

Tuesday, 7 February, 2023 - 9.30 a.m.

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 any interest in particular items on the agenda and the nature of the interest(s) at this stage.
3. **MINUTE** – Minute of the meeting of City of Dunfermline Area Committee of 22nd November, 2022. 4 - 6
4. **AREA ROADS PROGRAMME 2023 - 2024** – Report by the Head of Roads & Transportation Services. 7 - 13
5. **TRAFFIC REGULATION ORDER: PROPOSED 30MPH SPEED LIMIT, LAPWING DRIVE, DUNFERMLINE** – Report by the Head of Roads & Transportation Services. 14 - 17
6. **DEVOLVED CAR PARKING INITIATIVE IN DUNFERMLINE** – Report by the Head of Roads & Transportation Services. 18 - 20
7. **LOCAL COMMUNITY PLANNING BUDGET REQUEST - CITY OF DUNFERMLINE SIGNAGE** – Report by the Head of Communities and Neighbourhood Services. 21 - 22
8. **LOCAL COMMUNITY PLANNING BUDGET REQUEST - TACKLING POVERTY AND PREVENTING CRISIS** – Report by the Head of Communities and Neighbourhood Services. 23 - 33
9. **LOCAL COMMUNITY PLANNING BUDGET REQUEST - HOT VENDING FACILITIES IN WARM CENTRES/HUBS** – Report by the Head of Communities and Neighbourhood Services. 34 - 45
10. **LOCAL COMMUNITY PLANNING BUDGET REQUEST - TOUCH COMMUNITY CENTRE KITCHEN** – Report by the Head of Communities and Neighbourhood Services. 46 - 57
11. **LOCAL COMMUNITY PLANNING BUDGET REQUEST - DUNFERMLINE COMMUNITY HUB** - Report by the Head of Communities and Neighbourhood Services. 58 - 70
12. **LOCAL AREA CAPITAL BUDGET UPDATE REPORT** – Report by the Head of Communities and Neighbourhood Services. 71 - 73
13. **LOCAL ECONOMIC PROFILE - DUNFERMLINE 2022** – Report by the Head of Business & Employability. 74 - 109
14. **FIFE BABIES MEMORIAL** – Report by the Head of Property Services. 110 - 120

- | | | |
|-----|--|-----------|
| 15. | CRIMINAL JUSTICE COMMUNITY PAYBACK ANNUAL PERFORMANCE REPORT 2021/22 – Report by the Head Children & Families & Criminal Justice. | 121 - 134 |
| 16. | PROPERTY TRANSACTIONS – Report by the Head of Property Services. | 135 - 136 |
| 17. | CITY OF DUNFERMLINE FORWARD WORK PROGRAMME | 137 |

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.

Lindsay Thomson
Head of Legal and Democratic Services
Finance and Corporate Services

Fife House
North Street
Glenrothes
Fife, KY7 5LT

31 January, 2023

If telephoning, please ask for:
Emma Whyte, Committee Officer, Fife House 06 (Main Building)
Telephone: 03451 555555, ext. 442303; email: Emma.Whyte@fife.gov.uk

Agendas and papers for all Committee meetings can be accessed on
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.

2022 CODAC 11

THE FIFE COUNCIL - CITY OF DUNFERMLINE AREA COMMITTEE – REMOTE MEETING

22nd November, 2022

9.30 a.m. – 11.00 a.m.

PRESENT: Councillors James Calder (Convener), Naz Anis-Miah, Lynn Ballantyne-Wardlaw, Auxi Barrera, Aude Boubaker-Calder, Gavin Ellis, Derek Glen, Jean Hall-Muir, Cara Hilton, Jim Leishman and Gordon Pryde.

ATTENDING: Andrew Gallacher, Community Manager (City of Dunfermline), Shirley Melville, Area Community Development Team Manager and Lindsay Gilfillan, Project Manager, Communities and Neighbourhoods; Lynne Johnston, Lead Officer, Housing Services; Eleanor Hodgson, Accountant, Finance and Corporate Services; and Emma Whyte, Committee Officer, Legal and Democratic Services.

22. DECLARATIONS OF INTEREST

No Declarations of Interest were submitted in terms of Standing Order 7.1.

23. MINUTE

The Committee considered the minute of the meeting of City of Dunfermline Area Committee of 20th September, 2022.

Decision

The Committee agreed to approve the minute.

24. DUNFERMLINE LOCAL AREA COMMUNITY PLAN YEAR END 2021/2022

The Committee considered a report by the Head of Communities and Neighbourhoods which presented the 2021-2022 Delivery Plan for the Dunfermline Local Community Plan - the Plan 4 Dunfermline, combining the Reform Areas for the Plan for Fife in 2020, for approval.

Decision

The Committee:-

- (1) approved the end of year Delivery Plan for the Local Community Plan for Dunfermline - the Plan 4 Dunfermline 2021-2022; and
- (2) noted the Plan for Fife reform priority areas from April 2022 onwards.

25. AREA HOUSING PLAN AND DECENTRALISED BUDGET UPDATE

The Committee considered a report by the Head of Housing Services which provided members with an update on progress in delivering service priorities and performance information for the financial year 2021 - 2022.

Decision/

Decision

The Committee noted the report.

26. COMMON GOOD POLICY STATEMENT

The Committee considered a report by the Head of Communities and Neighbourhoods which presented a draft Common Good Policy Statement which would form the basis of a public consultation exercise.

Decision

The Committee noted the report.

27. COMMON GOOD ANNUAL REPORT 2021/22

The Committee considered a report by the Head of Communities and Neighbourhoods which advised members of the current status of the Common Good and Settlement Trust funds in the area and relevant fund activities 2021 - 2022.

Decision

The Committee noted the report.

28. CITY OF DUNFERMLINE AREA COMMITTEE FORWARD WORK PROGRAMME

The Committee considered the City of Dunfermline Area Committee Forward Work Programme.

Decision

The Committee noted the City of Dunfermline Area Committee Forward Work Programme.

29. NOTICE OF MOTION

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

Motion

Councillor James Calder, seconded by Councillor Gordon Pryde, moved as follows:-

“Committee notes concerns from residents and parents about 40mph speed limits at Lapwing Drive, Carnegie Avenue and Whitefield Road.

Committee calls for a report to be brought back to Committee in the next six months detailing the following for each of the above roads:

- Options/

2022 CODAC 13

- Options to reduce the speed limits to 30mph for each of the above-named roads.
- Cost and resource implications for reducing the speed limits for each of the above-named roads.”

Amendment 1

Councillor Auxi Barrera, seconded by Councillor Lynn Ballantyne-Wardlaw, moved as follows:-

Add to Motion

“We recognise that these reports are necessary but each needs to be reviewed separately and come to committee as standard stand alone report.”

Amendment 2

Councillor Jean Hall Muir, seconded by Councillor Naz Anis-Miah, moved as follows:-

Add to Motion and Amendment 1

“For each subsequent report to Committee can we explore additional traffic calming measures such as crosswalks, expanded pavements and speed bumps, in addition to speed reduction.”

The Convener, as mover of the motion, agreed to accept both amendments. The revised conjoined motion read as follows:-

“Committee notes concerns from residents and parents about 40mph speed limits at Lapwing Drive, Carnegie Avenue and Whitefield Road.

Committee calls for a report to be brought back to Committee in the next six months detailing the following for each of the above roads:

- Options to reduce the speed limits to 30mph for each of the above-named roads.
- Cost and resource implications for reducing the speed limits for each of the above-named roads.

We recognise that these reports are necessary but each needs to be reviewed separately and come to committee as standard stand alone report.

For each subsequent report to Committee can we explore additional traffic calming measures such as crosswalks, expanded pavements and speed bumps, in addition to speed reduction.”

Decision

The Committee agreed the conjoined motion unanimously.

7th February 2023
Agenda Item No. 4

Area Roads Programme 2023-24

Report by: John Mitchell, Head of Roads & Transportation Services

Wards Affected: 2, 3 & 4

Purpose

The purpose of this report is to identify the projects which are proposed for inclusion in the 2023-24 Area Roads Programme for the City of Dunfermline area.

Recommendation(s)

Committee is asked to:

- i. Approve the report and appendices 1-3;
- ii. Delegate authority to the Head of Roads & Transportation to manage the lists of Category 1 and 2 projects in line with the available resources/funding as the programme develops, in consultation with the Area Convener and Vice-Convener;
- iii. Note Appendix 4.

Resource Implications

The Area Roads Programme is funded from capital and revenue and some ring-fenced budgets. Programmes of work will be adjusted, if required, to ensure that expenditure remains within the Service budget.

Legal & Risk Implications

There are no known legal implications. There is a risk that if capital budgets require to be reduced, we will be unable to deliver all the Area Roads Programme priorities.

Impact Assessment

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

Consultation

Elected Members have been consulted on the devolved elements of the Area Roads Programme.

1.0 Background

- 1.1 The operation, management and maintenance of a safe and efficient transportation network has a major impact on the Fife economy and the quality of life of residents. Delivering transportation projects at local level underpins the priorities of the Fife Council Plan. Roads & Transportation has a key supporting role in relation to promoting a sustainable society, improving quality of life in local communities, and growing a vibrant economy. Roads and Transportation Services also provides support to activities which are part of reforming Fife's public services.
- 1.2 It is important to distinguish between reactive and planned maintenance works on carriageways and footways. Reactive maintenance has its own budget and refers to the need to repair defects considered to be potentially dangerous or constitute a considerable inconvenience to road users. These tend to be individual potholes. Planned works are those which can be addressed over a longer period and range from limited areas of patching to full width re-surfacing over longer lengths of road. The carriageways, footways and traffic management elements of the Area Roads Programme (ARP) are devolved to area committees.
- 1.3 The programme has been developed through the assessment and prioritisation of schemes identified by the processes below which follow the guidance identified in Table 5 of the Scheme of Decentralisation and Area Budgets approved by the Executive Committee on 17 November 2015: -
- Feedback from meetings with Elected Members,
 - Scheduled inspections, technical surveys, on-site assessments, and interrogation of maintenance management systems,
 - Suggestions received from Elected Members, Community Councils, and the public.
- 1.4 At its meeting on 1st February 2018 the Economy, Tourism, Strategic Planning & Transportation Committee approved a methodology for allocating devolved budgets (2018, ETSP&T, 13 para 24 refers). The methodology can be summarised as follows: -
- The Area Committees determine local priorities for carriageway projects based on an Area Committee budget allocation commensurate with the Road Condition Index, as reported annually to the Environment, Transportation and Climate Change Scrutiny Committee,
 - Local priorities for footway projects are decided based on an Area Committee budget allocation commensurate with the proportion of urban mileage,
 - The remaining Road Safety & Traffic Management budget, combined with any available Cycling, Walking & Safer Streets grant funding aligned to safer streets, is allocated to local priorities based on an Area Committee budget commensurate with population numbers,
 - The foregoing is managed and reported via the relevant Area Roads Programme.

1.5 For the City of Dunfermline area, the budgets for 2023-24 are as shown below: -

Devolved Budget	2023-24 Allocation
Carriageways	£672,563
Footways	£256,737
Road Safety & Traffic Management	£99,000

1.6 The level of capital resource allocated for carriageways and footways is concerning for future road condition. However, the Council reviews the capital plan every two years so there will be opportunities to consider additional investment going forward.

2.0 Issues and Options

- 2.1 Appendices 1-3 provide a detailed list of the proposed Area Roads Programme projects for budgets devolved to area committee. Category 1 schemes are committed to the programme dependent on available funding. Category 2 schemes will be promoted into the programme should any of the Category 1 schemes need to be deferred or additional funding becomes available.
- 2.2 An on-line system is in place to show how the carriageways and footways programme is progressing throughout the year.
- 2.3 Appendix 4 provides information on Street Lighting works. This budget is not devolved to area committees, but the works locations are provided for information.

3.0 Conclusions

3.1 The attached appendices contain the proposed 2023-24 Area Roads Programme for the City of Dunfermline area. The type of works, work location and provisional estimates are provided for each project.

List of Appendices

1. Carriageway Schemes
2. Footway Schemes
3. Traffic Management & Road Safety
4. Street Lighting

Report Contact

Neil Watson
Roads & Lighting Asset Management, Lead Consultant
Bankhead Central, Glenrothes
E-mail – neil.watson@fife.gov.uk
Tel – 03451 555555 Ext 442810

City of Dunfermline Area Committee
Proposed Carriageway Scheme List for 2023-24

APPENDIX 1

CAT1	Proposed for approval by Committee for delivery in 2023-24
CAT2	Proposed for approval by Committee as 'reserve' schemes which can be promoted to CAT1 if an approved CAT1 scheme cannot be delivered.

2023-24 Budget Share	£672,563
2022-23 Projected Overspend	£4,913
Available 2023-24 Budget	£667,650

Ward	Ward Name	Town	Street	Location	Estimate	Running Total	Cat
3	Dunfermline Central	Dunfermline	A823 Bothwell St / St Leonards Street	Bothwell Gdns. R/A to St Leonards R/A Southbound	£ 169,927	£ 169,927	1
3	Dunfermline Central	Dunfermline	A907 Lauder R/A	Full Extent and approaches	£ 120,494	£ 290,421	1
3	Dunfermline Central	Dunfermline	A907 Lynebank R/A	Full Extent and approaches	£ 89,212	£ 379,632	1
2	Dunfermline North	Rural Road	B912	Dunfermline 30s to Kingseat 20s	£ 204,204	£ 583,836	1
2	Dunfermline North	Dunfermline	Alexandra Street	From Arthur St to Victoria St	£ 57,639	£ 641,476	1
3	Dunfermline Central	Dunfermline	A823 Bothwell St / St Leonards Street	Bothwell Gdns. R/A to St Leonards R/A Northbound	£ 166,065		2
3	Dunfermline Central	Dunfermline	Izatt Avenue Ph 1	A823 Hospital Hill to Keir Hardie Terrace	£ 93,357		2
4	Dunfermline South	Dunfermline	Skye Road	Allan Crescent to Clunie Road	£ 56,376		2

**City of Dunfermline Area Committee
Proposed Footway Scheme List for 2023-24**

CAT1	Proposed for approval by Committee for delivery in 2023-24
CAT2	Proposed for approval by Committee as 'reserve' schemes which can be promoted to CAT1 if an approved CAT1 scheme cannot be delivered.

2023-24 Budget Share	£256,737
2022-23 Projected Overspend	£9,107
Available 2023-24 Budget	£247,630

Ward	Ward Name	Town	Street	Location	Scheme Type	Estimate	Running Total	Cat
3	Dunfermline Central	Rural	A994 Ph 1	Crossford Main Street to Berrylaw Road	Footway	£ 91,710	£ 91,710	1
4	Dunfermline South	Dunfermline	St Lawrence Street Ph 1 of 2	East side (except o/s no's 31 & 33)	Footway Combined with Lighting	£ 85,010	£ 176,720	1
4	Dunfermline South	Dunfermline	Pitcorthie Drive Ph 1 of 4	Birrell Drive to Lime Grove north side	Footway	£ 114,438	£ 291,158	1
4	Dunfermline South	Dunfermline	St Lawrence Street Ph 2 of 2	West side	Footway	£ 90,862	£ 382,020	2
4	Dunfermline South	Dunfermline	Pitcorthie Drive Ph 2 of 4	Lime Grove to Morrison Drive north side	Footway	£ 110,997	£ 493,017	2

City of Dunfermline Area Committee
Proposed Roads Safety & Traffic Management Scheme List for 2023-24

APPENDIX 3

CAT1	Proposed for approval by Committee for delivery in 2023-24
CAT2	Proposed for approval by Committee as 'reserve' schemes which can be promoted to CAT1 if an approved CAT1 scheme cannot be delivered.

2023-24 Budget Share	£99,000
2022-23 Projected Underspend	£56,713
Available 2023-24 Budget	£155,713

Ward	Ward Name	Town	Street	Location	Scheme Type	Estimate	Running Total	Cat
4	Dunfermline South	Dunfermline	Birrel Drive		Repalce Give/Take with Speed Cushions	£ 30,000	£ 30,000	1
3	Dunfermline Central	Dunfermline	Kellock Avenue		Raised Table Crossing	£ 15,000	£ 45,000	1
4	Dunfermline South	Dunfermline	Pitcorthie Drive		Repalce Give/Take with Speed Cushions	£ 35,000	£ 80,000	1
3	Dunfermline Central	Crossford	Waggon Road		New Footway	£ 25,000	£ 105,000	1
3	Dunfermline Central	Dunfermline	A907 Halbeath Road	Halbeath Retail Park	Pedestrian Crossing	£ 60,000	£ 165,000	1
3	Dunfermline Central	Crossford	A994 Main Street		Gateway / Traffic Calming	£ 10,000		2
2	Dunfermline North	Dunfermline	East Baldrige Drive	Near Aytoun Grove	Raised Table Crossing Point	£ 8,000		2
2	Dunfermline North	Dunfermline	Whitefield Road	At Hospital	Crossing Point	£ 10,000		2
2	Dunfermline North	Dunfermline	A907	To boundary with South West Area	Footway Upgrade	£ 77,000		2

**City of Dunfermline Committee Area
Lighting Scheme List 2023-24**

CAT1	For delivery in 2023-24
CAT2	'Reserve' schemes which can be promoted to CAT1 if a CAT1 scheme cannot be delivered.

Ward No.	Ward Name	Town	Street	Location	Scheme Type	Estimate	Running Total	Cat
3	Dunfermline Central	Dunfermline	Abbey Park Place		Lighting	£ 21,000	£ 21,000	1
4	Dunfermline South	Dunfermline	St Lawrence Street		Footway Combined with Footway	£ 21,600	£ 42,600	1
4	Dunfermline South	Dunfermline	Pitcorthie Ph 1	Elm Grove, Sycamore Grove, Spruce Grove, Cypress Grove, Larch Grove, Beech Groove, Cedar Grove, Juniper Grove, Walnut Grove	Lighting	£ 75,000	£ 117,600	1
4	Dunfermline South	Dunfermline	Pitcorthie Ph 2	Pine Grove, Willow Grove, Oak Grove, Chestnut Grove, Fir Grove, Hazel Grove	Lighting	£ 51,000	£ 168,600	1
4	Dunfermline South	Dunfermline	Abbeyview	Pentland Terrace / Whitelaw Crescent / Wedderburn Crescent / Wedderburn Street / Aberdour Place	Lighting	£ 114,000	£ 282,600	1
4	Dunfermline South	Dunfermline	Pitcorthie Ph 3	Birch Grove, Ash Grove, Poplar Grove, Lilac Grove, Lime Grove	Lighting	£ 75,000		2
2	Dunfermline North	Townhill	Moncur Street area		Lighting	£ 81,000		2

7th February 2023

Agenda Item No. 5

Proposed 30mph Speed Limit Traffic Regulation Order: Lapwing Drive, Dunfermline

Report by: John Mitchell, Head of Roads & Transportation Services

Wards Affected: Ward 4 - Dunfermline South

Purpose

The purpose of this report is to allow the Area Committee to consider a Traffic Regulation Order (TRO) for a speed limit reduction.

Recommendation(s)

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

- (1) agrees to the promotion of a Traffic Regulation Order (TRO) to reduce the current 40mph speed limit of Lapwing Drive to 30mph as shown on appendix 1.
- (2) authorises officers to confirm the TRO within a reasonable period unless there are objections.

Resource Implications

The cost to formally promote this TRO and deliver the associated traffic management works will be approximately £3,000 which covers Roads & Transportation Services' and Legal Services' staff costs, advertising, and delivery of the new infrastructure. This will be met from approved Service budgets.

Legal & Risk Implications

There are no known legal or risk implications.

Impact Assessment

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

Consultation

Local Ward Councillors, Police Scotland, Community Council, and Headteacher of Masterton Primary School have been advised.

Formal consultation required by the Road Traffic Regulation Act 1984 for the TRO process will be carried out through the posting of legal notices in a local newspaper and on the affected road. In addition, details of the proposed TRO will be made available on www.fife.gov.uk.

1.0 Background

- 1.1 A motion was agreed at Committee on 22nd November 2022 noting concerns from residents and parents about 40mph speed limits at Lapwing Drive, Carnegie Avenue and Whitefield Road. The motion called for options to reduce the speed limits to 30mph for each of these roads. Carnegie Avenue and Whitefield Road are being considered independently.
- 1.2 This proposal for Lapwing Drive has the support of local Councillors.

2.0 Issues and Options

- 2.1 Further to significant housing development along Lapwing Drive and concerns raised by Councillors, members of the public and nearby Primary School, we propose to reduce the speed limit on Lapwing Drive from a 40mph speed limit to 30mph.
- 2.2 The proposed 30mph limit will bring Lapwing Drive in line with other connecting roads namely Sandpiper Drive and Aberdour Road.
- 2.3 Existing signage and associated road markings will require to be altered.

3.0 Conclusions

- 3.1 It is considered, in the interests of road safety, that this TRO for a 30mph speed limit be promoted.

List of Appendices




1. Drawing No. TRO/22/63

Report Contacts:

Lesley Craig
Lead Consultant, Traffic Management
Telephone: 03451 55 55 55 + VOIP Number 480082
Email: Lesley.Craig@fife.gov.uk

Debbie Di Folco
Technician Engineer, Traffic Management (South Fife)
Road and Transportation Services
Bankhead Central
Telephone: 03451 55 55 55 + VOIP Number 444661
Email: debbie.difolco@fife.gov.uk



-  Proposed 40mph to 30mph
-  Existing 30mph
-  Existing 40mph

REV	AMENDMENTS	BY	AP'D	DATE
	Lapwing Drive, Dunfermline			
SCALE NTS	DRAWING No. TRO/22/63			
DESIGNED DDF	DRAWN DDF	CHECKED LC	APPROVED LC	DATE DECEMBER'22



Reproduced by permission of Ordnance Survey on behalf of HMSO. © Crown copyright and database right 2022. All rights reserved. Ordnance Survey Licence number 100023385.

7 February 2023
Agenda Item No. 6

Devolved Car Parking Initiative in Dunfermline

Report by: John Mitchell, Head of Roads & Transportation

Wards Affected: 2,3,4

Purpose

This report seeks approval for the temporary suspension of Sunday parking charges, both on street and within Council managed off street car parks, during March 2023.

Recommendation(s)

It is recommended that Committee agrees to the temporary suspension of Sunday parking charges on street and within Council managed off street car parks in Dunfermline during March 2023.

Resource Implications

The Council revenue budget for 2019/20 included a commitment to invest £100,000 to facilitate the process of decentralisation of parking, giving each Area Committee a degree of flexibility in how it approached parking charging, enforcement and maintenance issues in its Area.

The Council revenue budget since 2019/20 has agreed that the £100,000 budget for devolved parking initiatives will remain and be distributed between the Area Committees on the same basis as in 2019/20.

The City of Dunfermline Area has a budget allocation of £18,000 for 2022/23.

The costs of implementing the suspension of Sunday car parking charges in Dunfermline can be met within the budget allocated.

Legal & Risk Implications

There are no known legal risks.

Impact Assessment

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

Consultation

The Committee Convener and Depute-Convener wish to investigate the potential for free parking on Sundays for local residents and other individuals visiting the city. This was trialled in the Area previously using the devolved parking budget allocated to Dunfermline. Following discussions with the Community Manager, it was proposed to ask Roads & Transportation officers to investigate this and bring a report to Committee to consider.

1.0 Background

- 1.1 As part of the Programme for Administration 2017-22, a commitment to explore devolved car parking to Area Committees was approved. On 21st February 2019, the Council approved the revenue budget for 2019/22 which included the commitment to the following:

“In line with the Joint Administration’s commitment to decentralising control over local parking to Area Committees, so that local solutions can be developed according to local circumstances, £100,000 will be invested to facilitate this process of decentralisation, given each Area Committee a degree of flexibility in how it approaches charging, enforcement and maintenance issues in their area.”
- 1.2 The City of Dunfermline Area Committee approved previous parking initiatives on 3 December 2019 (2019 CODAC 75 para 187 refers). Those parking initiatives were:
 - A shuttle bus service from Leys Park Road car park to the city centre at weekends over the Festive period (2019).
 - Free Sunday parking (12 January- 1 March 2020). This operated in all Council operated car parks and on-street parking locations within Dunfermline.
- 1.3 A report on the evaluation of the devolved parking initiatives that ran in 2019/20 was presented to the City of Dunfermline Area Committee on 8 September 2020 (2020 CODAC 85 para 209 refers). The two initiatives funded by the devolved parking budget both had the aim to increase footfall in the city centre. However, footfall in the city centre continued to decrease but the two initiatives did offer support to the city centre during this time.
- 1.4 On 1 December 2020, the City of Dunfermline Area Committee (2020 CODAC 92 para 230 refers) approved that free Sunday car parking would be offered within Dunfermline City Centre from 22 November 2020 to 14 February 2021.
- 1.5 The budget allocation for the City of Dunfermline Area for 2022/23 is £18,000.
- 1.6 Charges currently apply on Sundays to on street parking between 1300 and 1700 and Council controlled off street car parks between 1300 and 1800.

2.0 Issues & Options

Free Sunday Parking (5, 12, 19 and 26 March 2023)

Total estimated cost for free Sunday parking: £5,700

- 2.1 Free Sunday parking would be offered on Sundays 5, 12, 19 and 26 March 2023. It will be available in all Fife Council car parks and on-street parking bays within Dunfermline.
- 2.2 The total cost of the initiative is estimated at £5,700. The costs include the loss of parking revenue that would have been expected. There are also additional expenses including costs to amend signage, associated ticket machine tariffs, payment methods (and to then change these back after the end of the initiative), plus arranging surveys to capture usage data and to publicise the offer to users.
- 2.3 The initiative cannot start until Sunday 5 March 2023 due to lead in times to suspend charging and to amend all required signage and payment methods to reflect this change.
- 2.4 Car parking charges will be re-introduced on Sundays after the end of the initiative.
- 2.5 A communications plan will be developed by the Dunfermline Area team (with the support of the Communications & Insight team) to promote the initiative.

3.0 Conclusions

- 3.1 The temporary suspension of car parking at Council controlled locations in Dunfermline could be implemented on Sundays during March 2023, funded from the allocated budget.

Report Contacts

Steve Sellars
Lead Consultant (Road Safety & Travel Planning)
Bankhead, Glenrothes
Telephone: 03451 55 55 55 (ext 45 04 49)
Email – steven.sellars@fife.gov.uk

Susan Keenlyside
Service Manager, Sustainable Transport & Parking
Bankhead, Glenrothes
Telephone: 03451 55 55 55 (ext 44 44 42)
Email – susan.keenlyside@fife.gov.uk

7th February 2023

Agenda Item No. 7

Local Community Planning Budget Request: Dunfermline City Pedestrian Signing Project

Report by: Paul Vaughan, Head of Communities and Neighbourhoods

Wards Affected: 2,3,4

Purpose

This report seeks a contribution of £13,500 from the Local Community Planning budget for funding to update pedestrian signing following the recent award of City status for Dunfermline and renaming of the main railway station as 'Dunfermline City'.

Recommendation(s)

It is recommended that committee approves funding to facilitate updates to pedestrian signing to reflect the renaming of the main railway station as 'Dunfermline City'.

Resource Implications

The required budget is estimated at £13,500. There is sufficient funding available in the local area budget should the contribution be agreed.

Legal & Risk Implications

There are no known legal risks

Impact Assessment

An Equality Impact Assessment is not required as this report does not propose any change to existing Council policies.

Consultation

Consultation on the Dunfermline Pedestrian Signing Strategy was held in autumn 2019. Consultation highlighted that the railway station was an important city centre destination and should be prominent on new pedestrian signing.

The project has been discussed and agreed with Andrew Gallacher, Community Manager.

1.0 Background

- 1.1 Consultation with key stakeholders, including disabled groups, Age Friendly Dunfermline, Local Community Planning Partnership, Delivering Dunfermline BID, tourism groups, Abbey, Carnegie Trust and Community Council, was held in 2019.
- 1.2 Funding for the Pedestrian Signing project was secured from Scottish Government's Smarter Choices Smarter Places programme and ScotRail Abellio's Transport Integration Fund.
- 1.3 New high quality pedestrian signing including fingerposts and monoliths were installed throughout Dunfermline city centre in 2020/21.
- 1.4 Dunfermline was awarded City status as part of the Queen's Platinum Jubilee celebrations in May 2022.
- 1.5 Network Rail renamed the main railway station as 'Dunfermline City' in December 2022.

2.0 Issues and Options

- 2.1 Current pedestrian signing highlights 'Dunfermline Town railway station' as a key destination.
- 2.2 All 9 monolith signs require new map panels and a further 5 information panels need to be replaced to show 'Dunfermline City railway station'.
- 2.3 Failing to update the signing to reflect Dunfermline's City status could cause confusion for visitors and lead to reputational damage.
- 2.4 If funding is allocated, Roads & Transportation Services will endeavour to work with the supplier regarding manufacturing lead-in times and the availability of contractors to install the new signing panels.

3.0 Conclusions

- 3.1 It is recommended that Committee approves funding to facilitate updates to pedestrian signing throughout the city centre. Funding allocated to the project should be permitted to carry forward into the new financial year.

Report Contact
Andrew Gallacher
Community Manager – City of Dunfermline
City Chambers, Dunfermline
Telephone: 03451 55 55 55 + VOIP Number 450481
Email: andrew.gallacher-cn@fife.gov.uk

7th February 2023
Agenda Item No. 8

Local Community Planning Budget Request: Tackling Poverty and Preventing Crisis

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

Wards Affected: Wards 2,3 & 4

Purpose

To seek agreement from the Area Committee for a contribution from the Local Community Planning Area Budget to fund the recruitment of temporary staff to support the Tackling Poverty and Preventing Crisis agenda. This includes a Welfare Support Assistant, a F/T Support Officer, additional hours for a Community Education Worker and additional hours for a Tutor in cooking skills, all focusing on aspects of work across Dunfermline that assist in tackling poverty and preventing crisis.

Recommendation

The Committee is asked to consider and agree to an allocation of £62,000.00 for this request.

Resource Implications

There will be sufficient funding available in the Local Community Planning Area Budget under the Anti-poverty award for the financial year 2022/23.

Legal & Risk Implications

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

Impact Assessment

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

Consultation

There has been local consultation in the production of the 'Plan-4-Dunfermline'. The most recent reform and refresh of the local community plan established a clear focus on expanding opportunities for all, establishing new ways of working and creating thriving places. There is also a commitment to utilise these to support local groups and increase participation and engagement.

1.0 Background

- 1.1 The criteria for spend from the Local Community Planning Area Budget requires authorisation from the Area Committee before amounts of over £5,000 can be committed.
- 1.2 This is a budget request for £62,000 for this financial year to contribute to working with individuals and families who are experiencing poverty and require information and guidance and support in addressing their needs.
- 1.3 It is recommended that the request be deducted from the Anti-Poverty budget.

2.0 Programme Information

- 2.1 Working collaboratively with the Dunfermline Poverty Action Group in supporting the delivery of the Plan for Fife reform and renewal priority of tackling poverty, the post holders will offer support in-
 - Maximising incomes from benefits
 - Providing concessions and reducing cost barriers to participation
 - Preventing homelessness
 - Building a network of community food and support
 - Ensuring early joined-up support to avoid people getting into crisis
 - Improving opportunities for community voice
 - Co-ordinate opportunities for volunteering
- 2.2 A Tackling Poverty and Preventing Crisis action plan will be established as part of the Dunfermline CLD Plan and the Dunfermline Local Community Plan for 2023-2024

3.0 Conclusion

- 3.1 The application is eligible for the Local Community Planning budget.

Report Contact(s)

Shirley Melville
Community Development Team Manager –
City of Dunfermline
Telephone: 03451 55 55 55, Ext No 480067
Email: shirley.melville@fife.gov.uk

LOCAL COMMUNITY PLANNING BUDGET APPLICATION FORM

Fife Council can offer financial assistance for projects in each of seven Local Areas through the Local Community Planning Budget

Once complete please email to LCPB@fife.gov.uk.

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

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

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

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

<input type="checkbox"/> Opportunities For All	<input type="checkbox"/> Thriving Places	<input checked="" type="checkbox"/> Inclusive Growth & Jobs	<input type="checkbox"/> Community Led Services
--	--	---	---

Please ensure you have read guidance see page 6 before you complete this form

1. What is the title of your Project?

Tackling Poverty and Preventing Crisis (Staffing)
--

2. What is your organisation’s name and address?

Name	Fife Council (CLD Service)
Address	This address will be used for any correspondence City Chambers Kirkgate Dunfermline

3. Who is the main contact for this application?

Name	Shirley Melville
Position on Organisation	Area CD Team Manager
Address (if different from above)	
Contact Telephone Number	VOIP 480067
Email Address	Shirley.melville@fife.gov.uk

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

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

Please be specific about:

- what you will do
- how you will do it
- what you will spend the monies on
- how you identified the need
- how many people it will help
- how your project meets the Local Community Planning Priorities for your area (Please refer to the Area's priorities on Fife Council's webpage – [Click Here For Details](#))

This application seeks financial assistance from the area committee in the form of a contribution from the Local Community Planning Area Budget to fund the recruitment of temporary staff to support the Tackling Poverty and Preventing Crisis agenda. This includes a Welfare Support Assistant, a F/T Support Officer, additional hours for a Community Education Worker and additional hours for a Tutor in cooking skills, all focusing on aspects of work across Dunfermline that assist in tackling poverty and preventing crisis.

There has been local consultation in the production of the 'Plan-4-Dunfermline'. The most recent reform and refresh of the local community plan established a clear focus on expanding opportunities for all, establishing new ways of working and creating thriving places. There is also a commitment to utilise these to support local groups and increase participation and engagement.

This is a budget request for £62,000 for this financial year to contribute to working with individuals and families who are experiencing poverty and require information and guidance and support in addressing their needs.

Working collaboratively with the Dunfermline Poverty Action group in supporting the delivery of the Plan for Fife reform and renewal priority of tackling poverty, the post holders will offer support in:

- Maximising incomes from benefits
- Providing concessions and reducing cost barriers to participation
- Preventing homelessness
- Building a network of community food and support
- Ensuring early joined-up support to avoid people getting into crisis
- Improving opportunities for community voice
- Co-ordinate opportunities for volunteering

5. When will your project or activities take place?

Start Date (Month and Year)	01.04.23	End Date (Month and Year)	31.03.24
--------------------------------	----------	------------------------------	----------

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

£62,000

7. How much will each item or activity cost?

Include all costs connected to running the project.

Item or Activity	Cost(£)
Welfare Support Assistant (including on-costs)	£11,461.50
Comm Education Worker (including on-costs)	£6879.60
Tutor (Comm Food) (including on-costs)	£12,152.40
Support Officer (including on-costs)	£31,080
Total	£61,573.50

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

£62,000

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

N/A

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

Source of Funding	Amount £	Is this secured? (please provide proof)	If not, when will this be secured?	Can your project go ahead without this?

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

This application seeks funding for temporary salary costs.

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

- 10.2**

Type of Fife Council Support	Amount £	Secured Yes/No

To be completed by Voluntary and Community Organisations only

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

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

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

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

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

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

Name of Bank

Account Name

Sort Code Account No.

Building Society Roll Ref.

- 11.5 Has your organisation applied to the Local Community Planning Budget within the last three years? No Yes
If yes, please provide details

Project	Date	Amount Received

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

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

Community Learning and Development

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

Finance will provide a staffing code

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

13. **Alternative Sources of Funding**

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

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

14 Fife Council is an Accredited Living Wage Employer

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

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

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

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

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

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

To be completed by applicant

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

Signed: Shirley Melville

Date: 17.01.23

Position in the Organisation: Area CDT Manager

GUIDANCE

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

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

To be eligible:

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

The types of project we prioritise are:

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

Examples of what our funding can be used for:

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

What we cannot fund:

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

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

Terms and Conditions

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

Before you submit your application, please complete the following checklist

You must be able to tick every box

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

Once completed please email to LCPB@fife.gov.uk

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

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

7th February 2023

Agenda Item No. 9

Local Community Planning Budget Request: Hot Vending Facilities

Report by: Paul Vaughan, Head of Communities and Neighbourhoods

Wards Affected: 2,3,4

Purpose

This report seeks a contribution of £11,859 from the local area Anti-Poverty funding to support an initiative which fits neatly with the cost-of-living crisis and the requirement to provide Warm Centres and/or Community Assistance Hubs for those most affected in the Dunfermline area.

Recommendation(s)

Members are asked to agree a contribution of £11,859 from the area anti-poverty budget for the purpose of providing free tea and coffee in the larger Dunfermline venues by way of the installation of Zensia flow jet vending machines within Baldridgeburn, Townhill and Dell Farquharson Community Centres.

Resource Implications

There is sufficient funding available in the local area budget should the contribution be agreed. We currently encourage donations or 'pay it forward' contributions to help sustain the offer, however these machines will also provide us with the ability to revert back to a paid service at a suitable time.

Legal & Risk Implications

This report raises no particular legal or risk implications.

Impact Assessment

An Equality Impact Assessment (EqIA) is not required, as the report does not propose a change or revision to existing policies and practices.

Consultation

The elected members of wards 2,3 and 4 have been consulted and are in support of this request.

1.0 Background

- 1.1 The criteria for spend from the Local Community Planning Budget requires authorisation from the Area Committee before amounts over £5,000 can be committed. This report has been undertaken to seek agreement from this Area Committee for a contribution of £11,859 from the Local Community Planning Budget – in particular, the local Anti-Poverty Budget.
- 1.2 As set out in the Plan 4 Dunfermline (2019 – 2022), tackling inequalities of opportunity and anti-poverty initiatives is the focus of the Dunfermline Poverty Alliance group. Tackling poverty and preventing crisis has also been identified as a key focus of the Plan for Fife 2021 – 2024, revised in August 2021 as a response to the Covid-19 pandemic and climate emergency.
- 1.3 Appendix One to this report is the LCPB funding application form.

2.0 Project Information

- 2.1 Community Use Dunfermline & Southwest Fife Team are working hard to put our Community Centres at the very heart of every community and encouraging a sense of ‘a place to be and do’. Community Use would like to purchase hot drinks vending machines to install in selected Community Use venues across Dunfermline. By installing these vending machines, Community Use can continue to offer this free service with a greater selection of hot drinks for customers using the centres as well as members of the public who ‘pop in’ for a chat.
- 2.2 Since introducing free tea and coffee in Baldridgeburn, Townhill and Dell Farquharson Community Centres, we have seen a demand for the service by our current user groups with most customers often leaving a donation. As well as the donations, at certain times the machines will operate as a paid service. The average cost per drink to supply is circa 20-30p with the RRP 60p-£1.
- 2.3 The cost of the project is £11,859 and will include 3 years part and 12 months labour. It has been costed as fully installed and fully managed operation/technical service is provided Monday-Friday.
- 2.4 Unfortunately the current cost-of-living crisis is predicted to continue for a few more years. This service will allow us to support our communities throughout this period by encouraging social connectedness and offering warm and welcoming places to grab a brew.

3.0 Conclusions

- 3.1 Funding will assist in the provision of a service which supports communities through the cost-of-living crisis by giving them a warm place to go and have a hot drink at no cost to them.

List of Appendices

1. Local Community Planning Application

Background Papers

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

- N/A

Report Contact

Andrew Gallacher
Community Manager
New City House Dunfermline
03451 55 55 55 Ext No 450481
Andrew.gallacher-cn@fife.gov.uk

LOCAL COMMUNITY PLANNING BUDGET APPLICATION FORM

Fife Council can offer financial assistance for projects in each of seven Local Areas through the Local Community Planning Budget

Once complete please email to LCPB@fife.gov.uk.

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

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

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

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

<input checked="" type="checkbox"/> Opportunities For All	<input type="checkbox"/> Thriving Places	<input type="checkbox"/> Inclusive Growth & Jobs	<input type="checkbox"/> Community Led Services
---	--	--	---

Please ensure you have read guidance see page 6 before you complete this form

1. What is the title of your Project?

Hot Drink Vending Machines for Community Centres x 3

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

Name	Fife Council – Community Use
Address	This address will be used for any correspondence C/O Fife Council

3. Who is the main contact for this application?

Name	Brian Cashman
Position on Organisation	Lead Officer
Address (if different from above)	
Contact Telephone Number	07597 528611
Email Address	Brian.cashman@fife.gov.uk

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

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

Please be specific about:

- what you will do
- how you will do it
- what you will spend the monies on
- how you identified the need
- how many people it will help
- how your project meets the Local Community Planning Priorities for your area
(Please refer to the Area's priorities on Fife Direct – [Click Here For Details](#))

Community Use Dunfermline & South West Fife Team are working hard to put our Community Centres at the very heart of every community and encouraging a sense of “a place to be and do”. As part of this offer, we have started providing free Tea & Coffee in our larger venues, we encourage donations or pay it forward contributions to help sustain this offer. Our initiative fits neatly with the current cost of living crisis and the requirement to provide Warm Centres and/or Community Assistance Hubs for those most affected.

Community Use would like to purchase Hot Drinks vending machines to install in selected Community Use venues across Dunfermline. By installing these vending machines Community Use can continue to offer this free service with a greater selection of hot drinks to offer those customers using our centres and members of the community who “pop in” for a chat. These machines also provide us with the ability to revert back to a paid service at a suitable time.

- Baldridgeburn CC
- Townhill CC
- Dell Farquharson CC

5. When will your project or activities take place?

Start Date
(Month and Year)

January 2023

End Date
(Month and Year)

January 2026

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

11859 + VAT = 14230.80

7. How much will each item or activity cost?

Include all costs connected to running the project.

Item or Activity	Cost(£)
Zensia model with flow-jet x 3	
Purchase price £3393.00 + VAT each venue	
Flow-jet pump £220.00 + VAT each venue	
Payment system £385 + VAT each venue	
£45 discount per unit	
Total	£14230.80

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

£14230.80

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

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

Source of Funding	Amount £	Is this secured? (please provide proof)	If not, when will this be secured?	Can your project go ahead without this?

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

Since introducing free tea & coffee in Dell Farquharson, Baldridgeburn & Townhill Community Centres we have seen a demand for this service by our current user groups with most customers often leaving a donation.

As well as the donations, at certain times the machines will be operate as a paid service. The average cost per drink to supply is circa 20p-30p with the rrp 60p to £1.

3 years part & 12-months labour
Fully installed
Fully managed operation & technical service provided Mon-Fri

Unfortunately the current cost of living crisis is predicted to continue for a few more years. This service will allow us to support our communities throughout this period by encouraging social connectedness and offering warm & welcoming places to grab a brew.

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

10.2

Type of Fife Council Support	Amount £	Secured Yes/No

To be completed by Voluntary and Community Organisations only

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

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

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

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

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

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

Name of Bank

Account Name

Sort Code

Account No.

Building Society Roll Ref.

- 11.5 Has your organisation applied to the Local Community Planning Budget within the last three years? No Yes
If yes, please provide details

Project	Date	Amount Received

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

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

Communities & Neighbourhoods

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

01. A32209. 510009.000000.0000.000000.000000

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

13. **Alternative Sources of Funding**

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

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

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

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

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

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

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

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

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

To be completed by applicant

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

Signed: Scott Fenton

Date: 16.12.22

Position in the Organisation: Team Manager

GUIDANCE

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

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

To be eligible:

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

The types of project we prioritise are:

- Projects that will help to achieve any of the outcomes contained within the new Plan4Fife four priorities. [Click Here](#) (page 6). i.e. Opportunities for All, Thriving Places, Inclusive Growth & Jobs, Community Led Services.
- Projects for the welfare and benefit of disadvantaged residents of Fife linked to any of the 40 agreed Fairer Fife Report Recommendations [Click Here](#)
- Partnership projects that involve organisations working together and/or with local communities

Examples of what our funding can be used for:

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

What we cannot fund:

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

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

Terms and Conditions

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

Before you submit your application, please complete the following checklist

You must be able to tick every box

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

Once completed please email to LCPB@fife.gov.uk

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

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

7th February 2023

Agenda Item No. 10

Local Community Planning Budget Request: Touch Community Centre Kitchen, Dunfermline

Report by: Paul Vaughan, Head of Communities and Neighbourhoods

Wards Affected: 2,3,4

Purpose

This report seeks a contribution of £30,000 of the Local Community Planning Budget to support an initiative which fits neatly with the cost-of-living crisis and the requirement to provide Warm Centres and Community Assistance Hubs for those most affected in the Dunfermline area.

Recommendation(s)

Members are asked to agree a contribution of £30,000 from the Dunfermline-wide budget for the purpose of making much needed improvements to the training kitchen within the Touch Community Centre.

Resource Implications

There is sufficient funding available in the local area budget should the contribution be agreed.

Legal & Risk Implications

This report raises no particular legal or risk implications.

Impact Assessment

An Equality Impact Assessment (EqIA) is not required, as the report does not propose a change or revision to existing policies and practices.

Consultation

The Convener, Depute-Convener and Community Manager have been consulted on this proposal, as well as the local area team.

1.0 Background

- 1.1 The criteria for spend from the Local Community Planning Budget requires authorisation from the Area Committee before amounts over £5,000 can be committed. This report has been undertaken to seek agreement from this Area Committee for a contribution of £30,000 from the Local Community Planning Budget – in particular, the Dunfermline-wide budget.
- 1.2 As set out in the Plan 4 Dunfermline, tackling inequalities of opportunity and anti-poverty initiatives are the focus of the Dunfermline Poverty Action Group. Tackling poverty and preventing crisis has also been identified as a key focus of the Plan for Fife, which was revised in August 2021 as a response to the Covid-19 pandemic and climate emergency.
- 1.3 Appendix One to this report is the LCPB funding application form.

2.0 Project Information

- 2.1 The Community Use Dunfermline & South and West Fife Team are working hard to put our Community Centres at the very heart of every community and encouraging a sense of ‘a place to be as well as do’.
- 2.2 Work to support food resilience continues at Touch Community Centre. As well as providing a vital service to local residents, the partners involved believe that the work around food can and will encourage engagement and lead to more provision. The Touch Community are realising that Food for your Futures and the Council are embedded in the area and a trust is starting to develop.
- 2.3 The kitchen at Touch Community Centre is 20 years old, shabby and the layout is not fit for purpose.

With funding we will:

- Remove a large sink area, install extra power sockets and create space for an additional fridge and freezer. These white goods will be funded by Food for Your Future and will support their activities as well as Café Inc.
 - Replace the old cooker with a modern version which will provide more capacity and will be more economical to run. This will facilitate small adult-learning cookery classes, the provision of pre-prepared warm food for Café Inc and, potentially, junior cookery classes for children from the nearby Touch PS.
 - The impractical layout of the counters will be changed and new worktops added, which will create space for learning and more capacity for food production.
 - The kitchen cupboards will be reconfigured to provide additional space. They are domestic in design and limited. Additional storage space is desperately needed to support the planned roll-out of an evening pantry.
 - New anti-slip flooring will be required due to the re-design.
 - We also envisage that significant electrical and plumbing work will be required to support this project and we may need to improve the ventilation to comply with industry standards.
- 2.4 Unfortunately, the cost-of-living crisis is predicted to continue for a few more years. This project will allow us to support our communities throughout this period by

providing food and cookery skills, encouraging social connectedness and offering a warm and welcoming place to continue learning or just be!

- 2.5 This project will provide citizens with an upgraded facility (Thriving Places) and more learning provision (Opportunities for All). It will also stimulate more activity in the area led by groups such as Food for your Future (Community Wealth Building).

3.0 Conclusions

- 3.1 Funding will assist in the provision of a service which supports communities through the cost-of-living crisis by giving them a more suitable and better equipped environment to attend cooking sessions/adult learning classes etc.

List of Appendices

1. Local Community Planning Application

Background Papers

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

- N/A

Report Contact

Andrew Gallacher
Community Manager
New City House Dunfermline
03451 55 55 55 Ext No 450481
andrew.gallacher-cn@fife.gov.uk

LOCAL COMMUNITY PLANNING BUDGET APPLICATION FORM

Fife Council can offer financial assistance for projects in each of seven Local Areas through the Local Community Planning Budget

Once complete please email to LCPB@fife.gov.uk.

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

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

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

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

<input checked="" type="checkbox"/> Opportunities For All	<input checked="" type="checkbox"/> Thriving Places	<input type="checkbox"/> Inclusive Growth & Jobs	<input checked="" type="checkbox"/> Community Led Services
---	---	--	--

Please ensure you have read guidance see page 6 before you complete this form

1. What is the title of your Project?

Touch Community Centre Kitchen Improvements

2. What is your organisation’s name and address?

Name

Fife Council Community Use

Address

This address will be used for any correspondence
 City Chambers
 Kirkgate
 Dunfermline

3. Who is the main contact for this application?

Name

Scott Fenton

Position on Organisation

Community Use Manager

**Address
(if different from above)**

Contact Telephone Number

07799644567

Email Address

Scott.fenton@fife.gov.uk

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

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

Please be specific about:

- what you will do
- how you will do it
- what you will spend the monies on
- how you identified the need
- how many people it will help
- how your project meets the Local Community Planning Priorities for your area (Please refer to the Area's priorities on Fife Council's webpage – [Click Here For Details](#))

Community Use Dunfermline & South and West Fife Team are working hard to put our Community Centres at the very heart of every community and encouraging a sense of 'a place to be as well as do'.

Work to support food resilience continues at Touch Community Centre. As well as providing a vital service to local residents, the partners involved believe that the work around food can and will encourage engagement and lead to more provision. The Touch Community are realising that Food for your Futures and the Council are embedded in the area and a trust is starting to develop.

The kitchen at Touch Community Centre is 20 years old, shabby and the layout is not fit for purpose. With funding we will:

- Remove a large sink area, install extra power and create space for an additional fridge and freezer. These white goods will be funded by Food for your Future and will support their activities as well as Café Inc.
- Replace the old cooker with a modern version which will provide more capacity and will be more economical to run. This will facilitate small adult-learning cookery classes, the provision of pre-prepared warm food for Café Inc and, potentially, junior cookery classes for children from the nearby Touch PS.
- The impractical layout of the counters will be changed and new worktops added. This will create space for learning and more capacity for food production.
- The kitchen cupboards will be reconfigured to provide additional space. They are domestic in design and limited. Additional storage space is desperately needed to support the planned roll-out of an evening pantry.
- New anti-slip flooring will be required due to the re-design.
- We also envisage that significant electrical and plumbing work will be required to support this project and we may need to improve the ventilation to comply with industry standards.

Unfortunately, the cost-of-living crisis is predicted to continue for a few more years. This project will allow us to support our communities throughout this period by providing food and cookery skills, encouraging social connectedness and offering a warm and welcoming place to continue learning or just be!

This project will provide citizens with an upgraded facility (Thriving Places) and more learning provision (Opportunities for All). It will also stimulate more activity in the area led by groups such as Food for your Future (Community Wealth Building).

5. When will your project or activities take place?

Start Date
(Month and Year)

Feb 2023

End Date
(Month and Year)

Until complete

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

£30,000

7. How much will each item or activity cost?

Include all costs connected to running the project.

Having received a quote of £20k for a smaller project in South & West Fife, we estimate the project at Touch will cost £30k. Anything left over will be invested in Touch Community Centre to support local groups and enhance the experience for the customers.

Item or Activity	Cost(£)
Total	

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

£30,000

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

£0 but Food for your Future is providing new white goods.

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

Source of Funding	Amount £	Is this secured? (please provide proof)	If not, when will this be secured?	Can your project go ahead without this?

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

Any work done will be check for compliance by Community Use and maintained by Property Services.

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

10.2

Type of Fife Council Support	Amount £	Secured Yes/No

To be completed by Voluntary and Community Organisations only

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

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

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

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

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

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

Name of Bank

Account Name

Sort Code Account No.

Building Society Roll Ref.

- 11.5 Has your organisation applied to the Local Community Planning Budget within the last three years? No Yes
If yes, please provide details

Project	Date	Amount Received

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

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

Fife Council – Communities & Neighbourhoods – Community Use

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

01.A32207.510009.000000.0000.000000.000000

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

13. **Alternative Sources of Funding**

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

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

14 Fife Council is an Accredited Living Wage Employer

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

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

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

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

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

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

To be completed by applicant

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

Signed: Scott Fenton

Date: 20.01.23

Position in the Organisation: Comm. Use Manager

GUIDANCE

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

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

To be eligible:

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

The types of project we prioritise are:

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

Examples of what our funding can be used for:

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

What we cannot fund:

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

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

Terms and Conditions

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

Before you submit your application, please complete the following checklist

You must be able to tick every box

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

Once completed please email to LCPB@fife.gov.uk

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

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

7th February, 2023

Agenda Item No. 11

Local Community Planning Budget Request: Dunfermline Community Hub

Report by: Paul Vaughan, Head of Communities and Neighbourhoods

Wards Affected: 2,3,4

Purpose

This report seeks a contribution of £50,000 of local area Anti-Poverty budget to support the establishment of the Dunfermline Community Hub, formally known as Dunfermline Advice Hub (DAH).

Recommendation(s)

Members are asked to agree a contribution of £50,000 from the local area Anti-Poverty budget for the purpose of establishing the Community Hub and to contribute a share towards the property costs (utilities, staffing costs, insurance, supplies).

Resource Implications

A three-year Service Level Agreement will be agreed with Fife Voluntary Action (FVA) who will act as a lead partner in this collaborative project. The financial commitment expected from the council is to contribute £50,000 each year for the three-year agreement period. However, it is proposed that the funds for years 2 and 3 will be secured from the Community Recovery Fund.

Legal & Risk Implications

This report raises no particular legal or risk implications.

Impact Assessment

An Equality Impact Assessment (EqIA) is not required, as the report does not propose a change or revision to existing policies and practices.

Consultation

The previous impact report for the DAH outlined clear and direct benefits to service users. Consultation has also taken place with council officers and local elected

members. A steering group of key local partners, who will have a stake in the new hub, has been formed and have been meeting regularly since July 2022.

1.0 Background

- 1.1 The DAH operated successfully for a number of years and was well regarded locally. The hub was a one-stop-shop for advice and provided a friendly face to face service for people in need of advice and support. The hub brought together a variety of Third Sector and Public Sector organisations who shared the space and offered a collaborative service to people in need.
- 1.2 In July 2022, the lease on the premise in Chapel Street, held by Conduit Scotland, ended and so the DAH vacated the premise on 5th July 2022.
- 1.3 A Steering group was formed after the closure of the DAH, including partners such as FVA, Citizen's Advice & Rights Fife (CARF), Kingdom Community Bank, Fife Law Centre and Furniture Plus. FVA presented a proposal to oversee the development of a new and improved hub to serve the local community and to build on the success of the previous model. It is anticipated that a three-year service level agreement will be implemented to ensure the smooth operating and management of the new hub.

2.0 Issues and Options

- 2.1 FVA have proposed taking a lead role in overseeing the new hub. As part of a Service Level Agreement, FVA would be the legal entity on the lease. FVA would be operationally responsible for the premises, maintenance, security, safety, hygiene, and core staffing. FVA would provide backfill staff to cover absences, ensuring continuity, consistency, and constant availability during published opening hours. The steering group would continue to meet to provide oversight, strategic co-ordination and monitor ongoing usage and effectiveness.
- 2.2 The proposed premises forms a large, double fronted shop unit in the Kingsgate Shopping Centre. This is a well-known shopping location in the city that already attracts significant footfall, giving scope for passing trade and drop-ins. It's also next to the bus station, has a dedicated car park and a wide range of car parks in the vicinity. This makes it ideally located for local people, but also those from out with the city that travel into the centre for shopping and other appointments.
- 2.3 The hub will be multi-use across sectors and services, enabling targeted and universal activity to take place on any thematic area. There will be a volunteering shop displaying a range of local opportunities for people to drop-in to find out more about and be matched to suit their circumstances, experience, skills and ambitions. There will also be space for hot-desking to both hub partners and other organisations looking for a workspace. Private meeting spaces will also be available, as well as larger meeting spaces for events/ training. Meetings, events and client appointments can take place out with normal working hours, to suit the client and the partner agency.

- 2.4 The anticipated running costs will be £85-90k per annum. Steering group partners, alongside FVA, are willing to put forward financial contributions to cover the remaining balance, meaning the council's contribution will stretch further.

3.0 Conclusions

- 3.1 Funding for this project will allow for the establishment of a new and improved Community Hub. This Hub will fill the gap left by the departure of DAH and provide much needed help and support to the residents of the city. A multi-use hub in a central location will allow for a greater footfall and meet a wider range of needs than ever before. It will allow for strong partnership working locally, to ensure a whole systems approach is applied.

Background Papers

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

- N/A

Report Contact

Andrew Gallacher
Community Manager
City Chambers, Dunfermline
03451 55 55 55 Ext No 450481
andrew.gallacher-cn@fife.gov.uk

LOCAL COMMUNITY PLANNING BUDGET APPLICATION FORM

Fife Council can offer financial assistance for projects in each of seven Local Areas through the Local Community Planning Budget

Once complete please email to LCPB@fife.gov.uk.

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

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

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

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

<input checked="" type="checkbox"/> Opportunities For All	<input type="checkbox"/> Thriving Places	<input checked="" type="checkbox"/> Inclusive Growth & Jobs	<input type="checkbox"/> Community Led Services
---	--	---	---

Please ensure you have read guidance see page 6 before you complete this form

1. What is the title of your Project?

Dunfermline Community Hub

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

Name

Fife Voluntary Action

Address

This address will be used for any correspondence
C/O Lindsay Gilfillan
City Chambers
Kirkgate
Dunfermline

3. Who is the main contact for this application?

Name

Andrew Gallacher

Position on Organisation

Community Manager

Address
(if different from above)

Contact Telephone Number

VOIP 450481

Email Address

andrew.gallacher-cn@fife.gov.uk

For office Use only		
Project Reference:		
Amount Approved:		£
Funding Awards up to £5000	Date Approved at Ward Meeting	Date if Delegated Approval
Funding Awards over £5000	Date approved at Area Committee	
Signed	Team Manager:	Date:
4. What project or activities do you want us to fund? (Max. 250 words)		

Please be specific about:

- what you will do
 - how you will do it
 - what you will spend the monies on
 - how you identified the need
 - how many people it will help
 - how your project meets the Local Community Planning Priorities for your area
- (Please refer to the Area's priorities on Fife Council's webpage – [Click Here For Details](#))

This report seeks a contribution of £50,000 of Area Anti-Poverty funding to support the establishment of the Dunfermline Community Hub, formally known as "Dunfermline Advice Hub" during 2022/23 as per their Service Level Agreement with Fife Council. In July 2022, the lease on the premise in Chapel Street, Dunfermline, held by Conduit Scotland ended, and so the DAH vacated the premise on 5th July 2022. Since then, the model disbanded, and many services lost their footing in Dunfermline. The Hub was a one-stop-shop for advice and provided a friendly face to face service for people in need of advice and support. The Advice Hub brought together a variety of Third Sector and Public Sector organisations who shared the space and offered a collaborative service to people in need. The DAH operated successfully for several years and was well regarded locally. The previous Impact report from Dunfermline Advice Hub (DAH) outlines clear and direct benefits to service users. Consultation has taken place with Fife Council officers and local Elected Members.

A steering group of key local partners, who will have a stake in the new hub, has formed and have been meeting regularly since July 2022. Partners such as Fife Voluntary Action (FVA), Citizen's Advice & Rights Fife (CARF), Kingdom Community Bank, Fife Law Centre and Furniture Plus. FVA presented a proposal to oversee the development of a new and improved Hub to serve the Dunfermline Community and to build on the success of the previous DAH.

Members are asked to agree a contribution of £50,000 from the area Anti-Poverty budget for the purpose of Community Hub establishment and sharing the property costs (utilities, staffing costs, insurance, supplies) in their town centre location. A revised Service Level Agreement with Fife Voluntary Action will be implemented to mirror the same financial input of £50k, over a 3-year period, drawing from the Area Anti-Poverty funding in year one. It is proposed that years 2 and 3 will be secured from the Community Recovery Fund.

It is hoped that a three-year service level agreement will be implemented to ensure the smooth operating and management of the new hub. Fife Voluntary Action have proposed taking a lead role in overseeing the new Hub. As part of a Service Level Agreement, FVA would be the legal entity on the lease. FVA would be operationally responsible for the premises, maintenance, security, safety, hygiene, and core staffing. FVA would provide backfill staff to cover absences, ensuring continuity, consistency, and constant availability during published opening hours. The steering group would continue to meet to provide oversight, strategic co-ordination and monitor ongoing usage and effectiveness.

The proposed premises forms a large, double fronted shop unit in the Kingsgate Shopping Centre. This is a well-known shopping location in the city that already attracts significant footfall, giving scope for "passing trade" and drop-ins. It's next to the bus station, has a dedicated car park and a wide range of car parks in the vicinity. This makes it ideally located for Dunfermline citizens, but also citizens from out with central Dunfermline that travel into the city centre for shopping and other appointments.

The Hub will be multi-use, across sectors and services, enabling targeted and universal activity to take place on any thematic area. There will be a “volunteering shop” displaying a range of local volunteering opportunities for people to drop-in to find out more and be matched to suit their circumstances, experiences, skills and ambitions. There will also be space for hotdesking to both Hub partners and other organisations looking for a workspace. Private meeting spaces will also be available, as well as larger meeting spaces for events/ training. Meetings, events and client appointments can take place out with normal working hours, to suit the client and the partner agency.

The anticipated running costs will be £85-90k per annum. Steering group partners, alongside FVA are willing to put forward financial contributions to cover the remaining balance, meaning the public pound will stretch further. Funding for this project will allow for the establishment of a new and improved Community Hub. This Hub will fill the gap left by the departure of DAH and provide much needed help and support to the residents of our City. A multi-use Hub in a central location will allow for a greater footfall and meet a wider range of needs than ever before. It will allow for strong partnership working locally, to ensure a “whole systems approach” is applied.

5. When will your project or activities take place?

Start Date (Month and Year)	Feb 2023	End Date (Month and Year)	March 2024
--------------------------------	----------	------------------------------	------------

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

£90,000 (per year)

7. How much will each item or activity cost?

Include all costs connected to running the project.

Item or Activity	Cost(£)
Premises Rental	£50k
Staffing Costs	£35k
IT, Management, Finance, Admin Costs etc	£5k
Total	£90k

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

£50k

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

N/A

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

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

				without this?
Fife Voluntary Action	£35k	No	Feb 23'	No
Contributing Partners	£10-£15k	No	Feb 23'	No

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

It is proposed that years 2 and 3 will be secured from the Community Recovery Fund.

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

10.2

Type of Fife Council Support	Amount £	Secured Yes/No

To be completed by Voluntary and Community Organisations only

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

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

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

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

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

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

Name of Bank

Account Name

Sort Code Account No.

Building Society Roll Ref.

- 11.5 Has your organisation applied to the Local Community Planning Budget within the last three years? No Yes
If yes, please provide details

Project	Date	Amount Received

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

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

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

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

13. **Alternative Sources of Funding**

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

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

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

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

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

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

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

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

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

To be completed by applicant

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

Signed:

Date:

Position in the Organisation:

GUIDANCE

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

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

To be eligible:

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

The types of project we prioritise are:

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

Examples of what our funding can be used for:

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

What we cannot fund:

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

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

Terms and Conditions

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

Before you submit your application, please complete the following checklist

You must be able to tick every box

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

Once completed please email to LCPB@fife.gov.uk

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

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

7th February, 2023
Agenda Item No. 12

Local Area Capital Budget Update Report

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

Wards Affected: Wards 2 ,3 and 4

Purpose

The purpose of this report is to advise members of the status of the additional capital investment awarded to the City of Dunfermline area in the 2021-31 budget.

Recommendation

Members are asked to:

1. Note the information contained in the report regarding the capital funding allocations.
2. Note the reallocation of the funding from the Gypsy Lane project towards the Dunfermline Skate Park in the public park.
3. Agree to receive a further report to Area Committee once the projects in paragraph 3.1 have had a proposal and business case fully completed by officers.

Resource Implications

Resources are available as per the capital allocations agreed in the 2021-31 budget round. Any budget shortfall will potentially need to be met using funds from the Local Community Planning Budget.

Legal & Risk Implications

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

Impact Assessment

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

Consultation

Consultation regarding the projects was undertaken with local elected members and council officers as appropriate.

1.0 Background

- 1.1 The purpose of this report is to advise members of the status of the additional capital investment received for the Communities Directorate in the 2021-31 budget.
- 1.2 Each area was allocated approximately £75k per annum for two years within the 2021-31 council capital plan for locality capital projects.
- 1.3 This included a total of £150k to the City of Dunfermline for allocation between 2021 to 2023.

2.0 Governance

- 2.1 Area capital budgets will be managed through the existing delegated authority for local community planning budgets to Area Committees.
- 2.2 All projects and allocations will be agreed by the Area Committee.
- 2.3 As the funding is capital in nature, certain criteria are required to be met in terms of the type of project that can be funded. In addition to the guidance around what is capital in nature, projects should meet a recognised priority within the Local Community Plan.
- 2.4. A short project outline template will be developed for each bid project and will provide details on funding required (including any match funding), expected outcomes and capital criteria eligibility.

3.0 Projects

- 3.1 At the megaward meeting of Monday, April 25th 2022, elected members for the Dunfermline area discussed and agreed the allocation of the £150k Local Area Capital Budget to the following projects.
 - Public parking improvements on Church Street - £20k
 - Public parking improvements in the local Wellwood area - £20k
 - Creation of a new gateway at the King Malcom roundabout - £20k
 - New steps and handrails installed at Dunfermline Abbey Churchyard - £15k
 - New bespoke shelving in the Touch and Baldridgeburn Food Pantries- £15
 - A reallocation of £20k from the Gypsy Lane project to the new Dunfermline Skate Park.
 - A reallocation of £15k from the Gypsy Lane project to installing new CCTV in Pittencrieff Park.

- 3.2 The decision to agree projects at the megaward with a subsequent report to follow at Area Committee was agreed by the previous Area Convenor. The Convenor and Vice-Conver also agreed to the reallocation of the Gypsy Lane project funds.
- 3.3 Officers from the various services are currently completing proposals and business cases for each project. Please note the current costs remain estimates at the moment.
- 3.4 In June 2021, a report was also tabled at Area Committee that outlined two projects to be awarded funds from the £150k. They were:

Conservation Lamp Posts Around Transy Grove, Transy Place and Park Place

Councillors agreed that the £30,000 excess costs for the conservation lamp posts should be progressed and funded from the budget. These excess costs were not able to be met centrally as discussed at the megaward meeting on February 1st with Neil Watson, Roads & Lighting Asset Management Lead Consultant.

Bull Park Lamp Posts

There remained an outstanding element of a project previously brought forward by the Baldridgeburn and Milesmark Community Council. It included the installation of lamp posts along a link path that joins the Baldridgeburn and Parkneuk communities. The councillors present agreed that the £29,000 required to install the lamp posts could be funded from the budget.

- 3.5 Furthermore in 2017, £35k was allocated from the then local area capital budget budget to support the Gypsy Lane project, however this did not progress. The funds have therefore been reallocated to support two new projects, including a new Skate Park in the Public Park and installing new CCTV in Pittencrieff Park.
- 3.6 Progressing all the projects highlighted above will fully utilise the total local area capital budget. Any shortfall in the budget required may need to be met from the Local Community Planning Budget.

4.0 Conclusion

- 4.1 This report is intended to give members information on area capital investment for the City of Dunfermline area.

Report Contact(s)

Andrew Gallacher
Community Manager – City of Dunfermline
Telephone: 03451 55 55 55, Ext No 450481
Email: andrew.gallacher-cn@fife.gov.uk

7th February 2023

Agenda Item No. 13

Local Area Economic Profiles (December 2022)

Report by: Gordon Mole, Head of Business and Employability

Wards Affected: Ward Nos. 2,3 & 4

Purpose

The purpose of this report is to provide members with an annual overview of the performance of the local economy and labour market in the City of Dunfermline. The information presented is intended to provide background and context to council activity within the area and to help inform area committee discussion and decision-making.

Recommendation(s)

It is recommended that Members:

1. Consider and comment on the issues raised from the analysis of the latest available data; and,
2. Recognise the ongoing economic challenges and uncertainty.

Resource Implications

There are no resource implications associated with this report.

Legal & Risk Implications

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

Impact Assessment

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

The Fairer Scotland Duty, which came into force on 1 April 2018, requires the Council to consider how it can reduce inequalities of outcome caused by socio-economic disadvantage when making strategic decisions. The information presented in this report and accompanying presentation provide members with context on inequalities within their committee area and Fife as a whole.

Consultation

Key officers from within Business & Employability, Legal and Finance have been consulted in the preparation of this overview report.

1.0 Background

- 1.1 Appendix 1 provides updated local economic profiles for each of the Council's seven committee areas using the latest available data as of December 2022.
- 1.2 The profiles are based on analyses of a range of labour market and economic data published by external sources that include the Scottish Government and Office of National Statistics (ONS).
- 1.3 The lag in the availability of most of the data means that whilst these figures provide an opportunity to assess the initial recovery of Fife's economy from the impact of the Covid-19 pandemic and the UK's exit from the European Union, they do not cover the period affected by the current cost-of-living and cost-of-doing businesses crises.
- 1.4 These profiles and other Fife-wide economic analyses are used to inform a range of strategic planning activities including: the Strategic Assessments; Local Outcome Improvement Plan (Plan4Fife); local community planning; and development of the new Fife Economy Strategy 2023-2028. The data also provide members with context and background on policy development and impact.

2.0 Wider Economic Perspective

- 2.1 Throughout 2021 and 2022, an unprecedented coming together of global events (the ongoing pandemic, the UK's exit from the EU, war in Ukraine, energy and cost-of-living and cost-of-doing business crises and the climate emergency) continued to impact the economy.
- 2.2 Inflation, driven by high food, fuel and energy costs, reached a 40 year high. Although it fell for the first time in November 2022 (from a peak of more than 11% in October to 10.7%), its impact is already being seen on reduced household spending. The ONS reported that 66% of adults in Great Britain spent less on non-essentials between 22nd November and 2nd December 2022. The Scottish Fiscal Commission (SFC) forecasts that Scottish households can expect to see the biggest real-terms (inflation adjusted) fall in disposable income since Scottish records began in 1998. Reduced household spending along with the increased cost of doing business, supply chain disruptions and labour shortages are creating a significant risk of further business failures. In the 2-year period between March 2020 and March 2022, the number of registered businesses in Fife fell by 745 (-7.5%).
- 2.3 The Office of Budget Responsibility (OBR) now considers the UK to be in the first quarter of a recession which is likely to last at least a year. The Bank of England believes that the recession could last for up to 2 years, with unemployment likely to double to around 6.5% by 2025.
- 2.4 According to the SFC, the Scottish economy will not return to pre-pandemic levels until well into 2025 as a result of the recession followed by slow growth. Growth is expected to move more slowly in Scotland than the UK average.
- 2.5 Although unemployment has been at a record low, the UK has experienced a large increase in economic inactivity, much larger and more persistent than that seen in other OECD* countries. According to the ONS, earlier retirement among the 50-64 year old age group is the biggest contributor to economic inactivity, along with rising sickness rates among working-age adults, changes in the structure of migration post-Brexit, and an ageing UK population. (*Note: OECD = Organisation for Economic Co-operation and Development)

- 2.6 Economic inactivity in Fife (ie the proportion of Fife’s working aged population neither in work nor actively seeking work) for the 12 months to June 2022 was 26.9% (60,900 people). This is the highest rate ever recorded in Fife and is above the Scottish rate (22.9%) and higher than the pre-pandemic rate in Fife (23.9%). Around 30% (18,200 people) of those economically inactive in Fife cited long-term ill-health as the reason.
- 2.7 The latest labour market data for Scotland showed a slight fall in economic inactivity in the three-month period August-October 2022. Whilst the number in employment also rose, unemployment (people actively seeking work) also increased. This is a departure from the recent trend of low unemployment and whilst it could mean that people are moving from economic inactivity to actively seeking work, there are fears that the recession will make labour market conditions more difficult.

3.0 Local, Regional & National Developments

- 3.1 Delivery of Council’s Leading Economic Recovery Action Plan, developed as a short-term response to the Covid-19 pandemic, continued throughout 2022 and a final progress report was taken to Cabinet Committee in August 2022.
- 3.2 The UK Government White Paper on [Levelling Up](#) was published in February 2022. The two key funding streams underpinning this policy agenda are the UK Shared Prosperity Fund (UK SPF) and the UK Levelling Up Fund (UK LUF).
- 3.3 The UK SPF is primarily a revenue funding allocation to all areas of UK based on a funding formula rather than via competition. Fife was awarded a total of £13,427,815 for the period 2022-23 to 2024-25 (the fourth highest local authority allocation in Scotland) subject to the submission of a SPF Investment Plan, which was subsequently approved by the UK government in December 2022.
- 3.4 The UK LUF provides capital funding on the basis of competitive bids. Fife submitted five LUF Round 2 funding bids in August 2022 - four place-based bids (one for each of our UK parliamentary constituencies) plus one Fife-wide transportation-related bid. The Dunfermline & West Fife UK Parliamentary Constituency bid includes support for Dunfermline High Street streetscape works, including at the gap site and for the refurbishment of St Margaret’s House. A decision regarding successful projects had been due in autumn 2022, but is not now anticipated before January 2023. Should any Fife bids prove successful it would now raise significant issues regarding the deliverability of projects within the original completion deadline of 31 March 2025, due to the time required for planning approval, the availability of contractors and consultants, and current delays in the availability of materials.
- 3.5 Following publication of the Scottish Government’s new [National Strategy for Economic Transformation](#) in March 2022, the Fife Partnership Leading Economic Recovery (LER) Board has undertaken a wide-ranging review of the Fife Economic Strategy.
- 3.6 The draft Fife Economic Strategy 2023-28, which is being taken to Cabinet Committee and the Fife Partnership in February 2023, identifies six key economic priorities:
 - **Supporting & Encouraging Enterprise**
 - **Supporting Sustainable Business Growth & New Opportunities**
 - **Promoting Place-Based Investment in Infrastructure**
 - **Supporting Skills Development & Progression**
 - **Promoting Fair & Inclusive Access to Work**

▪ Ensuring Effective Collaboration & Delivery

- 3.7 Within the context of these six priorities, the Fife Economic Strategy is also committed to:
- **Addressing the Climate Emergency** by embedding appropriate actions within economic development activity. This includes sustainable investment in our economic property portfolio, consideration of future employment land requirements and links to local development planning and transportation; business support for the just transition to net zero; and workforce development in relation to green, blue and circular economy needs and opportunities.
 - **Tackling Poverty & Preventing Crisis** through support to help those most disadvantaged and furthest from the labour market to secure and sustain meaningful employment; and,
 - Promoting the key principles of **Community Wealth Building**, particularly in relation to progressive procurement practices, local supply chain development, support for alternative business models, repurposing and revitalising our key town centres, and returning vacant & derelict land and buildings within our communities to productive use.
- 3.8 Work is also ongoing in relation to regional economic partnership arrangements. A review of the Tay Cities Region Economic Strategy is expected in 2023 and work is currently being undertaken on the development of a new iteration of the Edinburgh & South-East Scotland Regional Prosperity Framework with a focus on key regional areas of collaboration, skills, infrastructure and the green economy.
- 3.9 Delivery of the 10-year Fife Industrial Innovation Investment Programme (Fi3P) funded by the Edinburgh & South-East Scotland City Region Deal is progressing and site servicing at Fife Interchange North next to Amazon's fulfilment Centre is now complete. Planning permission has been granted for the construction of 10 new business units at Fife Interchange North and this will be supported by funding from the Fi3P Programme with completion expected in summer 2024.

4.0 **Headline Issues & Opportunities: City of Dunfermline***

- 4.1 The latest employment rate in the City of Dunfermline committee area was 80.4%. This was the highest rate in Fife and higher than the rate for Scotland as a whole (74.4%).
- 4.2 Dunfermline is the only part of Fife where the economic inactivity rate (16.3%) is lower than the Fife and Scottish rates (26.9% and 22.9% respectively).
- 4.3 The proportion of the working-age population claiming out-of-work benefits in Dunfermline (2.8%) is the third lowest in Fife and is lower than the area's pre-Covid 2019 rate (3.3%).
- 4.4 An estimated 52.8% of Dunfermline's working age population is qualified to NVQ 4 or above – the second highest proportion in Fife and higher than both the Fife and Scottish rates (48.5% and 48.1% respectively).
- 4.5 Dunfermline has the highest proportion of people employed in elementary occupations in Fife (16.6% compared to 12.3% in Fife overall).
- 4.6 The percentage of 16-19-year-olds participating in education, training or employment in the Dunfermline Scottish Parliamentary Constituency Area is the highest in Fife (93.1%).

- 4.7 The average earnings of people living in the Dunfermline & West Fife UK Parliamentary Constituency Area are the highest in Fife (£622.00) and workplace earnings in the area are the second highest (£628.80).
- 4.8 In the 2-year period between March 2020 and March 2022, the number of registered businesses in the Dunfermline Scottish Parliamentary Constituency Area (SPCA) fell by 115 enterprises (-5.7%). In Fife overall, the number of enterprises fell by -7.5%.
- 4.9 The Dunfermline SPCA has the highest proportion of micro businesses in Fife; 89.2% of registered businesses employ fewer than 10 people compared with 87.7% in Fife overall.
- 4.10 The number of jobs in Dunfermline increased by 6.9% in the 2-year period between September 2019 and September 2021 (from 29,000 to 31,000 jobs). 88% of all Fife's employment in Financial & Insurance activity is located in Dunfermline along with 64% of Fife's jobs in the Information & Communication sector.
- 4.11 Whilst the proportion of vacant units in Dunfermline town centre remained unchanged between 2019 and 2022 (19%), the proportion of vacant floorspace increased from 17.3% to 28.8% over the same period.
- 4.12 Dunfermline's city status designation through the Platinum Jubilee Civic Honours competition in May 2022 and subsequent membership of the Scottish Cities Alliance will provide a range of opportunities for the city.
- 4.13 The new Maygate Exchange opened on 31 October 2022 with all five office units let. Funding from the Scottish Government's Placed-Based Investment Programme is being used to help fund the first phase of works at St Margaret's House thereby starting the process of securing the long-term future of the building.
- 4.14 Construction has started at the Dunfermline Learning Campus and in April 2022 a Meet-the-Contractor event was held to inform local businesses of the supply chain opportunities arising from the project.
- 4.15 The number of people visiting the Dunfermline and West Fife Area during 2021 increased by 75.1% compared with the previous year. However, this was still well below pre-pandemic levels, at only 65% of the 2019 visitor numbers. Initial Fife-wide figures for the first six months of 2022 suggest that visitor numbers were only 10% below pre-pandemic levels.

[* Note: Figures are given for the City of Dunfermline Committee Area unless otherwise stated. Where data are not available at this level, figures are given for the Dunfermline & West Fife UK Parliamentary Constituency Area (UKPCA) or Dunfermline Scottish Parliamentary Constituency Area (SPCA). Tourism data are given for the area covered by Dunfermline & West Fife Local Tourist Association.]

END

List of Appendices

1. Fife Local Area Economic Profiles 2021-2022 (December 2022)

Background Papers

- [Fife's Economic Strategy 2017-2027 \(March 2017\)](#)
- Leading Economic Recovery Action Plan Report (4th March 2021)
- [Mid-Fife Economic Investment Prospectus \(April 2021\)](#)
- [Recovery & Renewal: Plan for Fife 2021-2024 Update \(17th Aug 2021\)](#)
- [Leading Economic Recovery Action Plan: Progress Update Report](#) (25 Aug 2022)
- FC Briefing Note: UK Government Autumn Budget Statement (17th Nov 2022)
- FC Briefing Note: Scottish Government 2023-24 Budget Statement (15th Dec 2022)

Author / Contact:

Peter Corbett, Lead Officer (Economy)
Fife Council Business & Employability Service
Fife House, North Street Glenrothes KY7 5LT
Email: Peter.Corbett@fife.gov.uk

Introduction

This profile provides an overview of the characteristics and performance of Fife’s labour market and business base. It also provides a summary of the business support activity carried out by Fife Council in 2021/22. The profiles are based on a range of publicly available socio-economic data. Whilst many of the data have a time lag, the figures presented are the most up-to-date available at the time of writing.

Unless otherwise stated, the data are broken down to the areas covered by each of Fife Council’s seven [Local Area Committees](#).

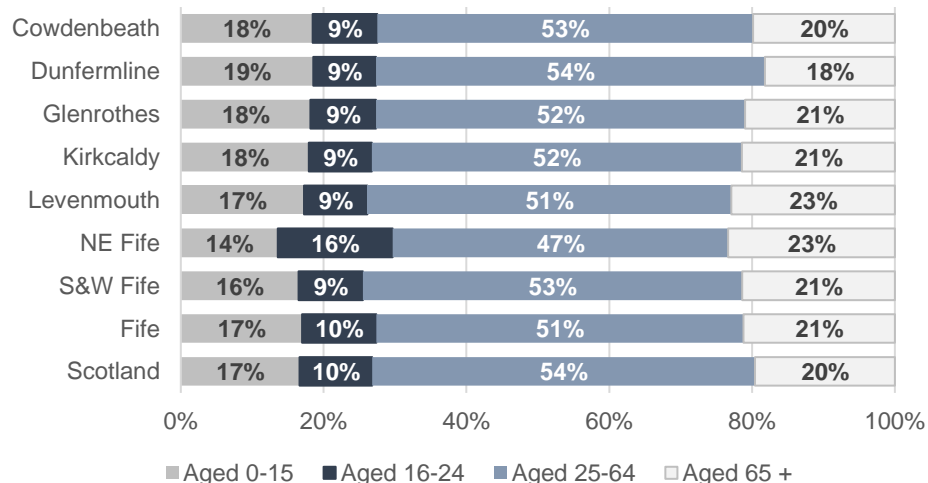
Fife’s Labour Market

Population

Figure 1: Mid-2021 Population Estimates - Fife & Local Area Committee Geographies

Cowdenbeath Area	City of Dunfermline	Glenrothes Area	Kirkcaldy Area	Levenmouth	North East Fife	South & West Fife	Fife
41,768	60,597	49,805	60,462	37,902	74,690	49,506	374,730

Figure 2: Population Structure - Fife & Local Committee Areas



Around 374,730 people live in Fife, 6.8% of Scotland’s population (Figure 1).

Looking at the population structure of Fife and its committee areas (Figure 2):

- Fife has a smaller proportion of its population of working age (aged 16-64 years) than Scotland as a whole – 61% of its population are of working age compared with 64% of Scotland’s population.
- Levenmouth has the smallest proportion of people of working age (60%).
- North East Fife and Levenmouth have the highest proportions of people aged over 65 (23%) whilst Dunfermline has the lowest (18%).
- North East Fife has the largest proportions of people who are of working age (63%) and the lowest proportion of children (14%).
- North East Fife also has the largest proportion of people aged 16-24 years (16%) and the lowest proportion aged 25-64 years (47%).

Source: Mid-2021 Electoral Ward Population Estimates. National Records of Scotland.

Employment

Figure 3: Employment Rates, 12 months to June 2022

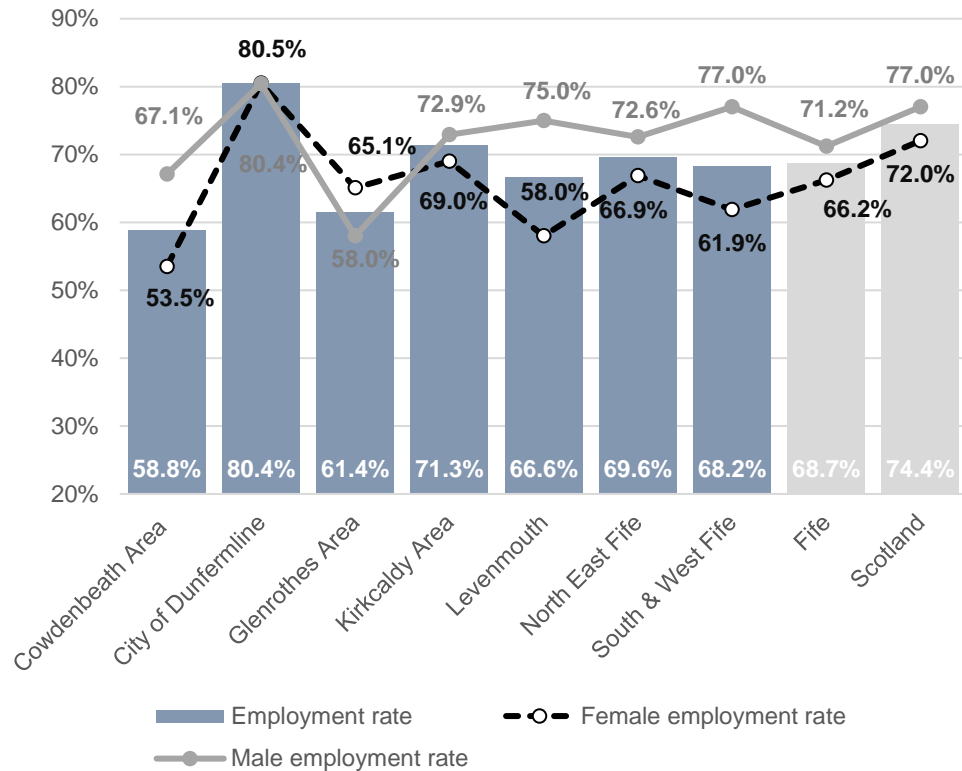
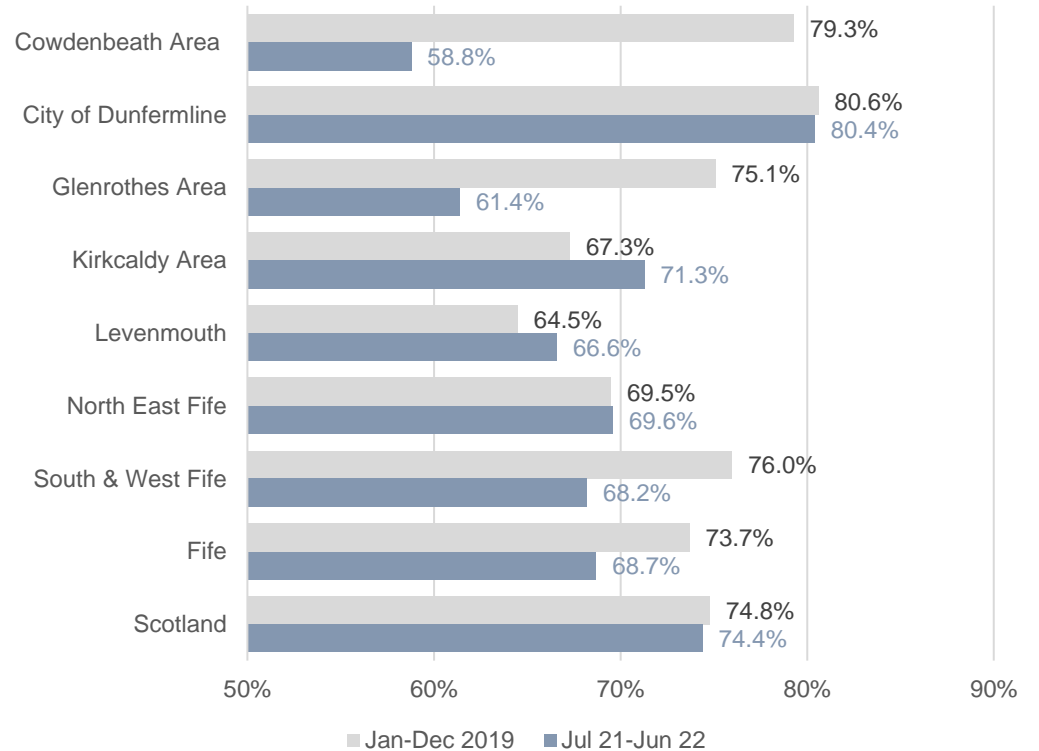


Figure 4: Employment Rate Change 2019-2022



Latest Employment Rates*:

Dunfermline's latest employment rate (80.4%) is the highest in Fife and above the rate for Scotland as a whole (74.4%) (Figure 3).

The employment rates in the Cowdenbeath and Glenrothes Areas and Levenmouth are considerably lower than the Fife and Scottish rates.

The Cowdenbeath Area's employment rate is the lowest of all the committee areas in Fife (58.8%).

Dunfermline and the Glenrothes Area are the only parts of Fife where the female employment rate is higher than the male (Figure 3).

Note: *employment rate = the percentage of the working age populations (aged 16-64) who are in employment. As these employment estimates are obtained from a national survey, they are based on a sample rather than the entire population which means they are subject to uncertainty. In addition, rates for committee areas should be viewed with caution due to small sample sizes at this geographic level.

Source: ONS Annual Population Survey, Jan-Dec 2019 and Jul 2021-June 2022.

Employment Rate Change:

The latest figures suggest that employment rates in most parts of Fife have not yet returned to their pre-pandemic levels (Figure 4). Fife's employment rate fell from 73.7% in 2019 to 68.7% in 2022 meaning that more than three in ten of the region's working age population were either unemployed or economically inactive (see sections below).

The highest falls in employment rates were seen in the Cowdenbeath and Glenrothes Areas and South & West Fife.

In Dunfermline and North East Fife, employment rates have returned to their 2019 levels; the Kirkcaldy Area and Levenmouth were the only areas to see their employment rates increase to above the 2019 pre-pandemic level.

Note: As these employment estimates are obtained from a national survey, they are based on a sample rather than the entire population which means they are subject to uncertainty. In addition, rates for committee areas should be viewed with caution due to small sample sizes at this geographic level.

Source: ONS Annual Population Survey, Jan-Dec 2019 and Jul 2021-June 2022.

Unemployment

Figure 5: Unemployment in Fife, Scotland and Great Britain

	2019/20	2020/21	2021/22
Fife (number of people)	7,100	8,700	6,600
Fife (%)	4.1%	5.1%	3.9%
Scotland (%)	3.4%	4.7%	3.4%
Great Britain (%)	3.9%	5.0%	3.8%

The latest unemployment figures for Fife are for the 12 months to June 2022.

Between 2019/20 and 2020/21, Fife's unemployment rate increased from 4.1% to 5.1% as an estimated additional 1,600 people became unemployed during the pandemic.

Between 2020/21 and 2021/22, Fife's unemployment rate fell below its pre-pandemic level to a record low as the estimated number of people who were unemployed fell by 2,100 to 6,600.

Although Fife's latest unemployment rate is higher than the Scottish rate, the gap is narrower than before the pandemic.

Source: ONS Annual Population Survey, 12 months to Jun 2020, 2021 and 2022.

Note: Numbers and % are for those aged 16 and over. % is a proportion of economically active. Unemployment figures are not shown below the Fife level as sample sizes are too small for reliable estimates.

Economic Inactivity

Figure 6: Percentage of the working age population who are economically inactive - Fife & Scotland

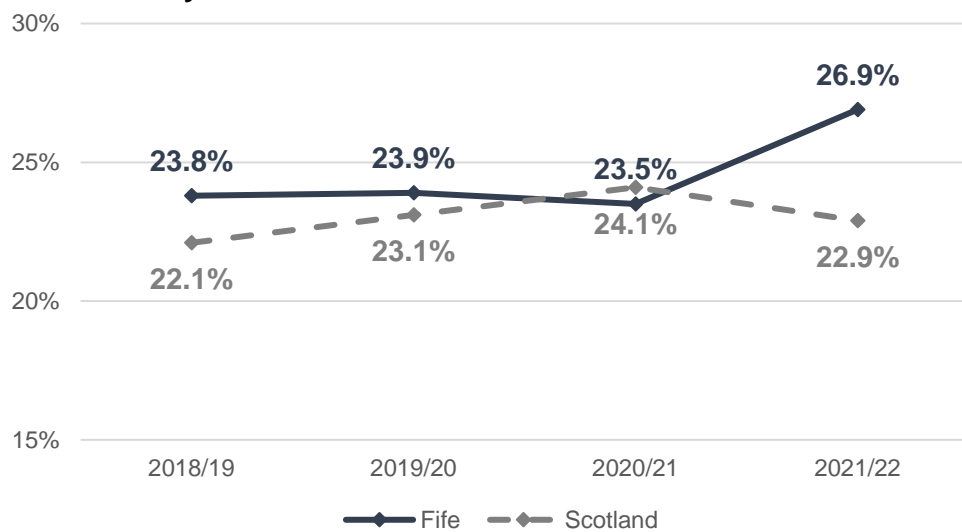
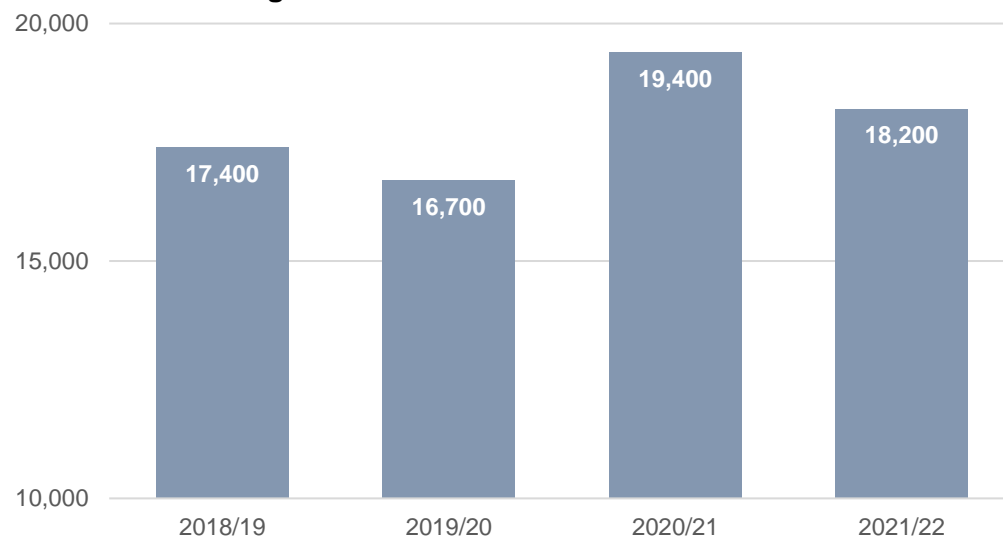


Figure 7: Estimated number of people in Fife who are economically inactive due to long term ill-health



Economic Inactivity in Fife:

Over a quarter (26.9%) of Fife's working aged population (people aged 16-64) was economically inactive - that is they were neither in employment nor actively seeking a job – in the 12 months to June 2022.

Fife's inactivity rate is higher than the Scottish rate (22.9%) and also higher than the rate in Fife before the Covid-19 pandemic (23.9%) (Figure 6).

Long term ill-health is the reason 30% of those who are economically inactive in Fife gave for not being in employment or seeking a job. Other reasons included being a student (25.6%), looking after the family/home (19.3%) and being retired (12%).

The estimated number of people in Fife who were economically inactive due to ill-health rose from 17,400 in 2018/19 to 18,200 in the 12 months to June 2022.

Source: ONS Annual Populations Survey, July – June 2018/19, 2019/20, 2020/21 and 2021.22.

Note: Those who are economically inactive are people aged 16 and over without a job who have not sought work in the last four weeks and/or who are not available to start work in the next two weeks, ie they are neither employed nor unemployed.

Figure 8: Proportion of the working age population who were economically inactive, June 2021-July 2022

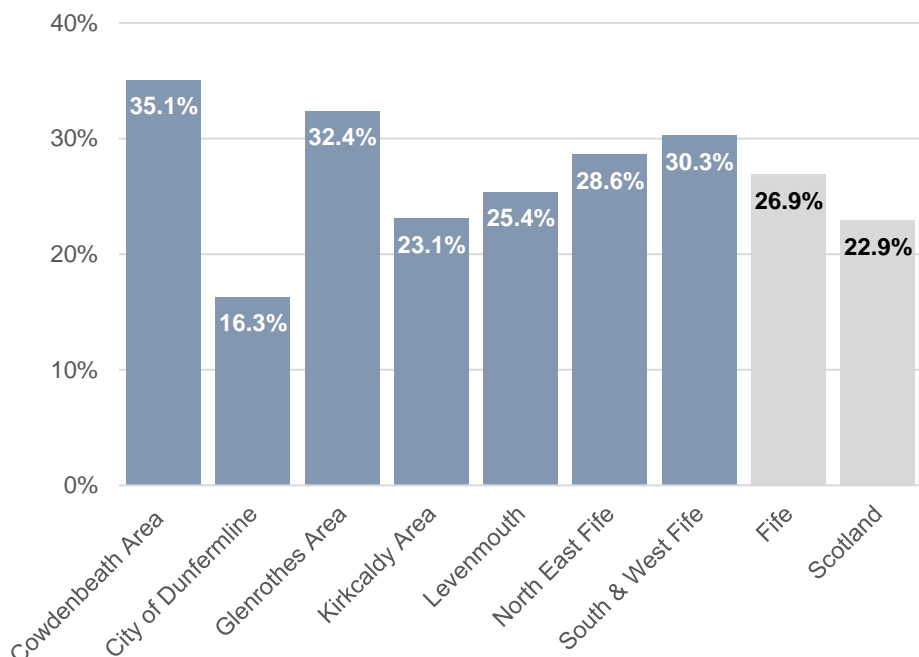
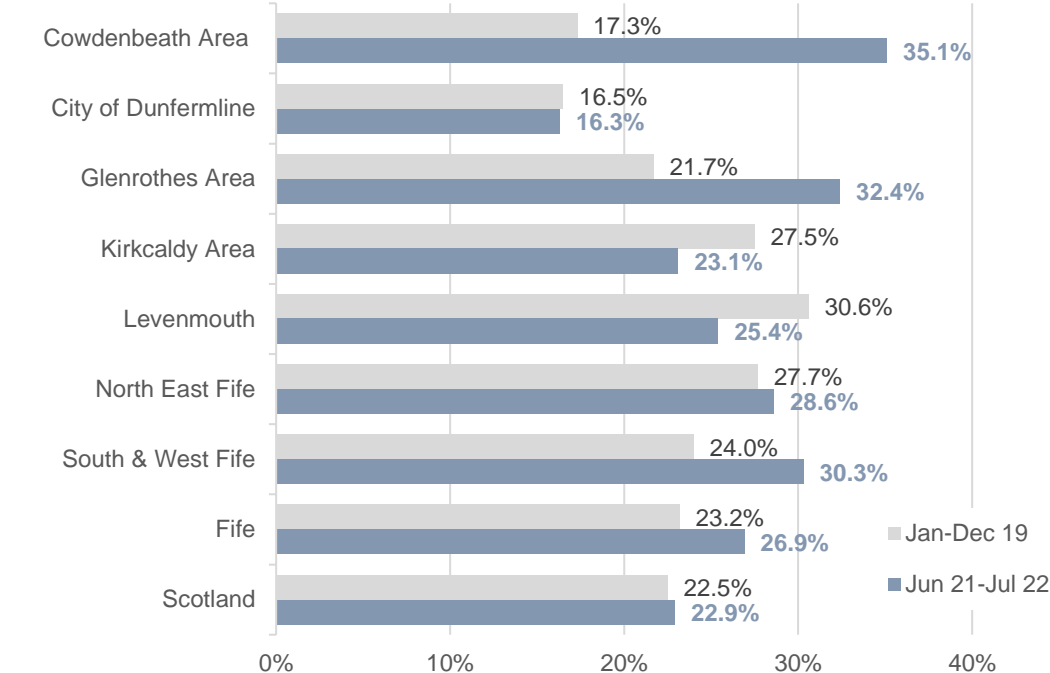


Figure 9: Change in the proportion of the working age population who are economically inactive between 2019 and 2021/22



Economic Inactivity by Committee Area:

Between 2019 and 2021/22, the Cowdenbeath and Glenrothes Areas and South & West Fife saw significant increases in the proportion of their populations who were economically inactive. In Kirkcaldy Area and Levenmouth inactivity rates fell (Figure 8).

Dunfermline is the only area whose economic inactivity rate is lower than both the Fife and Scottish rates (Figure 9).

The Cowdenbeath Area has the highest economic inactivity rate followed by the Glenrothes Area and South & West Fife.

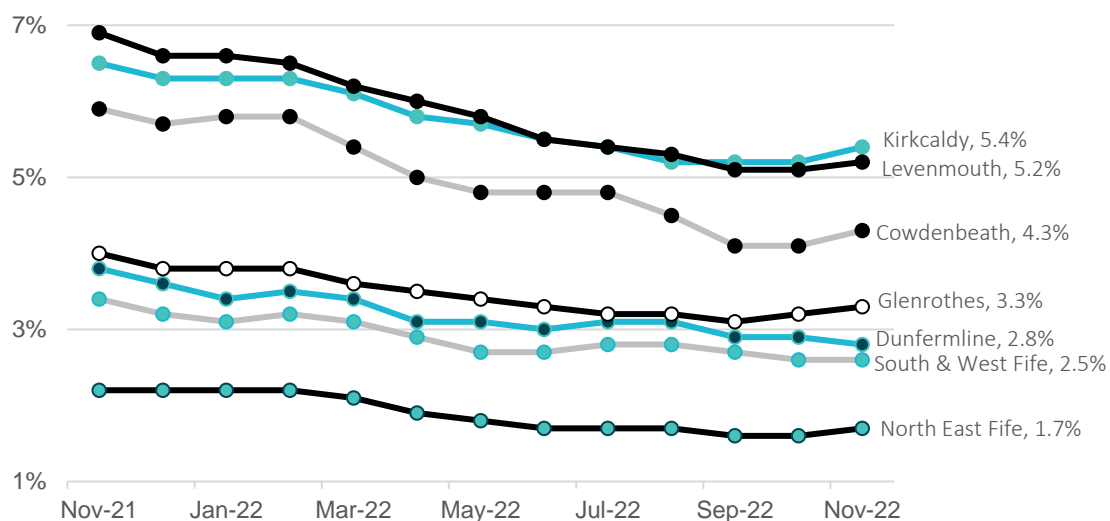
Due to small sample sizes at committee area levels, all these figures should be viewed with caution.

Source: ONS Annual Populations Survey, Jan-Dec 2019 and July 2021-June 2022.

Note: Those who are economically inactive are people aged 16 and over without a job who have not sought work in the last four weeks and/or who are not available to start work in the next two weeks, ie they are neither employed nor unemployed.

People Claiming Out-of-work Benefits

Figure 10: Claimant rates – Fife Area Committees, Nov 2021- Nov 2022



North East Fife has the lowest rate of people claiming out-of-work benefits of all the area committees (Figure 10).

The Kirkcaldy Area and Levenmouth have the highest claimant rates; this has been the case for some time.

All claimant rates in Fife increased significantly in 2020 following the onset of the Covid-19 pandemic and remained considerably higher than pre-pandemic levels until they started to fall in April 2021. Since September 2022, rates have stabilised or even increased slightly.

In all parts of Fife apart from North East Fife, the latest rates (November 2022) are the same or lower than in 2019 (Figure 11).

Source: ONS Claimant Count.

Note: The claimant rate is the percentage of working age (16-64yrs) residents claiming out-of-work benefits.

Figure 11: Claimant count and rate change 2019 to November 2022

	2019		2022		Rate Change	Change in Count
	Rate	Claimant Count	Rate	Claimant Count		
Cowdenbeath	5.1%	1,328	4.3%	1,110	0.8%	
Dunfermline	3.3%	1,213	2.8%	1,025	0.5%	
Glenrothes	3.6%	1,108	3.3%	995	0.3%	
Kirkcaldy	5.5%	2,002	5.4%	1,960	0.1%	
Levenmouth	6.4%	1,450	5.2%	1,170	1.2%	
North East Fife	1.7%	762	1.7%	770	0.0%	
South & West Fife	2.7%	836	2.6%	795	-0.1%	-41
All Fife	3.8%	8,753	3.4%	7,870	-0.4%	-883

Occupational Skills

Dunfermline has the highest proportion of people employed in elementary occupations (16.6%) and Levenmouth the lowest (8.0%).

The Cowdenbeath Area has a higher-than-average proportion of people employed in lower-middle skilled jobs with over 40% of jobs in these occupations. This is the highest rate of employment in these occupations of Fife's committee areas.

The Cowdenbeath Area and Levenmouth have a significantly lower proportion of people employed in high skilled jobs such as managers, directors and professionals than Fife and Scotland as a whole, and the lowest proportions of all of Fife's committee areas (19.6% and 21.7% respectively).

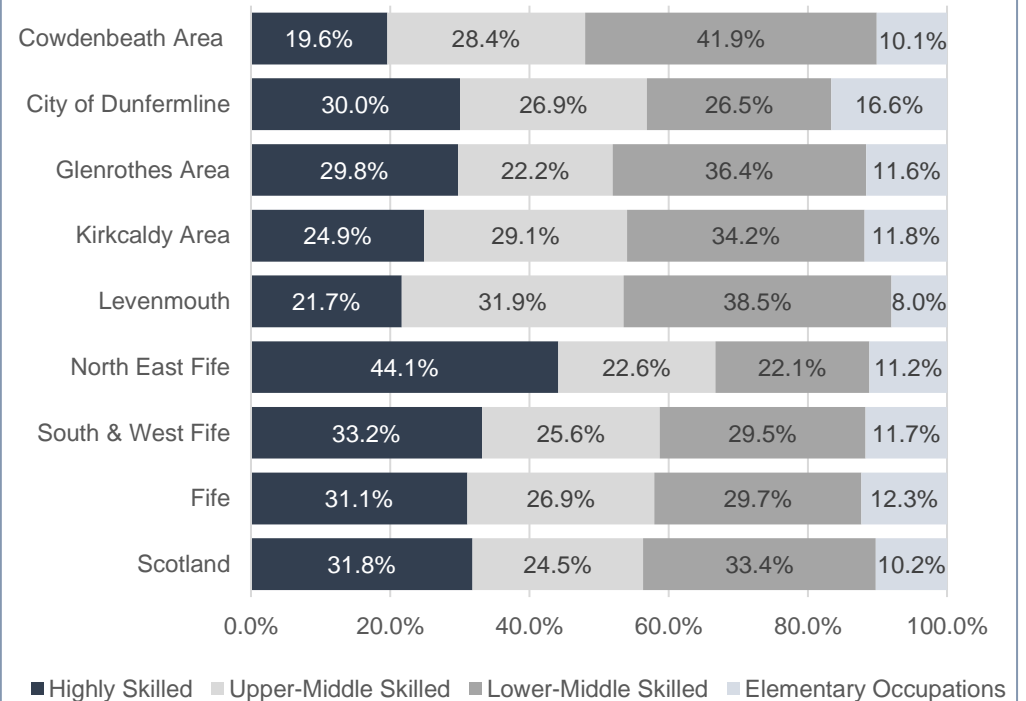
North East Fife has the highest rate of employment of the Fife area committee areas in high skilled jobs (44.1%).

Source: ONS Annual Population Survey, Jan-Dec 2019, 20 & 21.

Note: High Skills: managers, directors, senior officials & professional occupations; Medium-High Skills: associate professional & technical & skilled trade occupations; Medium-Low Skills: admin, secretarial, caring, leisure, sales & customer service occupations & process, plant & machine operatives; Elementary: elementary trades, admin & service occupations.

These estimates should be viewed with caution due to small sample sizes at the area committee level; three-year averages (2019-21) are therefore given for qualifications by committee area.

Figure 12: Employment by Occupation, 2019-21



Qualifications & Skills of Population

% of working age population with NVQ 4+ (HND, degree or higher degree)	44.0%	43.3%	51.3%	
% of working age population with no formal qualifications	8.2%	7.3%	5.9%	

Figure 14: Proportion of 16-64-yr-olds with No Qualifications, 2019-21

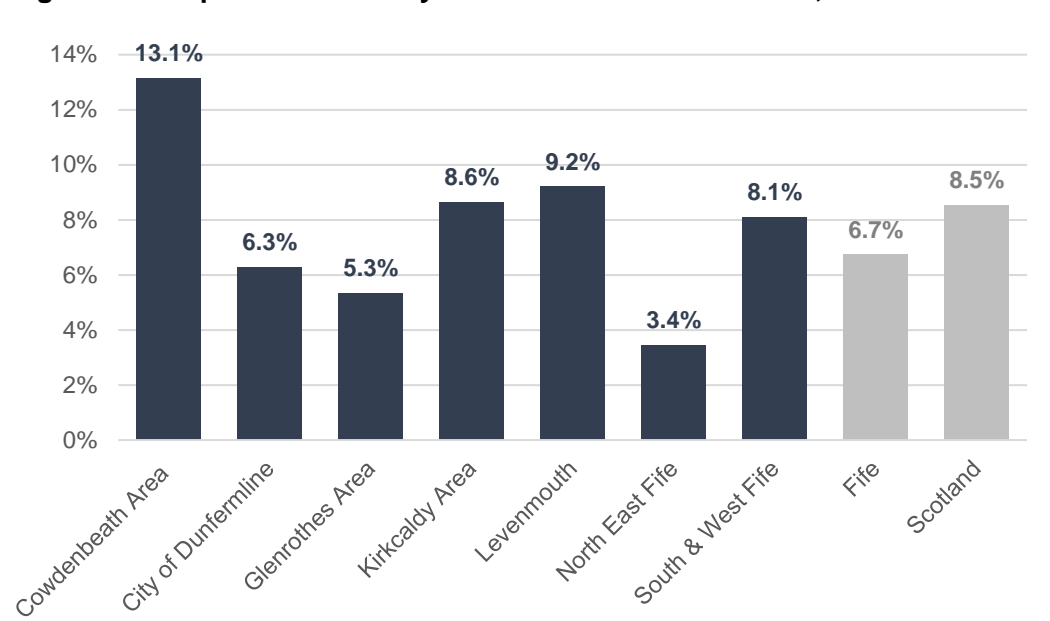
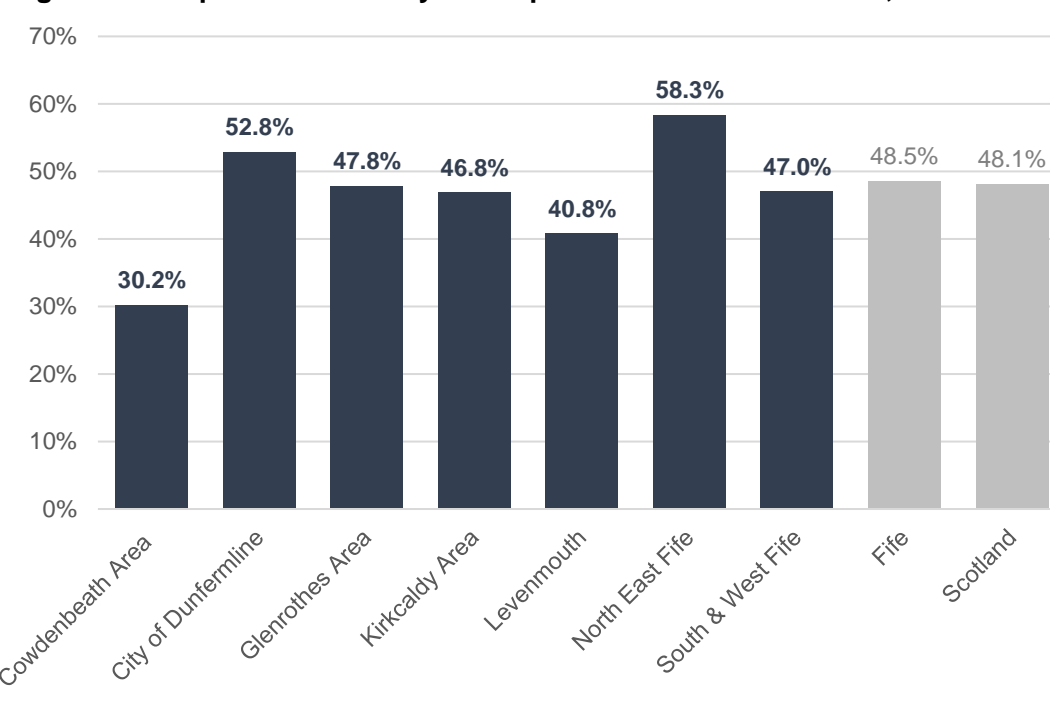


Figure 15: Proportion of 16-64-yr-olds qualified to NVQ 4 or above, 2019-21



2018-2021 Trend in Qualifications:

The qualifications of Fife’s working age population showed steady improvement between 2018 and 2020, when the proportion of those aged 16-64 with a NVQ 4 or higher qualification increased from 44% to over 50% and the proportion with no qualifications fell from 8.2% to 5.9% (Figure 13). Between 2020 and 2021 however, the proportions with NVQ 4+ fell and with no qualifications increased.

Qualifications by Committee Area:

The Cowdenbeath Area has a significantly higher proportion of its working age population with no qualifications (13.1%) than Scotland and Fife as a whole (8.5% and 6.7% respectively), and the highest proportion of all Fife’s committee areas. The area also has the lowest proportion of people who are qualified to NVQ 4 or above (30.2%) (Figures 14 & 15).

Levenmouth and the Kirkcaldy Area also have higher proportions of their populations with no qualifications than Fife and Scotland overall and lower rates qualified to NVQ 4 or above.

North East Fife has the lowest percentage (3.4%) of its working age population with no qualifications out of all the committee areas in Fife.

North East Fife also has the highest proportion (58.3%) of people qualified to NVQ 4 or above.

Source: ONS Annual Population Survey

Notes: These estimates should be viewed with caution due to small sample sizes at the area committee level; three-year averages (2019-21) are therefore given for qualifications by committee area. NVQ 4 and above qualifications = HND, degree and higher degree level qualifications or equivalent. No qualifications = no formal qualifications held.

Figure 16: School Leaver Destinations and Attainment 2020/21

	Fife	Scotland
Percentage of school leavers achieving a positive initial destination*	93.9%	95.5%
Percentage of school leavers achieving a positive follow-up destination*	89.8%	93.2%
Percentage of school leavers achieving 1+ SCQF Level 5 or better	81.3%	87.7%
Percentage of school leavers achieving 1+ SCQF Level 6 (Higher) or better	58.7%	66.0%

93.9% of Fife's 2020/21 school leavers achieved a positive initial destination*.

Whilst this was higher than the year before, when 91.9% of leavers achieved a positive initial destination, it was lower than the proportion of 2018/19 school leavers who gained a positive initial destination (94.4%).

In addition, the proportion of leavers in a positive destination 9 months after the end of the school year in April 2022 fell to 89.8%, the lowest proportion since 2012/13.

The gaps between the Fife and Scottish initial and follow-up rates have continued to widen.

The percentages of 2020/21 school leavers achieving at least one SCQF Level 5 or 6 are below the figures for Scotland as a whole but are higher than the percentages achieving both qualifications in 2019/20.

Source: Scottish Government, Summary Statistics for Attainment and Initial and Follow-up Leaver Destinations No 4, 2022 Editions.

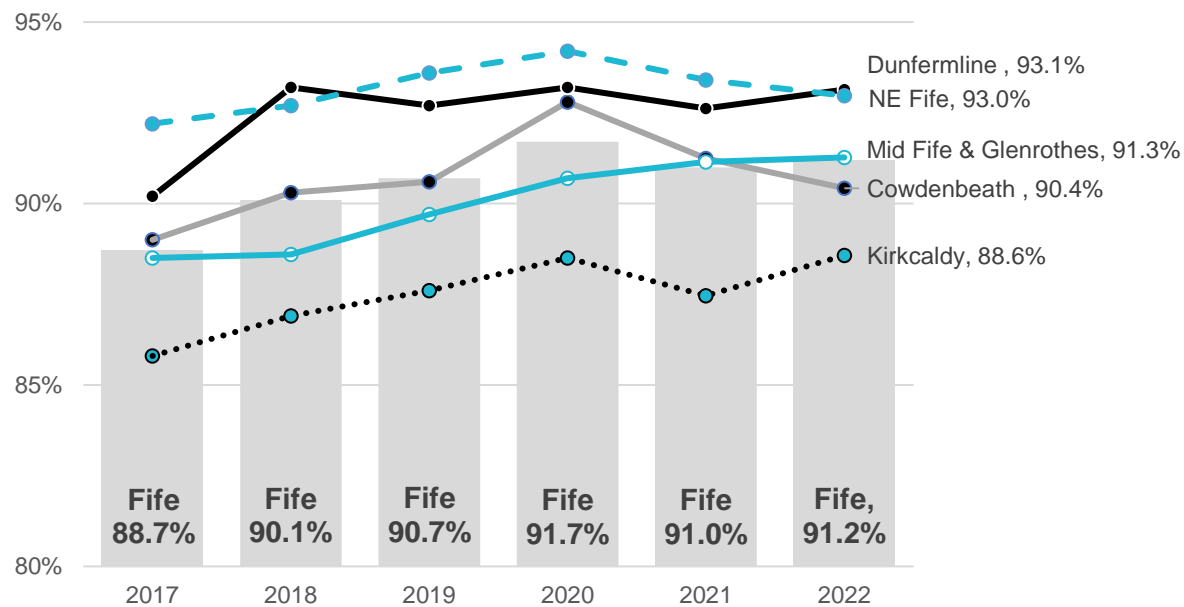
Note: * A young person is deemed to be in a positive destination when they are actively engaged with an organisation for the purpose of learning, training or work (work includes volunteering).



Figure 17: Percentage of 16–19 year olds participating in education, training or employment 2016-2021: Fife and Scotland

Year	Fife					Scotland				
	16-19 year olds	16-year olds	17-year olds	18-year olds	19-year olds	16-19 year olds	16-year olds	17-year olds	18-year olds	19-year olds
2017	88.7%	98.9%	91.7%	86.8%	78.3%	91.1%	98.8%	90.4%	88.9%	83.4%
2018	90.1%	98.7%	93.5%	86.8%	82.3%	91.8%	98.9%	94.6%	89.9%	84.5%
2019	90.7%	99.1%	93.6%	88.2%	82.2%	91.6%	99.0%	94.8%	89.1%	83.9%
2020	91.7%	98.6%	94.5%	89.6%	84.1%	92.1%	99.0%	95.0%	90.4%	84.1%
2021	91.0%	99.0%	92.6%	87.1%	85.0%	92.2%	99.1%	94.3%	89.4%	85.4%
2022	91.2%	99.0%	94.4%	88.7%	82.1%	92.4%	99.3%	95.7%	89.8%	84.2%

Figure 18: Percentage of 16-19 year olds participating in education, training or employment 2017-2022 by Scottish Parliamentary Constituency Areas (SPCAs)



In 2022, Fife saw a slight recovery in the proportion of its 16-19 year olds participating in education, training or employment after the rate fell in 2021. Prior to the pandemic, the rate had been increasing steadily (Figure 17).

Fife's largest increase in participation between 2017 and 2022 was in the 19 year old age group (Figure 17).

The gap between Fife's and Scotland's latest overall participation rate is narrower than in 2017 but wider than in 2020.

All parts of Fife had seen participation increase between 2017 and 2020, and all saw participation fall between 2020 and 2021, apart from Mid Fife & Glenrothes (Figure 18). In 2022, participation increased in the Dunfermline, Kirkcaldy and Mid-Fife & Glenrothes SPCAs, but continued to fall in NE Fife and Cowdenbeath.

Source: Skills Development Scotland, Annual Participation Measure of 16-19 year olds in Scotland, 2022.

Fife Council's Culture of Enterprise Programme

Figure 19: Participation in Fife Council's Culture of Enterprise (CoE) Programme, 2021/22

Number of different CoE activities in which schools participated	8	10	9	10	9	11	8	
Instances of pupil engagement with CoE activities 2021/22*	11,293	30,680	13,679	6,835	12,452	8,990	28,123	
<i>Instances of pupil engagement with CoE activities 2020/21*</i>	<i>3,507</i>	<i>11,360</i>	<i>1,130</i>	<i>873</i>	<i>778</i>	<i>3,309</i>	<i>1,191</i>	

Dunfermline had more instances of pupil engagement with the council's Culture of Enterprise activities than any other committee area followed by South & West Fife.

In all parts of Fife there was a significant increase in the number of pupils participating in 2021/22 compared with 2020/21 due to a continued increase in the delivery of virtual activities and more schools having the capacity to be involved following the lifting of restrictions.

A soft launch of the new Culture of Enterprise (CoE) 'Race to Zero' interactive simulation game based on economy, energy and social management was held with a P7 transition group of pupils at St Columbus RC High School, Dunfermline in June 2022 before being showcased to all Fife high schools the following term.

45 senior phase pupils participated in a CoE Windfarm Project that included 3 days on site to construct a working windfarm. The project was funded by Developing the Young Workforce (DYW) Fife and InterregRICHT as a pilot project.

Source: Fife Council – Economic Development.

Notes: * Instances of pupil engagement = the number of pupils participating multiplied by the number of weeks they were involved in the programme (discounting school holidays).

Earnings

Resident earnings represent the earnings of people who live in the area, but do not necessarily work in the area. Workplace earnings are the average earnings of those who work in the area, but do not necessarily live there.

The Kirkcaldy & Cowdenbeath parliamentary constituency has the highest workplace earnings and Dunfermline & West Fife the highest resident earnings.

The Glenrothes constituency has the lowest resident earnings in Fife, and North East Fife the lowest workplace earnings. North East Fife's workplace earnings are £98.40 lower than its resident earnings.

The proportion of employee jobs with hourly pay below the real living wage fell between 2021 and 2022 to its lowest level – 12.3% - although this rate is still higher than the Scottish rate (9.0%) (Figure 21).

Source: ONS Annual Survey of Hours and Earnings. Areas: UK Parliamentary Constituencies.

Note: Estimates below the Fife level should be viewed with caution due to small sample sizes. Estimates for 2020 and 2021 include furloughed employees and are based on actual payments made to the employee from company payrolls, and the hours on which this pay was calculated, which in the case of furloughed employees are their usual hours. Both the 2020 and 2021 ASHE surveys saw lower response rates than usual. As the data is based on PAYE it does not include the self-employed.

Figure 20: Median Weekly Earnings, April 2022 - UK Parliamentary Constituency Areas, Fife & Scotland

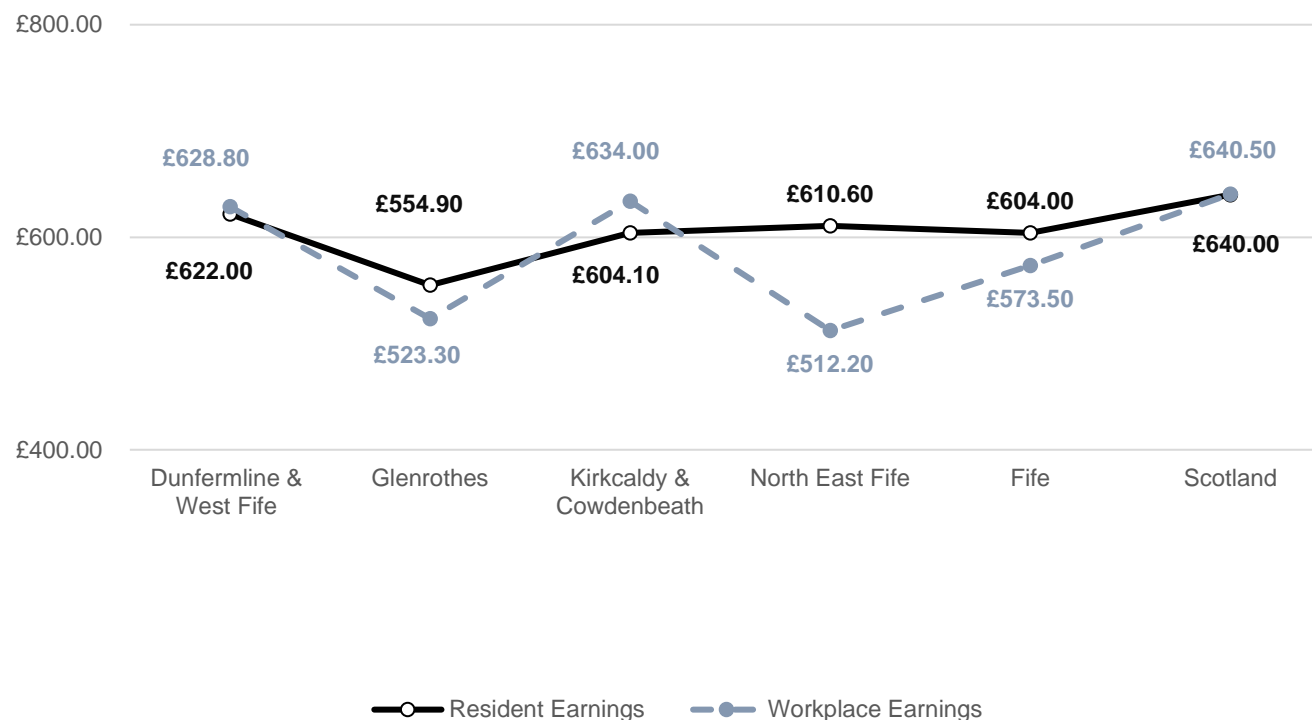


Figure 21: Percentage of employee jobs with hourly pay below Living Wage Foundation Rates

Area/Parliamentary Constituency	Apr-18	Apr-19	Apr-20	Apr-21	Apr-22
Dunfermline & West Fife	21.4%	21.6%	12.1%	19.9%	10.3%
Glenrothes	19.4%	15.9%	14.2%	15.2%	13.3%
Kirkcaldy & Cowdenbeath	19.6%	18.6%	14.5%	13.2%	N/A
North East Fife	22.5%	20.1%	21.4%	18.9%	N/A
Fife	20.6%	18.9%	14.9%	16.8%	12.3%
Scotland	19.4%	16.8%	15.1%	14.5%	9.0%

Fife's Business Base & Key Sectors

Figure 22: Number of Enterprises 2022: Scottish Parliamentary Constituency Areas (SPCAs), Fife, Scotland

	Cowdenbeath SPCA	Dunfermline SPCA	Kirkcaldy SPCA	Mid Fife & Glenrothes SPCA	North East Fife SPCA	Fife	Scotland
Number of Enterprises March 2022	1,530	1,905	1,665	1,640	2,410	9,155	173,655
Percentage of Fife Total	16.7%	20.8%	18.2%	17.9%	26.3%	-	
Change 2020-2022	-400	-115	-240	+10	0	-745	4,040
Percentage Change 2020-2022	-20.7%	-5.7%	-12.6%	+0.6%	0.0%	-7.5%	2.3%

Change in Number of Businesses 2020-2022:

Between March 2020 and March 2022, the number of businesses in Fife fell by 745 or -7.5%. This followed a period of sustained growth between 2015 and 2020. The number of businesses fell in all parts of Fife between 2020 and 2021; between 2021 and 2022, Mid Fife & Glenrothes and NE Fife both saw business numbers increase while the other SPCAs saw numbers continue to fall.

Cowdenbeath SPCA saw the largest fall between 2020 and 2022 (400 businesses or -20.7%); Mid-Fife and Glenrothes saw business numbers increase overall (10 more businesses or +0.6%).

The highest decrease in numbers (-740 businesses) was within the micro (0-9 employees) size band. Cowdenbeath and North East Fife both saw a fall in the number of medium-sized businesses (Figure 23).

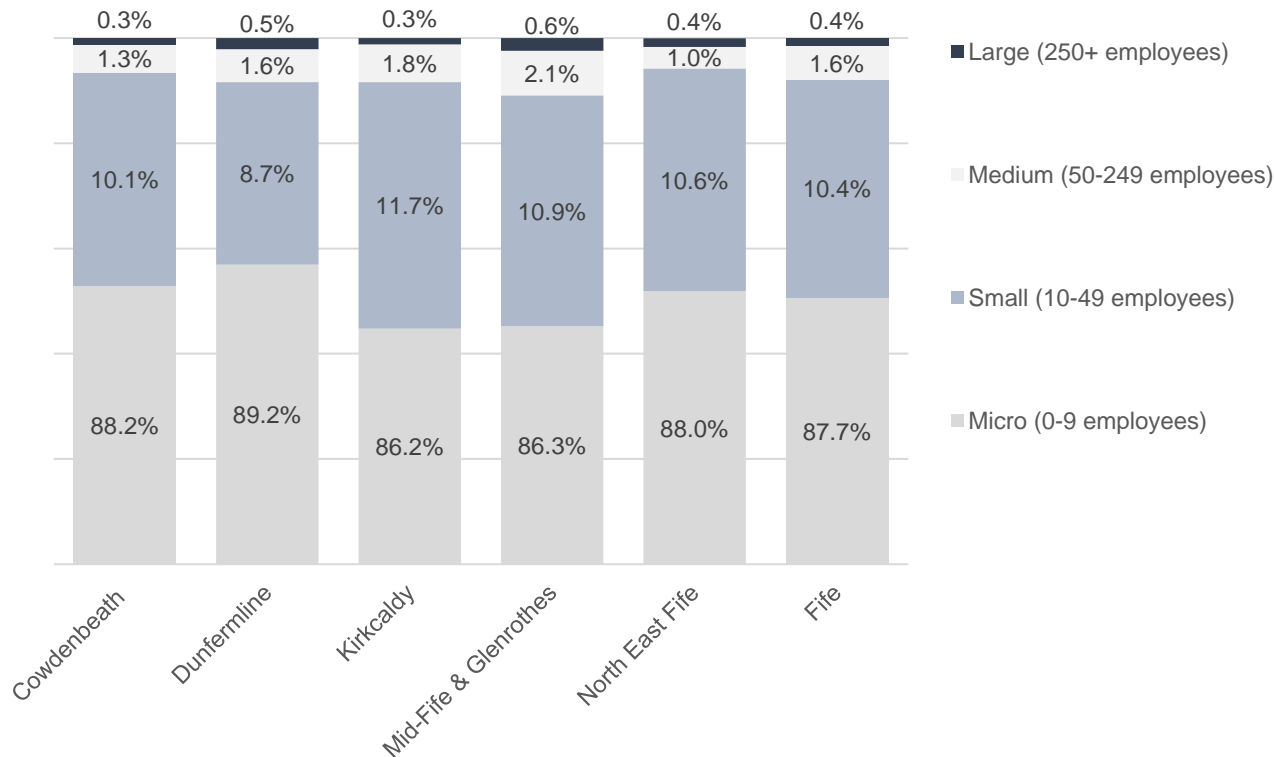
Source: ONS UK Business Counts, 2022.

Note: The number of enterprises registered for VAT and/or PAYE that were live on 12 March 2021. Does not therefore include unregistered enterprises (sole traders and partnerships) who are not VAT and/or PAYE registered. As all numbers are rounded to the nearest zero or 5, all zeros are not necessarily true zeros, numbers below 10 should be viewed with caution and the Fife totals may not equal the sum of the five Fife SPCA figures.

Figure 23: Change in the number of enterprises by Scottish Parliamentary Constituency Area (SPCA) and Size 2020-2022

	Cowdenbeath SPCA		Dunfermline SPCA		Kirkcaldy SPCA		Mid Fife & Glenrothes SPCA		North East Fife SPCA		Fife	
	2022	Change 2020-22	2022	Change 2020-22	2022	Change 2020-21	2022	Change 2020-22	2022	Change 2020-22	2022	Change 2020-22
Micro (0 to 9 employees)	1,350	-410	1,700	-125	1,435	-225	1,420	+20	2,120	0	8,030	740
Small (10 to 49 employees)	155	+15	165	+5	195	-15	180	-5	255	+5	950	0
Medium (50 to 249 employees)	20	-5	30	0	30	0	35	0	25	-5	145	5
Large (250+ employees)	5	0	10	+5	5	0	10	0	10	0	35	0

Figure 24: Proportion of businesses by size, Fife, 2022



Businesses by Size:

Kirkcaldy and the Mid-Fife and Glenrothes Scottish Parliamentary Constituency Areas have the highest proportions of small, medium, and large businesses (Figure 24).

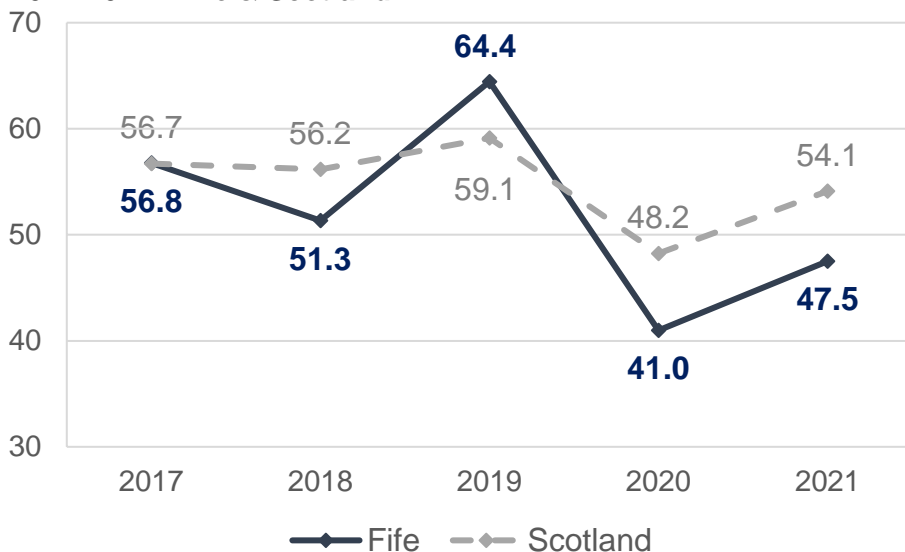
Dunfermline SPCA has the highest proportion of micro businesses (89.2%) followed by Cowdenbeath (88.2%) and North East Fife (88.0%).

Source: UK Business Counts, 2022.

Note: The number of VAT and/or PAYE registered enterprises that were live on 12 March 2022. Does not therefore include unregistered enterprises (sole traders and partnerships) who are not VAT and/or PAYE registered. As all numbers are rounded to the nearest zero or 5, all zeros are not necessarily true zeros, numbers below 10 should be viewed with caution and the Fife totals may not equal the sum of the five Fife SPCA figures.

Business Births

Figure 25: Business start-ups per 10,000 working age adults 2017-2021 - Fife & Scotland



In 2021, both the number of new business start-ups and the business start-up rate in Fife increased after falling the previous year.

A total of 1,100 new businesses started up in 2021, 150 or 15.8% more than in 2020 when 950 business start-ups were recorded – the lowest number since 2012.

In Scotland as a whole, the number of business births increased by 12.2%.

Fife's start-up rate in 2021 was lower than the rate for Scotland as a whole (Figure 23).

Source: ONS Business Demography, UK (2021).

Note: These figures do not include unregistered enterprises (sole traders and partnerships who are not VAT and/or PAYE registered). They should be viewed with caution as they include registered holding companies and duplicate bank accounts.

Business Survival Rates

Figure 26: Survival of New Start Businesses 2021

			Percentage of businesses surviving 3 years (born 2018)
Fife		73.9%	55.5%
Scotland		75.9%	59.0%

For each of the first three years after starting up, Fife's business survival rates were below the Scottish rates. In previous years, Fife's business survival rates have been higher than the national rates.

In 2021, the 3-year survival rate of businesses in Fife (55.5%) was lower than in 2019 (60.3%) and 2020 (58.7%).

Source: ONS Business Demography, UK (2021). Note: These figures do not include unregistered enterprises (sole traders and partnerships who are not VAT and/or PAYE registered).

Figure 27: Number of Jobs in Fife; 2019, 2020 and 2021

September 2019	8,000	29,000	25,000	22,000	10,000	23,000	17,000	
September 2020	8,000	27,000	25,000	23,000	9,000	22,000	16,000	
September 2021	9,000	31,000	24,000	24,000	10,000	24,000	16,000	
% change 2019-2021	+12.5%	+6.9%	-4.0%	+9.1%	0.0%	+4.3%	-5.9%	

Change in Number of Jobs:

The number of jobs in Fife increased in 2021 after falling between 2019 and 2020. Employment in Fife in September 2021 was higher than before the pandemic.

Within Fife, employment increased in all areas between 2020 and 2021 apart from the Glenrothes Area and South & West Fife. The Cowdenbeath Area saw the largest proportionate increase in the number of jobs between 2019 and 2021 followed by the Kirkcaldy Area (Figure 27).

Employment by Sector:

North East Fife has the largest share of Fife’s jobs in Education, Accommodation & Food Services and Arts, Entertainment & Recreation (43%, 35% and 36% of Fife’s jobs in these sectors respectively) (Figure 28).

64% of all employment in Public Administration & Defence Activities in Fife is located in the Glenrothes Area along with 31% of Fife’s Manufacturing jobs.

70% of Fife’s jobs in Agriculture, Forestry & Fishing* are located in Levenmouth.

88% of all employment in Financial & Insurance activities in Fife is located in Dunfermline, along with 64% of Fife’s jobs in the Information & Communication sector.

Nearly a third (30%) of people in Fife working in the Human Health & Social Work Activities sector are employed in the Kirkcaldy Area.

Source: ONS Business Register & Employment Survey.

Note: * The Fife totals include farm agriculture while the committee area figures exclude farm agriculture. Employment estimates include employees plus the number of working owners who receive a share of the profits but are not paid via PAYE. They do not however include those who are self-employed operating below the VAT threshold with no employees. The level of rounding applied varies by estimate, so zeros may not be true zeros and the data may not add up to the totals shown.

Figure 28: Employment by Sector, Fife 2021

Sector	Cowdenbeath Area	Dunfermline	Glenrothes Area	Kirkcaldy Area	Levenmouth	North East Fife	South & West Fife	Fife
A : Agriculture, forestry and fishing*	15	10	40	25	600	100	75	865
B : Mining and quarrying	0	0	10	20	0	75	20	125
C : Manufacturing	1,000	1,000	4,000	1,500	1,750	1,250	3,000	13,000
D : Electricity, gas, steam and air conditioning	100	0	150	0	0	35	150	400
E : Water supply; sewerage, waste mgmt	50	400	175	100	35	50	175	1,000
F : Construction	900	1,250	1,000	1,750	450	1,250	1,250	8,000
G : Wholesale and retail trade; vehicle repair	1,500	4,500	3,000	5,000	1,500	4,500	2,500	23,000
H : Transportation and storage	600	4,000	500	800	700	500	700	8,000
I : Accommodation and food service activities	400	1,750	1,250	1,500	500	3,500	800	10,000
J : Information and communication	50	2,250	100	450	20	175	700	3,500
K : Financial and insurance activities	30	3,500	100	175	30	75	300	4,000
L : Real estate activities	100	250	350	200	100	300	100	1,500
M : Professional, scientific and technical acts	200	1,750	500	1,000	400	900	1,250	6,000
N : Administrative and support service acts	200	1,750	600	1,250	400	1,000	1,000	6,000
O : Public admin, defence, social security	600	900	7,000	1,000	175	500	1,000	11,000
P : Education	1,250	2,250	1,500	1,750	900	6,000	1,000	14,000
Q : Human health and social work activities	1,250	4,000	3,000	6,000	2,000	2,500	900	20,000
R : Arts, entertainment and recreation	300	500	350	500	225	1,250	350	3,500
S : Other service activities	200	600	600	450	200	800	350	3,000
Total Employment*	9,000	31,000	24,000	24,000	10,000	24,000	16,000	137,000

Source: ONS Business Register & Employment Survey

Note: * excludes farm agriculture. Employment estimates include employees plus the number of working owners who receive a share of the profits but are not paid via PAYE. They do not however include those who are self-employed operating below the VAT threshold with no employees. The level of rounding applied varies by estimate, so zeros may not be true zeros and the data may not add up to the totals shown.

Support to Businesses in Fife

Figure 29: Financial Support Given to Businesses in Fife, 2021/22

	Cowdenbeath Area	Dunfermline	Glenrothes Area	Kirkcaldy Area	Levenmouth	North East Fife	South & West Fife	Fife
Number of businesses supported	9	19	13	20	7	15	8	91
Value of financial support*	£9,140	£32,449	£31,747	£34,505	£4,276	£36,963	£4,806	£153,886
Jobs created as a result of financial support	7	19.5	16	22	2	42	4	112.5

Source: Fife Council Economic Development.

Note: * In addition to this support, Fife Council and Business Gateway Fife paid out over £34 million in grants to Fife's businesses from the Scottish Government's Coronavirus Business Support Funds.

Figure 30: Number of Business Start-Ups supported by Business Gateway Fife, 2021/22

No. of businesses receiving Expert Help	10	16	19	15	5	15	17	
No. of businesses accessing business growth services	96	170	162	178	76	274	145	1,101*
No. of Business Gateway-supported start-ups	80	102	80	125	51	93	72	
No. of jobs created from Business Gateway	101	122	100	159	71	133	91	
Turnover generated	£2,180,500	£2,935,000	£2,484,500	£3,693,300	£1,440,200	£2,522,900	£2,105,000	£17,361,400

Source: Business Gateway Fife.

Note: * total excludes 83 businesses with an invalid or non-Fife postcode

Support to Businesses:

£153,886 of financial support was given to 91 Fife businesses by Fife Council in 2021/22, support which helped create 112.5 jobs (Figure 29). These figures include repayable grants provided through the Fife Council funded Fife Investment Fund as well as non-repayable trade development and workforce upskilling grants funded through the EU funded SME Competitiveness Fund (current funding for the SME Competitiveness Fund ends in March 2023). Fife Council and Business Gateway Fife also **approved over 3,000 applications to, and paid out over £34 million in grants from**, the Scottish Government's Coronavirus Business Support Funds during 2021/22.

Business Gateway Fife (BGF) supported **603 new business start-ups in 2021/22**, 85 more than in the previous year and the highest number across all Scottish local authority areas. This support is expected to help create 777 jobs, 102 more than in 2020/21 (Figure 30). In addition, BGF supported 1,219 existing businesses to grow. BGF has returned to full pre-Covid delivery of front-facing services; workshops and webinars continue to be delivered online.

A new **£1.2m Net Zero Transition Fund** is providing grants of up to £3k to SMEs to support measures which will help them progress towards net carbon emission with funding from the Scottish Government Local Authority COVID Economic Recovery (LACER) fund.

The **Trade Development Programme** supported 36 businesses to attend and exhibit at 7 trade shows. **33 businesses were supported at 9 International Trade Pathway Webinars**. The events were part of a programme of workshops and training designed to support Fife businesses to access new markets being delivered by Fife Council in partnership with Business Gateway Fife, Fife Chamber of Commerce and Scottish Development International.

The **Supplier Development Programme** helped 663 Fife businesses improve their tendering skills. 1,007 Fife companies are now registered with the programme (84 more than the previous year) which offers expert training, support and information to help businesses win public sector contracts. In April, 39 Fife businesses attended a Meet-the-Contractor event to learn about supply chain opportunities arising from the **Halbeath Learning Campus and Westfield Energy Plant** and 126 businesses attended a **Meet-the-Buyer event in November**. Over 30 events took place during the 13th **Fife Business Week** in November 2022 attracting 700 registrations from businesses.

Phase 2 of improvements to the **InvestFife website** are complete and work is underway on Phase 3 development to improve the customer journey.

Fife Council provides **383 business units in 45 locations throughout Fife**. Occupancy is currently at 92%; an occupancy of over 90% was maintained throughout and post Covid. New units are being developed in Levenmouth, Fife Interchange North, Kirkcaldy and Cowdenbeath and investment is also scheduled for the Council's existing portfolio of business units throughout Fife.

The Council's use of **employment land and business premises** to support business growth included:

- The disposal of around 2 acres to Donaldson Timber Engineering Ltd at Levenmouth Business Park, Buckhaven to allow for future expansion;
- Disposal of circa 11 acres to Inchdairnie Distillery Ltd and 8 acres to Wemyss Vintage Malts Ltd at Osprey Road, Glenrothes for maturation warehousing;
- Disposal of around 0.6 acres of land at Cartmore Industrial Estate in Lochgelly to Purvis Group Ltd;
- The lease of circa 4,200 sq.ft of office accommodation at Iona House, John Smith Business Park, Kirkcaldy to Copart Limited; and,
- Commencement of construction of 7 new-build industrial units extending to 741 sq.m of space at Levenmouth Business Park in Buckhaven, supported by a funding contribution from the Levenmouth Reconnected Programme to maximise economic benefits from the proposed rail link.

Remediation of Vacant & Derelict Land

Figure 31: Extent of Vacant & Derelict Land in Fife 2021

Cowdenbeath	48.6	6.8%
Dunfermline	12.6	1.8%
Glenrothes	126.1	17.5%
Kirkcaldy	41.7	5.8%
Levenmouth	68.3	9.5%
North East Fife	68.8	9.6%
South and West Fife	352.7	49.1%
Total Fife	718.8	100.0%

Source: Fife Council Vacant & Derelict Land Audit 2021 (published June 2022)

In 2021, there were 212 vacant & derelict land sites across Fife amounting to 719 hectares (Figure 13). Since 2020, 10 sites representing 11.48 hectares of land have been brought back into use. Derelict land has a broader impact both in terms of total area (596.9 ha) and in the number of individual sites (155).

South & West Fife contains the largest proportion of vacant & derelict land (49% of Fife’s total) and the Dunfermline Area the lowest. Six sites each covering more than 20 hectares are located in South & West Fife.

Since 2015/16, Fife Council has been one of five local authorities to receive funding from the Scottish Government’s Vacant & Derelict Land Fund; in 2021/22, Fife was awarded £1.451 million from the fund.

Figure 32 below details a selection of current, proposed and completed projects supported by the Vacant & Derelict Land Fund.

Figure 32: Projects in Fife supported by the Vacant and Derelict Land Fund (VDLF)

Cowdenbeath	
Glenrothes	
Kirkcaldy	
Levenmouth	<ul style="list-style-type: none"> • Site remediation and preparation works for the oil and gas decommissioning facility at Energy Park Fife now being operated
North East Fife	<p>was taken over by the local Community Trust and now hosts a new-build Community Hub, called the Larick Centre.</p>
South and West Fife	
All Fife	<ul style="list-style-type: none"> • Support for the implementation of the Climate Fife Plan and its associated Sustainable Energy Action Plan (SECAP) including

Note: * Investment from the Fife Industrial Innovation Investment (i3) Programme funded by the Edinburgh & South-East Scotland City Region Deal – see Figure 33 and section below.

Strategic Investment

Figure 33: Fife Industrial Innovation Investment (i3) Programme Investment Status

Area Committee	Sites	Status at November 2022	Tranche 2 (2022-25) Sites ¹	Expected Completion
Cowdenbeath	The Avenue, Lochgelly	Site Servicing completed	Enterprise Hub, Cowdenbeath	2024/25
Dunfermline	Fife Interchange, Dunfermline (Site Servicing)	Statutory Consents obtained. Site Servicing completed during 2021/22.	Fife Interchange, Dunfermline (new units)	2024/25
Glenrothes	Queensway Industrial Estate, Glenrothes	All new business units fully let.	Queensway Industrial Estate (refurbishment)	2024/25
Kirkcaldy	Dunnikier Business Park, Kirkcaldy	Completion of 7 new business units; 6 of the 7 units completed in September are let.	John Smith Business Park (new units) ²	2025/26
Levenmouth	Levenmouth Business Park	Utility work being carried out.	Levenmouth Business Park (new units) ²	2026/27
South & West Fife	Hillend and Donibristle Industrial Estates, Dalgety Bay	Site Acquisition completed. (Site R). 8 new business units handed over to FC in November 2022. Fully Let.	Site W New Build Site B: Site Acquisition & Servicing Site R: Site Servicing	2022/23 2024/25 2024/25
North East Fife (Tay Cities Region Deal)	Eden Campus, Guardbridge, University of St Andrews	Statutory consents process underway for first buildings. Dry Lab opening in January 2023.	Enterprise Hub	2024/25

Notes:

1. There is a third tranche of activity for this investment programme from 2025/2028; these projects are not included as they are subject to approval for the Full Business Case in 2024/25.
2. These projects are conditional on the approval of the Business Case for Tranche 3 of the Programme.

Strategic Investment:

The **Fife Industrial Innovation Investment (i3) Programme** is a £50 million ten-year programme delivered by Fife Council with funding support from the Edinburgh and South-East Scotland City Region Deal. The programme is delivering new industrial, office and business space and serviced employment sites within existing business clusters in Mid and South Fife adjacent to growth corridors (M90 and A92) (Figure 33). The Fife i3 Programme started in April 2019. Tranche 1 (Years 1-3) were completed in March 2022 and Tranche 2 started in April 2022.

The **University of St Andrews' Eden Campus** in Guardbridge is being developed as part of the Tay Cities Region Deal.

In January 2023, the UK and Scottish Governments announced that the **Firth of Forth would host one of Scotland's first green freeports**. The successful bid by a public-private consortium led by the Forth Ports Group and including Fife, Falkirk and Edinburgh City Councils, includes the creation of an internationally renowned port, shipbuilding, manufacturing and logistics cluster at Rosyth.

The **Arrol Gibb Innovation Campus** was officially launched in April 2022. A collaboration between Babcock International, the Universities of Edinburgh and Strathclyde, Fife College, Fife Council, Scottish Enterprise and Skills Development Scotland, the Campus at Babcock International's Rosyth facility will see the development of leading expertise in five core capabilities on one site. The first facility to open for business in the Campus was the new £4.6m Fastblade testing facility for tidal turbine blades developed by Babcock International and the University of Edinburgh as part of the Edinburgh and SE Scotland City Region Deal which was officially opened in May 2022.

The Levenmouth Reconnected Programme has approved funding for Levenmouth Business Park (£714k), Silverburn Park Flax Mill (£500k), the Community Trade Hub's Positive Futures Project (£200k) and the CLEAR Buckhaven and Methil's Buckhaven Green Network Enhancement Initiative (£180k).

Fife Council has an allocation of £13.4m from the **UK Shared Prosperity Fund** for expenditure in 2022/23, 2023/24 and 2024/25. The Investment Plan for spending Fife's allocation for 2022/23 (circa £2m) has been approved by the UK Government and the Council has entered into a Memorandum of Understanding for the 3 years to March 2025. Grants for years 2 and 3 will be determined based on the delivery of the Investment Plan and its outputs.

Five bids were submitted to the **UK Levelling Up Capital Fund** – for town centre regeneration in the Dunfermline & West Fife and Glenrothes UK Parliamentary Constituency Areas (UKPCAs); community-run enterprise and training hubs in Kirkcaldy & Cowdenbeath UKPCA; new visitor hubs in North-East Fife UKPCA and a Transport Bid to encourage active travel and improve the resilience of freight and bus routes focusing on Mid-Fife. A decision on the bids is expected by the end of January 2023.

Town Centres

Figure 34: Percentage of vacant town centre units 2019-2022

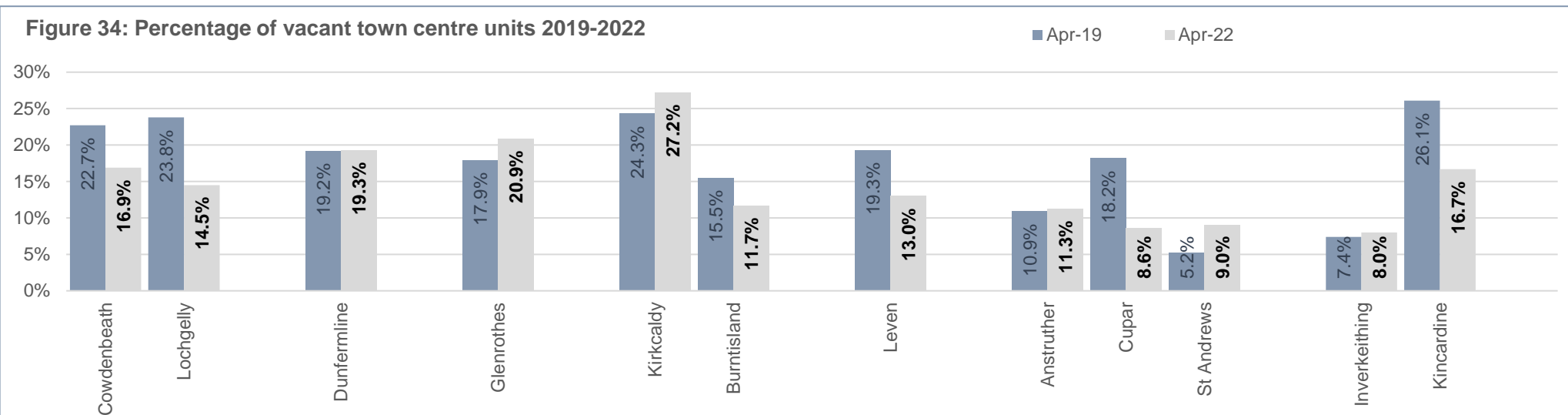


Figure 35: Town Centre Vacancy rates, April 2022 (provisional)

	Town Centre	% of Vacant Units	% of Vacant Floor Space
Cowdenbeath Area	Cowdenbeath	16.9%	15.0%
	Lochgelly	14.5%	17.7%
Dunfermline Area	Dunfermline	19.3%	28.8%
Glenrothes Area	Glenrothes	20.9%	24.5%
Kirkcaldy Area	Kirkcaldy	27.2%	31.1%
	Burntisland	11.7%	12.6%
Levenmouth	Leven	13.0%	13.5%
North East Fife	Anstruther	11.3%	13.6%
	Cupar	8.6%	9.8%
	St Andrews	9.0%	8.0%
South & West Fife Area	Inverkeithing	8.0%	7.6%
	Kincardine	16.7%	36.4%

St Andrews, Cupar and Inverkeithing have the lowest vacancy rates of Fife's main town centres (Figure 35).

The highest vacancy rates are found in Kirkcaldy and Kincardine.

Whilst Dunfermline, Glenrothes, Kirkcaldy, Anstruther, St Andrews and Inverkeithing saw the proportion of vacant units rise between 2019 and 2022 (Figure 34), Cowdenbeath, Lochgelly, Burntisland, Leven and Cupar all saw vacancy rates fall.

Source: Experian GOAD Data (Fife Council).

Town Centre Activity:

- Current delivery of the **Town Centre Capital Programme** funded by the Scottish Government's Place-Based Investment Programme includes work at Glenrothes Bus Station and the Kirkcaldy Waterfront.
- Fife's £2.75m allocation for 2022/23 from **Place-Based Investment Programme** will support eight projects:
 - St Margaret's House in Dunfermline (Phase 1)
 - a Leven place-making project between the new railway station and existing bus station
 - phase 2 of the refurbishment of 9 Esplanade by the Kings Theatre Trust
 - major public realm and streetscaping works in Kincardine
 - Dunfermline Athletic Football Club Rosyth Community Facilities
 - Energy Efficient Enterprise Estate at Lochgelly Business Park
 - a Fife-wide Building Improvement Grant Scheme offering grants for shopfront improvements, building repairs and upper floor conversions.

Difficulties continue to be experienced in the delivery of projects at present, however, due to global issues around availability of materials and rapidly increasing costs.

- The Town Centre Development Unit is leading a pilot **cross-service approach to increase the provision of housing in Fife's town centres housing** during 2022/23 and 2023/24.
- A new **Town Centre Business Energy Efficiency and Digital Grant Fund** has been launched. Financed by the Local Authority COVID Economic Recovery (LACER) Fund the fund provides grants of up to £5,000 to SMEs. This initiative is delivered in partnership with Climate Action Fife Partnership, who help to market the grants to small town centre businesses and facilitate independent energy efficiency audits where needed.
- A funding package has been agreed to facilitate the demolition and clearance of the former **Postings Shopping Centre** in Kirkcaldy.
- The **Scotland Loves Local Gift Card (Fife)** is continuing for a further year.
- The second phase of public realm improvements on **Kirkcaldy waterfront** started on site in July 2022, including a project to reinvigorate the community greenspace at Volunteers Green.
- Work on the **Kirkcaldy gap site assisted living housing development and adaptations hub** continues to progress.
- A Phase 1 of works are underway at **St Margaret's House Dunfermline** to start the process of securing the long-term future of the building
- Work is ongoing on the **Inverkeithing built heritage programme** with the contract to restore and refurbish the Grade A listed Town House now on site.

Tourism

Figure 37: Volume and Value of Tourism, Jan-Dec 2021

STEAM* Indicators	St Andrews	Dunfermline Area	Kirkcaldy and Mid Fife	NE Fife (exc. St Andrews)	Fife
Visitor numbers	377,340	528,260	467,480	373,900	1.75m
% change in visitor numbers 2020-2021	+44.4%	+75.1%	+45.6%	+48.2%	+53.5%
% change in visitor numbers 2019-2021	-44.6%	-35.3%	-36.4%	-33.7%	-37.5%
Economic impact (direct, indirect & induced)	£78.52m	£67.36m	£66.71m	£65.24m	£227.83m
% change in economic impact 2020-2021	+95.1%	+111.6%	+91.6%	+74.0%	+92.4%
% change in economic impact 2019-2021	-44.6%	-35.3%	-36.4%	-33.7%	-37.5%
Number of Full Time Equivalent (FTE) jobs supported by tourist expenditure	1,042	1,017	992	1,292	4,343
% change in number of FTE jobs 2020-2021	+45.1%	+58.7%	+52.4%	+20.6%	+41.0%
% change in number of FTE jobs 2019-2021	-23.4%	-27.5%	-25.6%	-7.1%	-20.8%

Source: Fife STEAM Reports for 2010-2021 - FINAL, Global Tourism Solutions (UK) Ltd.

*STEAM is a tourism economic modelling tool owned by Global Tourism Solutions (GTS) UK Ltd and is used by most Tourism Destination areas in the UK.

Notes: The areas relate to Fife's Local Tourist Associations (LTAs) as follows: St Andrews=St Andrews LTA; NE Fife=Cupar & North Fife and East Neuk LTAs; Kirkcaldy & Mid Fife=Levenmouth and Heartlands of Fife LTAs; Dunfermline Area=Dunfermline & West Fife LTA.

Figures are not available at a lower level than these four areas. Economic impact figures are indexed to 2021 prices.

Figure 38: Volume and Value of Tourism, Jan-Jun 2022

STEAM* Indicators	Fife
Visitor numbers	1.139m
% change in visitor numbers 2021-2022	+137,6%
% change in visitor numbers 2019-2022	-9.8%
Economic impact (direct, indirect & induced)	£167.39m
% change in economic impact 2021-2022	+170.2%
% change in economic impact 2019-2022	+23.4%
Number of jobs supported by tourist expenditure (FTEs)	4,663
% change in number of FTE jobs 2021-2022	+73.1%
% change in number of FTE jobs 2019-2022	+3.1%

Source: Fife Interim Draft STEAM Report for Jan-June 2022, Global Tourism Solutions (UK) Ltd.

*STEAM is a tourism economic modelling tool owned by Global Tourism Solutions (GTS) UK Ltd and is used by most Tourism Destination areas in the UK.

Notes: Figures are not available below the Fife level. Economic impact figures are in historic prices. These figures are subject to change in the final 12-month trend reports. The 2022 data cannot be directly compared with previous years due to the inclusion of Airbnb occupancy data. Work is also ongoing to improve the accuracy of day visitor figures. FTE=Full Time Equivalent

Volume and Value of Tourism:

- In 2021, there was significant improvement in the volume and value of tourism to Fife compared to 2020, though figures were still well below the pre-pandemic levels:
 - 1,747 million people visited Fife in 2021, 53.7% more than in 2020, but still 37.5% fewer than in 2019.
 - The economic impact of tourism in 2021 was up by 95.1% on 2020, but still 22.2% less than in 2019.
 - The estimated FTE jobs supported by tourism in Fife in 2021 was up by 41.0% on 2020, but still 20.9% lower than in 2019.
- The Dunfermline Area saw the greatest rate of recovery in 2021.
- Initial figures for the first 6 months of 2022 suggest that for Fife as a whole: visitor numbers were only 10% below 2019, pre-pandemic numbers; the industry supported a higher number of FTE jobs; and the economic impact of visitor spend had increased compared with the same period in 2019.

Fife Tourism Activity:

- The [Fife Tourism Partnership website](#) has been relaunched, providing information and support for tourism businesses.
- The **150th Open Golf Championship** at the Old Course, St Andrews in July 2022 attracted a record audience of 290,000 visitors and showcased Fife to a global audience.
- Over 90 people attended the in-person **Fife Tourism Conference** in March 2022. Held at the Dean Park Hotel, the event's themes were digital skills, inclusive, sustainable tourism and retaining talent.
- The new **Welcome to Fife QR code** was launched in June 2022. Giving visitors quick access to tourism information via their mobile phones, the QR code is on display at bus stations, public toilets, parks and other public space and a toolkit has been developed to encourage businesses to promote the code.
- In 2022 many major tourism events took place for the first time since 2019. Fife Council's support for events through the **Strategic Events Fund** has returned to focus on in-person events with an emphasis on sustainability and attracting visitors from outwith Fife. In 2022, £41,570 was awarded through the fund to support 7 events.
- A new fund to support local event organisers was launched. Funded by the UK Government's Shared Prosperity Fund, the **Fife Events Development Fund** provides grants of between £200 and £10,000 to new and existing events taking place between November 2022 and March 2023. Events taking place within town centres were prioritised and in 2022 £49,986 was awarded to local event organisers to support 40 separate events.
- A **sustainable tourism action plan** has been developed and a working group to take it forward will be formed in early 2023.

Fife Tourism Activity (continued):

- **Consumer marketing campaigns** included partnership working with the Herald, Scotsman and Times and an autumn campaign carried out with VisitScotland targeting the retiree and family markets.
- An insights project is underway looking at the **profiling of Fife's potential visitor market**.
- Work is being carried out with VisitScotland to identify and work with businesses who could benefit from the **travel trade market**.
- £35k funding was secured from VisitScotland's Rural Tourism Infrastructure Fund (RTIF) to produce a **Strategic Tourism Infrastructure Development Plan** for Fife. The Plan will be used to inform future applications to the RTIF to continue the **Fife Outdoor Tourism Infrastructure Programme** a partnership project between Fife Council and the Fife Coast and Countryside Trust to provide a network of parking, toilets, interpretation and EV/EB charging points in key visitor 'hotspots' to improve the management of visitors and encourage sustainable tourism practices.
- The **Fife Coast and Countryside Trust** has introduced trial parking charges for overnight motorhomes at Kingsbarns and Elie Ruby Bay beaches. The money raised will be ringfenced to facilitate safe parking, extend the opening hours of public toilets and create a network of chemical toilet disposal points. A new motorhome leaflet has also been produced by FCCT to give guidance to those visiting Fife with a motorhome.
- **World Host Training courses** are being delivered to businesses in partnership with Fife College.
- A multi-agency **hospitality and careers day** is taking place in January 2023, with six schools taking part.
- In April 2022, Fife Council agreed to implement a **licensing scheme for short-term lets** through Housing Services supported by Protective and Legal Services. The deadline by which hosts need to get a licence has now been delayed by six months from 31st March to the 30th September 2023.

Profile prepared by:	Economy, Tourism & Town Centres Team	Fife Council Business & Employability Service
Contacts:	Peter Corbett, Lead Officer (Economy) Email: Peter.Corbett@fife.gov.uk	Alison Laughlin, Economy Advisor Email: Alison.Laughlin@fife.gov.uk

Fife Council believes that the information contained within this publication was accurate as at 13 December 2022. The Council is acting as a distributor (not publisher) of content supplied by third parties and does not guarantee the reliability of the data and is not liable for any party's reliance on the information contained.

7th February 2023

Agenda Item No. 14

Fife Babies Memorial

Report by: Alan Paul, Head of Property Services

Wards Affected: Ward 3 - Dunfermline Central

Purpose

Fife Council propose a Change of Use for an area within Dunfermline Public Park. It is proposed to site the Fife Babies Memorial Garden within this area of the park. The memorial garden will be meaningful to the parents and inclusive for everyone visiting the park. The design is inspired by nature and specifically designed to integrate with the park surroundings.

Recommendation(s)

Members are asked to approve a Common Good Change of Use for an area within Dunfermline Public Park to host the Fife Babies Memorial.

Resource Implications

The memorial will be commissioned, funded, and maintained by the Council.

Capital funding is allocated for the project and no resources are being requested from area budget.

Legal & Risk Implications

There are no legal / risk implications arising from this report.

Impact Assessment

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

Fife Environmental Impact Assessment has been completed –the summary form is attached to the report.

Consultation

Fife Babies Memorial Proposal Community Consultation was presented via Sway and received 508 views (283 glanced, 130 quick reads and 95 deep reads). Representation was received in response to the consultations carried out under section 104 of the 2015 Act, 1 from the Central Dunfermline Community Council and 5 from individuals.

These have been published in line with the Change the Use of Common Good assets prescribed process in accordance with legislation with the decision pending.

1.0 Background

- 1.1 Following an investigation across crematoria in Scotland, failures in communication and working practice meant that ashes were not routinely returned to families following the cremation of infants.

Fife Council formally apologised to the families for their part in the hurt and anguish caused by the way Dunfermline and Kirkcaldy Crematoria operated in the past.

"Fife Council recognise our failure to return your baby's ashes will have caused considerable hurt and pain and for that that we are deeply sorry and very aware of the distress and anguish we have caused."

"While we take full responsibility, we recognise that there is nothing we can do or say now to remove the hurt we have caused."

"Like other councils, we want to support proposals for a baby memorial in Fife that is dedicated to the babies whose ashes we failed to return. We know everyone deals with grief differently and individual families will have different views on what kind of memorial they want to see in Fife. That is why it is so important we hear from as many parents as possible to allow the vision of a memorial to reflect the broader wishes of everyone."

The Fife Babies Memorial Working Group was established as an advisory group to represent the interests of the parents. This group includes parents and stakeholders and is supported by Fife Council Bereavement Services. The Fife Babies Memorial project is guided by the parents, through the working group and wider parent group through online consultation.

The Fife Babies Memorial should be a place where families can go to commemorate their baby. In the design process one parent said it should convey the message of everlasting love.

- 1.2 There are baby memorials across Scotland dedicated to the babies whose ashes were not returned. Some examples of these memorials are in Dollar Park in Falkirk, Hazel Head Park in Aberdeen, and Mortonhall Crematorium/Princes Street Gardens in Edinburgh.

- 1.3 Through initial consultation parents requested that the memorial is:

- a place that feels peaceful, reflective, inspirational, and hopeful
- in a park setting with easy access, but feels private
- neither formal nor informal, somewhere in between
- a place to sit with flowerbeds
- planting interest in every season, which is sensory and attracts nature
- a meaningful structure/statue that is integrated in the garden
- inclusive of the names of babies in the memorial and with a digital connection

- 1.4 Several parks in Fife were considered. Through consultation with the wider parent group, Dunfermline Public Park was chosen as the preferred location. 3 sites were considered within the park, with preference for Site 1 (Appendix 2)

- 1.5 Following appointment of DWA Landscape Architects Ltd initial analysis of all 3 sites were completed with initial design.

- 1.6 The Fife Babies Memorial Proposal was put out for community consultation via Sway. The proposal had 508 views (283 glanced, 130 quick reads and 95 deep reads), 6 representations were received, 1 from the Central Dunfermline Community Council and 5 from individuals. Empathy for the parents and support for the memorial were expressed however, objection and concern were raised to locating the memorial in the park.

An alternative site option at Dunfermline Public Park was proposed through representation by the Central Dunfermline Community Council (site 4, Appendix 2).

Three main areas of concern were raised were:

- possibility of vandalism
- integration suitability
- reduction in Greenspace

- 1.7 Site analysis was completed by the appointed Landscape Architect for the alternative site proposed by the by the Central Dunfermline Community Council (Appendix 3).
- 1.8 Site visits were conducted with a member from Dunfermline Central Community Council, Greenspace Partnership Officer, Community Safety and Crime Prevention Reduction Officer, and Dunfermline Community Education Worker. Their local knowledge, advice and guidance helped develop and improve the proposed design.

2.0 Issues and Options

- 2.1 Fife Babies Memorial Working Group considered the alternative site proposed by the Central Dunfermline Community Council.

Based on the site analysis, site visits and local advice, Site 1 remains the preferred location for the memorial garden. This is due to the good access from the path system in the park, good visual relationship with other elements in the park, views out across the park and to the southwest across the town, tree cover providing a degree of enclosure and the most accessible area of the park for physical ability and public transport/parking.

Site 4, the alternative site proposed by the Central Dunfermline Community Council, had potential to be a very interesting space with opportunity for integrating the memorial garden and could have degrees of enclosure and privacy. However, there is a high level of traffic noise due to the proximity to the busy St Margaret's Drive (A823) dual carriageway and pedestrian activity. There is a current project to regenerate the skate park close by which may increase activity. This area did not provide the place suitable to host the memorial garden.

- 2.2 Concerns from the representations have been appreciated by the Fife Babies Memorial Working Group.

2.2.1 Possibility of vandalism

A public park location was established early in the consultation with parents. Possibility of vandalism was discussed during several Fife Babies Memorial Working Group meetings. There is possibility of vandalism in any public area. The Community Safety and Crime Prevention Reduction Officer advised that there is no increased risk of vandalism in this park. Advice on risk reduction for vandalism has informed the design of the memorial and the materials to be used.

2.2.2 Integration suitability

The memorial garden design is based on being meaningful to the parents and inclusive for everyone using or visiting the park. The location and design take into account park activity, such as walkers, dog walkers, runners, school groups, community groups, fitness groups. Parents hope the memorial garden will provide interest and contribute to the health and wellbeing for users of the park and the wider community.

It was important to most parents that the Fife Babies Memorial was not located at a crematoria site. Some parents can't bear to pass the crematoria or attend funeral services due to the emotions it evokes for them. Baby memorials have been successfully installed in public park locations in other areas of Scotland.

2.2.3 Reduction in Greenspace

Dunfermline 2030 Greenspace Strategy is at a draft stage at present; there are no formal or informal plans which would be impacted by the proposal of the Fife Babies Memorial at Dunfermline Public Park. The natural landscape garden will include plants to encourage natural wildlife and enhance the green space.

2.3 A Community Consultation meeting was held on Tuesday 15th November 2022 to share the work that had been done through the consultation.

In attendance were representatives from Babies Memorial Working Group, Central Dunfermline Community Council, Central Dunfermline Councillors and the Landscape Architect.

It was a very positive discussion between all parties and discussion allowed for a greater understanding of the reason, vision, and process behind the Fife Babies Memorial project.

Points from the meeting are:

- the Landscape Architect would consider the footprint without compromising the design to optimise any flat usable land for other users at site 1
- on completion of the memorial a process to be put in place to report and address any vandalism quickly
- agreed that community and greenspace agenda connections are important, and a link would be sought to represent and support the Fife Babies Memorial

2.4 In the event that the Area Committee approve the Common Good Change of Use, the next steps would be:

- application for planning permission
- progressing the detail of the design
- tender process

3.0 Conclusions

3.1 The Fife Babies Memorial Working Group in consultation with the wider parent group have developed plans for proposals for a baby memorial in Fife that is dedicated to the babies whose ashes were not returned.

The Fife Babies Memorial Working Group have duly considered the alternative site suggestion, and the objections and concerns raised through community consultation.

The preferred location, Site1, proposes to use a relatively small area of the park for a nature inspired garden. The garden will provide a space for quiet rest and reflection on the edge of a busy well used park accessible to members of the local community and visitors with health pressures.

The City of Dunfermline Area Committee are asked to approve the request for the Fife Babies Memorial to be installed at Site 1, Dunfermline Public Park.

List of Appendices

1. Fife Environmental Impact Assessment - Fife Babies Memorial
2. Dunfermline Public Park considered sites
3. Landscape Architect Site information

Report Contact:

Avril Guild

Lead Officer Bereavement Services

Kirkcaldy Crematorium

Telephone: 03451 55 55 55 + VOIP Number 471787

Email: avril.guild@fife.gov.uk

Appendix 1 - Fife Environmental Impact Assessment

Project name:	Fife Babies Memorial	Committee report title:	City of Dunfermline Area Committee (7th February 2023)
Committee name & date:	City of Dunfermline Area Committee, 7th February 2023	Have the proposals been subject to any other formal environmental assessment?	No
Completed by:	John Peden, Lead Architect, Fife Council / Avril Guild, Lead Officer Bereavement Services, Fife Council	Completed on:	9th January 2023

Answer

Comments

A. Wildlife and biodiversity 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)?	Beneficial impact	The memorial is to be situated within an established semi natural woodland setting. The proposal is to develop a memorial garden which will include new planting of native trees, shrubs, and wildflowers, with interest in every season. This will encourage wildlife to the park, such as birds and insects. Dunfermline 2030 Greenspace Strategy is at a draft stage at present; it has been confirmed that there are no formal or informal plans which would be impacted by the Fife Babies Memorial. The natural landscape garden will enhance the green space.
---	--	--------------------------	--

B. Impacts on people 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	There will be minimal impact on environmental nuisance. Environmental nuisance will be temporary and minimal at the construction stage, expected to have no impact on the local primary school, residents, or businesses. Core paths and structure of the park will remain unchanged. Concerns over restriction for other park users was raised through community consultation. The memorial has been designed by a landscape architect specifically for public park use and will remain in keeping with the environment. The relatively small area of land will still be accessible to all park users and similar usable areas nearby and in the broader park for a wide variety of recreation and enjoyment.
3	What impact will the proposals have on human health or wellbeing?	Beneficial impact	The garden will provide a space for quiet rest and reflection on the edge of a busy well used park. The park has a steep gradient, the proposed location of the memorial is in the lower section of the park near to the Dunfermline Railway Station which provides public transport and car parking. The memorial garden will provide a positive space for Wellbeing and positioning accessible to member of the local community and visitors with health pressures.

C. Pollution Soil and geology 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	Where possible the memorial will use sustainable and recycled material. Addition of new planting of native trees, shrubs and wildflowers will improve air quality.
D. Climate change Fife Council is committed to cutting carbon emissions and making Fife more resilient			
5	What impact will the proposals have on greenhouse gas emissions?	Beneficial impact	Where possible the memorial will use sustainable and recycled material. The memorial artwork will be made with recycled materials. Labour and travel are from areas surrounding Fife. Proposed site location required minimal groundwork therefore waste will be minimal and where possible reused.
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	No expected impact. The minimal areas of new hard landscaping will naturally drain into the soft landscaped areas.
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	No expected impact. The minimal areas of new hard landscaping will naturally drain into the soft landscaped areas.
E. Resources and waste Fife Council is committed to using resources efficiently and minimising waste			
8	What impact will the proposals have on how much waste is generated or how waste is managed?	No impacts / not applicable	Waste will be minimal, and will be reused, recycled, or disposed of responsibly.
9	What impact will the proposals have on energy use and the consumption of material resources?	No impacts / not applicable	Labour and travel are from areas surrounding Fife. Where possible the memorial will use sustainable and recycled material.
F. Cultural heritage Fife Council is committed to protecting Fife's cultural heritage			
10	What impact will the proposals have on cultural heritage (including designated heritage / archaeology sites or listed buildings)?	Beneficial impact	The bandstand within Dunfermline Public Park is a Historic Scotland Listed Building. The bandstand is visible from the proposed location of the memorial, and it may encourage visitors to the memorial to appreciate the cultural heritage of the bandstand, the park, and the city.

Good practice	6
Data gaps or mixed impacts	0
Environmental red flags	0
No impacts identified	4



Memorial Garden - Site options

Potential Sites
 Once Public Park in Dunfermline had been identified as the desired location for the memorial garden, a process of assessment was undertaken to identify the best location. This was initially identified on a distinct enclosed location over a grassed knoll to the south of the park overlooking the station. Subsequently three other site locations were identified as potential alternatives. These were assessed in some detail but each had issues for accessibility, existing infrastructure conflicts or potential locational challenges which could lead to negative uses.



Public Park, Dunfermline



The location to the south has been considered the optimum location as it is semi enclosed by trees without being cut off from view, has a strong visual relationship with the station and other elements such as the band stand, and has a level access from the east with good existing connections to the path network. The topography to the west also offers a prominent location which can be seen from the railway station and has views to the south and west across Dunfermline. This allows an opportunity for a landmark piece of art which will be visible to some degree out with the park and to create a feature where visitors can enjoy views outwards.



Views from Ground Level



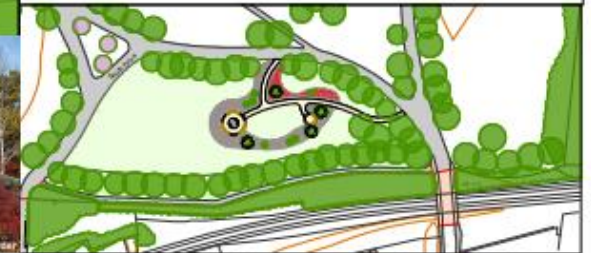
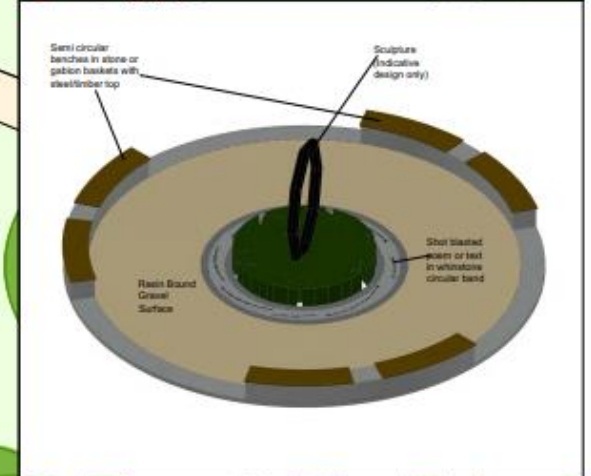
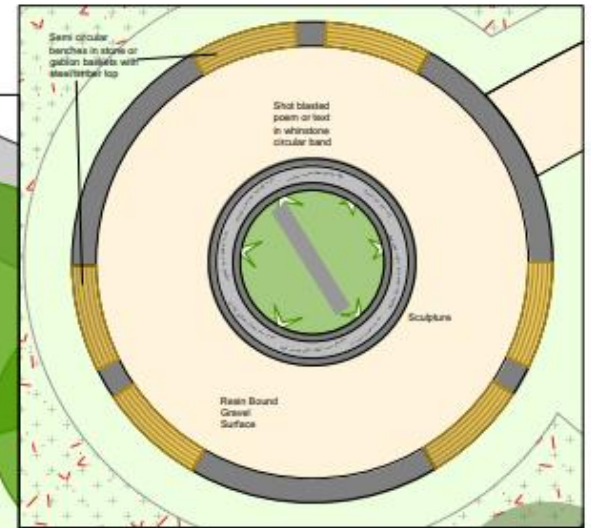
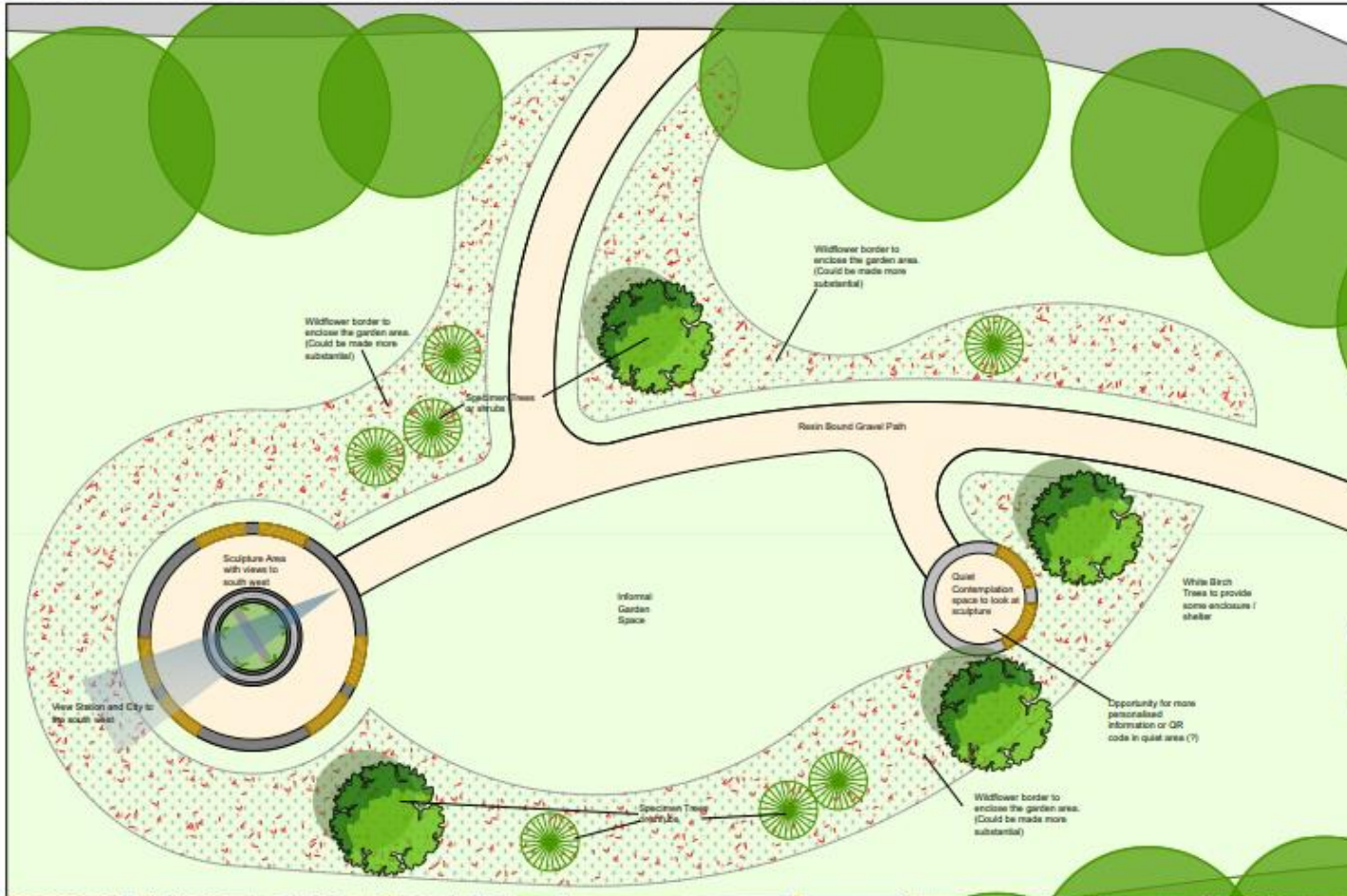
Views on approach from west



View out to park area



Memorial Garden



Memorial Garden



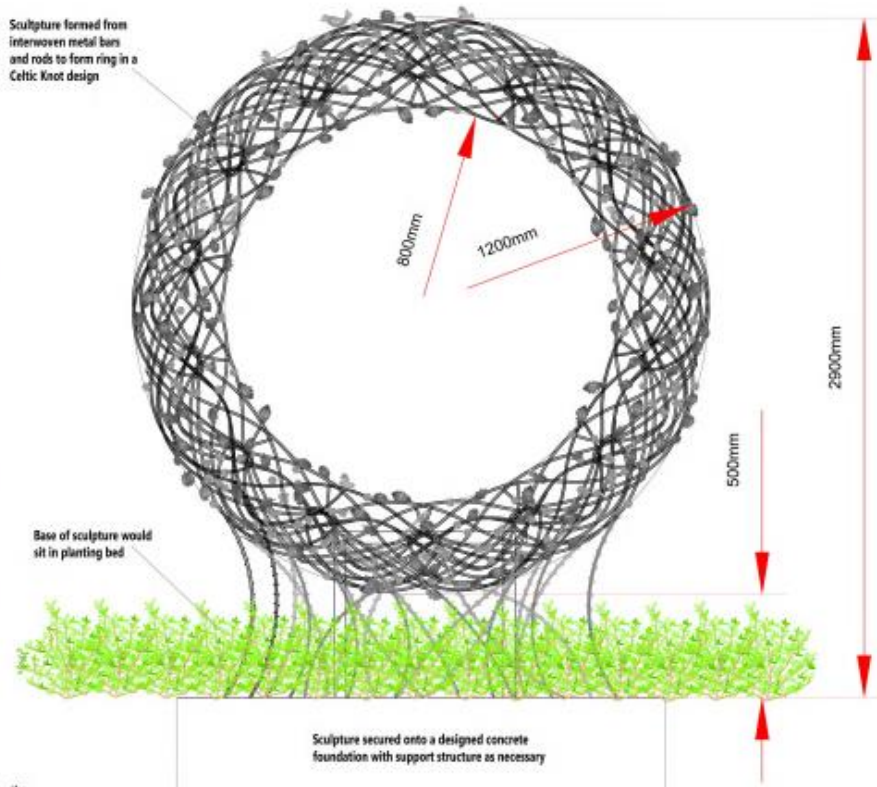
The group also liked the idea of using nature as a theme and to incorporate elements of nature which could have a personal meaning to individuals without being explicit or obvious to the wider public. This can also bring in other elements which can rest within the design and be discovered when looking at it over time.



Sculpture formed from interwoven metal bars and rods to form ring in a Celtic Knot design



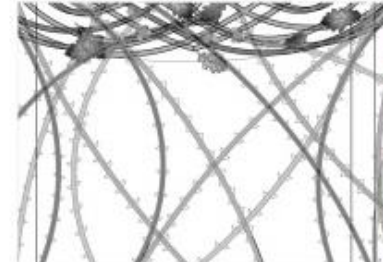
Initial themes on a Celtic Knot design were favoured by the group and have been used to form the basis of the sketch design



Elevation



Interweaving vines and shoots in Celtic knot formation with features elements from nature with symbolic meaning to families



Thorns at the base of the sculpture to represent hardship



Potential for inscribed poem in the paving around sculpture

*"The world may never notice
If a flower doesn't bloom,
Or even pause to wonder
If the petals fall too soon,
But every life that ever forms,
Or ever comes to be,
Touches the world in some small way
For all eternity."
Anon*



7th February 2023

Agenda Item No. 15

Justice Social Work Service – Community Payback: Unpaid Work Scheme

Report by: Kathy Henwood, Head of Service (Education and Children's Services)

Wards Affected: 2, 3 and 4

Purpose

The purpose of this report is to update members on developments within Fife Council Justice Social Work Service in relation to the work of the Community Payback Unpaid Work Team in the Area Committee wards during April 2020 to March 2021.

Recommendation(s)

The Committee is asked to: -

- a) consider and comment on the content of the attached report; and
- b) agree that further reports the Unpaid Work Scheme by the Justice Social Work Service will be brought to this Committee on an annual basis.

Resource Implications

There are no additional resource implications for Fife Council.

Legal & Risk Implications

There are no Legal & Risk implications for Fife Council.

Impact Assessment

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

Consultation

There is no requirement for consultation.

1.0 Background

- 1.1 The purpose of this report is to update members on developments within Fife Council's Justice Social Work Service in relation to the Community Payback Unpaid Work Scheme. Continuous improvement in the delivery of the Unpaid Work Scheme will assist the Council to meet its key objective of being a top performing Council.

2.0 Funding

- 2.1 The Unpaid Work Team is funded through the Criminal Justice budget. This consists of around £887 211 of which the largest percentage is accounted for under human resource costs. Other areas which the budget covers include vehicle hire, rental of facilities, equipment purchase and maintenance.
- 2.2 Whilst the Unpaid Work Team will provide the tools, transportation and manpower for specific projects, it is the responsibility of the recipients to provide the necessary materials for use.

3.0 Staffing

- 3.1 The Community Payback Unpaid Work Team comprises of a Lead Officer, three Project Officers and eleven full time and three part time Work Supervisors.

4.0 Legislation

- 4.1. This legislation requires Unpaid Work Orders to be completed within a specific timeframe as outlined below: -
- Level One Order** - 20 to a maximum of 100 hours can be imposed and should be completed within a 3-month timescale unless otherwise specified by the Sentencer.
- Level Two Order** - 101 to a maximum of 300 hours can be imposed and should be completed within a 6-month timescale unless otherwise specified by the Sentencer.
- 4.2 **Immediacy/Visibility**
- One of the key elements of the legislation is to ensure that offenders begin work on Community Payback as soon as possible after sentence. To assist in this, Justice Service Social Work staff carry out post-sentence interview immediately after the person has appeared at Court. This ensures that unpaid work participants commence the unpaid work requirement of their order within five working days of their appearance at Court.
- 4.3 Fife Council's Justice Social Work Service has a duty to submit an annual report on the operation of Unpaid Work in Fife to the Scottish Government as required by legislation. Information will include up-to-date figures on the number of Orders imposed and successfully completed Unpaid Work Orders, types of projects undertaken and feedback from participants and recipients of Unpaid Work across Fife.

5.0 Service Delivery

- 5.1 The Community Payback Unpaid Work Scheme normally operates Sunday through to Thursday Sunday working is also available for those participants in employment or with

particular care commitments. During the pandemic additional days were introduced on a Friday and Saturday in the Dunfermline area following extra Covid funding.

During the twelve month period and taking into account Covid restrictions The Community Payback Unpaid Work Scheme had to change operations inline with Government guidelines.

Gradually from April 2021 a phased return to Unpaid Work was undertaken. Initially the ratio of supervisors to clients was set at 1:2 instead of the usual 1:5 until restrictions were lifted sufficiently to allow for a safe increase to take place on a gradual basis, in September 2021 the ratio was increased to 1:4. However staff have had to isolate due to covid which has detracted from full operations being possible to the levels prior to the pandemic.

Throughout this time the service adapted and amended work practices to ensure the safety of staff and clients was considered and implemented to reduce the risk of spreading Covid-19.

Working practices were adapted during the pandemic and some have remained in place. Shorter working days, two three hours shifts as well as the normal full seven hour working day. Additional meet points have also continued.

- 5.2 The scheme has two workshops located in Dunfermline and Kirkcaldy. Glenrothes workshop were amalgamated with the Kirkcaldy base in June 2022. We also have fourteen vehicles for transporting materials, equipment and service users to projects throughout Fife.
- 5.3 Visibility of the projects plays an important part in raising the awareness of the positive contribution Unpaid Work can play in the local community and, throughout the year, there have been a number of positive news articles in the local press.
- 5.4 There is an increasing focus on the use of social media to promote the positive work being undertaken. In Fife the Community Payback Unpaid Work Team undertake a wide range of projects from painting, litter picking, supporting foodbanks, assisting vulnerable adults and parents of children in the community by completing tasks such as decorating, gardening and removals. Positive media information offers an opportunity to inform the public of the good work that can be achieved by those undertaking Community Payback and now has its own **Twitter** page to showcase the work of the service.

The Service has taken advantage of the opportunities presented through social media, in particular our Twitter page @fcjusticesw, to spread the word on the work we undertake in the community, why we do it and how it helps. This has already proved a highly effective strategy with a focus on continuing communication between partners, the wider group of stakeholders and communities. Improved communication which will continue to stimulate dialogue, enhance knowledge and further develop confidence in justice systems for the public and for key stakeholders. At time of writing we have 1140 followers.

Unpaid work raised £385 for Kirkcaldy Foodbank during the festive period in 2021. The money raised was due to making Christmas holly wreaths and selling to the local community. This was an ideal opportunity to share the work of the unpaid work scheme and it is hoped similar projects can be replicated at different times of the year. In 2022 a similar project was carried out with £430 being donated to the Samaritans.

- 5.5 The scheme currently has thirty-seven personal placements throughout Fife suitable for both males and females and is actively working on establishing working relationships to create more personal placements across the local authority four of these are located within the City of Dunfermline area with on-going work being undertaken to continue to expand this number. The current placements include:

Barnardo's Retail Shop
Barnardo's Kids Shop
Salvation Army Charity Shop
Sue Ryder Shop

- 5.6 Our staff are trained in the Training for Trainers model. This allows them to instruct and guide participants on the safe and effective use of relevant equipment. This will ensure the skill set of unpaid work participants is increased and will promote confidence and skills that can be utilised in the future when seeking employment. We are also investing in developing the staff group by offering training and development opportunities to enhance knowledge and awareness. Courses undertaken include, NEBOSH (The National Examination Board on Occupational Safety and Health), CALM Training which addresses Crisis & Aggression Limitation Management. During the pandemic training events were postponed, however in February 2022 supervisors are undertook training with Social Work Scotland which enhanced their knowledge of the wider Social Work task and shared information and ideas about the delivery of Community Payback/Unpaid Work in other local authority areas. It is planned for this to be offered to all staff in the future.
- 5.7 The Unpaid Work Team continues to work in close partnership with the Fife Coastal and Countryside Trust three days each week supporting the management and upkeep of areas managed by the trust.
- 5.8 To assist service users to attend and undertake their hours, local meet points remain in place throughout Fife including the Dunfermline Area. This assists by allowing clients to attend directly at a work site where PPE and equipment is brought to them by UPW staff, rather than having to muster at the central workshop point and drive from there, saving time and allowing work to commence more quickly.
- 5.9 An Unpaid Work requirement also provides the opportunity within certain prescribed limits for a participant to undertake other activities designed to address identified deficits in the person's lifestyle that may improve a variety of areas in their life. Other activity must not exceed thirty percent of the specified number of hours in the requirement, or thirty hours, whichever is the lower. Such areas include specific training, which addresses issues of literacy, numeracy and/or problem solving. There may also be a need to address anger management issues, address alcohol and or drug related problems. Attendance at the Justice Service Road Traffic Offenders Programme, which has multi agency engagement from Community Safety, Transportation Services, the Procurator Fiscals Office, Police Scotland and the Scottish Ambulance Service has also been used for this purpose. As with so many aspects of service delivery, groups have been affected by Covid -19 and the teams have adapted by moving work on line, via walk and talk meetings and reverting to 1:1 work. Groups have now been re-established and face to face contact.
- 5.10 In response to the needs of women who offend, the Justice Social Work Service provides a woman only work squad. The format of these squads change as the need evolves.
- 5.11 The Community Payback Unpaid Work Team also strives to work in close partnership with other Social Work teams such as Children & Families and Adults teams assisting families in poverty or facing hardship. Examples of this include providing responsive support for individuals or families to move home at short notice for safety purposes and providing support to vulnerable individuals within the community to maintain their properties to a good standard. By undertaking these tasks it affords colleagues in other areas of the council to support individuals and families who may be facing hardship or vulnerabilities in the communities.

- 5.12 Naloxone Training has been provided to all Unpaid Work Supervisors should a service user present as overdosing on drugs. In part, this aids the council's objective via the ADP to try and reduce the numbers of Drug Deaths in Fife that have seen an increase across Scotland in the last year.
- 5.13 The service works closely with corporate Health and Safety colleagues to ensure that the correct advice and guidance is in place for the safety and wellbeing of staff and service users alike.

6.0 Recipients Feedback

- 6.1 The service regularly seeks feedback from those that we have provided a service to. The committee will be aware that from previous reports our feedback has in the main been extremely positive. The format of receiving feedback has changed and this has made a positive impact and response. 58 recipients returned questionnaires.

A sample of quotes are provided below:

The Community Payback Team are an excellent service and I have used them on many occasions. The Project Staff have been helpful, approachable and all work has been carried out promptly and to a high standard.

My client was very impressed by the service offered, she was so happy with the work they undertook and it has really made her feel so much better about her home etc. Thank you so much.

I think the team did a fantastic job. The garden was in a very poor condition with years of rubbish lying around. The service user is very happy with the works carried out. I would be unsure if there is anything I could add to improve the service. Perhaps replanting or undertaking shed removal or building. I think it would be good for the team carrying out the jobs to see the outcome of their hard work and to give additional skills with planting etc. Those skills will then give them confidence to put them in to practice in future roles/careers. On behalf of the service user I would like to extend my thanks to the team and to let them know they have made a difference in some ones life.

The Payback service users and supervisors were fantastic and did a huge amount of work - work that would have taken us a year or two to do, in the space of a few weeks.

7.0 Service User Feedback

- 7.1 Justice Service User Feedback Survey 2021/2022. The key results from the Service User Feedback Survey for the period April 2021 – March 2022 are given immediately below. This information covers respondents on **all** Justice Orders and not solely Unpaid Work.

Response Rate

Justice Service User Feedback Survey 2021/22

The Justice Service User Feedback Survey has changed over the last 12 months and has also addressed different ways to gather feedback. There is now a Service User Group which includes Service Users currently on Court Orders. The Service Users Group is chaired by the

Service Manager for Performance & Quality Assurance. Comments, ideas and suggestions are fed back into the service to develop and amend delivery where possible to do so.

Very positive messages passed on through the service-users participation group about the support and guidance shown throughout the work being undertaken on the scheme. Positive comments were also received about staff treating others with respect and understanding

A QR code has also been introduced and is on all appointment cards as well as posters exhibited throughout the service. Service users can share their views at any time during their Court Order.

Justive Service User Feedback Survey 2021/222

The service user feedback questionnaire has been shortened to make it easier to complete. The key results from the Justice Service User Feedback Survey for the period 1 April 2021 – 31 March 2022 are given below.

Response Rate

- Total number of Service Users who responded to the questionnaire was 39.

Type of Order

- 100% of the respondents were subject to a Community Payback Order

What do you think about the amount of information given?

- Too much – 8%
- About right – 92%
- Not enough – 0%

How easy or difficult was it to understand the information given?

- Very easy – 56%
- Fairly easy – 38%
- Fairly difficult – 5%
- Very difficult -0%

During your contact with us, did you feel that you were treated with respect?

- Always – 85%
- Most of the time -15%
- Sometimes -0%
- Never - 0%

Duiring your contact with us, do you think your circumstances were considered?

- Yes, Completely – 90%
- Yes, partly – 10%
- No, not much – 0%
- No, not at all – 0%

Do you think that being on an Order has has helped you?

- Strongly agree 49%

- Agree 41%
- Disagree 5%
- Strongly disagree 5%

Do you believe this Order has helped you to stop or reduce offending?

- Helped stop offending 77%
- Helped reduce offending 8%
- It didn't help 15%

Overall, how satisfied were you with the service received?

- Very Satisfied – 69%
- Satisfied – 31%
- Unsatisfied – 0%
- Very satisfied – 0%

Are there any other comments you wish to add that would help us improve our service?

I would like to pass on my thanks to my Social Worker who helped me during my order. He always gave me advice and support when I needed it and helped my family to understand my situation better. I feel that he did not judge me and made sure that I knew what was happening all the time.

I would only add that engaging with everyone is a positive, managed to get on well with everyone and respect others as I always have. Found comfort in the fact I am not alone, and was caring and supportive to others. Everyone seems to engage or not. Think some talking time and hours spent would help more people, right now.

The support I got was helpful and made me think strongly about my offence.

8.0 Unpaid Work in Fife – Demand

- 8.1 The total number of Community Payback Orders with an Unpaid Work requirement imposed in Fife over the period of 1st April 2021 to 31st March 2022 is 373 (812 in the previous year). In demographic terms, males represent the largest cohort of participants with 326 Orders imposed on men and 47 women.
- 8.2 The number of hours of completed by unpaid work participants in Fife over the period covering 1st April 2021 to 31st March 2022 was 15752 (86,664 in previous year). Using the Living Wage of £9.50 per hours as a guide, this equates to £149,664 of financial benefit to Fife communities and Unpaid Work Recipients.
- 8.3 The total number of Community Payback Unpaid Work Requirements successfully completed in Fife over the period of 1st April 2021 to 31st March 2022 was 83 males (489 in previous year) and 11 females (78 females in previous year).
- 8.4 A few comparisons from bordering Local Authorities:

Local Authority Area	Number of Orders Made
Dundee City	108

Falkirk	161
Fife	373
Perth & Kinross	104

9.0 Work Undertaken in Wards

9.1 The work undertaken by the Community Payback Scheme and its participants benefit local schools; charities; and community organisations. The range of work can include:

- ground clearance
- recycling projects
- building maintenance and landscaping
- Improvements to park and community facilities
- General gardening projects
- Painting and decorating in community centres and individual homes

10.0 Projects Undertaken in the Committee Area

10.1 A description of some of the work undertaken in the City of Dunfermline Area over the period 31st March 2021 to 1st April 2022 is noted in Appendix 1 of this report. Also included within the Appendix is a list of organisations that have benefited from work undertaken and the organisations that we currently have arrangements in place with whom we facilitate personalised placements.

11.0 Conclusion

11.1 Community Payback has continued to assist a variety of projects over the last year from individual householders to schools and nurseries and voluntary organisations throughout Fife, despite the pandemic and the restrictions this has brought to service delivery. When service users were not in attendance our staff contributed to delivering food and supplies to needy families.

Community Payback through unpaid work plays a significant and positive role in local communities and repairs some of the harm caused by those who have committed offences. In addition to the benefits to local communities, the use of the other activity has been utilised to ensure that we are meeting any identified needs of service users with a view to supporting them to integrate within their local communities. The number of Orders has decreased in the last year due to the pandemic and changes to the court system because of it. The service anticipates an increase in new orders being made in the coming year as the Scottish Courts begin to deal with the backlog of cases and the service has used Covid Consequential monies provided by Scottish Government to initially employ two further supervisors on a temporary basis in preparedness for the anticipated increase, these supervisors are now employed on permanent contracts.

As ever, the Unpaid Work in the Community Team would welcome the opportunity to continuously develop links with other Fife Council directorates in the coming year to improve the range of activities it can offer to those on the order as well as fill gaps where the council is unable to provide a service due to budgetary constraints.

We are ambitious for continued unpaid work development and improvement in service delivery in the coming year throughout Fife.

List of Appendices

Appendix 1 - Work undertaken in the City of Dunfermline Area.

Background Papers

None.

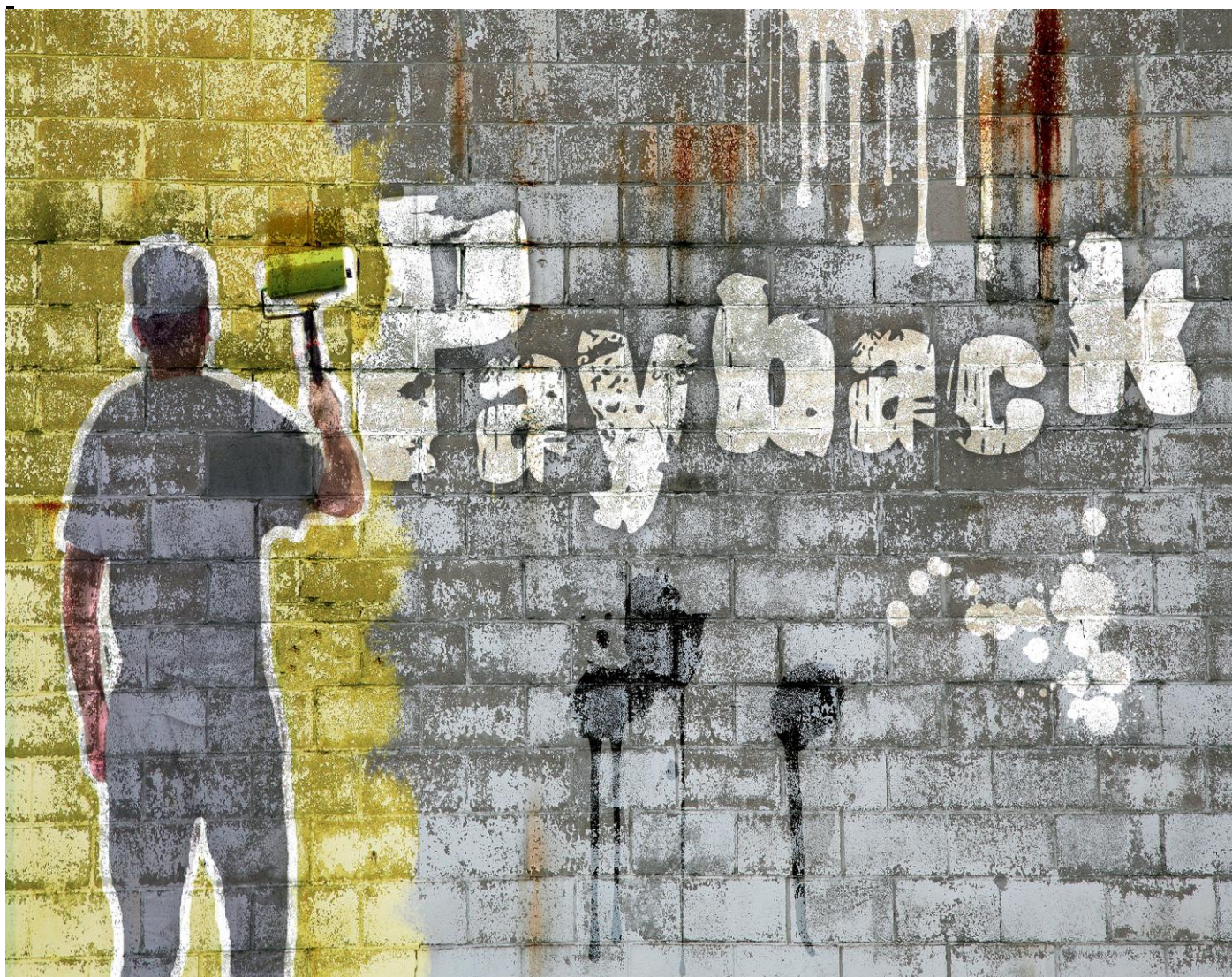
Report Contact

Joan Gallo
Lead Officer
Town House Kirkcaldy
Telephone: 07515290069
Email: joan.gallo@fife.gov.uk

**City of Dunfermline Area Committee
Community Payback
Unpaid Work Projects**

01/04/21 to 31/03/22

SERVICE / ORGANISATION / RECIPIENT



CITY OF DUNFERMLINE PROJECT AND TASKS

01/04/2021 to 31/03/2022

SERVICE /ORGANISATION / RECIPIENT PROJECT / TASK

Ward 2 Dunfermline North

- Fife Council – Matthew Fyfe – Rubbish uplift x 2
- Fife Council – Baldrigeburn Community centre gardening
- Fife Council – James Allan community centre gardening
- Fife Council – Dollar Court – rubbish uplift
- Fife Council – Jean Mackie Centre – rubbish uplift x 7
- Dunfermline Community Council – Bull Park bench and play equipment painting
- Fife Council – Balfour Court – rubbish uplift

Ward 3 Dunfermline Central

- Fife Council – St Columbus HS litterpick x 2
- Fife Council – Sue Ryder – rubbish uplift
- Fife Council SW – Piggies lane gardening and planter project
- Fife Council SW – Carnegie Museum gardening and planter project
- Fife Council – Tower House community centre gardening
- Fife Council SW - Park Road West – rubbish uplift
- Individual – Guttergates memorial bench painting
- Cllr Helen Law – Core path clearance Kingseat Road
- Fife Council SW – Fod street – rubbish uplift
- Fife Council – Filling sand bags • Fife Council – Carnegie PS outdoor painting
- Fife Council SW – Izatt Avenue rubbish uplift
- Fife Council SW – Pitcairn street rubbish uplift
- Fife Council – Townhill CC removal to Valleyfield
- Fife Council – Arndean Childrens Home – Outdoor painting
- Fife Council – Law road – rubbish uplift
- The House project – rubbish uplift

Ward 4 Dunfermline South

- Fife Council – St Margarets PS Outdoor painting and gardening
- Fife Council SW – Whitelaw road – rubbish uplift
- Fife Council – Lomond crescent – rubbish uplift
- Fife Council – Abbeyview Day Centre – gardening

Regular litterpicking across Dunfermline areas below:

- Townhill Loch
- Townhill Park and surrounding areas
- Townhill community woodland
- Dunfermline Glen Bridge
- Dunfermline public park Roberston Road
- Dunfermline Pitreavie running complex
- Dunfermline Pitreavie Industrial Estate
- Dunfermline Leys Park Road
- Dunfermline West Fife Cycle Way

Regular Garden Rota across Dunfermline areas below:

- David Millar Court
- Dollar Court
- Matthew Fyfe Residential
- Jean Mackie Centre
- Balfour Court
- Townhill Edible Nature Area

**FIFE COUNCIL
CRIMINAL JUSTICE SERVICES
COMMUNITY PAYBACK
UNPAID WORK SCHEME**

1.0 INTRODUCTION

Community Payback Orders are issued by the Court as a direct alternative to custody and are managed and supervised by Criminal Justice Social Work Services. Orders vary from 40 to 300 hours. The Criminal Justice Service reports on any issues or problems relating to the management of Orders directly to the Courts.

2.0 RISK ASSESSMENT

The Community Payback by Offenders Scheme is delivered throughout Fife by Project Officers and Supervisors. Working with Social Workers responsible for the assessment, supervision and management of the Order and the participant to whom it relates. This role includes assessing an individual's suitability for the Order using risk assessment tools and managing the participant's compliance with the Order; feedback is provided to the Court on the compliance and performance of the individual undertaking Community Payback within the local Community.

2.1 PROJECTS

The Projects Team is responsible for the provision of the unpaid work placements, projects and the direct supervision of participants. Community payback runs 5 days per week Sunday to Thursday 09.30 – 16.30. We can provide personalised placements for individuals in a variety of settings such as charity shops and other voluntary organisations.

Each project is assessed by a project officers who will link with recipients of the service to consider the needs and demands of a project that is being requested. The UPW Project Officers contact details are provided below and you should make contact depending on which area the work is required.

The aim of Community Payback is to provide opportunities for participants to make reparation to the local community, for example local schools, charities and community organisations. A further objective of unpaid work placements in the community is to help offenders to learn and acquire new work and life skills. To improve their employability prospects and help them break the cycle of reoffending and to move away from crime. Community Payback has a criterion that must be adhered to when allocating and assessing a project which is detailed below. Please familiarise yourself with the criteria and confirm with the Project Officer that you, your organisation or individual recipient meets our criteria. Thereafter an assessment appointment can be arranged, with you to assess what work you require and if we can assist. We will provide advice regarding the required materials needed to complete the job.

Please note that any recipient of our service must cover the costs of their own materials, all labour is free. Once the project has been agreed a date will be confirmed by the Project Officer as to when the work will commence. Please note that some flexibility will be required around completion dates due to the availability of resources.

The criteria that we work to in Community Payback Unpaid Work are:

All Fife Council service providers such as Children and Families and Adults must go through appropriate local authority teams/providers and have explored alternative supports before approaching Community Payback i.e. for a fencing project Fife Council must be contacted prior to Community Payback to ensure paid work is not being taken away from other services.

You must ensure:

- Individuals cannot do the work themselves.
- The individual / organisation has no monies available to pay someone to complete the work.
- They have no family or friends, regardless of their commitments that cannot do the work for them.
- Work will only be considered for non-profit making charitable organisations.
- We are unable to replace any Fife Council Service who have responsibility for completing the task you are requesting.
- In addition, all materials must be purchased and supplied by the beneficiary or recipients prior to any work commencing

The work undertaken benefits both the local and wider communities of Fife and includes charities, community organisations/centres, care homes, and the disabled. The range of work can include:

- litter picking;
- rubbish removal (MUST be double bagged before uplift)
- recycling projects;
- wooden fencing repairs and painting;
- metal railings painting (with approved lead testing only)
- basic landscaping & basic path work
- improvements to park and community facilities;
- general gardening projects
- painting and decorating in community centres, voluntary organisations and individual homes.
- making and repairing garden furniture.
- community festivals/events
- snow and ice clearing

Contacts for the 3 areas across Fife are as below

Dunfermline & SW Fife

Kimberly McIntyre

Kimberly.mcintyre@fife.gov.uk

07712542569/01383 621469

Kirkcaldy, Kinghorn & Burntisland

Gary Meldrum

Gary.meldrum@fife.gov.uk

07515290821

Glenrothes & NE Fife

Craig Hutton

Craig.hutton@fife.gov.uk

07515291032/03451 555555 400010

7th February 2023

Agenda Item No. 16

PROPERTY TRANSACTIONS

Report by: Alan Paul, Senior Manager – Property Services

Wards Affected: 2, 3 and 4

Purpose

The purpose of this report is to advise Members of action taken using the List of Officer Powers in relation to property transactions.

Recommendation(s)

The Committee is asked to note the contents of this report.

Resource Implications

There are no resource implications arising from these transactions, as any expenditure is contained within the appropriate Service budget.

Legal & Risk Implications

There are no legal or risk implications arising from these transactions.

Impact Assessment

An EqIA is not required and is not necessary for the following reasons: the items in this report do not propose a change or revision to existing policies and practices.

Consultation

All consultations have been carried out in relation to this report.

1.0 Background

- 1.1** In dealing with the day to day business of the Council there are a number of matters relating to the purchase, disposal and leasing of property and of property rights. This report advises of those transactions dealt with under powers delegated to officials.

2.0 Transactions

2.1 Disposals

2.1.1 77.40 sqm. of additional ground at 57 Lyneburn Crescent, Dunfermline

Date of Sale: 16 December 2022
Price: £10,000
Purchaser: Bijaya Pradhananga

3.0 Conclusions

- 3.1** These transactions are reported back in accordance with the List of Officers Powers.

List of Appendices

1. N/A

Background Papers

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

N/A

Report Contact

Author Name Michael I McArdle
Author's Job Title Lead Professional
Workplace Property Services – Estates
Bankhead Central
Bankhead Park
Glenrothes, KY7 6GH
Telephone 03451 555555 Ext No 440268
Email Michael.mcardle@fife.gov.uk

City of Dunfermline Area Committee of 25 April 2023			
Title	Service(s)	Contact(s)	Comments
Settlement Trust Annual Update 2021/22		Andrew Gallacher	
Area Capital Update Report 2022/23		Andrew Gallacher	
Area Roads Programme 2022/23		Neil Watson	
School Attainment and Performance Report 2022/23		Karen Lees	
Plan 4 Dunfermline - The Local Community Plan Update		Andrew Gallacher	
Health & Social Care Dunfermline Locality Planning Update		Jacquie Stringer-fc	