held no more than 15 months on from the previous 'AGM', and at least annually. Notice of the meeting and the agenda thereof shall be given to all 'Members' of 'The Band' and to invited representatives of parties deemed appropriate by the Committee at least 14 days prior to the meeting.

b. A Special General Meeting may be called at any time by the Committee. The Committee shall call a Special General Meeting to be held within 31 days of receipt of a requisition, signed by at least 7 'Senior Playing Members' and/or 'Ordinary Members', stating the business required to be done. The signatories of any such request must have been fully paid-up members of 'The Band' at least to one month prior to the meeting. Only the business stated on the agenda shall be competent at a Special General Meeting. It shall be competent for the agenda to include a Motion of No Confidence in 'The Committee', and if this Motion is passed by a simple majority of votes, 'The Committee' will be deemed to have dissolved with immediate effect. In this event, a new 'Committee' shall be elected forthwith. Members of the dissolved 'Committee' will be eligible to stand for election to the new 'Committee'.

c. Quorum - One quarter 25% of the total of 'Senior Playing Members', 'Ordinary Members', and legal guardians of 'Junior Playing Members' of 'The Band' shall represent a Quorum. In the event of there not being a Quorum at the 'AGM', the retiring 'Management Committee' will continue in office until the next General Meeting.

#### 8. VOTING RIGHTS

The various classes of membership shall have the following voting rights: -

- a. 'Senior Playing Members': Allowed voting at General Meetings
- b. 'Junior Playing Members': Legal guardians may vote on behalf of at General Meetings
- c. 'Ordinary Members': Allowed voting at General Meetings
- e. 'Honorary Members': No voting rights
- f. To be eligible to vote at a General Meeting of 'The Band', all monies due to 'The Band' must be paid at least to one month prior to the meeting.
- g. The Chairman of 'The Band' in General Meeting and 'Committee' shall, in cases of equality, have a casting vote as well as a deliberative vote. In the event of the Chairman being absent this duty would fall to the duly elected Vice-Chairman.

#### 9. BAND MONIES AND FUNDS

The Treasurer shall have responsibility for the handling of 'Band' monies and funds and shall keep proper books of accounts. A receipt issued by the Treasurer will be sufficient discharge on behalf of 'The Band'. The Treasurer shall prepare annually an Income and Expenditure account and a Balance Sheet for presentation at the 'AGM'. These documents shall constitute a Financial Report, which must be prepared and audited in a manner approved by the 'AGM' and acceptable to any Public Authorities entitled to receive them.

Money held on behalf of 'The Band' must be lodged in a Bank Account (or Accounts) in the name of 'The Band', and any two of the Chairman, Vice-Chairman, Secretary and Treasurer shall sign all cheques drawn thereon.

A person, external to 'The Band' 'The Management Committee' will be appointed to audit the Financial Statement, and transaction of any Accounts of 'The Band' in the coming year.

#### 10. POWERS AND DUTIES OF THE MANAGEMENT COMMITTEE

'The Management Committee' shall have day-to-day control over the affairs of 'The Band'. 'The Committee' shall have the power to appoint subcommittees, and these need not consist wholly of members of the 'Management Committee'. 'The Committee' shall employ a Director of Music. 'The Committee' may also appoint any other positions deemed necessary; these persons must be 'Members' of 'The Band' but need not be members of the 'Management Committee'.

'The Committee' shall meet at least once a quarter for the transaction of 'Band' business. Five members shall constitute a quorum. In the absence of the Chairman at any meeting, the Vice-Chairman shall conduct the business for that meeting. Any member of 'The Committee' absent for 2 or more consecutive meetings, without satisfactory explanation, will be deemed to have resigned.

'The Committee' shall have the power to make rules for the proper management of 'The Band', and these will be binding on 'Members' until amended or rescinded by 'The Committee', or by a General Meeting of 'The Band'.

'The Executive Committee' shall have the following additional powers: -

- a. To purchase, lease or otherwise acquire any heritable or moveable property, which it deems necessary or convenient for the achievement of the aims of 'The Band'. This will be subject to the prior approval of a General Meeting of 'The Band' in the case of acquisitions greater than £10,000 in value.
- b. To let (on lease or otherwise) or dispose of any property belonging to 'The Band' in whole or in part, subject to the prior approval of a General Meeting of 'The Band' in the case of disposals greater than £10,000 in value.

c. To raise or borrow money by overdraft on current account or otherwise, or in any other way to burden or pledge all or any of the properties or assets of 'The Band', subject to the approval of a General Meeting of 'The Band', in the case of borrowing greater than £3,000 in value.

d. To apply for and expend grants or loans from Public Authorities or other private bodies to achieve the aims of 'The Band'.

#### 11. THE DIRECTOR OF MUSIC AND THE BANDMASTER

'The Management Committee' of shall contract the Director of Music and the Bandmaster on an annual basis.

The Bandmaster shall deputise for the Director of Music in his absence and shall have the responsibility for coaching younger members and generally working under the admission of playing members to 'The Band', for the composition of 'The Band' and for the selection of music. The Director of Music shall be consulted by 'The Committee' on all other playing matters, including the arrangements for rehearsals and public performances by 'The Band'.

#### 12. DISCIPLINE

Playing members of 'The Band' shall come under the direction of the Director of Music and the Chairman, and these officers shall have the power to report to 'The Committee' any member who misconducts him or herself. In case of breach of discipline, the Director and/or the Chairman shall have power to suspend temporarily the player(s), concerned, pending an enquiry.

'The Committee' shall formally consider any complaint made in writing about the conduct of any 'Member' or employee. Before making any decision, 'The Committee' will invite the person to reply, either in writing or appearing personally before 'The Committee'. If the facts of the matter are disputed 'The Committee' will take evidence from witnesses. No member of 'The Committee' who has an interest in the complaint, or who took an active part in events under discussion, shall be present during the hearing, other than when giving evidence as a witness. 'The

Committee' shall have the power to suspend or otherwise discipline any 'Member' or employee of 'The Band' following a full hearing of the case. If a 'Member' or employee of 'The Band' has infringed the rules, or has misused 'Band' property, or has otherwise misconducted him or herself, and the facts of the matter are not disputed, 'The Committee' shall have the power to suspend, or otherwise discipline that person.

#### 13. TRUSTEES

The Trustees of 'The Band' (until dissolved) shall be the Chairman, Vice-Chairman, Secretary and the Treasurer, during their term of office.

Upon winding-up or dissolution of 'The Band', any property remaining after the satisfaction of all debts and liabilities shall not be distributed to the 'Members' but shall be transferred to Trustees approved by 'The Band' in the last General Meeting at or before the time of dissolution. Such Trustees must have similar charitable and educational aims to those of 'The Band'.

#### 14. ALTERATIONS TO THE CONSTITUTION

The foregoing Articles of Constitution will not be altered or amended unless by the 'Members' in General Meeting. A proposed alteration to the Constitution must be given in writing to the Secretary at least 7 days before the date on which 'Members' are entitled to receive Notice of the Meeting at which the proposed alteration will be considered.

Further, no alteration or amendment of the constitution will be carried into effect unless at least two thirds of the 'Members' entitled to vote, and present in the General Meeting, vote in favour of the alteration or amendment under consideration.

26<sup>th</sup> October 2022

Agenda Item No. 10

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## Proposed Speed Limits and raised table – B921 Kinglassie Road, Auchterderran

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**Report by:** Ken Gourlay, Executive Director – Enterprise and Environment

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**Wards Affected:** Ward No 4 – Lochgelly, Cardenden and Benarty

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### Purpose

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The purpose of this report is to allow the Area Committee to consider a proposal to extend the 30 mph speed limit on B921 Kinglassie Road, Auchterderran which includes a proposed raised table and a proposal to introduce a 20 mph zone on roads constructed within the housing development.

### Recommendation(s)

---

It is recommended, in the interests of road safety, that Committee:

- (1) agrees to the promotion of a Traffic Regulation Order (TRO) to extend the 30 mph speed limit and introduce a 20 mph zone as detailed in drawing no. TRO21\_58 (Appendix 1);
- (2) agrees to the promotion of a Road Hump Order (RHO) to introduce a raised table as detailed in drawing no. TRO21\_58 (Appendix 1); and
- (3) authorises officers to confirm the Traffic Regulation Order and for the raised table to be constructed within a reasonable period unless there are objections.

### Resource Implications

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The cost to formally promote this TRO and RHO will be approximately £2,000 which covers Roads & Transportation Services' and Legal Services' staff costs and advertising. This will be met from approved Service budgets. Delivery of the new infrastructure will be carried out by the respective developer in this area.

### Legal & Risk Implications

---

There are no known legal or risk implications.

### Impact Assessment

---

The general duties section of the impact assessment and the summary form has been completed. No negative impacts have been identified.

### Consultation

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The local Ward Councillors and Police Scotland have been advised.



Formal consultation required by the Road Traffic Regulation Act 1984 for the TRO process and by the Roads (Scotland) Act 1984 for the RHO will be carried out through the posting of legal notices in a local newspaper and on the affected length of roads. In addition, details for the proposed TRO and RHO will be made available on [www.fife.gov.uk](http://www.fife.gov.uk).

## 1.0 Background

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- 1.1 The road network fulfils a variety of functions ranging from the strategic movement of traffic to vehicle access to individual premises. To fulfil these contrasting functions requires roads of different characteristics.
- 1.2 A road hierarchy has been developed for Fife in the Transportation Development Guidelines which helps developers design new housing development roads with a design speed appropriate for its function. These guidelines compliment other national standard and advice documents where residential roads are constructed to a design speed of 20 mph.
- 1.3 Residential roads in new housing developments should have the ability to be self-enforcing of vehicle speeds through the road layout and traffic calming measures. As far as possible, geometry and natural features should be used to encourage speed reduction and provide the most environmentally friendly layout.

## 2.0 Issues and Options

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- 2.1 Although new residential roads are constructed to a design speed of 20 mph as part of their approved planning consent, we still require a Traffic Regulation Order (TRO) for the 20 mph zone speed limit which requires Area Committee approval.
- 2.2 New roads constructed (or soon to be constructed) in the area to the north of B921 Kinglassie Road, Auchterderran as shown in Drawing No. TRO21\_58 (Appendix 1) require a TRO for the speed limit.
- 2.3 These new residential roads will be constructed to a design speed of 20 mph by means of road geometry and traffic calming features.
- 2.4 As part of the planning application (19/03437/FULL) an extension to the 30 mph speed limit on B921 Kinglassie Road is proposed which includes a raised junction at the new development access. A TRO and RHO is required so the developer can fulfil their obligations.

## 3.0 Conclusions

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- 3.1 It is considered, in the interests of traffic management and road safety, that this Traffic Regulation Order and Road Hump Order be promoted.

### List of Appendices

1. Drawing no. TRO21\_58 B921 Kinglassie Road, Auchterderran

### Background Papers

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

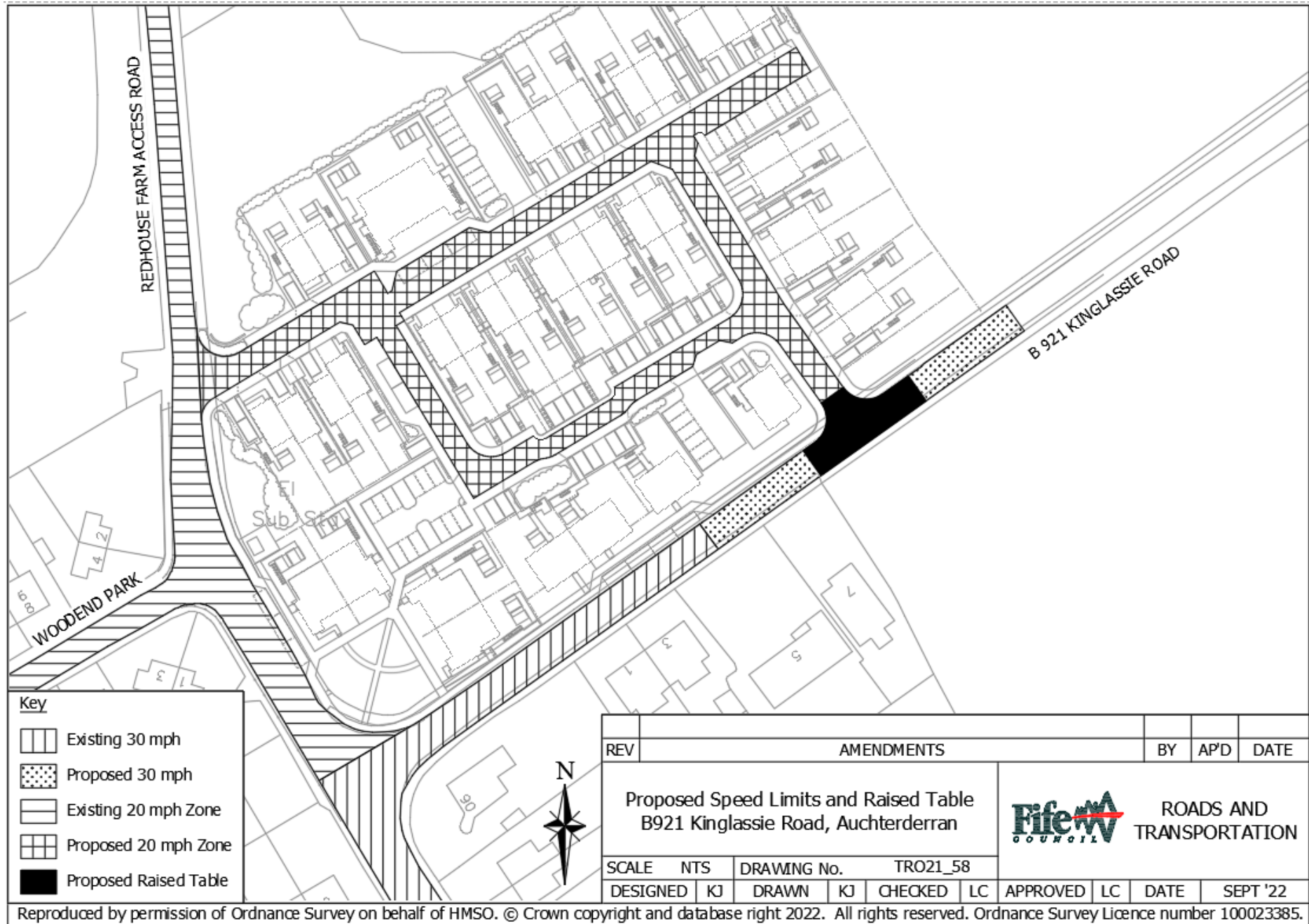
- Fife Council Transportation Development Guidelines

## Report Contacts

Lesley Craig  
Lead Consultant, Traffic Management  
Roads and Transportation Services  
Bankhead Central  
Telephone: 03451 55 55 55 + VOIP Number 480082  
Email: [lesley.craig@fife.gov.uk](mailto:lesley.craig@fife.gov.uk)

Keith Johnston  
Technician Engineer, Traffic Management  
Roads and Transportation Services  
Bankhead Central  
Telephone: 03451 55 55 55 + VOIP Number 442935  
Email: [keith.johnston@fife.gov.uk](mailto:keith.johnston@fife.gov.uk)

Appendix 1 – Drawing No. TRO21\_58 B921 Kinglassie Road, Auchterderran



26<sup>th</sup> October 2022

Agenda Item No. 11

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## Proposed 20 mph zone and speed cushions – Kirkland Farm, Ballingry

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**Report by:** Ken Gourlay, Executive Director – Enterprise and Environment

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**Wards Affected:** Ward No 8 – Lochgelly, Cardenden and Benarty

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### Purpose

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The purpose of this report is to allow the Area Committee to consider a proposal to introduce a 20 mph zone speed limit on roads constructed within the housing development at Kirkland Farm, Ballingry and proposed speed cushions on B920 Lochleven Road.

### Recommendation(s)

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It is recommended, in the interests of road safety, that Committee:

- (1) agrees to the promotion of a Traffic Regulation Order (TRO) to introduce a 20 mph zone as detailed in drawing no. TRO22\_59 (Appendix 1);
- (2) agrees to the promotion of a Road Hump Order (RHO) to introduce speed cushions on B920 Lochleven Road as detailed in drawing no. TRO22\_59 (Appendix 1); and
- (3) agrees in retrospect to the promotion of a Road Hump Order (RHO) and Pedestrian Crossing Notice to introduce two raised toucan crossings on B920 Lochleven Road as detailed in drawing no. TRO22\_59 (Appendix 1); and
- (4) authorises officers to confirm the Traffic Regulation Order and for the speed cushions to be constructed within a reasonable period unless there are objections.

### Resource Implications

---

The cost to formally promote this TRO and RHO will be approximately £2,000 which covers Roads & Transportation Services' and Legal Services' staff costs and advertising. This will be met from approved Service budgets. Delivery of the new infrastructure will be carried out by the respective developer in this area.

### Legal & Risk Implications

---

There are no known legal or risk implications.

### Impact Assessment

---

The general duties section of the impact assessment and the summary form has been completed. No negative impacts have been identified.

The local Ward Councillors, Benarty Community Council and Police Scotland have been advised. Two Ward Councillors have expressed their support.

Formal consultation required by the Road Traffic Regulation Act 1984 for the TRO process and by the Roads (Scotland) Act 1984 for the RHO will be carried out through the posting of legal notices in a local newspaper and on the affected length of roads. In addition, details for the proposed TRO and RHO will be made available on [www.fife.gov.uk](http://www.fife.gov.uk).

## 1.0 Background

---

- 1.1 The road network fulfils a variety of functions ranging from the strategic movement of traffic to vehicle access to individual premises. To fulfil these contrasting functions requires roads of different characteristics.
- 1.2 A road hierarchy has been developed for Fife in the Transportation Development Guidelines which helps developers design new housing development roads with a design speed appropriate for its function. These guidelines compliment other national standard and advice documents where residential roads are constructed to a design speed of 20 mph.
- 1.3 Residential roads in new housing developments should have the ability to be self-enforcing of vehicle speeds through the road layout and traffic calming measures. As far as possible, geometry and natural features should be used to encourage speed reduction and provide the most environmentally friendly layout.

## 2.0 Issues and Options

---

- 2.1 Although new residential roads are constructed to a design speed of 20 mph as part of their approved planning consent, we still require a Traffic Regulation Order (TRO) for the 20 mph zone speed limit which requires Area Committee approval.
- 2.2 New roads constructed (or soon to be constructed) at the Kirkland Farm site to the east of B920 Lochleven Road, Ballingry as shown in Drawing No. TRO22\_59 (Appendix 1) require a TRO for the speed limit.
- 2.3 These new residential roads will be constructed to a design speed of 20 mph by means of road geometry and traffic calming features.
- 2.4 As part of the Road Construction Consent approved drawings and planning application (17/01688/FULL) a set of speed cushions is proposed on B920 Lochleven Road. A TRO and RHO is required so the developer can fulfil their obligations.
- 2.5 The Road Hump Order and Pedestrian Crossing Notice procedures were completed in 2019 for the raised toucan crossings based on an understanding that the planning consent authorised officers to promote the RHO. Until further clarity is provided from Legal Services, we seek retrospective Area Committee approval for the Road Hump Order carried out in 2019.

## 3.0 Conclusions

---

- 3.1 It is considered, in the interests of traffic management and road safety, that this Traffic Regulation Order and Road Hump Order be promoted.

## List of Appendices

1. Drawing no. TRO22\_59 Kirkland Farm, Ballingry

## Background Papers

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

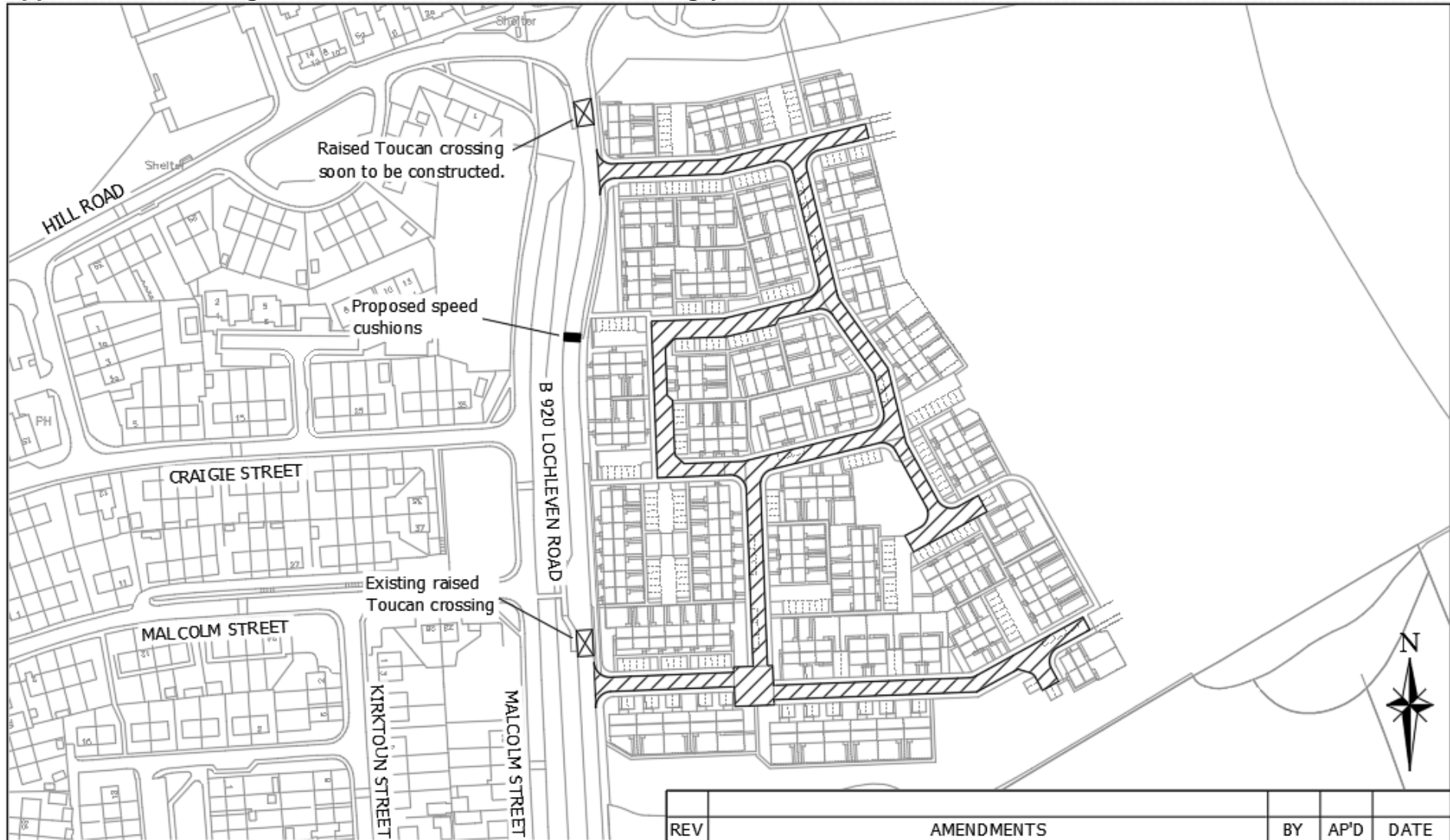
- Fife Council Transportation Development Guidelines

## Report Contacts




Lesley Craig  
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Roads and Transportation Services  
Bankhead Central  
Telephone: 03451 55 55 55 + VOIP Number 480082  
Email: [lesley.craig@fife.gov.uk](mailto:lesley.craig@fife.gov.uk)

Keith Johnston  
Technician Engineer, Traffic Management  
Roads and Transportation Services  
Bankhead Central  
Telephone: 03451 55 55 55 + VOIP Number 442935  
Email: [keith.johnston@fife.gov.uk](mailto:keith.johnston@fife.gov.uk)

Appendix 1 – Drawing No. TRO22\_59 Kirkland Farm, Ballingry



Key

-  Raised Toucan crossings (Road Hump Order processed 2019)
-  Proposed Speed Cushions
-  Proposed 20 mph Zone

REV	AMENDMENTS	BY	AP'D	DATE
	Proposed 20 mph Zone and Speed Cushions Kirkland Farm site B920 Lochleven Road, Ballingry			
SCALE	NTS	DRAWING No.		TRO22_59
DESIGNED	KJ	DRAWN	KJ	CHECKED
			LC	APPROVED
			LC	DATE
				SEPT '22



ROADS AND  
TRANSPORTATION

26<sup>th</sup> October, 2022  
Agenda Item No. 12

## Area Roads Programme 2021-22 – Final Report

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**Report by:** Ken Gourlay, Executive Director – Enterprise and Environment

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**Wards Affected:** 7 & 8

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### Purpose

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The purpose of this report is to advise the committee on the delivery of the 2021-22 Area Roads Programme (ARP).

### Recommendation(s)

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Committee is asked to note the contents of the report and appendices.

### Resource Implications

---

The 2021-22 ARP was funded from capital and revenue and some ring-fenced budgets. Programmes of work were adjusted, if required, to ensure that expenditure remained within the Service budget.

### Legal & Risk Implications

---

There are no known legal or risk implications arising from this report.

### Impact Assessment

---

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

### Consultation

---

Members were consulted on the list of projects forming the 2021-22 ARP.



## **1.0 Background**

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- 1.1 Committee agreed the list of projects forming the 2021-22 ARP on 10 March 2021 (2021 CAC 100 para. 215 refers).

## **2.0 Issues and Options**

---

- 2.1 Attached are Appendices 1-6 which detail the final position on the progress of individual projects in the programme.
- 2.2 To improve information on how the programme is progressing throughout the year, an on-line system is in place and continues to be developed.

## **3.0 Conclusions**

---

- 3.1 The attached Appendices show the Cowdenbeath Area Roads Programme for 2021-22. The type of works, work location and expenditure are provided for each project. Any underspend or overspend is carried through to the following year's allocation for the committee area.

### **List of Appendices**

1. Carriageway Schemes
2. Footway Schemes
3. Road Safety & Traffic Management Schemes
4. Lighting Schemes
5. Structures Schemes
6. Sustainable Transport

### **Report Contact**

Vicki Connor  
Co-ordinator (Programme & Financial Management)  
Bankhead Central, Glenrothes  
Telephone: 03451 555555 ext. 444339  
Email – vicki.connor@fife.gov.uk

## Area Roads Programme 2021-22

## Carriageway Schemes Outturn

Ward	Town	Street	Location/Description	Original Estimate	Design Estimate	Outturn Cost	Progress at 31st March 2022	Comments
8	Ballingry	Ballingry Road Ph 1	From Hill Road to south of Kirkland Park	£ 36,890	£ 70,000	£ 87,096	Completed	Works extended due to deterioration
8	Lochgelly	B981 Liza Brae Ph 2	B9149 (including the roundabout) to west boundary of cemetery	£ 132,300	£ 220,000	£ 233,019	Completed	Ph1 extent in 2020/21 was reduced and Ph2 extended in 2021/22
7	Cowdenbeath	B981 Broad Street	West side of access to Woodend Ind Estate to West Lane	£ 99,750	£ 150,000	£ 157,718	Completed	Works extended due to deterioration
7	Cowdenbeath	Elgin Road		£ 32,886	£ 32,886	£ 263	Postponed	Design fees only - deferred due to Housing Development, to be reprogrammed
8	Lochore	Ballingry Road	From Lochleven Road to west of No 57	£ 56,875	£ 102,381	£ 128,989	Completed	Promoted to Cat 1 - additional works required
8	Lochgelly	Buller Street	Whole Road	£ 38,675	£ 38,675	£ 37,198	Completed	Promoted to Cat 1
<b>TOTAL</b>				<b>£ 397,376</b>	<b>£ 613,942</b>	<b>£ 644,283</b>		

## Area Roads Programme 2021-22

## Footway Schemes Outturn

Ward	Town	Street	Location/Description	Original Estimate	Design Estimate	Outturn Cost	Progress at 31st March 2022	Comments
8	Lochgelly	Paul Street Ph 2 of 3	Ewing Street to parking bay opposite 28-36	£ 98,011	£ 97,642	£ 104,654	Completed	
7	Cowdenbeath	Old Perth Road	No 34 to cemetery, east side	£ 52,000	£ 43,152	£ 42,179	Completed	
8	Lochgelly	Main Street	One way section	£ 14,984	£ 14,984	£ 15,000	Completed	
7	Kelty	Station Road	No's 187-219 to Great North Road	£ 16,066	£ 28,267	£ 32,573	Completed	Promoted to Cat 1
<b>TOTAL</b>				<b>£ 181,061</b>	<b>£ 184,045</b>	<b>£ 194,406</b>		

## Area Roads Programme 2021-22

## Road Safety &amp; Traffic Management Schemes Outturn

Ward	Town	Street	Location/Description	Original Estimate	Design Estimate	Outturn Cost	Progress at 31st March 2022	Comments
7	Fordell	Main Street	Traffic Calming	£ 10,000	£ 10,000	£ 11,379	Completed	Cat 1
7	Cowdenbeath	Broad Street	Puffin Upgrade	£ 40,000		£ 479	Postponed	Design fees only - Postponed to 2022-23 due to resource availability
8	Cluny	Cardenden Road	Traffic Calming	£ 10,000		£ 1,603	Postponed	Design fees only - Postponed to 2022-23 and scheme expanded to £60k.
7	Kelty	Cocklaw Street	Pedestrian Build-out / refuge	£ 20,000			Cancelled	Insufficient road width to accommodate island.
<b>TOTAL</b>				<b>£ 80,000</b>	<b>£ 10,000</b>	<b>£ 13,461</b>		

## Area Roads Programme 2021-22

## Lighting Schemes Outturn

Ward	Town	Street	Location	Original Estimate	Design Estimate	Outturn Cost	Progress at 31st March 2022	Comments
7	Hill of Beath	Dalbeath Gardens Ph1		£ 20,000	£ 20,000	£ 20,954	Completed	
7	Hill of Beath	Dalbeath Gardens Ph2		£ 50,000	£ 70,000	£ 71,606	Completed	
<b>TOTAL</b>				<b>£ 70,000</b>	<b>£ 90,000</b>	<b>£ 92,560</b>		

## Area Roads Programme 2021-22

## Structures Schemes Outturn

Ward	Town	Street	Location	Description	Outturn Cost	Progress at 31st March 2022	Comments
7	Cowdenbeath	B981 Broad Street		Bridge Deck Replacement	£ 18,218	Postponed	Design costs only. Scheme delayed due to protracted legal discussion over contract terms, which delayed award and opportunity to carry out site investigation. New dates for Network Rail possession to be agreed.
<b>TOTAL</b>					<b>£ 18,218</b>		

## Area Roads Programme 2021-22

## Sustainable Transport Schemes Outturn

Ward	Town	Street	Location	Description	Outturn Cost	Progress at 31st March 2022	Comments
7 & 8	Cowdenbeath, Lumphinans & Lochgelly	B981		Walking & Cycling Route	£ -	Postponed	Scheme postponed from 2021-22 to 2022-23 due to Utility works.
<b>TOTAL</b>					£ -		

26<sup>th</sup> October, 2022

Agenda Item No. 13

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## Common Good and Settlement Trust Funds Annual Report 2021-2022

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

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Wards Affected: 7 and 8

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### Purpose

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The purpose of this report is to advise members of the current status of the Common Good and Settlement Trust funds in the area and relevant fund activities over the financial year 2021-2022.

### Recommendations

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Members are asked to:

- (1) note the information contained in the relevant appendices for the various Common Good funds and Settlement Trust Funds; and
- (2) offer comments as appropriate on the information provided.

### Resource Implications

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The additional work to produce these reports has been resourced from within Finance & Corporate Services Directorate.

### Legal & Risk Implications

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There are no known legal or risk implications.

### Impact Assessment

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An EqIA has not been completed and is not necessary as the report does not propose a change or revision to existing policies and practices.

### Consultation

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Consultation has taken place with Asset, Transportation and Environment Services and Fife Cultural Trust.



## 1.0 Background

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- 1.1 Annual reporting is one of a suite of measures designed to ensure that Fife's Common Good & Settlement Trust Funds are managed and reported in a way that reflects best value for the organisation.
- 1.2 Historically, the fund have comprised both capital and revenue balances. The capital balance consists of fixed assets which are heritable property and investments. The revenue balance comprises current assets held in the Council's accounts on behalf of the relevant fund.

## 2.0 Common Good and Settlement Trust Fund - Key Elements

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### 2.1 Revenue Account

#### 2.1.1 Income

The cash income received during the financial year is mainly from rents, interest on investments and external interest. Income from net gain on revaluation is a result of the revaluation of the funds investments at the year end.

#### 2.1.2 Expenditure

In line with the Council's agreed policy, the first call on the Common Good & Settlement trust Funds is maintenance of heritable property. Disbursements/donations and other expenses are also funded from the Funds.

The amount spent on property costs and disbursements/donations are detailed within the notes to the accounts for the individual Common Good Funds.

The net effect of the income and expenditure on a Common Good and Settlement Trusts accounts result in a surplus or deficit for the particular year. This amount is then transferred to balances.

## 3.0 Balance Sheet

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### 3.1 Fixed Assets

#### 3.1.1 Heritable Property

Heritable Property comprises land and buildings held on Common Good and Settlement Trust accounts, in the main this is municipal buildings and recreational land of various kinds.

The attached accounts reflect the assets held on the Common Good Balance sheet and the Settlement Trust Funds as at 31st March 2022. A complete list of all Common Good assets relative to this Area is also attached at Appendix 1(b).

### 3.1.2 Investments

In addition to heritable property, each Common Good and Settlement Trust Funds also has investments. These investments form part of the funds capital balances. Investments are made using the Council's standard investment strategy to maximise income to the fund.

The heritable property and investments represent the capital balances.

### 3.2 Current Assets

The Advance to Loans Fund comprises monies held in the Council's bank account which receive internal interest from Fife Council.

The advance to loans fund, plus debtors and less creditors, represents the revenue balances.

The revenue account and balance sheet form the financial accounts for the Common Good Fund and this is attached as Appendix 1 to this report.

## **4.0 Moveable Property**

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- 4.1 Moveable property held as part of the Common Good comprises everything that is not land or buildings, e.g. Council Chains of Office, furniture, ceremonial robes and so on. The Local Services Network and Museums and Libraries can provide a list of this moveable property if required.

## **5.0 Conclusions**

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- 5.1 This report and its appendices are intended to give Members greater information on the relevant Common Good and Settlement Trust Funds.

### **List of Appendices**

1. Cowdenbeath Area Common Good fund Annual Reports 2021-22 (incorporating as Appendix 1(a) A & B the financial statements 2021-22 and as Appendix 1(b) the schedule of Common Good heritable property).
2. Appendix 2(a & b) Settlement Trust reports
3. Appendix 2(c) – Financial Statement – Settlement Trusts – 2021/22
4. Appendix 2(d) – Settlement Trust Acceptable Uses

### **Background Papers**

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

- Fife Council Annual Accounts 2021-22

## **Report Contacts**

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**LOCHGELLY COMMON GOOD FUND  
ANNUAL REPORT 2021-22**

**1. Overall Position**

The fund comprises capital and revenue balances. The capital balances comprise heritable property and investments totalling £47,083. The revenue balances comprise the Advance to Loans Fund plus debtors less creditors totalling £18,616. The total balances of Lochgelly Common Good are £65,699 as shown in Appendix 1(a)-A.

**2. Key Issues in Financial Year 2021-22**

**2.1 Income**

Total income for 2021-22 is £1,940.56 (2020-21 £1,627.40).

**2.2 Expenditure**

Total expenditure for 2021-22 is £0 (2020-21 £0).

**3. Management of Assets**

3.1 There are currently no leased sites in Lochgelly

**4. Value of Fund**

4.1 The total value of the fund has increased in 2021-22 by £1,981 as shown in Appendix 1(a)-A.

**LOCHGELLY SETTLEMENT TRUST FUND  
ANNUAL REPORT 2020-21**

**1. Overall Position**

The fund comprises capital and revenue balances. The capital balances comprise investments totalling £8,858. The revenue balances comprise the Advance to Loans Fund plus debtors less creditors totalling £12,148. The total balances of Lochgelly Settlement Trust are £21,007 as shown in Appendix 2(b).

**2. Key Issues in Financial Year 2021-22**

2.1 Income

Total income for 2021-22 is £377 (2020-21 £311)

2.2 Expenditure

Total expenditure for 2021-22 is £0

**3. Management of Assets**

3.1 There are no leased sites

**4. Value of Fund**

4.1 The total value of the fund in 2021-22 has increased by £385 as shown in Appendix 2(b)

**BALLINGRY SETTLEMENT TRUST FUND  
ANNUAL REPORT 2020-21**

**1. Overall Position**

The fund comprises capital and revenue balances. The capital balances comprise investments totalling £5,688. The revenue balances comprise the Advance to Loans Fund plus debtors less creditors totalling £5,961. The total balances of Ballingry Settlement Trust are £11,650 as shown in Appendix 2(c).

**2. Key Issues in Financial Year 2021-22**

**2.1 Income**

Total income for 2021-22 is £240 (2020-21 £198)

**2.2 Expenditure**

Total expenditure for 2021-22 is £0

**3. Management of Assets**

3.1 There are no leased sites

**4. Value of Fund**

4.1 The total value of the fund in 2021-22 has increased by £245 as shown in Appendix 2(c)

## Appendix 2(c)

	Expenditure		Income			Surplus/ Deficit				
	Grants	Total Expendit ure	Interest		Total Income	Income Less Expendit ure	Investm ents	Advances		Total
			Revenue Balances	Investm ent Interest				Debtors	Fund	
A75000-DUNFERMLINE	500	500	67	1,615	1,681	1,181	39,665	356	49,334	89,355
A75001-BALLINGRY	0	0	8	232	240	240	5,688	51	5,910	11,650
A75002-LOCHGELLY	0	0	16	361	377	377	8,858	80	12,069	21,007
A75004-LESLIE	0	0	1	78	78	78	1,907	17	565	2,490
A75005-AUCHTERTOOL	0	0	1	39	41	41	969	9	934	1,911
A75006-BURNTISLAND	0	0	26	214	240	240	5,258	47	19,095	24,401
A75007-KINGHORN	0	0	21	569	590	590	13,976	126	15,681	29,783
A75008-KIRKCALDY	2,690	2,690	138	4,528	4,667	1,976	111,240	1,000	103,967	216,207
A75009-BUCKHAVEN AND METHIL	100	100	5	23	27	73	561	5	255	821
A75010-KENNOWAY	0	0	1	23	24	24	562	5	728	1,295
A75011-LEVEN	250	250	8	206	214	36	5,061	45	5,704	10,810
A75012-ANSTRUTHER & CELLARDYKE	4,750	4,750	84	5,298	5,382	632	130,141	1,169	65,015	196,325
A75013-AUCHTERMUCHTY	100	100	12	275	287	187	6,754	61	6,819	13,634
A75014-COLLESSIE	0	0	2	49	51	51	1,196	11	1,412	2,618
A75015-CRAIL	1,000	1,000	71	2,181	2,252	1,252	53,576	481	52,737	106,794
A75016-CUPAR	1,325	1,325	36	1,644	1,681	356	40,396	363	27,089	67,847
A75017-ELIE	0	0	12	329	341	341	8,089	73	8,994	17,156
A75018-FALKLAND	0	0	2	73	75	75	1,787	16	1,606	3,409
A75019-FREUCHIE AND AREA	99	99	6	113	119	20	2,773	25	4,308	7,106
A75020-KILCONQUHAR	0	0	4	141	145	145	3,457	31	3,240	6,728
A75021-KINGSKETTLE	0	0	2	45	46	46	1,097	10	1,196	2,303
A75022-LADYBANK	190	190	6	197	203	13	4,837	43	4,327	9,207
A75023-NEWBURGH	577	577	38	2,329	2,367	1,790	57,210	514	28,468	86,192
A75024-PITTENWEEM	350	350	16	399	416	66	9,807	88	11,947	21,842
A75025-ST ANDREWS	1,654	1,654	38	4,666	4,704	3,051	107,530	966	29,119	137,615
A75026-ST MONANS	919	919	32	1,281	1,313	394	31,466	283	23,466	55,215
A75027-TAYPORT	100	100	11	200	210	110	4,901	44	7,718	12,663
A75029-CULROSS	0	0	1	148	149	149	3,633	33	909	4,575
A75030-KINCARDINE	0	0	21	646	667	667	15,873	143	15,275	31,290
A75031-LIMEKILNS	200	200	1	172	173	27	4,225	38	689	4,952
<b>Settlement Trusts Total</b>	<b>14,804</b>	<b>14,804</b>	<b>686</b>	<b>28,072</b>	<b>28,759</b>	<b>13,955</b>	<b>682,492</b>	<b>6,133</b>	<b>508,575</b>	<b>1,197,200</b>

## Appendix 2(d)

These are the charitable purposes recognised in section 7(2) of the Charities and Trustee Investment (Scotland) Act 2005.

- a) The prevention or relief of poverty.
- b) The advancement of education.
- c) The advancement of religion.
- d) The advancement of health.
- e) The saving of lives.
- f) The advancement of citizenship or community development (including rural or urban regeneration).
- g) The advancement of the arts, heritage, culture or science.
- h) The advancement of public participation in sport.
- i) The provision of recreational facilities, or the organisation of recreational activities with the object of improving the conditions of life for the persons for whom the facilities or activities are primarily intended.
- j) The advancement of human rights, conflict resolution or reconciliation.
- k) The promotion of religious or racial harmony.
- l) The promotion of equality and diversity.
- m) The advancement of environmental protection or improvement.
- n) The relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.
- o) The advancement of animal welfare.
- p) Any other purpose that may reasonably be regarded as analogous to any of the preceding purposes.



## COMMON GOOD FUNDS - LOCHGELLY COMMON GOOD

Appendix 1(a)-A

## Revenue Account Year Ended 31st March 2022

2020/21		2021/22
	<b>Income:</b>	
0.00	Rents	0.00
8.31	Interest on Revenue Balances	23.89
1,619.09	External Interest	1,916.67
0.00	Other Income	0.00
<u>1,627.40</u>	Total Income	<u>1,940.56</u>
	<b>Expenditure:</b>	
0.00	Property Costs	0.00
0.00	Donations	0.00
0.00	Other Expenditure	0.00
0.00	Depreciation & Impairment	0.00
<u>0.00</u>	Total Expenditure	<u>0.00</u>
1,627.40	<b>Surplus / (Deficit) for Year</b>	1,940.56
0.00	Add Funding from Reval Reserve	0.00
<u>1,627.40</u>	<b>Amended Surplus (Deficit) for year</b>	<u>1,940.56</u>

## Balance Sheet as at 31st March 2022

	<b>Fixed Assets:</b>	
0.00	Heritable Property	0.00
47,042.04	Investments	47,082.63
	<b>Current Assets:</b>	
16,260.49	Advance to Loans Fund	18,193.23
415.25	Sundry Debtors	423.07
	<b>Less Current Liabilities:</b>	
0.00	Creditors	0.00
16,675.74	<b>Net Current Assets</b>	18,616.30
<u>63,717.78</u>	<b>Net Assets</b>	<u>65,698.93</u>
	<b>Financed By:-</b>	
-63,717.78	Useable Reserves	-65,698.93
0.00	Unusable Reserves	0.00
<u>-63,717.78</u>		<u>-65,698.93</u>

## COMMON GOOD FUNDS - COWDENBEATH COMMON GOOD

Appendix 1(b)-B

## Revenue Account Year Ended 31st March 2022

2020/21		2021/22
	<b>Income:</b>	
0.00	Rents	0.00
0.00	Interest on Revenue Balances	0.00
0.00	External Interest	0.00
0.00	Other Income	0.00
<u>0.00</u>	Total Income	<u>0.00</u>
	<b>Expenditure:</b>	
0.00	Property Costs	0.00
0.00	Donations	0.00
0.00	Other Expenditure	0.00
0.00	Depreciation & Impairment	0.00
<u>0.00</u>	Total Expenditure	<u>0.00</u>
0.00	<b>Surplus / (Deficit) for Year</b>	0.00
0.00	Add Funding from Reval Reserve	0.00
<u>0.00</u>	<b>Amended Surplus (Deficit) for year</b>	<u>0.00</u>

## Balance Sheet as at 31st March 2022

	<b>Fixed Assets:</b>	
1.00	Heritable Property	1.00
0.00	Investments	0.00
	<b>Current Assets:</b>	
0.00	Advance to Loans Fund	0.00
0.00	Sundry Debtors	0.00
	<b>Less Current Liabilities:</b>	
0.00	Creditors	0.00
0.00	<b>Net Current Assets</b>	0.00
<u>1.00</u>	<b>Net Assets</b>	<u>1.00</u>
	<b>Financed By:-</b>	
0.00	Useable Reserves	0.00
-1.00	Unusable Reserves	-1.00
<u>-1.00</u>		<u>-1.00</u>

**Lochgelly Common Good Asset List as 31/03/22**

<b>SRN</b>	<b>Asset Name</b>	<b>Address</b>	<b>Town</b>	<b>Extent</b>
000535	Lochgelly Town Hall	69 - 71 Bank Street	Lochgelly	Whole asset
000778	Lochgelly Public Park	Hall Street/Johnston Crescent	Lochgelly	2/3rds of asset
101005	West End Park	Paul Street	Lochgelly	Most of asset

**Cowdenbeath Common Good Asset List as 31/03/22**

<b>SRN</b>	<b>Asset Name</b>	<b>Address</b>	<b>Town</b>	<b>Extent</b>
006177	Cowdenbeath Town House	High Street	Cowdenbeath	Whole asset
100842	Cowdenbeath War Memorial	Foulford Road	Cowdenbeath	Most of asset

**Cowdenbeath Area Committee**

**Forward Work Programme as of 05/10/2022 1/2**

<b>Cowdenbeath Area Committee of 1 February 2023</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Lochore Meadows Country Park Update and Future Plans	Communities and Neighbourhoods Service	Ian Laing, Sharon Murphy, Scott Blyth, Sarah Roxburgh	report regarding future development and a park update. Include detail from Motion presented at meeting on 31.08.22 - report to include outcome of Community Consultation across Cowdenbeath Area on the wider Lochore Meadows CP Development Plan with a focus on playpark, nature area and community event proposals, for Committees consideration of a contribution of £100k from the Area Capital Budget to LMCP Nature Area Project.
Pupil Equity Fund Report	Education and Children's Services	Zoe Thomson	
2023/24 Area Roads Programme	Assets, Transportation and Environment	Neil Watson	
School Meals (Deputation and Motion from 2019) - Update Report from May 2020 to Present.	Education and Children's Services	Tariq Ditta	Update report following Motion from meeting on 31.08.22, - providing an update on progress since May 2020, to include views from the core groups of young people identified at Lochgelly and Beath High Schools, with a focus on quality and price of School meals and the free school meal lunch allowance.

<b>Cowdenbeath Area Committee of 29 March 2023</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Report - Establishment and Support of Potential Community Growing Projects across Cowdenbeath Area	Communities and Neighbourhoods Service	Sarah Roxburgh	Motion from Meeting 31.08.22 - Report with a view to establishing and supporting potential Community Growing Projects in conjunction with Forestry and Land Scotland, Fife Council

**Cowdenbeath Area Committee**

**Forward Work Programme as of 05/10/2022 2/2**

<b>Cowdenbeath Area Committee of 29 March 2023</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
			and other Third Sector Funding bodies, across the Cowdenbeath Area.

<b>Unallocated</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
School Attainment and Achievement Report	Education and Children's Services	Lynn Porter, Jacqueline Price	TBC
Area Housing Plan Update	Housing Services	Russell Gray	Submitted to Committee annually.
Children's Services in Fife	Education and Children's Services		TBC
Pupil Equity Fund	Education and Children's Services		TBC
Local Community Planning Budget	Communities and Neighbourhoods Service	Sarah Roxburgh	TBC
Pupilwise and Parentwise Annual Report	Education and Children's Services		TBC
Area Capital Update Report	Communities and Neighbourhoods Service	Sarah Roxburgh	TBC
Grounds Maintenance Service Annual Report- Previously Parks, Streets and Open Spaces	Environment & Building Operations (AT&E)	Scott Clelland	TBC
Youth Provision across Cowdenbeath Area to include Hill of Beath	Communities and Neighbourhoods Service	Sarah Roxburgh	TBC
Anti-social behaviour and safety/security in Cowdenbeath Area Public Parks	Assets, Transportation and Environment		TBC
Flooding at King George V Park at Lochore Meadows	Assets, Transportation and Environment		TBC
Lochgelly Town Hall - Update on repairs and improvements	Communities and Neighbourhoods Service	Sarah Roxburgh	TBC