Cabinet Committee

Committee Room 2, 5th Floor, Fife House, North Street, Glenrothes / Blended Meeting

Thursday, 2 November 2023 - 10.00 am

AGENDA

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

26 October 2023

If telephoning, please ask for:
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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 have cameras switched on during meetings and mute microphones when not speaking. During any breaks or adjournments please switch cameras off.

THE FIFE COUNCIL - CABINET COMMITTEE – BLENDED MEETING

Committee Room 2, Fife House, North Street, Glenrothes

5 October 2023   **10.00 am – 1.50 pm**

PRESENT:	Councillors David Ross (Convener), Tom Adams (substituting for Councillor Judy Hamilton), David Alexander, Lesley Backhouse, David Barratt, John Beare, James Calder, Fiona Corps, Altany Craik, Colin Davidson (substituting for Councillor Linda Erskine), Dave Dempsey, Cara Hilton, Gary Holt, Kathleen Leslie (substituting for Councillor Peter Gulline), Rosemary Liewald, Lynn Mowatt (substituting for Councillor Carol Lindsay), Jonny Tepp, Ann Verner (substituting for Councillor Derek Glen), Ross Vettraino, Craig Walker and Jan Wincott.
ATTENDING:	Ken Gourlay, Chief Executive; Eileen Rowand, Executive Director (Finance and Corporate Services), Elaine Muir, Head of Finance, Lindsay Thomson, Head of Legal and Democratic Services, Jacqui Cameron, Service Manager, Human Resources, Helena Couperwhite, Democratic Services Manager and Michelle McDermott, Committee Officer, Legal and Democratic Services, Finance and Corporate Services; Michael Enston, Executive Director (Communities), Paul Vaughan, Head of Communities and Neighbourhood Services, John Mills, Head of Housing Services, Sheena Watson, Programme Manager and Sinead O'Donnell, Policy and Delivery Manager, Communities and Neighbourhood Services; Angela Logue, Head of Education and Children's Services, Scott McCallum, Service Manager, Deborah Davidson, Jackie Funnell and Sarah Else, Education Managers and Stuart Booker, Improvement Officer (Strategic Planning and Performance, Education and Children's Services; Gordon Mole, Head of Business and Employability Services; John Mitchell, Head of Roads and Transportation Services and Michael Anderson, Service Manager (Structural Services), Roads and Transportation; Pam Ewen, Head of Planning and Alastair Hamilton, Service Manager (Development Manager), Planning Service.
ALSO IN ATTENDANCE:	Gavin Grant, Service Development Team Leader (Collections Development), Fife Cultural Trust (for para. 160 only).
APOLOGIES FOR ABSENCE:	Councillors Derek Glen, Linda Erskine, Peter Gulline, Judy Hamilton, and Carol Lindsay.

151. DECLARATIONS OF INTEREST

No declarations of interest were submitted in terms of Standing Order No. 22.

152. MINUTES

(i)   Minute of the Cabinet Committee of 7 September 2023.

Decision

The committee agreed to approve the minute.

(ii)   The following minutes were submitted for noting:-

Education Appointment Committee of 19 April, 19 June, 20 June, 23 June, 25 August, 4, 6 and 12 September 2023.

It was noted that the minute for the 25 August 2023 meeting referred to the Headteacher appointment at Lochgelly High School but this should read Balwearie High School.

Decision

The minutes were noted.

153.   COST OF LIVING SUPPORT - WINTER PROGRAMME 2023/24

The committee considered a report by the Executive Director (Communities) proposing a further programme of support for Winter 2023/24 to provide help during the continuing cost-of-living challenges.

Decision

The committee:-

(1)   reviewed progress and lessons from the experience of providing a co-ordinated programme of support in 2022/23;

(2)   noted the continuing provision over the period from April to September 2023;

(3)   agreed the proposals for additional support for winter 2023/24 as detailed in Appendix 1 to the report; and

(4)   agreed to continue to implement a temporary Personal Vehicle Allowance payment from 1 October 2023 to 31 March 2024 to support staff with high business use of their personal vehicles.

154.   EDUCATION AND CHILDREN'S SERVICES DIRECTORATE IMPROVEMENT PLAN 2023-26

The committee considered a report by the Head of Service, Education and Children's Service seeking approval for the Education and Children's Services (ECS) Directorate Plan 2023-26 and to set the plan in the context of other key strategic plans for children and families in Fife.

Decision

The committee approved the Education and Children's Services (ECS) Directorate Plan 2023-26.

155.   COMMUNITY WEALTH BUILDING - PROGRESS REPORT

The committee considered a report by the Head of Business and Employability Services providing a progress update at the six month stage in relation to the Community Wealth Building (CWB) Policy Framework approved in April 2023.

<u>Decision</u>

The committee:-

(1)   noted and commented on progress against the CWB Policy Framework;

(2)   endorsed the direction of travel for priority development work identified for council implementation of Community Wealth Building; and

(3)   agreed that future progress reports would be circulated to Cabinet Committee members for briefing and information with an annual report to the relevant Council and Fife Partnership Committees.

156.   FIFE'S HOMELESSNESS REDUCTION PLAN 2023/25

The committee considered a report by the Head of Housing Services highlighting the positive progress that had been made in reforming housing access and homelessness services but highlighted the difficulties created by the significant pressures facing services. The report identified a number of priority areas where policy change, coupled with additional external funding, was required to address the challenges within homelessness.

The meeting adjourned at 11.50 am and reconvened at 12.15 pm.

<u>Motion</u>

Councillor David Ross, seconded by Councillor Altany Craik, moved the following:-

"Replace Recommendations as follows:

Committee:

i.   Notes the progress made and on-going work by the Housing Service and partners to reform and improve housing access and homelessness services.

ii.   Notes the significant pressures on homelessness services in the context of specific pressures on temporary accommodation continuing to flow from the long-term consequences of the pandemic compounded by the cost of living crisis.

iii.   Notes and agrees to pursue the range of short term actions set out in appendix 1 to this report subject to the availability of funding, but requests officers to bring forward to the Cabinet Committee by January 2024, a costed, long term strategy and action plan for reducing homelessness, with milestones. This strategy should include as a minimum the following elements:

- Housing supply:

  o   Continuing the transfer led approach to the allocation of the substantial number of new build properties coming on stream through the affordable housing programme, which should meet multiple needs by creating allocation chains;

  o   Acquisition of properties to meet specific needs and pressures on an area basis;

  o   Reduction of void turnaround times;

  o   Bringing empty properties back into occupation;

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- Reinstituting a private sector letting scheme to provide the Council with access to private rented accommodation for allocations.
- A renewed and transformed approach to prevention of homelessness.
- Reprovisioning and modernisation of hostel accommodation.
- The elimination of the use of hotel and bed and breakfast accommodation.
- Pursuing the policy approach of property flips/conversions of temporary into permanent accommodation.

iv. Notes the historic underfunding of Rapid Rehousing Transition Plans by the Scottish Government and asks officers to engage with Scottish Government to bid for additional funding and non-financial resources to help deliver the key priorities outlined in the report, and to lobby with others for the policy changes highlighted in the report."

Amendment

Councillor David Alexander, seconded by Councillor Lesley Backhouse, moved the following amendment:-

"Amend Labour motions as highlighted in bold below:

Replace Recommendations as follows:

Committee:

i. Notes the progress made and on-going work by the Housing Service and partners to reform and improve housing access and homelessness services.
ii. Notes the significant pressures on homelessness services in the context of specific pressures on temporary accommodation continuing to flow from the long-term consequences of the pandemic compounded by the cost of living crisis.
iii. Notes and agrees to pursue the range of short term actions set out in appendix 1 to this report subject to the availability of funding, but requests officers to bring forward to the Cabinet Committee by January 2024, a costed, long term strategy and action plan for reducing homelessness, with milestones. **Prior to that, a workshop requires to be held involving all councillors to allow input to this strategy.** This strategy should include as a minimum the following elements:

- Housing supply:

    o Continuing the transfer led approach to the allocation of the substantial number of new build properties coming on stream through the affordable housing programme, which should meet multiple needs by creating allocation chains;
    o **Maximise the number of property acquisitions that meet Fife Council standards as the quickest way to house homeless and other vulnerable residents;**
    o Reduction of void turnaround times;
    o Bringing empty properties back into occupation;
    o Reinstituting a private sector letting scheme to provide the Council with access to private rented accommodation for allocations.

- A renewed and transformed approach to prevention of homelessness.
- Reprovisioning and modernisation of hostel accommodation.

- The elimination of the use of hotel and bed and breakfast accommodation.
- Pursuing the policy approach of property flips/conversions of temporary into permanent accommodation.

iv. Notes the historic underfunding of Rapid Rehousing Transition Plans by the Scottish Government and asks officers to engage with Scottish Government to bid for additional funding and non-financial resources to help deliver the key priorities outlined in the report, and to lobby with others for the policy changes highlighted in the report. **In the light of the reduction in capital funding coming to the Scottish Government, Cabinet authorises the Leader of the Administration to write to the Prime Minister and the Secretary of State urging them to provide substantial grant funding to the Scottish Government given the housing crises that exists in large part due to the policies their government have pursued.**

v. **Fife Council takes its responsibility for at least part of the crisis and will seek to maximise its own resources, which are considerable, and if required bring forward proposals for funds that are currently unallocated, or will not have an impact for a considerable number of years, to show an urgency to attack this crisis that has been lacking since the formation of the current administration.**

Roll Call Vote

For the Motion – 13 votes

Councillors Tom Adams, James Calder, Fiona Corps, Altany Craik, Colin Davidson, Dave Dempsey, Graeme Downie, Cara Hilton, Gary Holt, Kathleen Leslie, David Ross, Jonny Tepp and Jan Wincott.

For the Amendment – 9 votes

Councillors David Alexander, Lesley Backhouse, David Barratt, John Beare, Rosemary Liewald, Lynn Mowatt, Ann Verner, Ross Vettraino and Craig Walker.

Having received a majority of votes, the motion was accordingly carried.

157. SWAN AND MEMORIAL COURTS, METHIL - HOUSING IMPROVEMENTS

The committee considered a report by the Head of Housing Services outlining the outcomes of a review of fire safety at Swan and Memorial Courts, Methil, that the council replaces the external wall insulation at the high rise flats as well as improvements to internal fire safety works at the flats and other fire safety mitigations. Council officers were designing an overall housing improvement programme of works which included the replacement of the existing external wall insulation with an alternative mineral wool form of insulation. The report sought Cabinet endorsement for the programme of works running for the next twelve months.

Decision

The committee:-

(1) noted the main findings of the review of fire safety at Swan and Memorial Courts, Methil;

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(2)   endorsed the proposed programme of works and proposed improvement works at Swan and Memorial Courts, Methil as outlined in the report;

(3)   agreed that the HRA Capital Budget would meet the costs of the project in 2023/24 and 2024/25;

(4)   agreed that progress reports would be made to the Levenmouth Area Committee on a regular basis; and

(5)   agreed that the finalised internal review on lessons learned be reported back to the appropriate Scrutiny Committee.

Councillors Graeme Downie and Craig Walker left the meeting during consideration of the above item.

158.   RIVER LEVEN REGENERATION - CAPITAL FUNDING

The committee considered a report by the Head of Roads and Transportation Services seeking approval to progress delivery of the Mountfleurie Active Travel Bridge through Network Rail and their contractor as part of the River Leven Regeneration Programme.

Decision

The committee:-

(1)   approved Option 2 in the Business Case to deliver the new active travel bridge at Mountfleurie at an estimated cost of £5.8m with Network Rail and their contractor through an Implementation Agreement; and

(2)   noted that further reports would be presented to this committee to consider the final Business Cases and delivery agreements for the On-Road Active Travel Network; Riverside Park, Glenrothes; and River Park Routes, Leven.

159.   FIFE COUNCIL RESPONSE TO SCOTTISH GOVERNMENT CONSULTATION ON MANDATORY TRAINING FOR ELECTED MEMBERS DEALING WITH DECISIONS RELATING TO PLANNING MATTERS

The committee considered a joint report by the Head of Planning and Head of Legal and Democratic Services seeking approval of a proposed response to the Scottish Government's consultation on the provisions for mandatory elected member training which were set out as enabling legislation in the Town and Country Planning (Scotland) Act 2019.

Decision

The committee:-

(1)   reviewed and approved the proposed consultation response;

(2)   authorised officers to submit the consultation to the Scottish Government; and

(3)   delegated to the Head of Planning and Head of Legal and Democratic Services, in consultation with the Convener and Conveners of the Fife Local Review Body, West and Central and the North East Planning Committees, to include additional comments agreed by this committee and respond to the consultation.

160.   **TRANSFER OF OWNERSHIP - SHUNA AND BARGANY SWORDS**

The committee considered a report by the Head of Communities and Neighbourhood Services seeking approval for the transfer of ownership of two swords from the Museums' Collections managed by Fife Cultural Trust (OnFife):

(1)   The Shuna sword to the Kilmartin Museum in Argyll - discovered on the island of Shuna in Argyll in 1874.
(2)   The Bargany sword and scabbard to National Museums Scotland (NMS) in Edinburgh - discovered at Bargany, Girvan, Ayrshire before 1843.

At Kilmartin, the Shuna sword would be a focal object of their new permanent display opening in autumn 2023 in the refurbished museum and, at NMS, the Bargany sword is part of the long-term display about Scotland's early history in Chambers Street in Edinburgh.

Decision

The committee approved the transfer of ownership of each sword from Fife Council to Kilmartin Museum and National Museums Scotland, respectively.

THE FIFE COUNCIL – CABINET COMMITTEE – EDUCATION APPOINTMENT COMMITTEE – GLENROTHES

02 October 2023   **09.00 am - 10.30 am**

PRESENT: Councillors Dave Dempsey and Judy Hamilton, Angela Logue, Head of Service, Sarah Else, Education Manager, Nicola McAlavey, Parent Council, and Gemma Graham, Parent Council.

25.   **EXCLUSION OF PUBLIC AND PRESS**

<u>Decision</u>

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

26.   **JOINT HEADTEACHER – BLAIRHALL AND TULLIALLAN PRIMARY SCHOOLS**

The Committee interviewed 1 applicant on the short leet for this post.

<u>Decision</u>

Agreed to recommend the appointment of Nicola Bow, currently Acting Headteacher at Blairhall and Tulliallan Primary Schools.

THE FIFE COUNCIL – CABINET COMMITTEE – EDUCATION APPOINTMENT COMMITTEE – GLENROTHES

6ᵗʰ October 2023   **9.30 am - 10.45 am**

PRESENT: Councillors Eugene Clarke and Alycia Hayes, Maria Lloyd, Head of Service, Karen Lees, Education Manager, Diane Ireland, Parent Council, Tara MacDonald, Parent Council.

27.   **EXCLUSION OF PUBLIC AND PRESS**

   <u>Decision</u>

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

28.   **HEADTEACHER – WAID ACADEMY**

   The Committee interviewed 1 applicant on the short leet for this post.

   <u>Decision</u>

   Agreed to recommend the appointment of Scott Duncan, currently Acting Headteacher at Waid Academy.

2 November 2023.
Agenda Item No. 4

Revenue Monitoring 2023-24

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

Wards Affected:	All

Purpose

The purpose of this report is to provide members with a strategic overview of Fife Council's finances and to report the current forecast position for 2023-24.

Recommendations

It is recommended that members:-

(1)   note the high-level financial position as detailed in the report;

(2)   note that there are ongoing financial impacts arising from the current economic climate which continue to be managed by Services with an element of protection from inflationary risk being accounted for centrally;

(3)   instruct Services to mitigate overspends as far as possible and ensure strong financial management;

(4)   note that detailed monitoring reports will be submitted to the relevant Scrutiny Committees; and

(5)   request that Scrutiny Committees ensure appropriate level of support and challenge in relation to financial reports.

Resource Implications

Whilst the current forecast presents a moderate overspend of £0.645m in the current year, a decrease of £0.517m since the last report, service underspends of £9.240m will immediately be earmarked to ensure certain conditions of funding are met next year. In addition, some overspends (currently estimated at £3.072m) may be funded from existing commitments against balances, for example impacts relating to COVID-19 and some additional inflationary costs. To account for the ring-fenced nature of the variances, commitments against balances have been updated and will reduce the level of uncommitted balances to £13.241m.

The current forecast assumes that the financial impact of ongoing pay negotiations for non-teaching staff is fully funded. It is likely that the budget provision combined with any grant funding provided may be higher than the eventual costs incurred.

The scale of financial pressures on the Council linked to the considerable inflationary cost pressures going forward remain substantial and uncertain. Some services are managing large overspends and actions to minimise or mitigate these should be taken.

Legal & Risk Implications

There are no direct legal implications arising from this report.

Impact Assessment

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

Consultation

None.

1.0 Background

1.1   The Council continues to deal with the financial implications from the current economic crisis and increased levels of inflation as well as uncertainty associated with pay awards, funding levels and interest rates.

1.2   This report reflects the decisions taken in respect of the Revenue Budget 2023-24 and the Capital Plan Review 2023-33. The report focuses on the overall financial position of the Council and provides commentary on significant financial issues which impact on the overall financial position of the Council. Detailed explanations of forecast variances and analysis by Service is detailed in Appendices 1 to 4 of this report.

1.3   There are continued uncertainties which may be significant given the wider economic situation, inflationary pressures impacting all supply chains (notably energy, fuel, construction costs and other commodities) and employee costs.

1.4   More detailed financial reports will be presented to the relevant Scrutiny Committees as part of the Council's wider scrutiny and performance management reporting arrangements. It is the role of the Scrutiny Committees to carry out in-depth scrutiny of the financial performance of functions within their remit.

2.0 Financial Overview – General Fund

Pay Award

2.1   The pay awards for 2023-24 for teachers were settled in March 2023. The Council made provision for a pay award however, the outcome of the pay settlement will cost less than the provision in the budget combined with the level of funding being provided for that group of staff.

2.2   The level of pay award for 2023-24 for non-teaching staff has yet to be agreed. The Council has made provision for an anticipated pay award which is being held corporately until costs are known. Once the pay award is agreed, service budgets will be increased accordingly in line with the agreed settlement. It is likely that the budget provision combined with any grant funding provided may be higher than the eventual costs incurred.

2.3   To date, the Scottish Government have baselined the additional funding for pay awards provided in 2022-23 and confirmed they will fund elements of the pay award for 2023-24 with £155m being made available across Scotland as additional General Revenue Grant. Fife's share is estimated to be £10.438m.

COVID-19 Recovery

2.4   At this point in time, the additional net costs associated with COVID-19 are estimated to be £4.5m for 2023-24, this includes £0.6m capital expenditure. Specific funding has been identified for £1.5m of these costs leaving £2.4m being currently being absorbed by Service.

2.5 Loss of income projected at £2.383m remains a particular challenge in several areas and may take several years to recover. Where legacy COVID costs are resulting in Directorate overspends, they will be funded from earmarked balances. These are deducted in the final column of Appendix 1 as an adjustment to the forecast.

Other pressures – Economic Conditions/Cost of Living Crisis

2.6 The current economic situation is concerning in terms of the possible financial repercussions of continuing high inflation and high interest rates. These inflationary pressures mean the Council is already experiencing increased costs, most notably, energy costs (a further £6.0m in 2023-24) along with others such as food, fuel and other commodities.

2.7 The cost-of-living crisis is increasingly affecting households and, as such, commitments for several approved Cost of Living support measures are reflected in the budget.

2023-24 Revenue Budget

2.8 The current revenue budget of £1,001m is shown in Appendix 1. Changes have been made to the budget since the last report reflecting allocation of commitments of general fund balances to Services. The table below details these changes:

Table 1 – General Fund – Revenue Budget Movement

	Total Expenditure £m
2023-24 Budget (June 2023)	**995.879**
Budgets Funded from/(to) Balances	
- Carry Forward - SG Specific Funding	2.493
- CFCR	2.150
Current 2023-24 Budget (August 2023)	**1,000.522**

The adjustments represent funding from balances being added to Services' budgets for Early Learning and Childcare for £2.493m, this is funding that was carried forward from 2022-23 for use in this year due to the timing of projects. A CFCR contribution of £2.150m from Second Homes Council tax towards the funding of the affordable housing programme has been actioned.

2023-24 Annual Forecast

2.9　The current forecast suggests an overspend in the current year of £0.645m. This is a combined result of service overspends of £6.384m (0.69% of budgeted expenditure) and an underspend of £7.539m in Additional Items and an under-recovery of £1.8m Council Tax income as shown in the Table 2 below:-

Table 2 – General Fund – 2023-24 Summarised Forecast Statement

	Annual Budget	Forecast	Variance	Variance excluding cfwd commitments
	£m	£m	£m	£m
Service Totals	925.104	931.488	**6.384**	**12.552**
Additional Items	75.418	67.879	**(7.539)**	**(7.539)**
Total Expenditure	1,000.522	999.367	**(1.155)**	**5.013**
Financing	(1,000.522)	(998.722)	**1.800**	**1.800**
CONTRIBUTION (TO) / FROM BALANCES	0.000	0.645	**0.645**	**6.813**

2.10　Services are projecting an overspend of £6.384m. Education and Children's Services Directorate are projecting an underspend of £0.428m. The dominant factors in this are, the long-term absence and maternity overspend of £3.466m, and a projected overspend in Special Education of £1.157m arising from the element of secure child placements and the cost of additional transport arrangements for children. Within Children and Families, the pressure on the purchased placement budget of £2.910m has arisen due to a change in the mix of placement types with an increase in higher cost residential care. Additionally, a pressure has been included within the projection based on the anticipated cost of the introduction of new national foster and kinship care rates of £1.590m. The movement since the last report of £3.261m is due to the inclusion of the pressure from foster and kinship allowances of £1.590m, increased placement costs of £0.710m, an increase in costs in Special Education mainly due to the education element of child placements of £0.486m and an increase in additional premises costs and supplies and services in relation to licences and professional fees. The overspends are offset by underspends on DSM scheme, Pupil Equity Fund and Whole Family Well-being projects. The underspends will be carried forward and earmarked for next financial year.

Communities & Neighbourhoods is forecasting an overspend of £3.569m driven by a continuing impact on the level of demand and income received for some services including Fife Sports and Leisure Trust, Fife Cultural Trust, Community Use of Schools, and Halls and Centres. The movement of £2.034m is mainly due to an increase in the support required for the Trusts, an increase in unachieved income from Community Use of Schools of Hall and Centres due to a more robust projection based on actual income in the 2nd quarter, and unachieved savings across the Communities and Neighbourhood

service. There is also a movement within Homelessness mainly due to an increased in the cost of voids.

Within Enterprise & Environment Property Repairs and Maintenance is forecasting an overspend of £1m and an overspend of £1.281m in Grounds Maintenance.

The overspend on services is offset by an underspend of £2.283m in Loan Charges and an underspend of £5.256m on Obligations/contingencies.

The current underspend is due to the actual borrowing from the loans fund being undertaken in 2022-23 being less than anticipated due to the level of cash balances held and the re-phasing of the capital plan resulting in reduced interest costs. There will be an increase in the cost of borrowing in future years in line with the phasing of capital expenditure over the lifetime of the capital investment plan.

During the budget process, provision is made for additional costs associated with inflation and pay awards. These are held centrally as a budget known as Obligations/Contingencies reflecting the requirement to allocate this funding once costs are known. The required level of budget is then transferred to Services reflecting where costs will be incurred. The level of projected underspend reported reflects that the council made budget provision for the teachers pay award as well as receiving additional funding from the Scottish Government. The provision made coupled with the additional funding is more than actual pay settlement resulting in an underspend on Obligations/Contingencies. Effectively the government funding can be substituted for the Council provision made of £5.256m.

2.11   There is an estimated reduction in council tax income of £1.8m because the level of Council Tax Reduction is greater than expected and results in a reduced yield from Council Tax compared to the budgeted levels. This is a similar picture to the outturn position for 2022-23 and may be linked to the cost-of-living crisis.

2.12   Whilst the forecast position for the year is a moderate overspend of £0.645m, there are some items that skew the reported position. To assist with understanding, a column has been added to Appendix 1 which aims to highlight the likely position after the year end and the likely impact on general fund balances. Some service underspends of £9.420m will immediately be earmarked reserves to ensure certain conditions of funding are met so will not increase the uncommitted balances. In addition, some overspends (currently estimated at £3.072m) may be funded from existing commitments against balances, for example impacts relating to COVID-19 and some additional inflationary costs. This column shows that the final impact on the level of general fund balances will be a reduction of £6.813m. Section 4 below provides more information on balances position.

Whilst the current forecast looks to be detrimental to the balances position, the outcome of the pay settlement for non-teaching staff is still unknown. There is a possibility that once the pay settlement is agreed, the funding held in reserve by the Council may exceed the costs. If this is the case, then there would be a favourable movement to the current reported position.

2.13   Service budgets have been reduced during the budget process; therefore, close monitoring of any Service overspends will continue to ensure any areas of emerging risk is identified. Services should continue to apply sound financial management practices

and mitigate against any overspends and take corrective action to maintain costs within budget wherever possible.

2.14 The service level variances and movement are set out and explained in more detail at Appendices 1 and 2.

3.0 Financial Overview – Housing Revenue Account

Housing Revenue Account (HRA)

3.1 The Housing Revenue (HRA) Account forecast position is shown in Appendix 3.

3.2 As a result of significant pressures across the HRA it is projected that the CFCR will need to reduce by £6.676m to offset overspends across the HRA. Repairs and Maintenance is forecasting an overspend of £7.290m which is due to both the ongoing impact from the Temporary Accommodation Court Judgement and continued high inflation on materials and employee costs.

3.3 The HRA is forecasting a net withdrawal from balances of £1.904m. The net withdrawal relates to projects previously approved at committee and the withdrawal of contributions made into balances at the end of 2022-23. There is a requirement for the HRA to maintain uncommitted balances at 2% of Net Rental Income. Contributions required to maintain minimum balances at this level are built into business planning assumptions.

3.4 Appendices 3 and 4 provide further detailed variance analysis and commentaries on all variances that exceed +/- £250k.

4.0 Balances

4.1 **General Fund Balances**

4.1.1 Appendix 5 details the forecast General Fund balances position which are held to fund specific one-off expenditure, provide funding to contribute to change initiatives, accumulate funds for a specific or "earmarked" purposes and to mitigate against risk by providing a level of uncommitted reserves which can be drawn on to respond to "shocks" such as unforeseen cost increases. It is important to note balances are split into two categories – earmarked and committed, the breakdown is detailed in the Appendix.

4.1.2 Whilst the opening balance of £216.054m was exceptional, it was as a result of a number of factors including the revised accounting arrangements for Service Concession arrangements as well as levels of grant funding received but not required in the year. Budgets of £37.254m have been transferred to Services. The current year forecast overspend of £0.645m detailed in Section 2 will reduce the level of balances, with the estimated level before commitments being £178.155m.

4.1.3 Commitments reflect the funding strategies associated with the Capital Plan Review and reflect expenditure forecasts. Commitments were also updated to reflect the Council decision to use £8.0m for investment and £17.0m to support capital investment.

4.1.4 Some of the current service underspends must be immediately earmarked to honour guaranteed carry forward arrangements such as Devolved School Management (DSM), Pupil Equity Funding (PEF) and Whole Family Wellbeing Fund. After accounting for these

commitments, general fund balances are absorbing the remaining Service overspends of £9.240m, meaning a reduction in the level of uncommitted balances of £6.813m.

4.1.5   During the year and in future, commitments against balances will be used for funding specific items. Therefore Service budgets will be increased based on need as it arises.

Earmarked and Commitments against Balances

4.1.6   The earmarked balances reflect unused grants and ring-fenced income which will fund specific expenditure. Balances are also earmarked for dealing with the ongoing costs associated with recovery from the pandemic and the impacts of inflation and supply chain disruption.

4.1.7   Commitments represent items for which provision has been made but the costs are yet to be incurred.

4.1.8   After taking account of all earmarked balances and commitments, the level of uncommitted balances as at 31st March 2026 is expected to be £13.241m which equates to approximately 1.3% of the revenue budget. The policy minimum is to maintain a level of 2% balances over a rolling 3-year period which means that the level can dip below 2% level provided it returns to 2% within 3 years.

4.1.9   There is no plan, at this stage, to budget to restore balances but the position will be monitored. In addition, whilst the outcome of the ongoing pay negotiations is uncertain, there is a possibility that the impact could be positive in relation to the outturn position. This will be kept under review and committee will be provided with regular updates in future reports.

4.2   HRA Balances

4.2.1   The opening HRA balance was £7.380m. There are planned withdrawals in year totalling £1.904m which are detailed in appendix 4, leaving an estimated uncommitted balance of £5.476m at 31 March 2024. Further commitments have been in 2024-25 taking the estimated uncommitted balance to £2.506m.

5.0 Conclusions

5.1   There is currently a forecast overspend of £0.645m. However, there are some Service underspends which will need to be earmarked next year, meaning the impact on balances is more significant. There are some Service overspends that will need some corrective/mitigating actions to bring costs down to a more sustainable level. In the meantime, there is some short-term assistance being provided where overspends are related to COVID-19 or increased inflation.

5.2   The positive balances position is providing the Council with a level of protection from significant cost increases and other financial risks but, given balances is one off in nature, will only be able to assist the Council's financial sustainability in the immediate term, leaving challenges ahead for the medium and longer term. Allowing for all commitments, the uncommitted level of balances is estimated as £13.241m in future years which is below the policy minimum. No plans are underway at the moment to

restore balances given the outcome of pay negotiations are yet to be concluded. This will be closely monitored over the year.

5.3   The forecast position for the Council's Housing Revenue Account in 2023-24 is an overspend of £1.904m. The level of HRA balances, allowing for all commitments, is £2.506m which is in line with the policy minimum.

List of Appendices

1. General Fund Revenue Summary 2023-24
2. General Fund Variance Analysis
3. Housing Revenue Account Summary 2023-24
4. Housing Revenue Account Variance Analysis
5. Summary of Balances

Background Papers
None.

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FIFE COUNCIL
GENERAL FUND REVENUE SUMMARY 2023-24

	Annual Budget £m	Forecast- £m	Variance £m	Previous Committee Annual Variance £m	Movement £m	Variance excluding funding commitments £m
EDUCATION & CHILDREN'S SERVICES						
Education (Devolved)	245.749	238.115	(7.634)	(7.616)	(0.018)	0.000
Education (Non Devolved)	124.901	131.048	6.147	5.032	1.115	6.147
Children and Families	66.992	68.110	1.118	(1.105)	2.223	2.724
Criminal Justice Service	0.102	0.043	(0.059)	0.000	(0.059)	(0.059)
	437.744	437.316	(0.428)	(3.689)	3.261	8.812
HEALTH & SOCIAL CARE						
Health & Social Care	215.896	215.189	(0.707)	2.476	(3.183)	(0.707)
Contribution to IJB		0.707	0.707	(2.476)	3.183	0.707
	215.896	215.896	0.000	0.000	0.000	0.000
ENTERPRISE & ENVIRONMENT						
Assets, Transportation and Environment	101.976	104.455	2.479	3.189	(0.710)	2.040
Planning	1.832	1.745	(0.087)	0.000	(0.087)	(0.087)
Protective Services	2.604	2.640	0.036	0.000	0.036	0.036
Business & Employability Service	6.047	6.003	(0.044)	0.000	(0.044)	(0.044)
Property Repairs and Maintenance	14.581	15.581	1.000	0.000	1.000	1.000
	127.040	130.424	3.384	3.189	0.195	2.945
COMMUNITIES						
Housing & Neighbourhood Services	14.431	14.776	0.345	0.043	0.302	0.345
Communities & Neighbourhood	51.929	55.106	3.177	1.492	1.685	0.794
Customer & Online Services	15.542	15.589	0.047	0.000	0.047	0.047
	81.902	85.471	3.569	1.535	2.034	1.186
FINANCE & CORPORATE SERVICES						
Assessors	1.980	2.060	0.080	0.052	0.028	0.080
Finance	5.408	5.194	(0.214)	0.000	(0.214)	(0.214)
Revenue & Commercial Services	15.612	15.260	(0.352)	0.000	(0.352)	(0.352)
Human Resources	6.829	7.079	0.250	0.250	0.000	
Business Technology Solutions	18.639	18.532	(0.107)	0.208	(0.315)	(0.107)
Legal & Democratic Services	4.235	4.288	0.053	0.000	0.053	0.053
	52.703	52.413	(0.290)	0.510	(0.800)	(0.540)
Miscellaneous	0.186	0.186	0.000	0.000	0.000	0.000
Housing Benefits	6.628	6.628	0.000	0.000	0.000	0.000
	59.517	59.227	(0.290)	0.510	(0.800)	(0.540)
CHIEF EXECUTIVE						
Chief Executive	0.307	0.292	(0.015)	0.000	(0.015)	(0.015)
Corporate and Democratic Core	2.698	2.862	0.164	0.000	0.164	0.164
	3.005	3.154	0.149	0.000	0.149	0.149
SERVICE TOTALS	925.104	931.488	6.384	1.545	4.839	12.552
ADDITIONAL ITEMS						
Loan Charges (including interest on revenue balances)	54.919	52.636	(2.283)	(2.183)	(0.100)	(2.283)
Capital Expenditure Financed from Current Revenue	2.302	2.302	0.000	0.000	0.000	0.000
Obligations / Contingencies	18.197	12.941	(5.256)	0.000	(5.256)	(5.256)
	75.418	67.879	(7.539)	(2.183)	(5.356)	(7.539)
TOTAL EXPENDITURE	1,000.522	999.367	(1.155)	(0.638)	(0.517)	5.013
FINANCED BY:						
General Revenue Grant	(599.616)	(599.616)	0.000	0.000	0.000	0.000
Non Domestic Rates	(172.123)	(172.123)	0.000	0.000	0.000	0.000
Council Tax Income	(191.529)	(189.729)	1.800	1.800	(0.000)	1.800
Budgets transferred to/(from) Balances (previous years carry forwards etc)	(37.254)	(37.254)	0.000	0.000	0.000	0.000
TOTAL INCOME	(1,000.522)	(998.722)	1.800	1.800	(0.000)	1.800
CONTRIBUTION (TO)/FROM BALANCES	0.000	0.645	0.645	1.162	(0.517)	6.813

FIFE COUNCIL
VARIANCE ANALYSIS

GENERAL FUND				
Area	**Forecast Variance £m**	**Previous variance £m**	*Movement in variance £m*	**Commentary**
EDUCATION & CHILDREN'S SERVICES				
Education (Devolved)	(7.634)	(7.616)	*(0.018)*	• Schools' devolved budgets (DSM) underspend of (£3.603m) reflects the level of carry forward from 2022-23. Schools budgets will be adjusted to reflect new school rolls from August in due course; • Pupil Equity Funding (PEF) underspend of (£4.500m) is estimated for 2023-24 based on previous years trends in expenditure across schools; • Special Education **+£0.469m** overspend due to additional staffing and a delay in implementing management review.
Education (Non Devolved)	6.147	5.032	*1.115*	• Maternity and long term absence cover costs across schools **+£3.466m** overspend; • Special Education **+£1.157m** overspend, mainly due to education element of secure child placements and additional transport costs; • General Education **+£0.873m** overspend due to budget setting for schools, which will reduce when school budgets are adjusted for new session from August, and adjustments for new teaching complement including probationers are actioned; • Overspend on Education Administration of **+£0.341m** due to increased premises costs and supplies and services in relation to licences and professional fees; • Movement from the previous report is mainly due to an increase in secure child placements in Children and Families Service, with the consequent Education portion of the placement costs also increasing.
Children and Families	1.118	(1.105)	*2.223*	• Overspend on Purchased Placements of **+£2.910m** due to an increased number of secure and residential placements, partly offset by an over recovery of income; • Overspend on Continuing Care of **+£0.485m** due to spend being in excess of Scottish Government funding, Direct Payments of **+£0.498m** due to the shifting balance of care, Respite of **+£0.405m** due to increased demand, and grants of **+£0.500m** due to increased payments to individuals; • Underspend on Whole Family Wellbeing Fund of (£1.600m) due to lead in time for recruitment and implementation of plans; • Underspend of (£1.582m) on staffing due to vacancies and recruitment lead in times; • Underspends on in-house foster care of (£1.185m), kinship care of (£0.688m) due to the shifting balance of care, although these underspends are reduced by an estimate of the financial impact of the new national foster and kinship rates to be implemented from 01.04.23 which is anticipated to result in a financial pressure of **+£1.590m;** • Movement since last report is due to the anticipated pressure from foster and kinship payments and an increase in higher cost purchased placements.
HEALTH & SOCIAL CARE				
Health & Social Care	(0.707)	2.476	*(3.183)*	• Adult Placements overspend +**£4.168m** due to greater volume of adult packages being commissioned; • Older People Residential & Daycare overspend **+£1.772m** due to increased agency costs, partly offset by vacancies in the service; • Care at Home overspend **+£1.211m** due to an increase in Direct Payments and delay in achieving the Bed Based Modelling saving, which is partly offset by an underspend in staffing due to difficulties in recruiting staff; • Adults Supported Living underspend (£4.214m) due to vacancies across the service which will not be filled until the future design of the service is established; • Fieldwork Teams underspend (£0.405m) due to vacanies which are partly offset by overspends on transport costs for taxis to college; • Integrated Professional & Business Enabling underspend (£1.080m) due to vacancies and delays in starting projects within the Carers Act funding; • Adults Fife Wide underspend (£1.815m) due to additional funding for specific individuals not expected to be required as they are currently in hospital.
Contribution to IJB	0.707	(2.476)	*3.183*	• Whilst the council side of the IJB has an underspend, overall the IJB is projecting an overspend. A financial recovery plan has been agreed by the IJB to reduce the overspend. In the event that this does not remove the overspend then general reserves will be used to fund the overspend in the first instance. At this stage we are not expecting to have to implement the risk share agreement but the success of the financial recovery plan will be closely monitored and future reports will update on the likelihood of this having to be activated.
ENTERPRISE & ENVIRONMENT				

FIFE COUNCIL
VARIANCE ANALYSIS

GENERAL FUND				
Area	Forecast Variance £m	Previous variance £m	*Movement in variance £m*	Commentary
Assets, Transportation and Environment	2.479	3.189	(0.710)	• Environment & Building Services overspend **+£1.513m**:- - Grounds Maintenance overspend of **+£1.281m** due to a higher than expected level of staffing, and an overspend on transport costs relating to hires and repairs of an aging fleet; - Domestic Waste & Street Cleaning overspend of **+£0.733m** due to continuing issues around transport, hires and repairs of an aging fleet; - Fleet Services underspend of (£0.304m) due to issues in recruiting staff. Current vacancies will partially fund an ongoing service restructure; • Roads and Transportation overspend of **+£0.778m** primarily relates to Winter Maintenance overspend as a result of increases to labour, vehicle, and fuel costs; • Facilities Management overspend of **+£0.439m** relates mostly to School Catering where there is a shortfall of income mainly in Secondary Schools, along with increased costs for food provisions as a result of inflationary pressures. Environment & Building Services movement of (£0.662m) relates to staffing underspends, increased income from Housing Estate Works as well as the realisation of additional income following further trend analysis work.
Property Repairs and Maintenance	1.000	0.000	1.000	Property Repairs and Maintenance Projected overspend and movement of **+£1.000m** relates primarily to compulsory requirement for Additional Electrical Testing. A mitigation is being implemented by adjusting the timing of other activity.
COMMUNITIES				
Housing & Neighbourhood Services	0.345	0.043	0.302	The overspend of **+£0.345m** and movement of **+£0.302m** relates to Homelessness. There has been an increase in VOIDS costs due to there being a number of Shared Accommodation Properties which are currently being used as single occupancy. There are also several other homelessness properties currently Void whilst Change of Tenancy works take place. The estimated spend on furniture and decoration costs is also contributing to the increased cost which is partially attributable to the Court Judgement. Additional Change of Tenancies as a result of the court judgement are expected to finish in this financial year.
Communities & Neighbourhood	3.177	1.492	1.685	A legacy from the pandemic continues to impact on level of demand and income received for some services. These include:- • Fife Sports and Leisure Trust and Fife Cultural Trust have an estimated total deficit **+£1.400m**. Council officers continue to review the areas where the level of income received has been impacted by the pandemic and both Trusts continue to receive temporary financial support from the Council; • Community Use and Halls and Centres overspend **+£0.984m** due to lost income. Work is underway as part of the Community Use Plan for increased marketing and consultation with communities to ensure they are offering what communities want and that there are no barriers preventing the community from accessing these services; • Unachieved savings of **+£0.512m** across the service; • Underspend of (£0.300m) from Fairer Fife budget offset by overspends across the service; • The movement of **+£1.685m** relates to an increase in support required to the Trusts of **+£0.325m**, **+£0.568m** increase in unachieved income from Halls and Community use. This increase is due to a more robust projection based on actuals in the 2nd quarter and **+£0.512m** relates to the inclusion of unachieved savings within the projection.
FINANCE & CORPORATE SERVICES				
Revenue & Commercial Services	(0.352)	0.000	(0.352)	Underspend mainly relates to pay costs - staff turnover/non filling of vacancies (£440k), which is partly offset by overspends on supplies & services £93k.
Human Resources	0.250	0.250	0.000	Overspend relates to agreed additional HR Resources **+£234k** and workstyles £16k which are covered by COVID funding.
Business Technology Solutions	(0.107)	0.208	(0.315)	The movement relates to staff costs due to vacancies across BTS.
ADDITIONAL ITEMS				
Loan Charges (including interest on revenue balances)	(2.283)	(2.183)	(0.100)	The projected underspend on Loan Charges Principal is due to the actual borrowing from the Loans Fund being less than anticipated at the time the budget was set. The projected underspend on interest is due to actual borrowing carried out in year being less than anticipated at the time the budget was set.
Obligations / Contingencies	(5.256)	0.000	(5.256)	The projected underspend on Legislative Obligations reflects the additional grant funding received from the Scottish Government to assist with the funding of teachers pay awards. As Fife Council had already made some budget provision for the pay award, the Government funding is substituting that provision meaning that the budget provided is greater than the costs incurred.
INCOME				

FIFE COUNCIL
VARIANCE ANALYSIS

GENERAL FUND				
Area	Forecast Variance £m	Previous variance £m	*Movement in variance £m*	Commentary
Council Tax Income	1.800	1.800	*(0.000)*	The under recovery of income is as a result of increased levels of Council Tax Reduction being applied which is greater than the level of funding received from the government. Further the total council tax yield is less than budget as a result of increased levels of non-payment. Recovery arrangements are in place.

FIFE COUNCIL
HOUSING REVENUE ACCOUNT SUMMARY 2023-24

	Annual Budget £m	Forecast £m	Variance £m	Previous Committee Annual Variance £m	Movement £m
BUDGETED EXPENDITURE					
Repairs and Maintenance	40.377	47.666	7.290	6.897	0.393
Supervision and Management	21.464	20.883	(0.581)	0.000	(0.581)
Funding Investment				0.000	
Cost of Borrowing	32.859	32.859	0.000	0.000	0.000
Revenue Contribution (incl CFCR)	27.328	20.652	(6.676)	(6.119)	(0.557)
	122.028	122.060	0.033	0.779	(0.746)
Voids	2.610	3.046	0.435	0.435	0.000
Housing Support costs	(0.474)	(0.474)	0.000	0.000	0.000
Garden Care Scheme	0.449	0.448	(0.002)	0.000	(0.002)
Bad or Doubtful Debts	3.150	3.150	0.000	0.000	0.000
Other Expenditure	11.629	13.195	1.566	0.690	0.875
Covid Expenditure	0.000	(0.000)	(0.000)	0.000	(0.000)
	139.392	141.424	2.032	1.904	0.128
FINANCED BY					
Dwelling Rents (Gross)	(132.249)	(132.249)	0.000	0.000	0.000
Non Dwelling Rents (Gross)	(3.589)	(3.589)	0.000	0.000	0.000
Hostels - Accommodation charges	(2.202)	(2.233)	(0.031)	0.000	(0.031)
Other Income	(1.352)	(1.449)	(0.097)	0.000	(0.097)
	(139.392)	(139.520)	(0.128)	0.000	(0.128)
CONTRIBUTION (TO) / FROM BALANCES	**0.000**	**1.904**	**1.904**	**1.904**	**(0.000)**

FIFE COUNCIL
VARIANCE ANALYSIS

HOUSING REVENUE ACCOUNT

Area	Forecast Variance £m	Previous variance £m	*Movement in variance £m*	Commentary
Repairs and Maintenance	7.290	6.897	*0.393*	• **+£5.005m** overspend on Change of Tenancy due to ongoing impact of Court Judgement which has increased the volume of COTs and due to rising prices from inflation and increasing material costs. The Court Judgement conversions should complete in year; • **+£3.347m** overspend on Responsive Repairs to continuing high costs from inflation and material prices. The overall movement is due to the increase responsive repairs. The updated projection is based on the volume & cost of works to date**.** • The above overspends are partially offset by underspends on Gas of (**£0.722m)** and Planned Maintenance of (**£0.592m)**. The reduction in gas is due to the increase in the cost of gas works not being as high as anticipated at the time of budget setting and the planned maintenance is due to managing the level of works carried out in year. • **+£0.545m overspend** on increased Estates Management and a Fencing Pilot. The £0.545m is funded from balances.
Supervision and Management	(0.581)	0.000	*(0.581)*	The underspend and movement is related to vacancies across the Housing Service
Revenue Contribution (incl CFCR)	(6.676)	(6.119)	*(0.557)*	• The underachievement of CFCR is due to the increased spends across the HRA. The result is a much lower than planned contribution to the HRA Capital Programme. There will be an impact on the funding required to support the HRA Capital Programme as a result of the reduced CFCR.
Voids	0.435	0.435	*0.000*	• **+£0.435m** overspend on Voids mainly relates to a recent court judgment on Temporary Accommodation meaning a large number of HRA rental properties are being reprovisioned as temporary accommodation which has increased the length of time properties remain void.

FIFE COUNCIL
VARIANCE ANALYSIS

HOUSING REVENUE ACCOUNT				
Area	Forecast Variance £m	Previous variance £m	*Movement in variance £m*	Commentary
Other Expenditure	1.566	0.690	*0.875*	• **+£0.875m** overspend and movement mainly relates to Hostel Expenditure. Hostels income is not sufficient to cover operating costs. The Homelessness service are working on delivery models which will look to reduce / eliminate the hostels overspend. This will include measurements proposed in the Fife's Homelessness Reduction Plan 2023/25 presented to Cabinet on 5th October. • **+£0.500m** overspend for Disability Adaptations which is funded from balances. This will allow for an increase in the number of adaptations in year and reduce waiting list times; • **+£0.190m** overspend relates to increased utility costs.
Net Withdrawal from Balances	1.904	0.000	*0.000*	• **+£0.545m & +£0.500m** withdrawals for estates, fencing and adaptations detailed above. • **+£0.859m** relates to contributions into balances at the end of 2022-23. This will be withdrawn in 2023-24 to assist with maintaining the level of CFCR required.

FIFE COUNCIL
BALANCE - GENERAL FUND SERVICES

	2023-24 £m	2024-25 £m	2025-26 onwards £m
Balance at 1 April 2023	(216.054)	(120.292)	(54.082)
Budgets transferred (to)/from balances	37.254		
Add Overall budget variance 2023-24 (Appendix 1)	0.645		
Estimated General Fund Balance at 31 March	(178.155)	(120.292)	(54.082)
Earmarked Balance			
Devolved School Management		3.134	
Energy Management Fund	2.713		
Council Tax - Second Homes	0.850	5.000	3.046
SG Specific funding	0.291	6.106	
Specific Carry Forwards	0.198		
COVID-19 Funding:			
Continuing Financial Consequences of COVID-19	1.367	5.203	1.106
Community Recovery Fund	5.000	4.876	0.000
COMIS/SWIFT delay	1.000	1.185	
Inflation - Supplies & Services	1.905	0.000	
Capital Investment Plan:			
CFCR	7.087	17.461	0.000
Service Concessions	10.000	10.000	24.539
Capital Plan Review – Additional Funding	17.000		
Total Earmarked	47.411	52.965	28.691
	(130.744)	(67.327)	(25.391)
Commitments against balance			
Budget Carry Forward Scheme			
Change Programme	4.900	5.000	0.000
Dempgraphics/Pay/Pensions	5.000	5.000	8.000
Fife Job Contract		0.816	
Barclay Funding - Assessors		0.089	0.000
Workforce Change	0.123	2.000	4.000
Lease Surrender - The Kirkcaldy Centre		0.340	0.150
Election	0.342		
Other Commitments	0.087		
Total Commitments	10.452	13.245	12.150
Estimated uncommitted balance at 31 March	(120.292)	(54.082)	(13.241)

BALANCE - HOUSING REVENUE ACCOUNT

	2023-24	2024-25	2025-26 onwards

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	£M	£M	£M
Balance at 1 April 2023	(7.380)	(5.476)	(5.476)
Add Overall budget variance 2023-24 (Appendix 2)	1.904		
Estimated Balance at 31 March	(5.476)	(5.476)	(2.506)
Earmarked Balance			
Estates Management Improvement		0.470	
Transitional Affordable Housing		2.500	
	0.000	2.970	0.000
Estimated uncommitted balance at 31 March	**(5.476)**	**(2.506)**	**(2.506)**

2 November 2023
Agenda Item No. 5

Capital Investment Plan – Projected Outturn 2023-24

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

Wards Affected: All

Purpose

The purpose of this report is to provide a strategic financial overview of the Capital Investment Plan, and to advise on the provisional outturn for the 2023-24 financial year.

Recommendations

The Cabinet Committee is asked to note:-

(1) the projected outturn position and that the level of financial risk continues to be heightened due to high levels of inflation and supply chain challenges;

(2) that more detailed capital outturn reports for 2023-24 will be submitted to relevant Scrutiny Committees of the council;

(3) that budget variances will be managed by the appropriate Directorate in conjunction with the Investment Strategy Group; and

(4) the updated prudential indicators provided and that these will be reported on a quarterly basis.

Resource Implications

The updated capital plan approved in June 2023 provided for increased levels of investment to deal with the cost pressures being faced because of inflationary pressures and difficulties in supply chain. There does remain a level of risk given that inflation remains stubbornly high and that the revised costs were estimates based on known factors at that time. Additionally, interest rates continue to increase which could have an impact on the cost of borrowing in future years of the plan.

Legal & Risk Implications

Potential risks include continuing difficulties across supply chains, rising inflation on costs of construction and availability of funding streams for larger capital projects, e.g. Developers' Contributions and estimated funding levels from Scottish Government. Further detail relating to the current risks is contained in section 2.2.

Impact Assessment

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

Consultation

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

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1.0 Background

1.1 The purpose of this report is to advise members of the high-level projected outturn position for the council's Capital Investment Plan (the Plan) for the financial year 2023-24. The report also highlights the forecast for major projects over £5.000m along with any potential risks associated with these projects. Explanation is provided at Section 2.1 where there is deemed to be a greater level of financial risk linked to major projects. The Plan covers capital expenditure on all council Services including the Housing Revenue Account which is managed and accounted for separately from the General Fund.

1.2 Funding strategies including the use of CFCR from general fund balances, service concession arrangements, capital grant, receipts, developers' contributions and borrowing, all identified during the capital plan review process are being utilised to support the level of capital investment included in the plan.

2.0 Issues

2.1 Major Projects

2.1.1 Appendix 1 provides a summary of the major projects within the Plan. There are 30 projects / programmes in this category with an overall budget of £1,186.136m.

2.1.2 At this stage, cost estimates suggest that there could be an overspend of £2.633m across the life of several major projects in the programme.

Dunfermline Learning Campus is projecting a pressure £1.624m on the project. This is due to an unsuccessful bid for external funding. Work is ongoing to mitigate the pressure where possible through other efficiencies in the project, however any residual pressure will be accommodated within the overall Education Capital Plan.

Within "Maintaining our Assets", the projected variance relates to Adam Smith Creative Hub, £0.546m and relates to funding that has been approved and the budget is in the process of being realigned.

2.2 Potential Risks and Issues

2.2.1 Across the Capital Investment Plan, budgets were increased to reflect the likely inflationary pressures, however, there continues to be risk that both the timing and the costs of projects could be adversely affected by the current economic climate. Monitoring of the impact of any additional costs on projects will continue and any significant impact on timescales and associated risks will be reported to this committee.

2.2.2 The council's approved Capital Plan includes £213m investment in respect of Secondary Schools in West Fife, which includes Dunfermline Learning Campus (DLC) and the Inverkeithing High School replacement. The budgets for the projects reflect the funding arrangements of the Scottish Government's Learning Estate Investment Programme (LEIP) which requires the council to fund the up-front cost of construction, with Government support coming in the form of a revenue contribution based on the achievement of outcomes. The project is progressing in line with the required timeline with the campus due to open in August 2024. The council has approval through LEIP Phase 2 for a replacement Inverkeithing High School and a decision on LEIP Phase 3 is awaited, with the council having bid for a replacement High School in Glenrothes in the later years of the plan.

2.2.3   Increased costs relating to continuation of the council's Affordable Housing Programme were presented to Cabinet Committee on 6 April 2023, confirming that that additional capital investment would be required to complete the Phase 3 and Transitional Affordable Housing Programmes. The increase in the unit cost per property was a result of continuing inflationary pressures. The additional borrowing required was fully tested for affordability as part of the HRA 2022 Business Plan modelling and incorporated into the current Capital Investment Plan. The capital plan for the HRA will continue to be reviewed for affordability given the current financial backdrop and challenges.

2.2.4   The expected level of capital expenditure has increased significantly compared to last financial year, therefore, there is a potential risk around the capacity to deliver projects of this scale.

2.3   Financial Performance – 2022-23 Total Expenditure - Projected Outturn

Appendix 2 provides a summary by capital theme of projected expenditure and income for 2023-24 showing the total reprofiled expenditure budget of £304.911m and projected spend of £286.579m in the 2023-24 financial year, £18.332m slippage across the plan. Comparable expenditure for the previous 3 years was £189.362m (2022-23), £163.805m (2021-22) and £138.473m (2020-21).

2.4   The level of projected expenditure is significant in comparison to previous years with an expected increase of 53% on expenditure compared to last year's outturn position.

3.0 Budgets and Funding

3.1   Budget

The Capital Investment Plan 2023-33 was approved by Fife Council in June 2023. At the end of each financial year, any budget which has not been spent is rolled forward into the next financial year as slippage. Services are asked to re-profile their project budgets considering this slippage and the result of this can be seen in the movement from the approved budget to the current budget as detailed in Appendix 2.

Since the last report, there has been further changes to the budget, these are summarised in the table below. The changes have followed agreed governance processes and have been endorsed by the Investment Strategy Group, chaired by the Head of Finance.

	Total Expenditure £m
Current Capital Investment Plan as at June 2023	300.315
CFCR	0.025
Increased Grant and Contribution Income	4.571
Current Capital Investment Plan as at August 2023	**304.911**

The increased level of grant and contribution income, in the main relates to Cycling, Walking and Safer Routes grant (£2.393m), Levelling Up Funding for Levenmouth Business Units (£0.714m) and Nature Restoration funding (£0.612m).

3.2   Expenditure

Variances are projected across all themes within the plan, the most significant being:

3.2.1 <u>Thriving Places</u>

Business & Employability – (£0.529m)

The main reason for slippage is (£0.321m) at Inverkeithing Heritage Public Realm project due to delays from complex tenders at this site. There is other slippage of (£0.270m) at Dunfermline's city centre Gap Site development due to delays in finalising designs in order to minimise revenue costs.

Asset & Transportation & Environment – (£0.939m)

Strategic Transport Intervention Programme (£0.975m) slippage – delivery of schemes has been reprofiled due to a slower house build out rate by developers as a result of market conditions.

Area Community & Corporate – (£5.640m)

Countryside has slippage of (£0.581m) that relates to the Nature Restoration fund, the split of this funding will be coordinated by a governance process and an update will be provided in due course. Slippage of (£1.112m) within Sports & Golf programme for the Glenrothes Golf Depot Hub, discussions are ongoing to identify the appropriate outcome of this project and the expenditure is likely to be rephased across 2024-25 and 2025-26. Improving Health Through Leisure & Sport has slippage of (£0.726m) relating to several playpark projects across Fife, these projects are delayed aligning with the outcome of the play space strategy to be agreed by each area committee and the desire to involve communities to seek match funding against Council and Scottish Government funding for play parks.

Area Community Facilities slippage of (£1m) relates to the wider discussion as to the scope of the Inverkeithing Community Hub project. Sport & Leisure Facilities has slippage of (£0.984m), (£0.500m) relates to Synthetic Turf pitch costs being less than anticipated alongside securing external funding. The remaining (£0.484m) relates to delays in park projects such as Duffus Park.

Fife Tourism Infrastructure programme slippage of(£0.457m), projects are being identified to utilise this funding. Sports Leisure and Community Assets is showing slippage of (£0.574m), this funding is being used to support current projects and budget realignment will be actioned in due course.

3.2.2 <u>Inclusive Growth and Jobs</u>

Business & Employability – (£1.331m)

The main reason for slippage is delay at Fife Interchange North where a new contractor for groundworks was required and is now in place, resulting in slippage of (£0.766m). Further slippage of (£0.227m) is a result of delay at Glenrothes Flemington Road project where there had been difficulty in accessing third party premises and delayed responses to requests for information. These issues have been resolved and the project is progressing to the next stage. There is also underspend of (£0.339m) as a result of proceeds from sale of Joint Venture assets which will be used to fund Joint Venture acquisitions in next financial year.

3.2.3 Maintaining Our Assets – Rolling Programmes

Education & Childrens - £0.543m

The variance on Education Rolling Programme of £0.543m is due to the advancement of some smaller projects within schools in the plan as these require to be completed mainly during school holiday periods.

Asset & Transportation & Environment – (£0.791m)

Traffic Management Programme underspend of (£0.180m) is due to projects delivered under budget. Arrangements are being put in place to deliver further projects to utilise the underspend.

Climate Change Adaptation slippage of (£0.271m) is primarily related to reduced delivery of Flood Alleviation Measures due to difficulties recruiting staff. Recent recruitment has been successful and will help to accelerate spend on projects during the remainder of 2023-24.

Property Maintenance Programme (£0.243m) slippage relates primarily to very recent confirmation that planning permission has not yet been granted for Buckhaven Community Centre roof replacement project. Discussions are ongoing to agree an acceptable solution however the project has been delayed until next year to avoid delivery over the winter months.

3.2.4 Maintaining Our Assets – Specific Projects

Asset, Transportation & Environment – (£1.279m)

Recycling Centres (£0.750m) slippage relates to the New Recycling Centre in Cupar. This is the result of no suitable sites being identified to date, although available sites will continue to be considered going forward.

Pathway to Net Zero (£0.405m) slippage relates to preparation and lead in time for delivery of the projects, it is expected that any slippage will be spent early 2024-25.

3.2.5 Housing Revenue Account - £5.541m

The advancement relates to the Property Acquisition Programme. On 6 April 2023 Cabinet Committee approved additional capital expenditure to enable the Property Acquisition Programme to continue across 2023-26 at a cost of £16.5m to purchase 150 units (50 units per year) at an average cost of £110k per unit. It is projected that 100 of these units will be purchased within 2023-24 resulting in an advancement of spend in 2023-24.

3.2.6 Additional Investment – (£13.5m)

During the Capital Plan review process, capital budget of £13.5m was allocated for additional investment and work is being progressed to identify the requirements.

As these investments have not yet been committed to, it is anticipated there will be no expenditure this year resulting in slippage of £13.5m. This will be held corporately and allocated once investment has been identified and agreed.

3.3   Total Income

3.3.1   Capital expenditure is funded from several income sources, some of which contribute specifically to individual projects in the plan. These income sources are Capital Financed from Current Revenue (CFCR), Scottish Government Specific Capital Grant and other grants and contributions (e.g. lottery funding).

3.3.2   Appendix 2 shows that there is a total income budget of £103.392m against a forecast of £87.191m giving a variance of £16.201m. This variance reflects a lower than planned CFCR contribution because the projected expenditure is less than originally anticipated.

3.3.3   The variance also includes a lower than planned contribution of CFCR from the HRA of £7.228m. Overspends and pressures within the Housing Revenue Account means that the planned level of CFCR is not feasible, further detail is presented in the revenue monitoring report on this agenda.

3.3.4   The projected reduction is use of CFCR is offset by an advancement of subsidy expected from the Scottish Government of £2.5m which relates to the advancement of the property acquisitions programme detailed in para 3.2.5. The consequences of this on the HRA is currently being considered.

3.4   Total Funding

Within the total funding section of Appendix 2, the other income such as General Capital Grant and Capital Receipts are not specifically related to any capital project but provide funding for the plan overall. As a result of the reduced HRA CFCR and the advancement of the property acquisitions, an increased level of HRA Borrowing may be required to fund the capital programme in year. As a result, HRA borrowing is projected to overspend by £10.252m. The consequences of this on the HRA is currently being considered.

4.0 Prudential Indicators

4.1   The Council operates within the CIPFA Prudential Code framework. The Prudential Code is designed to support local authorities in taking their decisions in capital finance and expenditure. There is a statutory requirement to operate within the code.

4.2   As outlined in the previous Capital Investment Plan report presented to this committee, the Prudential Code requires the monitoring and reporting of performance against prudential indicators to be reported quarterly.

The introduction of quarterly monitoring facilitates increased reporting to ensure that the council continues to operate within the indicators and boundaries approved.

4.3   Appendix 3 provides details of Fife Council's Prudential Indicators as at the end of August 2023. The information includes the outturn position for the previous two years, the indicators approved within the Treasury Strategy 2023-26 and the estimates for the current and following two years based on most recent estimated expenditure and income profiles.

4.4   A detailed description of each indicator is included in the Appendix. Commentary on movements is provided below:

4.4.1 **Capital Expenditure**

This reflects the projected capital expenditure for 2023-24 along with the estimates for the next two financial years. For General Fund expenditure is anticipated to be less than was approved in August 2023 with the difference flowing through into future years as slippage. For HRA, it is anticipated that expenditure in 2023-24 will be slightly above the level approved in August 2023 with this advancement also flowing through into future years.

4.4.2 **External Debt**

The projected external debt has increased to that previously reported to this committee. The cash position of the Council is continually changing as a result borrowing may be required to ensure that the Council has sufficient funds to meet its ongoing obligations. The debt position is within the operational boundary and the authorised limits approved in the Treasury Strategy for 2023-26 and is not a cause for concern.

5.0 Conclusions

5.1   The current total expenditure budget for the financial year 2023-24 is £304.911m and the council is estimated to deliver £286.579m (94%) investment in the year, with slippage of £18.332m.

5.2   This level of projected expenditure represents continued progress on the delivery of a wide range of capital projects. Major capital investment by Fife Council continues, however, there is still a level of uncertainty associated with speed of delivery and future costs.

5.3   There are 30 projects/programmes within the Plan which have a value of £5.000m or greater. The overall budget for these projects is £1,186.136m, with anticipated expenditure of £1,188.769m and an estimated overspend of £2.633m (0.22%).

5.4   Where significant variances arise, these are reviewed by the appropriate Directorate in conjunction with the Investment Strategy Group and would be reflected in future capital plan reports to Committee.

5.5   There is a new requirement to report quarterly on the Council's Prudential Indicators and to monitor these or the course of the year. These can be seen in Appendix 3.

List of Appendices

1.   Major Capital Projects total Cost Monitor
2.   Monitoring Report by Capital Theme
3.   Prudential Indicators

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FIFE COUNCIL
CAPITAL INVESTMENT PLAN 2023-33
TOTAL COST MONITOR - MAJOR CAPITAL PROJECTS

	Service	Current Project Budget £m	Total Projected Outturn £m	Variance £m	Variance %	Current Project Status	Expected Project Completion Date
Opportunities for All							
Madras College Extension	E&CS	5.713	5.713	0.000	0.00%	Future Project	2026-27
Dunfermline Learning Campus	E&CS	122.025	123.649	1.624	1.33%	Current Project	2024-25
Extension Secondary School - Viewforth	E&CS	6.335	6.335	0.000	0.00%	Future Project	2030-31
New Secondary School - Glenrothes /Glenwood	E&CS	86.831	86.831	0.000	0.00%	Future Project	2029-30
Queen Anne High School Extension	E&CS	6.626	6.626	0.000	0.00%	Future Project	2030-31
Inverkeithing High School	E&CS	85.000	85.000	0.000	0.00%	Future Project	2026-27
Primary School Development Future Projects	E&CS	97.638	97.638	0.000	0.00%	Future Project	2032-33
Lochgelly Primary School	E&CS	9.000	9.000	(0.000)	0.00%	Current Project	2024-25
Methil Care Home	H&SC	8.023	8.023	0.000	0.00%	Current Project	2023-24
Cupar Care Home	H&SC	8.774	8.774	0.000	0.00%	Current Project	2025-26
Anstruther Care Home	H&SC	11.197	11.197	0.000	0.00%	Feasibility	2026-27
		447.162	**448.786**	**1.624**	**0.36%**		
Thriving Places							
Northern Road Link East End	ATE	12.271	12.271	0.000	0.00%	Preparatory Works	2026-27
Western Distributer Road	ATE	12.126	12.126	0.000	0.00%	Future Project	2030-31
Northern Road A823	ATE	10.335	10.335	0.000	0.00%	Preparatory Works	2030-31
Levenmouth Reconnected	ATE	8.943	8.943	0.000	0.00%	Current Project	2025-26
Abbeyview Integrated Hub	Communities	9.506	9.506	0.000	0.00%	Current Project	2024-25
Templehall Community Hub	Communities	15.304	15.304	0.000	0.00%	Current Project	2027-28
Cowdenbeath LC Phase 2	Communities	7.255	7.718	0.463	6.38%	Current Project	2025-26
East Sands LC Redevelopment Project	Communities	6.000	6.000	0.000	0.00%	Future Project	2026-27
		81.741	**82.204**	**0.463**	**0.57%**		
Inclusive Growth and Jobs							
Fife Interchange Business Units - Phase 1 & 2	Bus & Employ	11.518	11.518	0.000	0.00%	Current Project	2024-25
John Smith Business Park Business Units	Bus & Employ	5.517	5.517	0.000	0.00%	Current Project	2026-27
		17.035	**17.035**	**0.000**	**0.00%**		
Housing Revenue Account							
Affordable Housing	Housing	578.529	578.529	0.000	0.00%	Current Project	2025-26
		578.529	**578.529**	**0.000**	**0.00%**		
Maintaining Our Assets							
Glenrothes District Heat	ATE	9.449	9.449	0.000	0.00%	Current Project	2024-25
Leven Railway Bridge & Bawbee Bridge	ATE	10.150	10.150	0.000	0.00%	Current Project	2023-24
Den Burn Bridge	ATE	10.710	10.710	0.000	0.00%	Preparatory Work	2028-29
Broad Street Bridge Cowdenbeath	ATE	11.808	11.808	0.000	0.00%	Preparatory Work	2027-28
Lyne Burn	ATE	6.217	6.217	0.000	0.00%	Future Project	2029-30
Adam Smith Creative Hub	Communities	7.171	7.717	0.546	7.62%	Current Project	2023-24
Local Area Network	BTS	7.314	7.314	0.000	0.00%	Current Project	2029-30
Balwearie High School	E&CS	8.300	8.300	0.000	0.00%	Future Project	2026-27
		61.669	**62.215**	**0.546**	**0.89%**		
Grand Total		**1,186.136**	**1,188.769**	**2.633**	**0.22%**		

FIFE COUNCIL
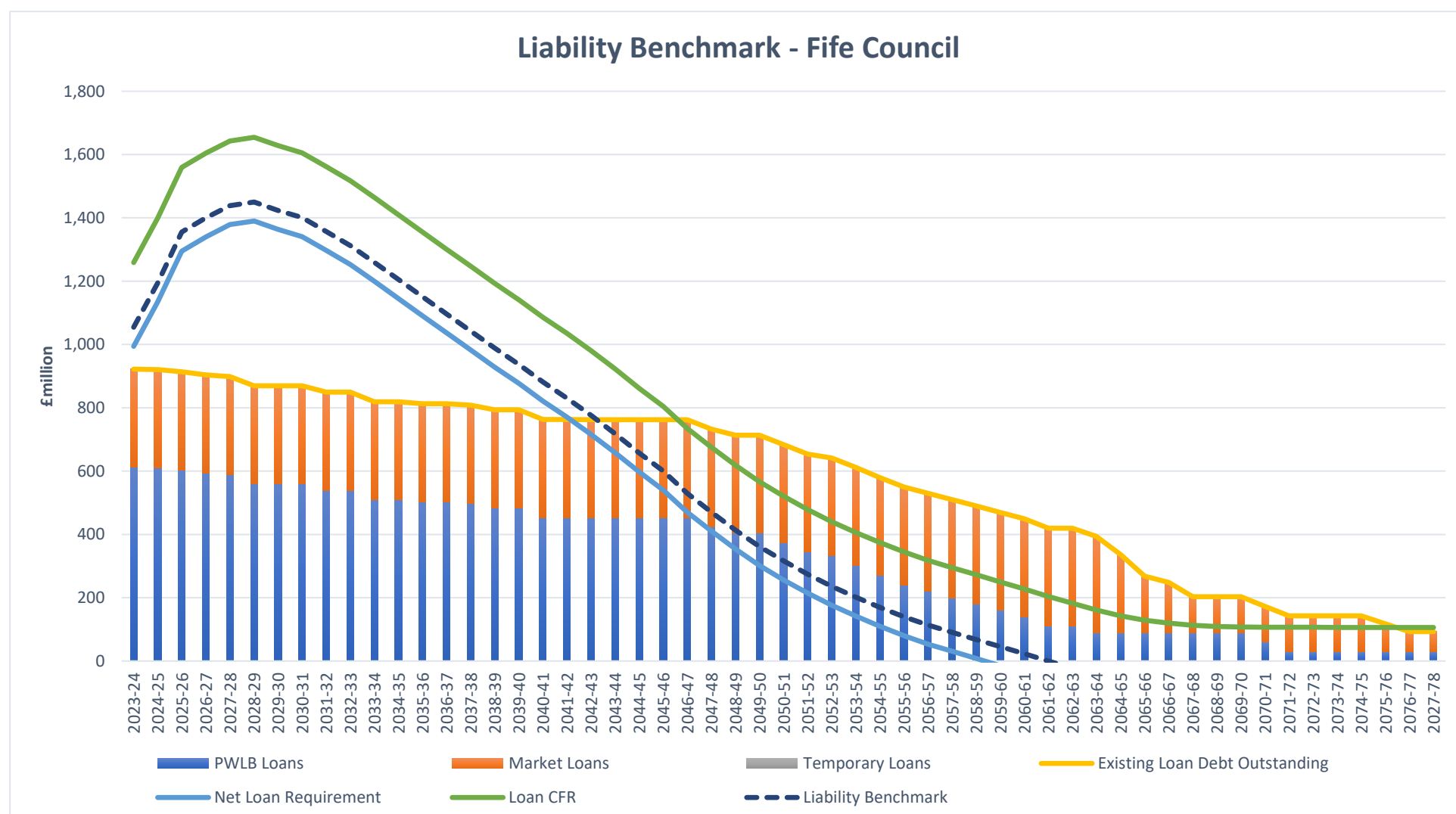**CAPITAL INVESTMENT PLAN 2023-33**
MONITORING REPORT

Capital Theme	Approved Budget £m	Current Budget £m	Actual to Date £m	Projected Outturn £m	Projected Variance £m	Projected Outturn as % of Plan
Opportunities for All	85.528	64.070	30.076	63.464	(0.606)	99%
Thriving Places	17.896	28.533	6.364	21.424	(7.109)	75%
Inclusive Growth and Jobs	11.116	9.979	3.101	8.648	(1.331)	87%
Maintaining Our Assets - Rolling Programmes	45.657	55.961	18.228	55.841	(0.120)	100%
Maintaining Our Assets - Specific Programmes	13.387	17.562	3.408	16.354	(1.208)	93%
Housing Revenue Account	100.315	114.210	34.226	119.751	5.541	105%
Corporate Items	14.597	14.597	0.000	1.097	(13.500)	8%
TOTAL EXPENDITURE	**288.496**	**304.911**	**95.403**	**286.579**	**(18.332)**	**94%**
Scottish Government Specific Capital Grants	(3.856)	(4.893)	(3.080)	(7.322)	(2.429)	150%
Other Grants and Contributions	(46.863)	(42.118)	(19.122)	(39.589)	2.529	94%
Capital Financed from Current Revenue (CFCR)	(61.426)	(56.381)	(13.090)	(40.280)	16.101	71%
TOTAL INCOME	**(112.144)**	**(103.392)**	**(35.292)**	**(87.191)**	**16.201**	**84%**
TOTAL NET EXPENDITURE	**176.352**	**201.519**	**60.110**	**199.388**	**(2.131)**	**99%**
Scottish Government General Capital Grant	(40.776)	(42.195)	(15.740)	(42.195)	0.000	100%
Capital Receipts	(5.024)	(4.023)	(0.878)	(4.125)	(0.102)	103%
NHT Loan Repayments	0.000	0.000	0.000	0.000	0.000	0%
Borrowing from Loans Fund - General Fund	(96.140)	(96.828)	0.000	(84.343)	12.485	87%
Borrowing from Loans Fund - HRA	(34.412)	(58.473)	0.000	(68.725)	(10.252)	118%
TOTAL FUNDING	**(176.352)**	**(201.519)**	**(16.618)**	**(199.388)**	**2.131**	**99%**

FIFE COUNCIL
PRUDENTIAL INDICATORS 2023-26

OUTTURN 2021-22	OUTTURN 2022-23		APPROVED 2023-24	APPROVED 2024-25	APPROVED 2025-26	PROJECTION 2023-24	ESTIMATE 2024-25	ESTIMATE 2025-26
		Affordability Indicators						
£m	£m	Capital Expenditure	£m	£m	£m	£m	£m	£m
89.911	103.964	General Fund	188.181	165.299	161.684	166.828	172.080	163.718
73.894	85.399	Housing Revenue Account	114.210	142.251	173.348	119.751	142.251	173.348
163.805	189.362		302.391	307.550	335.032	286.579	314.331	337.067
£m	£m	Financing Costs	£m	£m	£m	£m	£m	£m
58.349	11.996	General Fund	52.811	55.615	56.711	52.275	55.144	56.313
27.464	30.519	Housing Revenue Account	32.964	37.918	43.651	32.923	38.629	44.474
85.813	42.515		85.776	93.532	100.363	85.198	93.773	100.787
£m	£m	Net Revenue Stream	£m	£m	£m	£m	£m	£m
913.590	942.946	General Fund	941.085	941.085	941.085	961.453	941.085	941.085
124.608	128.401	Housing Revenue Account	135.195	140.107	145.904	135.752	140.107	145.904
1,038.198	1,071.347		1,076.280	1,081.192	1,086.989	1,097.205	1,081.192	1,086.989
		Ratio of Financing Costs to Net Revenue Stream						
6.39%	1.27%	General Fund	5.61%	5.91%	6.03%	5.44%	5.86%	5.98%
22.04%	23.77%	Housing Revenue Account	24.38%	27.06%	29.92%	24.25%	27.57%	30.48%
£m	£m	The Capital Financing Requirement	£m	£m	£m	£m	£m	£m
746.223	785.892	General Fund	862.624	937.809	1,012.532	846.551	944.561	1,040.521
386.898	414.161	Housing Revenue Account	456.246	526.721	617.846	465.148	535.361	626.213
1,133.121	1,200.053		1,318.870	1,464.530	1,630.378	1,311.699	1,479.921	1,666.734
1,022.655	995.595	External Debt	1,138.657	1,237.520	1,355.902	1,100.231	1,198.094	1,314.476
1,451.766	1,489.036	Authorised Limit for Total External Debt	1,528.856	1,628.414	1,765.606	1,528.856	1,628.414	1,765.606
1,382.634	1,418.129	Operational Boundary for Total External Debt	1,456.053	1,550.870	1,681.530	1,456.053	1,550.870	1,681.530
		Prudence Indicators						
£m	£m	External Debt and the Capital Financing Requirement	£m	£m	£m	£m	£m	£m
1,022.655	995.595	Forecast External Debt	1,138.657	1,237.520	1,355.902	1,100.231	1,198.094	1,314.476
1,133.121	1,200.053	Forecast Capital Financing Requirement	1,318.870	1,464.530	1,630.378	1,311.699	1,479.921	1,666.734
(110.467)	(204.458)		(180.213)	(227.009)	(274.476)	(211.469)	(281.827)	(352.258)
		Adoption of the CIPFA Code on Treasury Management						
		Code adopted in 1996 and compliance maintained through the Treasury Management Strategy						
100%	100%	Fixed Interest Rate Exposure Upper Limit	100%	100%	100%	100%	100%	100%
75%	75%	Variable Interest Rate Exposure Upper Limit	75%	75%	75%	75%	75%	75%
0%	0%	Total Principal Sums Invested Beyond 364 days Upper Limit	0%	0%	0%	0%	0%	0%

Debt Liability Benchmark

Liability Benchmark - Fife Council

Legend: PWLB Loans, Market Loans, Temporary Loans, Existing Loan Debt Outstanding, Net Loan Requirement, Loan CFR, Liability Benchmark

FIFE COUNCIL
PRUDENTIAL INDICATORS 2023-26 - EXPLANATORY NOTE

CAPITAL EXPENITURE
This reflects the projected capital expenditure for 2023-24 along with the estimates for the next 2 financial years.

FINANCING COSTS
These are the costs to the Council of borrowing money to pay for capital projects and include principal repayments and interest charges which are charged against the relevant revenue budgets, known as Loan Charges. These costs will vary over time as capital expenditure estimates and interest rates change.

NET REVENUE STREAM
This provides details of the income anticipated from General Government Grant, Council Tax, Non-Domestic Rates and Housing Rents. The estimates used are consistent with the assumptions in medium term finance strategy.

RATIO OF FINANCING COSTS TO NET REVENUE STREAM
This is a key indicator and highlights how much of the Council's annual income is used to meet the costs of the Council borrowing to fund Capital Expenditure Plans. The cost of borrowing becomes a fixed cost, which is increasing over time as revenue streams decrease and capital expenditure increases.

THE CAPITAL FINANCING REQUIREMENT
This indicator quantifies the Council's need to borrow to fund Capital Projects. It takes account of capital expenditure and income estimates along with the estimates for the repayment of loan charges in each of the financial years.

EXTERNAL DEBT
This is the amount the Council borrows externally to fund Capital Projects. Council's can only borrow on a long term basis to meet the cost of new capital expenditure.

AUTHORISED LIMIT / OPERATIONAL BOUNDARY FOR EXTERNAL DEBT

These are approved limits which are used to monitor the total borrowings of the Council on a day-to-day basis. The Operational Boundary is set to reflect the estimated need to borrow for a capital purpose in the current and two following financial years as permitted by the CIPFA code on Treasury Management. It is not normally expected to be exceeded. The Authorised Limit is the upper limit of gross external debt which should not be exceeded. It reflects the level of external debt which could be afforded in the short term but is not necessarily sustainable in the longer term. If any breach of either of these limits were to occur, members should be formally advised of the occasions and reason for the breach. These limits are contained in the Treasury Strategy 2023-26 and approved by this Committee in August 2023 and will not change until new limits are approved in 2024-25.

EXTERNAL DEBT AND THE CAPITAL FINANCING REQUIREMENT
This is another key indicator which highlights whether the Council has borrowed to meets it needs or not. If the limit has been exceeded, it may indicate that the Council has borrowed in advance of its needs. This indicator requires to be closely monitored to ensure premature borrowing does not happen.

DEBT LIABILITY BENCHMARK
the relationship between the gross loan debt and its loan debt less investments made for treasury purposes. The Council is required to estimate and measure the Liability Benchmark for future years. The Liability Benchmark is not a single measure and therefore presented as a chart detailing four components:
Existing Loan Debt Outstanding – Council's existing loans still to be repaid.
Loan CFR – this is calculated in accordance with the Prudential Code guidance and   projected into the future. It represents future estimated borrowing requirements.
Net Loans Requirement – this shows the Council's gross loan debt less treasury management investments at the end of each financial year based on the approved prudential borrowing, estimated loan fund principal repayments and any other major cash flow forecasts.
Liability Benchmark – this equals the net loan requirement plus short-term liquidity allowance for day-

The graph is intended to illustrate the gap between the current level of outstanding debt and the liability benchmark. Where the debt outstanding or actual loans are below the benchmark, this indicates a future borrowing requirement. This is shown between 2023-24 and 2041-42. In any year where the loans are greater than the benchmark demonstrates an overborrowed position which will mean there is a requirement for cash investment.

The graph depicts the borrowing requirement in the earlier years because of the planned levels of capital expenditure in those years based on the 10 year Capital Investment Plan.

2 November 2023

Agenda Item No. 6

Fife Development Plan Scheme 13

Report by:	Pam Ewen, Head of Planning

Wards Affected:	All

Purpose

To seek approval of the Fife Development Plan Scheme, 13th edition for publication.

Recommendations

It is recommended that the committee:

(1)   approves, for adoption, the 2023 Fife Development Plan Scheme (thirteenth edition) for publication, deposit and copying to Scottish Ministers (Appendix 1); and

(2)   delegates non-substantive edits to the Head of Planning.

Resource Implications

None. Preparation of the Development Plan Scheme is part of Planning Services' work programme and is prepared within existing resources.

Legal & Risk Implications

The Planning (Scotland) Act 2019 requires the council, when preparing the Development Plan Scheme, to seek the views of the public on what the content of the Participation Statement should be and have regard to any views expressed. This edition of the Development Plan Scheme reflects new local development planning regulations and guidance published this year.

Impact Assessment

An Equalities Impact Assessment is not required because the report does not propose a change or revision to existing policies and practices. An environmental assessment is not applicable for this report because it does not directly impact the environment. An assessment using the Fife Environmental Assessment Tool (FEAT) is not required as it is not a recommended change to policy.

Consultation

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

1.0 Background

1.1 All planning authorities in Scotland are to produce a Development Plan Scheme at least annually or when directed by Scottish Ministers. Development Plan Schemes:

a) explain what the Development Plan is and its component parts including the Local Development Plan;

b) set out the timetable for preparing the next plan; and

c) explain on how the public at large can get involved in preparing the Local Development Plan.

The most recent Fife Development Plan Scheme (DPS12) was published in 2023. The draft Development Plan Scheme for 2023 (DPS13) is presented in Appendix 1.

1.2 Legislation requires that as soon as is reasonably practicable after a Development Plan Scheme has been adopted, the council is to send two copies of it to the Scottish Ministers, publish it (including by electronic means) and place a copy of it in each public library in Fife.

2.0 Discussion

2.1 Development Plan Schemes must include a Participation Statement which should say how and with whom consultation on the plan will take place. It should also say how the council will involve the public and stakeholders in the preparation of the plan. The Statement will be used when the Local Development Plan is submitted to Scottish Ministers for examination to show how the council has conformed with the Participation Scheme's proposed means of engagement.

2.2 The Planning (Scotland) Act 2019 requires the council, when preparing the Development Plan Scheme, to seek the views of the public on what the content of the Participation Statement should be and have regard to any views expressed. The 2022 edition of the Development Plan Scheme invited the public at large to express their views on the content of the Participation Statement. In addition, at the start of 2023, Planning Services canvassed public opinion on preferred ways of being engaged on LDP2 as it is prepared. The summary of that exercise (Appendix 2) shows a preference for digital communication by email and, to a lesser extent, by social media and e-newsletters. The Planning Services e-newsletter currently has 1,450 subscribers and work is underway to refresh the content of Planning Services' development plan website so it will be more of a notice board for information on the new plan as it is prepared.

2.3 The Participation Statement in this Development Plan Scheme reflects the preferences and most efficient way to keep Fife's citizens and other stakeholders informed about plan progress and how to engage. It recognises that some stages are better managed by in-person events at some stages of plan preparation such as seeking views on the Proposed Plan. The proposed methods of engagement are based on experience and consistent with the draft guidance on effective community engagement in development planning published by the Scottish Government this year.

2.4 LDP2 is currently programmed to be adopted by the Council in 2027. The Local Development Planning Regulations state the Development Plan Scheme is to indicate the anticipated timetable for constitution of the local development plan and must specify when the Council expects to:

a) publish its evidence report and its proposed local development plan;

b) submit its proposed local development plan to the Scottish Ministers; and

c) adopt the proposed local development plan.

The regulations and guidance specify the date convention to be used is follows fiscal year quarters: 1Q = April-June; 2Q = July-September; 3Q October-December; 4Q = January-March.

2.5 The anticipated milestone dates for LDP2 between now and adoption are given below. Changes from the timescale given in Development Plan Scheme 12 come from a review of the LDP project plan.

Evidence Report and Gate Check	1Q 2024/25 | (April 2024) *[was March]*
Proposed LDP2 and consultation (with Proposed delivery programme)	4Q 2025/26 | (January 2026) *[was September]*
Plan examination	1Q 2026/27 | (June 2026) *[was March]*
Adopted LDP2 (with adopted Delivery Plan)	2Q 2027/28 | (September 2027) *[was March]*

3.0 Conclusions

3.1 This edition of the Development Plan Scheme discharges the council's legislative requirement to publish its Development Plan Scheme at least annually. It includes:

a) information on the changes to development planning coming from the Planning (Scotland) Act 2019;

b) an up-to-date timescale for the key stages in preparing the new plan;

c) updates on planning guidance, development frameworks, and development briefs; and

d) contact information for the public to send communicate with the Policy & Place team.

3.2 Future editions of the Development Plan Scheme will be reported to this Committee.

List of Appendices

1. Fife Development Plan Scheme 2023 (thirteenth edition)
2. Fife Local Development Plan engagement feedback.

Background Papers

- Planning (Scotland) Act 2019 (opens in a new window)
- The Town and Country Planning (Development Planning) (Scotland) (opens in a new window) Regulations 2023
- Local Development Planning Guidance (opens in a new window), 2023, Scottish Government

Report Contact:

Bill Lindsay, Service Manager (Policy & Place),
Planning Services
Fife House, North Street, Glenrothes, Fife KY7 5LT
Telephone: 03451 55 55 55 Ext. 471776 Email: bill.lindsay@fife.gov.uk

Fife Development Plan Scheme - 2023 (Thirteenth Edition)

The old Oak tree meets new Oak construction, Fife.
Fife Architects - image © and used with permission of www.fifearchitects.com

Contents

Fife Development Plan Scheme - 2023 (Thirteenth Edition)

About the Development Plan Scheme

The Town and Country Planning (Scotland) Act 1997 (as amended by the Planning (Scotland) Act 2019), and the Town and Country Planning (Development Planning) (Scotland) Regulations 2023, require planning authorities to prepare a Development Plan Scheme each year.

This is the thirteenth edition of Fife's Development Plan Scheme which:

- provides information about Fife's Development Plan and its preparation timetable;

- summarises updated information on planning guidance, development frameworks and development briefs;

- lets stakeholders know when and how they can get involved in the plan preparation.

New care village, Buckhaven - © Andrew Beveridge, Fife Council

Development Planning

The planning system in Scotland is led by development plans which form the basis for making planning decisions.

The Fife Development Plan is now comprised of the Fourth National Planning Framework (NPF4) (opens in a new window) and the adopted Local Development Plan (FIFEplan) (opens in a new window) together with supplementary guidance issued in connection with FIFEplan.

Following NPF4's adoption by the Scottish Government, the former SESplan and TAYplan Strategic Development Plans no longer have effect and are not part of the Development Plan. NPF3 and Scottish Planning policy have also been superseded.

The Act introduced provisions for **regional spatial strategies**. These are not part of the development plan but are to be taken into account in preparing local development plans. The Act does not prescribe the geographical areas to be covered by regional spatial strategies, nor at this stage the procedures for their preparation.

An interim regional spatial strategy has been produced for South East Scotland. It includes all of Fife. There is currently no agreed timescale for a formal version and the relevant part of the Planning (Scotland) Act 2019 in not in force at the time of writing.

Local place plans have also been introduced by the Act. These do not form part of the Local Development Plan but have an important role in preparing it. More information on local place plans is given later in this scheme.

Figure 1 – The statutory development plan and related plans
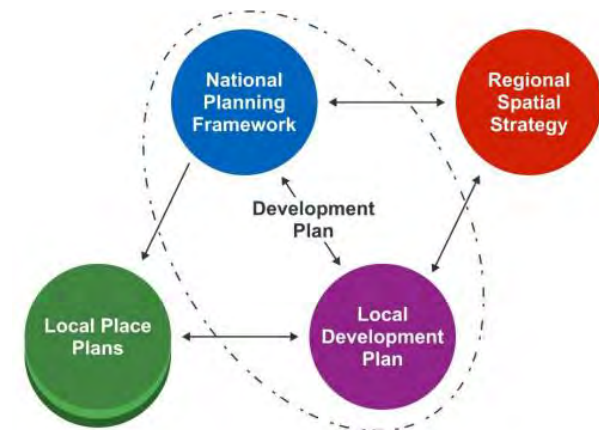
(Source: Local development planning guidance, Scottish Government 2023)

Fife's Local Development Plan

Adopted FIFEplan (Fife Local Development Plan)

The current Local Development Plan, FIFEplan was adopted on 21 September 2017. As it was adopted more than five years ago, it needs to be updated.
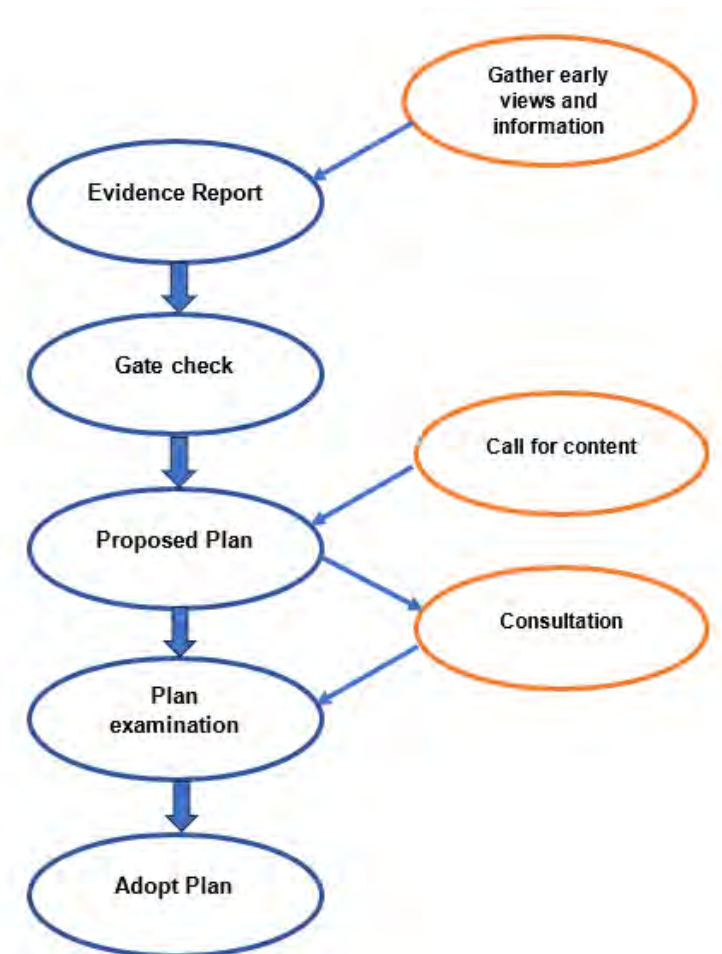
The new Local Development Plan (LDP2)

Under the new Planning Act Local Development Plans (LDPs) are to be reviewed every ten years, rather than five years as previously. The process for the preparation of LDPs has changed. There is no Main Issues Report stage; instead, the first main stage is the preparation of an Evidence Report. The Evidence Report will set out the Council's views on the matters listed which the local development plan will address and be the basis provide an independent assessment of whether the Council has sufficient information to prepare the Plan. That assessment will be by a person appointed by Scottish Ministers during a 'Gate Check' at the start of the plan preparation process.

Every planning authority in Scotland should have a new style LDP in place within around five years of the Regulations coming into force – that is, by May 2028. LDP2 is programmed to be adopted by the Council in 2027. The milestone steps for LDP2 between now and adoption are outlined on this page and the timetable is set out later in this Development Plan Scheme.

Plan themes and changes

The next LDP will be quite different from FIFEplan in 2017. It will contain fewer policies because NPF4 provides most policies for development management. Climate change and the nature crisis will be core themes. The new LDP will be more place-focussed by setting out development requirements and objectives for local areas. As far as possible, development briefs and guidance will be included in the Plan. It will also be prepared alongside the Council's updated Local Outcome Improvement Plan, *Plan4Fife*, which will set the corporate policy direction for the LDP to follow as a spatial land use plan.

LDP2 timetable

The timetable for the plan preparation shows the expected dates for each plan stage. The date convention used is in accordance with local development planning regulations and guidance: 1Q = April-June; 2Q = July-September; 3Q October-December; 4Q = January-March.

Stage	Expected date	Change from DPS12 (2022)
Evidence Report and gate check	1Q 2024/25 | (April 2024) [was March]	+ 1 month
Proposed LDP2 and consultation	4Q 2025/26 | (January 2026) [was September]	+ 4 months
Submit Proposed Plan to Scottish Ministers	1Q 2026/27 | (June 2026) [was March]	+ 3 months
Adoption	2Q 2027/28 | (September 2027) [was March]	+ 6 months

The changes since 2022's Development Plan Scheme reflect a reassessment of the original project timeline and the implications of the local development planning regulations and guidance published in 2023.

Participation Statement

The Participation Statement is a summary of when and how the Council proposes to engage the public on the production, adoption, and implementation of the Development Plan. This will include future changes to NPF4 although the consultation on that part of the Development Plan will be led and run by the Scottish Government. The Participation Statement also considers who is to be included, how we will consult, and the steps we will take to involve the public in the process.

When you can influence LDP2

There are three stages where the public can influence the shape of the next plan: early engagement (Evidence Report); the call for content (the beginning of Proposed Plan stage); and following publication of the Proposed Plan.

Figure 2 – Fife Local Development Plan engagement activity

Plan stage	Engagement	How	When
Early canvassing of views - • Younger persons (age 16-25) engagement – June 2022 • 20 Minute Neighbourhood Case Study survey – September 2022 • Have Your Say on the Future of Fife's places survey engagement outcomes (Fife-wide) – October 2022 • PAS Engaging with gypsies, travellers, and travelling show people – Fife-wide – February 2023 • Businesses and Organisations Survey • Disabled Persons & Place survey engagement outcomes (Fife-wide) – April 2023 • Play Sufficiency Assessment (Fife-wide) – May 2023	*Involve* *Consult* *Collaborate*	• Online and in-person • Web based surveys and commissioned engagement • In person at Sinclairtown, Freuchie, Tayport, Donibristle, North Queensferry, Kingsbarns, Canongate, Lumphinnans, and Torryburn primary schools (Living Well Locally and Play Sufficiency Assessment) • In Woodmill and Bell Baxter High Schools (Play Sufficiency Assessment) • Community sessions in Cupar, Lochore, and Buckhaven (Play Sufficiency Assessment)	June 2022-August 2023

Plan stage	Engagement	How	When
Inviting community bodies to prepare local place plans	*Involve*	• Invite to all community councils and registered community bodies • Social media • Dedicated local place plans website (opens in a new window) created • Webinar workshop • Capacity support provided online and in person by Planning Aid Scotland	May 2022-January 2024
Participation Statement	*Inform* *Involve* *Consult*	• Invite in Development Plan Scheme 12 (2022) to comment on how the Council should consult and engage. • Social media • E-newsletter	December 2022-November 2023
Gate check • The Scottish Government's Planning & Environmental Appeals Division (DPEA) will conduct the gate check. This is to provide an independent assessment of whether the Council has sufficient information to prepare an LDP	*Inform*	• Website • Online forums • E-newsletter	April-July 2024 (subject to DPEA work programme)
Plan preparation - • Call for content – what the Plan should say for communities and Fife-wide to address the issues identified in the Evidence Report	*Inform* *Involve*	• Website • Online forums • E-newsletter • Report back in a 'you said, we did' format.	July-September 2024-October 2025

Plan stage	Engagement	How	When
Proposed LDP (draft plan) • Plan approved by Fife Council and published for public consultation – a minimum of 12 weeks	*Consult*	• Website • Notification for neighbouring land (conterminous with or within 20 metres of the boundary of a specific site) • In person drop-in events • E-newsletter	January-March 2026
Modifying the plan • Assess representations to the Proposed LDP • Negotiate changes where agreement can be reached with objectors (and other affected parties) to make modifications to the Proposed LDP	*Inform*	• Website • Online forums • E-newsletter	April- June 2026
Submit Plan to Scottish Ministers for examination	There is no consultation on this stage. The examination is led and managed by the Scottish Government but the LDP website will		June 2026
LDP progress	*Inform* *Involve* *Consult*	• LDP webpage • E-newsletters • Media articles and news	Throughout the plan preparation period since May 2022.
National Planning Framework	*Inform*	• LDP webpage • E-newsletters	When changes are made to NPF4

A summary of all engagement will be published in an engagement calendar as the Plan progresses.

Comments on this version of the Participation Statement are invited through the contact address in the HAVE YOUR SAY box on the last page.

Figure 3 – Fife Local Development Plan assessments

Plan stage	Strategic Environ- mental Assessment	Habitats Regulations Assessment	Flood Risk Assessment	Develop- ment Plan Transport Assessment	Public Sector Equality Duty Assessment	Fairer Scotland Duty Assessment
Evidence Report	✓Note 1		✓		✓	✓
Plan preparation including site assessment	✓	✓	✓	✓	✓	✓
Proposed LDP (draft plan)	✓	✓	✓	✓	✓	✓
Adopted Plan	✓				✓	✓

Note:
1. The Evidence Report is not subject to a strategic environmental assessment but it will scope the assessment and will be accompanied with a scoping report.

Action Programme

The latest Action Programme for FIFEplan was published in July 2020. The Action Programme identifies what is needed to implement FIFEplan. The Action Programme shows the linkages between development and the provision of related infrastructure and helps to coordinate activity in identifying priorities and funding.

The new-style local development planning, replaces these with **Delivery Programmes**. Delivery Programmes are to be focussed on supporting delivery of the Local Development Plan, and must be approved by the full Council, and updated every at least every two years following the Plan's adoption.

Community Planning

Community Planning is how public bodies work together and with the community in each council area to make life better for people. Fife's Local Outcome Improvement Plan *Plan 4 Fife: 2017-2027* was published in April 2018 as Fife's new Community Plan. An update to this was published in August 2021 *Recovery and Renewal: Plan4Fife 2021-2024 Update*.

Local Community Plans for each of Fife's seven local committee areas are in place, and these are in the process of being updated. Neighbourhood Plans have also been developed for selected areas.

All these above plans will help to identify priorities as we review the Local Development Plan.

Local Place Plans

The 2019 Planning Act introduced provisions to enable community bodies to prepare Local Place Plans. These will not form part of the development plan but will help to inform it.

An invitation to communities to prepare Local Place Plans was issued in May 2022, through:

- letters to community councils
- our Planning e-newsletter
- Fife Voluntary Action e-newsletter
- news and social media releases

The invitation can be found on our website alongside information to assist communities who wish to prepare Local Place Plans.

Supplementary Guidance

The main purpose of supplementary guidance is to help applicants understand what planning authorities expect in relation to planning applications.

Supplementary guidance prepared in connection with a Local Development Plan, subject to meeting consultation requirements, forms part of the Development Plan and is referred to in this document as statutory supplementary guidance. Supplementary guidance prepared for the former Strategic Development Plans no longer have effect and have been withdrawn.

A range of statutory Supplementary Guidance has been produced since the adoption of the Local Development Plan:
- Making Fife's Places Supplementary Guidance
- Affordable Housing Supplementary Guidance
- Minerals Supplementary Guidance
- Low Carbon Supplementary Guidance

The Council will also continue to use existing non-statutory guidance listed in this Development Plan Scheme and will prepare other guidance on a range of planning matters as required. A full list of current and proposed Fife Council planning guidance is included in *Table 1*.

Non-statutory guidance *Policy for Development and Noise* was produced in 2021. This guidance aims to ensure that new development does not lead to detrimental impacts on existing businesses and future investment, or to impacts on the health and wellbeing of new or existing residents exposed to unacceptable levels of noise.

The future of Supplementary guidance
Statutory provisions for Supplementary Guidance have been removed under the 2019 Planning Act. Local Councils will still be able to produce supplementary guidance on specific planning issues, but this will no longer have 'development plan' status.
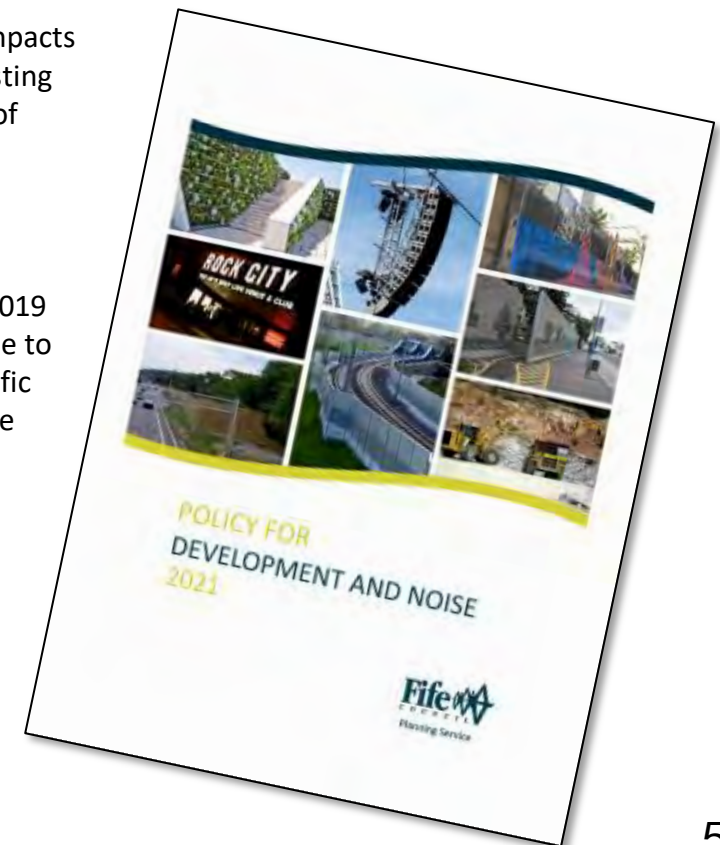

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Figure 3 – Supplementary Guidance, Development Frameworks and Development Briefs (position at November 2023)

Statutory Supplementary Guidance		
Affordable Housing	Adopted Supplementary Guidance	Adopted Autumn 2018
Making Fife's Places	Adopted Supplementary Guidance	Adopted Autumn 2018
Minerals	Adopted Supplementary Guidance	Adopted Autumn 2018
Low Carbon Fife	Adopted Supplementary Guidance	Adopted January 2019

Non-Statutory Guidance		
Planning Obligations Framework Guidance	Approved Framework March 2015 - A new version of this guidance was prepared in 2017 and is a material consideration in determining planning applications.	
Houses in Multiple Occupation in Central St Andrews Conservation Area	Approved Supplementary Planning Guidance June 2011.	To be reviewed as part of the new Local Development Plan
St Andrews Design Guidelines		Complete

Development Frameworks & Briefs		
East Sands Urban Design Framework	Approved September 2010	Complete
Levenmouth Strategic Land Allocation Strategic Framework	Approved October 2012	Complete
St Leonards Fields and Memorial Hospital	Approved November 2011	Complete
Development brief for Bonnygate, Cupar gap site	Approved November 2012	Complete
Gap site at 269-293 High Street, Cowdenbeath	Approved March 2011	Complete
Millgate Development Brief, Cupar	Approved November 2008	Complete
Crail North Development Framework	The community led charrette report 'Deciding Crail's Future' and anticipated forthcoming update Local Place Plan will inform the Council's framework for this site.	Timescales to be confirmed – to follow anticipated update to 'Local Place Plan' by local community.
Rosyth Waterfront Development Framework	Approved December 2017	Complete
ATS depot, Cupar	Updated Brief Approved March 2019	Complete

Town Centre Frameworks		
Kirkcaldy Town Centre Design & Development Framework	Approved October 2015 (Review due 2023/2024)	Complete
Cowdenbeath Town Centre Design & Development Framework	Approved July 2015	Complete
Kirkcaldy Charrette Area - Green Infrastructure Masterplan	Produced April 2018	Complete
Glenrothes Town Centre Design & Development Framework	Produced September 2016	Complete
Glenrothes Town Centre Masterplan	Approved March 2021	Complete
Inverkeithing Town Centre Design & Development Framework	Produced February 2015	Complete
Leven Town Centre - Urban Design	Produced August 2012	Complete
	Produced February 2023	Complete
	In production	Due for completion late 2023

Keep in touch

You can keep in touch with the Policy & Place team preparing the new Local Development Plan using the options shown.

If you prefer to write to us, you can do so by addressing your mail to:

Policy & Place Team,
Planning Services,
Fife House,
Glenrothes,
Fife KY7 5LT

We also welcome your views on the Participation Statement which sets out how we will engage with you and keep you informed.

HAVE YOUR SAY

E-mail your suggestions on this Development Plan Scheme to:
fife.devplan@fife.gov.uk

@FifePlanning

Follow us on X (formerly twitter) for updates from Fife Council's Planning Services.

www.fife.gov.uk/LDP

Visit the FIFEplan Local Development Plan webpage to read news on the Local Development Plan, access mapping, and register for the Planning Update (e-newsletter)

Fife Planning E-newsletter

Sign up to regular email updates on the progress of Fife's Development Plan and news from the Planning Service:
http://eepurl.com/wnVzr

fife.devplan@fife.gov.uk

03451 55 11 22

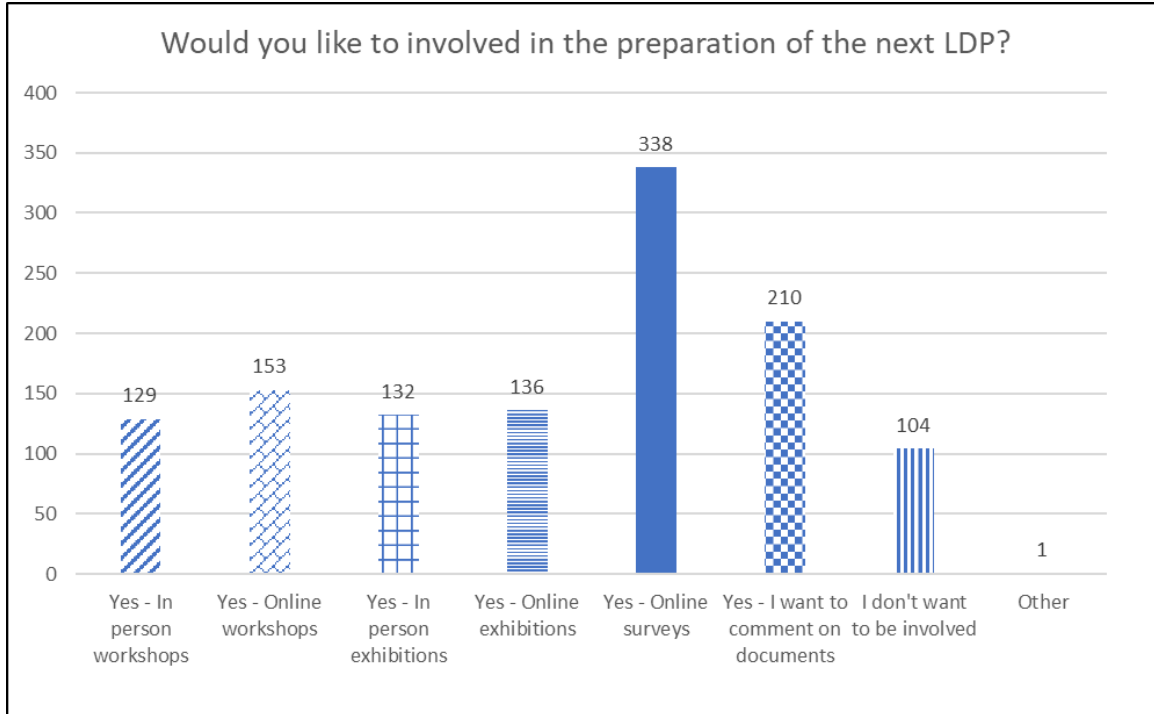**THIS PAGE IS INTENTIONALLY BLANK**

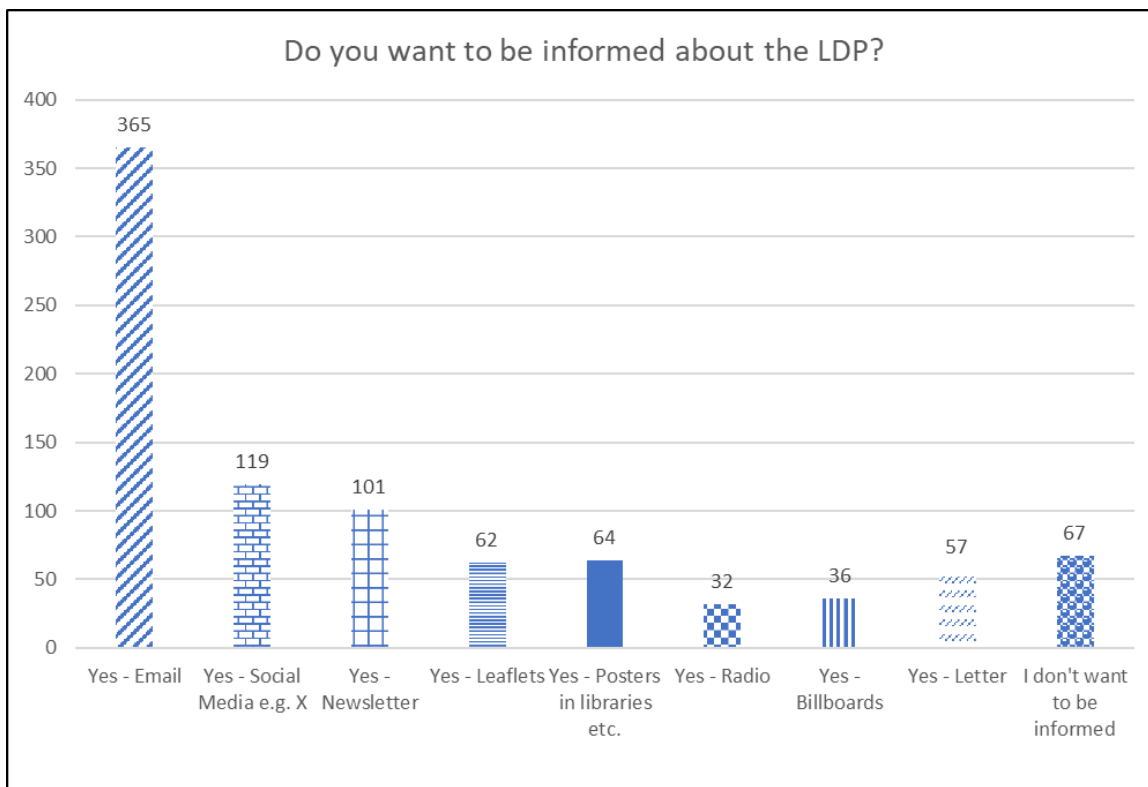Fife Development Plan Scheme - 2023 (Thirteenth Edition)

Planning Services, Fife Council

Fife Local Development Plan engagement feedback

Have Your Say on the Future of Fife's places survey engagement outcomes

Online surveys were the most popular way to be involved in the preparation of the followed by people wanting to comment on documents.

Are there other engagement methods that you think we should consider, in addition to those listed above?

Some comments were submitted stating that community councils should be engaged with in advance of consultations.

Individuals who register an interest should be kept informed of implications and candidate sites in their area as an ongoing consultation rather than waiting to consult on entire draft plan.

Focus groups that engage a broad spectrum of society and a significantly reduced reliance on community council's offering their interpretation of the views of the communities.

There were several comments regarding access to online access being difficult for some older people and that it should be considered when organising events and consultations. More engagement with community groups is wanted: for example, resident associations and development trusts.

There was a feeling of not being listened to when the Council is making decisions.

Engaging with schools, churches and local clubs was suggested several times.

Regardless of the method used to engage people want to see outcomes and want to have meaningful input into plans for their areas.

Gender

3 | 4 | 17

225

293

Female   Male   Non-binary   Other   Prefer not to say

Age
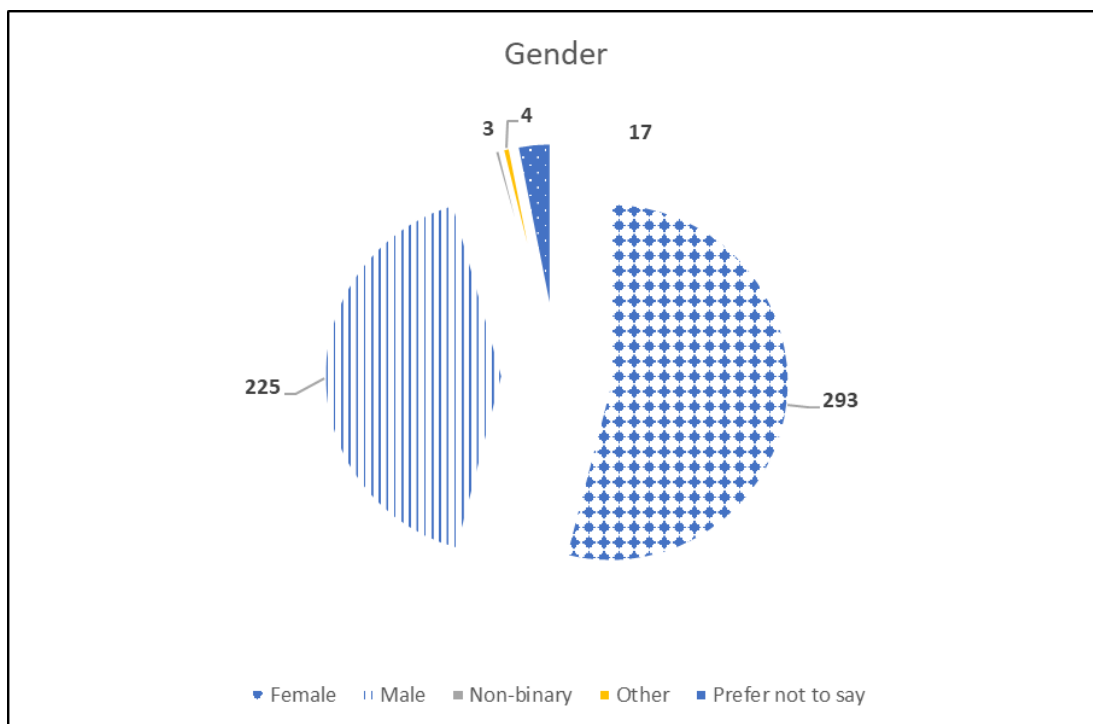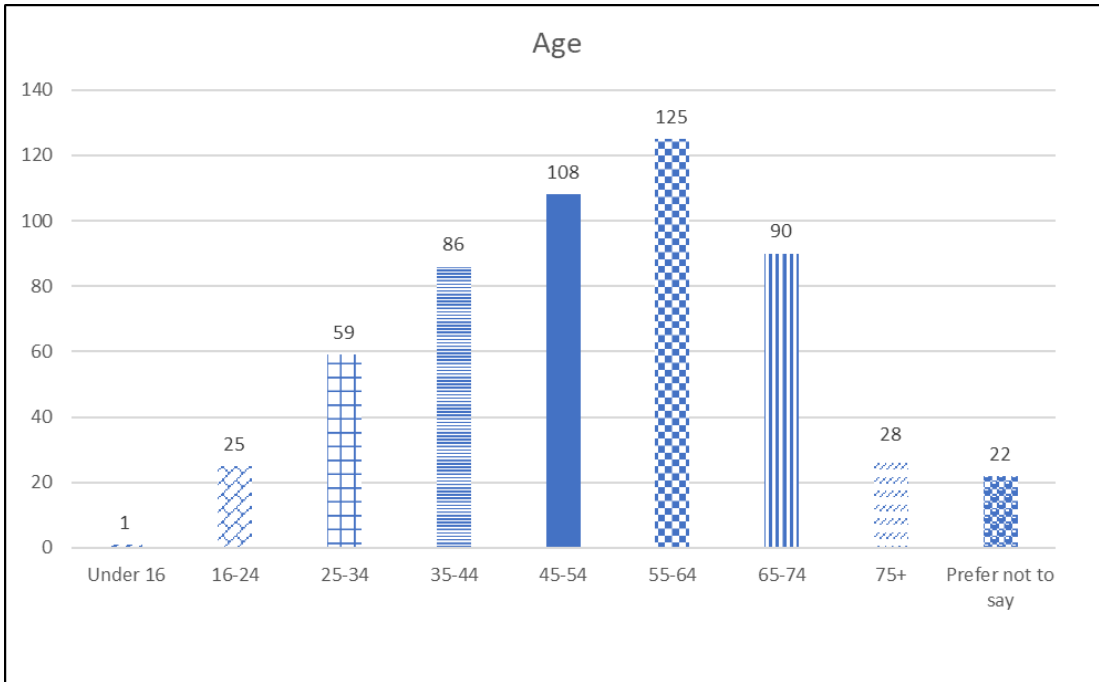
Fifty-four percent were female. Most respondents (68%) were over the age of forty-five which suggests more needs to be done to engage with younger people.

Disabled Persons & Place survey engagement outcomes (Fife-wide)

Would you like to involved in the preparation of the next LDP?
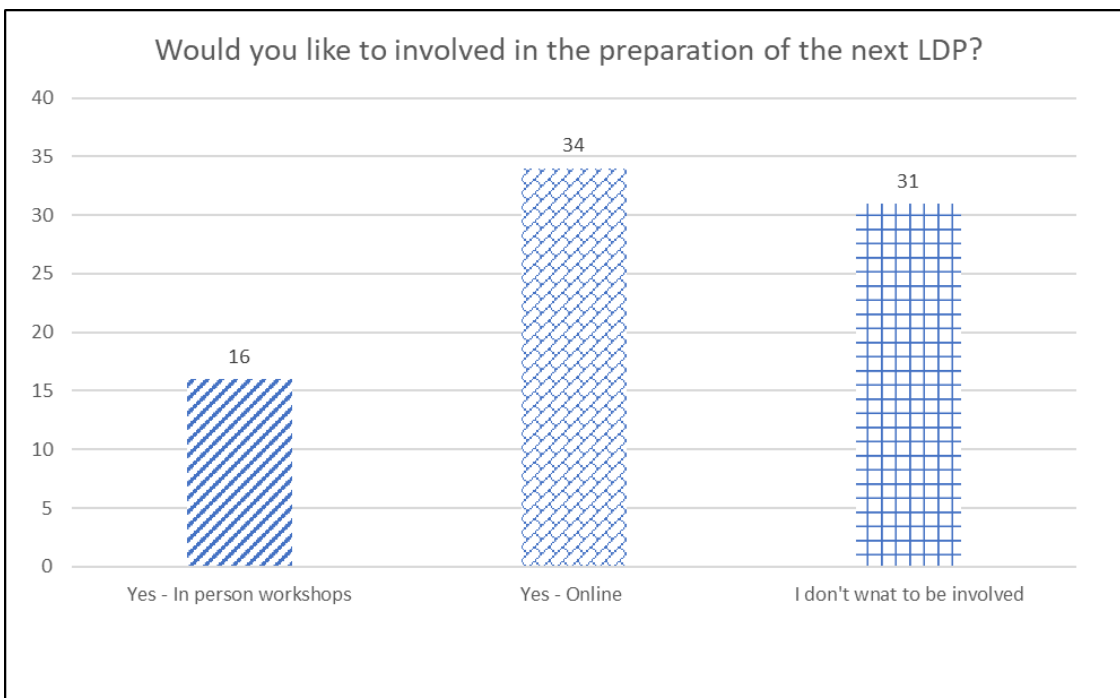
Of those who wanted to be involved the majority favoured online methods, but a smaller proportion indicated some demand for in person involvement.

Do you want to be infomed about the LDP?

Category	Value
Yes - by mail	32
Yes - using online platforms	24
Yes - by radio	2
Yes - by letter	19
I don't want to be involved	32
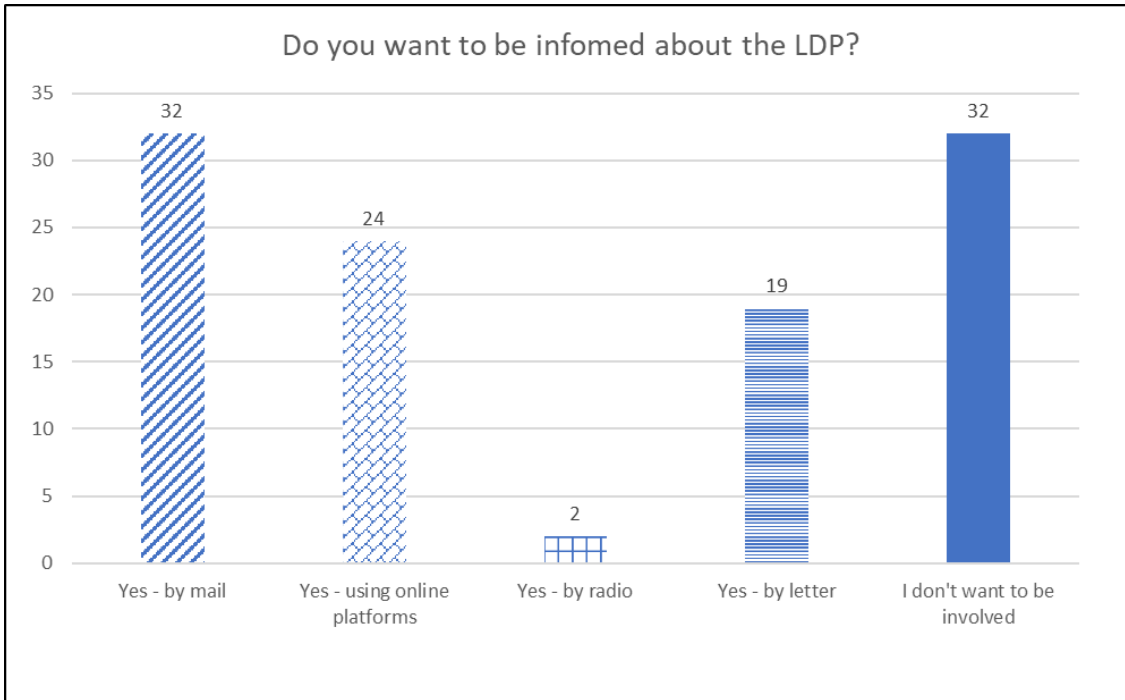
Other engagement methods to consider to assist stakeholders with disability needs included public meetings and face to face surveys at bus stations etc were emphasised as desirable in responses.

A need for engagement with local disability groups more throughout the local plan process was highlighted due to access issues for many.

Regular posts on community social media pages was suggested.

Charrette type events were suggested for engaging on new development, particularly housing.

Autism friendly places was also highlighted as something to consider when the Council is organising engagement.

There was some scepticism about how things can be too slow to change and people not being listened to. The pandemic showed that things can be done quickly if the desire is there.

Gender

- Female
- Male
- Non-binary
- Other
- Prefer not to say
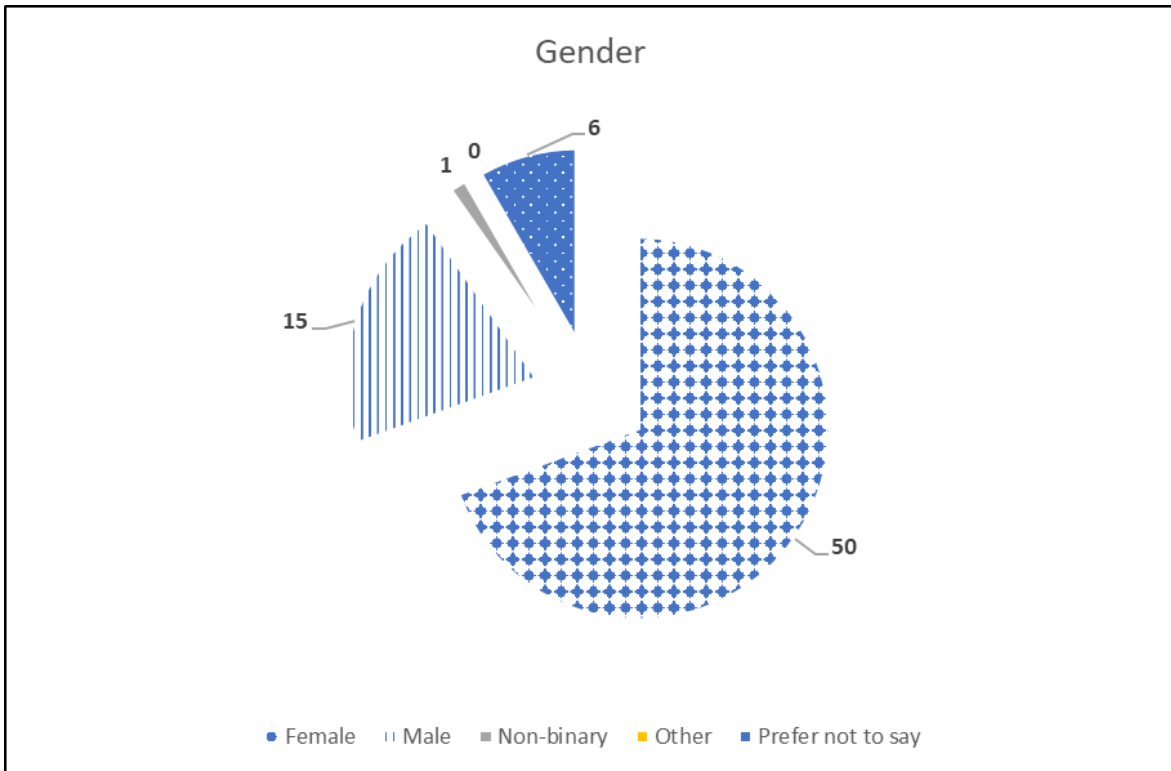
As with the 'Have your say on the future of Fife's places' survey most respondents were female (75%).

Age

Age range	Count
16-24	3
25-34	6
35-44	9
45-54	7
55-64	13
65-74	9
75+	7
Prefer not to say	17
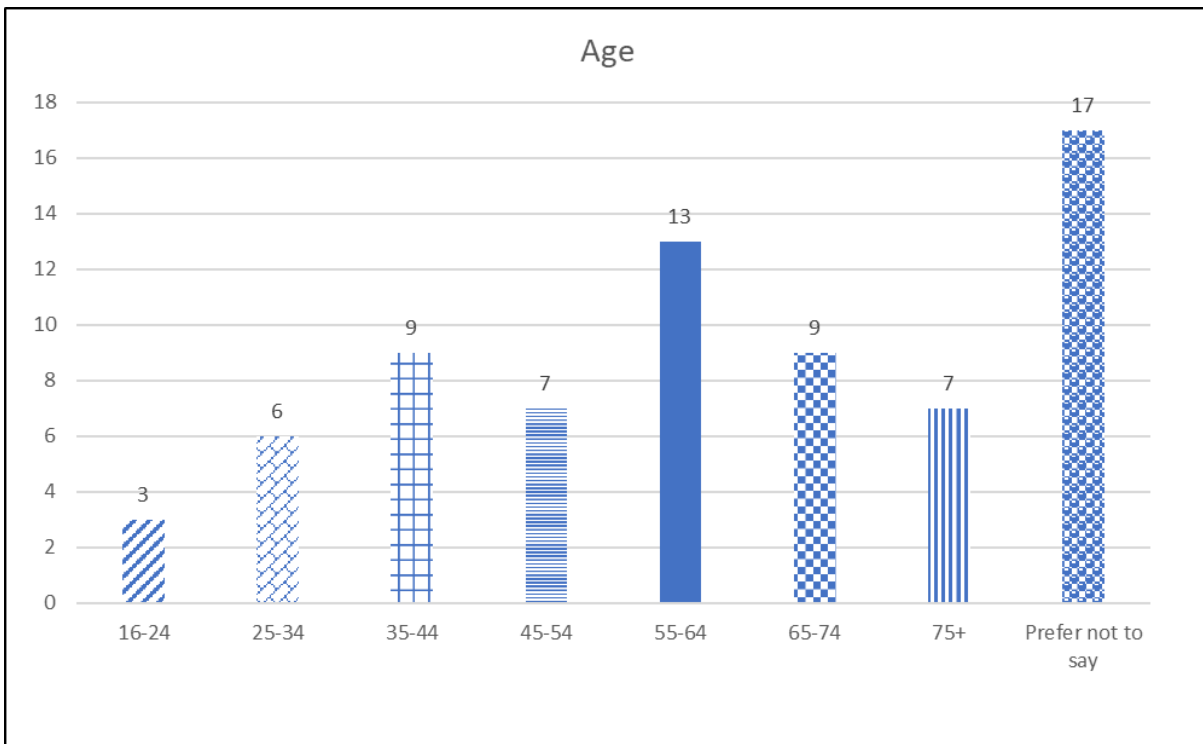
Do you consider yourself to have a disability?
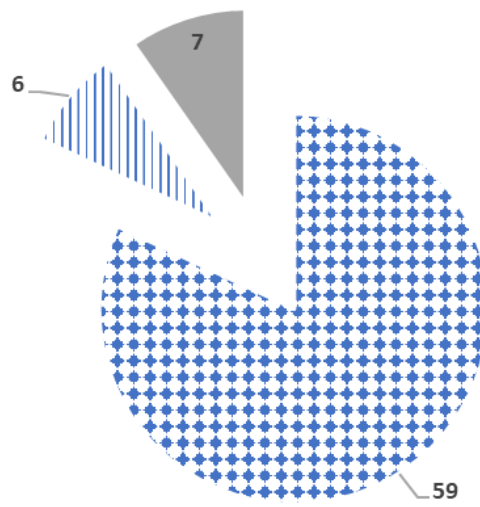
Yes   No   Prefer not to say

2 November 2023
Agenda Item No. 7

Climate Change – Public Bodies Duties Report

Report by:	Pam Ewen, Head of Planning

Wards Affected:	All

Purpose

This report presents Fife Council's annual submission of Fife Council's 'Public Bodies (Climate Change) Duties Report' for financial year 2022-23, for approval.

Recommendation(s)

The committee is asked to:

(1)   approve the draft Public Bodies Duties Report (Appendix 1) and instruct officers to submit to the Scottish Government by 30th November 2023; and

(2)   note the refresh of the Delivery Plan for Climate Fife will be presented to Cabinet Committee on 30 November 2023.

Resource Implications

Other than the officer time involved in collating the information to include in Fife Council's annual Public Bodies Duties Report return, there are no resource implications relating to compilation of this paper.

Legal & Risk Implications

Any legal and risk implications have been fully considered as part of the reporting process. As of 2016, Public Bodies Duties Reporting is mandatory for all major players under the Climate Change (Scotland) Act, 2009. All Local Authorities are deemed to be Major Players.

Impact Assessment

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

An assessment using the Fife Environmental Assessment Tool (FEAT) is not required as it is not a recommended change to policy.

Consultation

Consultation with Fife Council officers across directorates has been undertaken to allow an accurate and complete picture of the council's performance in cutting carbon emissions and adapting its assets, services and Fife itself, to the physical impacts of climate change.

Consultation has been undertaken with:

- Head of Property Services
- Head of Housing
- Head of Environment and Building Services
- Head of Roads & Transportation Services
- Head of Communities and Neighbourhoods
- Head of Finance
- Head of Legal and Democratic Services
- Head of Revenue & Commercial Services
- Chief Executive Officer, Fife Coast & Countryside Trust
- Executive Director, Enterprise and Environment

1.0 Background

1.1 Part 4 of the Climate Change (Scotland) Act 2009, referred to as the 'Public Bodies Duties', sets out the Scottish Government's duties on how the public sector should take action on climate change. The Act was updated in 2014 to require annual mandatory reporting. Mandatory targets were amended by the Climate Change (Emissions Reduction Targets) (Scotland) Act 2019 and Fife Council has a duty to continue to demonstrate progress to meeting the emissions targets for 2030 (at least 75% lower than the baseline), 2040 (at least 90% lower than the baseline) and net zero carbon by 2045.

1.2 Fife Council is required to submit an annual report to the Scottish Government detailing its carbon footprint and the progress made in cutting emissions (mitigation) and adapting Fife, services and assets to the physical impacts of climate change (adaptation). This includes an opportunity to showcase where Fife Council are making use of procurement to mitigate and adapt to climate change. A voluntary section on wider Fife emissions asks reporting bodies to detail how they are working with the community to tackle climate change in their wider geographic area.

1.3 The Public Bodies Duties report has been submitted to this committee in this format since 2014. It is a snapshot of the council's performance for the previous financial year.

1.4 Scotland Sustainable Network is the current secretariat for these reports, they publish annual guidance, review reporting and host previous reports.

2.0 Issues and Options

2.1 The Plan4Fife includes "Addressing the Climate Emergency" as one of the four key objectives. The Addressing the Climate Emergency Board, comprising Heads of Service, Senior Managers and partners representation, provides an oversite of delivery of the priorities from Climate Fife Strategy to ensure delivery of the Plan4Fife.

2.2   Key Results – Fife Council's carbon footprint

2.2.1 Fife Council footprint has reduced by 9% from the previous year, this is a return to 2020/21 level from the increase last year. This is primarily the result of reduction in emissions from building energy, with electricity being at its lowest figure since the baseline. However, it should be noted that whilst electricity consumption from our estate has decreased through energy efficiency measures and reduction in estate by over 25% between 2014 and 2023, we have also benefitted from the decarbonisation of the National Grid which accounts for around half of the reduction.

2.2.2   The largest element of the footprint is now Gas consumption (38%), remaining significantly high with the slowest reduction of 14% since 2014/15.

2.2.3   There was a reduction in emissions from business mileage, reflecting the new ways of working. Emissions from our electric fleet have increased, reflecting the increased usage of our fleet of electric pool cars. The overall emissions across both have decreased.

2.2.4   The total footprint has reduced by 49% against the baseline. This is ahead of the current target for the year of 36%. Fife Council's carbon footprint remains on track to achieve target for 2030 of a reduction of least 75%. There is a generally downwards trend of carbon emissions against the target.

2.3   Key Results – Adaptation

2.3.1   The council recognises the need for action around Adaptation and Climate Change and, as a result, there has been a range of actions and training taken place to enhance Fife's ability to adapt to climate change. Fife Council's corporate risk register covers the risks of climate adaptation, which are further progressed through for example, Shoreline Management Plan, Flood Risk Management Strategy, Local Flood Risk Management Plans. and more as detailed in Part 4 of Appendix 1.

2.3.2   The 2019 Climate Risk & Vulnerability Assessment was reviewed and updated by June 2023. The results indicated that there are a greater number of urgent climate risks to be addressed in Fife across all themes: infrastructure; built environment; economy and business; society and human health; natural environment; international and cross cutting issues.

A climate risk and vulnerability action plan is in development, including some actions that will be included in the Climate Fife Delivery Plan due to be considered by Cabinet in late November 2023.

2.4   Future Action

2.4.1   Our strategy, "Climate Fife", was published in early 2020. Since then, much has changed. The week Climate Fife was launched, the country entered the first lockdown of the Covid-19 pandemic and over the next two years this significantly impacted both our priorities for action and how we deliver services to our communities. This change in priorities was reflected in the revised Plan4Fife (2021-24) where 'Addressing the Climate Emergency' was identified as one of the three key priorities for recovery and renewal, supported by an overarching approach of Community Wealth Building. National policy and legislation have also changed and the scientific evidence has enforced the need for transformational change. To respond to this, a refresh of the Climate Fife Delivery Plan is in development to provide a revised and focussed plan on what action Fife Council will deliver over the next four years. This will include actions to mitigate risks identified in the Climate Risk and Vulnerability Assessment.

2.4.2   In addition, new legislation requires Fife Council to prepare and publish a Local Heat and Energy Efficiency Strategy covering all building energy in Fife by the end of December 2023. This includes all public, domestic, industrial and commercial building energy, not just energy consumed by Fife Council.

2.4.3   The energy crisis is now being experienced by households, businesses and organisations throughout Fife and beyond exacerbated by the cost of living crisis. This brings to the fore the need to reduce demand for energy, as the important first step in reducing carbon emissions. Services throughout Fife Council are now working to tackle this to support Council Services, households and businesses to manage their energy bills.

2.4.4   Both the Climate Fife Delivery Plan and LHEES will provide the basis for ongoing action and will be presented to the Cabinet for approval on 30 November 2023.

3.0 Conclusions

3.1   The council has made good progress against its targets since reporting began, delivering a 49% reduction compared to the 1990 baseline. A large proportion of annual reduction in emissions is however due to the decarbonisation of the National Electricity Grid. Fife Council cannot rely on reduction from carbon intensity associated with electricity to continue to reduce its own emissions.

3.2   Council data shows that, in recent years, natural gas is the largest source of emissions and is the largest contributor to the council's footprint. Decarbonising our heat will be a critical challenge in the coming years and will require substantial additional capital investment. Current alternative solutions primarily use electricity and therefore potentially have increased revenue costs.

3.3   Given budget restrictions anticipated in the coming years, it will be crucial that carbon emissions reductions are considered with all new investments, in creating a new business-as-usual, and that climate is considered throughout the broad range of council decisions and investments.

List of Appendices

1.   Fife Council Public Bodies Duty Report on the national template

Background Papers

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

- SSN Guidance: https://sustainablescotlandnetwork.org/reports

- The Climate Change (Scotland) Act 2009 as amended by the Climate Change (Emissions Reduction Targets) (Scotland) Act 2019: https://www.legislation.gov.uk/asp/2019/15/contents/enacted

- Heat in Building Strategy 2021: Heat In Buildings Strategy: Achieving Net Zero Emissions in Scotland's Buildings (www.gov.scot)

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Email**: ShonaM.Cargill@fife.gov.uk**

Equality Impact Assessment Summary Report

(to be attached as an Appendix to the committee report)

Which Committee report does this IA relate to (specify meeting date)? Cabinet, 2nd November 2023
What are the main impacts on equality? None have been identified.
What are the main recommendations to enhance or mitigate the impacts identified? n/a
If there are no equality impacts on any of the protected characteristics, please explain. This work reports mainly on Fife Council's carbon emissions.
Further information is available from: Name / position / contact details: Shona Cargill / Lead Officer (Sustainable Development) / ShonaM.Cargill@fife.gov.uk

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Public Sector Report on Compliance with Climate Change Duties 2023   Summary Report: Fife Council

PART 1: Profile of Reporting Body

1(a) Name of reporting body

Fife Council

1(b) Type of body

Local Government

1(c) Highest number of full-time equivalent staff in the body during the report year

14,954

1(d) Metrics used by the body

Specify the metrics that the body uses to assess its performance in relation to climate change and sustainability

Metric	Units	Value	Comments
Floor area	m2	72.08	Units are kWh per m2. We monitor electricity consumption in kWh per m2 of GIA.
Floor area	m2	124.14	Units are kWh per m2. We monitor oil consumption (burning oil / kerosene) in kWh per m2 of GIA.
Floor area	m2	99.76	Units are kWh per m2. We monitor the consumption of green electricity via Fife Council generation, in kWh per m2 of GIA.
Floor area	m2	33.38	Units are kg CO2 per m2. We monitor our overall carbon intensity in kg CO2 per m2 of GIA.
Other (please specify in comments)		113.69	Rates per sqm are calculated against assets where there are both a GIA value and energy consumption for the utility, i.e. the GIA of assets that have no Gas consumption are not included in the calculation of the rate per sqm.

1(e) Overall budget of the body

Specify approximate £/annum for the report year

Budget	Budget comments
£942,320,000	

1(f) Report type

Specify the report year type

Report type	Report year comments

Financial	

1(g) Context

Provide a summary of the body's nature and functions that are relevant to climate change reporting

As a Local Authority we are considered to be a major player under the Climate Change Act's public duties reporting requirements. As a major player we feel that it is important to offer leadership within our wider region. While the Council's direct footprint only represents 3% of Fife's total carbon footprint, through our policies, projects and service delivery we have an influence over upwards of 33% of Fife's total carbon footprint. Our influence on Fife-wide emissions can be direct or indirect. After the NHS, the Council is the largest employer in the region. We are a major landowner in Fife. We also operate a large property portfolio within Fife which comprises thousands of properties from leisure centres, offices, schools, landfill sites, and care homes to social housing units. We also set planning policy and make strategic decisions about where and how Fife should be developed in the future. These decisions will shape Fife's future resilience to the projected impacts of climate change and our future emissions trajectory. As a Local Authority in an area with an expanding population Fife Council provides a wide range of services that are relevant to climate change reporting. Some of the ways that the Council influences emissions and adaptive capacity include:
• The development of strategic transport policy;
• Roads design and maintenance works;
• Operation and maintenance of street lighting;
• Our decisions about where to site assets and how we build, operate and maintain them (such as schools and leisure centres) and how these will be linked to the transport network, powered, landscaped;
• Development of low carbon transport networks such as electric and hydrogen vehicles;
• Development of active travel networks to encourage walking and cycling;
• Council subsidy of commercial passenger transport (i.e. bus routes);
• Council provision of accessible transport for vulnerable residents (Fifebus);
• Contracting bus and taxi transportation for school children; Our procurement of low carbon transport technologies (EV's, hybrid EV's and hydrogen / diesel hybrids) for Council and community use;
• Supporting fuel efficient driving schemes both within the Council fleet and with fleet operators across Fife (ECOStars scheme);
• How and where we place residents who are seeking social housing (i.e. close to family and their place of work);
• How Council staff work (improved services to work from home during COVID);
• The development of planning policy and planning guidance;
• Granting planning permission;
• Building standards inspections;
• Decisions about the Council's affordable housing programme;
• Providing discounted insulation and other energy efficiency measures to private and social housing residents;
• Working with local businesses to share best practice in terms of emissions reductions. Fife Council influences emissions from land use and land use change in a number of ways too, including:
• Waste management and waste disposal options;
• Management of our own significant land-holdings;
• Expanding our use of biofuel powered heating systems;
• Flood risk management and coastal protection;
• Encouraging biodiversity, reforestation and natural flood management by the use of blue –green infrastructure;
• Using regeneration to achieve sustainability and climate change objectives;
• Building local networks (e.g. Fife Environmental Partnership) to share environmental best practice and partnership solutions; and
• Working with local landowners to share best practice in terms of emissions reduction and using the land to enhance adaptive capacity.
The list above is not exhaustive but illustrates the sheer depth and breadth of services provided by the Council and some of the ways that we can influence climate change mitigation and adaptation in Fife.

Public Sector Report on Compliance with Climate Change Duties 2023   Summary Report: Fife Council

PART 2: Governance, Management and Strategy

Governance and Management

2(a) How is climate change governed in the body?

Provide a summary of the roles performed by the body's governance bodies and members in relation to climate change. If any of the body's activities in relation to climate change sit outside its own governance arrangements (in relation to, for example, land use, adaptation, transport, business travel, waste, information and communication technology, procurement or behaviour change), identify these activities and the governance arrangements. Provide a diagram / chart to outline the governance structure within the body.

Policy and strategy regarding climate change are agreed by Committee. During the reporting year this includes the Cabinet Committee which will scrutinise and approve any refresh of the 2020 Climate Fife Strategy, and scrutinises and approves the Public Bodies Climate Change Duties Report. Fife has a series of Committee established with a scrutiny and audit function; the Environment, Transportation and Climate Change Scrutiny Committee monitors the performance of services and funded third party organisations, consider decisions of the Cabinet Committee, and can scrutinise and investigate any particular matter determined by the Committee. Planning Committees scrutinise planning and related applications, and Local Area Committees approve implementation of projects at a local level. For the forthcoming review of the Local Development Plan, Fife Council will consider approval of key stages of the Plan.

Fife Council also operates within the Fife Partnership (the Community Planning partnership which includes wider public sector organisations). They produce Fife's Local Outcome Improvement Plan / Community Plan called 'A Plan for Fife' (https://our.fife.scot/plan4fife/plan-for-fife-2021-24), with cross-partner environmental strategy and action undertaken by the Fife Environmental Partnership (FEP). FEP's role within The Plan for Fife is to develop and deliver environmental projects. FEP monitors implementation of Fife's strategy "Climate Fife" and annual reporting is undertaken to the Fife Partnership on progress.

The Addressing the Climate Emergency Board reports to the Fife Partnership Board and Recovery and Renewal Leadership Group. Membership includes Executive Director, E&E, (Lead); Head of Planning, Head of Finance, Director of Property and Management (NHS), Chair of Fife Environmental Partnership, Head of Customer Service & Support Zero Waste Scotland.

2(b) How is climate change action managed and embedded in the body?

Provide a summary of how decision-making in relation to climate change action by the body is managed and how responsibility is allocated to the body's senior staff, departmental heads etc. If any such decision-making sits outside the body's own governance arrangements (in relation to, for example, land use, adaptation, transport, business travel, waste, information and communication technology, procurement or behaviour change), identify how this is managed and how responsibility is allocated outside the body. Provide a diagram to show how responsibility is allocated to the body's senior staff, departmental heads etc.

Climate change strategy is implemented and managed through the Addressing the Climate Emergency Board. With overall decision making in relation to climate change and delivery of services conducted by the Council Executive Team (CET). CET is the most senior management body in the council, made up of the Chief Executive and the five Executive Directors. Duties and responsibilities are cascaded through directorate and service management teams.

Strategy

2(c) Does the body have specific climate change mitigation and adaptation objectives in its corporate plan or similar document?

Provide a brief summary of objectives if they exist.

Wording of objective	Name of document	Document link
Reducing the impact of the climate emergency	Plan4Fife	https://our.fife.scot/plan4fife/plan-for-fife-2021-24
Greater resilience to climate change	Plan4Fife	https://our.fife.scot/plan4fife/plan-for-fife-2021-24
Increased community capacity to tackle climate change	Plan4Fife	https://our.fife.scot/plan4fife/plan-for-fife-2021-24
Reduced carbon emissions	Plan4Fife	https://our.fife.scot/plan4fife/plan-for-fife-2021-24

2(d) Does the body have a climate change plan or strategy?

If yes, provide the name of any such document and details of where a copy of the document may be obtained or accessed.

Climate Fife - https://www.fife.gov.uk/__data/assets/pdf_file/0028/219970/Climate-Fife-Sustainable-Energy-and-Climate-Action-Plan-2020-2030.pdf

2(e) Does the body have any plans or strategies covering the following areas that include climate change?

Provide the name of any such document and the timeframe covered.

Topic Area	Name of document	Link	Time period covered	Comments
Adaptation	Climate Change Adaptation Framework, 2010	Internally hosted, available on request	2010-2060	This Climate Change Adaptation Framework assesses the likely impacts that Climate Change is going to have on Fife Council and it's Community Planning Partners
Business travel	Fife Council Travel Plan	Internally hosted, available on request	2000, but updated regularly as the Council's asset portfolio changes	
Staff travel	Fife Council Travel Plan	Internally hosted, available on request	2000, but updated regularly as the Council's asset portfolio changes	
Energy efficiency	Fife Council's Carbon Management Plan	available on request, not a public document	2017-2050	Internal Targets in line with Net Zero by 2045
Fleet transport	Electric Vehicle and Charging Point Policy	Available on request, not public document.		Fleet Services continued investment in Electric Vehicles, there is no longer a Service Plan and the replacement is a Savings Plan.
ICT	Fife Council Digital Strategy 2020-2023	Internally hosted, available on request	2020-2023	Sections 9.12 - 9.14 set the position for climate action. The next strategy is in development for delivery by the end of 2023.
Renewable energy	Fife Council's Carbon Management Plan	Available on request, not public document.	2017-2050	Internal Targets
Sustainable / renewable heat	Fife Council's Carbon Management Plan	Available on request, not public document.	2017-2050	Internal Targets
Waste management	Zero Waste Fife	https://www.fife.gov.uk/kb/docs/articles/bins-and-recycling/resources-strategy-and-action-plan	2018-2028	Strategy & top level action plan
Water and sewage	No formal strategy			
Land use	The Fife Forestry and Woodland Strategy, 2013	http://publications.fifedirect.org.uk/c64_FifeForestryWoodlandStrategy2013.pdf	2013 - ongoing	Fife's trees, forests and woodlands provide a wide range of benefits for the local economy, communities and environment. They are important to the character and biodiversity of the region and to quality of life. They can also assist climate regulation, filtering of pollution, flood prevention and carbon sequestration. This document provides a coordinated plan for delivering the Scottish Government's objective of 10,000 hectares of new woodland per year for ten years. The Fife Forestry and Woodland Strategy guides the future expansion and restructuring of woodlands in Fife to maximise these benefits. It will also inform future woodland management and planting proposals. Still active.
Other (please specify in comments)	Fife Procurement Strategy	The current Procurement Strategy https://www.fife.gov.uk/__data/assets/pdf_file/0028/164575/Procurement-Strategy-2019-to-2024.pdf is available on the Council Internet site and is due for renewal next year. The current Scheme of Tenders (Standing Orders) was updated in June 2023 https://www.fife.gov.uk/__data/assets/pdf_file/0031/192577/Scheme-of-Tender-Procedures-V1.0-2023.pdf	2019-2024	Our Procurement strategy describes the policies which support how the Council procures goods and services and the underlying principles which govern procurement decisions. The Scheme of Tenders text was updated in June 2023 to cover climate mitigation and adaptation and nature in more detail. The Intranet also contains information on Sustainable Procurement that may be of interest https://www.fife.gov.uk/kb/docs/articles/business2/doing-business-with-us/procurement/sustainable-procurement

Land Use	Fife LocalBiodiversityAction Plan(LBAP), 2013	https://www.fife.gov.uk/__data/assets/pdf_file/0024/191175/FifeLBAP_4thEd.pdf	2013-2018	Rolling document, still active. Working closely with Fife Coast and Countryside Trust (FCCT) to deliver conservation and biodiversity initiatives.
Adaptation	Shoreline Management Plan	https://www.fife.gov.uk/__data/assets/pdf_file/0020/270461/Fife-SMP-2011-Summary2.pdf		
Adaptation	Flood Management Strategy	https://www2.sepa.org.uk/frmstrategies/pdf/lpd/LPD_07_Full.pdf https://www2.sepa.org.uk/frmstrategies/pdf/lpd/LPD_09_Full.pdf https://www2.sepa.org.uk/frmstrategies/pdf/lpd/LPD_10_Full.pdf	various	Districts 7, 8, 9 and 10 hosted by SEPA
Adaptation	Local Flood District Plans	https://www.angus.gov.uk/media/tay_estuary_and_montrose_basin_local_flood_risk_management_plan https://www.pkc.gov.uk/media/36487/Tay-Local-Flood-Risk-Management-Plan/pdf/Tay_LFRM_Plan_FINAL_Updated_links.pdf?m=636729546384470000 https://stirling.gov.uk/media/7286/floodriskmanagementplan.pdf https://www.edinburgh.gov.uk/downloads/file/22751/local-flood-risk-management-plan	various	Local Plan District 7, 8, 9 and 10 hosted by other LA's
Other (please specify in comments)	SEStran Regional Transport Strategy	https://sestran.gov.uk/publications-category/strategy/		Transportation
Other (please specify in comments)	SEStran Freight Transport Strategy	https://sestran.gov.uk/publications-category/strategy-freight/		Transportation
Energy efficiency	Property Asset Strategy	Internally hosted, available on request	2017-2022	2023- 2028 version drafted, inc reference to climate emergency, carbon targets and climate resilience. Approval to be sought at Committee late 2023.
Adaptation	Bridge strengthening programme	Internally hosted, available on request		Strengthening required due to the effects of climate change
Other (please specify in comments)	Local Transport Strategy	Internally hosted, available on request	2006 - 2026	This Local Transport Strategy 2006 (LTS) sets the 5 year short term programme, 10 year medium term plan and longer term 20 year vision and objectives for transport delivery in Fife. An update will be completed in 2023/24.
Other (please specify in comments)	Fife Wide Parking Strategy	Internally hosted, available on request		Transportation
Other (please specify in comments)	Fife Road Safety Action Plan	Internally hosted, available on request		Transportation
Other (please specify in comments)	School Travel Plans	Internally hosted, available on request		Transportation
Adaptation	Fife Safeguarding of Infrastructure Programme (Roads & Bridges)	Internally hosted, available on request		Transportation
Other (please specify in comments)	Roads Maintenance Policies and Standards	Internally hosted, available on request		Transportation
Other (please specify in comments)	Fife Local Development Plan	https://fife-consult.objective.co.uk/portal/fife_ldp/fifeplan_-adopted_plan_13/adopted_fifeplan	2017-2027	Relates mainly to Land Use, but also Renewable Energy, Sustainable/Renewable Heat, Energy Efficiency topic areas
Other (please specify in comments)	Low Carbon Supplementary Guidance	https://www.fife.gov.uk/kb/docs/articles/planning-and-building2/planning/development-plan-and-planning-guidance/planning-guidance	2017-2027	Relates to Renewable Energy, Sustainable/Renewable Heat, Energy Efficiency topic areas

Other (please specify in comments)	Making Fife's Places Supplementary Guidance	https://www.fife.gov.uk/kb/docs/articles/planning-and-building2/planning/development-plan-and-planning-guidance/planning-guidance	2017-2027	Relates mainly to Land Use, but also Adaptation and Energy Efficiency topic areas
Other (please specify in comments)	Fife Council Capital Strategy 2023	https://www.fife.gov.uk/__data/assets/pdf_file/0010/312103/Fife-Council-Capital-Strategy-2023.pdf	2023-2028	Approach includes that we plan at a strategic level and our investment priorities are being influenced by our climate change commitment and the stark economic realities we face.

2(f) What are the body's top 5 priorities for climate change governance, management and strategy for the year ahead?

Provide a brief summary of the body's areas and activities of focus for the year ahead.

1. The Climate Fife Strategy is being refreshed in 2023, and delivery will continue to be via the Addressing Climate Emergency Board, however we aim to undertake a programme management approach to more informed progress overview.
2. Fife Council and community planning partners will continue to deliver the objectives in the Plan 4 Fife, including to address the climate emergency. Fife Environmental Partnership will maintain the overview of progress.
3. We will work to further integrate climate actions into wider strategies including Procurement (building on the schedule of terms), Local Development Plan, Local Transport Strategy and the Fleet Improvement Plan.
4. Further efforts will be dedicated to identifying and managing the carbon impact of the capital investment strategy in 2023-2025.
5. The Council will refresh the climate comms plan, coordinating messages across transport & travel, waste, fleet, property management and to inspire action by those who work, live & visit Fife. Review, update approach to Adaptation including creating an action plan to build on the updated Risk & Vulnerability Assessment including review of regional resilience for Edinburgh and South East Scotland.

2(g) Has the body used the Climate Change Assessment Tool(a) or equivalent tool to self-assess its capability / performance?

If yes, please provide details of the key findings and resultant action taken.

(a) This refers to the tool developed by Resource Efficient Scotland for self-assessing an organisation's capability / performance in relation to climate change.

Not within the 2022/23 year but there is potential to explore this in the next financial year given appropriate resources are available.
In 2023/24 we will also review the Cheltenham Climate Impact Assessment Tool, and identify actions required to monitor and improve climate impact of all proposals to Cabinet Committee and Investment Strategy Group, and to be made available for any projects to assess the carbon impact of their planned activities.

Further information

2(h) Supporting information and best practice

Provide any other relevant supporting information and any examples of best practice by the body in relation to governance, management and strategy.

Public Sector Report on Compliance with Climate Change Duties 2023   Summary Report: Fife Council

PART 3: Corporate Emissions, Targets and Project Data

Emissions

3(a) Emissions from start of the year which the body uses as a baseline (for its carbon footprint) to the end of the report year

Complete the following table using the greenhouse gas emissions total for the body calculated on the same basis as for its annual carbon footprint / management reporting or, where applicable, its sustainability reporting. Include greenhouse gas emissions from the body's estate and operations (a) (measured and reported in accordance with Scopes 1 & 2 and, to the extent applicable, selected Scope 3 of the Greenhouse Gas Protocol (b). If data is not available for any year from the start of the baseline year to the end of the report year, provide an explanation in the comments column.

(a) No information is required on the effect of the body on emissions which are not from its estate and operations.

(b) This refers to "The greenhouse gas protocol. A corporate accounting and reporting standard (revised edition)", World Business Council for Sustainable Development, Geneva, Switzerland / World Resources Institute, Washington DC, USA (2004), ISBN: 1-56973-568-9.

Reference Year	Year	Year type	Scope 1	Scope 2	Scope 3	Total	Units	Comments
Baseline year	2011/12	Financial			95,803	95,803	tCO2e	Used as baseline year because this was the first year we reported using the WRI 3 scopes methodology (but no record of 3 scopes)
Year 1 carbon footprint	2012/13	Financial			92,124	92,124	tCO2e	(No record of 3 scopes)
Year 2 carbon footprint	2013/14	Financial			91,813	91,813	tCO2e	(No record of 3 scopes)
Year 3 carbon footprint	2014/15	Financial			93,431	93,431	tCO2e	This figure is a revision as an error was discovered in our fleet fuel consumption figures (the feeder data used for capturing fuel consumption uses a slightly different date range to the reporting year).
Year 4 carbon footprint	2015/16	Financial	34,588	48,270	6,003	88,861	tCO2e	Full audit of carbon footprint data undertaken.
Year 5 carbon footprint	2016/17	Financial	34,882	42,497	5,753	83,133	tCO2e	Calculated in line with the lessons learned from previous audits of the footprint (in 15-16 and 16-17).
Year 6 carbon footprint	2017/18	Financial	36,069	34,619	5,125	75,814	tCO2e	Calculated in line with lessons learned from previous submissions and Fife Council footprint policy.
Year 7 carbon footprint	2018/19	Financial	32,733	25,489	4,103	62,325	tCO2e	
Year 8 carbon footprint	2019/20	Financial	31,359	21,236	2,990	55,585	tCO2e	
Year 9 carbon footprint	2020/21	Financial	27,367	16,089	6,200	49,655	tCO2e	
Year 10 carbon footprint	2021/22	Financial	30,954	17,035	6,369	54,358	tCO2e	
Year 11 carbon footprint	2022/23	Financial	29,315	15,147	5,691	50,153	tCO2e	
Year 12 carbon footprint								
Year 13 carbon footprint								
Year 14 carbon footprint								
Year 15 carbon footprint								

3(b) Breakdown of emission sources

Complete the following table with the breakdown of emission sources from the body's most recent carbon footprint (greenhouse gas inventory); this should correspond to the last entry in the table in 3(a) above. Use the 'Comments' column to explain what is included within each category of emission source entered in the first column. If there is no data consumption available for an emission source enter the emissions in kgCO2e in the 'Consumption' column of one of the "Other" rows and assign the scope and an emission factor of 1.

(a) Emissions factors are published annually by the UK Department for Business, Energy & Industrial Strategy

| Emission Factor Year | 2022 | The emission factor year is auto-assigned based on your answer to Q1f, if it is incorrect please contact SSN. |

You can now filter emission sources by "type" in column C to enable quicker selection of emission source in column D.

User defined emission sources can be entered below remote/homeworking emissions - rows 101 to 129. If you require extra rows in the table please send the template to ccreporting@ed.ac.uk.

Emission	Emission source	Scope	Consumption data	Units	Emission factor	Units	Emissions (tCO2e)	Comments
Electricity	Electricity: UK	Scope 2		kWh		kg CO2e/kWh		FC owned non-domestic buildings including inhabited by Trusts plus Infrastructure and EV charging points.
Electricity	Transmission and distribution - Electricity: UK	Scope 3		kWh		kg CO2e/kWh		FC owned non-domestic buildings including inhabited by Trusts plus Infrastructure and EV charging points.
Fuels	Natural Gas	Scope 1		kWh		kg CO2e/kWh		FC owned non-domestic buildings including inhabited by Trusts.
Fuels	Gas Oil	Scope 1		kWh		kg CO2e/kWh		FC owned non-domestic buildings including inhabited by Trusts.
Fuels	Burning oil (Kerosene)	Scope 1		kWh		kg CO2e/kWh		FC owned non-domestic buildings including inhabited by Trusts.
Renewables	Renewable Heat Purchase Direct Supply	Scope 2		kWh		kg CO2e/kWh		RWE biomass plant supply to Glenrothes district heat network
Fuels	LPG	Scope 1		kWh		kg CO2e/kWh		FC owned non-domestic buildings including inhabited by Trusts.
Bioenergy	Wood chips	Scope 3		kWh		kg CO2e/kWh		FC owned non-domestic buildings including inhabited by Trusts. Plus Dunfermline District Heat and Anaerobic Digester.
Water	Water Treatment	Scope 3		Cubic metres		kg CO2e/cubic metres		*Incomplete* FC owned non-domestic buildings including inhabited by Trusts that are on our monitoring system.
Water	Water Supply	Scope 3		Cubic metres		kg CO2e/cubic metres		*Incomplete* FC owned non-domestic buildings including inhabited by Trusts that are on our monitoring system.
Fuels	Gas Oil	Scope 1		Litres		kg CO2e/litres		Fleet use and AD back up boiler.
Fuels	Diesel (average biofuel blend)	Scope 1		Litres		kg CO2e/litres		Fleet use and plant at the resource recovery sites.
Fuels	Petrol (average biofuel blend)	Scope 1		Litres		kg CO2e/litres		Fleet and tools.
Transport - car	Average car - unknown	Scope 3		km		kg CO2e/km		FC staff business mileage obtained from mileage expense claims, do not log the vehicle fuel used.
Waste	Commercial and industrial waste - Landfill	Scope 3		tonnes		kg CO2e/tonnes		Average weight per uplift applied

Waste	Organic: food and drink waste - Anaerobic digestion	Scope 3		tonnes		kg CO2e/tonnes		Average weight per uplift applied
Waste	Glass - Recycled	Scope 3		tonnes		kg CO2e/tonnes		Average weight per uplift applied
Waste	Organic: garden waste - Composting	Scope 3		tonnes		kg CO2e/tonnes		Average weight per uplift applied
Waste	Plastics: average plastic film - Recycled	Scope 3		tonnes		kg CO2e/tonnes		Mixed recycling but emission factors are the same for all recycling.
Electricity	Electricity: UK	Scope 2		kWh		kg CO2e/kWh		FC fleet EV charging
Electricity	Electricity: UK	Scope 2		kWh		kg CO2e/kWh		Public EV charging
Homeworking	Homeworking (office equipment + heating)	Scope 3		FTE working hour		kg CO2e/FTE working hours		Annual estimate based on 2500 workers 70% WFH

3(c) Generation, consumption and export of renewable energy

Provide a summary of the body's annual renewable generation (if any), and whether it is used or exported by the body.

Technology	Renewable Electricity		Renewable Heat		Comments
	Total consumed by the body (kWh)	Total exported (kWh)	Total consumed by the body (kWh)	Total exported (kWh)	
Air Source Heat Pump					There are a variety of small air source heat pump installations mostly on nurseries and extensions but they are not separately metered so this figure is unknown.
Biogas			1,960,924	2,533,962	Anaerobic digester produces biogas, electricity generation is claimed by 3rd party. Heat used by Dunfermline District Heat Network.
Biomass			10,764,037	2,822,304	Exported via district heat
Landfill gas CHP			6,919,749	8,941,898	CHP from council landfill gas, turbines owned and operated by external company claiming the revenue for electricity.
Solar PV	112,153				Electric figure is for Kelty PS, Kirkcaldy HS and Falkland PS. Array on a shed at Lower Melville Wood that uses the full supply.
Wind					Lower Melville Wood Turbine only

Targets

Name of target	Type of target	Target	Units	Boundary/ scope of target	Year used as baseline	Baseline figure	Units of baseline	Target completion year	Progress against target	Comments
Climate Emergency Carbon Reduction Target	Absolute	Net Zero	tCO2e reduction	All emissions	2011/2012	95,803	tCO2e	44	50,031.97	Net zero is based on current emissions. Baseline year 2011/12 and target completion year 2045/46.
Zero direct estate emissions	Absolute	Net Zero	tCO2e reduction	Scope 1	2014/2015	62,485.00	tCO2e	52	36,751	Baseline year 2014/15 and target year 2038/39

3(da) How will the body align its spending plans and use of resources to contribute to reducing emissions and delivering its emission reduction targets?

Provide any relevant supporting information

Fife Council's corporate plan identifies Addressing the Climate Emergency as a priority. Services are therefore expected to take actions to reduce emissions and deliver on its emissions reduction target in a phased way. A capital allocation of £13.6 million was approved for non-domestic buildings (from 2021/22 to 2026). This was updated on 22 June 23 as Full Counci approved £14.9m for Net Zero works. To maximise the impact of this investment, it is being deployed for ASHP systems with capacity sized to meet 60% of the peak heat demands in buildings, with the existing gas boilers being retained for back-up and top-up. This will allow for up to 90% of the annual heat demand for these buildings to be met with ASHP, dramatically cutting their CO2 emissions. Not sizing ASHP for the peak demands and largely staying within the existing electric supply capacity to each site, means that less pressure will be put on the electricity grid, meaning a greater grid capacity will remain for EV charging, solar pv and other ASHP installations in the locality of each site. As fewer internal works are required, each building can operate as normal with no decanting of building users required - this is especially important for schools as there are only 6 Summer holiday periods between now and 2030. Pragmatic easily implemented insulation works will be done where these are identified. Where possible projects will be undertaken when opportunities arise during major refurbishment works and for extensions, for example during recent works at 4 theatres, LED lighting was installed. As well as investment in energy efficiency and CO2 cutting projects, the council has/is recruiting people to implement the works - principally a Net Zero Lead Professional, a trainee BEMS officer and 2 M&E designers to support the programme.

3(db) How will the body publish, or otherwise make available, it's progress towards achieving its emissions reduction targets?

Provide any other relevant supporting information. In the event that the body wishes to refer to information already published, provide information about where the publication can be accessed.

In addition to the PBDR published on SSN's website, this is included in the Council web pages.
Prior to the submission of the PBDR to SSN, a summary Committee paper is submitted to Fife Council's Cabinet Committee, which is annually published via Fife Council's public website.
In 2023 Fife Council will produce a focused action plan covering 2023-27, which will include the progress to date to achieve carbon emissions reduction, and set out the priority actions for the next 4 years to reduce emissions and adapt to climate change.

Projects and changes

3(e) Estimated total annual carbon savings from all projects implemented by the body in the report year

Emissions source	Total estimated annual carbon savings (tCO2e)	Comments
Electricity	197	BEMS (Building Energy Management System) adjustments & improvements.
Natural gas	480	BEMS (Building Energy Management System) adjustments & improvements. Repairing the leak detection system on the Dunfermline Community Energy Scheme & the leaks subsequently discovered.
Other heating fuels		
Waste		
Waste and sewerage		
Travel		
Fleet transport	95.88	Abandoning Gas Oil use and moving to Diesel Bio Fuel.
Other (please specify in comments)		
Total		

3(f) Detail the top 10 carbon reduction projects to be carried out by the body in the report year

Provide details of the 10 projects which are estimated to achieve the highest carbon savings during report year.

Project name	Funding source	First full year of CO2 savings	Are these savings figures estimated or actual?	Capital cost (£)	Operational cost (£/annum)	Project lifetime (years)	Primary fuel/emission source saved	Estimated carbon savings per year (tCO2e/annum)	Estimated cost savings (£/annum)	Behaviour change	Comments
BEMS (Building Energy Management) adjustments and improvements to optimise heating in non-domestic buildings	EMRF (Energy Management Revolving Fund)	2022/23	Estimated	10,000	0	3	Natural gas	620	288635		BEMS saving efforts are on-going and must be constantly reviewed.
Leak detection and repair of leaks on the DCES (Dunfermline Community Energy Scheme)	EMRF (Energy Management Revolving Fund)	2022/23	Estimated	264,399	0	30	Natural gas	57	60401	No	This is based on 6 leaks being discovered and remedied whereas in fact 19 were repaired with some benefits not realised until 2023/2024.
Converting Tulliallan Primary School from direct electric heating which was failing to Air conditioning heating with heat recovery ventilation. No wet system possible due to asbestos construction.	EMRF (Energy Management Revolving Fund) plus internal funding from Education Estates and Building Maintenance.	2022/23	Estimated	106,000	2461	20	Electricity: UK	6	2,958	No	The operational cost of heating school is estimated to be half what it was. Project saves mainly cost rather than CO2, but helps relieve the grid (thus aiding overall decarbonisation) and the existing school wiring.

3(g) Estimated decrease or increase in the body's emissions attributed to factors (not reported elsewhere in this form) in the report year

If the emissions increased or decreased due to any such factor in the report year, provide an estimate of the amount and direction

Emissions source	Total estimated annual emissions (tCO2e)	Increase or decrease in emissions	Comments
Estate changes	420	Decrease	The gross internal area of operational non-domestic buildings has increased, however the energy consumption (and carbon) has decreased. The reduction of GIA from the closure of a number of properties has been offset by the construction of a number of nursery shools and the change of status of Madras College from non operational (under construction) to operational. Energy consumption increased for more properties (substantially for leisure centres) compared to the number of properties where energy consumption decreased. The overall energy consumption however has dropped (taken with the increase in GIA) has contributed to a greater drop in the carbon rate per sqm.
Service provision			
Staff numbers			
Other (please specify in comments)			
Total			

3(h) Anticipated annual carbon savings from all projects implemented by the body in the year ahead

Emissions source	Total estimated annual carbon savings (tCO2e)	Comments
Electricity	65	For BEMS (Building Energy Management Systems) adjustments & improvements, 5 nearly complete ASHP (Air Source Heat Pump) projects, 10 ASHP to be implemented, Stage & general lighting upgrades at 4 theatres & 4 large solar pv projects
Natural gas	800	For BEMS (Building Energy Management Systems) adjustments & improvements, 5 nearly complete ASHP projects, 10 ASHP to be implemented, resilience works at DCES (Dunfermline Community Energy Scheme), energy efficiency improvements during major refurbishment at Adam Smith Theatre (boilers, insulation, double glazing, AHUs and reduced infiltration)
Other heating fuels		
Waste		
Waste and sewerage		
Travel		
Fleet transport		Electric Vehicle Grant Funding Removed By Scottish Government
Other (please specify in comments)		
Total		

3(i) Estimated decrease or increase in emissions from other sources in the year ahead

If the body's corporate emissions are likely to increase or decrease for any other reason in the year ahead, provide an estimate of the amount and direction.

Emissions source	Total estimated annual emissions (tCO2e)	Increase or decrease in emissions	Comments
Estate changes		Decrease	The replacement of a care home (Methilhaven) and opening of another new nursery during 23/24 are expected to contribute to a reduction in emissions.
Service provision			
Staff numbers			
Other (please specify in comments)			
Total			

3(j) Total carbon reduction project savings since the start of the year which the body used as a baseline for its carbon footprint

If the body has data available, estimate the total emissions savings made from projects since the start of that year ("the baseline year").

Total savings	Total estimated emissions savings (tCO2e)	Comments
Total project savings since baseline year	41,206	This is for projects and BEMS (Building Energy Management Systems) actions done in non-domestic building only, since 2012/2013. This is in terms of CO2 intensity for 2022 and is the estimated cumulative CO2 that would have been emitted if projects had not been implemented. 367 projects in all were implemented that would have otherwise cumulatively emitted 41,206 tCO2 over the years, in 2022 terms. The investment in CO2 reduction projects since 2012/2013 for non-domestic buildings alone (excluding capital spend on new build, major refurbishment and extensions) was around £15.5million. The projects and BEMS actions have avoided annual emissions of 7,229 tCO2/year in 2022 and have saved an estimated cumulative £13.5 million in terms of contemporaneous typical energy prices. In 2022 energy price terms, this equates to around £1.9 million per year saved that would otherwise have had to have been spent on energy.

Further information

3(k) Supporting information and best practice

Provide any other relevant supporting information and any examples of best practice by the body in relation to corporate emissions, targets and projects.

Fleet Services are continuing to strive to bring the most fuel efficient vehicles and alternative fueled vehicles onto the Council's Fleet. Working with our key stakeholders we're actively trying to reduce the Council's fleet of vehicles and to promote alternative methods of service delivery through vehicle procurement and telematics.

Property Services are implementing phase 2 of a programme to install ASHP (Air Source Heat Pump) systems in buildings to supply the majority of the heating demand while retaining site gas boilers for top-up and back-up duties. This programme of ASHP works has been developed specifically to reach an intermediate target to cut 68% off CO2 emissions from non-domestic buildings by 2030, in the most pragmatic and economic way possible. The council are seeking opportunities to reduce electric demands via LED lighting and solar pv roof installations which will aid the grid in coping with additional demands from ASHP and EV charging, thus assisting in the decarbonisation process. Where possible, refurbishment and maintenance is being done in a way that mitigates CO2 emissions. For example, if gas boilers are reaching the end of life, ASHP and/or district heating are being considered rather than as simple like for like as per previous practice.

PART 4: Adaptation

Assessing and managing risk

4(a) Has the body assessed current and future climate-related risks?
If yes, provide a reference or link to any such risk assessment(s).
Fife Council has corporate climate change risk in the Corporate Risk Register. SEPA produced Flood Risk Management Strategies which informed Local Flood Risk Management Plans requiring flood risk studies, including coastal, to be conducted. FC are progressing these studies as part of our first 6 year cycle required under the Flood Risk Management Act 2009. Our Flooding, Shoreline, and Harbours team has supported the Scottish Government on the Scotland's Dynamic Coast project to provide a National Coastal Change Assessment for Scotland. The outcomes from the Dynamic Coast project can be found online here: http://dynamiccoast.com/ Further works were carried out by SEPA under the National Flood Risk 2 assessment issued in Autumn 2018. A Fife Local Climate Impacts Profile (LCLIP) 2000-2010, was produced by Fife Council Transportation Services, with guidance from the UK Climate Impacts Programme (UKCIP) and the Scottish Climate Change Impacts Partnership (SCCIP). The LCLIP considered the vulnerability of Council services to severe weather events in that decade. It is also available online at: https://climatechange.fife.scot/ As signatories to the Covenant of Mayors' Initiative on Adaptation to Climate Change (aka EU Mayors Adapt - http://mayors-adapt.eu/) the Council completed a risk and vulnerability assessment for the region https://www.fife.gov.uk/__data/assets/pdf_file/0028/219970/Climate-Fife-Sustainable-Energy-and-Climate-Action-Plan-2020-2030.pdf.

4(b) What arrangements does the body have in place to manage climate-related risks?
Provide details of any climate change adaptation strategies, action plans and risk management procedures, and any climate change adaptation policies which apply across the body.
In 2022/23 Fife Council started the process to update our 2019 Climate Risk & Vulnerability Assessment. That was completed in June 2023, and will be followed by creation of an Adaptation Action Plan to augment the flood management strategies & action plans detailed below. A number of services have their own contingency plans which are implemented during severe weather events. The following strategies and plans already consider climate change adaptation: • Shoreline Management Plan • Plan4Fife (LOIP) • Flood Risk Management Strategy • Local Flood Risk Management Plans • Fife Council Transportation Development Guidelines • Fife Climate Change Impact Profile (LCLIP) • Local Transport Strategy • Fife Safeguarding of Infrastructure Programme (Roads and Bridges) • Roads Maintenance Policies and Standards 2011 • Bridge Strengthening Programme • SEStran Regional Transport Strategy • Climate Change Adaptation Framework 2010 • Climate Change Strategy - Climate Fife • Flooding Emergency Procedures • Fife Local Development Plan.

Taking action

4(c) What action has the body taken to adapt to climate change?
Include details of work to increase awareness of the need to adapt to climate change and build the capacity of staff and stakeholders to assess risk and implement action. The body may wish to make reference to the Scottish Climate Change Adaptation Programme ("the Programme").
The following adaptation actions were undertaken in the reporting year: • to increase awareness of the need to adapt, and to build staff capacity via a programme of Climate Literacy training. • pre-flood checking • we continue to maintain our Flood Pods in high risk areas within Fife. • A number of services have their own adaptation actions and contingency plans which are implemented during severe weather events, the Council also already has a suite of well-developed response plans for generic emergency events which could impact Fife-wide or Council-wide. • Vaisala weather data from the Met Office is passed onto the Emergency Resilience team who then issue notices to services of severe weather events being forecast especially waste services and gritting. Working in partnership is an essential part of our adaptation strategy. Fife Council is a core member of the Fife Local Resilience Partnership (LRP) which already has a severe weather plan for Fife dealing with snow, wind storms, ice and flood events. LRP partners: • Maintain, test and exercise plans and procedures for an effective multi-agency response to severe weather events. • distribute early notification of severe weather forecasts • work with communities to develop community emergency plans for their local area • identify and target assistance to the most vulnerable members of communities • run a severe weather exercise annually. Fife Council officers are a core part of these exercises • Flood Studies have been completed. There are additional Surface Water Management Plans and Natural Flood Management that have started. All these studies have sustainable approaches, including managed adaptive principles embedded, and include awareness raising and self help for local communities. The refocus of Climate Fife action plan in 2023 will highlight additional adaptation actions to be progressed from 2023-27.

4(d) Where applicable, what contribution has the body made to helping deliver the Programme?
Provide any other relevant supporting information
The following actions outline Fife Council's contribution to delivery of the Adaptation programme: As a 'Major Player' Fife Council have completed 10 Flood Studies and have a further 12 underway that will seek to address the potential impacts of climate change on all sources of flooding in Fife. Fife Council are currently partners in a number of nature based solutions projects with adaptation outcomes, including: •Lyne Burn Project - naturalisation of 800m of culverted burn, planting of 2,000 trees, nature education classes, renovation of a derelict community garden, wildflower meadows, tree adoption •River Leven project - aiming to naturalise part of the lower catchment. •Our Open Space Strategy, Forest and Woodland Strategy and Local Biodiversity Action Plan are being revised to include adaptation as a core outcome. We have established a Coastal Communities Fund, which provides funding towards climate resilience projects undertaken by local community groups.

Review, monitoring and evaluation

4(e) What arrangements does the body have in place to review current and future climate risks?

Provide details of arrangements to review current and future climate risks, for example, what timescales are in place to review the climate change risk assessments referred to in Question 4(a) and adaptation strategies, action plans, procedures and policies in Question 4(b).

Fife Council includes climate risk as part of its Corporate Risk Register. This risk is monitored and updated every 6 months to ensure that it remains current, and is informed by the latest science, with a formal review every two years.
A review of the Risk & Vulnerability Assessment (as noted in 4a) was underway in 2022/23 and will be completed by June 2023. This will inform the overall risk profile and a climate risk indicator will be added to the corporate performance reporting from 2023. The Addressing the Climate Emergency Board will review the findings and make recommendations for future revision and update of adaptation plans.

4(f) What arrangements does the body have in place to monitor and evaluate the impact of adaptation actions?

Please provide details of monitoring and evaluation criteria and adaptation indicators used to assess the effectiveness of actions detailed under Question 4(c) and Question 4(d).

The overall strategic risk is scored and review as noted above. Operationally, the frequency of winterisation activities (gritting, snow clearing etc.) undertaken is recorded on the corporate reporting system, allowing a year to year comparison of how winter weather has changed. The amount of time spent by Transportation Services road operations crews on responding to flooding events is recorded to allow an understanding of how external events impact the Services work schedule and staff deployment. External contractors working on construction projects capture wet-day information (i.e. days when construction work was suspended or delayed because of inclement weather) to comply with Fife Council procurement contract terms. Fife Council has to pay passenger transport subcontractors standstill costs on days that services cannot operate due to severe weather conditions. These costs are 50% of normal operating costs. Standstill data costs are collated but are not readily available (they are stored on ERP, or xls database).

Once the Climate Fife action plan is refocused for 2023-27 we will monitor progress of those actions against accompanying measures. These will be monitored by the Addressing the Climate Emergency Board quarterly.

Future priorities for adaptation

4(g) What are the body's top 5 climate change adaptation priorities for the year ahead?
Provide a summary of the areas and activities of focus for the year ahead.
1. Complete the revision of the Risk & Vulnerability Assessment, develop Adaptation Action Plan 2. Incorporate climate resilience into local community plans 3. Roll out the Climate Place methodology to an additional locality (Benarty) 4. Climate Literacy programme (incorporating climate adaptation) for staff and Elected Members. 5. The Flooding, Shoreline & Harbours team within Structural Services, as part of our statutory duties concerning the Flood Risk Management (Scotland) Act 2009 have assessed areas within Fife that are deemed to be Potentially Vulnerable Areas (PVAs) at risk of flooding. Fife Council are in 4 Local Plan Districts and have work to carry out in 18 PVA's. In Cycle 2 (2022-2028), they are tasked with completing the Cycle 1 actions, and also seeking to translate the Study recommendations into activity on the ground by way of flood mitigation works.

Further information

4(h) Supporting information and best practice
Provide any other relevant supporting information and any examples of best practice by the body in relation to adaptation.

PART 5: Procurement

5(a) How have procurement policies contributed to compliance with climate change duties?

Provide information relating to how the procurement policies of the body have contributed to its compliance with climate changes duties.

Fife Council recognises its responsibility to carry out its procurement activity in as an environmental responsible manner. The Council's current Procurement Strategy includes a commitment to purchase goods, materials and services that minimise or reduce the impacts of its activities on the local and global environment, including whole life costing, energy efficiency, supply chain management and sustainably sourced products. All Regulated Procurement activity must include a consideration of the Sustainable Procurement Duty on the procurement exercise and Fife Council through its Procurement Summary Report requires consideration of the following :- Sustainable Procurement Duty Considerations including Taking Account of Climate and Circular Economy, Climate Fife: Sustainable Energy and Climate Action Plan (2020 - 2030), The Climate Change (Scotland) Act 2009. Additional to the above is the need for the Regulated Procurement to include, where relevant and proportionate, a Sustainability Test. The Test will aid the procurer identify and address how the economic, social and environmental outcomes can be optimised. The procurement exercise must also take into account any Government Buying Standards and these should be incorporated into the procurement strategy and any subsequent tender exercise, if deemed relevant. also available to procurers within the Council is the Scottish Government Sustainable Procurement Toolkit. This toolkit includes a Flexible Framework assessment tool, Prioritisation Tool, Life Cycle Impact Mapping Tool, The Sustainability Test and various E - Learning modules. This toolkit is currently being evaluated to determine which tools are available and when should they be used. Current Tender documents (Templates) utilised by procurement within Fife Council include the following (for consideration where deemed proportionate and appropriate):- Sustainable Procurement Duties, Environmental, Human Rights and Ethical Procurement and where appropriate the inclusion of weighted evaluation criteria that can include:- The tenderers response to national climate emergency, waste reduction measures, climate resilience, monitoring methods used to measure sustainability and carbon footprint reduction.

5(b) How has procurement activity contributed to compliance with climate change duties?

Provide information relating to how procurement activity by the body has contributed to its compliance with climate changes duties.

Regulated Procurement requires the consideration and application, where applicable and appropriate, of the Sustainable Procurement Duty in all procurements as per the Procurement Reform (Scotland) Regulations 2016 and the Public Contracts (Scotland) Regulations 2015. The procurement service will work with clients to develop contract terms, criteria and apply appropriate weightings. Examples of procurement activity include:- The procurement of alternative fueled vehicles (electric) as part of the Council's Fleet Replacement Programme, Procurement of charge points, specification of latest EUTO engine requirements in all heavy vehicles purchased, renewed LED Lighting and Luminare procurement and The commitment to support the elimination of single use plastics within Fife Council has continued, albeit there have been challenges resulting from the pandemic impacting on the programme. . Other examples of corporate Sustainable Procurement support and ongoing work includes: -
Continuing the promotion of the Scottish Government's Sustainable Procurement Toolkit within all Fife Council procuring areas.
Promotion of Sustainable Procurement e-learning modules within Corporate Procurement and other Fife Council Delegated Procuring Areas (DPA) and continuing to explore options with the Sustainability Team colleagues in relation to combining the Sustainable Procurement e-learning and Climate Literacy e-learning.
Focus on payment of Real Living Wage and Fair Work Practices.

Further information

5(c) Supporting information and best practice
Provide any other relevant supporting information and any examples of best practice by the body in relation to procurement.

Fife Council's Corporate Procurement is working with climate change colleagues to contribute to the Addressing the Climate Emergency (ACE) Action Plan in relation to sustainable procurement. The action plan includes consideration of:
 •Passenger Transport (inclusion of decarbonisation and environmental management practices in bus and coach contracts, and revised approach to inclusion of community benefits).
•Food Procurement
•Levenmouth Circular Economy
•Employee Training
•Establishing links between the ACE Board and Community Wealth Building
•Investigating methods of measuring Scope 3 CO2 emissions from procurement activity with Fife Council climate colleagues and other procuring partners i.e. Fife College, NHS Fife and St. Andrews University.

Food Fife Partnership Projects - Fife Council's Corporate Procurement is continuing to be represented on the Food Fife Partnership and is working with internal Council colleagues and Fife partners, specifically procurement, to draft a Food Procurement Strategy. Fife Council's Corporate Procurement is working with internal colleagues to co – ordinate local food pilots to enhance and encourage both producers and distributors to engage with Fife Council to supply locally sourced/produce to the pilot areas.

PART 6: Validation and Declaration

6(a) Internal validation process
Briefly describe the body's internal validation process, if any, of the data or information contained within this report.
Fife Council's audit team undertakes regular audits of our performance across the range of Council Performance Indicators (including carbon emissions). Internal audits are undertaken on a 3 to 5 year cycle. An internal audit of Council climate activities was undertaken Autumn 2022 - Spring 2023. Validation and sign off of this Public Sector Bodies Duties Report, the report was submitted for scrutiny and sign off to the following Fife Council officers and Committee: Head of Planning Cabinet Committee Head of Property Service Head of Housing Head of Environment and Building Services Head of Roads & Transportation Head of Communities and Neighbourhoods Head of Finance Head of Legal and Democratic Services Head of Revenue & Commercial Services Chief Executive Officer, Fife Coast & Countryside Trust

6(b) Peer validation process
Briefly describe the body's peer validation process, if any, of the data or information contained within this report.
No formal peer validation is undertaken.

6(c) External validation process
Briefly describe the body's external validation process, if any, of the data or information contained within this report.
This report has not been subject to formal external validation primarily due to resourcing ie staff time and budget constraints. We are considering resource implications of this late 2023 and beyond.

6(d) No validation process

If any information provided in this report has not been validated, identify the information in question and explain why it has not been validated.

6(e) - Declaration

I confirm that the information in this report is accurate and provides a fair representation of the body's performance in relation to climate change.

Name:	Shona Cargill
Role in the body:	Lead Officer (Sustainable Development)
Date:	10/10/2023

Public Sector Report on Compliance with Climate Change Duties 2023   **Summary Report: Fife Council**

Recommended Reporting: Reporting on Wider Influence

Wider Impact and Influence on GHG Emissions

Q1 Historic Emissions (Local Authorities only)

Please indicate emission amounts and unit of measurement (e.g. tCO2e) and years. Please provide information on the following components using data from the links provided below. Please use (1) as the default unless targets and actions relate to (2).

(1) UK local and regional CO2e emissions: **subset dataset** (emissions within the scope of influence of local authorities):
(2) UK local and regional CO2 emissions: **full dataset:**

Local Authority: (please state)	Fife
DESNZ Dataset: (full or sub-set)	Full

Source	Sector	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	Units	Comments
DESNZ Sectors	Total Emissions	5,177.42	4,569.22	4,547.12	4,086.32	3,765.56	3,961.87	3,770.00	3,719.70	3,606.24	3,255.77	3,345.99	3,258.05	**ktCO2e**	
	Industry and Commercial	2,532.69	2,130.98	2,098.01	1,752.87	1,578.85	1,644.82	1,640.54	1,611.21	1,542.82	1,205.13	1,461.06	1,211.76	**ktCO2e**	
	Domestic	945.67	830.75	891.91	864.52	728.08	725.99	667.32	649.54	624.87	617.56	582.16	611.68	**ktCO2e**	
	Transport total	661.16	644.23	626.66	619.67	625.34	627.78	640.58	647.84	635.43	626.00	493.81	584.10	**ktCO2e**	
	Per capita	14.28	12.51	12.42	11.14	10.26	10.77	10.19	10.02	9.70	8.72	8.95	8.69	**ktCO2e**	
Other Sectors															

2(a) Targets

Please detail your wider influence targets

Sector	Description	Type of target (units)	Baseline value	Start year	Target	Target/End year	Saving in last year measured	Latest year measured	comments
Overall Reduction Target	Net Zero Carbon Emissions in Fife by 2045	Absolute (TCO2)	5133	1990	Net Zero	2045		2020	
Waste and Resource Efficiency	Household waste •70% recycling and composting (all waste) by 2025.• Maximum of 5% of waste to landfill by 2025.• 15% waste reduction (against 2011 levels) by 2025.• 33% food waste reduction (against 2013 level) by 2025	Other (please specify in comments)		N/A	less than 5% to landfill	2025	53.10%	2020	Figures given are for the proportion of waste diverted from landfill. Waste diversion for 2020 was 53.1%, falling from 55.3% in 2019 and 57.4% in 2018. Household waste recycling rate was 43.7% down from 44.5% in 2019.

2b) Does the organisation have an overall mission statement, strategies, plans or policies outlining ambition to influence emissions beyond your corporate boundaries? If so, please detail this in the box below.

In September 2019, Fife Council declared a climate emergency. Following public consultation, Climate Fife, the Fife Sustainable Energy and Climate Action Plan (SECAP), was approved by Committee in February 2020. The Climate Fife vision to 2050 is to be:

Climate friendly, having transformed the economy, infrastructure, land use and energy system to decarbonise how we live;
Climate ready, with plans and projects to increase the resilience of Fife communities and the economy to help minimise the impacts from unavoidable climate change; and
Climate just, ensuring that all Fifers and the Fife environment can benefit from this transition.

Climate Fife recognises the transformation needed over the next decade to tackle the climate emergency across Fife Council and other community planning partners. Governance includes the Fife Partnership board. An update of the Local Outcome Improvement Plan, the Plan4Fife, now has the Climate Emergency as one of four core priorities, with the Addressing the Climate Emergency Board.

Q3) Policies and Actions to Reduce Emissions

Please detail any of the specific policies and actions which are underway to achieve your emission reduction targets

Sector	Start year for policy/action implementation	Year that the policy/action will be fully implemented	Annual CO2 saving once fully implemented (tCO2)	Latest year measured	Saving in latest year measured (tCO2)	Status	Metric/indicators for monitoring progress	Delivery role	During project/policy design and implementation, has ISM or an equivalent behaviour change tool been used?	Please give further details of this behaviour change activity	Value of investment (£)	Ongoing Costs (£/year)	Primary funding source of implementation of Policy/Action	Comments
Transport	2012	N/A		2021		In Implementation	eFife in 2022-23, the eFife network was expanded by a further 7no. 22kW chargepoints for public use across Fife. In addition, a 150kW chargepoint was installed at Bankhead depot to facilitate charging of larger fleet vehicles in the future. This brings the public network in Fife to 68 units at 51 locations.	Direct delivery	No	We can monitor take up and use of each unit, as well as the different EV users on the eFife network. The network is marketed through ChargePlace Scotland as well as on the Fife Council website.			Grant funding (UK)	
Transport	2006	N/A		2021		In Implementation	School Travel Plans: Engagement with schools continues - Primary Schools, 74 schools have up to date travel plans and 59 are under review. High Schools, 9 have up to date travel plans.	Influencing	No	Encourages staff, pupils and parents/guardians to consider the way they travel to/from school and during the school day. They are also given an action plan to implement to improve active travel to the schools from the catchment areas.			Other (please specify in comments)	No funding required as it a document which needs to be drafted with input from staff, pupils, parents/guardians, with support from Travel Plan team.
Transport	2012	N/A		2021		In Implementation	Bikeability is the Scottish Cycle Training Scheme for school pupils aimed at P4's to S2's. Level 2 (Teaches rules of the road and basic skills for riding on road) - 44 schools delivering to 1136 pupils. Overall this increases the number of pupils completing Level 2. Level 1 (Teaches basic skills such as balance, controlling the bike and making turns) – 46 schools delivering to 1545 pupils. Level 3 was not delivered last year, as no schools were able to deliver.	Direct delivery	No	We monitor all training of staff and pupils that the Bikeability is delivered to.			Grant funding (UK)	
Transport	2014	N/A		N/A		In Implementation	Walk Once a Week (WOW) - initiative which encourages pupils to walk to school. The pupils log their mode of travel daily and receive a badge each month if the target set by the school for active journeys is reached. 19 schools and a total 4,688 pupils took part in academic year 2022/23.	Direct delivery						

All Sectors						Complete	A Net-Zero grant is open (up to £3k) to applications from Fife Businesses. BGFife advisors and Ec Dev staff are engaging local businesses to encourage take-up of the grant which can cover some costs of capital improvements that can reduce CO2 emissions.	Direct delivery					
All Sectors						In Implementation	The Expert Help programme, led by Business Gateway Fife provided businesses with free consultancy support for audit, energy and carbon reduction.	Indirect delivery					
Other (please specify in comments)						In Implementation	A small survey of the Construction Sector was carried out by Fife Council Ec Dev team. The results are still being fully analysed, however the early indication is that the Sector is focused on recovery from Covid restrictions and staff shortages. Ec Dev Projects focused on increasing leadership skills and raising awareness of Net Zero best practice in the Sector are being developed. The Ec Dev property & land team are commissioning a survey of all FC commercial property that will ascertain the Energy rating for each property- A programme of investment (or disposal) will be developed to ensure the properties meet the highest Energy efficiency rating they can achieve as part of embedding energy efficiency measures into the planned refurbishment programme. The I3 programme through the Edinburgh City Deal investment will continue to see the building of energy efficient new commercial properties across Fife.	Direct delivery					

All Sectors						In Implementation	Ongoing work with FC Procurement Service and Anchor Organisations within Fife to establish current frameworks, identify joint and differing objectives and identify common pinch points that prevent local producers from fully engaging with public bodies. A pilot project is being developed between FC catering and local farmers to better examine cost and benefit implications for both sides. Discussion across the Tayside and Fife LAs (Tay city deal) has commenced to examine areas where Regional projects to increase the supply of local produce to the Public Sector and large private sector businesses, can be formulated.	Direct delivery						
Energy						In Implementation	Forth and Tay Offshore - local authorities and the private sector work together to support and advise companies on Scotland's east coast about the business opportunities from the growth from offshore wind.	Direct delivery						
Homes and Communities	2024	2025		2023		Proposed	Jubilee Grove sheltered housing complex proposed to connect to the Glenrothes Energy Network	Direct delivery	No					
Energy	2023	2023		2024		In Implementation	Server Farm at Datacentre replaced reducing number of nodes and power draw of each node							
Energy	2022	2023		2024		In Implementation	Fife wide network switch replacement. Reduction in overall units. Units also have a smaller power draw							

Please provide any detail on data sources or limitations relating to the information provided in Table 3

Metering & monitoring arrangements do not enable isolated impact of efforts in table 3 to be quantified.

Q4) Partnership Working, Communications and Capacity Building

Please detail your Climate Change Partnership, Communication or Capacity Building Initiatives below.

Key Action Type	Description	Organisation's project role	Lead organisation (if not reporting organisation)	Private partners	Public partners	3rd Sector partners	Outputs	Comments
	Levenmouth Rail Line Reopening - The new Leven station is also beginning to take shape. Located next to Leven Leisure Centre, with easy access to connecting bus services and all existing active travel routes, the new station will have 133 car parking spaces with provision for EV charging and cycle storage. There will also be 'blue badge' accessible parking spaces. The first passenger services on the new rail link are scheduled to start rolling in and out of Levenmouth in Spring 2024.							
	The Levenmouth Reconnected Programme (LRP) is a £10 million fund managed by Fife Council, which aims to maximise the economic and social opportunities presented by the new Leven rail link, the regeneration of the River Leven and its proposed path network, investments in renewable energy, as well as other initiatives being implemented within Levenmouth.							
	Levenmouth Connectivity - On road active travel network - We are looking to upgrade approximately 24km of Levenmouth's existing roads and paths to accommodate the safer travel of walkers, wheelers and cyclists traveling. Of this, 10km will be segregated from vehicles. This part of the project is being managed by Fife Council on behalf of The Leven Programme. River park routes - We are also looking to upgrade existing paths as well as creating new ones along the River Leven, linking residential areas and allowing communities to access the river and existing assets of the area. This part of the project is being managed by Green Action Trust on behalf of The Leven Programme.							
Partnership Working	Levenmouth River Parks.							
Partnership Working	Tree Planting strand - Climate Action Fife.							
Partnership Working		Supporting	Kingdom Housing Association as housing developer	RWE are decarbonised heat suppliers. Vital Energy/ Campion Homes.	Scottish Government More Homes Division		85 decarbonised domestic heat supplies.	Scheme was developed during 2022/23, though heat draw started in June 2023.

Other Notable Reportable Activity

Q5) Please detail key actions relating to Food and Drink, Biodiversity, Water, Procurement and Resource Use in the table below

Key Action Type	Key Action Description	Organisation's Project Role	Impacts	Comments
Biodiversity	FCCT site management for biodiversity and conservation priorities.	Supporting		
Biodiversity	Community Engagement and Empowering them to make Natural Heritage Improvements.	Supporting		
Biodiversity	Lead partner and secretariat for Fife Biodiversity Partnership and production of Fife Local Biodiversity Action Plan (LBAP).	Supporting		
Biodiversity	Urban Parks management for biodiversity through ecological surveying and data collection and targeted management improvements.	Lead		
	River Eden INNS management	Supporting		
	Grassland Management	Lead		

Q6) Please use the text box below to detail further climate change related activity that is not noted elsewhere within this reporting template

2 November 2023
Agenda Item No. 8

Rothesay House, Glenrothes

Report by:	Alan Paul, Head of Property Services
Wards Affected:	15

Purpose

The report outlines proposals to demolish Rothesay House. Approval of the recommendation will reduce revenue costs and have the potential to support economic recovery, through future redevelopment of the cleared site potentially increasing access to housing and assist with community wealth building, thus providing benefits across several key Plan for Fife themes.

Recommendation(s)

It is recommended that Cabinet Committee consider the proposals outlined and authorise the Head of Property Services to arrange for the demolition of the property.

Resource Implications

The demolition and decommissioning of Rothesay House will result in one off revenue costs of approximately £1.400m. In the absence of any available Service budget, the demolition cost will be met from corporate contingencies on the basis this is a spend to save. Recurring revenue savings in running costs, non-domestic rates and maintenance costs of circa £0.420m per annum will be achieved from 2024/25

Legal & Risk Implications

There are no material legal risks, the technical construction and financial risks arising from demolition proposals will be identified considered and addressed as the project evolves.

Policy & Impact Assessment

An EqIA is not required because none of the items propose a change or revision to existing policies and practices.

Consultation

The members of the Glenrothes Area Committee have been consulted on the proposal without objection. All the Services affected by the relocation of staff were consulted through the Workstyles Programme. Finance, Legal, Facilities Management and Business and Employability Services have been involved in the proposals which have also been approved in principle by the Investment Strategy Group.

1.0 Background

1.1   For a number of years, Fife Council has had a strategy of moving to a sustainable estate, reducing the amount spent on property under the Office and Depot Rationalisation Programmes. Despite successful consolidation and reduction in floorspace, there remains a surplus of accommodation.

1.2   Rothesay House was mothballed through the Reform & Recovery Workstyles Programme in December 2020. CET approved the continuation of this in September 2021, pending implementation of the council's new approach to workstyles.

1.3   The council's approach to blended working was approved by the former Policy and Co-ordination Committee on 16 September 2021 and as the council's office spatial needs have reduced significantly it is necessary to reduce office accommodation to better match the reduced demand.

1.4   Through the Workstyles Programme, the vast majority of staff from Rothesay House were moved to reconfigured offices in Fife House and Bankhead. The bulk of these moves were completed by December 2021. A small number of staff associated with the Community Alarms (Saturn) system remained in Rothesay House until the replacement system became live. The remaining staff were moved to Bankhead in July 2023.

1.5   The majority of the new working arrangements have successfully been in use for the past eighteen months, demonstrating that there is sufficient capacity in the estate and that Rothesay House is surplus to operational requirements.

1.6   The council continues to face significant financial pressures, with a reducing budget required to address increasing energy efficiency requirements and higher property maintenance liabilities as buildings degrade over time, consequently further reductions in the extent of operational estate are required. Demolition would support attainment of that objective.

2.0 Proposal

2.1   Rothesay House is over forty years old and of poorly insulated precast concrete construction with many of the building's components nearing end of life. There are a limited range of uses for such a building, particularly following the pandemic and increased focus on energy efficiency.

2.2   Experience with other sites and properties in the area, including Kingdom House, has shown that it is extremely unlikely that there would be any market interest in the building as an office. This was confirmed through a market testing exercise which identified no interest. Whilst a protracted marketing exercise may in time secure bids, the receipts would be offset by the significant holding costs during such a period. The recurring budgeted running costs of the building whilst mothballed are just under £0.420m per annum.

2.3   Furthermore, it is considered that there may be a limited range of uses both suitable and acceptable for such a building. For example, high density and low value flatted residential units would provide limited scope to improve the townscape in terms of high-quality design. As such, this would not be the optimal use for such a high-profile site within the town centre.

2.4   The cleared site would offer an opportunity to secure private sector investment in the town centre, which would support the council's ambition for the regeneration of the area. It offers a large area of land, in close proximity to the Kingdom Centre, the Rothes Halls, public transport and other amenities. It has a district heating connection, which will afford a developer the opportunity to provide heat from a renewable source. It is anticipated that connection to the district heating would be a condition of sale.

2.5   The proposal for the re-development would be consistent with the outcomes of the Glenrothes Town Centre Master Plan study, which was undertaken in 2020 by Halliday Fraser Munro. The masterplan identified the need and opportunity to secure private sector investment in new housing, as well as commercial development, with the view to supporting the existing town centre and evening economy. In order to secure the best outcomes in terms of town centre regeneration, property consultants Montagu Evans have been appointed to produce a brief which considers re-development options.

2.6   The Business and Employability team are assisting with this proposal and would undertake marketing of the cleared site should approval be granted. This would be based on a clear development brief, produced in accordance with the town centre masterplan. To improve the environmental amenity of the area following demolition and prior to redevelopment the site will be landscaped.

3.0 Costs and Benefits

3.1   It is estimated that demolition, decommissioning and landscaping would cost approximately £1.400m. Demolition will result in revenue savings of circa £0.420m pa with an estimated payback period of just over 3 years. In the absence of any available Service budget, the demolition cost will be met from corporate contingencies on the basis this is a spend to save.

3.2   In addition to the financial benefits, the project and subsequent redevelopment of the site has the potential to deliver a range of non-financial benefits as detailed in the table below.

Outcome	Benefit
Contributing to Economic Recovery	Increasing the environmental amenity of the town centre and creating opportunities for inward investment and redevelopment
Improved access to housing and new housing supply	Tackling poverty and preventing crisis, addressing the climate emergency
Place and Community Wealth Building	Enhanced location with high quality residential and commercial/leisure facilities, improved community outcomes

4.0 Timescales

4.1   Detailed pre-demolition surveys have been carried out which would allow tendering in late autumn 2023 with demolition to follow commencing the first quarter of 2024,

estimated to take six months. The pre-demolition surveys will allow construction risk to be managed and improve tender return accuracy. The demolition work will be overseen by the Property Services Civil/Structural Engineering team, who have considerable experience in demolition.

Outputs/deliverables	Timescale
Pre-demolition survey to identify demolition method and inform tenders (construction method and materials, asbestos, ecology, utilities, access, neighbours, comms)	By Dec 23
Tender documentation	By Jan 24
Statutory Consents (Demolition Warrant)	By Feb 24
Tender period, assessment, and award (6 weeks)	By Feb 24
Decommissioning / removal of any key equipment (SATURN system, EV chargers, and district heating substation)	By Feb 24
Demolition	March to August 24
Landscaping	August – Sept 24

5.0 Conclusions

5.1   The office space is not required by the council, nor partners, whilst demolition will provide a key site for town centre regeneration. Removal will result in significant annual savings and subsequent redevelopment has the potential to provide benefits across multiple themes from the Plan for Fife and Reform & Recovery, offering opportunities to contribute to economic recovery, increase housing supply, as well as opportunities around place and community wealth building.

5.2   Cabinet Committee is asked to approve the recommendation.
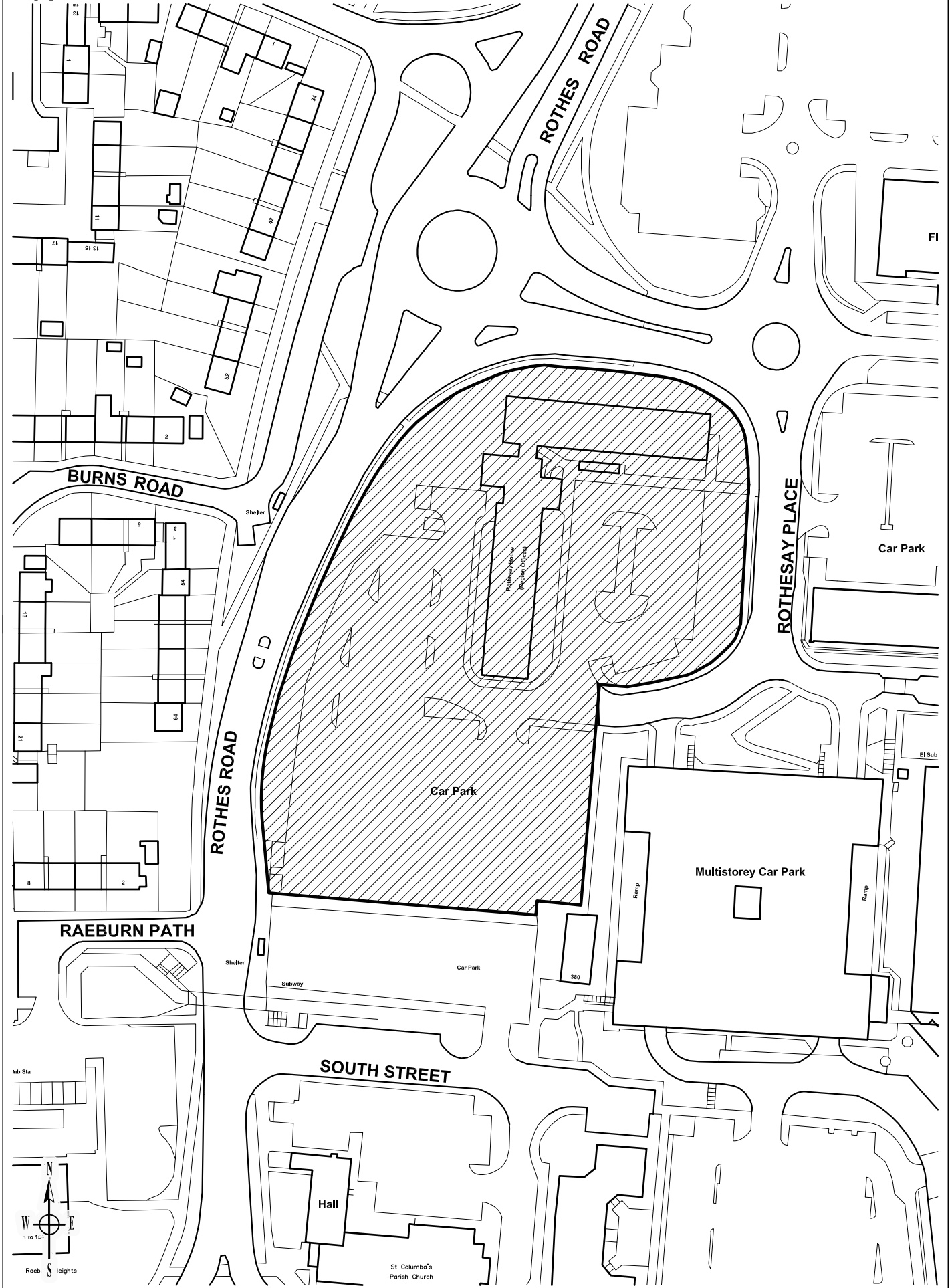

List of Appendices

1.   Site plan

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ROTHES ROAD

Fi

BURNS ROAD

Shelter

ROTHESAY PLACE

Car Park

Rothesay House
(Regional Offices)

Car Park

El Sub

ROTHES ROAD

Multistorey Car Park

Ramp

Ramp

RAEBURN PATH

Shelter

Car Park

380

Subway

ub Sta

SOUTH STREET

N

W　　E

S
1 to 10

Hall

Roeb　eights

St Columba's
Parish Church

REF:　F23CC004

2 November 2023
Agenda Item No. 9

School Term and Holiday Dates 2025/26, 2026/27 and 2027/28

Report by:	Shelagh McLean, Head of Education and Children's Services
Wards Affected:	All

Purpose

This report outlines the proposed schedule of terms, holidays and in-service training days for school sessions 2025/26, 2026/27 and 2027/28.

Recommendation(s)

It is recommended that the Cabinet Committee approves the schedules recommended for school terms, holidays and in-service training days attached at appendices 2, 3 and 4.

Resource Implications

There are no resource implications identified.

Legal & Risk Implications

There are no legal or risk implications identified at this stage.

Policy & Impact Assessment

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

Consultation

The proposed school holiday dates were issued to all employees of the Education Service and schools through the weekly update or emails in March 2023. The information was also shared, by email, with Trade Union representatives and Parent Council chairs in March 2023. Parent council chairs were encouraged to share this information amongst parents and discuss it with their Headteacher at individual parent council meetings. Included in the proposal was a Microsoft Form link to allow any stakeholder the opportunity to provide feedback. In addition, the proposed dates were also shared with colleagues in the South East Improvement Collaboration (SEIC) to ensure holiday dates were aligned to these other local authorities, as far as practically possible.

1.0 Introduction

1.1 The academic school year must consist of 190 days for pupils and 195 days for teachers; there are normally five in-service training (INSET) days each session for teachers.

1.2 The Education Service has undertaken a consultation exercise, from March to September 2023, regarding the pattern of terms and school holidays for the three academic sessions 2025/26, 2026/27 and 2027/28. The proposals included the dates on which the five days of in-service training for teachers should fall in each year. Within the normal pattern, every five years there are an additional five days of closure during the summer holiday period (i.e. seven weeks holiday, instead of six). However, this does not occur within the academic sessions being considered within this report.

1.3 An online consultation was held through Microsoft Forms and this was sent to Business Managers, centrally located staff and schools in the first instance. Initial feedback, from some stakeholders, queried the first term from August to October as it was only seven weeks instead of eight. As this was the only change identified, a revised proposal was issued to wider stakeholders, including education colleagues within the South East Improvement Collaboration (SEIC), Parent Council representatives and trade union representatives. All stakeholders were asked to provide their comments by the beginning of September 2023.

1.4 The Education Service received 76 online responses during the consultation process, in comparison to 51 received for the 2022–2025 consultation exercise. The following details the results for each of the academic sessions being considered:

2025/26			2026/2027			2027/28		
Yes	No	Don't Know	Yes	No	Don't Know	Yes	No	Don't Know
49	18	9	54	11	11	52	13	11

1.5 Of the 76 responses, the majority were in favour of the proposed dates.

1.6 A number of comments were received for each of the academic sessions and these are summarised below:

Academic Session 2025/26

- 19 December is too early a finish for the Christmas break, this should be closer to Christmas
- Would prefer to see 3 days removed from the Summer holidays and added to the February break, for a week off in February
- Good Friday and Easter Monday should both be holidays
- Additional week in the term from summer to Autumn – i.e. 9 weeks rather than 8
- Move to one week in October and one week in February like Edinburgh to improve staff wellbeing and absence during the long January to April term
- In-service days added to the Christmas break for a later January start for pupils.
- Polling day should not be a standalone in-service day. It should be followed by another in-service day or a holiday.

Academic Session 2026/27

- Later finish at Christmas to allow longer at New Year
- Would prefer to see 3 days removed from the Summer holidays and added to the February break, for a week off in February

- Late start to summer holidays
- Move to one week in October and one week in February like Edinburgh, to improve staff wellbeing and absence during the long January to April term
- Keep the same holidays as session 2025/26.

Academic Session 2027/28

- Later finish at Christmas to allow longer at New Year I.e. finish on the 24th and return on the Monday
- Would prefer to see 3 days removed from the Summer holidays and added to the February break for a week off in February
- Easter holidays are quite late and Easter Monday should be a holiday
- Move to one week in October and one week in February like Edinburgh, to improve staff wellbeing and absence during the long January to April term.

General Comments Received

- School holidays should be brought in line with neighbouring local authorities
- Could there be a week's holiday in February like other Councils?
- Days off in the middle of the week are not ideal for working parents (in-service to cover schools used for elections) and Bank holidays such as Easter Monday.
- Could one of the 2 in-service days in August be moved to after the October or Christmas holidays?
- Move to one week in October and one week in February like Edinburgh, to improve staff wellbeing and absence during the long January to April term
- In-service day in June is too late and would be more productive in May
- Finish closer to Christmas and start back later in January.
- Public holidays do not always coincide with school holidays.

1.7   Although the majority of respondents were supportive of the proposed dates, a number commented that they would prefer that the Christmas holidays dates be nearer to Christmas Eve to provide a longer period of holiday into January. This is contrary to the feedback for the school holiday consultation 2022-2025, when parents/carers requested the holidays start mid-week, around 21 December instead of 23 December, for academic session 2022/23 and Friday, 22 December for academic session 2023/24.

1.8   Although there was a small number who responded regarding the inclusion of Easter Monday as a holiday, it is not always possible to ensure that this day is included in the Easter holidays. The Education Service has to take cognisance of the SQA timetable, as this normally commences around 26 April each year. It is important that senior pupils have the opportunity to engage with teaching staff prior to their study leave. An assumption has been made that the SQA exam timetable for session 2025/26 will commence on 27 April 2026, for session 2026/27 on 26 April 2027 and for 2027/28 on 24 April 2028. To incorporate Easter Monday, within the holiday periods, may not allow for a full week in school after the holiday period for senior pupils.

1.9   The programme of in-service training days was amended previously, removing the date in January, as parents felt this brought the Christmas period too far into January. Two days at the start of August was preferred by school staff also, to ensure that mandatory professional learning and appropriate preparations for pupils were in place.

1.10   The two-week break in October was the result of local negotiation with the teaching trade unions, with regards to teacher holiday entitlement, and is also preferred by many parents/carers.

1.11   It was agreed previously that, in the years where there was a May election, the June inset day would be allocated to the day of the election in May. This has been applied within the proposals.

1.12   Committee agreed that Easter Monday would be allocated as a holiday, where possible. This has not been possible for all of the years being considered, based on the date for Easter.

2.0 Proposals

2.1   Appendix 1 details the consultation proposal issued in March 2023. Following feedback it was noted that the first term of August to October 2025 totalled only seven weeks. Appendix 1 also shows the term dates rectified for August to October 2025/26 from seven to eight weeks.

2.2   The pattern of terms and holidays, for the three school years identified (see Appendices 2-4), reflects the agreed pattern within Fife.

2.3   The proposed in-service day of 2 May 2028 has been moved to 6 June 2028 as per para. 1.11 above.

2.4   Amend the Christmas 2025 holiday start date from Monday, 22 December to Wednesday, 24 December, ending on Tuesday, 6 January 2026, from that outlined in the consultation document issued.

3.0 Conclusions

3.1   Following the consultations, the majority of respondents were in favour of the proposed pattern of holidays/in-service training days for the sessions 2025/26, 2026/27 and 2027/28. Minor changes have been proposed to support a later start date to the Christmas 2025 and 2026 holiday periods.

3.2   It has not been possible to ensure Easter Monday falls within all of the Easter holiday periods. However, for dates within session 2025/2026 and 2026/27, Easter Monday will fall within the holiday period.

List of Appendices
1.   Proposal Document as issued in March 2023
2.   Terms, holidays and In-service proposal for 2025/2026
3.   Terms, holidays and In-service proposal for 2026/2027
4.   Terms, holidays and In-service proposal for 2027/2028
5.   Teacher holidays for 2025/2026, 2026/2027 and 2027/2028
6.   School closure days 2025/26, 2026/27 and 2027/28

Background Papers
- Section 5, The Schools General (Scotland) Regulations 1975
- Part 2, Section 3 – Working Year and Working Week, Conditions of Services, SNCT Handbook https://www.snct.org.uk/wiki/index.php?title=Part_2_Section_3

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Proposal Document - Consultation on School Holiday Dates

The last consultation on school holiday dates for academic session was carried out during academic session 2020/21 to consider the school term and holiday dates for sessions 2022/23, 2023/24 and 2024/25. These dates were approved by the Education & Children's Services Committee in March 2021.

The proposed dates below take into account, as far as practically possible, the feedback from elected members around Good Friday and Easter Monday, and the dates for proposed Scottish Government and Local Government elections. In preparation for the SQA timetable which starts at the end of April, we have minimised disruption to senior phase pupils by having one week clear prior to SQA provisional timetable.

School Terms, Inservice Days and Closure Days Academic Session 2025/2026				
Term	*Dates from:*	*Dates to:*	*Teacher Days*	*Pupil Days*
Autumn	Monday 18 August 2025 (Teachers) Wednesday 20 August 2025 (Pupils)	Friday 10 October 2025	40	38
Winter	Monday 27 October 2025	Friday 19 December 2025	40	39
Spring	Monday 5 January 2026	Thursday 2 April 2026	62	61
Summer	Monday 20 April 2026	Friday 3 July 2026	53	52
		Total days	**195**	**190**

Inservice Dates
- Monday 18th August 2025
- Tuesday 19th August 2025
- Friday 14th November 2025
- Wednesday 11th February 2026
- Thursday 7th May 2026 (Scottish Parliament Elections)

Dates for noting
- Good Friday – Friday 3rd April 2026
- Easter Monday – Monday 6th April 2026
- Thursday 7th May 2026 (Scottish Parliament Elections)

School Holidays

Term	*Dates from:*	*Dates to:*
Autumn	Monday 13th October 2025	Friday 24th October 2025
Winter	Monday 22nd December 2025	Friday 2nd January 2026
Mid term	Thursday 12th February 2026	Friday 13th February 2026
Spring	Friday 3rd April 2026	Friday 17th April 2026
May Day	Monday 4th May 2026	
June Hol	Monday 1st June 2026	
Summer	Monday 6th July 2026	Friday 14th August (Teachers) Tuesday 18th August 2026 (Pupils)

School Terms, Inservice Days and Closure Days Academic Session 2026/27				
Term	*Dates from:*	*Dates to:*	*Teacher Days*	*Pupil Days*
Autumn	Monday 17 August 2026 (Teachers) Wednesday 19 August 2026 (Pupils)	Friday 9 October 2026	40	38
Winter	Monday 26 October 2026	Tuesday 22 December 2026	42	41
Spring	Wednesday 6 January 2027	Thursday 25 March 2027	55	54
Summer	Monday 12 April 2027	Friday 2 July 2027	58	57
		Total days	**195**	**190**

Inservice Dates
- Monday 17th August 2026
- Tuesday 18th August 2026
- Friday 13th November 2026
- Wednesday 10th February 2027
- Thursday 6th May 2027 (Local Government Elections)

Dates for noting
- Good Friday – Friday 26 March 2027
- Easter Monday – Easter Monday 29 March 2027

School Holidays

Term	*Dates from:*	*Dates to:*
Autumn	Monday 12th October 2026	Friday 23rd October 2026
Winter	Wednesday 23rd December 2026	Tuesday 5th January 2027
Mid term	Thursday 11th February 2027	Friday 12th February 2027
Spring	Friday 26th March 2027	Friday 9th April 2027
May Day	Monday 3rd May 2027	
June Hol	Monday 7th June 2027	
Summer	Monday 5th July 2027	Friday 13th August 2027 (Teachers) Tuesday 17th August 2027 (Pupils)

School Terms, Inservice Days and Closure Days Academic Session 2027/28				
Term	**Dates from:**	**Dates to:**	**Teacher Days**	**Pupil Days**
Autumn	Monday 16th August 2027 (Teachers) Wednesday 18th August 2027 (Pupils)	Friday 8th October 2027	40	38
Winter	Monday 25th October 2027	Wednesday 22nd December 2027	43	42
Spring	Thursday 6th January 2028	Friday 31st March	60	59
Summer	Monday 17th April 2028	Thursday 29 June 2028	52	51
		Total days	**195**	**190**

Inservice Dates

- Monday 16th August 2027
- Tuesday 17th August 2027
- Friday 12th November 2027

- Wednesday 9th February 2028
- Tuesday 6th June 2028

Dates for noting
- Good Friday – Friday 14 April 2028
- Easter Monday – Easter Monday 17 April 2028

School Holidays 2027/2028

Term	**Dates from:**	**Dates to:**
Autumn	Monday 11th October 2027	Friday 22nd October 2027
Winter	Thursday 23rd December 2027	Wednesday 5th January 2028
Mid term	Thursday 10th February 2028	Friday 11th February 2028
Spring	Monday 3rd April 2028	Friday 14th April 2028
May Day	Monday 1st May 2028	
June Hol	Monday 5th June 2028	
Summer	Friday 30th June 2028	Friday 11th August 2028 (Teachers) Tuesday 15th August 2028 (Pupils)

School Terms, In service Days and Closure Days
2025/26

School Terms (Inclusive Dates)		
Autumn	Monday 18 August 2025 (Teachers) Wednesday 20 August 2025 (Pupils)	Friday 10 October 2025
Winter	Monday 27 October 2025	Tuesday 23 December 2025
Spring	Wednesday 7 January 2026	Thursday 2 April 2026
Summer	Monday 20 April 2026	Friday 3 July 2026
Good Friday: 3 April 2026		

School Holiday Dates (Inclusive Dates)		
Autumn	Monday 13 October 2025	Friday 24 October 2025
Christmas	Wednesday 24 December 2025	Tuesday 6 January 2026
February	Wednesday 11 February 2026 (Pupils) Thursday 12 February 2026 (Teachers)	Friday 13 February 2026 (Pupils) Friday 13 February 2026 (Teachers)
Spring	Friday 3 April 2026	Friday 17 April 2026
Good Friday	Friday 3 April 2026	
May Day	Monday 4 May 2026 (staff and pupils) Thursday 7 May 2026 (Pupils)	
June	Monday 1 June 2026	
Summer	Monday 6 July 2026	Friday 14 August 2026 (Teachers) Tuesday 18 August 2026 (Pupils)

In-service Days
Monday 18 August 2025 and Tuesday 19 August 2025
Friday 14 November 2025
Wednesday 11 February 2026
Thursday 7 May 2026 (Scottish Parliament Elections)

School Terms, In service Days and Closure Days
2026/27

School Terms (Inclusive Dates)		
Autumn	Monday 17 August 2026 (Teachers) Wednesday 19 August 2026 (Pupils)	Friday 9 October 2026
Winter	Monday 26 October 2026	Tuesday 22 December 2026
Spring	Wednesday 6 January 2027	Thursday 25 March 2027
Summer	Monday 12 April 2027	Friday 2 July 2027
Good Friday: 26 March 2027		

School Holiday Dates (Inclusive Dates)		
Autumn	Monday 12 October 2026	Friday 23 October 2026
Christmas	Wednesday 23 December 2026	Tuesday 5 January 2027
February	Wednesday 10 February 2027 (Pupils) Thursday 11 February 2027 (Teachers)	Friday 12 February 2027 (Pupils) Friday 12 February 2027 (Teachers)
Spring	Friday 26 March 2027	Friday 9 April 2027
Good Friday	Friday 26 March 2027	
May Day	Monday 3 May 2027 (staff and pupils) Thursday 6 May 2027 (pupils)	
June	Monday 7 June 2027	
Summer	Monday 5 July 2027	Friday 13 August 2027 (Teachers) Tuesday 17 August 2027 (Pupils)

In-service Days
Monday 17 August 2026 and Tuesday 18 August 2026
Friday 13 November 2026
Wednesday 10 February 2027
Thursday 6 May 2027

School Terms, In service Days and Closure Days
2027/28

School Terms (Inclusive Dates)		
Autumn	Monday 16 August 2027 (Teachers) Wednesday 18 August 2027 (Pupils)	Friday 8 October 2027
Winter	Monday 25 October 2027	Wednesday 22 December 2027
Spring	Thursday 6 January 2028	Friday 31 March 2028
Summer	Monday 17 April 2028	Thursday 29 June 2028
Good Friday: 14 April 2028		

School Holiday Dates (Inclusive Dates)		
Autumn	Monday 11 October 2027	Friday 22 October 2027
Christmas	Thursday 23 December 2027	Wednesday 5 January 2028
February	Wednesday 9 February 2028 (Pupils) Thursday 10 February 2028 (Teachers)	Friday 11 February 2028 (Pupils) Friday 11 February 2028 (Teachers)
Spring	Monday 3 April 2028	Friday 14 April 2028
Good Friday	Friday 14 April 2028	
May Day	Monday 1 May 2028	
June	Monday 5 June 2028	Tuesday 6 June 2028 (Pupils)
Summer	Friday 30 June 2028	Friday 11 August 2028 (Teachers) Tuesday 15 August 2028 (Pupils)

In-service Days
Monday 16 August 2027 and Tuesday 17 August 2027
Friday 12 November 2027
Wednesday 9 February 2028
Tuesday 6 June 2028

Teacher Holidays
2025/26, 2026/27 and 2027/28

Teacher Holidays 2025/26 (Inclusive Dates)		
Autumn	Monday 13 October 2025	Friday 17 October 2025
Christmas	Wednesday 24 December 2025	Tuesday 6 January 2026
Spring	Monday 6 April 2025	Friday 17 April 2025
Summer	Monday 6 July 2026	Friday 17 July 2026
Summer	Monday 10 August 2026	Friday 14 August 2026

Teacher Holidays 2026/27 (Inclusive Dates)		
Autumn	Monday 12 October 2026	Friday 16 October 2026
Christmas	Wednesday 23 December 2026	Tuesday 5 January 2027
Spring	Monday 29 March 2027	Friday 9 April 2027
Summer	Monday 5 July 2027	Friday 16 July 2027
Summer	Monday 9 August 2027	Friday 13 August 2027

Teacher Holidays 2027/2028 (Inclusive Dates)		
Autumn	Monday 11 October 2027	Friday 15 October 2027
Christmas	Thursday 23 December 2027	Wednesday 5 January 2028
Spring	Monday 3 April 2028	Friday 14 April 2028
Summer	Monday 3 July 2028	Friday 14 July 2028
Summer	Monday 7 August 2028	Friday 11 August 2028

School Closure Days

2025/26, 2026/27 and 2027/28

School Closure Days 2025/26 (Inclusive Dates)		
Autumn	Monday 20 October 2025	Friday 24 October 2025
February	Thursday 12 February 2026	Friday 13 February 2026
Easter	Friday 3 April 2026	
May Day	Monday 4 May 2026	
June	Monday 1 June 2026	
Summer	Monday 20 July 2026	Friday 7 August 2026

School Closure Days 2026/27 (Inclusive Dates)		
Autumn	Monday 19 October 2026	Friday 23 October 2026
February	Thursday 11 February 2027	Friday 12 February 2027
Good Friday	Friday 26 March 2027	
May Day	Monday 3 May 2027	
June	Monday 7 June 2027	
Summer	Monday 19 July 2027	Friday 6 August 2027

School Closure Days 2027/28 (Inclusive Dates)		
Autumn	Monday 18 October 2027	Friday 22 October 2027
February	Thursday 10 February 2028	Friday 11 February 2028
May Day	Monday 1 May 2028	
June	Monday 5 June 2028	
Summer	Friday 30 June 2028	Friday 30 June 2028
Summer	Monday 17 July 2028	Friday 4 August 2028

2 November 2023

Agenda Item No. 10

Anti-bullying Policy

Report by: Shelagh McLean, Head of Education and Children's Services

Wards Affected: All

Purpose

This paper presents the revised Anti-bullying Policy for the Education & Children's Services Directorate and seeks comment on the content and amendments to the Policy, which have been developed via the Relationships and Behaviour Strategy group.

Recommendations

Members are asked to:

(1) note the work done in relation to the development of the policy;
(2) approve the content of the Anti-bullying policy;
(3) authorise officers to make such amendments to the Policy as may be necessary;
(4) agree to implementation of the approved final policy across all educational establishments; and
(5) agree to a review of this in August 2024, to ensure the policy remains current.

Resource Implications

There are no resource implications.

Legal & Risk Implications

None. The policy contained in this paper was developed as part of the scheduled cycle of review by the Education and Children's Services Directorate.

Impact Assessment

An CRWIA has not been completed and is not necessary as:

- the report does not propose a change to the existing policy, but rather seeks to update, clarify and exemplify existing practice, in line with National Guidance.

Consultation

The draft Anti-bullying policy was developed in conjunction with the Education Relationship & Behaviour Group and the Education Child Protection Oversight Group. This group comprises senior leaders within Education and all Professional associations.

The elements of draft policy that affect young people directly has been codesigned with the Dunfermline High School Pupil empowerment team. The draft policy document has been issued to Professional Associations, Fife Headteachers, Guidance teachers and Educational Psychology for discussion and comment, as well as consultation with focus groups of staff. A number of responses were received by the working group and amendments made to the draft policy which have also been incorporated.

1.0 Background

1.1 This policy and the Mobile Technology & Electronic Communication Policy are interlinked.

1.2 The Anti-bullying policy is clearly located within the Directorate's work with schools on inclusion, nurture, promoting positive relationships through restorative approach, de-escalation, self-regulation and Rights Respecting Schools.

1.3 The Anti- bullying policy is reviewed on a regular basis by the Directorate. The recent review was part of that update process. The update sought to:
- Refresh and update the current Anti-bullying policy in all educational establishments.
- By promoting Mentoring in Violence Prevention, to give children and young people the language and framework to explore and challenge the attitudes, beliefs and cultural norms that underpin gender-based violence, bullying and other forms of abuse, while building resilience and promoting positive mental health.
- Refresh the anti-bullying training which is scheduled for all school staff 3 times annually by the central CP team.

1.4 Schools currently record bullying electronically in the SEEMiS anti-bullying module. This is a national expectation. Nationally, this is being under recorded (Approaches to recording and monitoring incidents of bullying in schools (education.gov.scot))

1.5 There is ongoing analysis of bullying, which forms part of our equalities monitoring.

1.6 Secondary schools will be issued with a PSE (Personal & Social Education) curricular skeleton at the beginning of term 2, which includes aspects of Mentoring in Violence Prevention to support them in developing skills in conflict management with young people.

2.0 Aims

2.1 Any Anti-bullying policy must take account of the current national guidance around prevention of bullying. (Respect for All: The National Approach to Anti-Bullying for Scotland's Children and Young People (www.gov.scot)).

2.2 The Anti-bullying Policy (appendix 1) is provided to support all educational establishments in developing their local policy; to understand the expectation of the Council with respect to responding to incidents of bullying.

2.3 Each education establishment will be required to use this policy to create their own, in conjunction with their school community, and this should be available on the school website and other education establishments websites, where possible.

2.4 The policy promotes the recording of bullying in SEEMiS as a positive, as this enables continuous analysis of themes, to allow proactive steps to be taken.

2.5 This supports the promotion of the positive follow-up of bullying incidents and greater understanding of bullying within the community.

2.6 Reporting of incidents also allows analysis of trends, in order to improve pupil experience of school.

2.7 Collectively, linking this policy with the Mobile Technology & Eectronic Communication Policy, implementation of the policies will encourage staff to support children and young people to treat everyone with respect and dignity, interacting in a friendly, courteous and constructive manner in the online space.

3.0 Conclusions

3.1 If approved, the revised Anti-bullying Policy for the Education & Children's Services Directorate will be provided to support all educational establishments in the development of their local policy.

List of Appendices

Appendix 1 - Fife Council Education & Children's Services Directorate Anti-bullying Policy

Background Papers

The following papers were relied on in the preparation of this report in terms of the

Local Government (Scotland) Act, 1973:-

Respect for All: The National Approach to Anti-Bullying for Scotland's Children and Young People (www.gov.scot)

Education Scotland publishes new bullying report | News | Education Scotland

Home - respectme

Glossary of Terms

SEEMiS – Scottish Education Electronic Management of Information System.

CPQ QIO – Child Protection Quality Improvement Officer.

CP DO – Child Protection Development Officer.

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Education Policies and Guidance

Anti-bullying Policy

Category: Pupils – Relationships and learning

Risk Management and Legal Implications

Failure to manage risk may impact on the delivery of Service objectives and the outcomes achieved by Service users. The Education Service aims to mitigate the implications by ongoing management and review of risk in all elements of work activity.

The production of this process is one way by which we aim to reduce our exposure as a Directorate and as a Council to risk. By providing Senior Leaders in the Education Service with information on good practice, making reference to other guidance that is available across the Council and providing clarity on how we should do things, we can ensure that the management of risk is intrinsic to what we do.

Document Owner	Version	Date of Publication	Date of next review
Gavin Waterston	4	October 2023	October 2024

Officer/Committee: Gavin Waterston/Child Protection Strategic Oversight Group

Table of contents

Introduction

Fife Council Education and Children's Services Directorate, through all staff who work within it, is unequivocally opposed to bullying.

The Nationally agreed definition of bullying is as follows:

> Bullying is both behaviour and impact; the impact is on a person's capacity to feel in control of themselves. This is what we term as their sense of 'agency'. Bullying takes place in the context of relationships; it is behaviour that can make people feel hurt, threatened, frightened and left out. This behaviour happens face to face and online.
>
> (respect*me*, 2015)

source – Respect Me, Scotland's Anti-Bullying Service

We believe that it is important to make a distinction between conflict and bullying, as describing all relationship difficulties as bullying is likely to devalue the term and obscure the genuine risks associated with children and young people being bullied. Our approach to anti-bullying is set within our wider relationships & behaviour strategy and trauma-informed approach. It recognises that bullying behaviour can only be fully understood within the social context within which it occurs.

Central to the development of positive relationships and behaviour are the principles of raising children's awareness and understanding, supporting the development of essential skills and knowledge, and enabling children to make the right choices in all aspects of their social behaviour.

Furthermore, we are committed to working in partnership with parents, identifying shared responsibilities in preventing bullying, ensuring the welfare of children who have been bullied, and supporting and challenging those who have bullied. Schools should consult widely with children, young people, parents, the community and partners when developing their anti-bullying policy.

We aim to ensure that children do not bully others because they understand the harm it causes and choose not to cause such harm. It follows, therefore, that where children do not make this choice, we need to engage with them educationally, supportively and restoratively, rather than punitively. Such an approach may, understandably, be challenged by those who believe that children who bully should experience only negative consequences due to their behaviour. Our firm belief is that such an approach is ultimately counterproductive and, therefore, all staff, children and parents play an active role in developing and maintaining a school's anti-bullying policy based on this principle; involvement and ownership contribute significantly to effectiveness.

The approach of staff when addressing instances of bullying should always take account of the child or young person's context and past experiences, additional support needs and the behaviours exhibited by those experiencing bullying or those displaying bullying behaviour.

Families have a crucial role in supporting children and young people, and increasingly in managing the bullying behaviour associated with social media used outwith school, as well as supporting schools around mobile phone use within school.

Children's rights

It is every child's right not to be bullied. Children's rights are unique in that many of them, although designed for the safety and protection of children, have to be provided for by adults and the government.

Although children and young people are covered under the Human Rights Act 1998, their rights are more clearly specified under the UN Convention on the Rights of the Child (UNCRC).

Although neither specifically mentions bullying, bullying behaviour does breach a number of the articles in both. Alongside this, both outline the responsibilities of adults to protect and safeguard children and young people from bullying behaviour.

Prejudice based bullying

"Prejudice-based bullying is when bullying behaviour is motivated by prejudice based on an individual's actual or perceived identity; it can be based on characteristics unique to a child or young person's identity or circumstance." (source: [Scottish Government -Respect for All](#))

In order to respond effectively to incidents as they arise, we must also address the root cause of prejudice.

The Equality Act redresses/protects against prejudice by making it unlawful to discriminate against people with the following "protected characteristics":

- Age
- Disability
- Gender reassignment
- Pregnancy and maternity
- Marriage and civil partnership
- Race
- Sex
- Religion or belief
- Sexual orientation

Whilst material deprivation, in line with Fairer Scotland Duty (2021), is not a protected characteristic at time of writing, we need to mitigate against the stigmatising effect of living in chronic or acute material poverty and/or deprivation.

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Directorate Responsibilities

An officer of the Directorate leadership team is identified as the lead officer for the anti-bullying policy. This person has responsibility for ensuring that the intentions of the policy are realised and for providing relevant information as required to the Directorate and Fife Council.
The effectiveness of this policy is monitored and reviewed at the individual establishment/Service level, using high-quality information derived from incident recording.
Action taken to shape future policy, and to provide support and challenge to all establishments and services, is evidence-based and informed by effective monitoring.
Support is provided across the Directorate by co-ordinating training opportunities, liaising with relevant partner agencies and promoting and sharing successful practices.
Through the quality improvement process, a school's Education Manager, in collaboration with the school, will review the school's anti-bullying policy, its implementation and the information derived from the information recording system (SEEMiS bullying and equalities module).

To ensure the delivery of effective anti-bullying policies across all establishments, there will be a commitment to reviewing practice in this area annually, using good quality information concerning the occurrence of bullying, the measures put in place to deal with it and the outcomes achieved. This process will include gathering information and feedback concerning responses to bullying incidents from children who have been bullied and their parents or carers regarding how the incident was responded to.

Establishment responsibilities

The Child Protection Coordinator (CPC) is responsible for ensuring that the school anti-bullying policy is up-to-date (reviewed on 2-year cycle) and for ensuring that anti-bullying training provided by the Directorate is undertaken by school staff.
The CPC is to ensure that an anti-bullying policy is developed, implemented, maintained and communicated effectively (e.g. easily accessible on school website)
Out of School clubs develop policies which align effectively with school policies and ensure the effective exchange of relevant information.
The policy is embedded, and reviewed, in School Improvement Plans, linked with targets for school ethos, and will articulate with the curriculum through the school's Personal and Social Development/Health & Wellbeing programme.
In all establishments and services, the policy's development and regular review will result from a genuine partnership between staff, children and parents/carers. Critically this process will include considering child and parent/carer feedback, both planned and unsolicited, and consultation with the wider community and partners.
Bullying incidents are recorded and monitored using the Bullying and Equalities module in SEEMiS, in line with the guidance issued by the Directorate and the Scottish Government.
The Anti-bullying Power-Bi Report (updated monthly) is analysed and discussed at a strategic level, with appropriate strategies and interventions identified to address emerging trends.
Appropriate training/awareness raising of the latest practice in anti-bullying approaches is made available to staff, children, parents and carers. Where necessary support is sought from the Directorate to ensure this requirement is met.
On an annual basis, the anti-bullying policy and practice is included in at least one professional development session.
Talking to learners often about bullying approaches.

Individual Staff Responsibilities

Individual Fife Council staff should ensure that they:

are fully conversant with the establishment or service's anti-bullying policy and contribute to its review and development as required.
fully understand and follow procedures for recording, managing and monitoring bullying incidents and supporting and managing children who have been bullied or been bullied.
share relevant information concerning individual children and incidents of bullying with the child's Named Person or other professionals, as required, to ensure children's safety.
include self-evaluation of this aspect of their practice, as part of the wider care and welfare agenda, within their regular review of continuing professional development.

Children and Young People Responsibilities

Report to an appropriate member of staff if they experience behaviour that makes them feel unsafe or disempowered.
Accept support from staff to resolve any bullying concerns.
Be pro-active school citizens, by engaging in activities which support and promote equality, diversity and inclusion. This might include participating in Mentors in Violence Prevention (MVP), for example.
Exercise being safe and responsible when connecting with others in an online context.
Be positive role models for their peers, by showing others that discrimination of any kind is not okay and being pro-active in reporting any behaviours witnessed.

Family Responsibilities

Ensure, support and promote their child's health and wellbeing.
Encourage and monitor safe and responsible online behaviour.
Talk to an appropriate member of school staff if their child needs help/ if a bullying concern arises.
Be familiar with school policy related to Anti-bullying, Equalities and use of Mobile Devices.
Work in partnership with school staff to resolve bullying concerns and contribute towards an ethos of tolerance and non-discrimination.
Talk to their child(ren) about the importance of valuing people as individuals who make up our diverse society.

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Antibullying Flowchart - Primary Sector

REPORT

Rigour in reporting, providing feedback and data analysis.

SUPPORT

Agree supports/ steps to address with young person + parent/carer.

CHALLENGE

Visible and determined effort to reduce and resolve bullying.

Stage 1 Strategies

Always consider how to give the learner experiencing bullying back a sense of control based on their view.

Consider using the following:

1) "Respect Me" guide to help with learner. Help the learner to suggest some realistic options that they can try to address the behaviour, and support them to do so (blogging, writing, listening in confidence, referring to leaflets, universal strategies).

2) Restorative conversation led by class teacher.

3) Restorative conversation led by SLT.

Learner(s)/Parent/Carer report an incident directly to guidance or through website

Learner(s) report an incident to staff/staff witness incident.
Staff adhere to **Report, Support, Challenge Protocol**

Acknowledge referral/report.

Does young person experiencing bullying have protected characteristic? — Yes → Complete C+W (incident motivated by prejudice). Complete chronology.

No

Meet learner to investigate and note background, frequency and timing of the behaviours that are causing concern. USE 5 GIRFEC QUESTIONS.

Further action required? — No →
1) Create entry in Bullying and Equalities Module.
2) Mark as Unfounded.
3) Ensure that parent/carer of learner is aware of concern and result of investigation.

Yes

1) Create an entry in the Bullying and Equalities Module and update person displaying bullying's Named Person.
2) Consider and select Stage 1 strategies to implement.
3) Record strategies in SEEMiS Bullying and Equalities Module. Mark as being addressed.

Stage 2 Strategies

Targeted interventions whilst considering how to give the learner back a sense of control.

1) Combination of stage 1 strategies/utilise strategies not used already.

2) Involvement of parents/carers - meeting, request support at home.

3) Change of provision.

Check-in frequency should reflect need.

Two week review (maximum) — Further incidents →
1) Update Bullying and Equalities Module to record check-in with learner and any new information.
2) Consider and select stage two strategies to use.
3) Consider stage 3 strategies if not resolved.

No further incidents

Update Bullying and Equalities Module to record check-in with learner.
Mark as resolved.
Courtesy call home to update/advise.
One final check-in.

No further incidents

Stage 3 Strategies

Consider Educational Psychology/ Education Manager involvement.

Consider multiagency planning meeting.

Respect Me - National Definition of Bullying.

Bullying is both behaviour and impact; what someone does and the impact it has on the other person's capacity to feel in control of themselves. We call this their sense of 'agency'.

age   disability   gender reassignment   marriage & civil partnership   pregnancy & maternity   race   religion or belief   sex   sexual orientation

POVERTY POVERTY

Appendix 2: Anti-bullying flowchart – Secondary Sector.

Antibullying Flowchart - Guidance Team

REPORT
Rigour in reporting, providing feedback and data analysis.

SUPPORT
Agree supports/ steps to address with young person + parent/carer.

CHALLENGE
Visible and determined effort to reduce and resolve bullying.

Learner(s)/Parent/Carer report an incident directly to guidance or through website

Learner(s) report an incident to staff/staff witness incident.
Staff adhere to Report, Support, Challenge Protocol

Acknowledge referral/report.

Does young person experiencing bullying have protected characteristic?

Yes → Complete C+W (incident motivted by prejudice). Complete chronology.

No →

Meet learner to investigate and note background, frequency and timing of the behaviours that are causing concern.
USE 5 GIRFEC QUESTIONS.

Further action required?

No → 1) Create entry in Bullying and Equalities Module.
2) Mark as Unfounded.
3) Ensure that parent/carer of learner is aware of concern and result of investigation.

Yes →

1) Create an entry in the Bullying and Equalities Module and update person displaying bullying's Named Person.
2) Consider and select Stage 1 strategies to implement.
3) Record strategies in SEEMiS Bullying and Equalities Module. Mark as being addressed.

Check-in frequency should reflect need.

Two week review (maximum)

Further incidents → 1) Update Bullying and Equalities Module to record check-in with learner and any new information.
2) Consider and select stage two strategies to use.
3) Consider DHT involvement.
4) Consider stage 3 strategies if not resolved.

No further incidents →

Update Bullying and Equalities Module to record check-in with learner.
Mark as resolved.
Courtesy call home to update/advise.
One final check-in.

No further incidents →

Stage 1 Strategies

Always consider how to give the learner experiencing bullying back a sense of control based on their view.

Consider using the following:

1) "Respect Me" guide to help with learner. Help the learner to suggest some realistic options that they can try to address the behaviour, and support them to do so (blogging, writing, listening in confidence, referring to leaflets, universal strategies).

2) MVP mentoring.

3) MVP or guidance teacher led restorative meeting.

4) MVP/Guidance input with person displaying bullying behaviour (Respect Me resources can be utilised).

Stage 2 Strategies

Targeted interventions whilst considering how to give the learner back a sense of control.

1) Combination of stage 1 strategies/utilise strategies not used already.

2) Involvement of parents/carers - meeting, request support at home.

3) Change of provision.

4) Depute intervention (What does this look like in your setting?)

Stage 3 Strategies

Consider Educational Psychology/ Education Manager involvement.

Consider multiagency planning meeting.

Respect Me - National Definition of Bullying.
Bullying is both behaviour and impact; what someone does and the impact it has on the other person's capacity to feel in control of themselves. We call this their sense of 'agency'.

age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion or belief, sex, sexual orientation

POVERTY

Appendix 3: Process for reviewing current school policy and current practice.

Form a working group.

Setting up a Policy Review Working Group is ideal for taking this forward. This group should represent those who will be expected to implement the policy and those who will be recipients of it.

The group should be as diverse as possible and ideally include the following:

- An influential person to lead the policy review process – this is likely to be a teacher, headteacher or a senior staff member.
- Other staff who will be involved in its implementation.
- At least one parent/carer – and link this process to your Parent/Carer Council if you are based in a school.
- Any relevant school partner, e.g. Community Police, Educational Psychology, Community Wardens etc.
- Children and young people – or find an effective method of gathering pupil or service users' voices through consultations, such as questionnaires.
- A member of the wider school/service community, e.g. pupil support assistant, support workers, police liaison officer, catering or janitorial staff.

Agree on a plan for the way forward at the group's initial meeting. Set meeting dates/key milestones and allow enough time for meaningful consultation with staff, parents, children, and young people. Consider timescales for the new policy to be in place and map out how you will realistically achieve this.

Consider assigning roles to group members to take individual responsibility for drafting a section. The group leader can co-ordinate and edit inputs into an overall draft.

Whether there is an existing policy or the group produces one for the first time, they should familiarise themselves with Respect for All and their Local Authority guidance. These provide the framework within which a school/service policy should sit.

Self-evaluation

To help assess performance in this area, there is a Self-Evaluation Template in Appendix 5. **Use this tool as an internal working document to critically evaluate how good you are at preventing and responding to bullying behaviour and what needs to change**.

Prejudice-based bullying

In line with [Respect for All](), all schools and services must make a clear statement about prejudice-based bullying and mention each of the protected characteristics contained within the Equality Act 2010. Schools and services that list these help to create an environment where prejudice can be challenged. This also gives adults, children, and young people a clear commitment to respecting safety and promoting inclusion.

Online bullying

The Working Group should ensure that online bullying is taken as seriously as any other form. This should be explicit and woven throughout the anti-bullying policy, rather than a separate section.

It is essential that the working group is aware of the above core messages at this stage of the process and ensures they remain on the agenda at every single stage throughout the process.

Consultation

Consulting with the people involved in implementing and receiving the policy is crucial to its success. Not only does this allow for the critical review of any existing policy, and whether it has achieved its aims, but it also allows for fresh input into the new policy.

Consultation should be extended to:
- The wider school or service community.
- Children and young people.
- Parents and carers.

Be as inclusive and innovative as possible to attract a wide range of views. You can conduct the consultation in several ways, such as questionnaires; focus group discussions; Q&A sessions or suggestion boxes. Sample questionnaires are attached in Appendix 6.

Consider how you are going to manage the responses from your consultation. Feeding back to those you have consulted with is imperative to demonstrate that you have listened and have meaningfully considered their input. The suggestions incorporated as a result of the consultation should be seen and, ideally, acknowledged within the policy. Involving children and young people is the most successful way to address bullying and to create a positive school ethos and culture where respectful relationships are the norm. Children and young people have a right to be included and consulted. Again, you can gather their views through focus groups, surveys, and classroom or group exercises. The results will provide local intelligence about the nature and extent of bullying as they perceive it.

Bullying violates Children's Rights – see the UNCRC for further information: www.unicef.org.uk – and Children's Rights are embedded within Scottish legislation with the Children and Young People (Scotland) Act 2014: http://www.gov.scot/Topics/People/Young-People/legislation

Involving families

Parents and carers can be critical partners in supporting how bullying is prevented and responded to. A key stakeholder group is parents and carers, who have a right to be included and consulted. In relation to schools, the principles of involving parents and carers are set out in the Scottish Schools (Parental Involvement) Act 2006. The working group should review the current practice, involving parents and carers in developing the anti-bullying policy. The group should also consider good practice around how, when and if parents and carers are informed about bullying incidents and use the principles of children's rights to guide this discussion.

Parents and carers should be able to access school policies with ease.

Appendix 4: Checklist- principles for writing school/establishment anti-bullying policy.

Writing your policy	Yes/No
Included a statement which lays out the organisational stance on bullying, the scope of the policy and links to school vision and values.	
Included a clear commitment to promoting and role-modelling positive relationships and positive behaviour.	
Signposted Respect for All and local authority policy.	
Included a clear commitment to challenging all types of prejudice-based bullying and language.	
All of the protected characteristics from the Equality Act 2010 are listed.	
Listed the range of strategies that will be used to prevent and respond to bullying (see flowchart – appendix1 for primary/ appendix 2 for secondary).	
Referenced the nationally agreed definition of bullying as set out in Respect for All	
Outlined the recording and monitoring strategies used for management purposes (SEEMiS bullying and equalities module).	
Included a clear statement that bullying is a breach of Children's Rights.	
Evidenced your consultation responses throughout.	
Set a date for review.	
Considered training needs (e.g. Guidance teachers Respect Me trained).	
Developed expectations, codes of behaviour, and responsibilities for all staff/volunteers, children, and young people.	
Provided clear instruction on how and who to contact should a young person, parent/ carer have a bullying concern.	
Agreed and produced a final draft.	
Set a date for the launch.	
Incorporated any final feedback from the consultation.	
Implementation and review	**Yes/No**
Involved children and young people.	
Included parental/carer involvement.	
Communication plan in place, including upload to visible area of school website.	
Additional notes:	

Self-evaluation of Anti-bullying Policy and Practice.	Date:	Yes/No
Set up a Policy Review Working Group.		
Agreed on a timescale for policy completion and set out key milestones.		
Referred people to Respect for All.		
Assigned roles/tasks to members of the Policy Review Working Group.		
Completed the Self-Evaluation template.		
Discussed the inclusion of prejudice-based bullying.		
Self-evaluation findings discussed.		
Engaged and consulted with local/community stakeholders.		
Used the sample questionnaires.		
Communicated feedback to ALL those who took part on how their views have shaped and influenced the policy.		
Involved and meaningfully consulted with the wider school/service community.		
Involved and meaningfully consulted with children and young people.		
Involved and meaningfully consulted with parents and carers.		

Appendix 5: Self-evaluation of school policy & practice.

Policy			
Activity	**Critical Reflection notes**	**Actions required**	**Timescale**
Does the school have a current anti-bullying policy reflecting Fife Council Education and Children's Services guidance and Respect for All?			
How well were staff, pupils, parents and other relevant stakeholders involved in the policy development?			
To what extent does the whole-school community own the policy's vision, aims and values? How well has it been communicated and implemented?			
If there is no current policy, what is the plan and timescale for remedying this?			
Whole-school staff training/involvement			
Activity	**Critical Reflection notes**	**Actions required**	**Timescale**
How well do all staff know and understand GIRFEC, the wellbeing indicators, the UNCRC and Respect for All?			
How well do we ensure that all staff undertake regular professional learning around anti-bullying policy and practice?			
Parental/family engagement			
Activity	**Critical Reflection notes**	**Actions required**	**Timescale**
How well do we support families in developing skills which lead to positive relationships, better learning and better behaviour?			

Activity	Critical Reflection notes	Actions required	Timescale
How well do we enable parents, carers and families to contribute to the life of the school/group and be involved in anti-bullying policy and practice?			
How do we ensure that relationships with parents, carers and families, the local community and partners are characterised by trust and respect?			

Recording, monitoring, continuous improvement & learning			
Activity	**Critical Reflection notes**	**Actions required**	**Timescale**
How effective are recording and monitoring processes where there are bullying concerns?			
How well do we know if the steps we have taken to prevent and respond to bullying have improved outcomes for children?			
What is our process for seeking feedback on the effectiveness of anti-bullying work undertaken and ensuring that valuable learning from it is incorporated into future policy?			
Do we have examples of good practice worth sharing more widely?			

Response, support & pupil voice			
Activity	**Critical Reflection notes**	**Actions required**	**Timescale**
How clear are children and young people about how they can report bullying and what level of support they can expect?			
How well do we support children and young people to recover their sense of agency and make decisions about their wellbeing after a bullying experience?			
How well do staff know learners as individuals?			

Appendix 6: School transport

Parents and carers are ultimately responsible for the behaviour of their child(ren) when travelling on school transport. Fife Council has a duty to ensure all children/young people travel in reasonable safety and comfort.

The Scottish Government School Transport Guidance (2021) specifies duties for local authorities and parents/carers.

Parents and school staff have a key role in encouraging pupils to behave responsibly whilst on school transport.
Parents remain responsible for their child's journey to and from school or, where the authority is providing school transport (either through a dedicated service or local bus service), between home and the designated pick-up/drop-off point.
There is no statutory requirement for local authorities to provide supervisors on school transport under the 1980 Act.

Extract: Scottish Government School Transport Guidance (2021)

Strategies for promoting responsible behaviour on school busses
Schools may wish to develop a Code of Conduct for pupils travelling on school transport to support efforts to improve behaviour in conjunction with pupils and parents/carers.
Seating plans and giving older pupils responsibilities for supervising their peers may be considered.
While the supervision of pupils is unnecessary on many journeys, it may be desirable in some circumstances where it could address issues such as inappropriate behaviour or bullying.
Supervision, as a temporary measure, can be exercised by arranging for a teacher or parent to travel on the bus or by employing an individual to accompany the pupils.

Withdrawal of Transport
Fife Council may withdraw its provision of travel assistance or employ other sanctions, as it considers appropriate, in the case of any child/young person whose behaviour during the journey to or from school is not of an acceptable standard. In addition, schools can employ a number of sanctions ranging from detention to exclusion in order to deal with persistent misbehaviour on school transport.
School buses fitted with CCTV can be allocated to specific routes and footage can be used to assist investigations. Operators may charge parents/carers for any repair costs in the event of vandalism. Where a criminal act is suspected the police will be notified.
Where transport is withdrawn from a child/young person, the arrangement and cost of transport may fall to the parent/carer and it may remain the duty of the parent/carer to ensure their child continues to attend school.

Appendix 7: Fife Recommended Approaches

Mentors in Violence Prevention (MVP)

Mentors in Violence Prevention (MVP) is the Fife recommended approach to addressing bullying behaviours.

Mentors in Violence Prevention (MVP) is a peer mentoring leadership programme for young people. It gives young people the chance to explore and challenge the attitudes, beliefs and cultural norms that underpin gender-based violence.

It addresses a range of behaviours including sexting, controlling behaviour, sexual harassment and consent, and uses a 'bystander' approach where individuals are not looked on as potential victims or perpetrators but as empowered and active bystanders, with the ability to support and challenge their peers in a safe way. A strong emphasis has been placed on building healthy, respectful relationships both in the school and in the community.

Mentors in Violence Prevention was introduced to Scotland in 2012 and has its origins in America (Katz, J. 1999). By 2021 all 32 local authorities have engaged with the programme with 30 now actively delivering it in their secondary schools.

A focus on an MVP approach can have a significant positive impact on a school community, particularly around building sustained positive relationships. A belief that bystanders can make a difference benefits pupils and staff to have greater awareness of the detrimental effects of bullying behaviour and to take positive action in tackling all forms of discrimination.

Respect Me

Respect Me is Scotland's Anti-bullying Charity.

Respect Me defines bullying as:

both behaviour and impact; what someone does and the impact it has on the other person's capacity to feel in control of themselves. We call this their sense of 'agency'. Bullying takes place in the context of relationships. It is behaviour that can make people feel hurt, threatened, frightened and left out and it can happen face to face and online. Difference should be celebrated and not discriminated against.

As well as promoting approaches to address bullying behaviour Respect Me offers training for establishments and parents/carers.

respectme Online Learning Modulesrespectme

Respect Me also provides excellent resources for their annual Anti-Bullying Week (usually mid-November), with each new campaign being co-designed by children and young people. Getting your school community involved in Anti-Bullying Week can provide a useful focus to refresh policy, raise awareness and support the whole school community to demonstrate a commitment to respectful and inclusive relationship based on Children's Rights.

Make School Approaches to Bullying Visible

Approaches to bullying prevention do not sit in isolation and should include curriculum, whole school and targeted approaches. Engendering a sense of community will ensure that addressing bullying is seen as a shared responsibility. Anti-bullying policies should be visible and accessible to families, with clear steps on how to contact the right person at school, should a concern about bullying arise. Through well designed PSE programmes (though not exclusively) schools can support pupils to understand bullying, feel more confident about discussing this and create a culture of sage reporting. Learning about bullying should be a progressive and empowering experience for pupils. School systems for children and young people should be straightforward, easily accessible and discrete.

Schools should systematically review the effectiveness of school-based interventions to bullying behaviours. It is also important to share key messages regularly on how school approaches are having a positive impact on reducing concerns. This should not focus on individual cases, due to confidentiality, but rather data trends, snapshots of 'you said', 'we did' and 'this is the impact' for example.

Useful Links

Respect for All - The National Approach to Anti-Bullying for Scotland's Children and Young People | Self-evaluation | National Improvement Hub (education.gov.scot)

Approaches to recording and monitoring incidents of bullying in schools (education.gov.scot)

respectme | Scotland's anti-bullying servicerespectme

Anti-Bullying Alliance

CEOP Education (thinkuknow.co.uk)

Mentors in Violence Prevention (MVP) - An overview | Practice exemplars | National Improvement Hub (education.gov.scot)

Mentors in Violence Prevention in Scottish Schools (glowscotland.org.uk)

Experiencing bullying behaviour | Social and emotional factors | Specific support needs | Additional support | Parent Zone (education.gov.scot)

Bullying-a-guide-for-parents-and-carers-2016.pdf (respectme.org.uk)

A summary of anti-bullying resources | Learning resources | National Improvement Hub (education.gov.scot)

Appendix 8: Sample questionnaires

Wider school – teaching staff and school community

Have you seen bullying between children and young people?
What kinds of bullying have you seen?
Do you notice bullying behaviour, attitudes or language that is discriminatory, for example, racist, sexist, homophobic, disablist or about faith or religion?
What is your understanding of the school/establishment's procedures about bullying?
Are you clear about what is expected of you?
What do you do when you see or hear bullying behaviour?
What action do you take when someone tells you they are being bullied?
What do you think should be included in the school policy?
What additional support or training do you need to address bullying behaviour?
How do you think bullying can be prevented?
What can you do to role model respectful relationships?

Children and young people
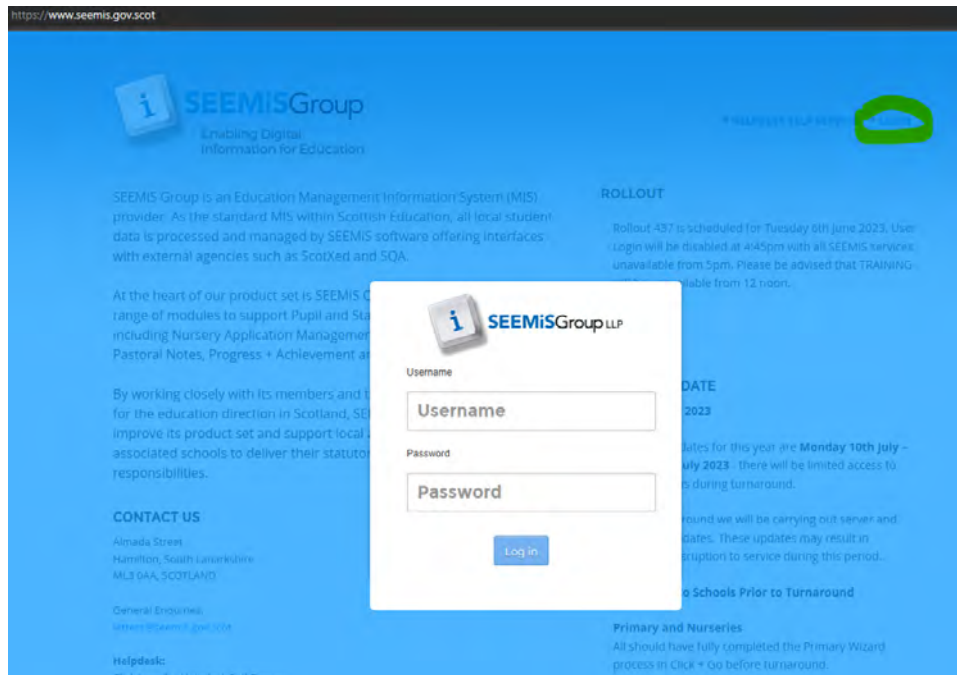
What kind of bullying behaviour have you seen or been involved in?
Do you notice bullying behaviour or language that is racist, sexist, homophobic, disablist or about someone's faith or religion? For example, have you seen or heard people making fun of someone, leaving them out because they are Muslim or Jewish or Catholic, or calling someone names using language that puts down gay people or girls and women?
What should someone who is being bullied do?
What should the school do about bullying behaviour?
What should the school do with people who are bullying others?
What do you think should happen about bullying outside of school?
What do you think parents and carers can do to help bullying situations?
What can you do to role model respectful relationships?

Families

Have you witnessed any kind of bullying?
What would you do if your child was being bullied?
Do you know who to contact if you have concerns?
Do you understand the steps the school/organisation would take to support the bullied person?
Do you understand the steps the school/organisation would take to deal with the person/people involved in the bullying?
What should be included in a school anti-bullying policy that would help everyone in school feel supported?
How do you think bullying can be prevented?
What do you think should happen about bullying outside of school?
What can parents and carers do to help resolve bullying situations?
What can you do to role model respectful relationships?

Appendix 9: SEEMiS Bullying and Equalities Manual

Manual and SEEMiS help sheets available on SEEMiS website.

See next page for manual.

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Bullying & Equalities

This Technical Guidance should be read in conjunction with the 'Supplementary Guidance on Recording and Monitoring of Bullying Incidents in Schools'

https://beta.gov.scot/publications/supplementary-guidance-recording-monitoring-bullying-incidents-schools/

The Bullying & Equalities module is used to enter and maintain details of any incidents reported to the school.

The nature of the incident along with motivations and actions taken can also be recorded

Manual

Revision History

Version	Date	Comments	Name
V1	08/08/2011	Initial Release	
V1.1	04/11/2014	Name Change to B&E from ADM	R Downie
V1.2	06/10/2017	Revised layout to match current house style	R Downie
V1.3	10/07/2018	Changes as per PF00047	N Faccenda
V1.4	16/07/2018	Reviewed and aligned with agreed approach	P McCurrach
V1.5	01/08/2018	Further review of document	L Park
V1.6	09/08/2018	Updated for SG guidance	R Downie
V1.7	13/08/18	Reviewed for release to SG guidance	P McCurrach
V1.8	13/08/18	First amendment from SG	P McCurrach
V1.9	16/08/18	Updated to include SG guidance	C Naismith
V2	20/08/2018	Published	R Downie
V2.1	30/08/2018	Amendments to Alleged Incident	R Downie
V2.2	22/12/2021	Update to new format	P Ireland
V2.3	07/06/2022	Changes as per DVO-736 for Rollout 433	P Ireland
V2.4	23/06/2022	Update to FAQs	P Ireland
V2.5	27/02/2023	Review of content and removed reference to Pastoral Notes menu following retirement	N MacCuish
V3	27/02/2023	Published	N MacCuish

Bullying & Equalities

Maintain Incident

The purpose of the Bullying & Equalities menu within the Click+Go application is to enter and maintain details of any alleged incidents that are reported to the school. The nature of the incident and motivations are recorded along with actions taken.

> Bullying behaviour may be a result of prejudice that relates to perceived or actual differences. This can lead to behaviour and language that manifests as racism, sexism, homophobia, biphobia or transphobia or prejudice and discrimination towards disability or faith. It can also be based on characteristics unique to a child or young person's identity or circumstance. There is therefore a need to address the root cause of prejudice as well as respond to incidents as they arise.

- Application
- Management
- Bullying & Equalities
- Maintain Incident

To enter a new incident, complete the on-screen form or edit/update an existing incident using the magnifying glass icon at the top left-hand side of the screen. All fields outlined in red are mandatory and must be completed before the incident can be saved.

Text Fields

A blue question mark will show within the free text fields. By clicking on this symbol further information will be displayed regarding the type of information which may be required. When working in a text box, hover the mouse pointer over this symbol to display the characters available and character space left. The green bar shown at the bottom of each text box will increase in length to indicate the number of characters entered versus the number of characters available.
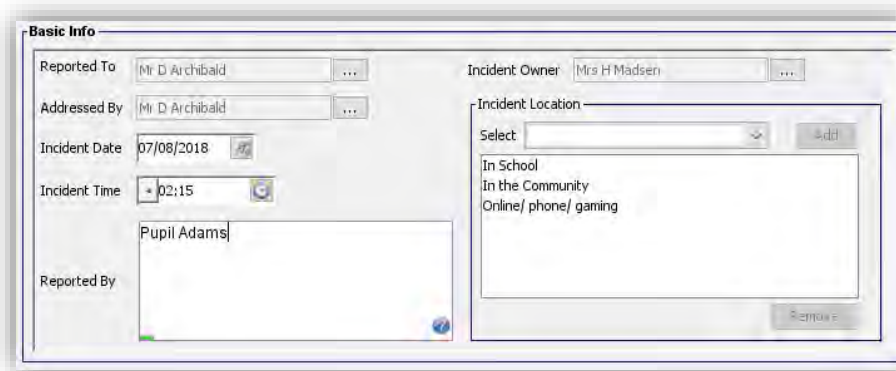
There is also an option of a spell check by right clicking the mouse when the pointer is over the text box.

Basic Info

The **Reported To** and **Addressed By** list displays all staff records held within the establishment.

The **Incident Owner** list displays all staff that have the Confidential Notes ticked within the Responsibility tab of Data Utilities | Access Control | Edit Data Settings.

Staff can be selected by clicking the ellipsis button to the right of the field.

Incident Location: Click on the drop down arrow to select a relevant **Location**, then click **Add**. Multiple items can be added if required by repeating these steps.

The Incident Location displays the following options:

Current Categories:

Changing Rooms
Corridor
In Class
In School
In the Community
Lunch Hall
Online / phone / gaming
Playground
School Grounds
School Transport
Toilets

To remove an item, click to select from the added list then click **Remove**.

Although it is not mandatory, an **Incident Date** and **Incident Time** can be entered.

Click the calendar icon to add the Incident Date.
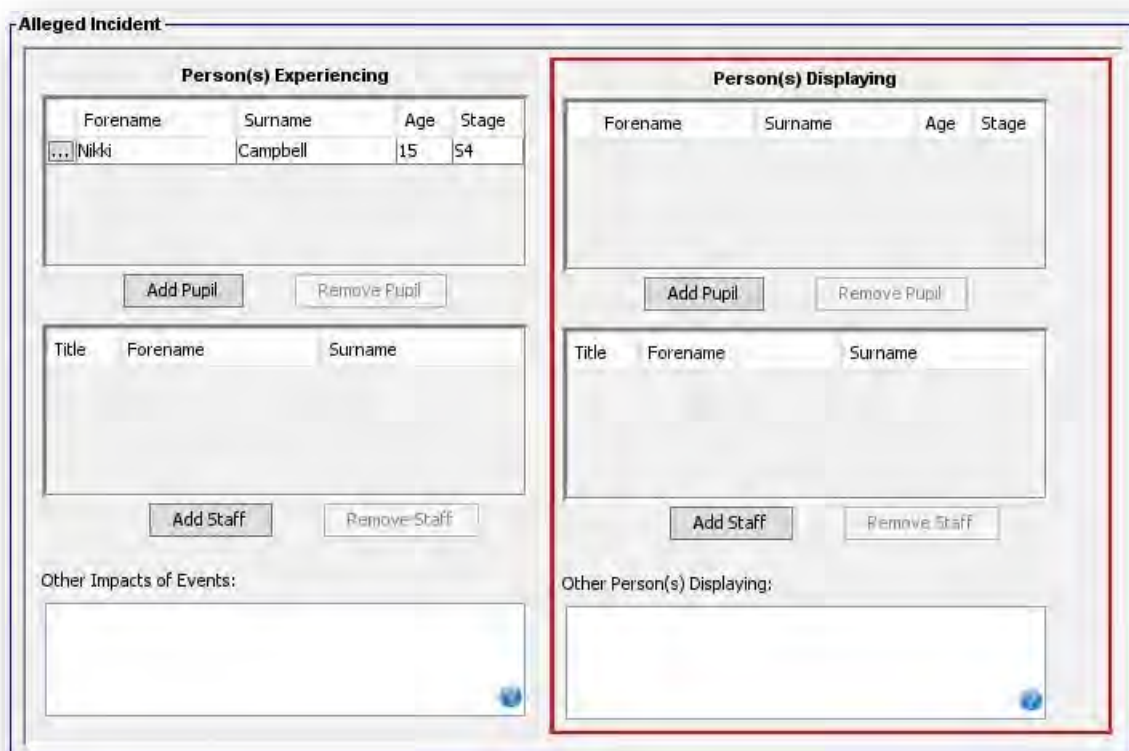
Clicking on the blue clock icon will display times at 15-minute intervals, with the option of clicking on the AM opening to change it to PM as required. If the time to be entered is not available, it is possible to enter the time manually. To delete the time, click the button on the left hand side shown with a dot.

The **Reported By** field is a mandatory text field.

Alleged Incident

Alleged Incidents are recorded within two sections, Person(s) Experiencing, and Person(s) Displaying. Within each section, shown by the red borders, at least one of the fields requires to be completed, Pupil.[1] Multiple pupils can be added if required by holding the Ctrl key.

An ellipsis button is shown to the left of the pupils that have been added. This will display a preview of any previously saved incidents.

Note [1] – while staff and other can be selected, the guidance recommends that the application is only used to record pupil incidents.
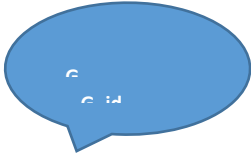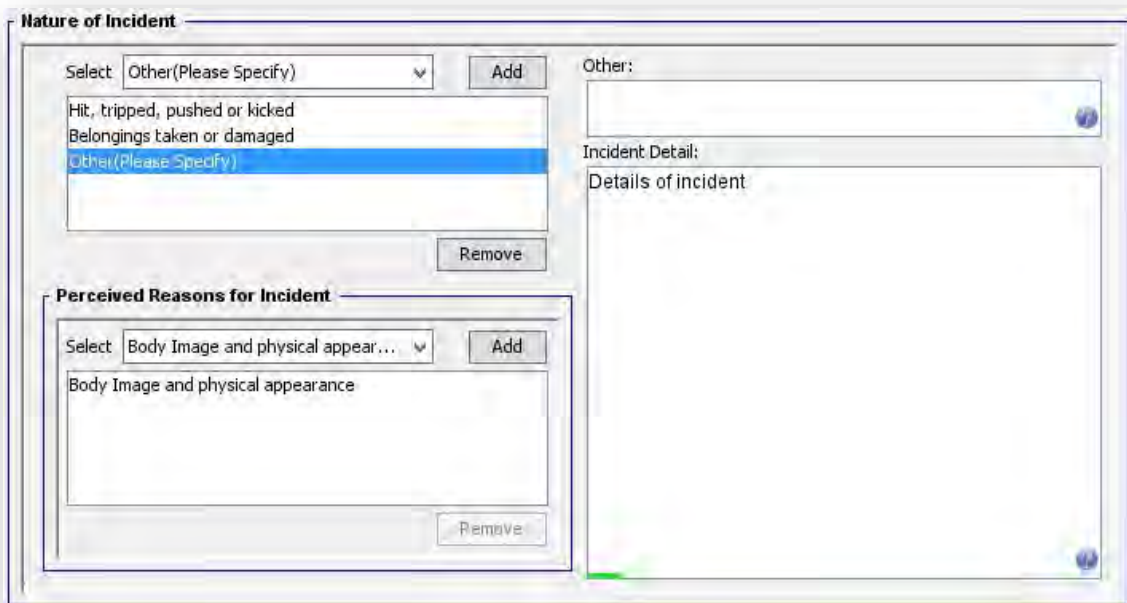
Recording and monitoring of bullying incidents is essential and can provide valuable information on the scope and scale of the issue in order to guide improvements in policy and practice and inform antibullying interventions. In addition, the data can help identify numeric trends, specific issues around equality and diversity and other relevant data/patterns which may help schools and local authorities to address bullying incidents efficiently.

Nature of Incident

Click the **Select** drop down arrow to add the Nature of Incident, select the relevant item then click **Add**. Multiple items can be added if required.

To remove an item, click to select from the added list then click **Remove**.

If 'Other' is selected from the list and added to the incident, an additional 'Other' text box will be displayed to enable details of the 'Other' incident to be recorded.

Nature of Incident – Select Category
Name calling, teased, put down or threatened
Hit, tripped, pushed or kicked
Belongings taken or damaged
Being ignored
Spreading rumours
Abusive messages online/phone/gaming/social media
Targeted because who of they are/perceived to be
Racism or Racist Incident
Gender Based Violence
Other: please specify

Perceived Reason(s) fdncident

Click the drop-down arrow to add the Perceived Reason(s) for Incident, select the relevant item then click **Add**. Multiple items can be added if required.

To remove an item, click to select from the added list then click **Remove**.

Category
Actual or perceived Sexual orientation (e.g. homophobic, bi-phobic)
Additional support needs
Asylum seekers or refugee status
Body Image and physical appearance
Disability
Gender identity or Trans identity
Gypsy/travellers
Care Experience
Marriage/civil partnership of parents/carers or other family members
Mental health
Pregnancy and maternity
Race and racism including culture
Religion or belief
Sectarianism
Sexism and gender
Socio-economic prejudice
Young carer
Not known
Other: please specify

Government Guidance

Bullying behaviour may be a result of prejudice that relates to a perceived and actual difference. This can lead to behaviour and language that could manifest into racism, sexism, homophobia, biphobia, transphobia or prejudice and discrimination towards disability or faith. Prejudice based bullying can be based on any characteristics unique to an individual's actual or perceived identity or circumstances such as their appearance or socio-economic background.

Action Progressed
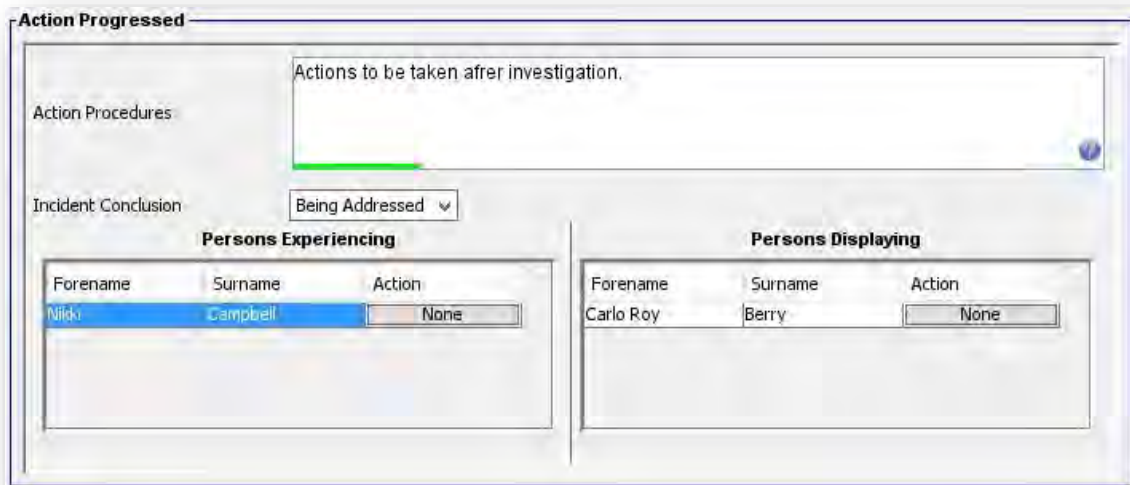
Details of the investigative process carried out, as well as the conclusion, can be entered for the incident.

It is important that the appropriate support is put in place for all children and young people involved in a bullying incident. This may be through pastoral support and could include counselling, peer support, solution-oriented approaches/restorative approaches.

1. Enter the relevant details of the action progressed in the **Action Procedures** text box
2. Select the appropriate option from the **Incident Conclusion** drop down list

When the incident has been saved, the Action Progressed area will also display the Persons Experiencing and Persons Displaying:

3. Under **Persons Experiencing** and **Persons Displaying**, an action can be added by clicking the **None** button next to the student's name
4. A Person Experiencing Actions or Person Displaying Actions box will now appear

5. Select the appropriate option from the drop down list then click **Take Action**
6. Where applicable, tick that the action has been taken

7. Click **Save**
8. Click **Close** when all actions have been added

Delete an Action

1. To delete an action, click the button under Action to view the actions assigned to the individual
2. The action(s) assigned will now be listed, click the double arrows to expand the action, this will display the delete button
3. Click **Delete** to remove the action
4. Click **Close**

Monitor/Review

The Reviewer list displays staff that have the Confidential Notes ticked within the Responsibility tab of Data Utilities > Access Control > Edit Data Settings.

There are 4 questions intended for the Person(s) Experiencing and the Person(s) Displaying. The responses available are Yes, No and N/A. To remove the selection, click the button on the left hand side shown with a dot.
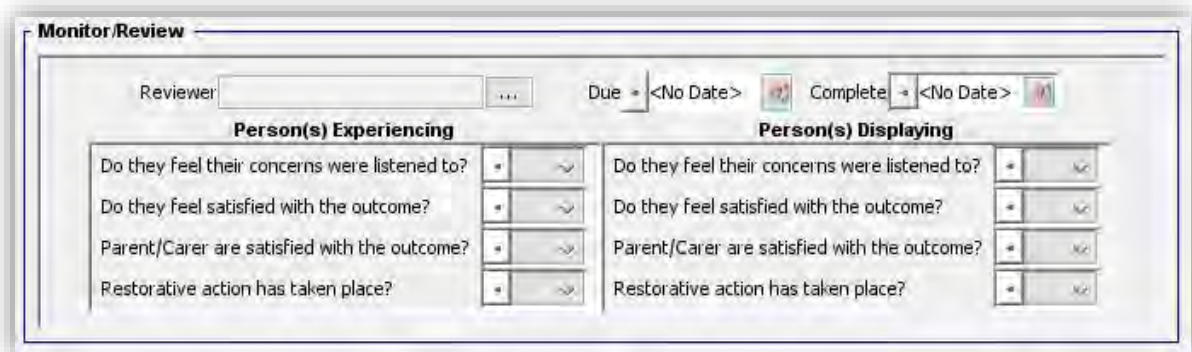
Maintain an existing Incident

This enables the user to update or amend an existing incident.

- ○ Application
- ○ Management
- ○ Bullying & Equalities
- ○ Maintain Incident

1. Click the magnifying glass at the top left of the screen
2. Filter if required by Date, ID, Staff or Pupil
3. Click New List
4. Click select to view the incident
5. Click to the right of the screen or double click the incident to close the filter screen
6. Make the necessary changes
7. Click **Save**

✍ **Note:** Any Bullying & Equalities incident information stored can be viewed in various areas

within Click+Go; Pupil Profile, Latest Pastoral Notes and Wellbeing.   Those members of staff who have access to the document management profile can only access the stored

documents.

Data monitoring locally will support the improvement of targeted support and interventions that can be applied in a focussed, responsive way, recognising the unique nuances of geography and demographics.

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It is possible to produce a
Report of Bullying & Equalities
for selected student(s). These reports are available in PDF format.

Condensed or Full Detailed
incidents entered in Click+Go

○ Application
○ Management
○ Bullying & Equalities
○ Pupil Incident Reports

1. Filter as required then click **New List**
2. Select one or more students from the list
3. Select **Condensed Repo**rt or **Full Detail Report**

Example of a Condensed Report

Example of a Detailed Report

The report can be printed using the icon at the top left of the screen; a description of the icons will be displayed by hovering the mouse pointer over them.

After previewing the report, use the **Back** button to return to the previous screen.

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This will display full details of the   incidents including People involved
in the incident that have been entered through the Maintain Incident screen with the option to print if required.

- ⊙ Application
- ⊙ Management
- ⊙ Bullying & Equalities
- ⊙ Incident Reports

1. Filter the Incidents as required e.g., by Date or by ID then click **New List**
2. Select an incident from the list

3. Select **Full Detail Report**

Example of a Full Detail Report

Full Incident Report	13:22 Wed 15/Oct/14

Incident 1.	Incident Date: 15/10/14	Owner: Mrs H Hastie	
Incident Types	Verbal - Incident Detail: [Additional Detail here related to the incident]
Characteristics	Economic Circumstances, Family circumstances
Reported To	Mr R Barlow
Reported By	Sarah Smith
Addressed By	Mr R Barlow
Incident Location	In Class
Review	Mrs Heather Hastie (review date: 31/10/14)
Conclusion	Resolved
Action Procedures	Actions taken after investigation and discussion with parents

People Involved in the Incident				
	Name	DoB	Stage	Actions Taken
Person Experiencing	Emma Boyd	10/10/02	S1	Letter
Person Displaying	Graeme Coyle	02/03/02	S1	Exclusion, Interview, Parental Involvement
Person Displaying	Kieran Gallagher	22/12/02	S1	Interview, Letter
Person Displaying	Scott Keenan	26/05/02	S1	Exclusion, Interview, Letter

Staff Incident Reports

Staff reports can be produced for staff responsible for an incident or staff involved in an incident, use the
tabs at the top of the screen to select the relevant option. These reports can then be produced in condensed
or full detailed report format. If required, there is an option to print at the top left of the preview screen.

- ⊙ Application
- ⊙ Management
- ⊙ Bullying and Equalities
- ⊙ Staff Incident Reports

3. Select **Condensed Repo**rt or **Full Detail Report**

Example of a Condensed Report

Example of a Detailed Report

Incident 4.	Incident Date: 30/11/15	Owner: Mr E Campbell
Incident Types	Verbal, Physical - Incident Detail: [Calling victim names and hitting him.]	
Characteristics	Homophobia / Sexual Orientation. Body Image	
Reported To	Mr E Campbell	
Reported By	Concerned parent that saw the incident whilst she was walking her daughter into the school. She did speak to the boys but they then were very rude to her and told her to mind her own business, and then proceeded to continue to bully the child, and laugh!	
Addressed By	Mr E Campbell	
Incident Location	Outside of the science building near the bicycle shed	
Review	Mr Malorie Tower	
Conclusion		
Action Procedures		

People Involved in the Incident

	Name	DoB	Stage	Actions Taken
Person Experiencing	Sean McWee	01/06/01	S3	Interview, Letter, Parental Involvement, Peer Support
Person Displaying	Carlo Berry	11/11/00	S3	Parental Involvement
Person Displaying	Connor Duncan	12/02/02	S3	Letter
Person Displaying	Ryan Grubb	19/01/01	S3	Establishment Discipline Procedures
Person Displaying	Sean Toner	24/09/01	S3	Agency Involvement, Counselling, Establishment Discipline Procedures, Exclusion, Interview, Involve other agency, Letter, Other Information, Parental Involvement, Record serious incident, Referred, Remove from register

Click the **Back** button to close the preview and return to the previous screen.

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Q1 - Is there a way for Bullying &   Equalities information to pull
through to Latest Pastoral Notes?

A - When an incident has been saved, a Pastoral Note will automatically be created against the person(s) experiencing and person(s) displaying. It will not show full details of the incident as staff members who can access Latest Pastoral Notes may not have access to Bullying & Equalities. If a note has not been created automatically, it may be that the Incident Conclusion was changed to Unfounded before it was saved, in this case a note would not be created.

Q2 – Is it possible to delete an incident recorded in the Bullying & Equalities area?

A - There is not a way to delete the incidents recorded - there are options to log the investigation as Not Resolved, Resolved or Unfounded. If they were recorded incorrectly, you may wish to mark these as unfounded, but they would still be recorded against the pupil.

Q3 – We are getting an error when trying to save an incident within the Maintain Incident screen. The incident does seem to save, what caused the error?

A - When an incident is saved, a document version of it is also saved in the document manager. The error is indicating that the incident will save, and will save a version of the document in the document store, but the user will not be able to view it as they do not have a document management profile assigned. A document management profile can be set up in Data Utilities > Access Control > Edit User Profiles, it can include the category 'Bullying Incident'. It can be assigned to the user through Data Utilities > Access Control > Assign User Profiles.

Fife **COUNCIL**

2 November 2023

Agenda Item No. 11

Mobile Technologies and Electronic Media Policy for Fife Educational Establishments

Report by: Shelagh McLean, Head of Education and Children's Services

Wards Affected: All

Purpose

This paper presents the revised Mobile Technologies & Electronic Media Policy for the Education & Children's Services Directorate for comment on the content, which has been developed via the Relationships and Behaviour working group and the Education Child Protection Strategic Oversight Group.

Recommendations

Members are asked to:

(1) note the work done in relation to the development of the policy;
(2) approve the content of the Mobile Technologies & Electronic Media Policy
(3) authorise officers to make such amendments to the Policy as may be necessary;
(4) agree to implementation of the approved final policy across all educational establishments; and
(5) agree to a review of this in August 2024, to ensure the policy remains current.

Resource Implications

There are no resource implications.

Legal & Risk Implications

None. The policy contained in this paper was developed as part of the scheduled cycle of review by the Education and Children's Services Directorate.

Impact Assessment

An CRWIA has not been completed and is not necessary as:

- the report does not propose a change to the existing policy, but rather seeks to update, clarify and exemplify existing practice, in line with National Guidance.

The Mobile Technologies & Electronic Communication Policy was developed in conjunction with the Education & Children's Services Relationship & Behaviour Strategy Group and the Education Child Protection Strategic Oversight Group (CP SOG). The CP SOG comprises of senior leaders from all sectors within Education. The Relationship & Behaviour Strategy Group comprises of Education and Children & Families Social Work officers and Professional Association representatives.

The elements of policy that affect young people directly (see Appendix 1) have been codesigned with the Dunfermline High School Pupil Empowerment Team, which consists of roughly 10 young people of varying ages.

The policy document has been issued to Professional Associations, Fife Headteachers, Guidance teachers and Educational Psychology, for discussion and comment, as well as for consultation with focus groups of staff. Several responses were received by the working group and amendments made to the policy were incorporated where possible.

An advisory letter regarding social media use was also issued via Secondary schools on 25th September 2023 and via Primary schools on 2nd October 2023 (see appendix 2). These have been well received by parents/carers.

1.0 Background

1.1 The Mobile Technologies & Electronic Communication Policy is reviewed on a regular basis by the Directorate. The recent review was part of that update process and was mindful of the increase in Violence and Aggression incidents. The update sought to:

- refresh and update the current policy for all educational establishments.
- bring together all elements of mobile technology guidance into one policy to make this accessible and visible to all practitioners.
- ensure that all educational staff are aware of their responsibilities and are up-to-date with current national legislation (e.g. Online Safety Bill). This will require regular updates as legislation develops, as well as a training strategy to complement the policy.
- promote upskilling and dialogue with parents/carers around safe use of their children's use of mobile technology (see Parents/Carers – advice on teaching about online safety).
- promote upskilling of children and young people in safe use of mobile technology (see page 8 and Appendix 5 within policy).
- aid strategic planning for the known and likely impacts on culture of the use of mobile technologies. (Currently Child Protection training and updates incorporate emergent threats including from mobile technologies.)

1.2 The Mobile Technologies & Electronic Communication Policy is clearly located within the Directorate's work with Educational establishments on inclusion, nurture, promoting positive relationships through restorative approach, de-escalation, self-regulation and Rights Respecting Schools.

2.0 Aims

2.1 Any Mobile Technologies & Electronic Communication Policy must take account of the current national guidance around mobile technologies (e.g. GTCS and SSSC guidelines for employee use of social media), whilst addressing the needs of the local community in which the establishment is located.

2.2 The Mobile Technologies & Electronic Communication Policy (appendix 1) is provided to support all educational establishments in developing their local policy; to understand the expectation of the Education Service with respect to use of mobile technologies.

2.3 Each education establishment will be required to use this policy to create their own policy, in conjunction with their school community, and this should be available on the website (where possible) and available when requested.

2.4 To link this policy with the Anti-Bullying Policy, which collectively should encourage staff to support children and young people to treat everyone with respect and dignity, interacting in a friendly, courteous and constructive manner in the online space.

3.0 Conclusion

3.1   If approved, the revised Mobile Technologies & Electronic Media Policy for the Education & Children's Services Directorate will be provided to support all educational establishments in the development of their local policy.

List of Appendices

1.   Fife Council Education Directorate Mobile Technologies Policy.
2.   Copy of advisory letter regarding social media use.

Background Papers

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

- A guide to the Online Safety Bill - GOV.UK (www.gov.uk)
- national-guidance-child-protection-scotland-2021-updated-2023.pdf (www.gov.scot)
- Code of Conduct (sharepoint.com)
- GTCS_guidance_engaging_online.pdf
- HR Online - CC14 Social Media Guidelines January 2023.pdf - All Documents (sharepoint.com)
- HR Online - CC13 Appropriate Use of Technology Guidelines January 2023.pdf - All Documents (sharepoint.com)

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Policy

Category: Care and Welfare

Risk Management and Legal Implications

Failure to manage risk may impact on the delivery of Service objectives and the outcomes achieved by Service users. The Education Service aims to mitigate the implications by ongoing management and review of risk in all elements of work activity.

The production of this document is one way in which we aim to reduce our exposure to risk. By providing staff with information on good practice, making reference to other guidance that is available across the Council and providing clarity on how we should do things, we can ensure that the management of risk is intrinsic to what we do.

Document Owner	Version	Date of Publication	Date of next review
Gavin Waterston	2.1	October 2023	October 2024

Officer/Committee: Gavin Waterston/Child Protection Strategic Oversight Group

Contents

Context

Fife Council Education & Children's Services Directorate recognises that new technologies are an integral and growing part of everyday life and that they make an important contribution to teaching and learning opportunities in all schools and establishments.

Fife Council Education & Children's Directorate also recognises that, in light of the rapid evolution of social networking technologies, schools require a robust policy framework so that children & young people; parents; as well as all adults working in school, are aware of the school's expectations and the rules they are required to follow when using social/electronic media.

As well as the teaching and learning opportunities, and as with any technology, there are associated risks. Children and young people; parents; and all adults working in schools, need to understand the issues and develop appropriate strategies and behaviours for keeping themselves safe (i.e. with the use of digital technologies comes responsibility).

Aims of this guidance

The purpose of this guidance is to provide Fife Council Education establishments with advice on how to develop policies that encourage safe and responsible use of personal mobile technology in school and beyond. This guidance also aims to protect staff and children & young people from harassment and abuse which can arise from the misuse of such technology.

Underpinning legislation is referenced in Appendix 1.

Definitions

Mobile Technology. Electronic equipment such as mobile phones or small computers [e.g. smart watches] that you can use in different places, and the technology connected with them.
Extract from Cambridge English Dictionary

Online communications and social media include software, applications (including those running on mobile devices), e-mail and websites, which enable users to interact, create and exchange information online.

Guiding Principles - mobile devices/electronic communication devices

For children and young people, the internet is a social space where they can meet others. Like any place where children and young people socialise, there are benefits and tangible risks. We would not expect children and young people to behave appropriately without guidance and boundaries from adults in any other context, therefore social media should be considered a space which requires careful supervision by both parents/carers and schools.

In school use of mobile devices/electronic communication.
Safe use in teaching and learning - Mobile technology is an integral part of the lives of children and young people across Fife, with many bringing their own mobile devices into school. Used responsibly, mobile devices such as phones and tablets can enhance learning and teaching, communication and social experiences and can bring a sense of security to parents as their children enjoy more independent activities, such as walking to and from school unsupervised. Such devices can also be powerful tools when utilised by teachers to enhance learning and teaching (See Appendix 5 for Pupil ICT Acceptable Use)
In order to promote digital citizenship, consideration should be given to how learning and teaching about online behaviour and relationships will be delivered. The key principles of digital citizenship that have an impact on use of mobile devices in schools include: digital etiquette (standards of conduct when using mobile devices); digital rights and responsibilities (what people can do if they feel uncomfortable with digital communication and how they can report misuse); and digital security (precautions that can be taken to ensure digital safety).
Clear protocols on reporting any device misuse should be easily accessible across the school, through the positive behaviour policy, with reporting being carefully tracked to examine any emerging trends using SEEMiS demerits. Similarly, the support available in school for staff and for children and young people who are the subject of harassment and bullying using mobile phones should be communicated clearly via school policy in a quick and easy way.
Whilst it is more challenging for schools to supervise the use of devices outside the school premises, it is key that school technology safeguarding expectations translate into wider responsible use. This can be achieved, for example, through signposting information for parents; highlighting the rights of individuals not to be filmed without permission and developing shared learning opportunities which address any community concerns arising.
Consideration should be given to situations where mobile devices may be used by children and young people with specific needs or family circumstances, for example, a young carer who is worried about the health of their parents. A clearly agreed plan should be discussed and identified which sets out when, where and the review period.
Planned and progressive opportunities to learn about online safety and responsible use of technology should be incorporated as part of the curriculum. A good starting point is: CEOP Education (thinkuknow.co.uk), and identifying regular assembly/curricular inputs.
School leaders should involve their school community in developing clear procedures for temporarily removing access to a device from a learner and returning these. While Fife Council does not take responsibility for devices brought into school, there should be a clearly stated process for any removal of device and liability (e.g. young person puts in envelope with their name on it in DHTs office and signs for condition before/after collection) – any risks should be thought through carefully.

Fife Council will not accept any responsibility for devices that are misplaced, lost, stolen or damaged.

See Appendix 7 for Sample Template – creation of Establishment Electronic Device Policy.

School Electronic Media/Mobile Phone policy should be easily accessible on school website.

Overview - mobile phones/electronic communication outwith school

Online abuse is any type of abuse that happens on the internet, facilitated through technology like computers, tablets, mobile phones and other internet-enabled devices.

It can happen anywhere online that allows digital communication, such as:

Social networks.	Text messages and messaging apps.	Email and private messaging.
Online chats.	Comments on live streaming sites.	Voice chat in games.

Children and young people can be revictimised (experience further abuse) when abusive content is recorded, uploaded or shared by others online. This can happen if the original abuse happened online or offline.

Whether abuse happens online or offline it can have a long-lasting impact on a child's overall wellbeing. Online abuse can lead to:

Anxiety.	Self-harm.
Eating disorders.	Suicidal thoughts.

Recognising online abuse

It can be easier for perpetrators to initiate, maintain and escalate abuse through digital technology because it gives them:

Easier access to children and young people through social media and digital messaging.	Anonymity – it's relatively easy to create anonymous profiles on online platforms or pretend to be another child.
Children may have a false sense of safety online which means they're more likely to talk to strangers than in the offline world.	

Children can be at risk of online abuse from people they know, as well as from strangers. Online abuse may be part of abuse that's taking place in the real world, such as bullying or an abusive relationship. Or the abuse may happen online only.

> Find out more about bullying and cyberbullying

A child who is experiencing abuse online may:

Spend much more or much less time than usual online, texting, gaming or using social media.	Be withdrawn, upset or outraged after using the internet or texting.
Be secretive about who they're talking to and what they're doing online or on their mobile phone.	Have lots of new phone numbers, texts or e-mail addresses on their mobile phone, laptop or tablet.

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Risks

EU Kids online has developed a framework of risks called the 3Cs (Content, Contact, Conduct). This outlines the risks a child may experience when they are online.

Content

Age-inappropriate content that a child may come across online could be:

Commercial – such as adverts, spam or sponsorship	Aggressive – such as violent and hateful content
Sexual – inappropriate or unwelcome sexual content	Content that promotes negative values – for example biased, racist or misleading information.

Contact

If a child is actively engaged in the online world, they may become involved in interactions that could be harmful to them. This could be:

Aggressive – for example being bullied, harassed or stalked.	Commercial – such as tracking the sites a child has looked at or harvesting their personal information.
Sexual – receiving sexualised requests from others or being groomed.	Contacts who promote negative values – for example making 'friends' who persuade a child to carry out harmful activities.

Conduct

Without meaning to, a child may behave in a way that puts them and/or others at risk. For example, they may become involved in:

Inappropriate commercial activity - illegal downloading, hacking, using the dark web or getting involved in financial scams.	Aggressive behaviour – bullying or harassing someone else.
Creating content that promotes negative values – providing misleading information to others.	Sexualised behaviour – creating or uploading indecent images.
Sharing personal details about themselves or others.	

Vulnerability factors

There's no clear set of factors that make children and young people more likely to be affected by online abuse. Different circumstances in a child's life may combine to make them more at risk. But some factors can make children and young people more vulnerable to abuse.

Age

Pre- and early teens are especially vulnerable ages for children online. From age 11-12 children start to explore and take risks online, but they haven't yet developed the skills needed to recognise danger or build resilience against things that might upset them (Munro, 2011; Livingstone and Palmer, 2012).

Children aged 9-16 are particularly vulnerable to:

Seeing online content that promotes potentially harmful behaviour, such as pro-anorexia or self-harm sites.	
Seeing sexual images/acts online.	Being bullied online.

At this age, young people may be starting to explore their sexuality too. They might find adult pornography online or start online relationships with people they don't know (Munro, 2011; Livingstone and Palmer, 2012).

Teenagers may be more vulnerable to cyberbullying than younger children (NSPCC, 2015).

> For information about adolescents' experiences of abuse see NSPCC How safe are our children? report for 2020

Gender

Boys and girls may differ in the types of risks they take online and the risks they are exposed to. EUKids Online research (Livingstone et al, 2009) found that boys are more likely to:

Look for offensive or violent pornography online, or be sent links to pornographic websites.	Meet someone offline who they have talked to online.
Give out personal information.	

The research also found that girls are more likely to:

Be upset by violent or offensive online pornographic content.	Chat online with people they don't know.
Receive unwanted sexual comments.	Be asked for personal information.

Research also suggests that girls are more likely to experience ongoing cyberbullying than boys.

Vulnerability to online grooming

Loneliness, social isolation and family problems may make young people more vulnerable to being groomed online (NSPCC and O2, 2016). Groomers may initially be attentive and sympathetic, which means a young person who is experiencing difficulties may quickly see them as a trusted source of support, especially if they are pretending to be another child.

> Find out more about grooming

Complex Additional Support Needs/disability

Children with additional support needs (ASN) or disabilities are particularly vulnerable to online abuse (Livingstone and Palmer, 2012). A child with ASN or a disability may:

Have low self-confidence, seeing themself as an 'outsider'.	Lack strong peer networks and be less likely to tell a friend when they experience upsetting things online.
Have more unsupervised time online, with fewer structures and boundaries.	

Reporting online abuse occurring outwith school hours

Schools play an important role in both educating young people about keeping themselves safe online and providing information to parents/carers about how to keep their children safe online.

Schools should regularly communicate with parents/carers about online safety including emerging trends. Example communications are provided in Appendix 3 – sample standard letters and Parents/Carers – advice on teaching about online safety. See Appendix 2 for sources of support.

Below is example information to provide parents/carers to enable them to report online abuse:

If you think a child is in immediate danger, contact the police on 999. If you're worried about a child but they are not in immediate danger, you should share your concerns in line with the National Guidance for Child Protection in Scotland (2021).

Contact Fife Child Protection Services. For non-emergency calls call Police Scotland on 101 or the Social Work Contact Centre (03451 551503) or email sw.enquiries@fife.gov.uk Out of office hours (9 am to 5 pm) the Emergency Social Work number is 03451 550099.
Contact the NSPCC Helpline on 0808 800 5000 or by emailing help@nspcc.org.uk. NSPCC trained professionals will talk through your concerns with you and give you expert advice.
If your concern is about online sexual abuse, you can make a report to the Child Exploitation and Online Protection (CEOP) command.

Please alert your child's school should there be a likelihood of peer issues at school due to social media. Your child's school will support and give advice on managing social media use and signpost to useful resources.

Parents/Carers – advice on teaching about online safety

For more information please see - Teaching Your Child about Internet & Online Safety | NSPCC

For many of us, we see our online lives and offline lives as different, but children are growing up with technology and the internet and for them there isn't a difference; online life and offline life is just life.

Technology can move at an extraordinarily fast pace and it can be difficult to know how to start talking to your child about what they're doing online, who they might be speaking to or discussing the potential risks and issues.

Starting the conversation
Talking regularly with your child is the greatest tool to help keep them safe online. Talking regularly and making it part of daily conversation, like you would about their day at school, will help your child feel relaxed. It also means when they do have any worries, they're more likely to come and speak to you.   But it can also be easy to become overwhelmed with the different technology, the language that children use, the huge number of games and apps which are available and the potential risks.

Age-appropriate conversations
A big factor to consider when we're talking to children is age or cognitive ability, which also impacts on the language we use and what we can talk about. As children get older, their needs and behaviour will change, particularly as children are moving through their teenage years and are more prone to risk-taking, mood swings or whether they will even talk to you about something that they may be embarrassed or ashamed about.   For example if you suspect grooming or exploitation, you may not wish to talk about this directly with a younger child, but instead report directly to CEOP.   You can also use resources such as PANTS to help with the conversation.   With an older teenager you may be more comfortable talking about these issues. There are some tips in the NSPCC Positive Parenting guide and the NSPCC page on talking about difficult topics which you may find useful.

See Appendix 2 for sources of support.

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Education Staff

Corporate Use

Online lessons

For guidance on use of two-way video calling with learners in school or taking part in remote learning, please use this link.

[Fife E&CS Live Two-Way Video+Audio Guidance June 2023](#)

Social Media for All Education Settings

Social media is an important element of the overall mix of communications tools that schools use to get information out to pupils, parents and the wider school community.

This guidance sets out a range of approaches and advice specifically for schools but should also be used alongside the council's overarching corporate policies and procedures.

Social Media Account Management

Staff should only use approved social media platforms, following the guidance set by Fife Council and with approval from their senior leadership team. This guidance covers all education settings and please consult the following links for more detailed information.

- [CC14 Social Media Guidelines](#)
- [Social Media House Standards](#)
- [Social media response flowchart](#)
- [Glow Connect](#)

Account Creation

New social media accounts must always be supported by a centrally approved business case.

Facebook accounts are created centrally. This ensures all official Facebook pages are created as part of the Fife Council Business in Meta Business and that appropriate training is arranged for those who require it.

All staff accessing Facebook for work should do so with single Facebook profiles through Meta Business in line with the council's corporate policy set out in [CC14 Social Media Guidelines](#).

Accounts on other social media platforms can be created directly, subject to an approved business case and mandatory training. More advice on account setup and management is available in the Fife Council Social Media Operating Model.

Similarly, if accounts are no longer required, they should be closed. Facebook accounts can be closed centrally and removed from the 'Fife Council Business'. Accounts on other social media

platforms can be closed directly, subject to notification to the Communications & Online Services teams (social.media@fife.gov.uk) for audit purposes.

Account security

All schools are responsible for securely holding and maintaining a single list of accounts including:

- names of all pages and accounts
- shared usernames, email login and passwords as applicable (e.g. for Twitter and Facebook accounts)
- names of all staff with access.

Shared passwords should be routinely changed (at least quarterly) and your account records updated. More advice on account security is available in the Fife Council Social Media Operating Model.

Account housekeeping

School account management should include a checklist for teachers leaving so that access can be changed or removed.

Accounts should be regularly reviewed and deleted if no longer required or inactive.

> New platform requests
> Not every emerging platform will be approved for corporate use.
>
> If considering using a new social media platform please contact social.media@fife.gov.uk

Email/Instant messaging platforms - Guiding principles

Email and instant messaging platforms can be useful communication tools. However, unstructured and unscheduled messaging has also been shown to reduce workplace efficiency.

Email/instant messaging can feel like it **is** the work rather than facilitating our work.

Mark out strategic time with email/instant messaging turned off to fully concentrate on task.

Principles
Avoid sending emails/instant messages before 8am, after 6pm, at weekends or when on leave.
Those who want to work on emails outside the working day should draft them and time them to be sent between 8am and 6pm on a working day.
Emails/instant messages received before 8am and after 6pm do not need to be responded to until the next working day.
Emergency communication outside working hours should be done by telephone or in person. Be ready - agree emergency communication mechanisms with your line manager.
When on leave, Out Of Office messages should specify that the Inbox will not be checked during this time and provide an alternative email contact if available.
Do not use Reply All unless absolutely essential. e.g. when you are communicating something important to, and/or seeking the specific views of, more than one person.
Use initials wherever possible to protect identities (i.e. in the event of a Subject Access/Freedom of Information Request.)

Before sending an email/instant message consider...
Is this the best medium for the purpose of communication? e.g. to pass on information to individuals or groups time-efficiently, to ask clear questions which have a short answer. Debating complex issues, open ended questions and "to and fro" conversations are best discussed person to person.
Am I sending the email/message only to the person I am seeking a response/action from? (Use of CC signifies 'for info only' and no response is expected.)
Could my message be misinterpreted? However carefully worded, text-based communication can be misinterpreted because it has no nuance.

Freedom of information Requests – email/instant messaging/electronic media

Be careful what you save in OneDrive and your desktop, or record in emails and other written correspondence, including all media (e.g. WhatsApp, Facebook, and Twitter).

Anything you use for work purposes is deemed to be in the scope of an information request and if there's no exemption available, the information will be provided. Be succinct and professional at all times.
There is no exemption available for embarrassment, or inappropriate wording.
If your team uses social media such as Facebook to communicate with parents/carers, ensure that guidance is sought from BTS prior to use.
Council information stored on personal devices like your phone, computer, or tablet also falls within the scope of an information request - if the Information Management & Request Team (IMRT) ask for it, you must provide it.

For more information see: Information Governance; Record keeping

It is a criminal offence to destroy information after you know about an information request and before you provide the data.

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Data Breaches

If you suspect a data breach has occurred, either by yourself or another individual this must be reported immediately to your appropriate line manager for investigation following the appropriate guidelines.

For more information see below:

[Keeping your records organised](#)

[Social Media Guidelines](#)

[Employee Code of conduct](#)

[Storage and Sharing of Records](#)

[Personal Data Breaches](#)

Education Staff

Personal Use

Education staff should be aware of the many challenges and ramifications associated with the use of electronic communication and social media.
Maintaining the public's trust in the individual professional, and in Fife Council Education and Children's Services, sits at the heart of our professional conduct, and this can be undermined not only by behaviour occurring in a staff member's professional life, but also within their private life, including activity online.
Electronic media offers great challenges, as the boundary between professional and private can quickly become blurred.
Public scrutiny can make it hard to tell the difference between perception and reality and can be shaped by sources which are unreliable, including the media. Statements which might be innocent, taken out of context can be misunderstood and misconstrued by others.

Private versus Professional

Education staff are individuals with private lives, however off duty conduct matters when it is in the public domain (e.g. social media post). Therefore, sound judgement and due care should be exercised, as conduct which may not directly relate to pupils may be relevant to an Education staff member's fitness to practice.

For more guidance on the use of social media platforms for both business and personal use while employed by the Council, please see the information below:

[Posting information on social media](#)

Professional Vulnerability

Education staff can be vulnerable to unintended misuses for electronic communication. E-mail, texting and social media encourage casual dialogue and very often, very innocent actions can easily

be misconstrued or manipulated. Electronic messages are not anonymous and can be tracked and live forever on the internet.
Social Media sites archive content posted, even when deleted from online profiles. Once information is placed online, the author relinquishes control of it. Social Media brings with it a new dimension and 'feel' to a relationship, and this is particularly important when a pupil and an Education staff member become 'friends' in an online environment.
Education staff should never share information with pupils in ANY environment that they would not willingly or appropriately share in a school or school-related setting or in the community.
Unwise behaviour online can also result in criminal action or in some cases, civil action brought by others and therefore requires caution.
All complaints are considered fairly and in the same way, regardless of whether or not they are associated with the internet or involve electronic communication.

Examples of behaviours that have warranted disciplinary measures:

Inappropriate or over familiar electronic communication with pupils, colleagues and parents/carers, including SMS and instant messaging.
Posting/sending sexually explicit pictures/images to colleagues or pupils.
Grooming - whereby an educational professional uses electronic messages with a view to establishing an inappropriate relationship with a pupil.
Possessing, making, viewing or distributing indecent images of children.
Using inappropriate content in the educational setting (e.g. YouTube/DVDs/websites).

How can education professionals minimise risk when using electronic communication and social networking?

Education staff should:
always maintain a formal, courteous and professional tone in communicating with pupils and ensure that professional boundaries are maintained.
only use official channels of communication e.g. GLOW and work e-mail addresses and be aware of and comply with employer's policies and guidance.
not exchange private text, phone numbers, personal e-mail addresses or photos of a personal nature with pupils.
firmly decline student-initiated 'friend' requests from pupils and not instigate any yourself. Use your own discretion when dealing with friend requests from parents. It is acceptable to decline these invitations and remind parents of more formal channels through which they can discuss their child's education. Decline parental 'friend' requests.
operate online in a way which would not call into question your position as a professional. (e.g. Do not 'like' posts that are or could be deemed to be offensive).
realise that pupils will be naturally curious about your personal life outside school and may try to find out more about you.
manage your privacy settings and keep them under review. These are particularly important in regard to photos, and remember that no privacy mechanism is 100% guaranteed.
ensure your settings prohibit others from tagging you in any photos or updates without your permission and ask others to remove any undesirable content related to you.
be aware that potential employers may try and view your online social media profiles.
consider that conversations held online may not be private. Be aware of who may have access to what you post.
assume that information you post can be accessed and altered.
not discuss pupils, colleagues, parents or carers online or criticise your employer or others within the school community.
respect pupil privacy and confidentiality at all times.
use strong passwords and change them regularly. Protect your mobile phone/smart phone/tablet computer with a PIN, especially when in school to protect access to its content and potential misuse.
bring the matter to the attention of your employer, using the proper procedures, if you are the victim of cyber bullying or uncomfortable with comments, photos or posts made by pupils of or about you.

Minimising risks

How can education professionals minimise risk for their pupils when using electronic communication and social networking?

Education staff should:
report the matter to your manager using the appropriate procedures if you come across or are made aware of inappropriate use of electronic communication or social networking by a pupil or concerning a pupil, including concerning behaviour by any staff member and adults.
alert pupils to, and encourage them to use, appropriate and safe online behaviour.
be aware of and comply with Fife Council Education and Children's Services rules and policy in regard to taking and sharing photos of children.
et and review privacy settings to highest possible.

In Conclusion

Before posting materials online stop and ask yourself:
Might it be seen as reflecting poorly on you, your school, employer or the teaching profession?
Is your intention to post this material driven by personal reasons or professional reasons?
Are you confident that the comment or other media in question, if accessed by others, (colleagues, parents etc) would be considered reasonable and appropriate.

Please refer to the links below for further information.

GTCS Social Media Guidelines

SSSC Social Media Guidelines

Fife Council Social Media Guidelines.

Fife Council CC13 Appropriate use of Technology

Appendix 1: Legislation

Online Safety Bill – at time of writing (June 2023)

The draft Online Safety Bill (committee stage of House of Lords as of April 2023) establishes a new regulatory regime to address illegal and harmful content online. It imposes legal requirements on:

Providers of internet services which allow users to encounter content generated, uploaded or shared by other users ("user-to-user services").
Providers of search engines which enable users to search multiple websites and databases ("search services").
Providers of internet services on which provider pornographic content (pornographic content that is published by a provider and is not user generated) is published or displayed.

The draft Online Safety Bill confers new powers on the Office of Communications (OFCOM) enabling them to act as the online safety regulator. This role will These explanatory notes relate to the Online Safety Bill as introduced in the House of Commons on 11 May 2022 (Bill 4) include overseeing and enforcing the new regulatory regime.

Communications Act 2003

This Act includes OFCOM Standards Code that "persons under the age of 18" are protected from offensive and harmful material by broadcasters. Broadcasters can be formal (eg BBC) or informal (See Section 319 (2) (a) and (f).)

Appendix 2: Sources of Support/Good Resources

[Keeping children safe | NSPCC](#)

[Remove nude images shared online | NSPCC](#)

[Childline | Childline](#)

[CEOP Safety Centre](#)

[Tik Tok Guidance](#)

Appendix 3: Sample Standard Letters
General letter – all sectors

For adaption and use as needed.

Dear Parent/Carer

You will be aware how much influence social media has on your child/children. This includes group messaging on various social platforms with large groups of young people either in their school or in their community.

Some research has suggested that young people are receiving in excess of 50 message a day via snapchat or other platforms. Some are receiving in excess of 300.

As part of ongoing work as a partnership the Child Protection Committee of Fife council would like to share with you some information to help you to protect your child from over exposure and to share with you ways to help keep your child/children safe. We have developed some top tips for you.

Children and young people use many different social media apps and sites. Like most things, there are positives and negatives.

For children and young people there are risks that you should be aware of, to help keep your child safe on social media.

What are the risks?	
Oversharing.	Talking to people they don't know.
Sharing their location.	Sending or receiving inappropriate content.
Unrealistic sense of body image or reality.	Obsessive focus on likes and comments.

Tips to help children and young people stay safe on Social Media

Review the location settings - Remind them, and explain why, they shouldn't share location on posts, or public forums and chats, videos or with people they don't know.   Review the location settings on their favourite app or game and talk to them about what they're sharing online.

Sometimes it might be appropriate for your child to share their location with a trusted adult or friend. For example, if they're travelling home alone or arranging to meet a group of friends outside school, then it can be a good way to help keep them safe.

Remember: If children share their location publicly, it could be seen by someone they don't know.

This can increase the risk of cyberbullying, stalking or unwanted contact (from friends or others) or becoming a target.

Get to know the safety and privacy settings - Explore the safety and privacy settings on any app, to decide which are right to use for your child. Each app has slightly different ways to set up an account, but most have the option to set an account to private, to not allow friend requests, and to hide the user's location. Explain these settings to your child and the reasons for having them in place.

Age ratings and features - Get to know the age ratings of the apps that your child uses. Many have a minimum age of 13 years old to be able to sign up, but you should check the age rating of individual apps to make sure.
Don't forget that you know your child best, and you might decide that they need to be a little bit older before it's suitable for them.

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Social Media App	Age rating	Main features
Facebook	13+	Share text, photos & videos, instant messaging, marketplace, friends, likes and comments
Instagram	13+	Photo & video sharing, livestreaming, stories, Direct Messages, hashtags.
Snapchat	13+	Photo & video messaging, snaps, location sharing.
TikTok	13+	Making & sharing short videos, lip-syncing.
Twitter	13+	tweets (text with restricted character count), photo and video sharing, hashtags.
Wink	13+	Messaging, photosharing.
Omegle	18+	Talking/video messaging with strangers – avoid.

Frequently Asked Questions

FAQ: If it's illegal offline is it illegal online?

Yes! This includes posting anything that promotes crime, violence or drug misuse.
This also includes threats made against you or attempts to force you to pay money. This is often linked to footage taken using webcams, known as Sextortion.
Anything put online can be traced, even if false details are used.

FAQ: I have been hacked. How do I recover my account?

NCSC have a step by step guide to help you regain control if your account had been hacked. You can then protect yourself against future attacks.

FAQ: How do I report abuse on social networking sites?

If you become aware of anyone acting illegally or behaving in a threatening way, report it to the service provider. You can also report to the Police by dialling 101.
Don't delete the abusive message.
If you think you are the victim of a crime or are being threatened contact the police.
On Facebook, you can now also download a 'ClickCEOP' button. This allows users to get help and advice from the Child Exploitation and Online Protection Centre. You can report concerns directly to CEOP if necessary.

FAQ: How do I find out more about keeping safe on social media?

Childnet — Online safety for young people	Childline on social media	Childline
Social media and online safety	NSPCC Learning	Feeling good on social media	Childline

Primary – inappropriate images on social media outside school hours – general letter

For adaption and use as needed.

Dear Parents/Carers,

It has come to our attention that, outside school hours, via a social media platform your child may have been exposed to indecent images.

We would urge you to please safeguard your child by ensuring their online safety including checking their phones. Please see:Keeping children safe | NSPCC for further information and advice.

Social Media App	Age rating	Main features
Facebook	13+	Share text, photos & videos, instant messaging, marketplace, friends, likes and comments
Instagram	13+	Photo & video sharing, livestreaming, stories, Direct Messages, hashtags.
Snapchat	13+	Photo & video messaging, snaps, location sharing.
TikTok	13+	Making & sharing short videos, lip-syncing.
Twitter	13+	tweets (text with restricted character count), photo and video sharing, hashtags.
Wink	13+	Messaging, photosharing.
Omegle	18+	Talking/video messaging with strangers – avoid.

I'd also like to take this opportunity to remind parents/carers that mobile phones are not permitted in the classroom.

If children are bringing a mobile phone to school, they must be switched off and handed into the teacher upon arrival.

Kind Regards

Secondary – inappropriate images on social media outside school hours – general letter

For adaption and use as needed.

Dear Parents/Carers

It has come to our attention that, outside school hours, via a social media platform your child may have been exposed to indecent images.

We would urge you to please safeguard your child by ensuring their online safety including checking their phones. Please see:Keeping children safe | NSPCC for further information and advice.

Social Media App	Age rating	Main features
Facebook	13+	Share text, photos & videos, instant messaging, marketplace, friends, likes and comments
Instagram	13+	Photo & video sharing, livestreaming, stories, Direct Messages, hashtags.
Snapchat	13+	Photo & video messaging, snaps, location sharing.
TikTok	13+	Making & sharing short videos, lip-syncing.
Twitter	13+	tweets (text with restricted character count), photo and video sharing, hashtags.
Wink	13+	Messaging, photosharing.
Omegle	18+	Talking/video messaging with strangers – avoid.

I'd also like to take this opportunity to remind parents/carers that mobile phones are not permitted in the classroom. Add school expectations here.

Kind Regards

Appendix 4: Bring Your Own Device
Rationale

Fife Council recognises that the way in which we access information has changed in recent years and the access and use of mobile technology has drastically increased. These resources including laptops, tablets and mobile devices can provide students and their teachers with valuable opportunities to access the internet, manage their work, and enhance learning.

It has been decided that students and staff will be allowed to connect to the council Wi-Fi using their own personal devices to access the internet for educational use.

Students and staff will be expected to use devices in accordance with our policy and must sign a declaration, agreeing to be bound by the rules and requirements set out below.

Overview

Parent/Student Agreement – Parents and students must agree to the contents of this BYOD policy by signing the acceptance form before students are permitted to use their own device.

Lost, stolen or damaged – Pupils who bring their own devices into school do so entirely at their own risk, just like any other personal item. Fife Council will not accept any responsibility for devices that are misplaced, lost, stolen or damaged. Many devices have a location finder app and it is recommended that this feature is enabled to aid tracking where ever possible. It is also recommended that such devices are fully insured to cover loss and damage outside of the home.

Security and Care – Pupils are responsible for the proper care and use of their own device and are responsible for the adequate security of their own device whilst in school, keeping it with them at all times when required or securing properly in their own locker (if appropriate). It is recommended that students do not share or lend their device to other pupils.

Educational use – Devices will only be used for educational purposes to support learning whilst in school. It will be at the teacher's discretion as to when these devices may be used by a pupil within school. Pupils will respect a teacher's decision and turn off their device when requested to do so.

Audio, Photographs and Video – Pupils will not use their device to record audio or take photographs or video of other pupils or members of staff without their permission. Pupils will not send or upload such media without permission.

Internet Usage Policy – Devices will only access the internet through the Fife Council network. Students will adhere to the school's ICT Acceptable Use Policy and Internet Policy whilst in the school. In addition, students will not access any inappropriate material that may or may not already be downloaded onto their device. Members of staff have the right to access a student's own device if there is reason to believe a student is in violation of this policy or the above mentioned policies.

Students breaching the BYOD Policy – If a pupil breaches the BYOD Policy or if a member of staff feels that they are likely to have breached this policy then the student's device will be confiscated and held in the school office. Both learner and practitioner should sign a declaration as to condition of device before and after confiscation. The student's parent will be contacted and they will need to come into school to collect the device. Subsequent breaches of this policy by the same student will result with that student no longer permitted to bring in their own device.

The full Bring Your Own Device agreement can be found here: Fife Council BYOD Usage Policy v2

Appendix 5: Pupil ICT Acceptable Use

Pupil Acceptable Use of ICT Policy

There are many benefits to you in using the ICT facilities in your school (see the attached Home – School Agreement form for more details) but this right carries with it corresponding responsibilities on your part.

Network Use

- Only use the programs and network facilities you have been given permission to access.
- Only use your own username and password and do not share them with others.
- Always log off at the end of each session.
- Only store school work in the storage area provided by your school.
- Do not attempt to change network settings or bypass the network security systems in any way.
- Note that the Network Administrator can view any files stored on the system and that regular checks are made.

Internet Use

- Internet access is provided for educational use only.
- The Internet must only be accessed with permission from your teacher.
- Be Safe Online – do not provide any personal details online and never arrange a meeting online. If meetings are needed as part of your education these will be organised by your teacher. Be safe at home where the school filters do not apply.
- Do not attempt to bypass the Internet filtering system by use of proxy servers or any other means.
- If you accidentally access unsuitable material inform your teacher at once.
- Do not search for inappropriate material.
- Do not use instant messaging services in school or social media without permission from your teacher.
- Do not use bulletin boards, forums or conferences unless you have permission to access them and only do so for educational use.
- Do not download or use copyright materials without permission of the copyright holder.
- Do not access social networking sites (e.g. Twitter or Facebook) instead you should be using glow.
- Never send messages which could cause offence or upset to anyone (known as Cyberbullying)
- Be polite when online. Never use bad language
- Do not provide any personal details in an e-mail or an attachment.
- Never arrange to meet anyone who has contacted you online who is not a personal friend.
- Do not open email attachments unless you are absolutely sure what they contain. (It may contain a virus). If in doubt ask your teacher.
- If you receive an offensive email or message inform your teacher as soon as possible.
- Do not send or forward emails containing explicit, racist or offensive material or images.
- Only use email, social media or messaging systems that have been provided by the school for education purposes.

- Be aware that the Network Administrator regularly checks the usage of email and misuse of this facility is likely to result in the withdrawal of your email account.
- Any exceptions to these rules will be decided by the school's senior management in consultation with the Fife Education Service.

Pupil acceptable use of ICT agreement can be found at the end of the full document which can be found here:

[Pupil-Acceptable-Use-of-ICT-Policy.docx (sharepoint.com)](#)

[Internet-Rules-Poster-A4.pptx](#)

Appendix 6: SQA/Artificial intelligence.

AI-generated responses

There is potential use of Artificial Intelligence (AI) technology by learners to generate responses for assessments requiring a text-based submission such as essays, dissertations and presentations.

Applications, including ChatGPT, utilise AI technology to generate responses and as it continues to develop, we must consider the impacts on education and assessment.

Plagiarism detection software companies have been working for some time to address the threat that AI poses to the integrity of assessment. SQA is working with a supplier to ensure that they are equipped to identify work that is not the learner's own.

Centre staff play an important role in retaining the credibility of SQA's qualifications and can support and encourage learners to have confidence in their own ideas and ability.

Teachers and lecturers must ensure that learners understand what constitutes malpractice and the potential consequence of copying or misusing technology. They become familiar with a learner's work overtime and are vital in identifying evidence that does not appear to have been produced by that learner.

To help reduce the potential use or risk of AI-generated responses centres can:
Inform learners about the ethics of submitting work that is not their own and how this affects their learning and the value of their qualifications.
Communicate with learners about malpractice and the potential consequences of submitting work that isn't their own.
Remind learners about signing the flyleaf that accompanies any coursework submitted to SQA and what this declaration means.
Ensure the conditions of assessment are correctly adhered to.
Be alert to work submitted by learners that is, in part or in full, uncharacteristic of their typical style or standard of work.
Monitor learner progress when drafting submissions through progress checklists or spot checks and/or asking the learner about the work they have submitted.
Review centre internal policy and processes and update where necessary.
Encouraging learners to have the confidence to realise their ability through their own work.

Appendix 7: Sample template - Establishment Electronic Device Policy

Introduction/ Rationale

Definition of Mobile Phone/Electronic Communication

Mobile Technology. Electronic equipment such as watches, mobile phones or small computers that you can use in different places, and the technology connected with them.

Online communications and social media include software, applications (including those running on mobile devices), e-mail and websites, which enable users to interact, create and exchange information online.

Fife Council will not accept any responsibility for devices that are misplaced, lost, stolen or damaged.

Learner Mobile Phone/Electronic Communication Use – In School

Introduction

As use of the internet has expanded there has been an increasing awareness that online content and activity can cause serious harm to users. Internet provided through Fife Council machines for learner use have restrictions and misuse can be traced through use accounts.

Misuse of mobile technologies, both in terms of low-level disruption in classes and more serious misuse such as bullying and harassment of children, young people and staff is unacceptable in any context.

The inappropriate use of this technology can also detract from their appropriate use in learning and can involve teaching staff, children and young people, and parents in investigations which require disproportionate amounts of time and can cause significant disruption to the school and wider community.

Unacceptable behaviour remains unacceptable whether it occurs in an online environment, the playground, the classroom or anywhere else. Expectations for responsible conduct remain consistent, regardless of the context.

For children and young people, the internet is a place, not a thing. It's a social space where they can hang out and meet others. Like any place that children and young people go, there are benefits and risks. We wouldn't expect children and young people to behave appropriately without guidance and boundaries from adults in any other context.

Learner Use

Electronic devices should be switched off & out of sight during lesson times, unless express teacher permission is given in the lesson.

Mobile phones should be switched off and out of sight in corridors when moving between classes.

Camera and filming functions must not be used without prior consent of subjects (children and young people or staff) and permission of the school management.

Images or recordings obtained by use of mobile phones (including deep fakes) should not be uploaded on social networking or other websites without the express permission of the subjects. Spell out consequences clearly – eg parental contact, confiscation, police involvement if criminal.

Articulate Mobile phone use as part of positive behaviour policy. State what will happen if repeated use/ refusal to stop use of mobile phone. Involve parents/carers in supporting eg consider setting parental controls to lock apps during school hours.

Ensure clearly stated responsibility/liability for personal mobile devices in terms of loss, theft or breakage. This means articulating process for young person handing over phone if cannot manage use, pre and post condition check and secure storage eg envelope in DHT office with before and after signing by learner.

Bullying and harassment while in school is unacceptable and will be addressed through our anti-bullying policy. There will occasions where a child or young person with specific needs or family circumstance may need to access a mobile phone or other device, for example, a young carer who is worried about the health of their parent or carer may be given permission to use their mobile phone within class time. This should be clearly agreed with home and regularly reviewed.

Learner Mobile Phone/Electronic Communication Use – Outwith School times

Give advice on keeping young people safe online.

Provide information on what to do if a child is experiencing online abuse outside school hours (including sources of support (e.g. NSPCC, Childline)).

If you think a child is in immediate danger, contact the police on 999. If you're worried about a child but they are not in immediate danger, you should share your concerns.

Contact Fife Child Protection Services.

For non-emergency calls call Police Scotland on 101 or the Social Work Contact Centre (03451 551503) or email sw.enquiries@fife.gov.uk

Out of office hours (9 am to 5 pm) the Emergency Social Work number is 03451 550099.

Contact the NSPCC Helpline on 0808 800 5000 or by emailing help@nspcc.org.uk. NSPCC trained professionals will talk through your concerns with you and give you expert advice.

If your concern is about online sexual abuse, you can make a report to the Child Exploitation and Online Protection (CEOP) command.

Please alert your child's school should there be a likelihood of peer issues at school due to social media. Your child's school will support and give advice on managing social media use and signpost to useful resources.

School Community Engagement	
Reflective Check-in	How do we know?
How well do we support families in developing skills around mobile phone use which lead to positive relationships, better learning and better behaviour? How well do we enable parents, carers and families to contribute to the life of the school/group and be involved in developing mobile phone policy and practice? How do we ensure that relationships with parents, carers and families, the local community and partners are characterised by trust and respect?	Reduction in concerns reported. Formal and informal feedback across the school community including partners. Monitor parental/carer engagement in school opportunities offered - identifying who, any gaps and next steps. Pupils report that they feel safe when engaging with technology and have a trusted adult to speak to if a concern arises.

Monitoring and Quality Assurance
Evidence and reflection on self- evaluation to inform whole school strategy – e.g., learning visits/ walk throughs, wellbeing concerns, CP concerns, examination of data trends from Power Bi Bullying report.
Monitoring of reporting on mobile phone use in conflict via SEEMiS Anti-Bullying module.
Professional dialogue via department, faculty, ELT and SLT strategic and operational discussions.
Day to day monitoring by school leadership team (including parent complaints log)

Policy should be formally reviewed biennially by SLT/Antibullying SPoC

Appendix 8: Social media quality assurance.

Key:

█	Limited Risk
█	Risk Identified: Appropriate action is required.
█	High Risk Identified: Unsuitable for use until resolved.

	Yes	No	How do you know?
General Considerations			
Staff are aware that digital documents they create in relation to their work are the property of their employer.	🟩	🟧	
Staff are aware of the Electronic Media Guidance.	🟩	🟧	
Staff are aware not to use their personal devices to capture or store any content about learners or other professionals.	🟩	🟥	
Staff are aware of the appropriate documentation of their governing bodies/unions.	🟩	🟧	
Staff are aware of the process for reporting a concern over social media usage.	🟩	🟧	
Use of E-mail			
Staff are aware that emails can be requested in a Freedom of Information (FOI) request.	🟩	🟧	
Staff are aware that FOI requests apply to both Corporate and GLOW email accounts.	🟩	🟧	
Staff ensure emails are deleted when no longer required in line with data retention policies.	🟩	🟧	
Staff only use their email(s) for work related business.	🟩	🟧	
Staff are aware of the process for flagging concerning emails.	🟩	🟧	
Staff do not allow others access to their email account(s).	🟩	🟧	
Staff know only to print emails when required.	🟩	🟧	
Staff are aware of how to report an email that has been sent to the wrong address.	🟩	🟧	
Staff are always mindful when using their email that these may be later read by others.	🟩	🟧	
	Yes	No	How do you know?

Staff use their email in a manner that does not call their professionalism into question.	🟩	🟥	
Teams			
Staff are aware of the need to regularly moderate content shared through Teams.	🟩	🟧	
Teams are created with an appropriate number of owners who have clear responsibility for moderating content.	🟩	🟥	
Teams are deleted/archived when no longer needed.	🟩	🟧	
Individual users are removed from a Team as soon as they no longer require access.	🟩	🟧	
Content within a Team is regularly checked for retention of files.	🟩	🟧	
Staff are aware of what content is and is not appropriate to store in Teams.	🟩	🟥	
Social Media			
Social media accounts are only created through approved processes.	🟩	🟥	
Social media accounts have an appropriate number of moderators.	🟩	🟥	
A list of the current moderators is available and maintained.	🟩	🟧	
Staff using social media have read the current guidelines/policies.	🟩	🟥	
Staff are aware how to report inappropriate content viewed on social media.	🟩	🟧	
Social media content is regularly moderated by school staff.	🟩	🟧	

Key:

🟩	Limited Risk
🟧	Risk Identified: Appropriate action is required.
🟥	High Risk Identified: Unsuitable for use until resolved.

**EDUCATION AND
CHILDREN'S SERVICES
DIRECTORATE**

October 2023

Dear Parent/Carer,

You will be aware how much influence social media has on your child/children. This includes group messaging on various social platforms with large groups of children either in their school or in their community. Some research has suggested that young people are receiving more than 50 messages a day via snapchat or other platforms. Some young people are receiving more than 300.

Children use many different social media apps and sites. Like most things, there are positives and negatives. There are risks for children that you should be aware of, to help keep your child safe on social media.

What are the risks?	
Oversharing	Talking to people they don't know
Sharing their location	Sending or receiving inappropriate content
Unrealistic sense of body image or reality	Obsessive focus on likes and comments

We would like to share with you some information and top tips to help you to protect your child from over exposure and ways to help keep your child/children safe:

1. Review the Location settings

Remind them why they should <u>not</u> share their location on posts, or public forums, chats, videos or with people they don't know. Review the location settings on their favourite app or game and talk to them about what they're sharing online. However, there are circumstances where it might be appropriate for your child to share their location with a trusted adult or friend. For example, if they're travelling home alone or arranging to meet a group of friends outside school, then it can be a good way to help keep them safe.

Remember: If children share their location publicly, it could be seen by someone they don't know. This can increase the risk of cyberbullying, unwanted contact (from friends or others) or becoming a target.

2. Get to know the Safety and Privacy settings

Explore the safety and privacy settings on any app to decide which are right to use for your child. Each app has slightly different ways to set up an account, but most have the option to set an account to private, to not allow friend requests, and to hide the user's location. Explain these settings to your child and the reasons for having them in place.

3. **Check Age Ratings and Features**

Get to know the age ratings of the apps that your child uses. Many have a minimum age of 13 years old to be able to sign up, but you should check the age rating of individual apps to make sure. Don't forget that you know your child best, and you might decide that they need to be a little bit older before it's suitable for them.

Social Media App	Age rating	Main features
Facebook	13+	Share text, photos & videos, instant messaging, marketplace, friends, likes and comments.
Instagram	13+	Photo & video sharing, livestreaming, stories, Direct Messages, hashtags.
Snapchat	13+	Photo & video messaging, snaps, location sharing.
Tiktok	13+	Making & sharing short videos, lip-syncing.
X (formerly known as Twitter)	13+	Tweets (text with restricted character count), photo and video sharing, hashtags.
Wink	13+	Messaging, photo sharing.
Omegle	18+	Talking/video messaging with strangers – avoid.

Use the links below to find out more about keeping safe on social media:

[Childnet — Online safety for young people](#)

[Social media and online safety | NSPCC Learning](#)

[Childline on social media | Childline](#)

[Feeling good on social media | Childline](#)

If you have any concerns about peer issues at school due to social media, please contact your child's school. Headteachers and their teams will support and give advice on managing social media use and signpost to useful resources.

However, if you think a child is in immediate danger, contact the police on 999. If you're worried about a child but they are not in immediate danger, you should share your concerns in line with the National Guidance for Child Protection in Scotland (2021):

Fife Child Protection Services

For non-emergency calls call Police Scotland on 101 or the Social Work Contact Centre (03451 551503) or email sw.enquiries@fife.gov.uk. Out of office hours (9 am to 5 pm) the Emergency Social Work number is 03451 550099.

Contact the NSPCC Helpline on 0808 800 5000 or by emailing help@nspcc.org.uk. NSPCC trained professionals will talk through your concerns with you and give you expert advice.

If your concern is about online sexual abuse, you can make a report to the Child Exploitation and Online Protection (CEOP) command.

Frequently Asked Questions

- **If it's illegal offline, is it illegal online?**

  Examples of illegal activity online could be posting threatening, abusive or offensive material or comments. This also includes threats made against you or attempts to force you to pay money.   Anything put online may be traced, even if false details are used.

- **I have been hacked. How do I recover my account?**

  NCSC have a step by step guide to help you regain control if your account had been hacked. You can then protect yourself against future attacks.

- **How do I report abuse on social networking sites?**

  o If you become aware of anyone acting illegally or behaving in a threatening way, report it to the service provider.
  o You can also report to the Police by dialling 101.
  o Don't delete the abusive message.
  o If you think you are the victim of a crime or are being threatened contact the police.

  On Facebook, you can now also download a 'ClickCEOP' button. This allows users to get help and advice from the Child Exploitation and Online Protection Centre. You can report concerns directly to CEOP if necessary.

Fife Young People's Health and Wellbeing Survey - Results

Report by:	Shelagh McLean Head of Service (Education and Children's Services)

Wards Affected:	All

Purpose

The purpose of this report is to inform elected members of the results of the Fife Young People's Health and Wellbeing Survey, carried out in March 2023.

Recommendation(s)

Members are asked to:

(1)   note and comment on the survey results, as provided through the Fife Young People's Health & Wellbeing Survey; and

(2)   endorse the next steps outlined in response to the survey results.

Resource Implications

There are no direct resource implications arising from this report.

Legal & Risk Implications

There are no direct legal/risk implications arising from the report.

Impact Assessment

An EqIA has not been completed and is not necessary because this report does not propose introduction of a policy or a change to existing policy.

Consultation

Prior to implementation of the Fife Survey, a national pilot took place in March 2019, with 3 Community Planning Partnerships, to test the technology, national census administration and the questions as drafted at that stage. This provided helpful feedback on question content, which enabled revisions to be made. The questionnaire content group made revisions. The final amended questionnaires were checked by the content group for fluency, readability and ethical considerations, before going live. Amended questions, for Fife, were implemented, following consultation with members, to suit the needs of our Young People.

1.0 Background

1.1   At its meeting of 15 December 2022, Cabinet Committee approved implementation of the Survey of Young People's Health and Wellbeing in Fife.

1.2   The survey was designed to help promote and/or improve the wellbeing of children and young people in Fife, which is a specified duty within the Local Government in Scotland Act 2003.

1.3   The survey was designed to help us to understand the wellbeing needs of children and young people across Fife and to inform our work to improve services for children and families. Gathering the information is especially important, at this time, to help form an accurate picture of young people's wellbeing after the pandemic and to help support their recovery.

2.0 Analysis of Results

2.1   Implementation

2.1.1   Young People (YP) had an opportunity to complete the survey in a school setting between 13th – 31st March 2023. Due to some local circumstances, such as staff absence, an extension was provided for some schools to complete the survey up to one week following the easter break,17th-21st April 2023.

2.1.2   Learners undertaking the survey were assigned a code that was linked to the following individual characteristics: geographical area, sex, stage, ASN and SIMD. This approach meant that no learners could ever be individually identified but that some information was available about how outcomes differed according to individual characteristics within the wider school cohort.

2.1.3   The survey was carried out within Primary School classrooms and PSE classes for stages S1-S4. S5/6, where PSE, is not delivered were given opportunities within the school day to complete the survey.

2.1.4   Children & Young People have previously participated in individual topical Survey's prior to Covid, including the Scottish Schools Adolescent Lifestyle and Substance Use Survey (SALSUS), but this was the first time a Health & Wellbeing Survey has been carried out in this way with a range of different topics covering all aspects of wellbeing. Questions previously asked within the SALSUS survey had differences in wording therefore comparative data is limited.

2.2   Participant Response

2.2.1   63% of our Young People completed the Survey; this is a very positive response. As a comparison, the National Census received a 58% response rate and, locally, the last Pupilwise survey (completed in 2017) received a 55% response rate.

2.2.2   In total 21,607 responses were included in the dataset for stages P5 – S6. The response rate decreased with stage, particularly so for S4 - S6.

Table 1 – Response Rate by Stage

Stage	Number of Responses	Response Rate Fife	Response Rate in 2021/22 National Survey
P5	3347	82.54%	70.64%
P6	3250	78.69%	69.25%
P7	3178	74.44%	72.33%
S1	2962	70.29%	65.47%
S2	2795	64.79%	61.02%
S3	2752	63.56%	56.35%
S4	1766	42.67%	45.30%
S5	1103	36.10%	38.50%
S6	454	24.96%	30.02

2.3 High Level Findings

2.3.1 Across the reported measures, analysis indicates attitudes to school; views on neighbourhood and life at home; physical health and mental health and wellbeing, differ by stage, sex and deprivation.

2.3.2 This being the first time completing this survey, where possible we have compared Fife with National data. For comparison purposes, the results by stage have been weighted to match the Fife school roll, this removes the impact of the varied response rates by stage.

2.3.3 Relationships

80.2% of YP in P5-S4 reported that they agreed that their friends treated them well.

62.5% of YP P5-S6 said they always have an adult in their life to talk with about personal problems. The National Percentage was 65.4%.

2.3.4 School

30% of YP in P5-S3 indicated they had been bullied in school; this was higher in Primary School.   This was similar to National results.

29.6% of YP in P7-S6 felt they were pressured (stressed) a lot by schoolwork; the percentage of YP in S4-S6 felt the most pressure. Females reported this pressure more than males. The difference between sexes is also seen in national data (30.3% of female, 16.0% of males nationally reported being stressed). Females were much more likely to say they don't feel confident to speak up in class, ask questions and share opinions.

2.3.5 Mental Wellbeing

56.8% of our YP in S2-S6 had a slightly raised, high or very high strength and difficulties score. The Strengths and Difficulties Questionnaire (SDQ) is a brief emotional and behavioural screening questionnaire for children and young people capturing emotional, conduct, hyperactivity, and relationship behaviours.

This figure is much higher than the national figure, which was 47.2% in the 2021/22 survey, and has risen in all stages, but the worst affected group are the S2 cohort with

60.4% of pupils who responded in this category reporting slightly raised, high or very high strength and difficulties score.

YP in P5-S1 were asked "there are lots of things I worry about in my life"; 50.3% agreed compared to 41.9% in the 2021/22 National results.

These results echo the previous Shine Survey results carried out in 2021/22 where key themes identified included Low Mood, Emotional Regulation and Loneliness.

2.3.6 Alcohol

35% of YP in S4 reported that they had never had a proper alcoholic drink. Females were slightly more likely to have had a drink.

2.3.7 Health

24.2% of YP P7-S6 reported they had hurt themselves on purpose and females were higher than males.

In 2021, data from the Shine Survey reported that of the 2922 pupils in S2, S4 & S6 who answered the question "have you ever hurt yourself on purpose?" 26% said Yes and a further 18% preferred not to say.

2.3.8 Eating and Drinking

36.4% of YP in P7-S6 reported that they sometimes went to bed or school feeling hungry, this is slightly higher than the 33.4% in the 2021/22 National survey. The percentage reported was highest in P7 and in areas of deprivation.

2.3.9 Physical Activity

57% of our YP in S1-3 indicated that they participated in positive leisure activities. These included sports clubs, charity work, drama, music, religious and youth clubs; with 55% of YP in P5-S6 reporting they had had at least one hour of exercise the day before completing the survey, this is similar to the national survey that showed 58%.

84.1% of pupils reported that they do physical activity that makes them sweat, in their free time, once a week or more. Nationally this figure was 85.5% in 2021/22.

2.3.10 Interests

Only 19% of YP in S1-3 reported that they had not been involved in a sports or youth setting. This is same as the findings in the National Survey in 21/22.

2.3.11 Community

83.8% of YP in P5-S6 felt safe when out in their community always or most of the time.

60.9% of YP in P5-S6 agreed their local area was a good place to live. These figures are lower than the national results from 21/22, which were 87.2% and 64.5% respectively.

2.3.12 Sexual Health

14.3% of YP in S4-6 reported that the age that they first had sexual intercourse was 13 years or younger.

2.3.13 Sleep

18.5% of YP in S1-6 reported to having 9-11 hours of sleep the night before doing the Survey. 21% say they go to sleep after midnight on school nights.

17.7% of YP report to having 5 or fewer hours of sleep a night and the figure is worse in females and YP living in areas of deprivation.

2.3.14 Smoking/Substance Use

79.9% of YP in S2 reported that they had never vaped. 75.1% YP in S4 reported that they use e-cigarettes less than once a month or have never used them.

83.1% of YP in S4 reported never taking drugs in the last year. The most common drug pupils admitted to using was cannabis.

9.5% of S4 pupils reported that they had 'ever taken illegal drugs, drugs formerly known as legal highs, solvents or prescription drugs that were not prescribed to you'. This was almost the same as the 9.6% of pupils in S4, reported in the National Health & Wellbeing Census 2021-22, and lower than the 19% of S4 pupils in Fife who reported 'having used drugs even if only once' in SALSUS 2018

2.4 Area Level Results

2.4.1 Data has been broken into the 7 Areas of Fife and analysis has considered comparisons to the Fife data, where evidence shows if an area of Health & Wellbeing is better than or worse than the overall Fife Results.

2.4.2 After analysis of all the responses, results were classified as positive responses or negative. So, at the simplest level a better response is one with more positive or less negative responses than the rest of Fife.

2.4.3 The better or worse shows the area's results are "statistically significantly" different to the rest of Fife. That is based on a Z test, looking at the differences between the two groups, using a 95% confidence level and the much better or much worse uses a 99% confidence level. If we picked a random sample of pupils from Fife then 95% of the time they would have a result closer to the Fife average than those labelled better or worse, so these area's results stand out as unusual.

2.4.4 If the Fife data has 1% of pupils saying something, then if an area has 3% it will be highlighted as significantly different, whereas a question which has a 50%:50% positive to negative response and one area has a 48%:52% response doesn't stand out as different, even though the change is 2% in both cases. It is also influenced by the number of responses.

2.4.5 Three areas, when compared to the Fife results, had more worse areas than Fife, compared to better than. Those areas were Cowdenbeath, Glenrothes and Levenmouth. South West and Dunfermline had about the same worse than as better than and Kirkcaldy and North East had more better than, than worse than results against Fife.

2.5 South West

2.5.1 Health & Wellbeing topical data where the South West showed better than results than that of Fife included;

- Community - High % of YP liked where they lived

- Eating & Drinking - More YP were likely to eat breakfast on weekdays and eat fruit & vegetables

- YP spend time taking part in Physical Activity and results are better than that of Fife

2.5.2   Areas were South West showed results worse than that of Fife included;

- School – Teachers listening to what YP say and having a say in what they learn at School

- Social Media – YP reported spending more time on Social Media

- YP reported they spent less time on hobbies than that of Fife

2.6   Dunfermline

2.6.1   Data provided showing areas where YP reported better than that of Fife included;

- Physical Activity & Hobbies – YP reported they took part in these better than Fife

- Social Media – YP reported less use than Fife and had better than results

- Bullying – YP reported this less than Fife and had better than results

2.6.2   Areas where Dunfermline were worse than Fife were in the following areas;

- Mental Health - YP reported worse than results particularly around body image and resilience

- Gambling – YP reported betting in shops and online worse than Fife

- Smoking – YP in Dunfermline reported smoking between 1-6 cigarettes a week. The % of YP was worse than Fife.

2.7   Cowdenbeath

2.7.1   Within Cowdenbeath, the areas of Health & Wellbeing which were better than Fife were limited but an area which did feature was;

- Social Media – Frequency of social media status updates – YP reported not updating these as frequently so was better than Fife in this area.

2.7.2   Cowdenbeath showed multiple areas of Health & Wellbeing where data was worse than Fife, those included;

- Sleep – The amount of sleep YP had a night was worse than Fife

- Home – a higher % of YP reported living with someone with a Disability

- Eating & Drinking – YP reported eating and drinking sugary drinks, sweets and eating breakfast everyday was reported as worse than Fife.

- Hobbies – YP reported they did not engage in hobbies as much as those in Fife.

- Smoking and Alcohol – These results were worse than Fife with more YP reporting trying to or buying cigarettes/e-cigarettes and drinking at least once a week.

2.8   Glenrothes

2.8.1   Glenrothes Health & Wellbeing areas that were reported better than Fife were very limited and only included;

- Social Media – YP reported watching videos online less than Fife

2.8.2   There were significant areas of Health & Wellbeing which were worse than Fife these included;

- School – YP reported lower numbers of being happy at school

- Community – A high % of YP reported they did not like the area they lived in or feel safe.

- Home – A higher % of YP reported not eating meals together at home, living with someone with Mental Health & not enjoying spending time with people they lived with.

- Eating & Drinking – YP reported results worse than Fife on frequency of drinking energy drinks

- Physical Activity – YP reported worse results attending sports clubs or taking part in physical activity than Fife.

2.9 Kirkcaldy

2.9.1 Areas of Health & Wellbeing where Kirkcaldy was better than Fife included;

- School – YP reported to feeling supported and better than results relating to positive destinations following school

- Mental Health – YP through the strengths and difficulties scoring had better results than those in Fife

- Hobbies – YP in Kirkcaldy reported taking part in hobbies better than Fife

2.9.2 Areas that were worse than Fife were limited but did include;

- Sleep – YP reported going to bed later than Fife therefore were worse than Fife

- Physical Activity – A higher % of YP reported taking part in sports clubs and activities in their free time worse than in Fife

2.10 Levenmouth

2.10.1 Health & Wellbeing areas where Levenmouth produced better than results than that of Fife were limited but included;

- Relationships with Adults – YP reported Adults are good at taking what they say into account and listening to what they say

- Relationships with people they live with – YP reported better than results on enjoying being with people they live with

2.10.2 Levenmouth results showed several areas which were worse than that of Fife, the areas with the biggest differences included;

- School - YP reported worse than results in areas related to leaving school at an earlier stage and had worse than results against positive destinations

- Community – A high % of YP reported they did not like the area they lived in, worse than Fife

- Mental Health – Strengths & Difficulties score was higher than that of the Fife average so worse than Fife

- Eating & Drinking, The % of YP reporting they sometimes go to bed or school, hungry was higher in Levenmouth

- Physical Activity & Hobbies – YP reported taking part less than that of Fife

2.11   **North East**

2.11.1   The results within the North East showed multiple Health & Wellbeing areas where they were better than that of Fife, significant areas included:

- Community – The area YP lived in was a good place to live better than Fife

- Physical Activity – Attending Sports Clubs/Hobbies in their free time was better than Fife

- General Health – YP reported feeling their life was just right and YP have what they want in life - % was higher than that of Fife

2.11.2 Health & Wellbeing areas within the NE that were worse than that of Fife were limited but did include:

- Hobbies – Less YP within NE reported engaging within Duke of Edinburgh, worse than Fife

- Social Media – More YP within the NE reported spending time on Social Media in particular browsing other people's status/stories

3.0 Next Steps

3.1   The results of the survey identify and confirm priority areas for Health & Wellbeing within Education and Children's Services, and the evidence above has been used already to help support the development of the Heath & Wellbeing Strategy for Education & Children's Services, 2023-2026. Five Key areas have been identified. Mental Wellbeing, Physical Wellbeing, Health Inequalities, Relationships & Behaviour and Communication.

3.2   Analysis of data will be shared with key strategic partners to enable discussion and used to help shape future direction, specifically considering key finding areas and differences in characteristics. As an example, the Alcohol & Drugs Partnership are undergoing a review of Strategy, the data will be used as a way of informing this.

3.3   Area data will be shared, and time given to discuss and support approaches required within local area planning, including further support to schools to include priorities within school improvement planning. As an example, Local Improvement Frameworks have identified this area on future agenda and time given to explore the work required to best target Children & Young People.

3.4   Data analysis will be shared with our colleagues in Health, where work will also take place to inform new strategies, adapt planning and respond to the needs of our Children and Young People. As an example – School Nursing will ensure that staff are trained in areas of the results most relevant within areas and consider the pathways required.

3.5   The Directorate will consider how this data impacts, and informs, the priorities within the wider areas of improvement, in particular, other aspects of the directorate improvement plan, including Engagement, Positive Destinations and Achievement.

3.6   Engagement with young people, parents and carers, in sharing aspects of the results and helping inform future work and support, will be taken forward.

4.0 Conclusion

4.1   Improving the Health & Wellbeing of our Children & Young People is a key priority area for the Education & Children's Services Directorate over the next three years and specific

areas of work are shown within the Directorate Improvement Plan and Children's Services Plan.

4.2   Continuous tracking and monitoring of the impact of actions are critical, along with consideration of key methods of future analysis.

4.3   Progress updates will be provided through the Health & Wellbeing Improvement Priority within the Education Directorate Improvement Plan, reporting to Education Scrutiny Committee, to ensure progress is being met.

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2 November 2023.
Agenda Item No. 13

Cupar Care Village - Update

Report by: Nicky Connor, Director of Health and Social Care and John Mills, Head of Housing Services

Wards Affected: Ward 20

Purpose

To provide an update on the revised costs and timescales for the work towards delivering the Cupar Care Village on the site of the former Dalgairn Centre at Bank Street, Cupar.

Recommendation(s)

It is recommended that the Committee:-

(1)   notes the content of this report, including the revised timescales and increase in costs of £2.137m, and

(2)   agrees the revised Business Case.

Resource Implications

In 2022, further funding was approved at Policy and Co-ordination Committee resulting in a budget of £11.979m which included £7.879m for the Care Home and £4.100m for the supported housing.

The latest estimate is £14.106m which includes £9.235m for the Care Home (an increase of £1.366m) and £4.871m for the supported housing (an increase of £0.771m).

The increased costs for the Care Home were included within the Capital Plan Review approved in June 2023 for reprovisioning care. There is a risk that the remaining funding for reprovisioning of care will not be adequate for the final care home at Anstruther.

The revenue costs of running the new care home will be met from the existing care home budget.

Scottish Government Funding for the new supported flats will be allocated through the Strategic Housing Investment Plan 2022/23 – 2026/27. The remainder of the capital investment for the supported flats will be met through the HRA Capital Investment Programme.

Legal & Risk Implications

Key risks and legal implications are summarised in the attached Business Case.

Impact Assessment

A full Impact Assessment for the care home has been carried out as part of the consultation process.

Regular Update Newsletters have been sent out to local elected members and wider NE Fife elected members, and Cupar Community Council.

Consultation has taken place with the Care Inspectorate in respect of the design for the care home.

Staff, residents and families at Northeden House have been briefed with regular Newsletters providing an update on the Programme.

Regular Newsletters have also been issued to families of service users in the Adult Services Community Support Service.

1.0 Background

1.1 This report presents an updated Business Case at Appendix A which advises on the latest position of the Cupar Care Village. Since approval of the last Business Case in February 2021, we want to provide an update on the work that has been done so far to progress the Care Village:

- Meals on Wheels Service relocated permanently in August 2020.

- The Dalgairn Centre was demolished in early 2021 and the site has been secured and is being monitored.

- Adult Services Community Support Service relocated temporarily to Eden House in Cupar and will remain there until completion of the new facility.

- The Design Team completed the plans for the new Care Village.

- Planning approval was secured on 15th December 2021 at NE Fife Planning Committee.

- Early enabling works on site are commencing this month.

2.0 Cupar Care Village Costs

2.1 The latest cost estimate for the Cupar Care Village is £14.106m which includes £9.235m for the Care Home and £4.871m for the supported housing.

2.2 The increased costs for the Care Home were included within the Capital Plan Review approved in June 2023 for reprovisioning care. There is a risk that the remaining funding for reprovisioning of care will not be adequate for the final care home at Anstruther.

2.3 The increased costs for the supporting housing will be funded through HRA Capital.

2.4 The main reasons for the increased costs are: construction cost increases due to emerging requirements; allowance for price impact of the Ukrainian crisis with the rise of fuel, energies and raw materials; updated inflationary allowance to align with revised timescales; client direct cost increases, provision of full digital inclusion for the care village and the widely reported UK construction market turbulence.

2.5 The actions taken to try and contain the costs within budget include continuous value engineering and monitoring that is reported to Project Board.

3.0 Programme

3.1   The following is an indication of the timescales for the Care Village.

- Full construction of the Care Village will commence in February 2024.

- Construction is estimated to be complete in August 2025.

- An 8-week 'fit-out' period will then commence for HSCP and Housing Services to complete installation of furnishings and fittings ready for care home residents and tenants to move into the new facility.

- The Care Village building is expected to be operational from October 2025.

3.2   Prior to the relocation of services from Northeden House care home, Property Services will consult with other Services on any potential use of the existing building and Housing Services have confirmed they are interested in acquiring the site for specific needs housing.

3.3   There is a commitment from Health and Social Care Partnership to demolish and clear the existing Northeden site prior to transfer to Housing Services for affordable housing.

4.0   Conclusion

4.1   Cupar Care Village represents a significant capital investment in Cupar and wider infrastructure of Fife and it will contribute towards the strategic objectives of Fife Council and its role within the Health and Social Care Partnership.

List of Appendices:

Appendix A: Revised Project Business Case

Background Papers

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

- Executive Committee Report - Options for Future Care Provision for Older People – dated 23 October 2012
- Policy and Co-ordination Committee of 24 January 2019 – Replacement for Northeden Care Home
- Policy and Co-ordination Committee of 18 February 2021
- Policy and Co-ordination Committee of 20 January 2022

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Project ref & title	Cupar Care Village – Revised Business Case V. 3.0
Programme or eVision (if applicable)	Phase Two - Care Home Replacement Programme
Project Sponsor	Fiona McKay, Head of Strategic Planning, Performance & Commissioning Manager
Project Manager	Vivienne Smith, Change Manager – Fife HSCP
Approval board(s)	Cabinet Committee
Date & version	18/10/2023 Version 3

As part of the proposal stage, you are only required to complete Section 1 of this document.

Document history

Date	Version	Last revised by	Details of revision
21/01/19	V. 1.0	V Smith	Initial Business Case
18/02/21	V. 2.0	V Smith	Revised Business Case incorporating Housing Services
18/10/23	V. 3.0	V Smith	Revised Business Case due to cost increase

Section 1: Proposal

1.1 What is the project going to do?

The project will deliver a Care Village for Cupar and benefits for the local and wider North East Fife communities. The project consists of a 24-bed care home, 12 supported housing flats for adults with support needs, a 10-place community day service facility for older people and a day facility for Adult Services Community Support Service. The building will be fully digitally inclusive for all users.

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

1.2.1 Project background

Policy & Coordination Committee approved the original Business Case for the replacement of Northeden House care home on 24th January 2019. However, during the planning process there proved to be constraints due to the size and topographical nature of the site and investigations revealed that there were no other available sites in Cupar.

Officers consulted with colleagues in Housing Services and agreed to a partnership project to build a joint care home and supported housing building on the site.

Policy & Co-ordination Committee approved the revised Business Case for the replacement of Northeden House on 19th February 2021.

The Dalgairn building was demolished as part of the capital project in early 2021 and the site has been secured and monitored.

Planning approval was granted at North East Planning Committee on 15th December, 2021.

1.2.2 Project justification

The previous Business Cases outlined the age and condition of Northeden House as well as changing needs, aspirations and dependency levels of our older people and the changing landscape of national care standards and Care Inspectorate requirements.

Residential care home places, permanent and short-stay, will continue to be required and the supported housing element of the building provides complementary alternative community care options for adults. The inclusion of day services and an Adult Resources facility within the care home/supported housing building will enhance the building and contribute to the prevention of hospital admissions and premature admission into residential care.

Adult Services Community Support Service relocated to Eden House in Cupar (located next to Northeden House) for the period of demolition of the Dalgairn site and construction of the new care home facility.

Prior to completion of the new care home and the relocation of services from Northeden House, Property Services will consult with other Services on any potential use of the existing building and Housing Services has confirmed they wish to acquire the site for specific needs housing. HSCP will demolish and clear the Northeden site prior to transfer to Housing for affordable housing.

1.2.3 Urgency and consequences

There is a requirement for construction work of the care home to start as soon as possible due to significant works that require to be undertaken at Northeden House. Early enabling works on site are commencing this month and full construction will commence in February 2024 with estimated completion in August 2025.

Failure to deliver the new care home in Cupar within this timescale would result in further deterioration of Northeden House and increasing energy costs. This means increasing capital and revenue requirements to maintain the status quo. The current layout of Northeden House, whilst it has met current needs, will not meet the needs of future generations as dependency levels increase.

1.2.4 Lessons learned

The three care village projects undertaken in Phase One and recent completion of Methil in Phase Two highlighted the importance of working up a very tight and detailed specification and design brief.

The site constraints at Dalgairn required a re-evaluation in terms of what was achievable and partnership working between the H&SCP and Housing Services provides an opportunity to enable provision of a Care Village with new build care home and supported housing for adults.

The provision of day services accommodation for older people and the inclusion of Adult Services Community Support Service within the building ensures an integrated range of service provision for the local community.

A need to deliver a building that offers full digital inclusion to meet the needs of residents, tenants and day service users.

A balance requires to be struck between energy efficiency aspirations (lower running costs) and delivering the project within a constrained capital budget.

An effective operational model for the ongoing running of the facility will be developed in the year prior to the building opening and running costs will be shared between the services.

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

This project is delivering Fife's fifth Care Village incorporating a new 24-bed residential care home, 12 supported housing flats for adults, day service facility for older people and Adult Services Community Support Service facility. This is in line with Fife Council's Plan4Fife approach and using assets more resourcefully.

The outside space is providing opportunities for innovative landscaping that will benefit the residents, tenants and day service users in a safe environment.

Aside from the 'physical' deliverables of the new care home, supported flats, day service facility, and Adult Services Community Support Service, the following will also be required of the project:

- Agreement between services on the operation of shared facilities.
- New staffing model and associated rotas for the care home.
- New staffing model for the supported housing.
- New design model to ensure digital connectivity for all users.
- New revenue budget to be set for the care home.
- Registration with the Care Inspectorate for care home and supported housing.
- Transitional arrangements for care home residents and staff.
- Transitional arrangements for supported adults to move from current setting
- Transitional arrangements for Adult Services service users and staff.

1.4 What are the desired outcomes and benefits?

Outcome	Benefit
Health & Social Care Partnership Building design allows for more efficient staffing model.	Increased staff satisfaction in working environment.
Health & Social Care Partnership Residents are living in an environment that has an appropriate mix of private and communal areas, including accessible outdoor space, because premises have been designed for high-quality care and support.	Care Home residents are happy with their living environment that has been designed for the provision of high-quality care and support to meet their needs and expectations.
Health & Social Care Partnership Day Service Users are able to participate in a range of activities that are enabling and promote independence.	Day Service User satisfaction with day service provision.
Housing Services New properties developed for Adults with support needs.	Allows for a move on from settings which may no longer be appropriate for the individual.
Housing Services Tenants living in an environment which provides a secure tenancy, with support and the provision of communal areas.	Housing tenants are happy with their living environment that has been designed for independent living and support to meet their needs

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

1.5.1 Costs

Total expected one-off capital cost	Total expected recurring revenue cost
Capital expenditure of £9.235m for the delivery of 24-bed care home and associated services as per item 1.1. Capital expenditure of £4.871m for the delivery of 12 supported housing flats (inclusive of Scottish Government Grant) The above revised estimated figures include: • Construction costs • Risk and inflation allowances • Utilities, IT/ CCTV and alarms • Demolition of Dalgairn works including fees • Furniture, fittings and equipment	Northeden House Revenue expenditure will be £1.482m. Revenue costs for 1.5 Housing staff and other miscellaneous costs - £69,000. £57,000 for repairs, maintenance and cyclical costs for the Supported Housing. Costs will be funded from existing revenue budgets.

• Planning and Warrant fees • All necessary Surveys and Reports • Professional fees • Demolition of existing Northeden House works including fees • Uplift in client direct costs to mitigate risk Costs will be funded from the Capital Plan.	

1.5.2 Resource requirement

The Project Board is operational and consists of the individuals named below. All individuals carry out their responsibilities in relation to the Project as part of their operational post.

1.	Project Sponsor/ Chairperson	Fiona McKay, Head of Strategic Planning, Performance & Commissioning Manager
2.	Senior Users	Tom Cross, HSPC Older People Resources – Service Manager Paul Short, Service Manager (Housing Management Executive) Connie Sims, Service Manager, HSCP Adult Services (Resources)
3.	Senior Supplier	Alan Paul, Head of Property Services Steve Anderson, Service Manager – Major Works, Building Services
4.	Project Manager	Vivienne Smith, Change Manager – Fife HSCP

Representatives from Older People's Services, Housing Services, Adult Services (Resources), Property Services, Building Services and Finance & Corporate Services have been identified to support the delivery of the Project.

A design and build solution by Property Services and Building Services is the approved route of delivery for the care village and associated services, as this brings many advantages in terms of shared costs and the construction process. This is subject to Value for Money assessment throughout the project.

1.5.3 Project timeline

The Design Brief is concluded, planning approval secured and early enabling works will commence this month. Full construction will start on site in February 2024 and conclude by August 2025.

1.5.4 Funding availability

The latest cost estimate for the Cupar Care Village is £14.106m which includes £9.235m for the Care Home and £4.871m for the supported housing.

The increased costs for the care home were included within the Capital Plan Review approved in June 2023 for reprovisioning care. There is a risk that the remaining funding for reprovisioning of care will not be adequate for the final care home at Anstruther.

The key updates to the project since the last committee report focus on design development and emerging project risks. Key changes include the additional electrical sub-station works, as dictated by SPEN, the adoption of composite doors and windows to enhance daylighting, influenced by insights gained during a site visit to an exemplar Care home in West Lothian. Other advancements include the design progression of the Timber Kit design, optimising thermal efficiency and energy conservation in alignment with

Corporate objectives, without introducing risks tied to use of combustible insulation materials, increased allowance for photovoltaic (PV) installations on the roof and alterations to the Active Travel Footpath located at North and East boundaries. In addition, lessons learned, highlights the need to deliver a building with full digital inclusion for residents, tenants and day service users.

The refreshed client cost summary for Housing Services now indicates an estimated total cost of £4.871m. Scottish Government Funding for the new housing will be allocated through the Strategic Housing Investment Plan 2022/23 – 2026/27 and the remainder of the capital will be met through the Housing Revenue Account Capital Investment Programme.

HSCP Revenue Budget is available to fund on-going running costs, and costs will be contained within existing revenue budget.

1.5.5 Resource availability
Yes.

1.6 What are the known current risks?

Risk description	Probability score (1-5)	Impact score (1-5)	Overall score (probability x impact)
Social Work Service and Housing Services			
Financial Risk: The risk that actual cost of construction of the care home and supported housing exceeds estimates.	2	4	8
Risk relating to Land: There is limited risk with the land which is in FC ownership. Any risk may be in relation to timescales.	1	3	3
Registration Risks: Risks which there may be around registering the new care home and supported housing building with the Care Inspectorate.	2	4	8
Operational Risks: Risks which may occur as a result of new staffing structure for the joint building. There are financial implications if the structure needs to be reviewed in line with requirements.	1	2	2
Redundancy Risk: Risk of redundancy as a result of new staffing structure for the care home element of the building. Social Work Service will work with Human Resources and Trade Unions in any Managing Change process to minimise impact.	2	4	8
Risks to Service Users: There are known risks associated with change for service users, e.g. the transition from current residence to a new home. This needs to be carefully managed to a level that will not put service users at significant risk.	2	4	8

Specific Design / Construction Risks:			
1. Change in requirements of the Council, that is, Council requiring changes (a 'Council Change') to the design leading to additional design and construction costs.	2	3	6
2. Changes required to the design required due to legislative or regulatory change specific to the Local Government Social Services environment leading to additional design and construction costs.	3	5	15
3. Failure to design brief in accordance with Council's requirements. That is, failure to translate the requirements of the Council into the Design Drawings/ Data.	1	3	3
4. Continuing development of design. That is, failure to develop the detail of the design within an agreed timetable leading to additional design and construction costs.	1	3	3
5. Statutory approvals including Planning permission. Any delay in receiving Planning Consent or other stautory approval resulting in broader cost implications for the Project.	1	4	4
6. Legislative or regulatory policy changes specific to UK/ Scottish Government's targets - leading to additional costs e.g. Building Standards/ Fire safety regulations / sustainability targets & net zero greenhouse gas emissions targets etc.	2	4	8
7. Time & cost risks related to COVID-19, Brexit effect, including labour shortages, reduced productivity and possible supply chain fragility issues leading to increased material premiums and delays.	2	5	10
Risk/Issues Logs will be maintained and updated throughout the Project.			

1.7 Proposal sign-off

Approved by	Role	Date approved
Fiona McKay, Head of Strategic Planning, Performance & Commissioning Manager	Project Sponsor	18/10/23
Vivienne Smith, Change Manager – Fife HSCP	Project Manager	18/10/23

BTS Approval (for IT related projects only)	Role	Date approved
	Directorate Solutions Manager or Competency Centre Manager	N/A

Note: For IT related projects, approval must be sought from the Directorate Solutions Manager or Competency Centre Manager within Business Technology Solutions (BTS).

Section 2: Business Case

2.1 What is the scope of the project?

2.1.1 Output

Project outputs are defined in Section 1.3 of this document and relate to Option 4. Any updates to project outputs will be made in Section 1.3.

2.1.2 Resources

Project resources are defined in Section 1.5.2 of this document and any updates to project resources will be made in Section 1.5.2.

2.1.3 Customers

The care home will provide 24-hour residential care for 24 residents. All residents will have been assessed by the Social Work Service and meet the eligibility criteria. The care home will also offer day service space for Voluntary Sector partners to provide services, Monday to Friday each week.

The supported housing flats will be allocated via the Fife Housing Register. All tenants will require accessible housing and the support provided.

The Adult Services Community Support Service will be able to operate in a new purpose built facility.

2.1.4 Staff

Social Work Service:

The staff directly affected will be those currently working in Northeden House in various roles.

Discussions will take place with Human Resources and the Trade Unions before the transition to the new home occurs, and all casual/relief and temporary posts will be scrutinised and all staff members' status in relation to permanency will be ascertained. Fife Council's Managing Change Process will then be followed in relation to the transition into the new care home and staffing structure. If there is an inadequate number of posts in the new care home to place all Northeden staff on their existing grades, then they may be offered equivalent posts elsewhere in the service or be at risk of potential redundancy.

Housing Services:

There are no staff providing this type of service presently within Housing – this post will need to be developed and staff recruited.

2.1.5 Service delivery

Social Work Service:

All services currently provided at Northeden House, including the residential care service and day services which will be operated by Voluntary Sector partners.

All services currently provided at Eden House by Adult Services Community Support Service.

Housing Services:

This is a newly developed service – it will provide Housing and support for 12 tenants.

2.1.6 Business process

Modify existing service business processes.

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

Social Work Service:

In terms of resources, it will be 'business as usual'. The Health & Social Care Partnership has a dedicated Change Manager to take forward the project.

Input required from staff in Northeden House will be planned at times that are operationally less difficult to manage, and the home will continue to operate in the normal way until the move to the new home. This also applies to admissions, discharges, recruitment and maintenance.

There will be a planned transitional period for relocating residents, service users, staff and equipment to the new care home from Northeden House.

Adult Services Community Support Service has already relocated to Eden House in Cupar prior to demolition of the Dalgairn site and construction of the new care home facility.

Housing Services:

There will be minimal impact on day to day business. The development will be overseen by the Affordable Housing Team and management of the housing when complete will be undertaken by the Older Persons Housing Team and the NE Fife Area Housing Team.

2.3 Who are the key stakeholders?

Key stakeholders are:
- Current residents of the care home, day service users and respite users.
- All Northeden House Care Home staff.
- All family/carers of residents and day service users of Northeden House.
- Housing list applicants for supported housing.
- Housing staff on site
- Local Area Housing Team.
- Adult Services Community Support Service staff.
- Adult Services Community Support Service service users and family/carers.
- Local Councillors.
- Integration Joint Board members.
- All members of the Project Board and Project Team.
- Potential future service users are also stakeholders and the Project Team has engaged with various forums and user groups to gather their views.

2.4 What are the options to deliver the project?
- Policy & Coordination Committee of 24th January 2019 considered an options appraisal and approved the Northeden Business Case and Option 4 to deliver the project in line with the Fife Council Executive Committee decision. Option 4 was to deliver the project in-house through Property Services and Building Services.

- This business case provides a revision to the project based on the detail outlined above.

	In-house delivery through Property Services and Building Services
Cost	**Total One-Off Cost: £14.142m.** Recurring Revenue Cost: £1.608m.
Time	20 months from approval.
Quality	Now experienced in care home and housing requirements: Social Work Service and Housing Services has built effective working relationships with Property Services and Building Services across previous 4 care village builds. Additional benefits realised by utilising previous exemplar care home designs – use of BIM/3D models.
Resource	Property Services 5.0 FTE, and Building Services 10 FTE over the Cupar site. (Opportunity to maximise corporate capacity/efficiency through Building Services, carrying out work packages where appropriate).
Scope	Baseline construction scope now established through work on the first four care villages in Kirkcaldy, Glenrothes, Lumphinnans and Methil.

Risk	Market prices exceeding available budgets; absence of "claims" culture; lower relative risk due to partnering approach. Static Building Service fees and absence of claims for additional design team fees if programme delayed. Covid-19 costs if further lockdowns are required.
Benefits	Service benefits as defined at 1.4 above would be met.

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

The recommended route was approved in the original business case by Policy and Co-ordination Committee decision on 24th January 2019. This revised business case outlines the revisions to the project since that time.

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

2.6.1 Outline Plan

Stage	Outputs/deliverables	Timescale
	CARE HOME / SUPPORTED HOUSING CONSTRUCTION	**TARGET TIMESCALES**
PLAN	Site investigations	↓
PLAN	Design Brief formulation / Room Data Sheets / Facility Requirements / Accommodation Schedules / Housing Requirements	↓
PLAN	Early Scheme Design Stages	
PLAN	Stakeholder Engagement	
PLAN	Scheme design and cost proposals submitted / reviewed / assessed / accepted	
PLAN	Planning submission	
PLAN	Detailed design/ Production information	Ongoing to December 2021
PLAN	Planning approval	December 2021
PLAN	Building Warrant stages	↑
PLAN	Production Information/Tender Documentation	November 2023
PLAN	Agree Project Costs	February 2024 to August 2025
DO	Full Construction period	
C & R	Target Handover	August 2025
	OPERATIONAL OUTPUTS	
PLAN	Review Staffing Model/Rotas	↓
PLAN	Recruit/Allocate Staff	
PLAN	Transition Work with Staff	
PLAN	Transition Work with Service Users/ Tenants	
DO	Managing Change Process for care home staff	
DO	Transfer of service users/staff and housing tenants and resources to new care home/ supported housing building.	
DO	Set up all ICT provision	
DO	Environmental Heath and Care Inspectorate approvals	August 2024 to August 2025
C&R	Review.	October 2025

2.6.2 Budgets

Total capital budget	Total revenue budget
Capital budget of £9.235m for the delivery of 24-bed care home. This includes an estimated one-off cost of £15,000 to provide a digitally inclusive building. Housing capital of £4.871m for 12 supported housing flats (inclusive of Scottish Government Grant) The above estimated figure includes: • Construction costs • Risk and inflation allowances • Utilities, IT/ CCTV & alarms • Demolition Works incl. fees • Furniture Fittings and Equipment • Planning and Warrant fees • All necessary Surveys & Reports • Professional fees	Revenue Budget of £1.482m for the new care home. This includes an estimated recurring cost of £10,000 for provision of digital connectivity for users. One-off revenue cost of £36,000 for transition to new home. Revenue Budget of £69,000 for 1.5 Housing Staff. £57,000 for repairs, maintenance and cyclical costs for the Supported Housing.

2.6.3 Cost break-down

Item description	One-off cost	Recurring cost	Funding source	Funding available
Capital Costs				
Construction of 24-bed Care Home, day service and Adult Service facilities.	£9.235m		Capital	Capital: Partly
Construction of 12 supported housing flats. The above estimated figure includes: Construction costs Risk and inflation allowances Utilities, IT/ CCTV & alarms Demolition of Dalgairn works incl. fees Furniture Fittings and Equipment Planning and Warrant fees All necessary Surveys & Reports Professional fees Demolition of Northeden House works incl. fees Uplift in client direct costs to mitigate risk	£4.871m		HRA Capital & SG Grant	Capital: Yes
Total Capital Costs	**£14.106m**			
Revenue Costs				
Total revenue costs relating to Cupar Care Home	£0.036m		Revenue	Revenue: Yes
Cupar Care Home Revenue Budget		£1.482m	Revenue	Revenue: Yes

Supported Housing Staffing Budget		£0.069m	Revenue	Revenue: Yes
Housing Maintenance & Repairs		£0.057m	Revenue	Revenue: Yes
Total Revenue Costs	**£0.036m**	**£1.608m**		
Totals	**£14.142m**	**£1.608m**		

2.6.4 How realistic is the approach?

The capital costs are considered fair and reasonable and have been calculated having regard to analysed data from the Methil Project and consideration of recent UK construction market turbulence.

Costs will be monitored throughout the project by the Project Manager and the Project Board.

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

Benefit name	Health & Social Care Partnership - Staff Satisfaction
Measure	A questionnaire will be developed to measure staff satisfaction.
Baseline(s) per measure	This will use measurable criteria and baseline figures will be developed six months before the move to the new care home.
Target per measure	Target will be set once criteria have been developed.
Benefit Owner	Unit Manager – Cupar Care Home.
Timescale	Questionnaire will be completed by staff six months after move to new environment and results will be compiled at that time.
Programme end benefit(s)	Modern environment that is attractive to care home staff.

Benefit name	Health & Social Care Partnership – Care Home Resident Satisfaction with Living Environment
Measure	Health & Social Care Standards, 5.1, 5.7, 5.20, 5.23
Baseline(s) per measure	Compliance with current Care Inspectorate guidance 'Building Better Care Homes for Adults' 2017.
Target per measure	- Ensuite facilities - Small group living - Provision of hairdressers - Appropriate mix of private and communal areas - Accessible outdoor space - Dementia Design principles
Benefit Owner	Health & Social Care Partnership
Timescale	By completion of new care home.
Programme end benefit(s)	Care Home residents are happy with their living environment that has been designed for the provision of high-quality care and support to meet their needs and expectations.

Benefit name	Health & Social Care Partnership – Day Service User Satisfaction with Day Service
Measure	Health & Social Care Standards, 5.22, 5.23
Baseline(s) per measure	Compliance with current Care Inspectorate guidance 'Building Better Care Homes for Adults' 2017.
Target per measure	- Provision of domestic facilities that enable service users. - Access to outdoor activities.
Benefit Owner	Health & Social Care Partnership
Timescale	By completion of new care home.

Programme end benefit(s)	Day Service Users are able to participate in a range of activities that are enabling and promote independence.

Benefit name	**Health & Social Care Partnership – Saving in Revenue Costs**
Measure	Reduction in revenue costs against previous years.
Baseline(s) per measure	This will use measurable data from previous years.
Target per measure	This is a one-off reduction in revenue costs.
Benefit Owner	Health & Social Care Partnership
Timescale	On operation of new care home.
Programme end benefit(s)	Ongoing reduction in revenue costs.

Benefit name	**Housing Services – Increased Tenant Satisfaction with Living Environment**
Measure	Surveys of tenants in the accommodation
Baseline(s) per measure	Tenant satisfaction figures reported to the Social Housing Regulator
Target per measure	• Self-contained accommodation • Access to communal areas • Access to shared facilities • Housing for Varying Needs principles • Accessible outdoor space • Dementia Design principles
Benefit Owner	Housing Services
Timescale	6 months following tenant entry.
Programme end benefit(s)	Tenants are happy with their living environment that has been designed to meet their needs.

Benefit name	**Housing Services - Contributing to meeting the affordable housing shortfall in NE Fife area**
Measure	Number of units completed
Baseline(s) per measure	Number of social rented properties in NE Fife. Baseline figure will be set within 6 months prior to site start.
Target per measure	Increase no of social rented properties by 12.
Benefit Owner	Helen Wilkie, Service Manager - Housing Supply, Regeneration & Stock Condition
Timescale	At project closure.
Programme end benefit(s)	Not applicable.

Benefit name	**Housing Services - More efficient use of Housing Officer role**
Measure	Number of tenants receiving support within development and surrounding community
Baseline(s) per measure	12 tenants receiving support in Supported Housing in Year 1
Target per measure	Housing Support Plans completed.
Benefit Owner	Paul Short, Service Manager (Housing Management Executive)
Timescale	3 years
Programme end benefit(s)	Not applicable.

2.8 What are the key assumptions and dependencies?

2.8.1 Assumptions

It is assumed that the new care home/supported housing project can be delivered within the revised budget and within the new timescale.

It is assumed that stakeholders will be engaging and supportive of the proposals for the site.

2.8.2 Dependencies

The project is dependent upon the care home capital budget being available.

2.9 What are the known pre start-up risks?

Project risks have already been identified in of this document. Any updates to project risks will be made in Section 1.6.

2.10 What are the permitted tolerances set for this project?

Tolerance table

	Amber status *(triggers exception report to Project Sponsor/Project Board)*	Red status *(triggers report to Cabinet Committee)*
Cost	**Health & Social Care Partnership** Up to 5% over capital budgets, compared to the original expected project costs and budgetary requirements. Revenue – Expenditure will be managed within the revenue budget as per the Financial Regulations. **Housing Services** Up to 5% over either capital or revenue budgets, compared to the original expected project costs and budgetary requirements.	**Health & Social Care Partnership** Any percentage over either budget that exceeds the amber cost threshold. **Housing Services** Any percentage over either budget that exceeds the amber cost threshold
Time	**Health & Social Care Partnership and Housing Services** Up to 4 weeks late against the original project schedule.	**Health & Social Care Partnership and Housing Services** Any schedule delay that exceeds the amber time threshold.
Quality	**Health & Social Care Partnership and Housing Services** Elements of acceptance criteria which have no particular impact on the Business Case. These will be limited to minor adaptations to accommodation schedule / room data information or facility requirements that would have little or no impact on service users, staff or	**Health & Social Care Partnership and Housing Services** Elements of acceptance criteria that have slipped beyond what is defined within the amber quality threshold. These will have an impact on the Business Case and would include such things as changes to size of rooms, significant deviation in

	other stakeholders. Examples may include minor changes to fixtures and fittings provided.	Specification, fixtures and fittings or deviation from agreed contract.
Resource	**Health & Social Care Partnership and Housing Services** Resources available, but minor delay in obtaining them, or up to 10% more resource required than originally anticipated**.**	**Health & Social Care Partnership and Housing Services** Resources cannot be secured within a reasonable timescale, threatening other tolerances, or any additional resource required above the amber resource threshold.
Scope	**Health & Social Care Partnership and Housing Services** Scope of the care home element will be determined through accommodation schedule and facility requirement documents created by Property Services and Social Work Service. Minor changes in scope only would move project scope status to amber. Given the interdependent nature of the different components of the project, any significant deviation in scope would move status to red.	**Health & Social Care Partnership and Housing Services** Any element of project scope slippage out with, or over and above, what is defined under amber for scope.
Risk	**Health & Social Care Partnership and Housing Services** All risks can be managed within the project with an overall score of up to 15. .	**Health & Social Care Partnership and Housing Services** Any risk exceeding the amber threshold sees the entire Risk element of the project slip to red.

Benefits	**Health & Social Care Partnership**	**Health & Social Care Partnership**
	1. Staff satisfaction – tolerance will be set when criteria agreed for this benefit. 2. Care Home resident satisfaction with their living environment. 3. Day Service User satisfaction with day service provision. **Housing Services** 1. Increased Tenant Satisfaction. 2. Contribution to Affordable Housing shortfall. 3. More efficient use of Housing Officer Role.	Red status would occur with non-compliance of Care Inspectorate guidance. **Housing Services** Red status will occur when any permitted deviations are exceeded as defined under amber. This should be slippage that has significant impacts to the Business Case and could threaten overall project viability. Red status would occur where there was lack of demand and scope to deliver services in the community.

Section 3: Project Structure

3.1 What is the governance arrangement?

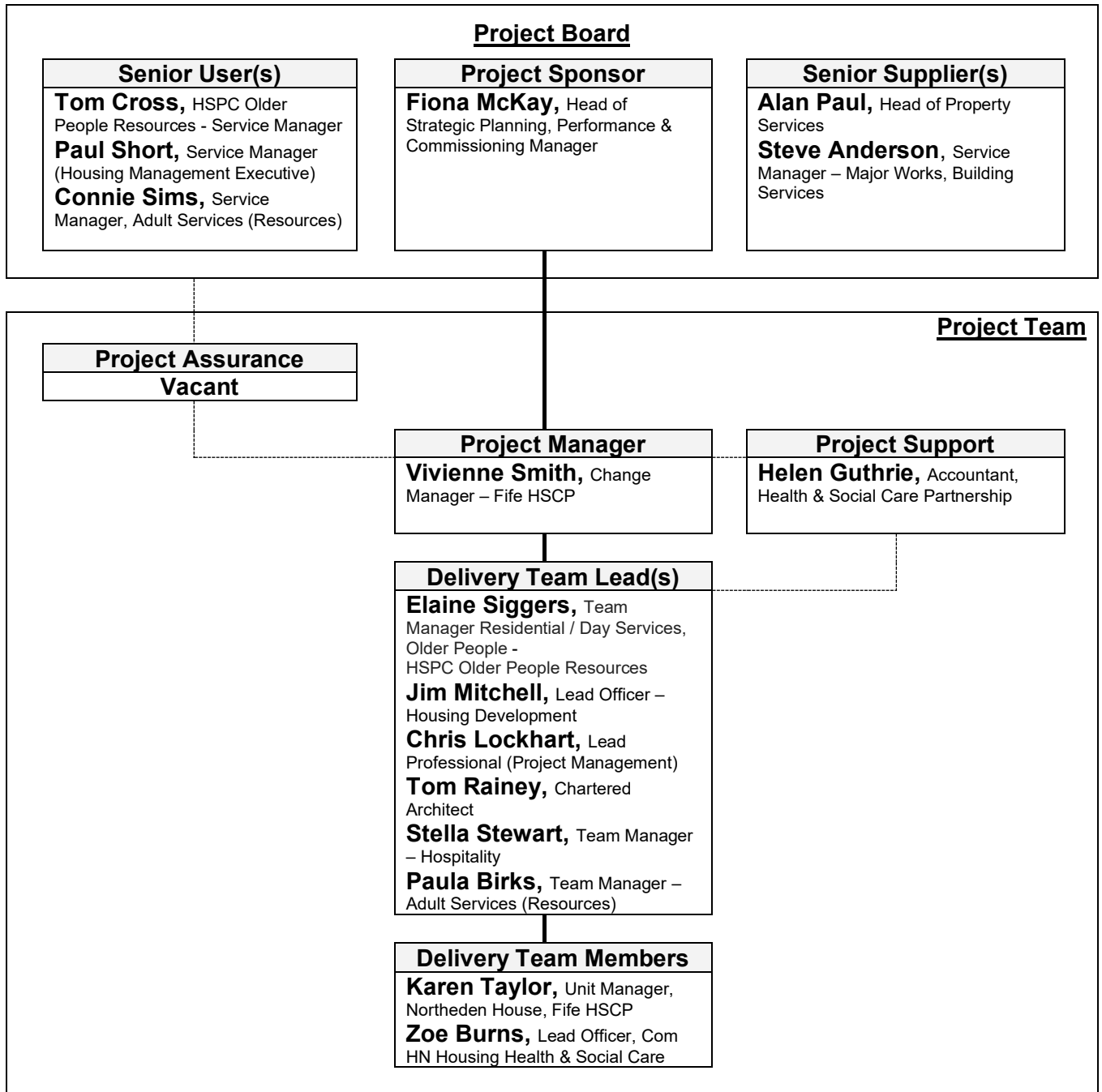This Project has a formal Project Board with a Project Sponsor, Senior User(s) and Senior Supplier(s).

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

Skills, knowledge & experience description	Essential	Desirable
Project Management Skills	Yes	
Leadership Skills	Yes	
Expertise in Architecture / Care Home Design	Yes	
Expertise in Health & Social Care / Social Work	Yes	
Expertise in Housing Services	Yes	
Experience of other organisations, i.e. benchmarking, lessons learned.	Yes	
Excellent knowledge of the needs of Older People to inform design	Yes	
Financial expertise and skills	Yes	
Legal expertise in relation to all aspects of the project	Yes	
Education skills, knowledge and experience	Yes	
Expertise in Housing	Yes	
HR expertise	Yes	
Procurement expertise	Yes	
Construction skills, knowledge and experience as required by the Council	Yes	
Specific expertise and knowledge in relation to all of the following: • Catering & Cleaning requirements • Moving & Handling requirements • Telecare and 'nurse-call' requirements • Health & Safety • Occupational Therapy • Management of change and transition	Yes	

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

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3.3 Project structure chart and project roles

Project Board

Senior User(s)	Project Sponsor	Senior Supplier(s)
Tom Cross, HSPC Older People Resources - Service Manager **Paul Short,** Service Manager (Housing Management Executive) **Connie Sims,** Service Manager, Adult Services (Resources)	**Fiona McKay,** Head of Strategic Planning, Performance & Commissioning Manager	**Alan Paul,** Head of Property Services **Steve Anderson**, Service Manager – Major Works, Building Services

Project Team

Project Assurance
Vacant

Project Manager	Project Support
Vivienne Smith, Change Manager – Fife HSCP	**Helen Guthrie,** Accountant, Health & Social Care Partnership

Delivery Team Lead(s)

Elaine Siggers, Team Manager Residential / Day Services, Older People - HSPC Older People Resources

Jim Mitchell, Lead Officer – Housing Development

Chris Lockhart, Lead Professional (Project Management)

Tom Rainey, Chartered Architect

Stella Stewart, Team Manager – Hospitality

Paula Birks, Team Manager – Adult Services (Resources)

Delivery Team Members

Karen Taylor, Unit Manager, Northeden House, Fife HSCP

Zoe Burns, Lead Officer, Com HN Housing Health & Social Care

3.4 Business Case sign-off

Approved by	Role	Date approved
Fiona McKay, Head of Strategic Planning, Performance & Commissioning Manager	Project Sponsor	18/10/23
Vivienne Smith, Change Manager – Fife HSCP	Project Manager	18/10/23
Helen Guthrie, Accountant	Finance Representative/ Service Accountant	18/10/23

Section 4: Project Delivery Resources

4.1 Who are the key resources the project may need to engage with at an early stage?

CPMO
Click here for a minisite link with more information and guidance.

BTS (formerly known as IT) / Information Policy & Standards

Capital Programme

Property Services

Procurement

Climate Change, Carbon & Energy

HR Business Partners

Finance

Equalities Unit

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2 November 2023
Agenda Item No. 14

Housing Service – Domestic and Sexual Abuse Policy

Report by: John Mills, Head of Housing

Wards Affected: All wards

Purpose

The purpose of this report is to seek approval for the new Domestic and Sexual Abuse Policy. This Policy has been to the Domestic Abuse Intervention Board chaired by Councillor Hamilton and was recommended to move forward to Cabinet for discussion / approval.

Recommendation(s)

It is recommended that members:-

(1)   note the new Domestic and Sexual Abuse Policy; and

(2)   approve the Domestic and Sexual Abuse Policy.

Resource Implications

Proposals for improvement are all in line with the current budget for the service.

Legal & Risk Implications

There are no legal risks in relation to this.

Impact Assessment

An Impact Assessment summary is attached to the report.

Consultation

The Domestic and Sexual Abuse Policy has been consulted on with a wide range of participants including Fife Women's Aid, Fife Violence Against Women Partnership and has been to the Domestic Abuse Intervention Board (which is a specialist sub-group of Fife Housing Partnership). A strong feature of all the work we have undertaken in relation to domestic abuse has been working with survivors to ensure that learning is taken from their experiences.

1.0 Background

1.1 The Housing Service has been working to improve service delivery in relation to domestic abuse since the original Women's Health Research Report in 2016 "Change, Justice and Fairness" developed by Scottish Women's Aid. The report highlighted a range of significant areas which required improvement. In response to this, the service developed the "WHIR Project" which worked to develop improvements in the way services are delivered to women experiencing domestic abuse.

1.2 A range of key improvements have been made over the course of the WHIR Project. This is underpinned by the key principles of being person centred, respecting individual's choices, offering a supportive environment and valuing survivor feedback. Our aim is to promote prevention of homelessness and ensure that help is given before a crisis situation if possible.

1.3 It should also be noted that we have a Fife Housing Register Domestic and Sexual Abuse Protocol that covers issues around housing access. All Fife Housing Register partners work to this in relation to how they deal with housing advice / Fife Housing Register applications that are due to domestic abuse and sexual violence. The new Domestic and Sexual Abuse policy covers issues in relation to Fife Council only and focusses on how we will support tenants experiencing domestic abuse and sexual violence. It should be noted that other members of the Fife Housing Register have their own standalone Domestic Abuse policies.

2.0 Issues and Options

2.1 The Domestic and Sexual Abuse Policy has been developed based on best practice across the country and follows guidance developed by the Chartered Institute of Housing and Scottish Women's Aid. The definition of domestic abuse used within the policy is the countrywide agreed definition developed by the Scottish Government. The policy follows the principles laid down through the Equally Safe Strategy.

2.2 The policy aims to achieve the following outcomes:-

- Domestic abuse is prevented but where it does occur, a co-ordinated, effective response is provided which enables victim-survivors access to a range of appropriate housing options, advice, information and support.

- Inequalities are reduced and opportunities are created which promote improved life chances for women, men, children, young people, families at risk and other vulnerable people/groups of people affected by domestic and sexual abuse.

- Our communities, workplaces and wider society embrace equality and mutual respect and reject all forms of domestic abuse.

2.3 The policy highlights the following key actions -

- Adopting a gender-based approach when developing new services and procedures

- Continuous review of the Fife Housing Register Domestic and Sexual Abuse Protocol to ensure that it follows best practice in housing access

- Ensuring that staff are fully trained in issues around domestic and sexual abuse

- Ensuring that the victim-survivors are prevented from becoming homeless wherever possible

- Focus on removing perpetrators and supporting them to address their behaviours

- Ensure wrap around support is offered to victim-survivors whether staying in their home or moving on to a new tenancy

- Collaborative involvement with all key partner agencies within this field

- Reducing homelessness and the impacts that it has on victim-survivors

- Examining issues around victim-survivors with No Recourse to Public Funds

2.4   The two most challenging areas outlined above are in relation to working with perpetrators and people with No Recourse to Public Funds. At present, legal recourse for removing perpetrators is quite limited. We are waiting on guidance in relation to the Domestic Abuse (Protection) Act 2021 – this includes the ability for registered social landlords to take legal action to end the perpetrator's tenancy and grant this to the victim-survivor. No Recourse to Public Funds is a challenge in relation to the limited abilities granted to councils in helping people in this situation. We are looking at examples from other areas in the country that may assist in relation to this.

2.5   The policy highlights how we will be working to look at communities who have previously not been best served in relation to domestic and sexual abuse – LGBT and male victim survivors. Although statistically most of the domestic abuse is perpetrated against women, it is important to recognise the needs of these groups as they do not have access to the same range of services.

3.0 Conclusions

3.1   The new policy addresses how we will support victim-survivors and develop our Services further.

3.2   If approved, the new policy can be highlighted during the annual "16 days of activism" Campaign. This will allow for a positive launch for the policy and help to highlight it to Staff, partner agencies and to victim-survivors.

List of Appendices

1.   Equality Impact Assessment
2.   Domestic and Sexual Abuse Policy

Report Contact

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Equality Impact Assessment Summary Report

(to be attached as an Appendix to the committee report)

Which Committee report does this IA relate to (specify meeting date)? **Cabinet Committee – 2nd November**
What are the main impacts on equality? **The report introduces the new Domestic & Sexual Abuse Policy. This has positive impacts for victim-survivors of domestic abuse.**
What are the main recommendations to enhance or mitigate the impacts identified? **The new Domestic and Sexual Abuse Policy should have positive impacts around-** • **Domestic abuse is prevented but where it does occur a coordinated, effective response is provided which enables victim-survivors to access to a range of appropriate housing options, advice, information, and support.** • **Inequalities are reduced and opportunities are created which promote improved life chances for women, men, children, young people, families at risk, and other vulnerable people/groups of people affected by domestic & sexual abuse.** • **Our communities, workplaces and wider society embrace equality and mutual respect and reject all forms of domestic abuse.**
If there are no equality impacts on any of the protected characteristics, please explain.
Further information is available from: Name / position / contact details: Paul Short, Service Manager, paul.short@fife.gov.uk

Domestic Abuse and Sexual Abuse Policy

Draft No	Author	Date	Approval Body
1	Sandra Brown	July 2023	
2			
3			
4			

Version control

Implementation Date	
Review Date	

If you need this publication in larger print, audio, Braille, or in another language, please contact our office and we will try to help you

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3. **Aims & Objectives**

4. **Outcomes**

5. **Policy Scope**

6. **National Context**

7. **Local Context**

8. **Equalities, Human Rights & Impact**

9. **Policy Statement**

1. Introduction

This policy has been developed in partnership with Fife Violence Against Women Partnership and Domestic Abuse Intervention Operational Groups. It has also been informed by recommendations set out in the Change, Justice and Fairness research (2015) and the priorities set out in Equally Safe: Scotland's Strategy for Preventing and Eradicating Violence Against Women and Girls (2018). It is aligned with Scotland's public health priorities and takes cognisance of the six priorities and the links to violence against women, drawing on the recommendations set out. It is also closely aligned to Fife's Local Housing Strategy (2021- 2026) and to the Rapid Rehousing Transition Plan, which sets out the council's and wider partners' approach to effectively address homelessness.

The intention of this policy is to provide a clear overarching policy framework which sets out Fife Council's Housing Service's response to preventing and eradicating domestic & sexual abuse.

2. Definition of Domestic Abuse

Fife Council understands domestic abuse must be considered with a gendered lens. We have adopted the Scottish Government's (2016) definition of GBV which broadly highlights the spectrum of behaviours entwined in this issue as follows: "GBV is a function of gender inequality and an abuse of male power and privilege. It takes the form of actions that result in physical, sexual and psychological harm or suffering to women and children, or affront to their human dignity, including threats of such acts, coercion or arbitrary deprivation of liberty, whether occurring in public or private life. It is men who predominantly carry out such violence, and women who are predominantly the victims of such violence. By referring to violence as gender-based, this definition highlights the need to understand violence within the context of women's and girl's subordinate status in society. Such violence cannot be understood, therefore, in isolation from the norms, social structure and gender roles within the community, which greatly influence women's vulnerability to violence."

However, anyone can be affected by GBV and anyone can be a perpetrator. This includes the abuse of men, same gender abuse, a-gender, trans, non-binary, and gender non-conforming people.

The nationally agreed definition of domestic abuse is: 'Domestic abuse (as Gender-Based abuse), can be perpetrated by partners or ex-partners and can include physical abuse (assault and physical attack involving a range of behaviour), sexual abuse (acts which degrade and humiliate women and are perpetrated against their will, including rape) and mental and emotional abuse (such as threats, verbal abuse, racial abuse), coercive control (deprivation of basic needs such as food, withholding money, medicine, monitoring their time how long they are out of the house, using social media or spyware, controlling behaviour, isolating them from family or friends) '

For the purposes of this policy, it is assumed that the domestic abuse is being perpetrated by a partner or ex-partner (intimate partner). However, in Black and Minority Ethnic communities, wider family members may become involved in the abuse.

3. Aims & Objectives

The main aim of this policy is to ensure a proactive housing response to prevent and eradicate all forms of domestic & sexual abuse.

Our objectives are to:

- Work collaboratively with victim-survivors with lived experience of domestic abuse to ensure their voices are heard and shape our housing policies and services.

- Work collaboratively with key partners and wider stakeholders to identify ways in which we can take earlier, effective intervention and improve our responses and service offering to tackling domestic abuse.

- Develop an improved understanding of domestic abuse amongst housing staff to ensure effective, high quality housing support, advice, and information.

- Provide a policy framework which sets out clear messaging promoting equality and respect and rejects all forms of domestic abuse.

- Support wellbeing amongst our housing workforce to ensure a supportive and trauma responsive environment to effectively address domestic abuse across all sectors of society.

- Provide an effective and trauma informed service to victim-survivors who have experienced/are experiencing domestic abuse.

- To prevent and reduce adverse childhood experiences and provide safe and nurturing accommodation and support that can help children and families thrive.

- To work with our Register Social Landlord partners and the wider housing sector to share learning and promote best practice in relation to domestic abuse.

- Challenge gendered stereotypes across all aspects of our service delivery.

- Hold perpetrators to account.

4. Outcomes

In achieving our objectives and overarching aim the following outcomes are intended:

- Domestic abuse is prevented but where it does occur a coordinated, effective response is provided which enables victim-survivors to access to a range of appropriate housing options, advice, information, and support.

- Inequalities are reduced and opportunities are created which promote improved life chances for women, men, children, young people, families at risk, and other vulnerable people/groups of people affected by domestic & sexual abuse.

- Our communities, workplaces and wider society embrace equality and mutual respect and reject all forms of domestic abuse.

Policy Scope

This policy sets out Fife Council's Housing Service's approach to providing a co-ordinated response to the accommodation and support needs of victim-survivors experiencing domestic abuse. We recognise the violent and abusive behaviour predominantly carried out by men directed at women and girls is because of their sex and that this behaviour stems from systemic, deep-rooted women's inequality.

This includes domestic abuse, rape, sexual assault, commercial sexual exploitation (like prostitution), female genital mutilation, forced marriage and 'honour based' violence, where people who are abused and victimised for bringing shame or scrutiny upon their family. This can take many forms, from verbal abuse and coercive control to extreme acts such as kidnapping or murder.

We also recognise that domestic abuse can also affect men, transgender and gender non-binary people and as such this policy can be applied to meet individual need.

5.   National Context

Incidents of violence and abuse against women often go unreported, which means the scale of domestic abuse is often underestimated. The impact of the Covid-19 pandemic has also created additional complexities for women experiencing domestic abuse, illustrating that it remains a serious and significant issue in Scotland.

Equally Safe: Scotland's Strategy to eradicate violence against women, makes it very clear that violence against women and girls, in any form, has no place in the Scottish Government's vision for a safe, strong, successful Scotland. The Scottish Government, COSLA and key partners recognise that violence against women damages health and wellbeing, limits freedom and potential and is a violation of the most fundamental human rights. The strategy sets out a vision for:

'A strong and flourishing Scotland where all individuals are equally safe and respected, and where women and girls live free from all forms of violence and abuse - and the attitudes that help perpetuate it.'

The main aim of the strategy is to work collaboratively with key partners across sectors to prevent and eradicate all forms of violence against women and girls. The strategy is reinforced by the Equally Safe Delivery Plan to ensure ambitions are rooted in practical delivery. It sets out the following key priorities:

- Achieving greater gender equality
- Intervening early and effectively to prevent violence and maximising the safety and wellbeing of women, men, children, and young people.
- Tackling perpetrators

This policy and complimentary operational procedures are aligned with the Equally Safe vision, aims and priorities and make a key contribution to national outcomes, including, but not limited to:

- We live our lives free from crime, disorder, and danger.
- We have tackled the significant inequalities in Scottish society.

- We have strong resilient and supportive communities where people take responsibility for their own actions and how they affect others.

- Our children have the best start in life and are ready to succeed.

- We have improved the life chances for young people and families at risk.

The Change, Justice, Fairness Report, which provides important insights into the experiences of women with experience of domestic and sexual abuse who have been faced with the risk of homelessness as a result, has also informed this policy. This report highlights several recommendations relevant for wider housing services both in terms of strategic and operational delivery of services aimed at preventing homelessness for women and children, experiencing domestic or sexual abuse at the earliest opportunity.

6. **Local Context**

The Housing Service is a key partner with the Violence Against Women (VAWP) Partnership, Fife Registered Social Landlords (RSL's) and Domestic Abuse Intervention Operational Groups alongside representatives from a range of other, third and independent sector organisations, which provide support, information, advice and accommodation for women at risk of or experiencing domestic abuse.

The partnership response to domestic & sexual abuse in Fife is framed within the context of that set out in the national Equally Safe Strategy in the recognition of the deep-rooted structural gender inequalities which underpin domestic abuse and other forms of Gender-Based violence, whilst also recognising the wider harms created by domestic abuse in families and communities and that whilst anyone can be a victim of domestic abuse, women and girls are disproportionately more affected.

Although positive and significant progress has been made in the prevention and reduction of domestic abuse across a range of areas, addressing these structural inequalities alongside a high prevalence of domestic & sexual abuse in Fife, despite the strong partnership working, remains a key challenge. The council recognises the key role that Housing Services and the wider housing sector play and has publicly demonstrated its commitment to taking action to tackle domestic abuse through signing the 'Make a Stand' pledge.

The partnership is committed to delivering a broad spectrum of improvement activity set out in the Violence Against Women Action Plan and to working with a range of partners and services to deliver a whole system approach to safeguard and support those experiencing or at risk of domestic abuse, as well as providing a focus on prevention and tertiary prevention to support longer-term change. This includes delivery of programmes such as the Mentors in Violence Prevention programme (MVP) which helps young people challenge the attitudes, beliefs and cultural norms that underpin Gender-Based violence and The Caledonia Project that works with perpetrators of domestic & sexual abuse, addressing their behaviour and encourage a change programme which is designed to help perpetrators/offenders make positive changes to their behaviour and their relationships.

In addition to the strategic and operational FVAW groups, housing plays a key role in the public protection agenda, with participation in Multi Agency Risk Assessment Conferences (MARAC), the process of managing the highest risk cases of domestic abuse and Multi-Agency Tasking and Coordination (MATAC), the process of identifying and tackling serial perpetrators of domestic abuse.

7. Equalities, Human Rights & Impact

Our new Housing Domestic Abuse Policy, developed with the Fife Violence Against Women (FVAW) Partnership, and shaped by women with lived experience of domestic abuse, puts victims and survivors at the heart of our service.

Our housing service is proactive in tackling domestic abuse and anyone approaching our offices for help in relation to domestic abuse will be supported.

In addition to the partnership work undertaken as part of the FVAW partnership structure, we've developed housing-specific domestic abuse procedures, guidance and resources for staff. Staff training is a big part of developing our policy so that this assists in the delivery of a sensitive, priority and trauma-informed service to anyone experiencing or at risk of domestic abuse.

Our new policy includes:

- Developing an improved understanding of domestic & sexual abuse amongst all staff to ensure effective, high-quality housing support, advice, and information.
- To work collaboratively with those with lived experience of domestic abuse to ensure their voices are heard and shape our housing policies and services.
- To work collaboratively with key partners and wider stakeholders to identify ways in which we can take earlier, effective interventions and improve our responses.
- To provide a policy framework that sets out clear messaging promoting equality and respect and rejects all forms of domestic & sexual abuse.
- Defining and responding to domestic abuse as gender-based violence
- Preventing victim-survivor homelessness
- Effective response to perpetrators of domestic abuse
- Providing an appropriate service response
- Developing a collaborative response
- Homelessness response – specific to local authorities

This policy fits with CIH & SWA Policies & Promises agenda as well as the Scottish Government Guidance that applies to local authorities. The Policy also relates to the Scottish Social Housing Charter set out in the Housing (Scotland) Act 2014 which sets the standards and outcomes that landlords should aim to achieve when performing their housing activities. The standards that relate to this policy are:

- Standard 1. – Equalities
- Standard2. – Communication
- Standard 3. – Estate Management
- Standards 7,8 & 9 – Housing Options
- Standard 10. – Access Social Housing
- Standard 11. – Tenancy Sustainment
- Standard 12. – Homeless people

This will achieve best practices and ensure compliance with legal and regulatory guidance in responding to individual circumstances. Looking at collaborative working with all agencies to enhance and support a victim-survivor or perpetrators housing experience. All access to housing will have a non-discriminatory basis and no account will be taken in to with regards to ethnicity, finances, or personal status. Staff will be sensitive to cultural beliefs and have established systems capable of responding to individual or specific housing needs.

Scottish Government definition of domestic abuse - "Domestic abuse (as gender-based abuse), can be perpetrated by partners or ex-partners and can include physical abuse (assault and physical attack involving a range of behaviour), sexual abuse (acts which degrade and humiliate women and are perpetrated against their will, including rape) and mental and emotional abuse (such as threats, verbal abuse, racial abuse, withholding money and other types of controlling behaviour such as isolation from family or friends)"

Fife Council feel that by adopting a gender-based approach that this means that any existing inequalities experienced by women, men and same sex victim-survivors is taken into consideration when putting together policies and procedures.

Making a Stand Campaign (2018)- This campaign opened Fife Council's eye to look at their Fife Housing Register Domestic Abuse & Sexual Harassment Policy to see if it was fit for purpose and decided that we needed to separate Domestic & Sexual Abuse from Harassment and have standalone policies. We had several consultation seminars with staff from Fife Council, RSL's and 3rd party organisation to look at the present policies and look at where we needed to amend the policy put in training and listen to victim-survivors in developing a new robust policy. All organisations were involved in agreeing the pathway and procedures for anyone approaching any of the agencies registered under the Fife Housing Register when fleeing domestic abuse or looking for housing advice because of domestic abuse or sexual violence. This policy is regularly looked at and amended when required to ensure everyone in Fife is working the same way to give anyone fleeing domestic abuse the correct information, advice and support no matter where the victim-survivor approaches.

After the completion of the FHR Domestic & Sexual Abuse Policy, Fife Council felt that we required to have their own policy within Fife Council that is specific to them and their staff when dealing with victim-survivors and perpetrators.

Training- Fife Council put out questionnaires to all sectors within the council asking about what they knew about what domestic abuse was and quickly realised that we need to put in training for a lot of sectors within the council to ensure that all staff had relevant training, tools and knowledge of what to do and where to sign post to, when dealing with victim- survivors or perpetrators. Mandatory Equally Safe in Practice Gender Equality Training was delivered by Scottish Women's Aid and several staff within the council through e-learning and webinars looking at Gender-based Violence, Domestic Abuse and Sexual Abuse for all housing staff from Senior Mangers all the way down to staff on ground. Short Toolbox Talks were also developed for Building Services Staff and Customer Service Staff to advise them what Domestic and Sexual Abuse is and what their responsibility is if they come across a situation involving possible domestic or sexual abuse. Ensuring they have a pathway for reporting and knowledge of signposting. Fife Council works closely with Fife Women's Aid and Fife Violence Against Women Partnership when looking at any training for staff within Fife.

Actions put in place by Fife Council to prevent victim-survivors having to go down the homeless route whenever possible - Fife Council looked at their present processes in how they deal with anyone who presents at an office or calls in to the call centre advising they are fleeing or suffering domestic or sexual abuse. We looked at the process of completing the FHR application and realised that a one-person approach was the way to go so that a good relationship could be built between the applicant and the Housing Options Officer who will work with the victim-survivor until a suitable outcome has been reached. The HOO will listen to the victim-survivor as to what they want to do and ensure all advise and guidance is used to prevent them from going down the homeless route by offering to put in safety measures within their home, work with the perpetrator to encourage them to move especially if there are children involved. Discuss tenancy support and referrals for the victim-survivor from 3rd sector agencies like Fife Women's Aid and Fife Law Centre and more. Ensure if the only way for the victim-survivor is going down the homeless route that they are placed in suitable safe tenancy and regularly contacted regarding their housing situation (12 weekly review)

Management points will be used, when possible, to move perpetrators from the home or victim-survivors out of joint tenancies without them being held responsible for any rent arrears or damage to the previous tenancy. If a victim-survivor represents from another social landlord for homeless accommodation Fife Council staff will work alongside the specific RSL staff until a suitable safe secure tenancy can be found. Fife Council staff can meet victim-survivors in a place that the feel is safe and secure if they do not want to come into the office and can also offer a female or male staff member when possible.

Security in the home Fife Council have an organisation called Safe Secure and Supported in the Home (SS&S@H) that will go out to anyone who has reported suffering or fleeing from domestic abuse and a full robust safety check of the property work with the victim-survivor and family in developing a safety plan. The used of the Domestic Abuse Intervention Fund can also be used to help with extra security like ring doorbells, fencing, removal costs, storage facilities or replace damaged furniture or put in flooring & furniture to new tenancies if victim-survivor cannot get their own items. This can be done on a quick turnaround if required for the victim-survivors safety.

How Fife Council deal with Perpetrators – Fife Council can use management points when they are required to remove a perpetrator and adequately rehouse them and use the DAI Fund to furnish this tenancy and feel by doing this it is a way to stop the perpetrator o going back to the home saying they have nowhere to live. Fife Council also has the Caledonia Project who work with perpetrators who have an order placed on them from the courts to attend this project in a hope to rehabilitate or get perpetrators to look at their behaviour.

Fife Council needs to look at their tenancy agreement and tenant's handbook and clearly record that domestic or sexual abuse will be seen as a breach of a joint tenancy or allow tenant the choice to remove someone who is not a joint tenant or household member from the tenancy because of domestic or sexual abuse without having to go down the matrimonial homes act route or must go for legal advice on their rights. Fife Council are looking at other 3rd sector agencies that can help with counselling or support for perpetrators who do not get a court order.

Ensure full wrap around support is offered to victim-survivors whether staying I their homes or moving to new tenancy - Fife Council want to keep the one-person approach ongoing through the whole housing allocation process to the eventual secure tenancy by ensuring a complete handover is given by the HOO to the Housing Management Officer (HMO) about any referral needs or support needs that applicant may have already in place or require. The HMO will work closely with Revenue Staff to ensure that tenant has the correct benefits in place and if not assist them to apply for them. If the victim-survivor is staying in their home the HOO or HMO can ask for assistance from The DAI Fund to replace anything that has been damaged. Housing staff within Fife Council understand the importance of working with Fife Women's Aid if they are supporting ay victim-survivors by being transparent and open at any meetings. HMO's can also offer tenancy support for victim-survivors for up to 12 weeks while they settle into their home.

Collaborative working with all organisations involved with perpetrators, and victim-survivors – During the development of the FHR DA & SA Policy it was clear that good collaboration was required to ensure that any support given to victim-survivors or perpetrators is mirrored between all RSL's. The Lead Officer in Domestic Abuse Intervention within Fife Council has made sure to have good collaborative meetings and support with all RSL's and 3rd party organisations. Fife Council strive to have a good working relationship with Fife Women's Aid (FWA) and has regular meetings with service users to discuss any changes that the Council maybe putting into place and get feedback from service users regarding whether this would benefit victim-survivors or not. Ongoing Meetings are held with staff from all sectors across Fife looking at ongoing staff training regarding DA & SA, Tenancy Sustainment & Service Delivery, Training & Organisational Culture, Legal & Perpetrator Groups every quarter. Fife Council has just put together The Family Wellness Team who will be working alongside Social Work to look at trauma and how this effects victim-survivors and their children within a DA & SA environment in the home. Fife Council will develop effective working relationships with agencies across all of our operational areas such as Police Scotland, Fife Women's Aid, Fife Violence Against Women Partnership (FVAWP), Fife Safer Communities Team, Fife Public Protection Team, CARF (Citizens Advice and Rights Fife), SS&S@H (Safe Secure & Supported @ Home) and Victim Support Scotland.

Reducing homelessness and how this impacts victim-survivors – A HOP has been developed when an applicant is approaching any organisation within the FHR Group that allows the applicant to complete and see what housing options are best for them. Once application has been completed or victim-survivor has approached a landlord they will be contacted within 48 hrs by a HOO who will got through an in-depth housing options interview and wherever possible look at options that would allow the victim-survivor not to go down the homeless route. The DAI Fund maybe looked at if the victim-survivor is looking at private rental due to size of property and can't be housed within any of the RSL's housing stock. If the victim-survivor has signed up to Private Rented Solution (previously known as Key Fund) by helping with rent payments for first month while benefits are being put in place.

No Recourse to Public Funds Victim-Survivors – At the moment as a local authority we cannot assist any victim-survivors with NRPF who approach our organisation for housing assistance. We do have 1 refuge space within our Fife Women's Aid stock that is funded by Shakti for women who have NRPF. Unfortunately, if a man was to approach, we would have to ask our RSL partners to assist, if possible, but they still need access to rent. Recently we have been advised that Shakti has received monies from the Scottish Government that can help fund private accommodation or RSL accommodation for 12 weeks while the persons visa status and benefits are being looked at. The person receiving the help must be engaged with Social Work or Fife Women's Aid to receive the assistance.

Conclusion – To offer a fair gender equality advice, guidance and support for all victim-survivors who are fleeing or living within a domestic or sexual abuse environment and get it right for every person who access housing advice.