

AGENDA

Page Nos.

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST**

In terms of Section 5 of the Code of Conduct, members are asked to declare an interest in particular items on the agenda and the nature of the interest(s) at this stage.
3. **MINUTE** – Minute of meeting of Environment, Transportation & Climate Change Scrutiny Committee of 29 November, 2022. 3 -6
4. **2022/23 REVENUE MONITORING PROJECTED OUTTURN** – Joint report by the Executive Director, Finance & Corporate Services and the Executive Director, Enterprise & Environment. 7 - 11
5. **2022/23 CAPITAL MONITORING PROJECTED OUTTURN** – Joint report by the Executive Director, Finance & Corporate Services and the Executive Director, Enterprise & Environment. 12 - 17
6. **JOINT HEALTH PROTECTION PLAN 2022-24** – Report by the Head of Protective Services 18 - 50
7. **TRADING STANDARDS AND ITS IMPACT ON THE COST-OF-LIVING CRISIS** – Report by the Head of Protective Services 51 - 61
8. **VACANT PROPERTY SECURITY UPDATE** – Report by the Head of Property Services 62 - 67
9. **ENVIRONMENT, TRANSPORTATION & CLIMATE CHANGE SCRUTINY COMMITTEE FORWARD WORK PROGRAMME** 68 - 71

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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24 January, 2023

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www.fife.gov.uk/committees

BLENDED MEETING NOTICE

This is a formal meeting of the Committee and the required standards of behaviour and discussion are the same as in a face to face meeting. Unless otherwise agreed, Standing Orders will apply to the proceedings and the terms of the Councillors' Code of Conduct will apply in the normal way

For those members who have joined the meeting remotely, if they need to leave the meeting for any reason, they should use the Meeting Chat to advise of this. If a member loses their connection during the meeting, they should make every effort to rejoin the meeting but, if this is not possible, the Committee Officer will note their absence for the remainder of the meeting. If a member must leave the meeting due to a declaration of interest, they should remain out of the meeting until invited back in by the Committee Officer.

If a member wishes to ask a question, speak on any item or move a motion or amendment, they should indicate this by raising their hand at the appropriate time and will then be invited to speak. Those joining remotely should use the "Raise hand" function in Teams.

All decisions taken during this meeting, will be done so by means of a Roll Call vote.

Where items are for noting or where there has been no dissent or contrary view expressed during any debate, either verbally or by the member indicating they wish to speak, the Convener will assume the matter has been agreed.

There will be a short break in proceedings after approximately 90 minutes.

Members joining remotely are reminded to mute microphones and switch cameras off when not speaking. This includes during any scheduled breaks or adjournments.

**THE FIFE COUNCIL - ENVIRONMENT, TRANSPORTATION AND CLIMATE CHANGE
SCRUTINY COMMITTEE – REMOTE MEETING**

29 November, 2022

10.00 a.m. – 2.25 p.m.

PRESENT: Councillors Jane Ann Liston (Convener), Tom Adams, Naz Anis-Miah, Aude Boubaker-Calder, Rod Cavanagh, Al Clark, Graeme Downie, Gavin Ellis, David Graham, Jean Hall-Muir, Stefan Hoggan-Radu, Andy Jackson, Derek Noble, Nicola Patrick, Darren Watt and Daniel Wilson.

ATTENDING: Ken Gourlay, Executive Director, Enterprise and Environment; Nigel Kerr, Head of Protective Services, Kenny Bisset, Lead Officer, Land & Air Quality Team, Protective Services; Pam Ewen, Head of Planning, Economy Planning and Employability Services; John Rodigan, Head of Environment & Building Services; Alan Paul, Head of Property Services, Michael O’Gorman, Service Manager, Estates, Property Services; Tariq Ditta, Head of Facilities Management Services; John Mitchell, Head of Roads & Transportation Services, Tony McRae, Service Manager, Passenger Transport, Bill Liddle, Service Manager (Roads Maintenance), Rick Haynes, Lead Consultant, Flooding Shoreline & Harbours, Ian Jones, Lead Consultant, Network Management, Steven Sellars, Lead Consultant, Road Safety & Travel Planning, Neil Watson, Lead Consultant, Roads & Lighting Asset Management; Barry Collie, Accountant, Finance; Lindsay Thomson, Head of Legal & Democratic Services and Elizabeth Mair, Committee Officer, Democratic Services.

12. DECLARATIONS OF INTEREST

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

13. MINUTE

The Committee considered the minute of meeting of Environment, Transportation & Climate Change Scrutiny Committee of 27 September 2022.

Decision

The Committee agreed to approve the minute.

14. 2022/23 REVENUE MONITORING PROJECTED OUTTURN

The Committee considered a joint report by the Executive Director, Finance & Corporate Services and the Executive Director, Enterprise & Environment providing an update on the projected outturn financial position for the 2022/23 financial year as at August 2022 for the areas in scope of the Environment, Transportation & Climate Change Scrutiny Committee.

Decision

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

15./

15. 2022/23 CAPITAL MONITORING PROJECTED OUTTURN

The Committee considered a joint report by the Executive Director, Finance & Corporate Services and the Executive Director, Enterprise & Environment providing an update on the Capital Investment Plan and advising on the projected financial position for the 2022/23 financial year as at August 2022, for the areas in scope of the Environment, Transportation & Climate Change Scrutiny Committee.

Decision

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

16. ENTERPRISE & ENVIRONMENT DIRECTORATE SECTION PERFORMANCE REPORT

The Committee considered a report by the Executive Director, Enterprise & Environment presenting the performance scorecard for Enterprise & Environment Directorate Services for 2021/22.

Decision

The Committee:-

- (1) noted the arrangements set out in Section 1.0 of the report to fulfil the Council's obligation to comply with Audit Scotland's 2021 SPI Direction;
- (2) noted the performance information in Section 2.0 of the report and its appendices, including current challenges/priorities and risks; and
- (3) agreed that the Committee receive the proposed report on the removal of bulky uplift charges at the same time as members of the Cabinet Committee.

The meeting adjourned at 12.05 p.m. and reconvened at 12.15 p.m.

17. BUS PARTNERSHIP FUND - UPDATE

The Committee considered a report by the Head of Roads & Transportation Services providing an update on progress of the work to deliver targeted local bus priority measures through investment from the Scottish Government's Bus Partnership Fund (BPF) and those of neighbouring bus partnerships that affected Fife.

Decision

The Committee noted:-

- (1) the progress of the development work for the five targeted bus corridors detailed in Table 1 - Paragraph 2.5 of the report;
- (2) the progress of the Tayside Bus Alliance (of which Fife Council was a partner) in developing the St Andrews to Dundee bus corridor also as detailed in Table 1; and
- (3) that further member workshops were to take place to allow detailed scrutiny of the options being developed.

18./

18. FIFE'S ROAD CONDITION REPORT 2022

The Committee considered a report by the Head of Roads & Transportation Services advising of the results of the 2020-22 Scottish Road Maintenance Condition Survey (SRMCS) and the potential impact on road condition of future roads capital budget allocations.

Decision

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

19. NEW ROADS & STREET WORKS ACT ANNUAL PERFORMANCE REPORT 2021/2022

The Committee considered a report by the Head of Roads & Transportation Services providing a summary of Statutory Undertaker performance and Fife Council's performance in relation to The New Roads & Street Works Act 1991 (NRSWA) activities in Fife in 2021/22.

Decision

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

20. WINTER GRITTING & SNOW CLEARING SERVICES 2022/23

The Committee considered a report by the Head of Roads & Transportation Services advising of the updated Winter Gritting and Snow Clearing Services - Policy Statement 2022/23 and the operational practices required to deliver the current level of winter services in line with future budget constraints.

Decision

The Committee noted the updated Winter Gritting and Snow Clearing Services Policy Statement 2022/23 as detailed in Appendix 1 to the report.

21. DECRIMINALISED PARKING ENFORCEMENT - ANNUAL PERFORMANCE REPORT - 2021/2022

The Committee considered a report by the Head of Roads & Transportation Services providing an update on the performance of the Decriminalised Parking Enforcement (DPE) operation in Fife for the period 1 April 2021 to 31 March 2022.

Decision

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

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

22. ABERDOUR FOOTBRIDGE - SCHEME DEVELOPMENT AND PROCUREMENT PROCESSES

The Committee considered a report by the Head of Roads & Transportation Services examining the management of the Aberdour Footbridge project, including procurement processes and procedures to determine whether improvements could be made for future projects.

Decision/

Decision

The Committee noted the project and procurement processes detailed within the report.

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

The meeting adjourned at 13.55 p.m. and reconvened at 14.05 p.m.

Councillor Downie rejoined the meeting at this stage.

23. FIFE'S AIR QUALITY ANNUAL PROGRESS REPORT 2022

The Committee considered a report by the Head of Protective Services advising of the Fife Council Air Quality Annual Progress Report 2022 to allow members to scrutinise the progress made in delivering the aims and objectives of Fife's Air Quality Strategy 2021-2025.

Decision

The Committee:-

- (1) noted the summary of information contained in Fife's Air Quality Annual Progress Report 2022; and
- (2) agreed to support an ongoing commitment to improving and maintaining good air quality across Fife.

24. ASSET MANAGEMENT ANNUAL REPORT

The Committee considered a report by the Head of Property Services outlining Asset Management activity and progress during the year to 31st March 2022, identifying immediate challenges and opportunities and providing an update on the progress against the Property Asset Strategy 2017- 2022 in advance of the production of a new 5 year strategic plan.

Decision

The Committee noted the information and achievements detailed in the report and appendices.

25. ENVIRONMENT, TRANSPORTATION & CLIMATE CHANGE SCRUTINY COMMITTEE FORWARD WORK PROGRAMME

The Committee noted the Environment, Transportation & Climate Change Scrutiny Committee Forward Work Programme which would be updated as appropriate.

31 January 2023

Agenda Item No. 4

2022/23 Revenue Monitoring Projected Outturn

Report by: Eileen Rowand, Executive Director, Finance and Corporate Services
Ken Gourlay, Executive Director, Enterprise & Environment

Wards Affected: All

Purpose

The purpose of this report is to give members an update on the projected outturn financial position for the 2022/23 financial year as at October, for the areas in scope of the Environment, Transportation & Climate Change Scrutiny Committee.

Recommendations

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

Resource Implications

None.

Legal & Risk Implications

There are no direct legal implications arising from this report.

Impact Assessment

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

Consultation

None.

1.0 Background

- 1.1 The report summarises the projected outturn position for 2022/23, taking into account the actual expenditure incurred, and provides an explanation of the main budget variances at section 3.
- 1.2 Section 4 of the report summarises the progress on delivery of approved budget savings and provides an explanation of any variances to the delivery of savings target.
- 1.3 Variances occur for a number of reasons and variances in budget are not always correlated to delivery of savings targets.

2.0 Issues

2.1 Projected Outturn

- 2.1.1 The projected overspend for the areas falling under the scope of this committee is £1.246m. A summary of the 2022/23 projected out-turn for the areas under the scope of this committee is detailed in Appendix 1. This shows projected expenditure against budget across the Service/Business Unit headings within the Directorate. It should be noted that the balances are extracted from the ledger system and are shown as rounded thousands. This may mean that there are some rounding differences contained within the appendices, but these are immaterial values that do not impact on the overall financial position. The following paragraphs provide a brief explanation of the main areas where there are significant variances (+/-£0.250m) to budgets.

3.0 Major Variances

- 3.1 Environment & Building Services movement of (£0.506m) - This relates to increased income within Grounds Maintenance Service from additional Client commissioned works.
- 3.2 Facilities Management overspend of £0.725m – This is primarily within school catering but also in staff canteens and commercial establishments and largely due to two factors, a reduction in the sale of meals (reduction in income) and secondly the impact of high inflation (approximately 11%) on food costs.
- 3.3 Roads and Transportation overspend of £1.299m and movement of £0.609m – This includes the previously projected overspend on winter maintenance of £0.514m and a projected under recovery of income in Car Parking. The movement of £0.609m now includes a projected overspend of £1.100m in pothole patching, which is weather dependent, which is offset by £0.500m of reductions in other maintenance budgets and this will be further mitigated if there are mild conditions in the New Year.
- 3.4 Protective Services underspend of (£0.756m) – The variance is mainly over recovery of Building Warrant statutory fees (£0.648m) due to an increased volume of applications as a result of the recovery from the COVID pandemic. Other underspend is mainly due to part year vacancies (£0.421m), recruitment has been challenging and filling of vacancies is progressing where possible. The underspends are offset by £0.079m dangerous buildings response, £0.100m cost of replacement of Trading Standards database system and other miscellaneous supplies and services costs.

4.0 Progress on Budget Savings

- 4.1 Appendix 2 provides details of revenue budget savings for the areas falling under the scope of the Environment, Transportation & Climate Change Scrutiny Committee, detailing achievements against the current year approved budget savings as at Quarter 2. The appendix details:
- the 3 year budget period for which the savings were approved
 - the title of each saving
 - the savings target relevant to the current financial year
 - the value of saving forecast as deliverable for the financial year
 - a Red/Amber/Green Status for each saving
 - details of any substitute savings
- 4.2 All savings have been categorised using a Red/Amber/Green status and these are described as follows:
- Green – No issues and saving is on track to be delivered
Amber – There are minor issues or minor reduction in the value of saving, or delivery of the saving is delayed
Red – Major issues should be addressed before any saving can be realised
- 4.3 Where a saving is no longer deliverable in the current year it is expected that substitute savings are identified to ensure that costs remain within budget overall. Where this is the case, the original saving will be categorised red or amber and a substitute saving will be identified. The substitute saving will be categorised as green and identified in the tracker as a substitute.
- 4.4 The areas in scope for the committee have a significant level of savings to manage within the financial year 2022/23. Overall, the savings to be delivered are £0.175m and the projected delivery is £0.127m. Whilst the delivery of savings is becoming more challenging, the relevant areas are looking to minimise the financial impact of any amber or red savings by determining mitigating actions as soon as possible. Across all areas, there are £0.150m savings identified as being Amber status, however this is partly offset by over-recovery of £0.102m on those savings identified as green.
- 4.5 The full year saving amounts are detailed along with annual forecast information detailed in appendix 2. There are no savings variations at Service level (+/-£0.250m) between the Service savings target and the projected saving being delivered within the current financial year.

5.0 Conclusions

- 5.1 The projected outturn position for the areas under the scope of the Environment, Transportation & Climate Change Scrutiny Committee is a net overspend of £1.246m (1.32%).

List of Appendices

- 1 Projected Outturn 2022/23 Summary
- 2 Approved 2022/23 Savings

Background Papers

None

Report Contact

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BUDGET MONITORING REPORT SUMMARY						Appendix 1
2022-23						
ENVIRONMENT, TRANSPORTATION & CLIMATE CHANGE						
	CURRENT BUDGET	FORECAST 2022-	FORECAST	FORECAST	PREVIOUS	MOVEMENT FROM
	2022-23	23	VARIANCE	VARIANCE	REPORTED	PREVIOUS
	£m	£m	£m	%	VARIANCE	REPORTED
					£m	VARIANCE
						£m
TOTAL COST OF SERVICES	118.174	119.421	1.247	1.05%	1.274	(0.027)
LESS: CORPORATELY MANAGED ITEMS	23.670	23.670	0.000	0.00%	0.000	0.000
SERVICE MANAGED NET BUDGET	94.505	95.751	1.247	1.05%	1.274	(0.027)
<u>ANALYSIS OF SERVICE MANAGED BUDGET</u>						
PROPERTY & BEREAVEMENT	0.110	0.108	(0.002)	-2.23%	(0.020)	0.018
ENVIRONMENT & BUILDING SERVICES	10.113	10.178	0.064	0.64%	0.571	(0.506)
FACILITIES MANAGEMENT SERVICE	36.320	37.045	0.725	2.00%	0.825	(0.100)
ROADS & TRANSPORTATION	29.609	30.908	1.299	4.39%	0.690	0.609
SERVICE MANAGEMENT & SUSTAINABILITY	14.935	14.864	(0.071)	-0.47%	(0.131)	0.060
PROTECTIVE SERVICES	3.048	2.292	(0.756)	-24.80%	(0.649)	(0.107)
CLIMATE CHANGE	0.370	0.357	(0.013)	-3.47%	(0.012)	(0.001)
	94.505	95.751	1.246	1.32%	1.273	(0.027)

FIFE COUNCIL
 TRACKING APPROVED 2022-23 SAVINGS
 ENTERPRISE & ENVIROMENT
 OCTOBER 2022

Area	Approved Budget Year	Savings Reference	Title of Savings Proposal	Savings Target £m	Forecast £m	(Under)/Over £m	Rag Status
Assets, Transportation & Environment - ATE - Management	2020-23	2021-EE-06	Procurement savings anticipated as a result of the Procurement Programme	0.150	0.000	(0.150)	Amber
Assets, Transportation & Environment - ATE - Management		Substitution	Substitution - Corporate Buildings Income (Partial substitution for 2021-EE-06)	0.000	0.102	0.102	Green
Assets, Transportation & Environment - ATE - Management	2020-23	2021-EE-07	Fleet – grey mileage	0.025	0.025	0.000	Green
Grand Total				0.175	0.127	(0.048)	

Rag Status Key:-

- Green - No issues and saving is on track to be delivered
- Amber - There are minor issues or minor reduction in the value of saving, or delivery of the saving is delayed
- Red - Major issues should be addressed before any saving can be realised

Summary			
Rag Status	Savings Target £m	Forecast £m	(Under)/Over £m
Green	0.025	0.127	0.102
Amber	0.150	0.000	(0.150)
Red	0.000	0.000	0.000
Total	0.175	0.127	(0.048)

31 January 2023

Agenda Item No. 5

2022/23 Capital Monitoring Projected Outturn

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

Ken Gourlay, Executive Director, Enterprise & Environment

Wards Affected: All

Purpose

The purpose of this report is to provide an update on the Capital Investment Plan and advise on the projected financial position for the 2022/23 financial year as at October, for the areas in scope of the Environment, Transportation & Climate Change Scrutiny Committee.

Recommendation(s)

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

Resource Implications

None.

Legal & Risk Implications

None.

Impact Assessment

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

Consultation

None.

1.0 Background

- 1.1 Based on current information, this report summarises the projected capital outturn for the areas falling under the scope of this Committee for 2022/23. At this stage projected expenditure is £29.911m, representing 87% of the approved capital programme for 2022/23.
- 1.2 Appendix 1 shows an analysis of specific projects in the current capital investment plan which have a budget greater than £1.000m and analyses total project cost rather than only in year spend.
- 1.3 Appendix 2 details the forecast expenditure against budget for each project, along with any associated income.

2.0 Issues, Achievements & Financial Performance

2.1 Key Issues / Risks

- 2.1.1 Appendix 1 details the total cost forecast position for all capital projects within the areas under the scope of the Committee with an overall value of £1.000m and over. The key risks associated with the major projects are noted below.
- 2.1.2 There is a risk across the Capital Investment Plan that both the timing and the costs of projects continue to be adversely affected as a result of the current economic climate following the response to COVID-19, EU-Exit and current geopolitical risks in Europe. Throughout the programme issues are continuing to be identified in relation to the supply of construction materials which are resulting in delays to projects, which in turn could lead to increased slippage and increased costs. However, the overall future impact of this is difficult to predict with any degree of certainty and the projected outturn in this report for 2022-23 relate to projects that are currently in progress with contracts that are already agreed. That said, monitoring of the impact of any additional costs, impact on timescales and associated risks is ongoing. The known impact on timing of delivery of projects has been built in to the rephased plan and the overall scale of any additional costs or further delays will be kept under review in future reports and also through the upcoming review of the Capital Investment Plan.
- 2.1.3 COVID-19 restrictions have eased, however, there remains a risk that new variants emerge which could impact on project delivery in future years. These potential risks cover all aspects of the capital plan including both General Fund and the HRA.

2.2 Major Projects – Potential Risks and Actions

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

2.3 Financial Performance – 2022/23 Projected Outturn

- 2.3.1 Appendix 2 provides a summary of the provisional outturn for each project for the financial year 2022/23. The appendix shows a projected outturn of £29.911m against a Capital Investment plan of £34.511m, a spending level of 87%.
- 2.3.2 Appendix 2 also provides a summary of the provisional outturn for each project for the financial year 2022/23 for capital income. The appendix shows a projected outturn of £0.671m against a capital income budget of £0.996m.

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

2.4 Significant Variances

2.4.1 Structures Infrastructure (£3.082m)

The slippage primarily relates to Leven Railway Bridge (£2.500m). The Council is in the process of commissioning Network Rail and their Contractors to construct the bridge and to do so requires a formal Implementation Agreement to be signed with Network Rail. Additional investment, which has since been approved, was required before the agreement could be signed to allow the works to commence and this should be finalised by the end of the calendar year. The other slippages in the programme relate to utility work delays.

2.4.2 Sustainable Transport (£0.845m)

The slippage relates to the Levenmouth Reconnected Programme. The projected spend for this financial year is £1.300m however 50% of this will be claimed against the Transport Scotland Grant. Further grant applications are being assessed and prioritised for approval.

2.4.3 Purchase of Vehicles & Equipment – Advancement of £0.780m.

This is due to budget being rephased at the start of the financial year to reflect information from suppliers at the time of delays to the supply chain, however as the year has progressed these delays have not been as severe as anticipated and suppliers presented opportunities to purchase vehicles in line with original programme plan, it was decided to utilise this opportunity.

2.4.4 Climate Change - Adaptation (£0.828m)

The slippage relates to delays across Kinnessburn Flood Prevention Scheme (£0.030m), Haugh Park Flood scheme (£0.110m), Pittenweem Fish Market Chiller (£0.071m), Aberdour Footbridge (£0.260m) and Flood Alleviation Measures (£0.196m). The projects have slipped as a result of programme delays for alternative design solutions, environmental surveys/investigations and extended consultation. The Service also received upfront grant funding (£0.160m) towards Coastal Change Adaptation case studies which will unlikely incur spend this financial year.

2.4.5 Strategic Transport Intervention Programme - (£0.520m)

as a result of a delay in the Housing Land Audit which has impacted on the expected timing and has resulted in slippage this year. The slippage relates to two projects – Northern Link Road East End (£0.267m) - an external consultant has been appointed to progress with the detailed design which is due for completion in Summer 2023. Bothwell Gardens Roundabout Signal Replacement (£0.296m) - an in-house design resource has been allocated and alternative design solutions are being considered.

3.0 Conclusions

- 3.1 The total 2022/23 approved programme for the areas in scope of the Environment, Transportation & Climate Change Scrutiny Committee is £34.511m. The projected level of expenditure is £29.911, which represents 87% of the total programme, resulting in slippage of (£4.322m).
- 3.2 The management of capital resources require us to look across financial years, as well as within individual years. The current year performance is only a snapshot of the existing plan and the Directorate will adjust expenditure levels within future years of the plan to accommodate the advancement or slippage of projects.

List of Appendices

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

Report Contact

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**FIFE COUNCIL
ENVIRONMENT, TRANSPORTATION AND CLIMATE CHANGE SCRUTINY COMMITTEE
ENTERPRISE AND ENVIRONMENT
CAPITAL INVESTMENT PLAN 2021-31
TOTAL COST MONITOR - MAJOR CAPITAL PROJECTS**

Appendix 1

Project	Theme	Original Approved Budget £m	Current Project Budget £m	Total Projected Outturn £m	Variance £m	Variance %	Current Project Status	Expected Project Completion Date
Northern Road Link East End	Thriving Places		11.171	11.171	-	0.00%	Preparatory Work	2026-27
Western Distributer Road	Thriving Places		10.326	10.326	-	0.00%	Future Project	2028-29
Northern Link Road A823	Thriving Places		8.568	8.568	-	0.00%	Preparatory Work	2025-26
Glenrothes District Heat	Thriving Places	10.32	9.449	9.449	-	0.00%	Current Project	2020-21
West Fife Depot	Maintaining Our Assets	4.525	8.041	8.041	-	0.00%	Current Project	2019-20
Leven Railway Bridge & Bawbee Bridge	Maintaining our Assets	2.279	8.247	8.247	-	0.00%	Preparatory Work	2023-24
Total Major Projects over £5.000m		17.124	55.802	55.802	-	0.00%		
Broad Street Bridge Cowdenbeath	Maintaining our Assets	3.678	3.808	3.808	-	0.00%	Preparatory Work	2023-24
Lyne Burn	Maintaining our Assets	1.217	1.217	1.217	-	0.00%	Future Project	2024-25
Den Burn Bridge	Maintaining our Assets	2.120	2.055	2.055	-	0.00%	Preparatory Work	2025-26
Levenmouth Rail Link	Thriving Places	2.000	4.604	4.604	-	0.00%	Current Project	2025-26
Kings Road/Admiralty Road Junction	Thriving Places	1.880	1.880	1.880	-	0.00%	Future Project	2027-28
Rumblingwell Junction	Thriving Places	2.800	2.800	2.800	-	0.00%	Future Project	2030-31
William Street Upgrade	Thriving Places	3.187	3.178	3.178	-	0.00%	Future Project	2030-31
Reception Hall Anaerobic Digestion Plant	Maintaining our Assets		1.582	1.582	-	0.00%	Current Project	2023-24
Kinnessburn Flood Prevention	Maintaining our Assets		1.319	1.319	-	0.00%	Future Project	
Dunfermline Cremator Replacement	Maintaining Our Assets		1.001	1.001	-	0.00%	Current Project	2021-22
Total Major Projects over £1.000m		16.882	23.443	23.443	-	0.00%		
Total Major Projects		34.006	79.245	79.245	-	0.00%		

FIFE COUNCIL
ENVIRONMENT, TRANSPORTATION AND CLIMATE CHANGE SCRUTINY COMMITTEE
ENTERPRISE AND ENVIRONMENT
CAPITAL INVESTMENT PLAN 2021-31
MONITORING REPORT 2022-23

Appendix 2

Expenditure	Current Budget £m	Actual to Date £m	Projected Outturn £m	Projected Variance £m	Projected Outturn as % of Plan
Contaminated Land	0.278	-	-	(0.278)	0%
TOTAL PROTECTIVE SERVICES	0.278	-	-	(0.278)	0%
Structures Infrastructure	7.575	0.842	4.493	(3.082)	59%
Sustainable Transport	1.541	0.411	0.696	(0.845)	45%
Public Conveniences	0.196	0.128	0.196	-	100%
Roads Infrastructure	11.172	4.912	11.172	-	100%
Traffis Management	0.810	0.178	0.700	(0.110)	86%
Streetlighting	1.017	1.074	1.017	-	100%
Purchase of Vehicles & Equipment	2.000	1.771	2.780	0.780	139%
Purchase of Bins	0.205	0.180	0.300	0.095	146%
Depots & Buildings	0.008	0.005	0.008	-	100%
Climate Change - Adaptation	1.855	0.016	1.027	(0.828)	55%
Landfill Sites	1.500	0.653	1.500	-	100%
Disabled Access - Council Buildings	0.054	0.002	0.054	-	100%
Depot Rationalisation Programme	(0.380)	0.007	(0.380)	-	100%
Property Maintenance	2.314	0.821	2.252	(0.062)	97%
Cafeteria Refurbishments	0.060	0.013	0.060	-	100%
Crematoria/Cemetries Programme	0.331	-	0.236	(0.095)	71%
ATE Plant & Machinery	0.170	0.253	0.510	0.340	300%
Strategic Transport Intervention Programme	1.105	0.026	0.586	(0.519)	0%
Recycling Centres Plant & Equipment	0.150	0.056	0.150	-	100%
Fife Resource Solutions Rolling Programme	2.550	1.795	2.550	-	100%
TOTAL ASSET & TRANSPORTATION & ENVIRONMENT	34.233	13.145	29.911	(4.322)	87%
TOTAL EXPENDITURE	34.511	13.145	29.911	(4.600)	87%

Income	Current Budget £m	Actual to Date £m	Projected Outturn £m	Projected Variance £m	Projected Outturn as % of Plan
Sustainable Transport	(0.012)	0.000	0.000	0.012	0%
Roads Infrastructure	(0.038)	-	-	0.038	0%
Traffis Management	0.002	0.000	-	(0.002)	0%
Landfill Sites	-	0.002	-	-	0%
Depot Rationalisation Programme	(0.085)	0.002	(0.085)	-	100%
Strategic Transport Intervention Programme	(0.863)	-	(0.586)	0.277	68%
TOTAL ASSETS, TRANSPORTATION & ENVIRONMENT	(0.996)	(0.013)	(0.671)	0.325	67%
TOTAL INCOME	(0.996)	(0.013)	(0.671)	0.325	67%

31 January 2023

Agenda Item No. 6

Joint Health Protection Plan 2022-24

Report by: Nigel Kerr, Head of Protective Services

Wards Affected: All

Purpose

To provide the Committee with an overview of the of the Joint Health Protection Plan 2022-24 which Health Boards and Local Authorities are required to produce every two years.

Recommendation(s)

The Committee is asked to consider the report and comment as appropriate.

Resource Implications

The resource implications and staff required to directly support the Plan are identified within the narrative of the Joint Health Protection Plan. Fife Council continues to experience difficulties in recruiting qualified Environmental Health Officers.

Legal & Risk Implications

Under the Public Health etc. (Scotland) Act 2008 Health Boards and Local Authorities are required to prepare a Joint Health Protection Plan. The attached report is the required review and update of the existing plan.

Impact Assessment

An EqIA has not been completed as the Joint Health Protection Plan has an overall positive effect on inequalities in health, which it seeks to address through targeted interventions aimed at protecting those liable to be at most risk from a variety of communicable diseases and environmental hazards.

The Fairer Scotland Duty, which came into force on 1st April 2018, requires the Council to consider how it can reduce inequalities of outcome caused by socioeconomic disadvantage when making strategic decisions. There are no negative impacts identified as part of this review as it will aim to protect and enhance health and wellbeing for all.

Fife Environmental Assessment Tool (FEAT) Impact Assessment has been undertaken, no negative impacts from the Joint Health Protection Plan were identified.

Consultation

Consultation was undertaken through the established liaison arrangements with the NHS Fife's Public Health Team. The Head of Finance and the Head of Legal and Democratic Services have also been consulted.

1.0 Background

- 1.1 The Public Health etc (Scotland) Act 2008 consolidated and updated public health legislation relating to 'protecting public health from infectious diseases, contamination or other such hazards, which constitute a danger to human health.' Part 1 of the Act requires each Health Board and Local Authorities to develop a Joint Health Protection Plan to provide an overview of health protection (communicable disease and environmental health) priorities, provision and preparedness. There is national guidance on its contents which includes:
- Providing information on the population served;
 - Setting out national and local priorities;
 - Reporting on significant outbreaks and other health protection incidents; and
 - Describing the capacity and capability of the specialist health protection function.

2.0 Current Position

- 2.1 This is the seventh Fife Joint Health Protection Plan, with the first plan being in 2010, and this plan covers the period 1st April 2022 to the 31st March 2024.
- 2.2 The Plan was endorsed at the NHS Fife Board meeting of 27 September 2022.
- 2.3 The Joint Health Protection Plan fits well with the ambitions articulated within the Plan for Fife (Local Outcome Improvement Plan) 2017-2027 in that the priorities are focussed on improving and reducing the gap in premature mortality from all causes and keeping communities safe and secure by investing in prevention and protection.
- 2.4 The Plan has been developed jointly between NHS Fife and Fife Council through collaboration and discussion to shape local priorities within the Joint Health Protection Plan. The Plan provides an overview of health protection priorities, provision, and preparedness within Fife.
- 2.5 A review of the 2020-22 Joint Health Protection Plan was undertaken as part of the work to produce the 2022-24 Joint Health Protection Plan. This review identified that:
- Priorities have shifted over the last two years to respond effectively to the Covid19 pandemic whilst also noting the related reduction in incidence of other infectious diseases. This resulted in the redeployment of staff and resources from other work areas.
 - The working arrangements between local partners have developed significantly to facilitate a concerted response to incident management, while being flexible enough to evolve with changing demands and circumstances.
 - Areas which are still relevant, but incomplete have been taken forward into the 2022-24 Joint Health Protection Plan; and new priority areas have been considered where appropriate. Fife Council's declaration of a Climate Emergency was noted within the last plan. This will require longer term commitments and responses are ongoing to mitigate and prevent adverse health impacts from ecological degradation and climate change.

3.0 Conclusions

- 3.1 This report satisfies the statutory requirement for Fife Council and NHS Fife to produce a Joint Health Protection Plan.
- 3.2 The Plan reinforces the close working relationship which has been built over the years between Public Health colleagues in both NHS Fife and Fife Council's Environmental Health Teams which is crucial when dealing with incident management. It also allows the profile of Public Health to be raised and enhance collaboration to address both national and local priorities, focussing on areas of greatest harm for early intervention or preventative approaches.

List of Appendices

1. Equality Impact Assessment Summary Report
2. FEAT Impact Assessment
3. Joint Health Protection Plan 2022-24

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Appendix 1 - Equality Impact Assessment Summary Report

Which Committee report does this IA relate to (specify meeting date)?

Environment, Transportation & Climate Change Scrutiny Committee, 31 January 2023 – Joint Health Protection Plan 2022-24

What are the main impacts on equality?

N/A – as impacts positive

What are the main recommendations to enhance or mitigate the impacts identified?

N/A

If there are no equality impacts on any of the protected characteristics, please explain.

The Joint Health Protection Plan has an overall positive effect on inequalities in health. It seeks to address inequalities through targeted interventions aimed at protecting those liable to be at most risk from a variety of communicable diseases and environmental hazards.

Further information is available from: Name / position / contact details:

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Appendix 2- Fife Environmental Impact Assessment

Project name:	Joint Health Protection Plan 2022-24	Committee report title:	Joint Health Protection Plan 2022-24
Committee name & date:	Environment, Transportation & Climate Change Scrutiny Committee, 31 January 2023	Have the proposals been subject to any other formal environmental assessment?	No
Completed by:	L Starkey	Completed on:	14/11/2022

A. Wildlife and biodiversity		Answer	Comments
Fife Council is committed to protecting and enhancing Fife's natural heritage.			
1	What impact will the proposals have on wildlife (including protected sites and species)?	No impacts / not applicable	n/a
B. Impacts on people		Answer	Comments
Fife Council is committed to protecting and enhancing the wellbeing of our people.			
2	What impact will the proposals have on environmental nuisance? (i.e. visual impacts, traffic, noise, vibration, odour, dust, particulates, smoke)	Beneficial impact	Joint Health Protection Plan 2022-24 links to the statutory work undertaken by Protective Services
3	What impact will the proposals have on human health or wellbeing?	Beneficial impact	Joint Health Protection Plan 2022-24 links to the statutory work undertaken by Protective Services
C. Pollution		Answer	Comments
Fife Council is committed to protecting and improving air, water and soil quality.			
4	What impact will the proposals have on pollution (including pollution to air, water or soil)?	Beneficial impact	Joint Health Protection Plan 2022-24 links to the statutory work undertaken by Protective Services

D. Climate change		Answer	Comments
Fife Council is committed to cutting carbon emissions and making Fife more resilient.			
5	What impact will the proposals have on greenhouse gas emissions?	No impacts / not applicable	n/a
6	What impact will the proposals have on resilience to the adverse effects of severe weather events, including flooding and landslips?	No impacts / not applicable	n/a
7	What impact will the proposals have on flooding and sites designated as being at risk of flooding or sea level rise?	No impacts / not applicable	n/a
E. Resources and waste		Answer	Comments
Fife Council is committed to using resources efficiently and minimising waste.			Please clarify your response
8	What impact will the proposals have on how much waste is generated or how waste is managed?	No impacts / not applicable	n/a
9	What impact will the proposals have on energy use and the consumption of material resources?	No impacts / not applicable	n/a
F. Cultural heritage		Answer	Comments
Fife Council is committed to protecting Fife's cultural heritage.		Please select an option:	Please clarify your response
10	What impact will the proposals have on cultural heritage (including designated heritage / archaeology sites or listed buildings)?	No impacts / not applicable	n.a

Good practice	3
Data gaps or mixed impacts	0
Environmental red flags	0
No impacts identified	7



NHS FIFE and FIFE COUNCIL JOINT HEALTH PROTECTION PLAN

2022-2024

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Introduction

The Public Health etc. (Scotland) Act 2008 requires NHS Boards, in consultation with Local Authorities, to produce a Joint Health Protection Plan (JHPP) which provides an overview of health protection (communicable disease and environmental health) priorities, provision and preparedness for the NHS Board area.

This plan covers the period 1st April 2022 to 31st March 2024.

Health protection has been a central part of society's response to the covid pandemic. There have been many changes to local teams and working arrangements, and extensive multi-agency collaboration. The pandemic response has inevitably drawn attention away from other issues. Although the pandemic is not over, the availability of widescale vaccinations has greatly reduced the harms and we are entering a new phase. Now is an opportunity to take stock of events and assess how best to respond to re-emerging and novel risks.

Significant work is underway to develop a regional model for health protection across the East of Scotland. Our processes are becoming more closely aligned to support increasing collaboration and mutual support. This will provide greater resilience to manage ongoing work related to the pandemic, and also to respond to any future pressures.

This is a public document and is available to members of the public on the NHS Fife website www.nhsfife.org and on request. We hope that you will find this plan to be of interest and value, and that it will contribute to protecting the health of the people who visit, work, and live in Fife.

Signed

.....
Dr Joy Tomlinson
Director of Public Health
NHS Fife

.....
Mr Nigel Kerr
Head of Protective Services
Fife Council

1. Overview

1.1 Fife Joint Health Protection Plan

This plan has been created following the requirements set out in the Public Health etc. (Scotland) Act 2008. NHS Fife, Fife Council and Fife Health & Social Care Partnership have prepared this plan in collaboration and consultation. This plan is herewith referred to as the Joint Health Protection Plan.

The plan relates to the period 1st April 2022 to 31st March 2024.

The plan requires to be formally approved by NHS Fife and Fife Council.

The format of the plan meets the details of Annex D of the Scottish Government Guidance *Joint Health Protection Plans*.

The purposes of the plan are:

- i. To provide an overview of health protection priorities, provision and preparedness for NHS Fife and Fife Council.
- ii. To outline the joint arrangements which Fife Council and NHS Fife, have in place for the protection of public health.
- iii. To improve the level of “preparedness” to respond effectively to a health protection incident and emergency.
- iv. To clarify the priorities for the period of the plan 2022 – 2024.
- v. To identify and subsequently secure the resources which are required to meet the plan.
- vi. To detail the liaison arrangements between NHS Fife, Fife Council, Fife Health and Social Care Partnership and other Agencies.
- vii. To develop “learning” across the agencies.
- viii. To provide a mechanism for reviewing and recording outcomes and achievements.

The plan will be reviewed annually by representatives from Environmental Health and Health Protection, and any necessary changes made and reported to the JHPP signatories. The plan will only be formally changed and updated every 2 years in accordance with legislative requirements.

1.2 Review of previous Joint Health Protection Plan 2020-2022

In preparing the JHPP 2022-24, we have reviewed the JHPP 2020-22. This identified that:

- Priorities have shifted over the last two years to respond effectively to the pandemic, and the related reduction in incidence of other infectious diseases. This has been accompanied by a redeployment of staff and resources from other work areas.
- The working arrangements between local partners have developed significantly to facilitate a concerted response to incident management, while being flexible enough to evolve with changing demands and circumstances.
- Areas which are still relevant but incomplete have been taken forward into the 2022-24 JHPP; and new priority areas have been introduced. Fife Council's declaration of a Climate Emergency was noted within the last plan. This will require longer term commitments and responses are ongoing to mitigate and prevent adverse health impacts from t ecological degradation and climate change.

1.3 Health protection planning infrastructure

The prevention, investigation and control of communicable diseases and environmental hazards are central to the JHPP. This requires specialist knowledge and skills. These include risk assessment, risk management and risk communication, along with individual professional skills and qualifications within our staff. These specialist skills and knowledge are applicable to a wide range of incidents or scenarios and are often facilitated by the existence of agreed plans and procedures for specific diseases or situations. Health Protection expertise is also key to many elements of Risk Preparedness and Resilience capability. There are many such national and local plans.

Effective working arrangements are in place to support partnership working and use of specialist skills and knowledge between the Health Protection Team within NHS Fife and the Environmental Health Teams within Fife Council.

Lists of the plans which are common to both agencies are in Appendix 2.

1.4 Overview of NHS board and local authority population

Population

In June 2020, an estimated 374,130 persons lived in Fife, 580 more people than in 2019. This equates to an annual growth rate of 0.2% which was greater than the national growth rate of 0.05%.¹ Current population projections estimate that by mid-2028, the population of Fife will be a similar size with a 0.1% decrease in the total population compared to 2018.²

Children aged 0-15 years make up 17% of the population with 64,152 children living in Fife as of June 2020. The majority of the population in Fife (62%) are aged 16-64 years, whilst 12% of the population are aged 65-74 and 9% aged 75 and over. By mid-2028 the number of people aged under 65 is estimated to fall but the number of people aged 65-74 is estimated to increase by 10% and the number aged 75 and over by 31% which will see almost a quarter (24.3%) of the population in Fife being aged 65 and over.

Births

3,143 babies were born in Fife in 2020, a 6% reduction in the number of babies born in Fife compared to in 2019.³ This continues the trend of falling numbers of births in Fife in the last ten years and is the lowest annual number of births since 1991. Fertility rates in Fife, although falling, continue to be higher than the rates for Scotland, 47.1 per 1000 women aged 15-44 years compared with a national rate of 45.5.

More than half (59%) of the babies born in Fife were born to mothers aged 25-34 years, 5% to mothers aged 19 and under and 4% to mothers aged 40 and over. Since 2000 the number of births to mother aged 19 and under has decreased by 61% whilst births to mothers aged over 40 have more than doubled.

Life Expectancy

Life expectancy at birth in Fife was 77.2 years for males and 81.4 years for females in 2018-2020.⁴ This was a small annual fall in life expectancy in males and a small rise in females since the last estimates of 77.3 and 81.2 years respectively in 2017-2019.

¹ NRS (2021) Mid-2020 Population Estimates, Scotland. Available: <https://www.nrscotland.gov.uk/statistics-and-data/statistics/statistics-by-theme/population/population-estimates/mid-year-population-estimates/mid-2020>

² NRS (2020) Population Projections for Scottish Areas 2018-based. Available: <https://www.nrscotland.gov.uk/statistics-and-data/statistics/statistics-by-theme/population/population-projections/sub-national-population-projections/2018-based>

³ NRS List of data tables 2020. Sections 3: Births. Available: <https://www.nrscotland.gov.uk/statistics-and-data/statistics/statistics-by-theme/vital-events/general-publications/vital-events-reference-tables/2020/list-of-data-tables#section3>

⁴ NRS Life Expectancy in Scotland 2018-2020. Available: <https://www.nrscotland.gov.uk/statistics-and-data/statistics/statistics-by-theme/life-expectancy/life-expectancy-at-scotland-level> v NRS (2021) Vital Events - Deaths. Available: <https://www.nrscotland.gov.uk/statistics-and-data/statistics/statistics-by-theme/vital-events/deaths>

Although recent changes in life expectancy in Fife have been small, more significant changes have been seen since 2012-14, the point at which Scotland and other countries experienced an unprecedented slowing of life expectancy growth. Among females a much slower rate of life expectancy growth has been observed from 2012-14 to present compared to between 2001-3 and 2012-14. Among males in Fife life expectancy decreased between 2012-14 to present compared to increasing from 2001-3 to 2012-14.

Current life expectancy in Fife is higher than estimates for Scotland. Across Scotland life expectancy fell by the largest ever annual amount in 2018-2020 and was 76.8 years for males and 81 years for females. This large annual fall was mainly driven by COVID-19 deaths, but drug-related deaths and deaths from external causes (including accidents and suicides) also contributed to the fall in male life expectancy. The full impact of COVID-19 on life expectancy will be clearer in future estimates that cover the whole period of the pandemic as current estimates only include 2020.

Deaths

There were 4,285 deaths in Fife in 2020, an increase of 130 (3%) compared to 2019. 36% of these or 1,529 deaths were in people aged under 75 years. All-cause mortality rates in Fife, for all ages and in the under 75s, were lower in 2020 than the Scottish average.

Grouped together cancers were the most common cause of death in Fife (and Scotland) with 1,112 deaths being attributed to malignant neoplasms in 2020, 26% of all deaths. The most common cancer death was lung cancer which accounted for almost a quarter (23%) of all cancer deaths and 6% of all deaths.

Heart disease, the majority of which were ischaemic heart disease, was the next most common cause of death accounting for 13% of deaths followed by dementia and Alzheimer's disease (11%) and cerebrovascular diseases (7%). The impact of the pandemic is still being assessed, however there were 310 deaths recorded in Fife where confirmed or suspected COVID-19 was mentioned on the death certificate.⁵

1.5 Overview of communicable diseases for 2020-22

<u>Notifiable disease/organism</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Covid-19*	0	6,587	56,252
Cryptosporidium	35	8	11
<i>E. coli</i> (non O157 VTEC)	<5	<5	5

⁵ NRS (2021) Vital Events - Deaths. Available: <https://www.nrscotland.gov.uk/statistics-and-data/statistics/statistics-by-theme/vital-events/deaths>

E. coli O157	12	7	6
Giardia	6	0	<5
Legionellosis	<5	<5	0
Listeria	<5	0	<5
Lyme disease**	31	18	27
Measles	<5	0	0
Meningococcal infection	5	<5	0
Mumps	43	19	0
Rubella	0	0	0
Salmonella	67	16	21
Shigella	<5	<5	<5
Tuberculosis***	12	<5	7
Whooping cough (pertussis)	36	7	0

* Covid-19 – confirmed by PCR, including reinfections (defined as a new positive test after 90 days)

** Subject to data validation

*** Tuberculosis cases - clinical notification with/without microbiology confirmation in line with national TB surveillance

The above table gives an overview of the *confirmed* communicable diseases notified to NHS Fife. In addition to this, the Health Protection Team, Fife Council, and partner agencies were also notified of many possible and probable cases of communicable diseases that required investigation and implementation of control measures.

During the pandemic, case numbers for other diseases declined markedly. Many factors are likely to have been involved, including: social and travel restrictions; increased ventilation, face covering and hand hygiene measures; and barriers to accessing healthcare.

1.6 Significant health protection incidents

Covid-19 impact on Health Protection

Health Protection has continued to provide a full range of services through the pandemic. Most notably, the workforce expanded to include Test and Protect teams who provided testing and contact tracing services across Fife in collaboration with Fife Council and other partners.

With most covid testing and contact tracing ending in April 2022, and pandemic-response activity declining, the service is now looking to learn lessons from the pandemic in order to better prepare for the future. In particular, we are considering

how best to protect more vulnerable populations such as those in care homes, how to minimise barriers for the wider community accessing services and advice, and how further responses to pandemics could be set up effectively if needed.

Covid19 impact on Environmental Health

The realignment of resources in response to the Covid19 Pandemic meant that Environmental Health had to pause and/or reduce routine work activities, including routine inspection programmes. The Environmental Health (Food & Workplace Safety) Team along with colleagues in the wider Protective Services continue to be heavily involved in Fife's Public Health response to the Covid19 Pandemic working with colleagues across Fife Council and Partner agencies. A summary of activities related to the Covid19 Pandemic are noted below:

- Responding to Covid19 related complaints & concerns, as of 31 December 2021, 2181 enquiries or complaints had been received since March 2020.
- Advice to businesses.
- Advice & support to colleagues across Fife Council.
- Active in various local & national forums including for example the Environmental Health & Trading Standards Covid Expert Group, Scottish Government Working Groups.
- In the early stages of the pandemic three team members worked with the NHS Fife Test & Protect Team as contact tracers for periods of time, one of which was six months as a Contact Tracer Team Lead.
- NHS Fife's Contact Tracers reported settings where covid positive cases attended during their infectious period directly to the Environmental Health (Food and Workplace Safety) Team, such as hospitality, retail, and workplaces. These setting referrals were then triaged, with ones of concern allocated for follow up by officers from Environmental Health or Trading Standards. Where there were clusters or outbreaks Environmental Health were involved in the multiagency Problem Assessment Group and/or Incident Management Team meetings called by NHS Fife.
- Protective Services increased their out of hours standby provision for significant periods of time during the initial stages of the pandemic and again over the Christmas and New Year Period 2021/22 due to the emergence of the Omicron variant.
- Following the introduction of the Covid Certification Scheme in October 2021, 22 proactive interventions were made to night-time economy businesses by Protective Services Licencing Standards Officers.

Mossmorran flaring

SEPA receive a considerable number of complaints from the community about flaring. Environmental Health and NHS Fife took part in several SEPA Engagement Group Meetings in 2021. These events were a key step in listening to the needs of

the community and informing SEPA's review of the monitoring they undertake around the Mossmorran complex and how they share the results of that monitoring with the local community.

The Mossmorran & Braefoot Bay Independent Air Quality Review Group also consider flaring incidents. This is a multi-agency group with representation from all of the agencies in Fife with responsibility for different aspects of air quality. .

In 2020, at a meeting of the Environment and Protective Services Subcommittee of the Fife Council, it was agreed that the Mossmorran and Braefoot Bay Community and Safety Committee would be the recognized forum for community oversight. This is an umbrella committee where issues or concerns from the community can be raised. Three Expert Advisory Groups (EAGs) have been formed under this committee – one on air quality (which would take place of the Review Group), one on noise and light and vibration, and one on communications. These groups carry out tasks assigned by the Safety Committee. Environmental Health and NHS Fife are represented on all three EAGs.

Avian influenza

Between 2020 and 2022 Fife Council have been alerted to a number of wild bird deaths from the H5N1 strain of Avian Influenza. This is a natural occurrence but does raise concerns regarding the potential for infection spread to commercial flocks, hobby bird owners, and risk to the public.

An Avian Influenza Protection Zone came into force across the whole of the UK in November 2021. It requires that all flocks must be kept covered to protect against spread of avian influenza.

In Feb 2021 a commercial flock in Fife became positive with H5N1 with a resultant loss of thousands of game birds, some dying of Avian influenza and the remainder being humanely culled. Temporary control zones (3km and 10km) were put in place to restrict movements of birds, eggs, and any potentially infected materials on and off premises.

Fife Council's Animal Health Officers assisted government agencies by visiting premises to check on compliance with the protection zone and site movements. Following the cull, Fife Council officers assisted APHA vets inspecting the site to check on compliance with the notices served by APHA, which included pest proofing the buildings.

The site has been dormant for twelve months now and is deemed to be free of the virus. The sheds have been pest proofed and the operator will be able to restock soon once the considerable amount infected waste is removed and disposed of.

Multidisciplinary response to Afghan and Ukrainian Resettlement

NHS Fife health protection team have formed part of the collaborative response for refugees from both Afghanistan and Ukraine. This has included health screening, input to support childhood immunisations, support to access health services and emergency dental care.

1.7 Risks and challenges

NHS Fife and Fife Council in conjunction with other partner agencies regularly review and highlight specific high-risk facilities, events, and scenarios in Fife. Based upon these reviews a local community risk register (CRR) is produced and is used to inform local contingency planning. The local community risk register is available for the public to view on the Scottish Fire and Rescue Service website.

Pandemic preparedness

Whilst there are important differences, the influenza pandemic framework was used as the basis for drafting a Fife strategic framework for the current Covid-19 pandemic. If further additional covid responses are required, or other infections become established with comparable impact, the lessons from the covid response will be valuable to preparedness and response.

EU Exit and Imported/Exported Food Control

Food imported into Scotland or elsewhere in the UK from outside of the UK is now covered by domestic and retained EU regulation. Fife Council's Environmental Health (Food and Workplace Safety) Team is responsible for enforcing the relevant legislation in relation to food stuffs imported from outwith the UK (3rd country). Food import controls include meat and meat products, dairy products, fish and honey.

At this time, the Environmental Health (Food and Workplace Safety) Team is awaiting guidance on EU exit requirements for imported food and agreements regarding the creation and resourcing of Border Control Posts (BCPs) throughout Scotland. The following changes regarding food imports are anticipated during 2023, subject to confirmation by the UK Government:

- All consignments arriving into Great Britain, (not from Island of Ireland) must be registered on the Import of Products, Animals, Food and Feed System (IPAFFS) at least four hours before arrival. The IPAFFS reference number must then be input to customs forms. There is no requirement at this stage to pass through a Border Control Point (BCP), even for Products of animal Origin (POAO) and High Risk Food not of Animal Origin (HRFNAO) and no other physical import checks.

- BCPs to be operational across Great Britain and physical checks begin on imported POAO, HRFNAO.

As of early 2022 the resourcing of these import checks is subject to ongoing discussion.

Applications for Border Control Post status in various Scottish ports have been received, are ongoing or pending. Rosyth is currently a BCP for animal feed stuffs. Responsibility for oversight sits with Food Standards Scotland/Trading Standards. The resourcing options for BCPs are under ongoing discussion for the Animal Plant Health Agency (APHA) or Local Authorities to provide this resource, including the required Official Vet input, or a combination thereof.

Exported foodstuffs of animal origin destined for the EU along with other third countries requires to have an Export Health Certificate. The requirements relating to Export Health Certificates are set by the importing country. Environmental Health (Food and Workplace Safety) Certifying Officers are regularly inspecting consignments and issuing Export Health Certificates. This has also necessitated the inspection of the Fife fishing vessel fleet.

New Scottish Veterinary Service

Following an independent review, Scottish Ministers committed to creating a new Scottish Veterinary Service (SVS). This Service will ensure that enough people with the right qualifications in veterinary services, animal health and food safety can manage the need for land and marine based animal health issues in Scotland.

A Programme Board and relevant working groups are in place and will, over the next 3 to 4 years, determine how the SVS will be governed, any policy and legislative changes required and the service design. The outcome of this work will be presented to the Scottish Government in due course for approval and implementation.

It is anticipated that this work may change how Fife Council delivers its current responsibilities particularly around animal health and welfare, with the potential for the removal of some duties and staff being transferred directly to the new Scottish Veterinary Service.

East of Scotland regional health protection

Planning is ongoing between Fife and nearby Health Boards in the East of Scotland to formalise regional collaboration for health protection. This will improve resilience and availability of specialist expertise, increase career development opportunities, and support sharing of training and development.

Environmental Health resourcing

Fife Council has experienced difficulties in recruiting qualified Environmental Health Officers over recent years. Information gathered by the Society of Chief Officers of Environmental Health in Scotland (The Society) during 2019 indicated that there were approximately 40 vacancies within Environmental Health in Scotland, with the age profile of those in post increasing. The Society has worked and continues to work with the Royal Environmental Health Institute of Scotland (REHIS) to look into the concerns. The undergraduate route to becoming an Environmental Health Officer in Scotland has been refreshed through tripartite work between The Society, REHIS and the University of West of Scotland. This has resulted in the required practical training to be undertaken as part of the REHIS Diploma in Environmental Health is now embedded into the undergraduate degree in years three and four. The first cohort of students are currently undertaking their third-year placement supported by several local authorities including Fife Council.

A managing change exercise was undertaken during the summer of 2021 within the Environmental Health (Food & Workplace Safety) Team. The new structure utilised technical positions to support and undertake work activities within the Environmental Health (Food & Workplace Safety) Team's remit. It also reintroduces a Trainee Environmental Health Officer post into the Team's structure in addition to the Student Environmental Health Officer Placement, from the University of West of Scotland that Protective Services is currently supporting. As of April 2022, further recruitment for various Environmental Health related posts across Protective Services are underway.

Outbreaks of communicable disease in care homes

Outbreaks of communicable diseases in care homes are of particular concern because of the vulnerability of residents to more severe illness than the wider population. These outbreaks often require close management from the Health Protection Team to ensure Care Homes have access to expert advice and can implement appropriate control measures. Support is also offered by the Care Home infection Prevention and Control Team and Care Home Liaison Team both to reduce the risk of infection but also during times of outbreaks. During the covid pandemic this has been an area requiring considerable effort.

Immunisation delivery

Immunisation is essential in protecting our communities against vaccine preventable diseases and there is an ongoing challenge to ensure that immunisation uptake rates remain high in Fife. Having started in April 2018, the Vaccination Transformation Programme (VTP) concluded in April 2022, with the complete transfer of all remaining vaccination delivery to the health board from General Practice. Delivery of the national routine vaccination schedule for children & adults in Fife is through the Community

Immunisation Service and clinical specialities support the delivery of some of the selective immunisation programmes. In addition to the delivery changes brought about by the VTP, significant changes to immunisation programmes in Scotland have been brought about by the COVID population-wide vaccination programme as part of the pandemic response.

In the context of these changes, NHS Fife and Fife HSCP worked collaboratively to develop a 3-year Immunisation Strategic framework 2021-2024. The vision is for '*A Fife where everyone, everywhere, has confidence in and equitable access to high-quality, safe, sustainable immunisation services throughout their life course*'. Four high-level priorities for action were identified following an in-depth review process that took place in 2021, and considerable progress was made towards these in 2021/22. A key focus for 2022/23 is completing the transition to an integrated Community Immunisation Service that brings together the governance and delivery of vaccinations across the life-course, including flu and COVID vaccination, childhood, adult, and selected vaccinations. A new equality impact assessment will be published in 2022 to reflect these changes in the service, and actions will focus on ensuring equitable access for vaccinations, targeted work to reduce inequalities in uptake and engaging with our partners in local communities to promote the service and build trust in vaccinations. A further priority for 2022/23 will be strengthening local monitoring and evaluation processes by making effective use of the emerging digital support tools. Considerable progress was made in 2021/22 to recruit to a sustainable immunisation workforce, and the activity for 2022/23 includes developing career frameworks, and enhancing the prescribing function within the service.

2. Health Protection: national and local priorities

2.1 National priorities

The Scottish Government set national public health priorities with SOLACE and COSLA, and these direct public health improvement across the whole of Scotland.⁶ These priorities are also described in Public Health Scotland's national strategic plan⁷ and NHS Fife's Director of Public Health Report 2021-2021.

Public Health Priorities

⁶ Our context – public health in Scotland [Public health reform - Our context - public health in Scotland - Our organisation - Public Health Scotland](#)

⁷ A Scotland where everybody thrives: Public health Scotland's strategic plan 2020-2023 [A Scotland where everybody thrives: Public Health Scotland's Strategic Plan 2020 to 2023 - Our organisation - Public Health Scotland](#)

- 1: We live in a vibrant, healthy and safe places and communities
- 2: We flourish in our early years
- 3: We have good mental wellbeing
- 4: We reduce the risk of harm from alcohol, tobacco and drugs
- 5: We have a sustainable inclusive economy with equality of outcomes for all
- 6: We eat well, have a healthy weight and are physically active

Health Protection contributes to all of these priorities. NHS Fife and Fife Council have pledged to support these National public health priorities by focusing on initiatives to:

- Improving health in early years
- Ensuring the effective implementation of the Sexual Health and Blood Borne Virus Framework; the Scottish TB Framework; and the VTEC Action Plan
- Enhancing the prevention and management of life threatening or lifelong conditions (as is already occurring with HPV vaccine (to prevent cervical cancer)
- Improving food, water and environmental safety
- Protecting vulnerable groups, especially older people in health and social care, against exposure to hazards and their adverse effects.

2.2 Local priorities

Health Protection is a core part of the services delivered by NHS Fife, Fife Council and Fife Health & Social Care Partnership, particularly through Protective Services remits (environmental health, trading standards, animal health & welfare and building standards & public safety). This is facilitated through various forums. This plan recognises that work is undertaken on a daily basis relating to areas of responsibility and service delivery:

- Preventing the spread of communicable diseases in the community
- Improving standards of food safety
- Ensuring safe and potable drinking water supplies
- Improving health and safety standards in the workplace, including the promotion of mental wellbeing
- Ensuring adequate plans are in place to respond to incidents and emergencies
- Improving standards within the built environment

- Improving air quality and addressing historical contamination of land

In addition, several local health protection priorities requiring joint action have been identified through a variety of mechanisms including regular review of surveillance data, joint meetings, workshops, and stakeholder events.

The local priorities (which inform the actions now detailed in Appendix 1) will be incorporated within the operational service plans of NHS Fife, Fife Council and/or partner agencies. Where they are shared priorities, they will be delivered through effective joint working and partnership arrangements between the agencies.

To assist with statutory compliance, and as part of the national priority of promoting Good Work for All, the Workplace Team in the Health Promotion Service, Fife Health & Social Care Partnership will also help workplaces take a preventative approach in relation to mental health, specifically to:

- Promote general awareness of creating mentally healthy workplaces
- Provide support to help employers create mentally healthy workplaces
- Raise awareness of specialist support for when people become unwell and promote the employment of people with a history of mental health issues

Climate Emergency

Climate change is now recognised as the greatest global threat to health, and COP26 was held in Glasgow in November 2021.

The increased frequency of extreme weather events can reasonably be attributed to climate change. Climate change in Scotland and worldwide is now inevitable. Scotland is unlikely to be able to insulate itself against the international impact of mass human migration, global hostility and unrest caused by climate change.

It has been agreed to focus on a joint climate change plan. This approach formally acknowledges the Fife Council declaration of a Climate and Nature Emergency and recognises the scientific consensus that ecological degradation presents the greatest global threat to health, particularly increasing risks from non-communicable diseases. Preventing and reversing this and restoring balanced ecology to our environments thus presents our greatest challenge. The approach supports the *Addressing the Climate Emergency* aim in the updated Plan4Fife and will work with the Fife Environmental Partnership and Addressing the Climate Emergency Board.

3. Health Protection: resources and operational arrangements

Human resource capacity of specialist health protection skills in NHS Fife and Fife Council is limited. Appendix 3 lists the resources, operational arrangements, and numbers of designated competent persons in terms of the Act current at the time of publication. NHS Fife's Health Protection Team and Fife Council's Environmental Health Team keep up to date records of their designated competent persons.

3.1 Information, Communication and Technology

Video conferencing and tele-conferencing, primarily via MS Teams, is widely used for communication across the health board and within the local authorities. NHS Fife is responsible for disease surveillance. Information collected is entered onto HPZone, our clinical management system. Routinely collected surveillance data and reports are provided to Fife Council Environmental health team.

Adequate arrangements are in place for the reporting and recording of work electronically within Fife Council. However, these systems, are currently not compatible with the NHS systems.

3.2 Emergency planning and service continuity

The Fife Local Resilience Partnership (LRP) continues to develop and now includes the Fife Health and Social Care Partnership as one of its members. The chair of the LRP is shared between NHS Fife, Fife Council, Scottish Fire and Rescue, and Police Scotland.

Scottish Government employ a number of Regional Resilience Co-ordinators, who provide a consistency of approach across the resilience community in Scotland.

3.3 Inter-organisational collaboration

Communication required for routine activities includes face-to-face, telephone and electronic communications. Where needed a problem assessment group (PAG) or incident management meeting (IMT) is held.

Prior to the covid pandemic, the Environmental Health Liaison Group which met twice per year provided an opportunity to debrief and evaluate the management of significant incidents. Lessons learnt could be shared and disseminated among NHS Fife, Fife Council, Fife Health & Social Care Partnership, SEPA and APHA colleagues. As Agencies return to routine work activities, there is an opportunity to review the terms of reference and meeting

frequency of the Environmental Health Liaison Group to ensure it remains fit for purpose.

3.4 Maintenance of competencies for Health Protection staff

NHS Fife

NHS Fife staff undergo an annual appraisal to ensure that their knowledge and skills remain up to date. Staff are encouraged to identify their own learning needs and attend external conferences and meetings as part of continuing professional development (CPD) activities. Nursing staff meet the requirements of the Knowledge and Skills Framework and revalidation requirements for NMC registration.

Fife Council

Fife Council staff are encouraged to identify their own learning needs and attend external conferences and meetings as part of continuing professional development (CPD) activities and record on Fife Council's systems. Officers involved in food law enforcement activities are required to undertake CPD activities in line with the Food Law Code of Practice.

Both NHS Fife and Fife Council undertake internal training events, and where appropriate cross invite staff to attend. Regionalisation will support greater sharing of training opportunities.

4. Capacity and Resilience

Fife Council will utilise staff from other teams within Protective Services. However, it should be noted that the ability of Environmental Health staff and technical support is already challenged to respond in times of major demands around incidents, outbreaks, and accidents in areas they enforce within current resources.

Review of capacity and resilience is on-going, particularly in response to the current pressure on all services.

Health Protection workforce increased to respond to the pandemic and is now returning towards its previous size. For a large incident, staff from the wider department of public health will be utilised in the first instance. For more prolonged and severe incidents, staff from other teams and departments in NHS Fife will be drawn on. As regional working becomes established between Health Protection Teams in the East of Scotland, arrangements for sharing of expertise will further improve resilience.

4.1 Mutual aid

Formal arrangements for mutual aid with other NHS Boards in Scotland are recorded and reviewed through Resilience procedures. Regional working will complement this as processes are aligned between nearby boards, and working relationships are developed.

4.2 Out-of-hours arrangements

NHS Fife

A senior member of public health staff is available 24 hours a day, 7 days a week. Outside of office hours, this service is provided by health board competent persons who are public health consultants, and supervised training grade public health specialty registrars and Health Protection Nurse Specialists. The service can be accessed through Victoria Hospital switchboard on 01592 643355.

Fife Area Laboratory provides a microbiology service out of hours. Urgent sample requests can be performed for some diseases following discussion with the on-call microbiology team. National Reference laboratories are able to perform analysis of urgent specimens.

Fife Council

From 5pm each weekday and 24 hours at weekends and public holidays (1st Monday in May, 3rd Monday in July, 3 days at Christmas and 3 days at New Year) a weekly standby rota operates for food and waterborne incidents, with contact made via Fife Council's Emergencies Helpline on 03451 550099.

5. Public feedback

NHS Fife

Information is provided to the public through local media and the NHS Fife website, along with written information where required. NHS Fife has a complaints system.

Fife Council

Information is provided to the public through local media and the Fife Council website, along with written information where required. Fife Council has enquiries, comments & compliments e-form on its website.

Appendix 1: Action overview

Ref	Source	Outcome	Activity descriptor	Agencies involved
1	National priority	Reduce Vaccine Preventable Diseases	<ol style="list-style-type: none"> 1. Work towards improving uptake rates across Scotland for all vaccinations. 2. Enhanced surveillance to monitor the effectiveness of current and new vaccination programmes to detect any changes in epidemiology. 3. The Vaccine Transformation Programme continues to develop, and immunisation services are moving away from GP delivery to Health Boards. 4. Eliminate Measles and Rubella in the UK by <ul style="list-style-type: none"> • Achieving and sustaining $\geq 95\%$ coverage with two doses of MMR vaccine in the routine childhood programme (<5 years old) • Achieving $\geq 95\%$ coverage with two doses of MMR vaccine in older age cohorts through opportunistic and targeted catch-up (>5 years old) • Strengthening measles and rubella surveillance through rigorous case investigation and testing $\geq 80\%$ of all suspected cases with an Oral Fluid Test (OFT) • Ensuring easy access to high-quality, evidence-based information for health professionals and the public 	NHSF
2	National priority	Minimise the risk to the public from Gastrointestinal infections	<ol style="list-style-type: none"> 1. Ensure that public health interventions are taken for any failing drinking water supply, whether public or private, as necessary for E. coli failures. 2. Promotion of safe practices and procedures where there is contact with livestock at animal parks and farms. 3. Monitoring of bathing water quality (designated beaches/lochs). 	FC NHSF SEPA Scottish Water

3	National priority	Monitoring and Improving drinking water quality	<ol style="list-style-type: none"> 1. Collaboration between agencies and Scottish Water in the monitoring and improvement of public and private water supplies. 2. The Water Intended for Human Consumption (Private Supplies) (Scotland) Regulations 2017- Protective Services will ensure that the requirements of these regulations as they relate to enforcement, risk assessment and sampling are appropriately applied to supplies to ensure human health is protected from the adverse effects of any contamination of water intended for human consumption by ensuring the water meets water quality standards. 3. The Private Water Supplies (Scotland) Regulations 2006 - Protective Services will ensure that the requirements of these regulations are appropriately applied to ensure human health is protected from any adverse effects of any contamination of private water supplies. Protective Services will continue to provide a service, on request, to those with small or non-commercial private water supplies. 4. Private water supply improvement grants continue to be regulated under The Private Water Supply (Grants) (Scotland) Regulations 2006. 	NHSF FC Scottish Water
5	National Priority	Air Quality	<ol style="list-style-type: none"> 1. The aims and objectives of Fife Council's Air Quality Strategy 2020-25 are consistent with the Scottish Government Cleaner Air Strategy. 2. FC have installed PM 2.5 air monitors at key locations and work is ongoing to develop a nation-wide network to monitor small particulate matter (PM2.5) 3. Fife Council and NHS Fife will continue to work with partners in public and private sector and with communities to improve air quality. 4. Action in the Air Quality Management Areas (AQMAs) includes plans to raise public awareness around air quality and to encourage active travel. 5. Fife Council and NHS Fife will continue to work together to respond to enquiries from the public. 	FC SEPA NHSF

6	Local priority	Control environmental exposures which have an adverse impact on health	<ol style="list-style-type: none"> 1. Tackle the effects of antisocial or excessive noise in the communities. 2. Report on local air quality within local authority area. 3. Review approach to swimming pools and spas to ensure appropriate controls are in place regarding infection control. 4. Blue-green algae - Promotion of safe usage of recreational waters where there is a risk of BGA and responding to incidents. 5. Progress contaminated land strategies. 6. Sharing of information and working in partnership to reduce and control environmental exposures that may have an adverse impact on health. 	FC NHSF
7	Local priority	Resilience to respond to a Pandemic Flu outbreak through effective multi-agency response	<ol style="list-style-type: none"> 1. Continual cycle of revision and review of business continuity, Public Health Incident plans and Pandemic Flu Plans via relevant governance committees. 2. Multi-agency pandemic influenza exercise led by Local Resilience Partnership. 	NHSF FC
8	Local priority	Effective port health plans to provide adequate disease control measures	<ol style="list-style-type: none"> 1. Fife has seven seaports authorised (in accordance with International Health Regulations) for the inspection and issuance of ship sanitation certificates, which are used to help identify and record all areas of ship-borne public health risks. 2. A small number of cruise ships dock at Rosyth Port, and procedures are in place for dealing with cases of suspected infectious disease on board vessels in line with current guidance. 3. Ongoing review of Fife ports status in line Regulation EU 2017/625 specifically with regards to Border Control Post status. 	NHSF FC
9	Local priority	Reducing the impact of tobacco, alcohol and other harmful substances on public health	<ol style="list-style-type: none"> 1. Continue regulation of the smoking ban in enclosed and public places. 2. Continue work with licensed trade in respect of responsible drinking and challenge 25, or similar, scheme. 3. Continue regulatory work on Age-related sales activity of cigarettes (including e-cigarettes) and other products. 4. Continue monitoring the display ban for all retail premises in respect of tobacco. 	NHSF FC

			<p>5. Promotional campaign targeted at reducing the under-age sale of tobacco to children and young adults.</p> <p>6. Monitor the implementation of the legislation on no-smoking areas outside hospital buildings.</p>	
10	Local priority	Food safety priorities	<p>1. Undertake statutory duties of the Food Authority in enforcing and promoting food safety in line with the Food Law Code of Practice and Fife Council's Service Delivery Plan.</p> <p>2. Work in partnership with other regulatory agencies to identify, investigate and tackle illegal / fraudulent food activities.</p>	NHSF FC
11	Local priority	Health and safety at work initiatives	<p>Fife Council Environmental Health, HSE and Workplace Team, and Health Promotion Service work in partnership to promote health, safety, and wellbeing initiatives, to assist workplaces comply with relevant statutory provisions and promote good work for all.</p> <p>Explore options for the development of a referral system where staff of Fife Council can raise health and wellbeing concerns of people they encounter during their daily work. The referral system would have knowledge of a wide range of services and support available across many sectors and should have the capacity to engage with the person directly to determine what support is required.</p>	NHSF FC
12	Local priority	Minimise the adverse impact of climate change	<p>Sustainability and protection from climate change features within the Director of Public Report 2020-21, and Fife Council and NHS Fife will jointly develop climate change plans.</p>	NHSF FC
<p>Key</p> <p>FC – Fife Council NHSF – NHS Fife APHA – Animal and Plant Health Agency HPS – Health Protection Scotland SEPA – Scottish Environmental Protection Agency HSCP – Fife Health & Social Care Partnership</p>				

Appendix 2: Local NHS and council plans

	Title
1	Public Health Incident Plan
2	Major Incident Plan (includes Bomb Threats, Hospital Evacuation Procedures and Lockdown Plans) (Draft)
3	Smallpox Plan
4	Avian Flu Plan
5	Pandemic Flu Plans (NHS Fife, Fife Council (Communicable Disease Plan), and Local Resilience Partnership)
6	Blue Green Algae Plan
7	NHS Fife Staff Prophylaxis and Immunisation Plan (Draft)
8	NHS Fife and Fife Council Business Continuity Plans
9	Fife Council Incident Management Plan
10	Animal Diseases Plan
11	Communicable Diseases Plan
12	Environmental Health (Food and Workplace Safety) Service Delivery Plan
13	Air Quality Strategy
14	Contaminated Land Strategy
15	Pollution Contingency Plan
16	Fife External Emergency Plan
17	Resilience Partnership Plans (various)
18	Local Housing Strategy
19	Scheme of Assistance
20	BTS (Below Tolerable Standards) Strategy

21	Private Sector Housing Enforcement Approach
22	Scottish Waterborne Hazard Plan
23	Scottish Water Wastewater Pollution Incidents Plan
24	Delivering Differently - Workforce Wellbeing Action Plan for Fife
25	Fife Sustainable Energy and Climate Action Plan 2020-2030

Appendix 3: Resources and operational arrangements for Health Protection

NHS Fife – Health Protection Team

Job Title	Role and Responsibility	FTE
Director of Public Health	Strategic Lead for Public Health activities in NHS Fife.	1
Consultant in Public Health	Provide leadership and strategic oversight for health protection development and implementation in NHS Fife. To co-ordinate the provision of an effective service for the control of communicable disease, and environmental health hazards.	3.2
Health Protection Nurse	Contribute to the delivery activities surrounding the prevention, investigation and control of communicable disease and immunisation programmes.	5
Public Health Scientists	Responsible for disease surveillance records and reports.	1
Emergency Planning Officer	Ensuring NHS Fife is prepared for a major incident.	2
Administration	Provision of administrative support.	2

Fife Council - Protective Services

Job Title	Role and Responsibility	FTE at 01/04/2022
Head of Protective Services	Strategic and Operational Lead for Regulatory activities including public health in Fife Council. The Head of Protective Services is a qualified EHO.	1
Service Manager Environmental Health	To lead and manage a team and co-ordinate the activities and functions of the team to ensure the delivery of a consistent, high quality and focussed service Each of the 2 Environmental Health Teams Food & Workplace Safety and Public Protection are managed by a Service Manager who is a qualified EHO	2
Lead Officers (Environmental Health, Private Housing)	To support and assist the Service Manager in ensuring the effective organisation and delivery of the statutory and non-statutory, technical, professional, and operational standards to achieve the requirements of the Team. To lead on identified work areas of the Team on a day-to-day basis. The Lead Officers are qualified EHO/FSO	5
Environmental Health Officers	To enforce the provisions of various statutes in assisting the Service Manager and Lead Officer in the discharge of Environmental Health functions	10.8
Food Safety Officers	To enforce the provisions of various statutes in assisting the Service Manager and Lead Officer in the discharge of Environmental Health functions	2.83
Technical Officers	To enforce the provisions of various statutes in assisting the Service Manager and Lead Officer in the discharge of Environmental Health functions.	15

Trainee Environmental Health Officer	Enable the post holder to undertake training in the practical aspects of Environmental Health sufficient to enable progression towards taking the Royal Environmental Health Institute of Scotland Diploma in Environmental Health. (Can be Student or Graduate posts)	2
Environmental Health Technician	To enforce the provisions of various statutes in assisting the Service Manager and Lead Officer in the discharge of Environmental Health functions.	0
Animal Health Officers	To enforce the provisions of various statutes in assisting the Service Manager and Lead Officer in the discharge of Environmental Health functions.	1.8
Licensing Standards Officers	To enforce the provisions of various statutes in assisting the Service Manager and Lead Officer in the discharge of Environmental Health functions.	2
Enforcement Officers (Environmental Health)	To enforce the provisions of waste statutes in assisting the Service Manager and Lead Officer in the discharge of Environmental Health functions	2
Environmental Health Technician (Food & Workplace Safety)	To undertake a range of Environmental Health activities to support the proactive intervention programmes and reactive response remit of the Team including in relation to Food Safety and Health & Safety	2
Technical Support Officer	To provide Advanced Technical Support to facilitate and improve Service Delivery of the regulatory functions of Environmental Health including but not limited to food safety, health & safety, port health, waste duty of care and public health.	1
Building Standard Inspectors (Private Housing Standards)	To enforce the provisions of various statutes in assisting the Service Manager and Lead Officer in the discharge of Environmental Health functions.	2

Appendix 4: Numbers of Designated Competent Persons

Under the Public Health etc. (Scotland) Act 2008, the following numbers of Competent Persons work with NHS Fife and Fife Council

NHS Fife (at 01/04/2020)

8 Consultants in Public Health (individuals)
1 Health Protection Nurse Specialist

Fife Council (at 01/04/2022)

17.8 Environmental Health Officers

The Council policy is that professional staff are authorised by the Head of Protective Services according to competency, and experience. In addition, we have several Technical Staff as detailed in Appendix 3.

31 January 2023

Agenda Item No. 7

Trading Standards and its impact on the cost-of-living crisis

Report by: Nigel Kerr Head of Protective Services

Wards Affected: All

Purpose

To provide the Committee with an overview of how the cost-of-living crisis impacts on residents, communities and businesses in Fife, and what Trading Standards is doing to help tackle it.

Recommendation(s)

The Committee is asked to consider the report and to continue to support the significant work that the Trading Standards Service does. Trading Standards are the frontline of consumer protection and have a legal obligation to protect consumers and ensure businesses are compliant with legislation.

Resource Implications

The resource implications and staff required to directly carry out the work involved in taking appropriate and proportionate action is detailed within the narrative of the report. Fife Council continues to experience difficulties in recruiting qualified Trading Standards Officers and currently only 1.5 FTE Trading Standards Officers.

Legal & Risk Implications

Trading Standards officers enforce over 250 pieces of legislation and with diminishing resources this means skills shortages to be able to cover the full range of trading standards responsibilities. In addition, an ageing trading standards workforce is a threat to future professional capacity and any ongoing cuts to the service will continue to impact negatively as fewer trading standards staff will be able to perform investigations and enforce the law.

Impact Assessment

No Fife Environmental Assessment Tool (FEAT) Impact Assessment has been undertaken.

Consultation

No direct consultation was required in the production of this report.

1.0 Background

- 1.1 The past 6 months has seen a raft of unwelcome developments with food, energy and borrowing prices rising considerably, which was then followed by fuel prices being at record highs. This has meant that people are struggling to afford the cost of living in Fife.
- 1.2 As a result, there has been a surge in a range of practices that are harming consumers which has shown that the risks associated with the cost-of-living crisis is apparent across all work areas within Trading Standards and places increasing demands and pressure on an already stretched Service.

Some of Trading Standards' work areas affected by the cost-of-living crisis being focused on in this report include:

- Intellectual property and Tobacco and Age-Related Sales Products – increase in counterfeit and illicit products being advertised for sale making them more available for consumers.
- Scams and doorstep crime – increase in consumers being scammed and/or targeted by rogue traders.
- Fair Trading – Pricing – when goods are offered for retail sale, the selling and, where appropriate, the unit price must be given in writing to consumers. This must be inclusive of VAT, unambiguous, easily identifiable, and clearly legible.
- Weights and measures – potential for short measures of spirits in pubs, at petrol sites and bulk fuel deliveries and retail monitoring of packaged goods. alongside price increases of these goods.

2.0 Current Position

- 2.1 **Intellectual Property and Tobacco and Age-Related Sales Products** – counterfeit and illicit goods tend to get advertised on social media sites which can only be accessed by members of the groups. This can make enforcement difficult for Trading Standards staff as a lot of investigation has to be carried out covertly, and there are policies and regulations that staff need to comply with. It can also take considerable time to build up an intelligence picture of who is selling the goods and where they are being sold from.

The type of goods can include clothing, tobacco, vapes and cosmetics.

In relation to tobacco and vape products, the Scottish Government have set out a target to create a tobacco free generation by 2034 with the aim to ensure that children born from 2013, come of age in a tobacco free Scotland, when they start to turn 21 in 2034.

- As a part of this strategy Scottish Government (SG) fund a Trading Standards post to ensure that tobacco and Nicotine Vapour Products (NVPs) legislation is fully implemented in retail establishments.
 - All retailers must be registered on the Scottish tobacco register and must ensure that they have specific policies and procedures in place to meet legal requirements.
 - Trading Standards report back to SG annually and carry out advisory visits to 20% of our retailers and carry out Test purchases with volunteers to 10% of premises.
 - In Fife, to date for this financial year, this equates to 132 advisory visits and 66 TP's.
 - For non-compliances - Fixed Penalty Notices and/or reports to the Procurator Fiscal may be issued.

- A serious issue that developed over the pandemic was an influx of illegal disposable NVPs and as part of a national effort to address this Fife took part in a project from Sept – December 2021 where throughout Scotland, 721 premises were visited, 88,839 items were voluntarily removed from sale by the retailers and 3,683 items were seized by TS staff. As part of this project, Fife Trading Standards seized 479 counterfeit/unsafe tobacco and vape products which equated to £5779 worth of goods being removed from shops in Fife.

2.1.1 From April 2022 to date - Fife Trading Standards has seized 2029 counterfeit or non-compliant goods, which includes NVPs to the value of £19,701. During the run up to Christmas, Fife Trading Standards always sees a rise in complaints and intelligence received about counterfeit goods being sold.

2.2 **Scams and Doorstep Crime** – A key function of Trading Standards is to prevent consumer and business detriment (financial and non-financial), tackle the criminal behaviour that leads to it and support victims, particularly the elderly and vulnerable. Everyone is aware of the prevalence of scams and how the pandemic magnified the issue due to many people being isolated and falling victim to telephone, post, or email scams. With things returning to normal the scammers and rogue traders have continued to take this as an opportunity to target the vulnerable and those who may still be still isolating at home. Scottish Government is working with a wealth of enforcement agencies, charities and health and social care teams to put together a scam’s agenda for Scotland.

2.2.1 Some of the intervention and prevention measures that Fife Trading Standards have in place are:

- A Trusted Trader scheme which aims to marginalise home improvement bogus callers by promoting and vetting good practice amongst honest local traders. Fife’s scheme currently has 104 live members, and our resubscription rate last year was 100%.
- In relation to telephone and postal scams Fife Trading Standards work in partnership with the National Trading Standards (NTS) Team, based in Suffolk, who work with national and international counterparts to stop scam mailings and telephone calls coming into the UK. As a part of that work scam victims are identified and their details are passed to us so that appropriate safeguarding can be provided. We action this in conjunction with Social Work colleagues to provide tailored support to victims.
- One of the tools that we use to protect scam victims is the installation of a TrueCall call blocker on the landline which stops scam calls from being received. This system also allows for the national collation of scam telephone numbers so that the national team can shut down scammers numbers and take relevant enforcement actions against the perpetrators. 40 call blockers will be installed in Fife residents' homes during this financial year. NTS have an economic benefits calculator devised by economists in conjunction with Bournemouth University which estimates personal and social savings of £25,473 per call blocker that is installed. Fortunately, we received funding for the devices this year but that will not be the case next year so we will have to find funding to be able to buy the devices for those in need of them.

2.3 **Fair Trading – Supermarket & Convenience Shops Pricing Project 2022** – with the cost-of-living crisis affecting all consumers, but particularly the most vulnerable members of our community, Trading Standards were seeing an increase in misleading pricing from small convenience stores to large national supermarkets/retailers. Food is a necessity but with the substantial rise in the cost, it is even more crucial to ensure that businesses are compliant with pricing legislation.

- 2.3.1 Fife Trading Standards took part in this project that has 25 local authority Trading Standards Services from across Scotland taking part. Fife carried out 56 visits in total.
- 16 visits were to national retailers
 - 40 visits were to small and medium retailers across Fife
 - Fife Trading Standards had received a pricing complaint about 8 out of the 56 premises visited
 - There were non-compliances found in every premise which ranged from lack of shelf edge labels, overcharging, incorrect unit pricing and incorrect or missing prices. Appropriate follow-up action will be taken which can include revisits, business advice, informal and formal warnings, and reports to the Procurator Fiscal.
 - A full project report will be available early 2023.
- 2.4 **Weights and Measures** – this area of Trading Standards work was originally the primary function of Trading Standards. Trading Standards officers check the accuracy of scales, spirit measuring instruments, petrol pumps and other weights and measuring equipment used by businesses. They check that customers are getting what they pay for, whether ensuring a pint of beer is really a pint or that a petrol pump is dispensing at the correct pence per litre. Almost all goods today are sold by some reference to quantity - either its weight or measure, whether by the pint, litre, gramme or metre. This includes everyday items such as bread, petrol, beer, clothing material or virtually anything else you can think of.
- Fife's Trading Standards officers carried out bar inspections in St Andrews prior to the Open Golf taking place to ensure that businesses were using legally approved measures and that all legal requirements relating to weights and measures legislation was in place.
 - 28 bar inspections were carried out
 - 10 premises were found to be non-compliant
 - A programme of inspections was carried out to petrol forecourts to test dispensers to ensure accuracy of measurement, that price indications were correct, and that the measuring equipment being used was legal for trade use. Petroleum officers within the team also attended these visits to ensure the relevant health and safety requirements were being adhered to
 - 38 visits to petrol forecourts were carried out, with 784 nozzles being tested
 - 3 sites were found to be non-compliant
 1. 2 sites had nozzles that were delivering a short measure
 2. 1 site had issues with pricing of the petrol
 - Retail monitoring of packaged goods - a project is planned to check the weight of pre-packaged goods in supermarkets and convenience stores to ensure that consumers receive the quantity of goods they pay for. This project will also include checking weighing equipment in the stores for accuracy. This is on the back of a project that was carried out by the West of Scotland Metrology Group which found that short weight products could be contributing to the cost-of-living crisis.
 - Trading Standards Officers carried out weight checks on packaged goods at 39 retail outlets, with short weight products identified during 17 of these visits.
 - Deficiencies as high as 23% were identified, leading to detriment of as much as £1.10 per pack

- A Bulk Fuel project is to be carried out across Scotland in 2023 and Fife Trading Standards will be taking part.
 - The cost-of-living crisis has really brought the issue of “off-grid” fuel supplies like heating oil being unregulated in to focus. Not every household is on the gas network and consequently so need to use alternative sources of fuel to heat their homes
 - Trading Standards are the only regulator with the ability to reassure Scottish households that they are receiving the correct amount of heating oil from suppliers and that the equipment they are using to deliver it is legally compliant
 - The project will consist of 3 stages:
 1. Identify all bulk fuel operators in each local authority
 2. Carry out seal and software inspections of all tankers. Tankers are sealed to protect the calibration parameters, prevent the removal of metrologically significant components, to ensure no air can get introduced before the fuel is metered, or prevent fuel being drained after its metered.
 3. Test tankers with missing seals

2.4.1 It should be noted that Fife Trading Standards currently only have 1.5 FTE Trading Standards Officers that are qualified to carry out statutory weights and measures work despite trying to recruit, unsuccessfully, on three occasions in recent years.

3.0 Conclusions

- This report illustrates some of the areas of work that Trading Standards Service delivers and what work has been done, and continues to be done, to try to reduce the impacts of the cost-of-living crisis on consumers and businesses within Fife.
- It allows the profile of Fife Council’s Trading Standards Service to be raised
- Two papers were recently submitted by The Society of Chief Officers of Trading Standards in Scotland (SCOTSS) and Trading Standards Scotland (TSS) respectively to the COSLA Community Wellbeing Board on the topics of:
 - Sustainability of Trading Standards Services, and what SCOTSS are doing to address the associated risks (Appendix 1), and
 - The Cost of Living and Potential Consumer Impacts (TSS)

List of Appendices

1. SCOTSS briefing paper to COSLA Wellbeing Board on Friday 2nd December 2022

Report Contact:
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Sustainability of Trading Standards Services

Summary and Recommendations

This report provides an update to the Board on the vital work being carried out by Trading Standards services to protect consumers and reputable businesses during the “Cost of Living Crisis”. It also looks forward to the continuing key role of Trading Standards in local communities in the months and years ahead and describes the urgent need to address the diminishing and ageing workforce, and the serious risks to local communities if this is not done. It highlights the good work being carried out by Trading Standards professionals to address some of the workforce challenges while emphasising the need for COSLA and Scottish Government to take a role in addressing these challenges in a systematic and effective way.

This paper invites members to:

- i. Note the key developments highlighted, the vital work being carried out by Trading Standards and the workforce challenges faced.
- ii. Seek to initiate a strategic approach to the future sustainability of Trading Standards, with the involvement of the Scottish Government and SOLACE.
- iii. Recommend that COSLA aids implementation of the Modern Apprenticeship in Regulatory Services and promotes its use by local authorities.
- iv. Recommend a review of the Trading Standards LGBF indicator of “cost per 1000 population”.
- v. Ask SOLAR to work with SCOTSS and TSS to address barriers to effective online enforcement by local authority Trading Standards services.
- vi. Agree that Cllr Chalmers writes to the Scottish Government Business Minister seeking a meeting to discuss the future viability of Trading Standards services

References

Previous reports on Trading Standards Services:

COSLA Leaders 29/11/2019 Item 17 [Trading Standards Workforce Initiative](#)

COSLA Leaders 24/11/17 Item 13 [Trading Standards Service Strategic Review](#)

SOLACE Scotland Briefing Paper: “Trading Standards Services - Re-emerging and New Demands on Local Authority Workforces”, September 2021

Accounts Commission Report: [“Made to measure? An overview of trading standards services in Scotland”](#), October 2002

Audit Scotland Report: [“Protecting Consumers”](#), January 2013.

SCOTSS Report: [“Trading Standards workforce Survey 2021”](#)

Sustainability of Trading Standards Services

Purpose

1. The purpose of this report is to update Board members on the important work being undertaken by Trading Standards teams across Scotland and make them aware of the workforce challenges that must be urgently addressed in order for this work to continue effectively in the year ahead and medium and long term.

Background and Current Position

2. Trading Standards services are delivered in Scotland by 31¹ local authority teams and COSLA's Trading Standards Scotland team. These teams have recently responded at very short notice and to great effect to several unexpected emergencies and crises, demonstrating their crucial role in keeping our communities safe and ensuring fairness in buying and selling. This work has included:
 - **Response to COVID.** Trading Standards worked very closely with Environmental Health, the Police and HSE to ensure that safety measures were applied fairly and consistently in business premises across Scotland,. Extensive work was also carried out on central issues such as: PPE and hand sanitiser supply; combatting COVID-related scams; ensuring fairness in relation to COVID cancellation refunds. Businesses were assisted to trade safely and fairly, and the public were protected.
 - **Response to Cost of Living & Energy Crises.** Extensive work has been carried out to ensure that heating and vehicle fuels are being measured and priced accurately. An upsurge in complaints about scams and pricing problems is being tackled. These crises have highlighted the importance of these fundamental Trading Standards activities during times of economic difficulty.
 - **Single use Vapes.** These products are harmful to children but suddenly became very widespread in our communities, with young children getting hold of them. Trading Standards has acted swiftly to remove over 100,000 of these dangerous devices from sale in Scotland and take firm action against businesses that were supplying to underage buyers.
3. These emergency responses form a small part of the widespread work carried out by Trading Standards. Among the other key work which is ongoing and longer-term is:
 - **Consumer Safety.** Officers work every day to protect consumers from dangerous consumer products such as toys, electrical goods and gas appliances. Brexit has brought extra challenges to this work through more Scottish businesses now being defined in law as "importers". Vital local work also includes ensuring safety at petrol filling stations, the importance of which is emphasised by the tragic fire in Ireland which killed ten people. Fireworks are another potentially dangerous product and much work has been done using new laws to protect communities.
 - **Online Enforcement.** The continuing rise of the internet provides opportunities for Scottish businesses and consumers. But like any other trading environment, online safety and fairness are crucial for the wellbeing of communities and to promote economic growth. Trading Standards tackles this through helping reputable businesses to best practice in their online sales and taking action against others who treat consumers unfairly.
 - **Protecting vulnerable consumers.** After a brief hiatus during COVID, itinerant crime gangs are back, going door-to-door and targeting vulnerable householders with vastly over-priced or non-existent home improvements work. Working closely with the Police, Trading Standards are bringing these criminals to justice. At the same time, vulnerable citizens targeted by scam phone calls are being protected

¹ Stirling and Clackmannanshire have a joint service.

through the installation of call-blocking devices, a total of 4546 across Scotland, preventing an estimated 3.9 million scam calls and £30.6 million in frauds. Additionally, Trading Standards recognises that all consumers can be vulnerable at given times, e.g. when choosing a care home for a relative, a wedding venue or a children's nursery, and targeted work protects consumers when making such purchases.

- **Net Zero.** Trading Standards has a key role in this vital policy area, for example tackling misleading green claims, regulating the sale of electric vehicles and policing energy performance certifications of products and buildings.
- **Advice and assistance to local businesses.** Economic regeneration and successful local economies are central aims of Trading Standards work. Officers work daily with local businesses to help them comply with the law and boost their success through best practice and excellent customer service. Approved Trader schemes are one key mechanism used.
- **Other topics:** a wide range of other work is also carried out, on topics such as: animal health, animal feed quality, anti-counterfeiting, consumer rights, tobacco controls and unfair contract terms.

What is changing?

4. Trading Standards faces significant challenges in relation to diminishing resources, an ageing workforce and a lack of new entrants to the profession. These issues are not unique in the context of local authorities and public professions in general, but they are very real and pressing in relation to Trading Standards.
5. Audit Scotland's 2013 report "Protecting Consumers"² recognised the developing problem and concluded that "the long-term viability of councils' Trading Standards services is under threat and urgent action is needed to strengthen protection for consumers".
6. Since then, professional body the Society of Chief Officers of Trading Standards in Scotland (SCOTSS)³ has conducted member surveys that show that the trend has continued. From an average of eighteen officers per local authority in 2000, there were eleven in 2012 and now there are just eight. From an average officer age of around 44 in 2012, it is now over 50. Several of the smallest authorities have just one or two officers and providing the range of Trading Standards functions is at best extremely challenging, creating the significant risk of failure to fulfil statutory duties.
7. Failure to address these challenges and maintain effective Trading Standards teams seriously threatens the important work done by Trading Standards. That means a risk to the safety and wellbeing of young people, of vulnerable consumers and of those on low incomes. But it would also seriously harm the best interests of all consumers and reputable traders, particularly in times of economic difficulty.
8. These challenges were discussed with SOLACE in 2021/22 and a briefing paper was circulated. It was agreed that four themes be taken forward in relation to tackling the workforce challenges. These are:
 - i. Development of a standard suite of service standards and balanced scorecard
 - ii. Develop a strategic capacity assessment and workforce development plan
 - iii. Produce an options appraisal for the development of greater joint working/ shared services/ national model for TS

² [Protecting consumers \(audit-scotland.gov.uk\)](https://audit-scotland.gov.uk)

³ For information about SCOTSS, see: <https://scotss.org/>

- iv. Complete an evaluation of current training and qualification programmes and produce recommendations for improvement

SCOTSS has taken these matters forward and has made some progress, as described below.

9. **Development of a standard suite of service standards and balanced scorecard.** Following discussions with the Improvement Service and other professional associations like SCOTS and SLAED⁴, a wide-ranging set of service standards and balanced scorecard approach has been developed which reflects the variety of work carried out by Trading Standards. These are being trialled within SCOTSS, with a view to being rolled out across all local authority Trading Standards services in 2022-23. These are too detailed for inclusion in the LGBF framework and will have no “formal” status as such. But it is thought the data collected will be useful both for local authorities individually and for policy makers assessing the activities of Trading Standards across Scotland.
10. SCOTSS views the current LGBF indicator relating to “cost per 1000 population” as inadequate for assessing Trading Standards performance and in urgent need of review. Alternative indicators could show the cost benefit and community savings that result from Trading Standards work.
11. **Develop a strategic capacity assessment and workforce development plan.** Representing 31 separate and autonomous local authorities’ Trading Standards services, SCOTSS is unable to implement a full workforce development plan. But detailed work has been carried out to assess capacity and tackle issues to the extent that SCOTSS is able to do, including:
 - A full “specialisms” assessment of officers in all authorities, covering 29 identified topic areas covered by Trading Standards. A resulting gap analysis has identified areas that need to be addressed and a mixed approach to tackle these is being developed with CTSI Scottish Branch covering training, the production of guidance, mentoring and the sharing of specialisms.
 - An approach to Succession Planning has been produced and distributed to all SCOTSS members.
 - SCOTSS is working with UK CTSI to ensure that its “Aspiring Leaders Programme” is appropriate for utilisation by Trading Standards staff in Scotland.
 - A database of recent retirees and other leavers has been compiled with a view to utilising their expertise on technical and leadership issues.
12. A further issue surrounds barriers to the effectiveness of online enforcement by local authority Trading Standards. While some services enjoy good technical equipment and local policies that enable enforcement, others lack appropriate hardware and software, and face policy restrictions that hamper their investigations, such as lack of access to social media and ability to conduct online surveillance. TSS and SCOTSS are systematically collating the information on this from across Scotland, with a view to working with SOLAR to discuss improvements that can be made and to establish best practice.
13. **Produce an options appraisal for Trading Standards structures.** The 2002 report “Made to Measure” stated:

⁴ Society of Chief Officers of Transportation in Scotland and Scottish Local Authorities’ Economic Development Group

“The Accounts Commission for Scotland is encouraging Scottish councils to join up their trading standards services. The Accounts Commission has found that the level and quality of service varies depending on where you live and that councils with larger trading standards services tend to provide a better quality and range of service than their smaller counterparts.”

14. Following that report, work was carried out by the Improvement Service to consider options to amalgamate services in various ways, e.g. traditional regional connections or identifiable economic areas, but no action resulted from that. Various unsuccessful local attempts have been made to create shared or joint services – e.g. in Ayrshire, and between Aberdeen City and Aberdeenshire - but to date the Stirling-Clackmannanshire Trading Standards team is the only joint service that has been formed.
15. SCOTSS has now revisited this issue and some preparatory work has been completed. The next stage would be to commission a full formal options appraisal. If this is to be done, it must be clear who is commissioning it and on what grounds. A clear purpose and process for that has not been identified and this work has been paused.
16. **Complete an evaluation of current training and qualification programmes and produce recommendations for improvement.** A considerable amount of work has been carried out on this theme, initially by the CTSI Scottish Branch and now by the Branch and SCOTSS through a joint working group. Detailed preparations have been made for a Modern Apprenticeship in Regulatory Services: the Framework document for an MA at SCQF Level 7 is ready; buy-in has been achieved from a wide range of local and national enforcement bodies; several educational institutions are interested in delivering the training. A business case is being developed for seed funding of £50k to enable the apprenticeship to be put into operation and several possible funding sources are being explored.
17. The working group is also developing an organised network for trainees in Scotland so they can collaborate with each other and get a range of relevant experience of Trading Standards work. This involves visits to other local authorities to see specialist areas of work being carried out. Further, the group is liaising with UK CTSI to improve the experience for Scottish candidates and ensure SCOTSS role in the provision of the formal CTSI qualifications is fulfilled.
18. The progress described above shows that Trading Standards is doing all it can to address the challenges the profession faces, and with some conspicuous success. But SCOTSS and its Trading Standards partners are not able to make the resource decisions to ensure a sustainable service across Scotland. Accordingly, work is needed at a strategic level to ensure the sustainability and effectiveness of Trading Standards in the future.

Proposed COSLA Position

19. To recognise that systematic work must be done on the sustainability of local authority Trading Standards services and approach Scottish Government and SOLACE to work together on this.
20. To support the Modern Apprenticeship in Regulatory Services and encourage local authorities to take on apprentices.

21. To seek to improve online access to facilitate e-enforcement by local authorities through a joint approach involving SOLAR, SCOTSS and TSS.

Next Steps

22. Trading Standards representatives (SCOTSS, TSS and CTSI Scottish Branch) to continue and complete the various workstrands that are highlighted in this report, and over which they have control.

23. Depending on the decisions of the Board, work to be taken forward by COSLA on the sustainability of local authority Trading Standards, including approaching Scottish Government and SOLACE to develop a strategic approach.

24. Depending on the decisions of the Board, work to be taken forward on reviewing the Trading Standards LGBF indicator and improving online access for enforcement.

November 2022

31st January 2023

Agenda Item No. 8

Vacant Property Security Update

Report by: Alan Paul, Head of Property Services,

Wards Affected: All

Purpose

To update Committee of the arrangements relating to the security of vacant property following the report to the Assets & Corporate Services Sub Committee dated April 2021.

Recommendation(s)

Committee is asked to note the contents of this report.

Resource Implications

Costs associated with the enhanced security measures, demolition costs and staff time in managing the property.

Legal & Risk Implications

Potential insurance risks and loss of property value

Impact Assessment

An EqlA was not required because this report does not propose a change or revision to existing policies and practices.

Consultation

Risk Management, Facilities Management and Property Services.

1.0 Background

- 1.1 Vacant properties comprise a mixture of assets which are vacant for a variety of reasons. Some are surplus and to be marketed for sale or lease, others are temporarily closed e.g., due to Covid,-others are vacant pending reuse by other Services within Fife Council (FC).
- 1.2 During periods of inoccupation, it is necessary to ensure that the properties are secure and protected in order to maintain the subjects in no worse condition than exists. There is a recognition that vacant premises are vulnerable, consequently it is important that appropriate inspection, maintenance, and security measures are in place in order to minimise the risks.
- 1.3 Whilst the management and resourcing of vacant properties remains the responsibility of the Client Service e.g., Education & Children Services or Communities & Neighbourhoods etc. until disposed or reoccupied, Property Services have taken a lead role in facilitating the reduction of risk that these properties represent.

2.0 Process

- 2.1 Over the past few years in order to reduce risk and minimise the risk of losses, a number of changes have been introduced to improve management and security of vacant assets. Proactive management is undertaken with an assessment of the opportunities to reduce void periods with a view to reducing holding costs. Details of these changes are outlined below.
- 2.2 **Inspections** - The frequency and recording of property inspection was identified as an area for improvement this activity has now been outsourced to Orbis an established security contractor. The change was prompted by the significant inspection enhancements sought by our insurers requiring both internal and external inspections. As part of Orbis's service, inspections are undertaken either weekly or fortnightly (subject to criteria) and a comprehensive report, highlighting any potential areas of concern is produced.
- 2.3 **Physical security** - Previously where the Council added shuttering to a building to restrict unlawful access, Plywood or Sterling board would have been utilised. Following discussion and engagement with the Council's Insurers (ZM), the preferred solution in the future is to utilise perforated steel sheeting rather than timber for all accessible window and door openings. Recognising the sensitivity of environmental amenity in some locations, there is a concession that allows the use of polycarbonate sheeting to be used as an alternative e.g., on Listed building frontages.
- 2.4 **CCTV** - Though the introduction of CCTV to monitor vacant buildings is not new for the Council, CCTV technology is continually innovating, with costs reducing allowing greater use both through purchase and hire of equipment. Options include 24/7 monitoring with a proactive and reactive solution. Deployment of monitored solutions is typically based on increasing risk and insurers stipulations.
- 2.5 As an alternative to shuttering or ignoring the potential risk, CCTV can be deployed to limit risk where premises are to be vacant for a short period of time avoiding the cost of shuttering and other more permanent measures. Cost reductions and portability allow for increased coverage. Working with risk engineers to limit known areas of concern to protect access points to roofline, areas of multiple single-story flat roofs, blind spots from public gaze, etc.
- 2.6 **Demolition** - An approach pursued more frequently in recent years is the demolition of vacant and surplus buildings to provide cleared sites reducing holding costs and risks. Clearly a balance has to be struck between the benefits and the costs. A range of

activities require to be carried out prior to demolition eg ecology surveys, with seasonal breeding affecting timings. Similarly available budget within Services can inhibit action and result in delays. To mitigate potential delays, funding in the amount of £300k was secured from Finance Service to initiate a demolition project £140k has been spent to date.

- 2.7 **Centralised oversight** – though Services remain responsible for premises including costs until disposed, in order to improve; the management, the pace of decision making, reduce void timescales and generally adopt a more proactive approach, a dedicated Property Service member of staff has been given responsibility to oversee the status of the vacant assets. It is evident that by adopting that approach; challenging, promoting and facilitating where necessary, improvements have been made in the speed of decisions. It has also improved awareness of vacant underutilised assets and minimising the risk.

3.0 Current position

3.1 The table below and the appendix detail the current vacant properties. It should be noted that the vacant property list is dynamic, of the 49 assets detailed in the last report only 14 remain as 16 assets have been disposed, 14 demolitions carried out, and 5 assets reused by other Services. The receipts generated from the vacant property disposals amounted to £2.64m. The disposals and demolitions have also reduced the value of insured assets by £35m

3.2 Since the last report a number of additional buildings have been vacated, the table below summarises the position illustrating the status and intentions for each asset:

	Current Portfolio Jan 2023	Comments
Total number	37	
Number on the market and under offer	3	
Number on the market	8	Of which two assets are the subject of CAT interest, managed through the CAT process led by Communities and Neighbourhoods Service.
Not on the market demolitions	10	Assets which are incapable of sale or occupation by 3 rd parties, or which have low values are the subject of demolition proposals e.g., janitors house within school grounds.
Not on market -To be retained/ reused	9	Retained by the Council to support corporate priorities such as the Affordable Housing Programme or for Early Years Nursery Provision.
Not on market - Pre-marketing, Pending Service decision, resolution of legal issue	7	Services may be undertaking feasibility or exploring funding. In some other instances, legal aspects require to be resolved prior to marketing. Assets that are to be retained for re-use by other parts of the Council may have delays due to budget availability, in addition to the usual design, procurement and development processes.

3.3 The current list of vacant properties is detailed in **Appendix 1** whilst the changes since the last report are detailed in **Appendix 2**.

4.0 Future improvements

- 4.1 An area of future improvement is the out of hours response arrangements. From a practical and a Health and Safety lone worker perspective it is likely that this activity will be outsourced, resulting in reduced risks and speedier response to any incidents and where appropriate more timeous re-securing of premises following a breach.
- 4.2 A tender package is currently being prepared for procurement of a new vacant building management contractor. This tender will include all elements of vacant building management that have been drawn upon in the last 36 months. e.g., inspections, shuttering, CCTV and also allowing for the future use of innovations – e.g. forensic water.
- 4.3 Where appropriate in consultation with Risk Management decisions may be made to reduce the insured value to only a demolition/site clearance rather than reinstatement of the building. This will be dependent on a review of future use, reflecting scenarios where the building would not be reinstated.
- 4.4 Currently on some of our problematic locations, our management contractor will act as a first point of contact and attend site to engage with any issues, this will form part of the new tender. On other sites, Council Services continue to act where normal Council procedures will be in place, e.g., Building Inspector called out when necessary.
- 4.5 Audit: Over the last 2 – 3 months the management of vacant buildings has been scrutinised by internal audit. The findings of this audit concluded that Property Services are satisfactorily managing this risk. Nine improvement actions were stated in the Audit report, and we are working towards modifying our practices to incorporate these improvements.

5.0 Conclusion

- 3.1 The process of managing vacant property has developed considerably over the last few years, processes are now in place to decommission and monitor assets. Members are invited to note the position.

List of Appendices

1. List of vacant properties
2. Disposals & demolitions

Author

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Appendix 1

Committee area	Property	Current Solution
Cowdenbeath	Ore Park (Pavilions, and various structures), Clune Terrace, Glencraig, KY5 8AB	On the Market (CAT)
Cowdenbeath	Auchterderran Centre, Woodend Road, Cardenden KY5 0NE	On the Market
Cowdenbeath	Former Scout hut Minto Street Lochgelly KY5 9DF	Demolish
Cowdenbeath	Town House, 123 High Street, Cowdenbeath KY4 9QA	On the Market
Cowdenbeath	Former St Andrews Church, John Knox Road, Lochgelly, KY5 9QQ	Retain
Dunfermline	Abbeyview Local Office Dunfermline KY11 4HA	Retain
Dunfermline	Commercial PS (Janitors House) 000 Woodmill Road KY11 4BB	Demolish
Dunfermline	The Schoolhouse, St Margaret's PS, Woodmill Road, Dunfermline KY11 4BB	Demolish
Dunfermline	St Margaret's House, 9 St Margaret St, Dunfermline, KY12 7PE	Pending
Dunfermline	Former Dunfermline Local Office, Walmer Drive, Dunfermline KY12 7LH	Under Offer
Dunfermline	Portable Changing Pavilion - Halbeath Park, Guttergates Road, Halbeath KY11 8EB	Demolish
Glenrothes	Jessamine Cottage, 89 Woodside Way Glenrothes KY7 5DW	Retain
Glenrothes	Glenwood centre Commercial and Domestic units	Demolish
Glenrothes	Forward Centre, Beaufort Drive Glenrothes KY6 2SR	Demolish
Glenrothes	Kinglassie Community Centre, 53 Main Street, Kinglassie KY5 0XA	Pending
Glenrothes	Lomond communication Site, Falkland KY15 7DE	Under Offer
Kirkcaldy	Kirkcaldy West PS Nursery (Beveridge Park), Abbotshall Road, Kirkcaldy, KY2 5LZ	Retain
Kirkcaldy	Workshop, 112a, Rosslyn Street, Kirkcaldy, KY1 3AD	Pending
Kirkcaldy	St Clair Hall, 258 St Clair Street Kirkcaldy KY1 2DB	Retain
Kirkcaldy	Burntisland Local Office, 104 - 106 High Street, Burntisland, KY3 9AS	On the Market (CAT)
Kirkcaldy	Regeneration Office, 45 High Street, Dysart, KY1 2UQ	Retain
Kirkcaldy	Former Kirkcaldy Public Convenience, Hunter Street The Postings, Kirkcaldy KY1 1XN	Retain
Kirkcaldy	Former Southerton Lodge Beveridge Park KY2 5LZ	Retain
Kirkcaldy	St Clair Tavern St Clair Street KY1 3AD	Retain
Kirkcaldy	Shop, 188 High Street, Kirkcaldy, KY1 1JW	On the Market
Levenmouth	Former Kennoway Public Convenience (Bishops Court) Kennoway KY8 5LA	Demolish
Levenmouth	Old Telephone Exchange, Leven Road, Lundin Links, KY8 6AJ	Demolish
Levenmouth	Corriemar, Silverburn Park, Leven KY8 5PU	Demolish
Levenmouth	Milton of Balgonie Primary School, Main Street, Milton of Balgonie, KY7 6PX	Pending
North East Fife	Former St Andrews Local Office / Registrars, St Mary, St Andrews KY16 9UY	On the Market
North East Fife	11-13 St Catherine Street Cupar KY15 4LS	On the Market
North East Fife	Gateside Primary School, Gateside KY14 7SZ	On the Market
North East Fife	Kincraig Communication Site, Kincraig Point Elie KY9 1AR	Demolish
North East Fife	Harbour masters house, Shore Gate, Crail KY10 3SU	Under Offer
North East Fife	Moonzie Schoolhouse and School KY15 4NL	Pending
North East Fife	Rathillet Primary School, A92 Rathillet, Cupar KY15 4QG	Pending
North East Fife	Former Dunino Primary School, B9131, St Andrews, KY16 8LU	Pending

Vacant Portfolio movement since previous report April 2021

Removed		
Committee area	Property	Disposal Route
Cowdenbeath	Moray Institute, 90-92 Main Street , Kelty	Sale
Dunfermline	Maygate Library, 13-15 Maygate, Dunfermline KY12 7NE	FC operational
Dunfermline	The Lodge, Pittencrieff Park, Dunfermline, KY12 8QH	FC operational
Dunfermline	160 Appin Crescent, Dunfermline, KY12 7TX	Sale
Dunfermline	Tryst Centre Duncan Crescent Dunfermline KY11 4BZ	Demolished
Dunfermline	Kingseat Bowling Club, Church Street, Kingseat, KY12 0WT	Sale
Dunfermline	Pittencrieff House (former Museum), Pittencrieff Street, Dunfermline, KY12 8QH	FC operational
Dunfermline	Bellyeoman Works Depot, Leys park Road, Dunfermline, KY12 0AB	Sale
Glenrothes	Unit 12-13 Whitehill Road Glenrothes	Sale
Glenrothes	Kinglassie Clinic & Community Rooms, Main Street	Sale
Glenrothes	Glenwood Library, Glenwood Centre, Glenrothes, KY6 1PA	Demolished
Glenrothes	Dovecot Pavilion, Dovecot Road, Glenrothes KY7 5JJ	Demolished
Glenrothes	Pitteuchar Tenants Meeting Room, Glenrothes KY7 4PZ	Demolished
Glenrothes	Leslie Town Hall, High Street , Leslie KY6 3DA	Sale
Glenrothes	Acorn Lockups , Acorn Court Glenrothes KY7 5LZ	Demolished
Kirkcaldy	Pathhead Hall, Commercial Street, Kirkcaldy,	Sale
Kirkcaldy	Former Express Group Fife (WWT), Office, 110/112 Rosslyn Street , Kirkcaldy	Sale
Kirkcaldy	Ravenscraig Bowling pavilion KY1 2AX	FC operational
Kirkcaldy	Block 1, Store, Dunnikier Park, Kirkcaldy KY1 3LP	Demolished
Kirkcaldy	Former Kirkcaldy Public Convenience, Hunter Street The Postings , Kirkcaldy KY1 1XN	Terminate lease
Kirkcaldy	East Bank House, Loughborough Road , Kirkcaldy KY1 3DE	Sale
Kirkcaldy	Block 3, East Lodge, Ravenscraig Park, Kirkcaldy KY1 2AX	Lease
Kirkcaldy	Block 01, Cottage (Former Parks Depot), Southerton Road, Kirkcaldy KY2 5LZ	Demolished
Kirkcaldy	240 Dunearn Drive Kirkcaldy KY2 6LE	Sale
Kirkcaldy	Kirkcaldy High Janitors House, Dunnikier Way, Kirkcaldy KY1 3LR	Demolished
Levenmouth	Nature Centre Letham Glen, Leven KY8 5TL	Lease
Levenmouth	Former Aberhill Janitors House, 55 Wellesley Road, Methil KY8 3AD	Demolished
Levenmouth	Former Aberhill HT House, 55 Wellesley Road, Methil KY8 3AD	Demolished
North East Fife	Leng Centre 59 Kirk Rd Newport on Tay DD6 8JB	Sale
North East Fife	Waid Academy plot 1 St Andrews Road , Anstruther KY10 3HD	Sale
South West Fife	Pavilion Saline Park Oakley Road Saline KY12 9LJ	Demolished
South West Fife	Roodbank Cottage, Inverkeithing KY11 1NQ	Demolished
South West Fife	Outbuilding for Roodbank Cottages, Inverkeithing KY11 1NQ	Demolished
South West Fife	Donisbristle The Schoolhouse, Morlich Road, Dalgety Bay KY11 9UE	Demolished
South West Fife	Former Rosyth Resource Centre, Granville Way, KY11 2HP	FC operational

Appendix 2

Additions		
Committee area	Property	Current solution
Cowdenbeath	Ore Park (Pavilions, and various structures), Clune Terrace, Glenraig, KY5 8AB	CAT discussions
Cowdenbeath	Former Scout hut Minto Street Lochgelly KY5 9DF	Affordable Housing development
Cowdenbeath	Former St Andrews Church, John Knox Road, Lochgelly, KY5 9QQ	Client working through options
Dunfermline	Portable Changing Pavilion - Halbeath Park, Guttergates Road, Halbeath KY11 8EB	Demolish
Glenrothes	Jessamine Cottage, 89 Woodside Way Glenrothes KY7 5DW	Refurb
Glenrothes	Glenwood centre Commercial and Domestic units	Demolish
Glenrothes	Lomond communication Site, Falkland KY15 7DE	Lease
Kirkcaldy	Workshop, 112a, Rosslyn Street, Kirkcaldy, KY1 3AD	Pending
Kirkcaldy	St Clair Hall, 258 St Clair Street Kirkcaldy KY1 2DB	Lease
Kirkcaldy	St Clair Tavern St Clair Street KY1 3AD	Refurb
Kirkcaldy	Kirkcaldy West PS Nursery (Beveridge Park), Abbotshall Road, Kirkcaldy, KY2 5LZ	Refurb
North East Fife	Former St Andrews Local Office / Registrars, St Mary, St Andrews KY16 9UY	Sale
North East Fife	11-13 St Catherine Street Cupar KY15 4LS	Sale
North East Fife	Kinraig Communication Site, Kinraig Point Elie KY9 1AR	Pending
North East Fife	Harbour masters house, Shore Gate, Crail KY10 3SU	Sale

31 January 2023

Agenda Item No. 9

Environment, Transportation & Climate Change Scrutiny Committee Workplan

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

Wards Affected: All

Purpose

This report supports the Committee's consideration of the workplan for future meetings of the Committee.

Recommendation(s)

It is recommended that the Committee review the workplan and that members come forward with suggestions for areas of scrutiny.

Resource Implications

Committee should consider the resource implication for Council staff of any request for future reports.

Legal & Risk Implications

Committee should consider seeking inclusion of future items on the workplan by prioritising those which have the biggest impact and those which seek to deal with the highest level of risk.

Impact Assessment

None required for this paper.

Consultation

The purpose of the paper is to support the Committee's discussion and therefore no consultation is necessary.

1.0 Background

- 1.1 Each Scrutiny Committee operates a workplan which contains items which fall under three broad headings: performance reporting, planning; and improvement work. These items will often lead to reactive rather than proactive scrutiny. Discussion on the workplan agenda item will afford members the opportunity to shape, as a committee, the agenda with future items of business it wishes to review in more detail.

2.0 Conclusions

- 2.1 The current workplan is included as Appendix one and should be reviewed by the committee to help inform scrutiny activity.

List of Appendices

1. Workplan

Background Papers

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

None

Report Contact

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Agenda Item No. 9

Environment, Transportation and Climate Change Scrutiny Committee

Forward Work Programme as of 23/01/2023 1/2

Environment, Transportation and Climate Change Scrutiny Committee of 31 January 2023			
Title	Service(s)	Contact(s)	Comments
Minute	Democratic Services	Elizabeth Mair	
2022/23 Revenue Monitoring Projected Outturn	Finance and Corporate Services	Jay Wilson, Caroline Ritchie	
2022/23 Capital Monitoring Projected Outturn	Finance and Corporate Services	Jay Wilson, Caroline Ritchie	
Joint Health Protection Plan 2022-24	Protective Services	Lisa McCann, Lorna Starkey	
Trading Standards and its impact on the cost-of-living crisis	Protective Services	Dawn Adamson	
Vacant Property Security Arrangements	Assets, Transportation and Environment	Mike Kilbank	
Environment, Transportation & Climate Change Scrutiny Committee Forward Work Programme	Democratic Services	Elizabeth Mair	

Environment, Transportation and Climate Change Scrutiny Committee of 18 April 2023			
Title	Service(s)	Contact(s)	Comments
Fife Road Casualty Statistics 2022	Enterprise and Environment	Steven Sellars	
Environmental Health (Food & Workplace Safety) Service Delivery Annual Report	Protective Services	Lisa McCann	
Minute	Democratic Services	Elizabeth Mair	
Environment, Transportation & Climate Change Scrutiny Committee Forward Work Programme	Democratic Services	Elizabeth Mair	
Revenue Monitoring Update - December Position	Finance and Corporate Services	Barry Collie, Caroline Ritchie, Jay Wilson	
Capital Monitoring Update - December Position	Finance and Corporate Services	Barry Collie, Caroline Ritchie, Jay Wilson	

Agenda Item No. 9**Environment, Transportation and Climate Change Scrutiny Committee**

Forward Work Programme as of 23/01/2023 2/2

Environment, Transportation and Climate Change Scrutiny Committee of 20 June 2023			
Title	Service(s)	Contact(s)	Comments
Mossmorran & Braefoot Bay Community and Safety Committee - Annual Report	Protective Services	Nigel Kerr	
Unlicensed Dog Breeding	Protective Services	Don Taylor	
Minute	Democratic Services	Elizabeth Mair	
Environment, Transportation & Climate Change Scrutiny Committee Forward Work Programme	Democratic Services	Elizabeth Mair	
Winter Maintenance/Gulley Cleaning	Assets, Transportation and Environment	John Mitchell	

Unallocated			
Title	Service(s)	Contact(s)	Comments
Fife Council Biodiversity Duty Report 2018-2020	Communities	Andy Maclellan	3-yearly report, last reported 3/12/20. Next due 2023.
Kinnessburn, St Andrews Flood Study Update	Roads & Transportation	Ross Speirs	
Scotland's Proposed Deposit Return Scheme (Including Recycling Points Review)	Enterprise and Environment	Ross Spalding	
Workshop on Community Asset Transfers/Assessment	Communities and Corporate Development	Paul Vaughan	