

Environment, Transportation and Climate Change Scrutiny Committee



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

Tuesday 27 May 2025 - 10.00 a.m.

AGENDA

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1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

In terms of Section 5 of the Code of Conduct, members are asked to declare an interest in particular items on the agenda and the nature of the interest(s) at this stage.

- | | | |
|--|--|-----------|
| 3. MINUTE | – Minute of the meeting of Environment, Transportation and Climate Change Scrutiny Committee of 25 March 2025. | 4 - 6 |
| 4. DRAFT ACTIVE TRAVEL STRATEGY AND ACTION PLAN | – Report by the Head of Roads & Transportation Services. | 7 -78 |
| 5. FIFE'S ROAD CONDITION REPORT 2024 | – Report by the Head of Roads & Transportation Services. | 79 - 85 |
| 6. REVIEW OF ZERO WASTE FIFE - RESOURCES STRATEGY AND ACTION PLAN 2018-2028 | – Report by the Head of Planning Services. | 86 - 92 |
| 7. ENVIRONMENTAL HEALTH (FOOD AND WORKPLACE SAFETY) SERVICE DELIVERY PLAN 2025-26 | – Report by the Head of Protective Services. | 93 - 135 |
| 8. REVIEW OF MOSSMORRAN AND BRAEFOOT BAY COMMUNITY SAFETY COMMITTEE - ANNUAL REPORT 2024 | – Report by the Head of Protective Services. | 136 - 154 |
| 9. ENVIRONMENT, TRANSPORTATION & CLIMATE CHANGE SCRUTINY COMMITTEE FORWARD WORK PROGRAMME | – Report by the Executive Director, Finance and Corporate Services. | 155 - 162 |

Members are reminded that should they have queries on the detail of a report they should, where possible, contact the report authors in advance of the meeting to seek clarification.

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20 May, 2025

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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 - ENVIRONMENT, TRANSPORTATION AND CLIMATE CHANGE
SCRUTINY COMMITTEE – BLENDED MEETING**

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

25 March 2025

10.00 am – 12.10 pm

PRESENT: Councillors Jane Ann Liston (Convener), Tom Adams, Aude Boubaker-Calder, Ken Caldwell, Rod Cavanagh, Al Clark, Jean Hall-Muir, Judy Hamilton, Andy Jackson, Nicola Patrick, Darren Watt and Daniel Wilson.

ATTENDING: Carol Connolly, Executive Director Place; Steven Sellars, Lead Consultant, Roads and Transportation Services; Nigel Kerry, Head of Protective Services; Dawn Jamieson, Housing and Safer Communities Team Manager, Housing Services; Alexander Anderson, Service Manager (Domestic Waste and Street Cleansing), Environment and Building Services; Caroline Ritchie, Accountant, Emma Whyte, Committee Officer and Elona Thomson, Committee Officer, Finance and Corporate Services.

APOLOGY FOR ABSENCE: Councillor Gavin Ellis.

130. DECLARATIONS OF INTEREST

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

131. MINUTE

The committee considered the minute of the meeting of the Environment, Transportation and Climate Change Scrutiny Committee of 21 January 2025.

Decision

The committee approved the minute.

132. CHANGE OF MEMBERSHIP

The committee noted that Councillor Judy Hamilton had replaced Councillor David Graham and Councillor Ken Caldwell had replaced Councillor Stefan Hoggan on this committee.

133. FIFE ROAD CASUALTY STATISTICS 2024

The committee considered a report by the Head of Roads and Transportation Services advising members on the numbers and severity of casualties on Fife's roads in 2024 and the performance against Scottish Government Road Safety Casualty Reduction targets.

Decision

The committee:-

- (1) scrutinised the 2024 road casualty statistics; and
- (2) noted the ongoing work of road safety partners aimed at reducing casualties and meeting the Scottish Government casualty reduction targets for 2030.

134. ENVIRONMENTAL VANDALISM STRATEGY

The committee considered a joint report by the Head of Protective Services, Head of Environment and Building Services and the Head of Housing Services updating members on progress since the approval of the Environmental Vandalism Strategy 2022-2024 in February 2022 and introduce a proposed refreshed approach in Fife.

Decision

The committee:-

- (1) noted the contents of the report;
- (2) provided feedback on the noted successes and challenges;
- (3) noted and provided feedback on the proposed refreshed approach to environmental issues in Fife; and
- (4) remitted to the Head of Protective Services to consider the requirement for a Citizen Charter or agree an alternative to align with the new approach.

The meeting adjourned at 11.50 am and reconvened at 11.55 am.

135. 2024/25 REVENUE PROJECTED OUTTURN – DECEMBER

The committee considered a joint report by the Executive Director, Finance and Corporate Services and the Executive Director, Place providing an update on the projected outturn financial position for the 2024/25 financial year for the areas scope of the Environment, Transportation and Climate Change Scrutiny Committee.

Decision

The committee considered the current financial performance and activity as detailed in the report.

136. 2024/25 CAPITAL PROJECTED OUTTURN – DECEMBER

The committee considered a joint report by the Executive Director, Finance and Corporate Services and the Executive Director, Place providing an update on the projected outturn financial position for the 2024/25 financial year for the areas scope of the Environment, Transportation and Climate Change Scrutiny Committee.

Decision

The committee considered the current financial performance and activity as detailed in the report.

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

The committee considered a report by the Executive Director, Finance and Corporate Services relating to the forward work programme for future meetings of the committee.

Decision

The committee noted the contents of the forward work programme.

27 May 2025

Agenda Item No. 4

Draft Active Travel Strategy and Action Plan

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

Wards Affected: All

Purpose

The purpose of this report is to present the final draft of the Active Travel Strategy and Action Plan (ATSAP) for Fife 2025-2035 for review by Committee.

Recommendation(s)

It is recommended that Committee notes the contents and approach within the draft final Active Travel Strategy and Action Plan 2025-2035, as detailed in Appendix 1, and delegates to the Head of Roads & Transportation Services to make any minor amendments prior to consideration by Cabinet Committee.

Resource Implications

There are no direct financial implications from this report. The strategy would be delivered over a long timeframe in partnership with communities, council services, partners and stakeholders. External funding opportunities will continue to be explored with funding being identified prior to the start of individual projects.

Legal & Risk Implications

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

Impact Assessment

The Fife Environmental Assessment Tool (FEAT) has been completed, and no red flags have been triggered. An Equality Impact Assessment (EqIA) has been completed for each of the actions in the strategy. In addition, a Strategic Environmental Assessment (SEA) and EqIA were completed as part of the Local Transport Strategy which was approved by Cabinet on 30 November 2023 (2023 CC 102 Para 185 refers). The EqIA's and SEA can be found in Appendix D in the ATSAP document (Appendix 1)

Consultation

Fife Council's Finance and Legal Services have been consulted in preparing this report.

An officer working group from Roads and Transportation, Planning, Housing, Education and Communities Services helped develop the strategy.

External stakeholder and public consultation took place during January and February 2024, including nine ‘in person’ events across Fife and twelve online webinars or meetings with stakeholder groups. Stakeholder groups included councillors, community councils, public transport operators, equalities groups, climate groups, active travel interest groups and businesses.

In February and March 2025, further consultation events were held with councillors from across Fife. This consisted of seven briefing webinars and a meeting. Councillors unable to attend the events were able to submit comments on the strategy by email. In total 39 councillors attended the briefings, contributing thoughts and representations from constituents/areas.

1.0 Background

1.1 Fife’s Local Transport Strategy (LTS) was approved by Cabinet Committee on 30 November 2023 (2023 CC 102 Para 185 refers) and included short, medium and long term actions. The Local Transport Strategy sets out four priorities:

- Fair access to daily activities
- Safe and secure travel for all
- A just transition to net zero
- A resilient transport network

1.2 A key action of the LTS is to advance an Active Travel Strategy and Action Plan (ATSAP).

<u>LTS</u> <u>Ref. No.</u>	<u>Timeframe</u>	<u>Action</u>
Action No.1	Within 12 months of approval	<i>‘Develop an Active Travel Strategy, including a plan for a Fife-wide walking, wheeling and cycling network’.</i>

1.3 The vision, objectives and actions of the LTS support the Sustainable Investment Hierarchy set out in Transport Scotland’s National Transport Strategy 2, which prioritises walking, wheeling and cycling above public transport; taxis and shared transport; and use of the private cars.

1.4 The strategy details the overarching policy provision, including links to climate, health and transport provision. Delivery of the strategy and action plan would help Fife Council to meet the LTS objectives in alignment with national standards. The relevant actions and policies from the LTS are detailed in Appendix 2.

1.5 It would help to better coordinate and promote active travel initiatives through a common approach with communities and within Fife Council. The accompanying action plan prioritises deliverables within year 1, years 2-4 and years 5-10.

1.6 Whilst the Active Travel Strategy is a non-statutory document, it is a key requirement in supporting the Council’s funding applications to external organisations, including the Scottish Government and Sustrans etc.

- 1.7 The strategy has been developed through extensive public and stakeholder engagement. Transport data and modelling have been used to inform the proposed network of routes and standards have been developed in line with Cycling by Design guidance. The key stages in developing the strategy are shown below:

<u>Timeline</u>	<u>Action</u>
August 2023 – January 2024	Development of aspirational network and consultation materials. Parameters for the strategy drafted by the internal working group.
January – February 2024	Public and stakeholder consultation on the proposed network and supporting measures.
March – April 2024	Analysis of the consultation returns, early production of the network map and initial strategy drafts.
May 2024 – January 2025	Internal review across council services
February – April 2025	Internal review by councillors
May 2025 – June 2025	Committee approval processes

- 1.8 The feedback from the consultation highlighted the following main themes which are reflected in the final strategy draft.
- Support for the ambition of the proposed active travel network.
 - The need for more suitable active travel routes.
 - Suggestions for additional routes or route realignment.
- 1.9 The final round of consultations with councillors highlighted the following themes for inclusion in the strategy.
- Public Transport Integration
 - Surfacing and maintenance of routes
 - Working with schools and education
 - Engaging with communities
 - Prioritising safety for pedestrians and cyclists
 - Access and equality provision

2.0 Issues and Options

- 2.1 In keeping with the LTS priorities, the Vision for the Active Travel Strategy is: ***‘more people are enabled to walk, wheel and cycle more often for functional and recreational journeys in Fife’.***
- 2.2 The key objectives of the Strategy support the vision by addressing the main barriers to active travel, including:

- Real and perceived road safety and personal security risks
- Active travel routes that are unattractive, incoherent or are not accessible to everyone
- Many people do not know of active travel routes that may be available for their journeys
- Many people do not have access to bikes, training, or other support to enable them to walk, wheel or cycle
- Social norms, such as perceived car dependency, lead many people to favour other travel choices

2.3 The strategy commits, with partner support, to:

- Providing a network of high quality and well-maintained routes for walking, wheeling and cycling within and between communities
- Improving integration of active travel with other modes
- Encouraging more people to walk, wheel and cycle through promotion and behaviour change campaigns
- Enabling more people to walk, wheel and cycle for example cycle training, access to bikes and led walks

2.4 The Action Plan proposed within the Strategy is extensive and would be delivered over the long term. The proposed network has been prioritised and individual projects in each Council area will be advanced as resources and funds are identified. Network development will focus on three main priorities for improving active travel infrastructure. Appendix 3 illustrates the proposed process for implementing active travel infrastructure in Fife. The three main priorities are:

- Area Transport Plan derived projects / community-led projects
- ATSAP Network prioritisation process
- Active travel network upgrades

2.5 The proposed network identifies local and strategic routes, including the National Cycle Network and it is intended that the proposed network plan would be made available online as an interactive map.

3.0 Conclusions

- 3.1 The Active Travel Strategy and Action Plan for Fife 2025-2035 will help to coordinate development and delivery of active travel measures within Fife and is complementary to Fife Council's Local Transport Strategy and Transport Scotland's National Transport Strategy. The strategy will also help Fife align with national aspirations.
- 3.2 The strategy has been developed through extensive community and stakeholder consultation and reflects the current opportunities and challenges associated with sustainable and active travel modes of transport. It will help align future projects with potential funding opportunities and assist the Council, communities and partners to incorporate sustainable and active travel as an integral part of other associated policy areas.

- 3.3 The document and network mapping highlights opportunities for communities to help implement the strategy at a local level, for example, via community led projects or behaviour change initiatives and includes a monitoring process, to support and track progress.

List of Appendices

1. Active Travel Strategy and Action Plan 2025-2035 ([Active Travel Strategy and Action Plan](#))
2. Summary of LTS Objectives, Actions and Policies related to active travel
3. Process for Infrastructure Implementation

Background Papers

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

- National Transport Strategy 2, Transport Scotland
[National Transport Strategy 2 | Transport Scotland](#)
- Cycling by Design 2021, Transport Scotland, Sustrans, SCOTS
[Cycling by Design Update 2021 \(transport.gov.scot\)](#)

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Active Travel Strategy and Action Plan

Client name: Fife Council
Project name: Fife Active Travel Strategy and Action Plan
Date: 1 October 2024

Document history and status

Version	Date	Description	Author	Checked	Reviewed	Approved
1	16/05/24	Draft for Fife Council comment	SG	CMcD	CMcD	TJS
2	29/08/24	Revised draft following Fife Council comment	SG	CMcD	CMcD	TJS
3	01/10/24	Draft final version for committee approval	SG	CMcD	CMcD	TJS

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1. Introduction

Fife Council has recently published its updated Local Transport Strategy (LTS)¹, which sets out the Council's vision and priorities for transport to 2033.

The LTS commits Fife Council to “develop an Active Travel Strategy, including a plan for a Fife-wide walking, wheeling and cycling network”. This document contains the Active Travel Strategy and accompanying Action Plan (ATSAP).

Active travel refers to people-powered transport: walking, wheeling (such as wheelchairs, scooters, prams and buggies) and cycling.

The ATSAP sets out a long-term vision for improving active travel opportunities across Fife. This includes a high-quality network of routes that enable people to walk, wheel and cycle more easily and safely within and between Fife's communities; building on the existing active travel network. The network is complemented by recommendations for practical support and initiatives to help and encourage people to make more use of new or improved infrastructure.

Within this document:

- Section 2 provides the context for active travel in Fife and the development of this ATSAP;
- Section 3 develops the vision for the strategy and its objectives;
- Section 4 provides the strategy;
- Section 5 lists recommended actions;
- Section 6 provides a monitoring and evaluation framework.



¹ https://www.fife.gov.uk/_data/assets/pdf_file/0020/450155/Local-Transport-Strategy-for-Fife-2023-2033.pdf

2. Active travel in Fife

2.1 The benefits of active travel

Enabling and encouraging increased rates of walking, wheeling and cycling can improve social inclusion, health and wellbeing, reduce the adverse impacts of transport on the environment, and promote economic growth.

Recent research by Sustrans has estimated that just in Dunfermline, walking, wheeling and cycling generated nearly £40million of economic benefit for individuals and the region (this includes a contribution of £34.5million from walking and wheeling alone, highlighting the importance of these modes)².

The scale and nature of benefits that can be realised will be dependent on issues affecting different communities, but will include:

Social inclusion	Low cost, inclusive transport	Active modes, and in particular walking, are the most inclusive travel choices: most people can walk, at least for short journeys, and many can cycle. They are relatively low-cost options
	Improved access to goods/ services	Minor improvements to active travel facilities can often provide significantly increased access to local facilities, and the goods/services they provide ³ Particular benefits can be achieved for people that do not have access to a car and/or have a low income
	Reduced isolation	People that are able to walk, wheel or cycle are significantly more likely to interact with neighbours and friends ⁴ , so reducing social isolation
Better health	Increased physical activity	Active travel is proven to significantly improve physical activity levels, contributing to a variety of positive health outcomes ⁵ . Benefits can be realised easily by many people because walking, wheeling and cycling can be accommodated into many people's daily routines
	Improved mental wellbeing	Being active is proven to be beneficial to most people's mental health and wellbeing ⁶ , in addition to physical health, and active travel is an effective way to be more active for many people
Sustainable transport	Less pollution	Use of active travel modes is virtually emission free at the point of use, and can contribute to efforts to reduce emissions of particulates, nitrogen dioxide and other pollutants that are harmful to health
	Reduced carbon emissions	Use of active travel modes results in almost no carbon emissions at the point of use, and are the most sustainable transport choices

² <https://www.sustrans.org.uk/the-walking-and-cycling-index/dunfermline-walking-and-cycling-index>

³ <https://www.sustrans.org.uk/media/3690/3690.pdf>

⁴ <https://ajph.aphapublications.org/doi/full/10.2105/AJPH.93.9.1546>

⁵ <https://www.sustrans.org.uk/media/4471/4471.pdf>

⁶ <https://www.sustrans.org.uk/media/4464/4464.pdf>

	Reduced noise and road danger	Use of active travel modes instead of motorised transport helps promote safer and more attractive communities, including through reduced traffic noise and less road danger
Economic growth	Increased local retail spend	People travelling by active modes commonly spend more in local shops than those that use other modes; although they may typically spend less per visit, this is more than offset by an increased number of visits ⁷
	Improved access to customers and staff	Good facilities for active travel can help many businesses access more customers, and also to expand the pool of labour that is available to them
	More leisure/tourism	Walking and cycling are key parts of many tourists' activities, and of local people's leisure activities ⁸ ; both are important to many businesses

Case Study – Kelty to Cowdenbeath Active Travel Corridor

During 2024, the Kelty to Cowdenbeath active travel corridor has connected two communities with many trip generators, including schools, shops, transport links, community centres, leisure centres and outdoor spaces, and connecting directly to the nearby Lochore Meadows Country Park. This has made it easier for residents to walk, wheel or cycle for functional and recreational journeys.

Community feedback has been very positive: *"I wanted to thank you on behalf of Cardenden Community Council and myself as a cyclist for the fabulous new dual use path along the A909 (Kelty Junction/Lumphinnans to Kelty). The surface is fabulous and so safe. It's a regular route for many, as it provides an excellent link to Lochore Meadows and to paths that link to Blairadam. An added bonus is that it links to a similar new path from the beginning of Lumphinnans".*

⁷ <https://content.tfl.gov.uk/walking-cycling-economic-benefits-summary-pack.pdf>

⁸ https://www.urbantransportgroup.org/system/files/general-docs/The%20Case%20for%20Active%20Travel_0.pdf

2.2 Policy and objectives

The ATS is a key plank of delivery of Fife's new Local Transport Strategy (LTS). The priorities stated in the LTS are:

1 Fair access to daily activities: Access to work, education, healthcare and leisure is crucial for our wellbeing and our economy. We will provide opportunities for all by focussing on walking, cycling, wheeling and public transport; supporting town centres; and integrating transport with the built environment.

Outcomes: Opportunities for all; inclusive growth and jobs; reduces inequalities; helps deliver inclusive growth; improves our health and wellbeing

2 Safe and secure travel for all: Our transport network should be accessible and safe for all members of the community. We will focus on improving safety, security and access for all protected characteristics, especially disabled people and all genders.

Outcomes: Opportunities for all; community-led services; reduces inequalities; improves our health and wellbeing

3 Just transition to net zero: Fife Council declared a climate emergency in September 2019 and has committed to a just transition to net zero by 2045. We will provide leadership in working with others to decarbonise the transport sector by encouraging sustainable travel and facilitating the rollout of zero emission vehicles.

Outcomes: Thriving places; takes climate action

4 Transport network resilience: Safe and effective operation of our transport network is crucial to keeping Fife moving. We will focus on proactive maintenance and resilience in the face of supply chain disruption and extreme weather caused by climate change.

Outcomes: Inclusive growth and jobs; takes climate action; helps deliver inclusive economic growth

2.3 The relevance of active travel

Encouraging and enabling more walking, wheeling and cycling in Fife can contribute to each of the four priorities of the LTS:

1 Improve fair access to daily activities

Active travel provides the most inclusive transport modes. Most people can walk or wheel for at least short journeys, and many people can ride a bike (though over half of households in Fife do not have access to a bike, and in many of those that do not every resident will have access to a suitable machine⁹). Walking, wheeling and cycling are virtually free at the point of use (though the cost of accessing appropriate wheelchairs, bikes and associated equipment can be a significant barrier for some people).



⁹ <https://www.transport.gov.scot/media/53404/tatis-2021-la-tables.xlsx> Table LA8

Active modes, and especially walking and wheeling, are most appropriate for shorter journeys. Most journeys are short: in Scotland over 1 in 6 of all journeys are less than 1km long, and over half are less than 5km¹⁰. In Fife, half of all journeys are less than 3km long¹¹.

Mobility impairments can be a barrier to active travel, but provision of improved facilities can make active travel more accessible to everyone of all abilities.

Active travel is also an essential component of most public transport journeys. By improving links to bus and rail stops and stations, improved facilities for people walking, wheeling and cycling can improve fair and sustainable access to a wide range of destinations.

More people walking, wheeling and cycling in Fife can improve fair access to daily activities for many people.

2 Deliver safe and secure travel for all

In 2022, 40 pedestrians and 13 cyclists were killed or seriously injured on Fife's roads¹². Over half of adults in Scotland feel that the roads are currently too busy to be safe for people cycling¹³.

Improving facilities for people travelling actively can help increase segregation between them and motor vehicles, reducing the risk of harm. Moreover, there is a clear link between increased rates of active travel and reduced risk per journey: for example, between 1980 and 2005, the Netherlands saw a 45% increase in cycling but a 58% decrease in cyclist fatalities¹⁴, helped by a virtuous circle of better infrastructure and increased driver awareness.

Many people, particularly women and the youngest and oldest in society, are prevented or discouraged from taking part in a full range of activities because of personal security concerns. Increasing the numbers of people walking, wheeling and cycling is one of the best ways to improve natural surveillance, helping others to feel safer. Another virtuous circle is therefore created.

More people walking, wheeling and cycling in Fife can make roads, streets and public spaces safer and more secure.



3 Support a just transition to net zero

Walking, wheeling and cycling offer the lowest carbon travel choices, being virtually emissions free at the point of use. Active travel therefore provides an opportunity to support the transition to net zero whilst retaining many people's access to goods and services.

The use of active modes offers further environmental benefits in comparison with other transport choices, contributing almost nothing to air and noise pollution, and reducing the need for valuable space within communities and town centres to be taken up by parked vehicles.

More people walking, wheeling and cycling in Fife can support a just transition to net zero.

¹⁰ <https://www.transport.gov.scot/media/53402/tatis-2021-travel-diary.xlsx> Table TD4

¹¹ <https://www.transport.gov.scot/publication/transport-and-travel-in-scotland-2021> Table LA19

¹² <https://www.transport.gov.scot/media/3rfowqus/view-reported-road-casualties-scotland-2022-full-pdf-version-including-datasets.pdf> Table 39a

¹³ <https://www.cycling.scot/mediaLibrary/other/english/Cycling-Attitudes-and-Behaviours-Report-Wave-4-2022.pdf>

¹⁴ https://ecf.com/files/wp-content/uploads/ECF_FACTSHEET4_V3_cterree_SafetyNumb.pdf

4 Support transport network resilience

Enabling more journeys to be undertaken by walking, wheeling and cycling will reduce reliance on longer-distance and motorised modes, which are typically more likely to be disrupted in the event of an incident or bad weather.

More people walking, wheeling and cycling in Fife can support efforts to improve transport network resilience.

Based on the evidence set out above, priorities 1, 2 and 3 of the LTS are considered to be core outcomes that the ATSAP should seek to deliver, because of the clear contribution that increasing rates of active travel can have on them. Priority 4 is considered to be of secondary importance to the ATSAP, because the causal link is less strong.

2.4 Barriers to active travel

The merits of increasing active travel rates have been identified, so the ATSAP should be developed from an understanding of what needs to change in order to encourage and enable more people to walk, wheel and cycle more often.

Amongst the factors that the ATSAP can reasonably influence, the most commonly reported barriers to active travel are:

- Concerns about road safety (cycling in traffic, crossing roads, etc);
- Concerns for personal security;
- Poor quality, unattractive and/or inaccessible routes;
- The cost of owning and maintaining a bike;
- Lack of awareness of infrastructure and support services; and
- Some people do not think that walking, wheeling or cycling are lifestyle activities that they wish to be associated with¹⁵.

It is therefore appropriate for the ATSAP to have a large focus on improving infrastructure that can help people travelling actively feel and be safe, but infrastructure alone is not sufficient to maximise active travel's potential.

As recognised in research for Transport Scotland, increasing active travel rates for a target individual or locations requires:

- *"The right infrastructure (footways and cycle routes that are of good quality and connect the right places, along with associated infrastructure, such as cycle parking);*
- *The right information, so that people know what routes and opportunities to travel actively are available to them;*
- *The right enablers of change so that people who feel unable to travel actively can try it (access to bikes, cycle training, led walks, etc.); and*
- *The right attitudes, so that more people perceive active travel options as attractive and relevant to their journey choices or leisure time activities."*¹⁶

¹⁵ Adapted from <https://www.transport.gov.scot/publication/active-travel-strategies-guidance-for-completion/interventions-to-address-common-barriers-to-active-travel> and <https://www.transport.gov.scot/media/53403/tatis-2021-social-survey.xlsx> Table 26a

¹⁶ <https://www.transport.gov.scot/media/10302/tp-active-travel-policy-implementation-review-october-2016.pdf>

Case Study – Behaviour Change Walking Challenge

In May 2024, Fife Council's Active Communities team organised a walking challenge for participants to walk or wheel the distance of Fife's Pilgrim Way (70 miles), either by following the route exactly or by covering the distance in and around their local community. The aim was to encourage people to walk or wheel every day for one month. A total of 262 people participated, either individually or as part of a team, walking or wheeling a combined 9,815 miles (the equivalent of covering Fife's Pilgrim Way 140 times). 70% of participants said they had increased their daily walking or wheeling, 90% felt it had a positive effect on their mental health and wellbeing, and 97% said they would continue to walk or wheel every day. Additionally, the following quotes from participants were noted:

- *"It helped me to refocus my attention and give myself time to go out and walk"*
- *"I enjoyed seeing new places to walk and being outdoors"*
- *"It gave us more motivation to get out and about"*
- *"It encouraged me to take a break when I wouldn't normally have taken one"*

2.5 Change is possible

Evidence from other countries shows that it is possible to achieve significant increases in rates of walking, wheeling and cycling, whilst maintaining and enhancing attractive, vibrant and economically successful communities.

For example, the Netherlands had a very car-orientated travel policy between the 1950s and 70s but then shifted to a focus on promoting bicycle use due to safety concerns. Subsequently, the Netherlands saw a 45% increase in distance travelled by bicycles between 1980 and 2005¹⁷.

Whilst large urban areas saw much of that growth in active travel uptake, change does not need to be confined to cities. For example, the Dutch province of Zeeland (with a population a little larger than Fife's at 380,000, but a population density of 216 people/km², below Fife's of 283) realised a 42% growth in cycling between 2010 and 2018, to an average level of more than 3km cycled per day for every resident.

Improving facilities for walking and cycling enjoy broad popular support. In national surveys, more than half of members of the public say they support increased spending on facilities for pedestrians and cyclists, a much higher proportion than support increased spending on roads and other provision for drivers¹⁸.

The recent Dunfermline Walking and Cycling index¹⁹ shows that Dunfermline residents are supportive of investment in active travel:

Residents want more funding for walking, wheeling, cycling and public transport



¹⁷ Cycling in the Netherlands. (2007). Available at: https://bicycleinfrastructuremanuals.com/wp-content/uploads/2019/02/Cycling_in_the_Netherlands_Netherlands.pdf.

¹⁸ <https://www.sustrans.org.uk/media/10527/sustrans-2021-walking-and-cycling-index-aggregated-report.pdf>

¹⁹ <https://www.sustrans.org.uk/media/13312/walking-and-cycling-index-2023-dunfermline.pdf>

2.6 Active travel investment

Fife Council has been investing to improve facilities and support mechanisms for people walking, wheeling and cycling. The figure below shows how investment by Fife Council on active travel has increased year-on-year. Please note that approximately 97% of investment during the past 3 years has been through grant funding attracted to the Council specifically for active travel and behaviour change measures.



Case Study – Active Travel in Dunfermline

The City of Dunfermline lies 15 miles north of Edinburgh and is recognised as one of the fastest growing cities in western Europe. The cycling routes to Edinburgh are enjoyed by many as a daily commute across the Forth Road Bridge with its iconic views of the UNESCO Forth Bridge World Heritage Site. The city is also on the east coast Land's End to John O'Groats route.

Dunfermline also acts as a 'hub' to many surrounding village communities, and there are opportunities to develop high-quality walking, wheeling, and cycling infrastructure to support local journeys, commuter journeys, and the growing cycling tourism market.

The publication of the Scottish Government's Cycling Framework for Active Travel – A Plan for Everyday Cycling, published in April 2023, and the Fife Council Local Transport Strategy 2023- 2033, approved at Executive Committee in November 2023, has inspired the Dunfermline cycling community to work together to develop local plans that will inform and improve cycling infrastructure. In parallel with improving infrastructure, they will seek to change behaviour to encourage a higher number of journeys to be made by walking, wheeling, and cycling.

Cycling Innovation Alliance (CIA) membership represents a range of cycling disciplines, including Dunfermline Cycling Club, Fife and Kinross CTC, Meedies Mountain Bike Club, Dunfermline Cycle Speedway, Cycling Without Age, Carnegie Cyclones, Fife Council Active Communities, Fife College Active Students Group, Fife Council Locality team, Fife Council Transport, and Dunfermline and West Fife Cycling Group.

The group has 6 main goals:

1. Encourage more people to adopt cycling as a mode of transport and leisure activity;
2. 'Be a better cyclist' – Create and facilitate training and development structures to improve skills and performance for fitness and fun, benefitting all;
3. Develop and support coaches to progress through the various levels in disciplines of their interest;
4. Increase participation and development of less represented groups;
5. Facilitate high-quality cycle events to provide opportunities for advocates, demonstrating how it can help the cycling and wider community;
6. Attract and retain volunteers to increase the amount of people engaged with developing cycling, by riding and supporting development activities.

Since the group's inception in 2023, they have:

- Developed local priorities from Fife's Local Transport Strategy, including various programs designed to encourage more people to cycle, from led rides to structured cycling programmes for children;
- Created a score card from Dunfermline's Walking and Cycling Index highlighting improvements for cycling in Dunfermline, aiding in measuring the impact of the group;
- Defined and developed a Nature Corridor Orbital route that promotes connectivity between places whilst enjoying greenspaces; and
- Worked with partners to promote the NHS 5 Ways to Wellbeing and develop a cycle tourism proposal with VisitScotland.

3. Vision, objectives and target

Fife's ATSAP is developed from a clear logic map:

ATSAP actions	<p>Fife Council and its partners will invest in measures to:</p> <ul style="list-style-type: none"> ▪ Provide high quality and well-maintained routes for walking, wheeling and cycling within and between communities ▪ Improve integration of active travel with other modes ▪ Encourage more people to walk, wheel and cycle ▪ Enable more people to walk, wheel and cycle
In order to contribute to:	
ATSAP objectives	<p>Overcome the main barriers to active travel in Fife:</p> <ul style="list-style-type: none"> ▪ Real and perceived road safety and personal security risks ▪ Active travel routes that are unattractive, incoherent or are not accessible to everyone ▪ Many people do not know of active travel routes that may be available for their journeys ▪ Many people do not have access to bikes, training, or other support to enable them to walk, wheel or cycle ▪ Social norms lead many people to favour other travel choices
In order to contribute to:	
ATSAP vision	MORE PEOPLE ARE ENABLED TO WALK, WHEEL AND CYCLE MORE OFTEN FOR FUNCTIONAL AND RECREATIONAL JOURNEYS IN FIFE
In order to contribute to:	
Fife's objectives for transport	<ul style="list-style-type: none"> ▪ Improve fair access to daily activities ▪ Deliver safe and secure travel for all ▪ Support a just transition to net zero ▪ <i>Support transport network resilience</i>

The target for change delivered by the ATSAP is the same as the relevant target set in the LTS:

Increase the proportion of trips that are walked, wheeled or cycled to 30% by 2033, from a baseline of 23% in 2019.

4. Active Travel Strategy

As outlined in section 3, the ATSAP will invest in measures to:

- Provide high quality and well-maintained routes for walking, wheeling and cycling within and between communities
- Improve integration of active travel with other modes
- Encourage more people to walk, wheel and cycle
- Enable more people to walk, wheel and cycle

This section outlines the strategic approach to delivery of these outcomes.



4.1 Active travel network

Fife Council aspires to create a high-quality active travel network.

The network will be formed of strategic routes (where demand for active travel is highest) and local routes, which between them and the existing National Cycle Network, connect all of Fife's communities. Improvements to neighbourhood links, such as local streets and paths, will also be required in many places, but these are not shown as part of this network, given its strategic nature.

The network is indicative at this stage; a particular route may not necessarily be on the exact alignment shown. More detailed work will be needed to determine exact routes and appropriate infrastructure for each route.

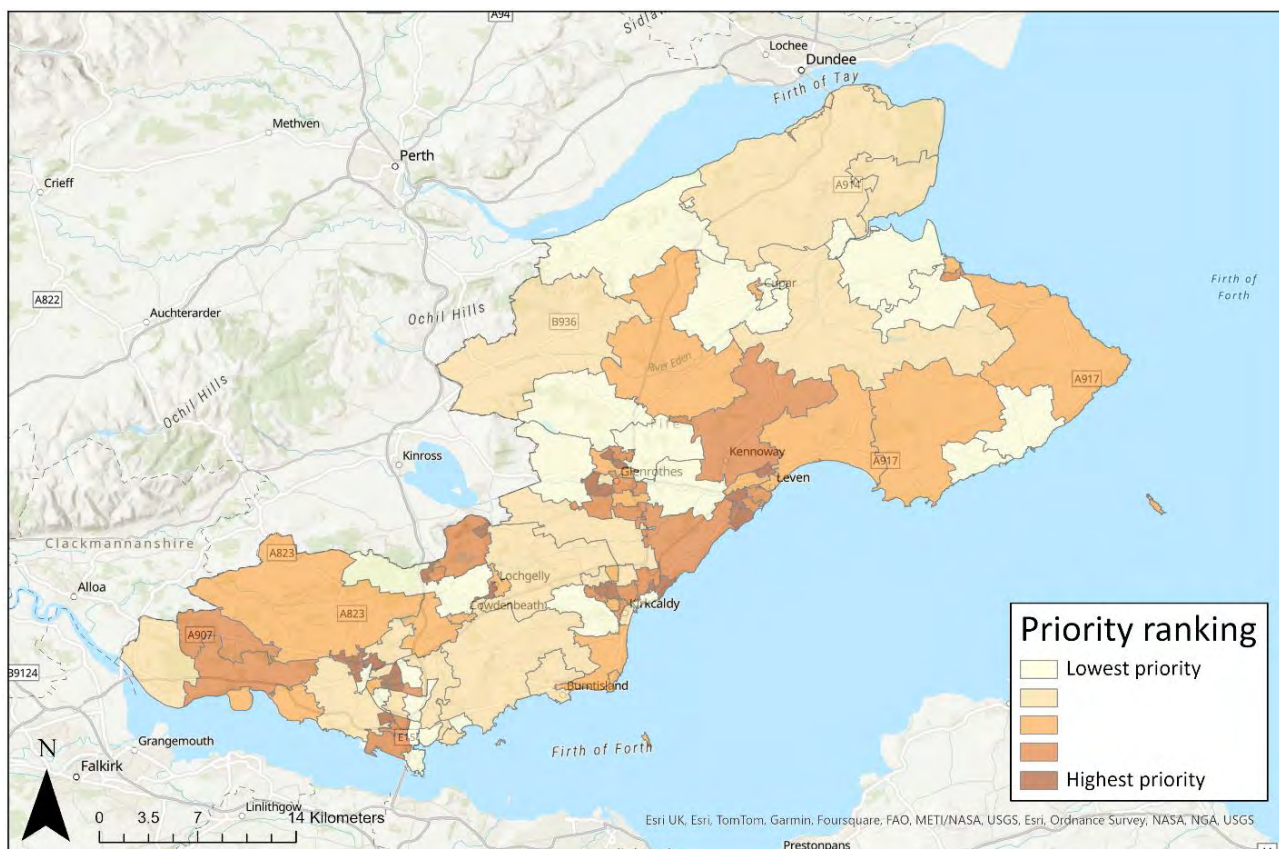
The network plan is shown in Appendix A. The routes which make up the network are likely to be of different standards, depending on anticipated usage and whether they are in urban or rural areas. Six standards have been identified and are indicative of what might be appropriate in different locations, though the exact design for any individual part of the network will be considered later. The standards are developed from those recommended best practice guidance, especially in [Cycling by Design](#) and the [National Roads Development Guide](#) and are shown in Appendix B.

It is recognised that not all of the network can be delivered at once, and that choices will need to be made about which routes should be improved first. These choices are based on the objectives for the ATSAP, which suggest that, in general, higher priority for delivery of active travel routes should be provided to:

- Those parts of Fife that have higher population density, active travel's contribution to the just transition to net zero carbon emissions largely arises from its potential to elicit mode switch from car, which primarily comes where there is potential to change short car trips to active travel, which itself is correlated with population density; and
- Those parts of Fife in which community deprivation is higher, as improving facilities in these areas is most likely to provide benefit in providing fair access to daily services.

When combining these two factors (with equal weighting), and comparing parts of Fife at an Intermediate Zone level, priority areas for delivery are as shown in Figure 1.

Figure 1. Fife Strategic Active Travel Network: prioritisation of delivery



However, this map will not be the only determinant of prioritisation of active travel schemes. In addition, Fife Council will prioritise the delivery of specific active travel routes responding to aspirations including those of Community Action Plans (CAPs)²⁰, Local Place Plans²¹ (LPPs), Area Transport Plans (ATPs)²² and local community groups to:

- Improve safety at specific problem locations;
- Provide high quality active travel routes to/from rail and bus stations, so that active travel can play its part to improve access to public transport;
- Address transport poverty, by enabling active travel in those parts of Fife where transport options are limited; and

²⁰ Community Action Plans set out a clear vision for a community with priorities supported by local people, a timeline for achieving them, and options for implementation. They are often used to facilitate collaboration between local groups and to guide investment and funding applications. In Scotland, CAPs generally sit within an area's Community Planning Partnership and Local Outcomes Improvement Plan, and are also known as Locality Plans under the Community Empowerment (Scotland) Act (2015). These plans can address various themes or focus on specific issues, such as active travel.

²¹ Local Place Plans have been introduced by the Scottish Government across Scotland to encourage communities to be active participants in planning for their futures. Local Place Plans are community-led plans setting out proposals for the development and use of land, including active travel. They set out the aspirations of community groups for their areas. They have a role in helping those responsible for planning for Fife's future to work and plan with local communities, to improve lives and create better places. Local Place Plans registered in Fife can be viewed at www.fife.gov.uk/LPPregister. Many new Local Place Plans are anticipated to be registered in Fife in 2024.

²² Area Transport Plans are being developed by Fife Council for each area in Fife. The plans cover all forms of transport including active travel and use in depth consultation to gather views of the people who live and work in each area. These plans set out the aspirations for that area from a community perspective. More information can be found at Local Area Transport Plans | Fife Council

- Adopt a pragmatic approach to delivery of active travel schemes, with flexibility to respond to specific needs as they arise, including for example the potential to provide links to new developments or to complete good value missing links within existing networks.



In addition, barriers in the current active travel network will be assessed and improvements made to improve the accessibility of the network. This will include improving surfacing, gradients and widths on existing paths to improve accessibility.

The process for agreeing projects will involve local councillors in each of the seven areas in Fife. Once yearly funding has been allocated to active travel meetings will be held with all councillors on an area basis. During these meetings the infrastructure project to be taken forward in that area that year will be discussed and agreed with councillors. The projects will come from the three avenues detailed above:

- The prioritisation system
- Community projects (from CAPs, LPPs and ATPs)
- Barrier removal

4.2 Supporting measures

Whilst the provision of new and upgraded infrastructure is critical to supporting an increase in active travel, this must be supplemented by appropriate measures to support cultural and behavioural change by all transport users. Fife Council needs everyone's support to help deliver a culture where active and sustainable travel is normal.

Given the size of Fife, the population within it and the wide range of individual circumstances, behaviours and attitudes, it cannot be expected to encourage every person living, working or travelling in Fife to travel actively for every journey, all of the time. However, evidence from many projects delivered across Scotland and the UK shows that appropriate, well-targeted measures can encourage a significant proportion of a target population to change travel behaviour.

A range of approaches will be required; appropriate to the needs and preferences of different target groups, and delivered using the right messages, at the right time, and through mechanisms that people are exposed to and trust. No one message will appeal to everyone and sometimes the same individual will respond to different messages at different times. Ongoing work will be needed to ensure that behaviours are sustained over time.

Fife Council is already working to influence travel choices for those living and working in Fife by promoting active travel. One example is working with pupils to develop school travel plans, this encourages behaviour change at an early age and influences the rest of the family, promoting active travel to a larger audience. In May 2024, 70% of primary schools and 18% of secondary schools in Fife had an up-to-date Travel Plan.

4.2.1 Prioritising delivery

The decisions about where to focus efforts on providing supporting measures should be guided by the priorities for implementation of active travel routes described in section 4.1; in general, this is in the more densely populated communities, and in communities experiencing higher deprivation. Furthermore, delivering initiatives and programmes alongside the completion of new or improved infrastructure will ensure that the benefits of the investment are maximised.

The exact balance of measures to be delivered in any given community will depend on a range of factors, including:

- The availability of high-quality active travel routes (encouraging change is easier when there is an attractive option to promote);
- The particular demographics and needs of local communities;
- Local priorities as identified in CAPs, LPPs and ARPs;
- Other ongoing/planned activity to promote active/sustainable travel or for other complementary outcomes (such as public health promotion, access to employment, environmental initiatives);
- Existing capacity (of Fife Council, its partners, stakeholders and within local communities) to promote and/or deliver interventions;
- Availability of funding to assist delivery.



The SEStran People & Place active travel behaviour change programme also sets priorities for delivery of measures, focussed on three key themes:

- Schools and Young People: tailored support packages for schools, nurseries and youth groups;
- Workplaces: tailored support packages for employers (including further education facilities);
- Accessibility and Inclusion: measures to support people that are often excluded from walking, wheeling and/or cycling, making active travel options more accessible and enjoyable for everyone.

Fife Council, as a SEStran constituent authority, will work with SEStran to deliver programmes and initiatives aligned with these priorities.

In the 2022-2023 academic year, 2,117 pupils completed Bikeability level 1, 1062 pupils completed Bikeability level 2, and 36 pupils completed Bikeability level 3.

4.2.2 Community-focussed activities

There is already a huge wealth of activity underway to build upon, through programmes and initiatives currently delivered or being planned by Fife Council and a range of third-sector delivery partners. Supporting measures will complement and build upon these local and regional initiatives and programmes; there will be useful insight and lessons learned that can be used to inform delivery of future work.

Fife Council will work to support community capacity where it already exists but prioritise its own efforts in the areas where there is no community action, focussing especially on more deprived communities.

Case Study – Pittenweem-Anstruther Joint Shared Use Path Group

In 2014, local enthusiasts, primarily from the Anstruther Community Council, called a meeting to seek volunteers interested in developing cycle paths in the Anstruther area. This initiative followed the Mouchel Report, promoted by Fife Council, which assessed the feasibility of a coastal cycle path from Kirkcaldy to the Tay Road Bridge. The report included routes through Anstruther and Cellardyke, incorporating existing cycle paths and new proposals. The meeting resulted in the formation of a small Working Group, which became a subgroup of the Community Council.

The first public consultation, held in 2015, gathered feedback and established a list of priorities. Since then, two miles of shared use path have been constructed, stretching from Kilrenny through Cellardyke to Dreelside Park in the west. The initial constructions were on Fife Council-owned land, making acquisition

relatively straightforward. For other areas, after initial meetings with landowners and tenants, Fife Council's Estates and Legal Departments handled the acquisition and payments.

The Working Group secured funding for this work, enabling match-funding from Sustrans and Fife Council. They obtained grants from various bodies, raised money themselves, and organized Dr Bike and Bike Swap sessions to provide free repairs and bikes to those who could not afford them. Group members also participated in Bikeability sessions for P6 and P7 pupils. In partnership with Fife Council, the Community Council has created a list of Small Works to be undertaken around the town, including signage, dropped kerbs, and cycle stands.

A further consultation was held in October/November 2021. This cross-border event with Pittenweem Community Council led to the creation of a Memorandum of Understanding. Consequently, a Joint Shared Use Path Working Group was established with its own Terms of Reference. The routes for new shared use paths have been agreed upon.

The range of measures recommended within this strategy are based on the main categories of influence identified in section 2.4; information, enablers of change, and encouragement to change. These are summarised below, and more detailed actions are contained in the Action Plan. Measures will need to be refined as more detailed planning work is undertaken to determine the scope and target groups of specific initiatives.

4.2.2.1 Information

Increasing active travel requires:

"The right information, so that people know what routes and opportunities to travel actively are available to them"

In broad terms, this will include a combination of measures to:

- Improve and widely-disseminate printed and web-based information on active travel opportunities;
- Create up to date mapping of active travel routes and associated infrastructure (such as locations of cycle parking);
- Improve route signage and wayfinding, to ensure that routes are easily identifiable and easy to navigate.

4.2.2.2 Enabling change

Increasing active travel requires:

"The right enablers of change so that people who feel unable to travel actively can try it (access to bikes, cycle training, led walks)"

In broad terms, this will include a combination of measures to:

- Provide affordable access to bikes and associated equipment (lights, locks, helmets) to individuals and businesses for whom cost is a barrier (to include a range of types of cycles such as conventional, adapted, e-bikes, cargo bikes);
- Expand the provision of cycle training for children in primary schools;
- Expand the provision of adult cycle training in communities;
- Expand the provision of cycle parking and storage at key destinations and, where required, near people's homes;
- Continue to support local activities being delivered to provide bike maintenance, repair and security services;

- Provide confidence-building sessions (such as led cycle rides, led walks, buddying) to support people to use the infrastructure, improving familiarisation and confidence.

4.2.2.3 Encouraging change

Increasing active travel requires:

"The right attitudes, so that more people perceive active travel options as attractive and relevant to their journey choices or leisure time activities"

In broad terms, this will include a combination of measures to:

- Undertake promotional campaign activities, including collaboration on delivery with partners such as health promotion teams, using a broad range of media to reach out into target communities;
- Support primary and secondary schools to develop or update their School Travel Plan; to promote active travel to pupils, parents/carers and staff;
- Support and build upon existing initiatives being delivered by workplaces/key trip attractors, to promote active travel to staff and visitors;
- Deliver community events (either bespoke events or alongside other planned events) in a range of locations to provide engaging activities (such as family rides and walks, bike maintenance, repair and security marking, activities for children, provision of printed maps and information).

4.2.3 Maximising potential for change

The previous section provided an overview of supporting measures focussed on local communities, schools and workplaces. Furthermore, there are actions that Fife Council will lead on to maximise the value of the investment made, and to expand capacity to deliver an increase in active travel:

- **Ensure provision of active travel infrastructure within new developments:** Fife Council as Planning Authority will ensure proposed developments are provided with adequate active travel infrastructure to mitigate adverse impacts of the proposed development, by condition or legal agreement. Planning applications must be dealt with on their own merits. The provision of active travel infrastructure is a material consideration in the determination of a planning application, but it requires to be read in conjunction with all the other relevant policies and strategies set out in National Planning Framework 4 (NPF4)²³ and the development plan, together with any other relevant and related material considerations. The complete assessment of the proposal will be made by the Planning Case Officer in due course.
- **Improve maintenance of active travel infrastructure:** Active travel routes will be maintained (including being gritted, cleared, vegetation and litter removed, drainage issues resolved, and cleaning and repair of signage) to ensure that they are available, safe and pleasant to use all year round. Fife Council will prioritise winter maintenance according to the priorities of the LTS. There will be a presumption that any new active travel routes will be constructed to an adoptable standard.

²³ NPF4 has a strong emphasis on sustainable travel. It includes the creation of a walking, cycling and wheeling network across Scotland as a national development; the national spatial strategy encourages development which is accessed by sustainable travel; and policy 13 on sustainable transport seeks to 'encourage, promote and facilitate developments that prioritise walking, wheeling, cycling and public transport for everyday travel and reduce the need to travel unsustainably'. The next version of the Fife Local Development Plan will promote a place-based approach to consider how to reduce car dominance and is expected to prioritise locations for future development that can be accessed by sustainable modes.

- **Continue the work of the Active Travel Working Group (ATWG):** Fife Council established the ATWG at the outset of work to develop the ATSAP. This is a cross-functional group that brings together representatives from different Fife Council departments, with some third-sector representation. The group's purpose is to ensure broad support for the ATSAP from within Fife Council. Going forward, the ATWG will define its Terms of Reference and members will work together to develop and implement initiatives; delivering better integration of planning and delivery of active travel improvements.
- **Establish an active travel forum:** There are already strong community interest in active travel in some parts of Fife. Establishing a forum would bring together community members, organisations, and businesses to collaborate on promoting active travel. The forum could identify community needs, develop and implement active travel initiatives, and advocate for policies and infrastructure that support active travel. Fife Council will lead on facilitating the forum and alongside this, deliver community wealth building support for those communities in Fife who are less engaged in active travel issues.

Active travel data collection in Fife is ongoing with investment in and upgrade of existing permanent active travel counters and development of new sites to monitor active travel behaviour; making best use of new technology and collation facilities to support additional investment and assist with monitoring. Between July 2023 and July 2024, Fife Council collected data from two pedestrian, six pedestrian and cycle, and 53 cycle counters, gathering data on the number of pedestrians or cyclists who pass the counters. Fife Council also gathers data on traffic volume and speeds to help inform active travel routes.

During the planning of the new Dunfermline Learning Campus active travel routes were planned to link the site into the existing network in Duloch Park and beyond. These routes have been provided and allow staff and students the opportunity to travel actively to the campus, the new routes joining into the existing routes to expand the network.



5. Action Plan

The actions to deliver the strategy are set out below. Following the guidance of the LTS, these are suggested for approximately the next 10 years. It is recognised that improving all active travel routes in Fife is likely to take longer than this, but that revisions to this strategy and action plan will be required in order to respond to changing requirements.

The key for timeframe delivery is:

- Short: within approximately 1 year
- Medium: within approximately 2-4 years
- Long: within approximately 5-10 years

Reference	Action	Timeframe
Action 1	Continue delivery of infrastructure schemes in development	Short
Action 2	Engage with partners and ATWG members to determine medium term funding potential for delivery of infrastructure and of supporting measures, ensuring that internal services and external partners work together to maximise funding potential	Short
Action 3	Engage in the development of Area Transport Plans, Local Place Plans and Community Action Plans to determine which top priority schemes are to be delivered first in each area of Fife, in accordance with the ATSAP prioritisation guidance	Short
Action 4	Audit, plan and commence concept/detailed designs for priority infrastructure schemes to progress to construction in years 2-4	Short
Action 5	Identify the requirements of the SEStran People & Place transition year for 2024/25 and determine how it will influence Fife's priorities for supporting measures	Short
Action 6	Update online mapping of active travel routes	Short/Ongoing
Action 7	Work to promote active travel in Fife through promotional campaigns and activities, based on the updated online mapping	Short/Ongoing
Action 8	Collate information on community capacity in each of the seven areas of Fife to be able to deliver active travel initiatives	Short
Action 9	Review and amend approaches to development planning to ensure that potential for funding active travel infrastructure and supporting measures is maximised	Short
Action 10	Agree the Terms of Reference for the ATWG to ensure it supports the delivery of this action plan	Short
Action 11	Establish and agree the Terms of Reference for Fife's Active Travel Forum	Short

Reference	Action	Timeframe
Action 12	Establish Fife Council's protocols for winter maintenance of active travel routes and for ensuring all new routes are constructed to an adoptable standard	Short
Action 13	Develop/update Travel Plans for all primary schools in Fife	Short/Medium
Action 14	Maintain the existing automatic active travel counters and data collection system	Short
Action 15	Renew the automatic active travel data collection system to maintain data collection after the 2G/3G mobile network switch off	Medium
Action 16	Delivery of the top priority infrastructure schemes, and promote them to their target communities	Medium
Action 17	Develop concept/detailed designs for priority schemes to progress to construction in long term	Medium
Action 18	Establish a comprehensive access to bikes (and associated equipment) scheme in at least the higher-priority (higher population density and higher deprivation) areas of Fife	Medium
Action 19	Establish a comprehensive cycle training programme for school pupils scheme in at least the higher-priority (higher population density and higher deprivation) areas of Fife	Medium
Action 20	Continue to work to promote active travel in Fife through promotional campaigns and activities, based on the updated online mapping	Medium/Ongoing
Action 21	Deliver community wealth building support to those communities in Fife that are less engaged in active travel promotion by providing cycle training for adults and children, affordable access to bikes and associated equipment, confidence building sessions and other support as appropriate to those communities	Medium
Action 22	Determine the improvements that are needed to signage and wayfinding to deliver comprehensive provision on active travel routes across Fife	Medium
Action 23	Develop/update Travel Plans for all secondary schools in Fife	Medium
Action 24	Develop/update Travel Plans for all Council-operated nurseries in Fife	Medium
Action 25	Engage with major workplaces/key trip attractors to encourage them to develop/update Travel Plans	Medium
Action 26	Establish a comprehensive cycle training programme for school pupils in all areas of Fife	Long
Action 27	Deliver comprehensive signage and wayfinding on active travel routes across Fife	Long

Reference	Action	Timeframe
Action 28	Deliver all active travel infrastructure improvement schemes in the priority areas of Fife	Long
Action 29	Develop concept/detailed designs for second priority schemes to progress to construction in long term	Long

5.1 Delivery risks

There are risks to the delivery of these actions, which Fife Council and partners should monitor and mitigate.

The primary risk relates to lack of resource: of funding for delivery of actions and of capacity of staff resource to develop and manage that delivery. Fife Council are recommended to engage closely with potential funders and strongly make the case both within the Council and to partner organisations to seek a strong and reliable funding stream.

Other key risks are:

- Delays or uncertainties to other programmes (including the development of the People and Place active travel behaviour change projects and the Area Transport Plans) delaying progress on actions;
- Lack of funding/resource to effectively maintain active travel infrastructure to a high standard, and to sustain supporting measures projects;
- Competing priorities for available funding;
- Technical delivery challenges (such as competing priorities for road space between different modes, land acquisition (including landowner engagement, legal considerations), utilities constraints, legal processes to introduce Traffic Regulation Orders (TROs));
- Inconsistent levels of community capacity for delivering actions leading to inefficient delivery;
- Community capacity to support change being generally greater in more affluent areas, leading to action being inadvertently focussed in areas that are not the highest priority for intervention.

6. Monitoring & Evaluation Framework

This section provides a framework to monitor and evaluate the effectiveness of the Fife ATSAP in meeting its objectives.

This framework is intended:

- To enable continuous improvement in project delivery processes;
- To demonstrate the value for money (or lack thereof) of each intervention to learn lessons for future delivery of active travel projects in Fife;
- To demonstrate the value of projects and their outcomes to funders and key local decision makers and the residents of Fife; and
- Determine how completely the strategy's objectives have been met.

Evaluation is required of processes, outputs and outcomes. Evidence to support the evaluation should be quantitative where possible, but qualitative evidence will be needed to support this.

Project planning should typically anticipate around 10% of funding to be used for evaluations, which should span at least 3 years post-intervention in order to get a reasonably robust assessment of the effectiveness and cost-effectiveness of interventions.

6.1 Indicators and data requirements

Indicators are important monitoring tools that enable progress to be measured against the set objectives. There are four basic types of indicators: input indicators, output indicators, process indicators and outcome indicators, which each have varying data requirements. The four types are introduced below.

- Input and output indicators: resource and monetary input (e.g. expenditure, staff time spent etc) and actions taken, i.e. what has been delivered to promote active travel. In the main, this will be routinely collected by Fife Council and delivery partners, as part of project delivery, though as preparation of this strategy has shown, collation of this information is often challenging.
- Process indicators: quality and effect. Process data will help measure how well the relevant activities are being implemented and received by the target audiences. Monitoring of process indicators will enable continuous improvement in project delivery processes.
- Outcome indicators: what has been achieved (e.g. travel behaviour change) and impact on the overarching policy objectives. In part, outcome information can be collected from surveys of users of specific projects (users of a new path, school children targeted for a behavioural change campaign, etc), but these are rarely sufficient, as travel behavioural choices are often influenced by a range of initiatives, as well as external factors, whilst knowledge of use of other modes is needed if the mode share target for active travel, as established by the LTS, is to be monitored.

Additionally, it is desirable to understand how active travel can and does help contribute to a range of wider impacts, such as improved health and community cohesion, so that the full range of effects and benefits can be captured.

The next section provides the recommended monitoring framework for the strategy. This is grouped according to three sub-categories, described in turn below:

- Mechanisms to gather data on the performance of individual projects that are seeking to promote active travel in Fife;
- Mechanisms to gather contextual information on travel and related issues, to understand how travel patterns are changing more generally; and

- Mechanisms to gather data on the overall outcomes of work to promote active travel, which investigation of the individual components would otherwise miss.

6.2 Monitoring and evaluation

6.2.1 Project-specific data

The following information should be sought in relation to each project promoting active travel in Fife.

Input data, including:

- Financial expenditure (including source, and whether revenue or capital);
- Input of time by paid staff and/or volunteers; and
- Any other inputs, including support from other organisations.

Output data: details of how much, of what, was delivered. Examples include:

- Number of campaign adverts posted or leaflets distributed;
- Number of events carried out and approximate number of people attending;
- Number of km of improved active travel routes; and
- Increase in housing within a ten-minute cycle of local services.

Process data: information about the delivery of the project, primarily to ensure that relevant lessons are learned for future project delivery. Examples include:

- Qualitative feedback from users about the improvements;
- Local stakeholders' feedback about the appropriateness of the investment made; and
- Delivery staff's views on how delivery could have been improved.

Outcome data: how people's travel patterns have changed. Examples include:

- Number of additional active/sustainable journeys made, or number of extra km walked/wheeled/ cycled;
- Whether these are new journeys or, if replacements for existing journeys, what mode those existing journeys was by;
- What benefit the individual has noticed as a result of changing their travel habits (feeling fitter, better able to access services, etc);
- Whether initial changes in travel habits have been sustained over time; and
- What reasons initiated, and sustained, the change.

Contextual data: a good range of contextual data is available from published national and regional datasets.



6.2.2 Wider transport change and support for active travel

The data listed above will provide good evidence of the effectiveness of specific active travel investments. But they do not provide reliable information about wider travel choices, or how changes in travel patterns affect different socio-demographic groups.

To achieve this, new data collection will be required, using the mechanisms outlined below. These could be combined with Fife Council's annual delivery and monitoring plan for the LTS.

Stakeholder support

It is recommended that local business, community and stakeholder support for the ATSAP is regularly assessed, as an indicator to monitor wider impacts of work to promote active travel. This can be measured through discussion in focus groups and/or through undertaking interviews or surveys of their attitudes towards relevant initiatives and continued investment in sustainable travel.

Members of the public: quantitative research

To fully assess the effectiveness of the ATSAP and assess progress towards the achievement of the target for active travel mode share, more detailed information on travel choices and people's attitudes towards different modes is required. Baseline and longitudinal data could be collected through regular quantitative research assessing:

- Modes of travel used;
- Recent changes in modes used, and the reasons for this;
- Attitudes towards different modes of transport;
- Awareness and effectiveness of efforts to encourage uptake of active travel choices; and
- Barriers to future change.

In order to provide reasonable robustness across various socio-demographic characteristics, a sample size of a few hundred responses would be required in each of the areas of Fife.

Members of the public: qualitative research

The qualitative research will provide a valuable dataset to enable Fife Council and its partners deliver more effective interventions to promote active travel outcomes. But it will not be enough to fully understand individuals' barriers to change and their views on current activity to encourage change.

To do this requires qualitative research, which can probe these issues in detail. We recommend regular focus groups are held, at least one in each area of Fife, to which a cross-section of the population is brought together to discuss issues relating to active travel, the effectiveness of on-going projects, and to help to design future interventions in order to make them most effective.

They can also explore how active travel is helping (or not) to contribute to the objectives of the ATSAP.

Appendix A. Strategic active travel network

The active travel network for Fife is shown on the pages below. An interactive version of the network, which enables viewing at larger scale, is available [here](#).

Legend

● Nodes

Proposed Active Travel Network

Local Rural

Local Urban

Strategic Rural

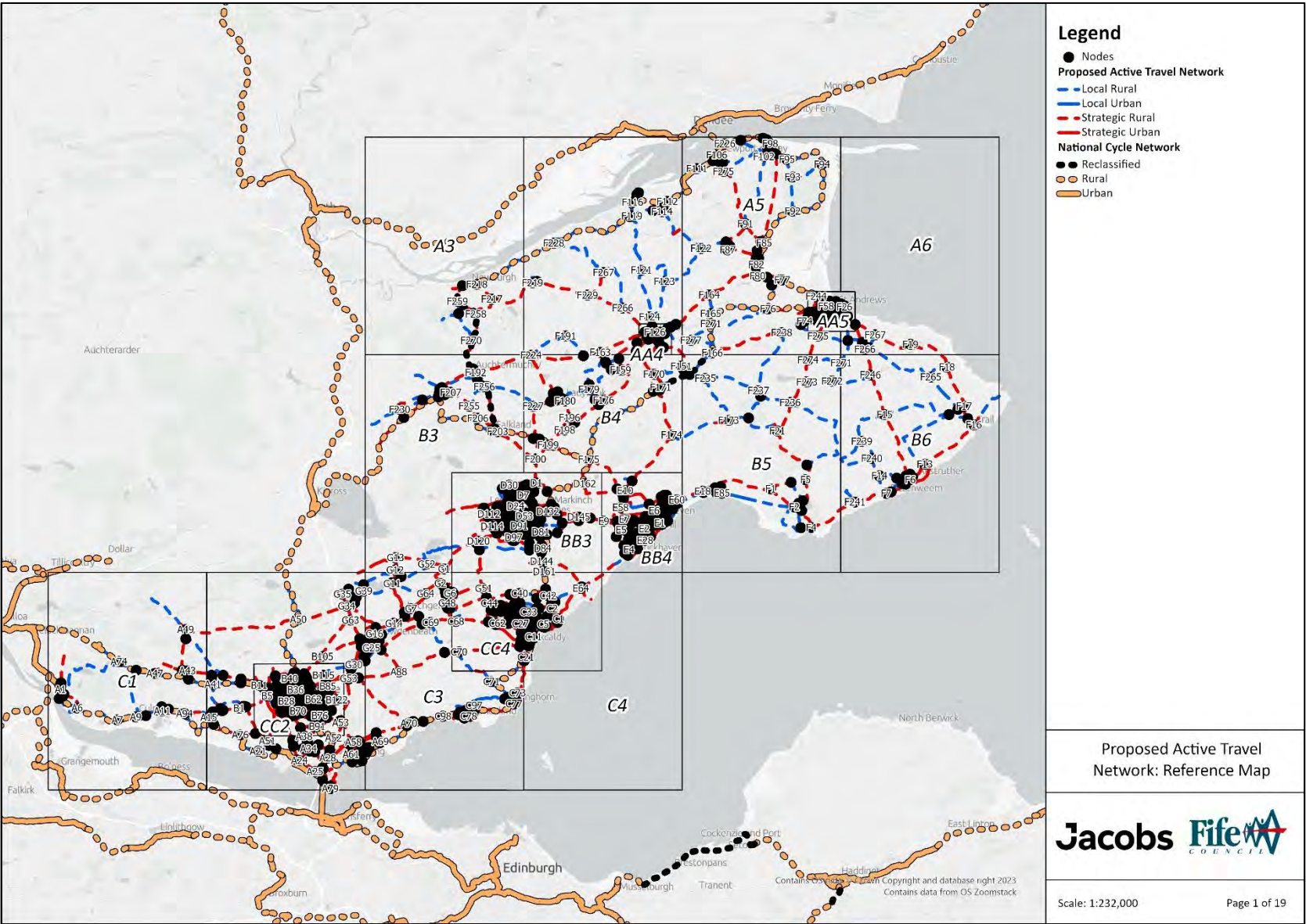
Strategic Urban

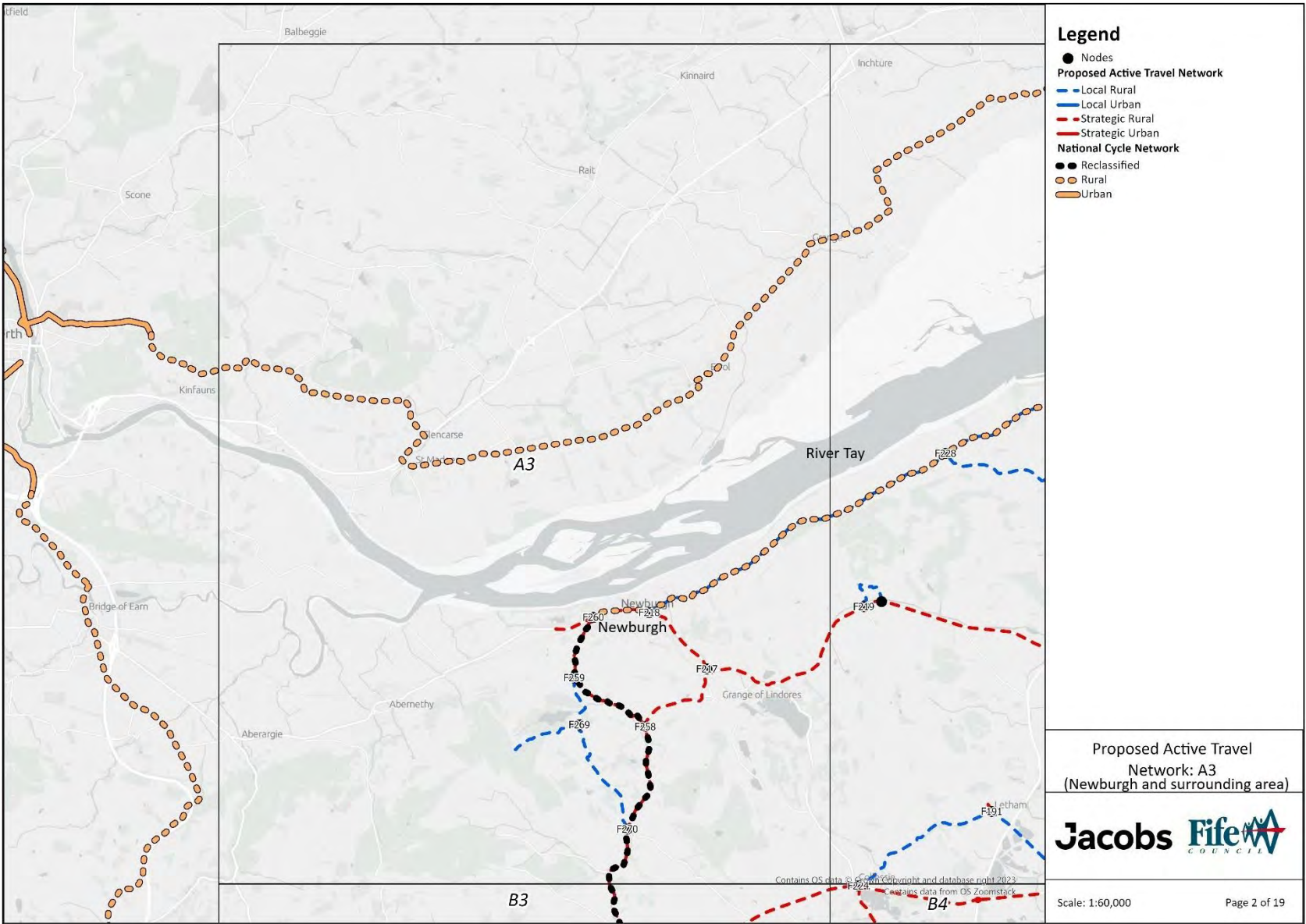
National Cycle Network

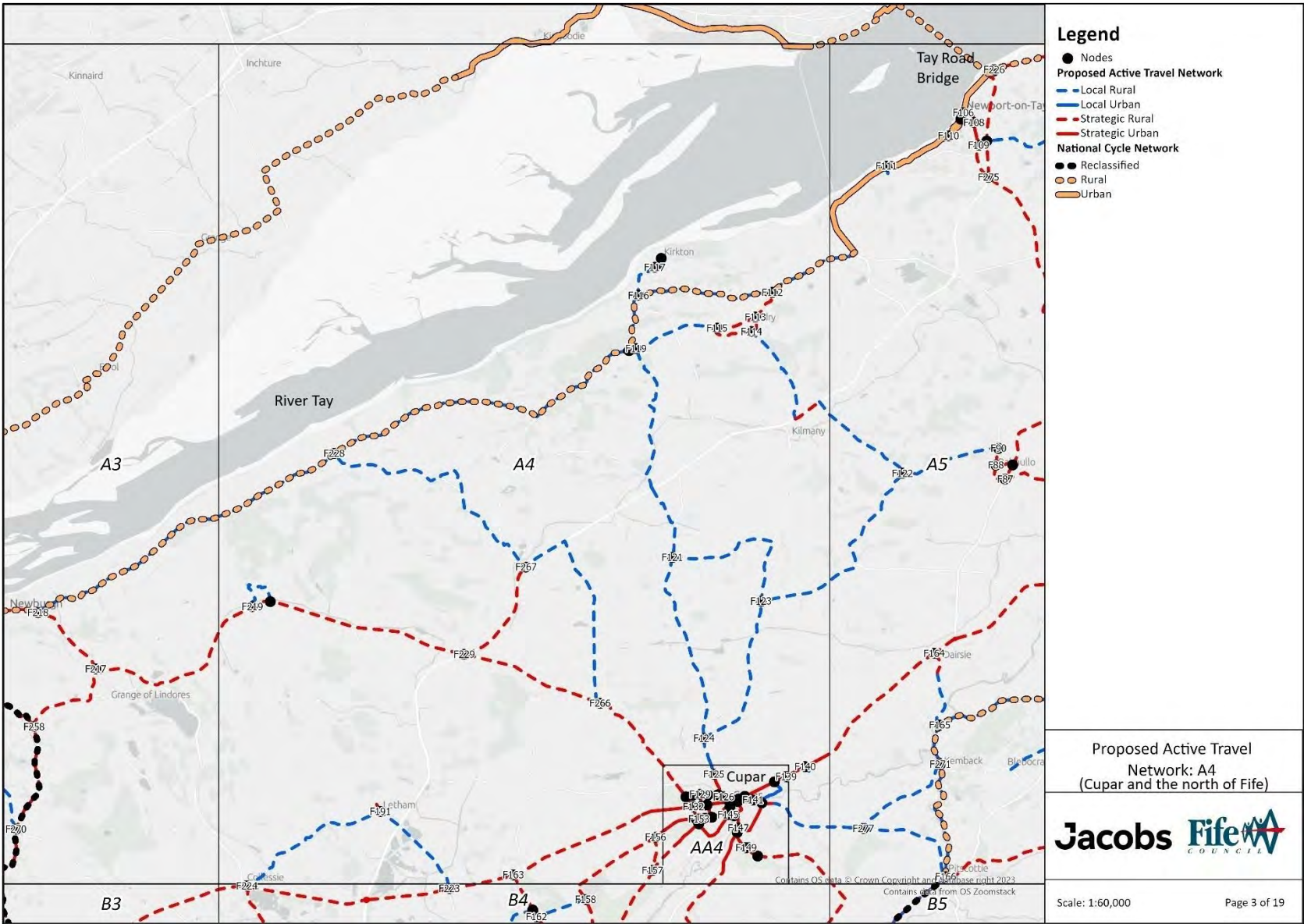
Reclassified

Rural

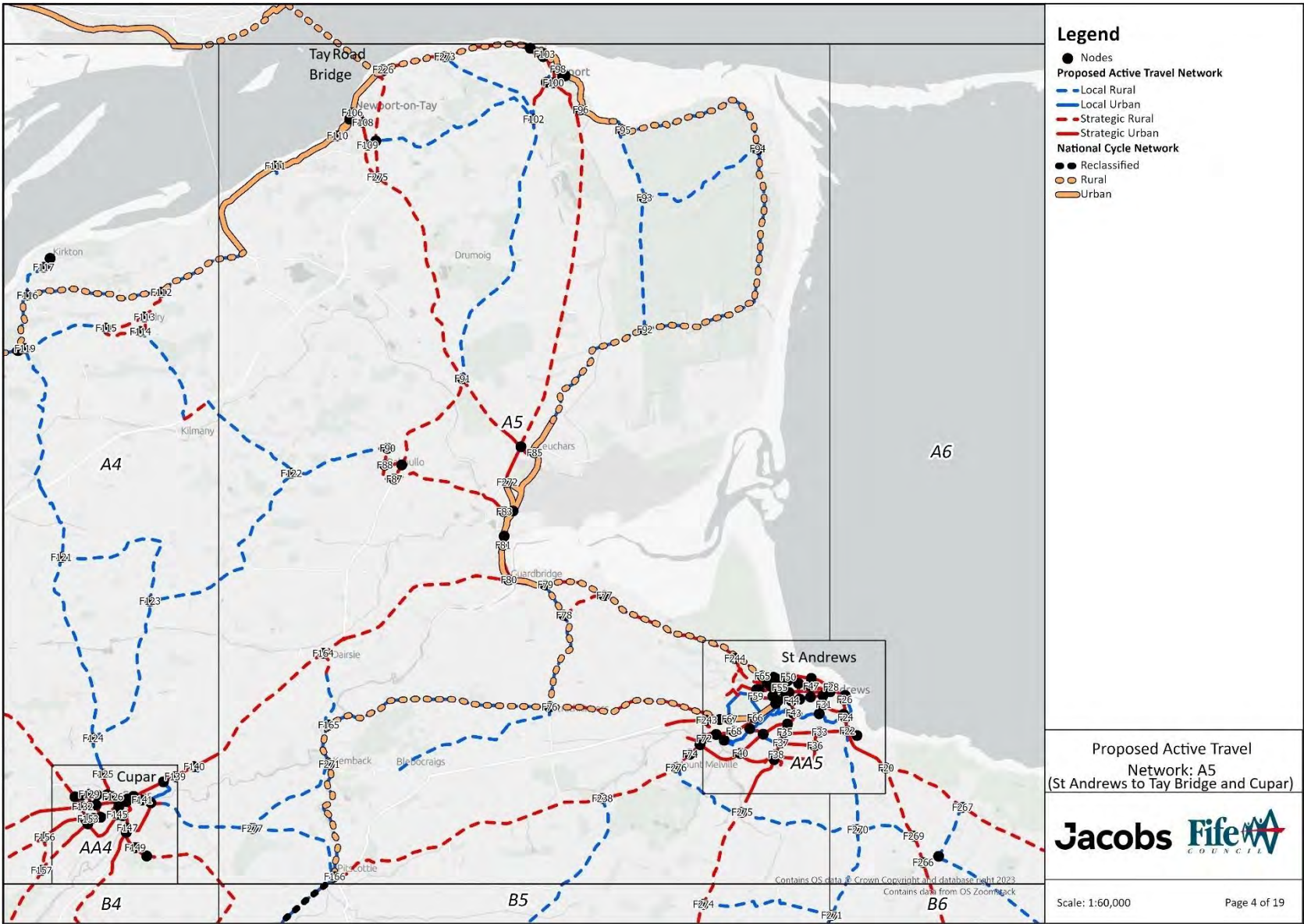
Urban



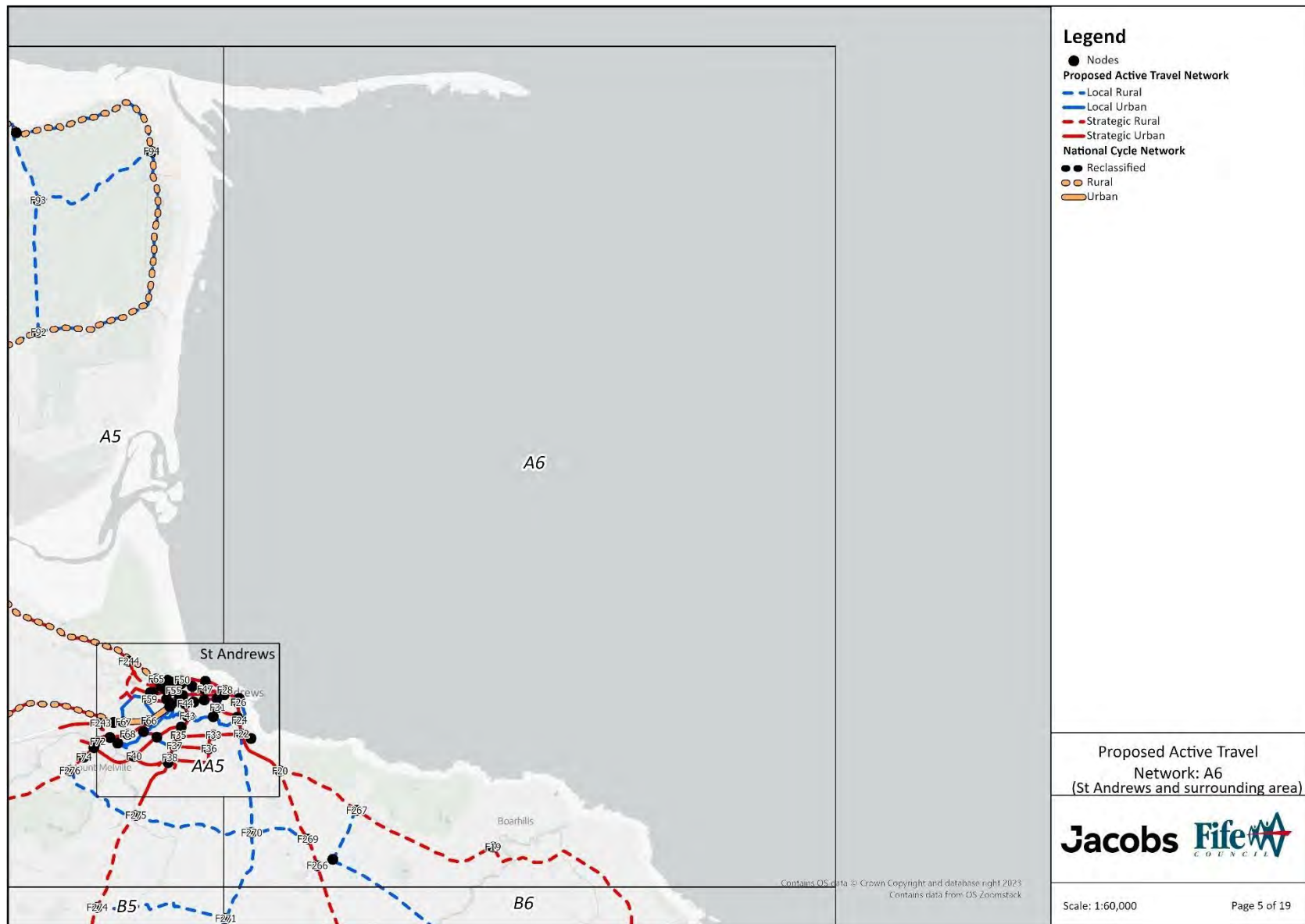




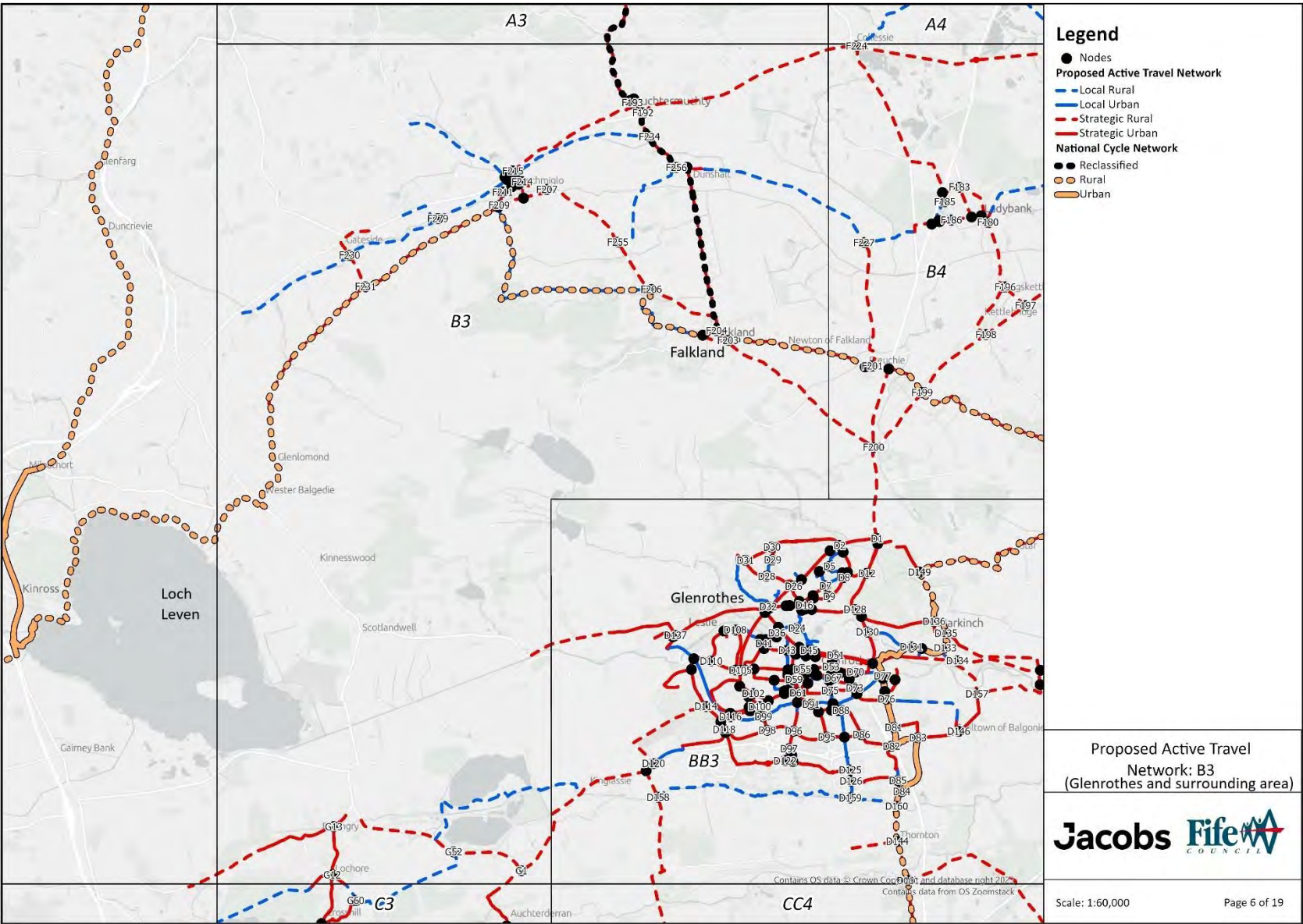
Active Travel Strategy and Action Plan



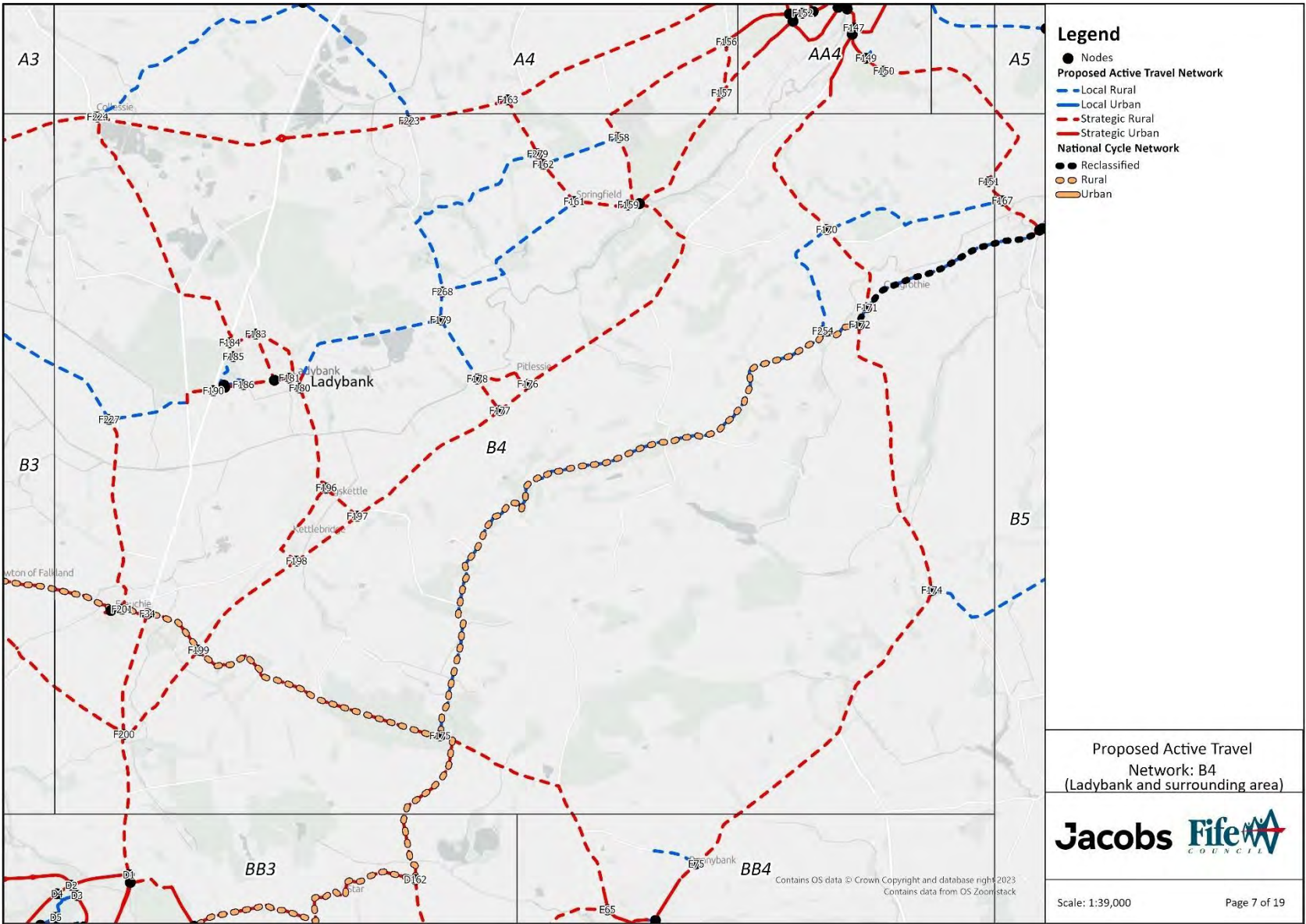
Active Travel Strategy and Action Plan



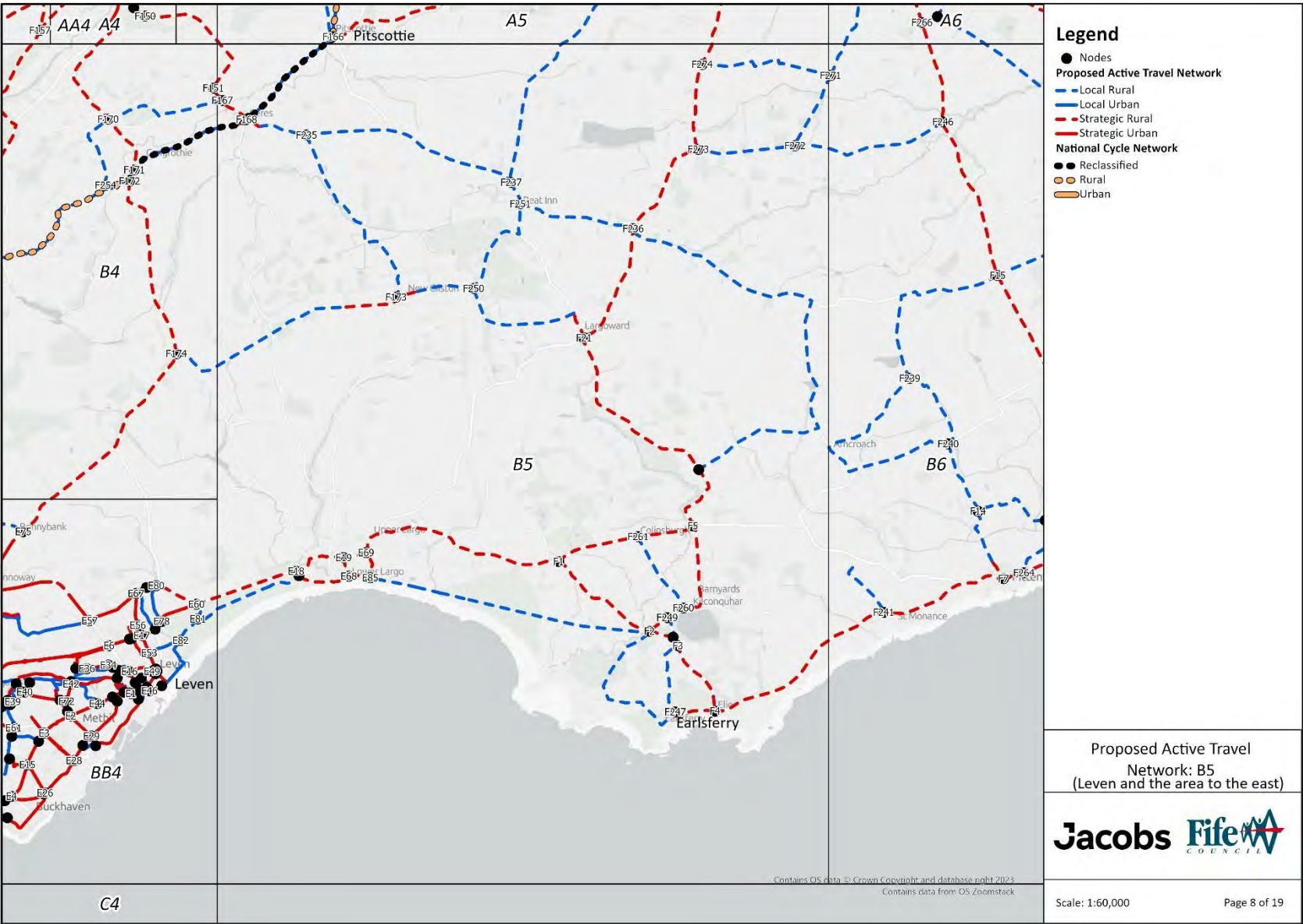
Active Travel Strategy and Action Plan



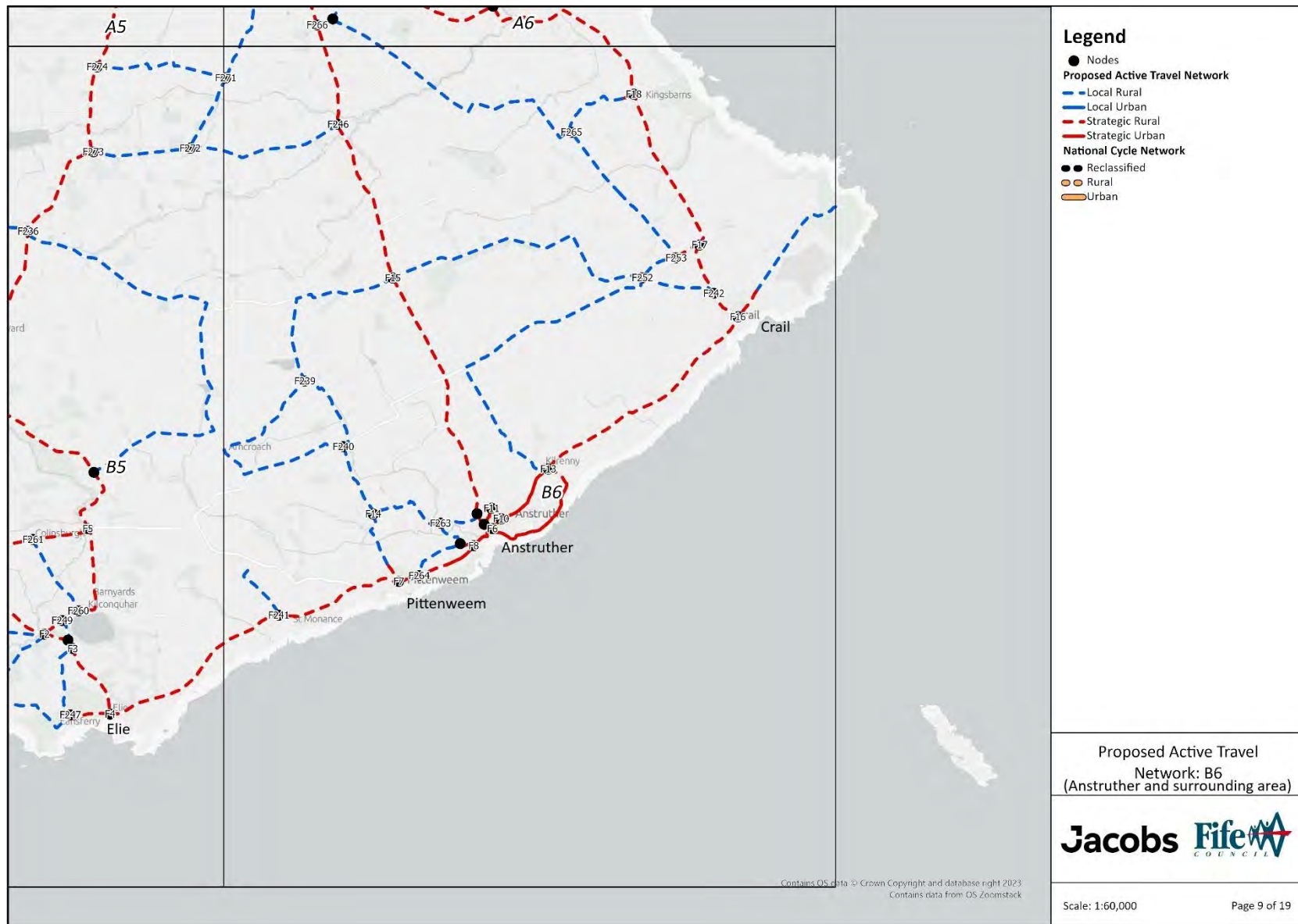
Active Travel Strategy and Action Plan



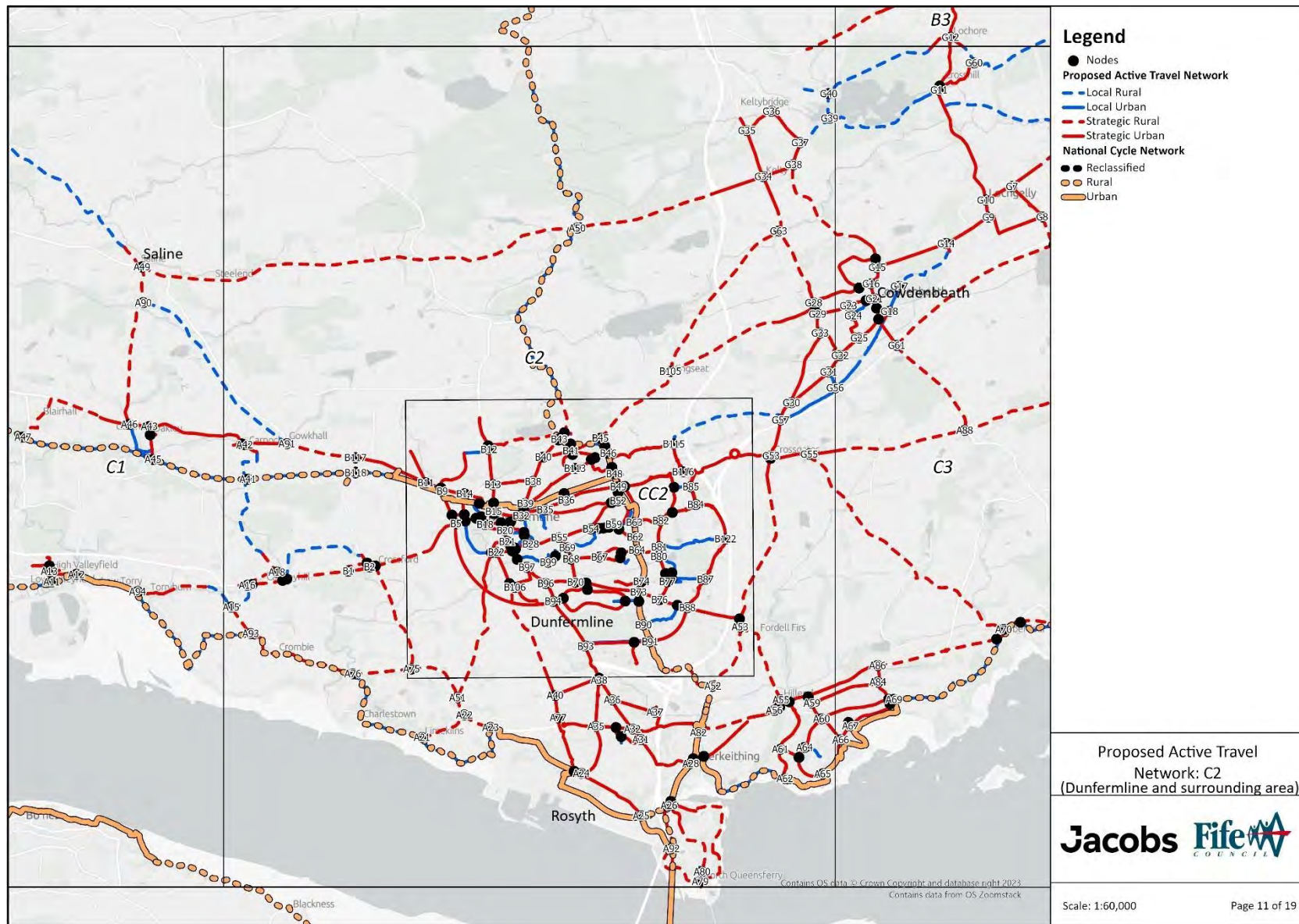
Active Travel Strategy and Action Plan



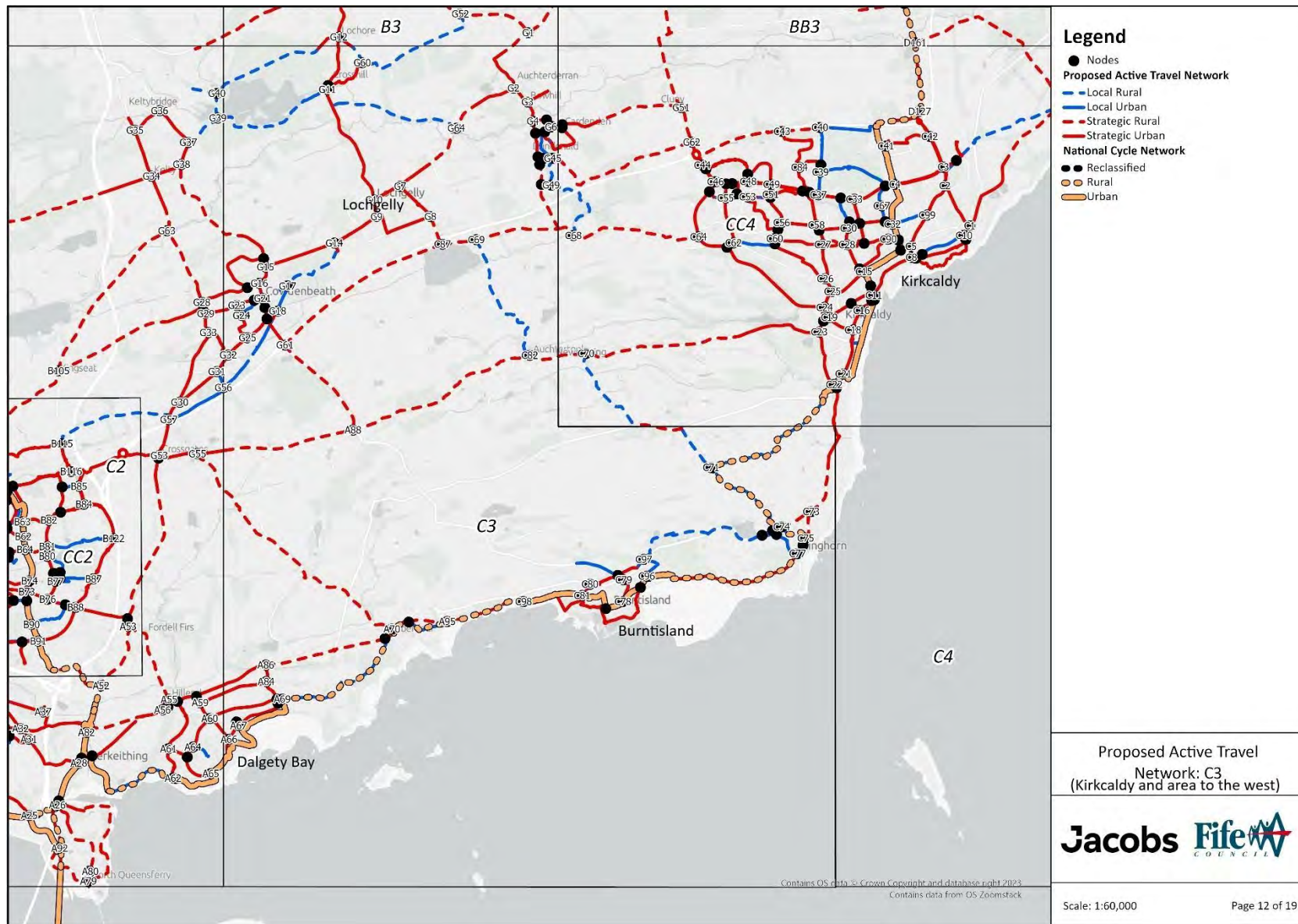
Active Travel Strategy and Action Plan

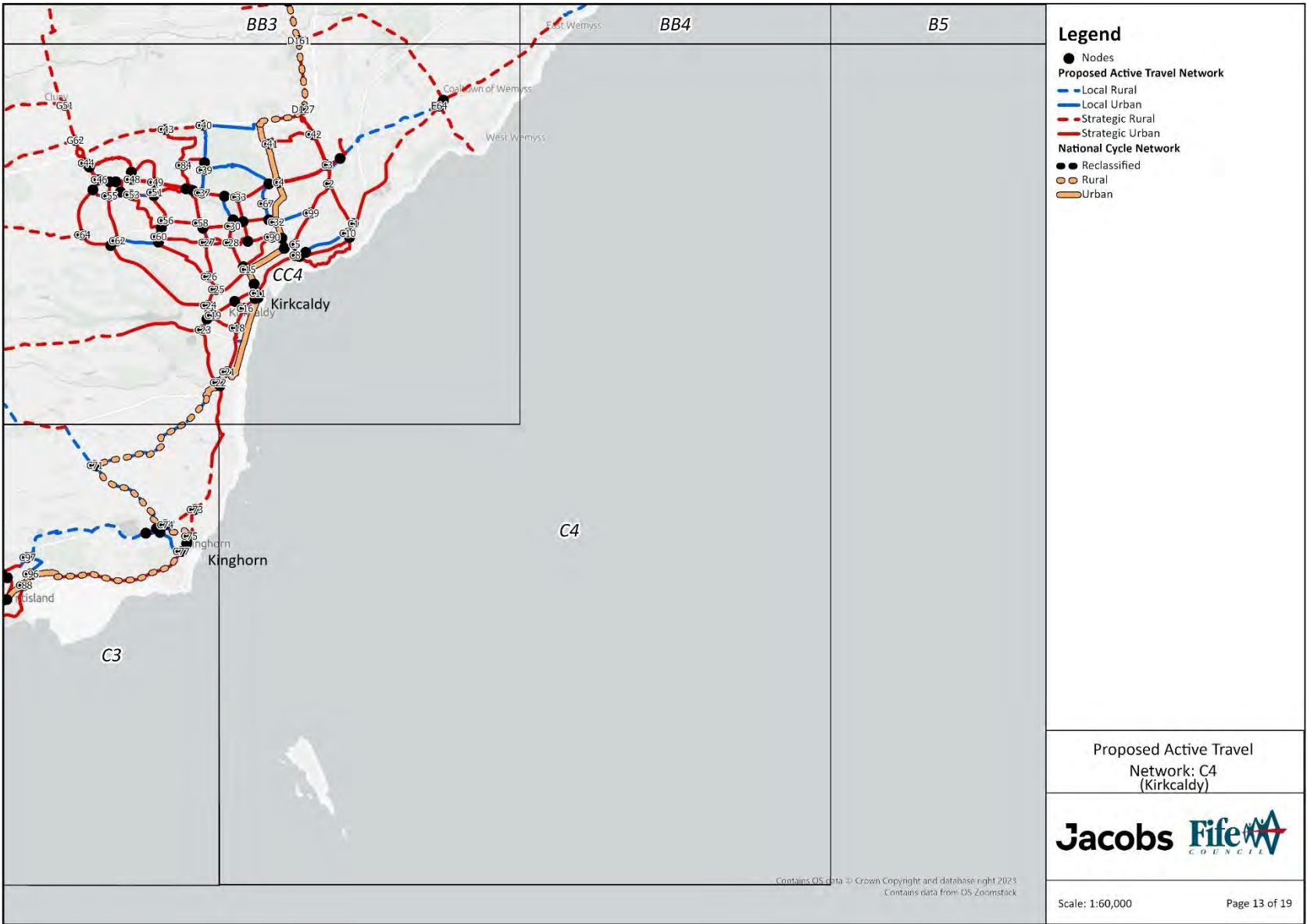


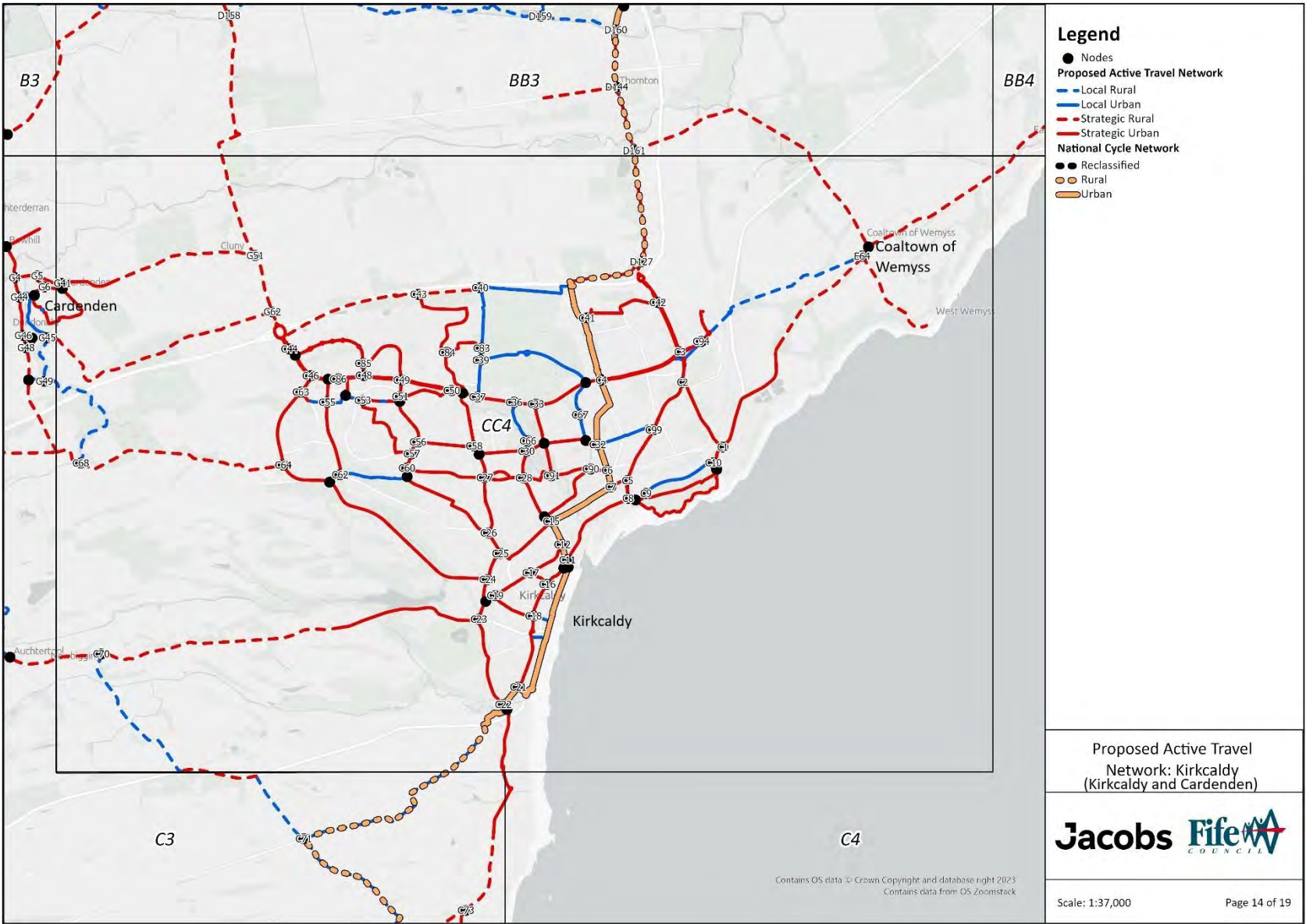
Active Travel Strategy and Action Plan

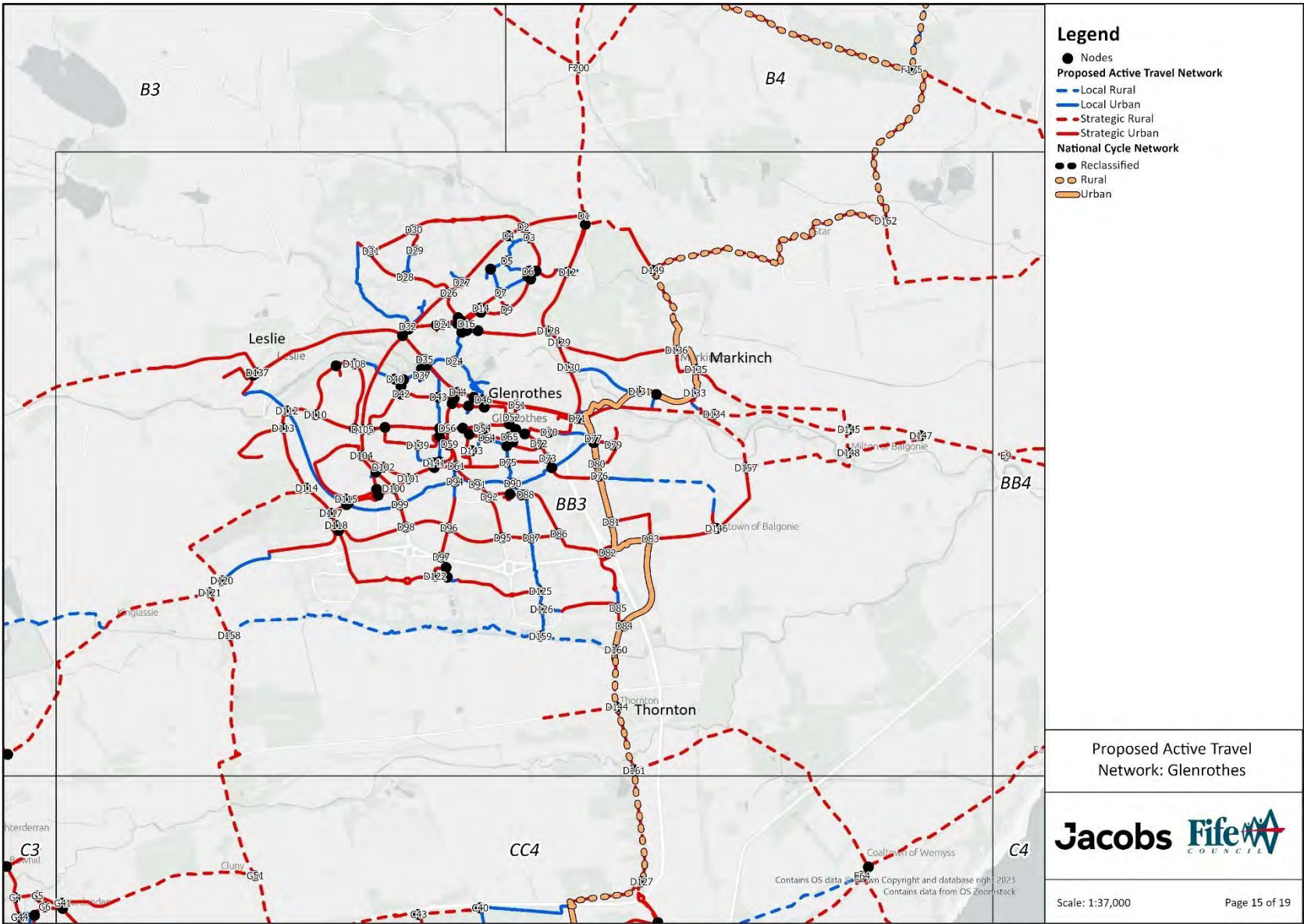


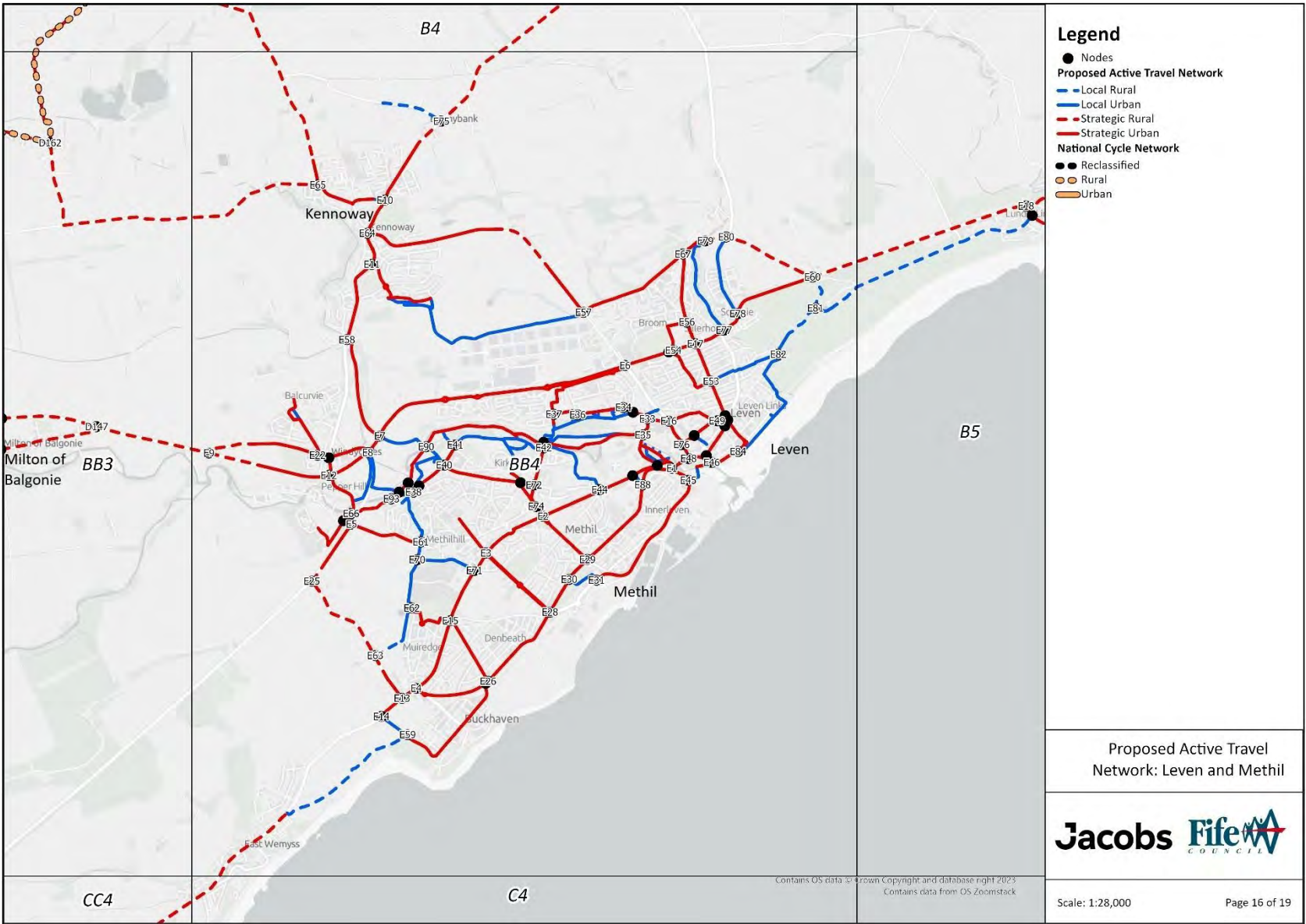
Active Travel Strategy and Action Plan

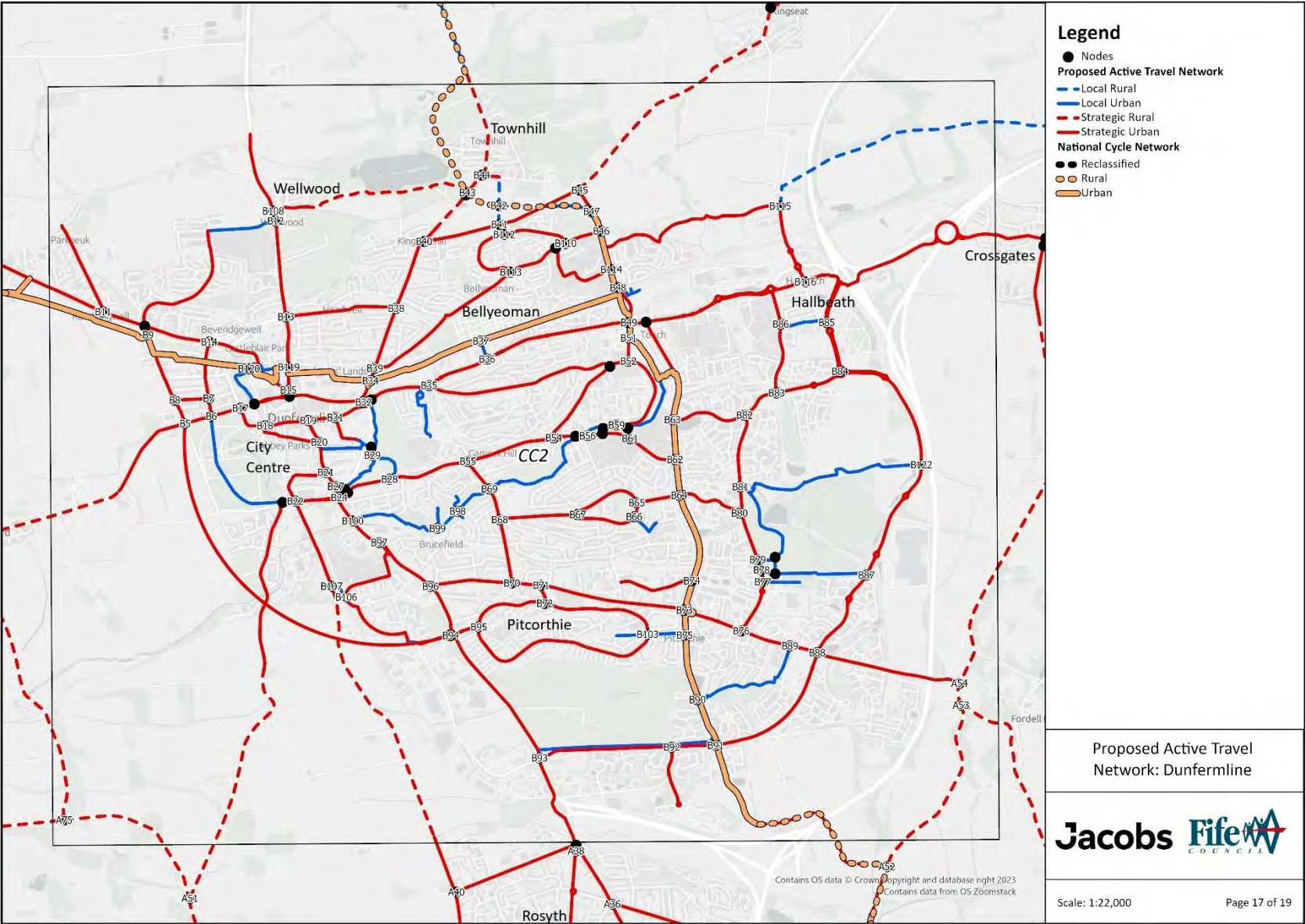


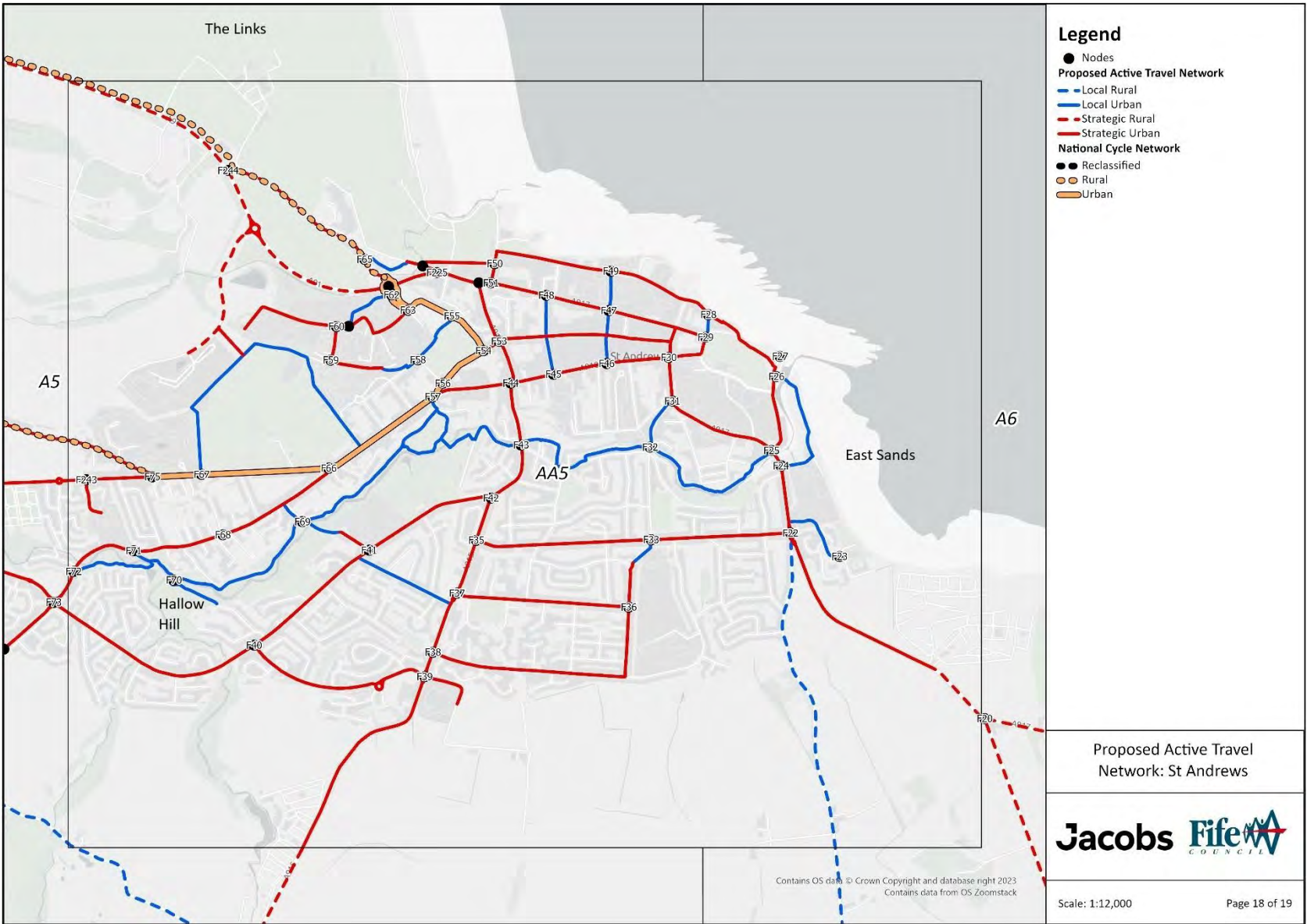




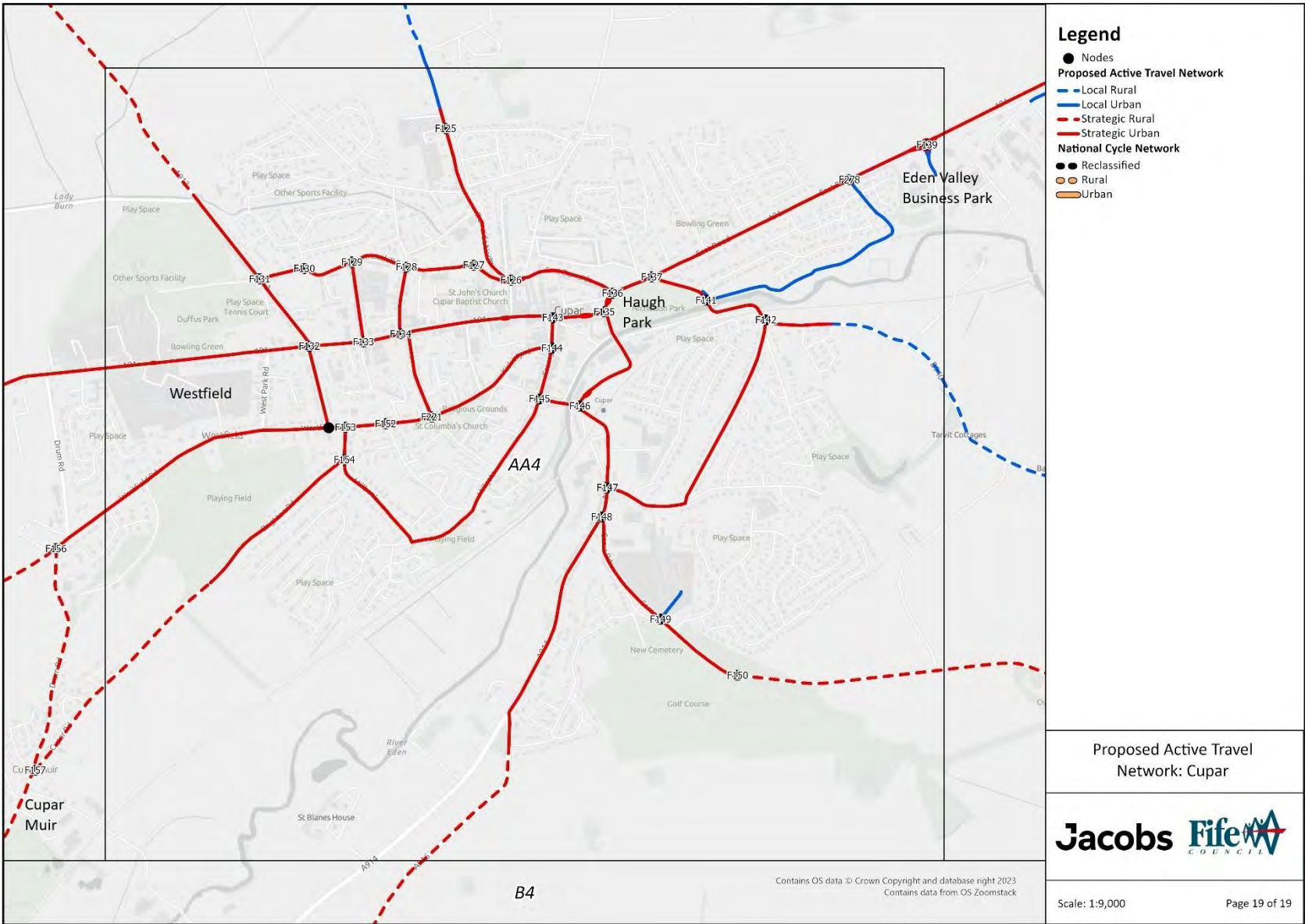








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Appendix B. Indicative active travel network standards

The routes which make up Fife's strategic active travel network are likely to be of different standards, depending on anticipated usage and whether they are in urban or rural areas. The following six standards are indicative of what might be appropriate in different locations and are used in the network plan presented in Appendix A, though the exact design for any individual part of the network will be considered later. The standards are developed from those recommended best practice guidance, especially in [Cycling by Design](#) and the [National Roads Development Guide](#).

It is important to note that the active travel network is at a strategic level only, and there are no set standards for core paths or off-road rural leisure paths managed by partners. Other active travel routes managed by Fife Council are subject to the National Roads Development Guide criteria.

Network standard 1: NCN Urban

Typical applications:

Parts of the National Cycle Network that are in urban areas, including small towns

Typical treatments:

Paths next to roads and which have cycle tracks separated from footways, or

Paths next to roads which are shared use for people walking, wheeling and cycling, or

Paths remote from roads which are shared use for people walking, wheeling and cycling

Network standard 3: Strategic Urban

Typical applications:

Higher demand regional routes in urban areas, including small towns

Typical treatments:

Paths next to roads and which have cycle tracks separated from footways, or

Paths next to roads which are shared use for people walking, wheeling and cycling, or

Paths remote from roads which are shared use for people walking, wheeling and cycling

Network standard 5: Local Urban

Typical applications:

Connections between the strategic network and key local facilities within urban areas, including small towns

Typical treatments:

Paths next to roads which are shared use for people walking, wheeling and cycling, or

High quality footways and slow traffic speeds so that cyclists can share roadspace with traffic more safely

Network standard 2: NCN Rural

Typical applications:

Parts of the National Cycle Network that are in villages and rural areas

Typical treatments:

Paths next to roads which are shared use for people walking, wheeling and cycling, or

Paths remote from roads which are shared use for people walking, wheeling and cycling

Network standard 4: Strategic Rural

Typical applications:

Higher demand regional routes connecting towns and city across Fife

Typical treatments:

Paths next to roads which are shared use for people walking, wheeling and cycling, or

Paths remote from roads which are shared use for people walking, wheeling and cycling

Network standard 6: Local Rural

Typical applications:

Routes that might be primarily used for leisure purposes

Typical treatments:

Paths next to roads which are shared use for people walking, wheeling and cycling, or

Quiet rural roads with slow traffic speeds so that cyclists and pedestrians can share roadspace with traffic more safely

Appendix C. Engagement summary report

Stakeholder and public views have been important to the development of the ATSAP. This section provides a summary of those activities and the key findings.

Objectives of engagement

The purpose of engagement was multi-fold, intended to:

- Inform stakeholders and members of the public of proposals for the ATSAP; its purpose, the process of developing the network, and the benefits of doing so;
- Ensure that a broad range of types of people from all parts of Fife were able to engage, reflecting different preferences and needs;
- Build awareness, understanding of and support for Fife's active travel ambitions (long-term vision and short-/medium-term priorities);
- Encourage people to provide their views on the network proposals, specifically relating to:
 - The overall level of ambition for the network;
 - The proposed routes presented;
 - Perceived network gaps/missing links/suggestions for alternative routeing.

Summary of engagement activities

A broad range of activities was delivered to encourage stakeholders and local people to provide feedback on the draft proposals. A comprehensive stakeholder mapping exercise was undertaken to define the key stakeholders and the most appropriate mechanisms to engage with them. The main engagement exercise launched on 11th January 2024 and ran for a period of just over six weeks, until 25th February 2024.

Supporting communications activities were led by Fife Council to widely promote the opportunity to participate in the engagement exercise, including a [landing page](#) on Fife Council's website (with signpost to the main StoryMap), press releases and adverts in The Courier, Dunfermline Press and Johnstone Press, radio advertising and social media content.

Engagement comprised both online and in-person activities:

- An [ArcGIS StoryMap](#) with a feedback survey to capture general views on the draft network, gather demographic data from respondents, and for respondents to leave location-specific comments (not publicly-viewable) on an interactive map;
- Nine in-person public events in community venues across Fife (Mercat Shopping Centre, Kirkcaldy, Kingdom Shopping Centre, Glenrothes, Cowdenbeath Leisure Centre, Kingsgate Shopping Centre, Dunfermline, Cupar Rail Station, Inverkeithing Rail Station, Kincardine Library, Together Levenmouth Hub and The Larick Centre, Tayport). A total of 562 individual comments were received through the public events;
- Written briefings for all Fife elected members;
- MS Teams meetings with key stakeholder organisations, with briefing packs provided;
- Two separate webinar sessions to which stakeholder organisations were invited, with briefing packs provided;

- Three separate webinar sessions to which Community Councils were invited (for North East Fife, South West Fife, Dunfermline and Cowdenbeath, and Kirkcaldy, Glenrothes and Levenmouth council areas);
- Direct emails to all other stakeholders to promote the main public StoryMap, to encourage them to respond directly and to ask them to promote it amongst their networks.

A full list of the external stakeholder organisations who actively engaged in the development of the ATSAP (through meetings/webinars/online survey/written email submissions) is provided below:

- Stagecoach;
- ScotRail;
- Network Rail;
- Greener Kirkcaldy;
- Fife Community Climate Action Network;
- Transition St Andrews;
- Sustainable Cupar;
- Fife Countryside Trust;
- Disabilities Fife;
- Fife Centre for Equalities;
- Fife Forum;
- Fife Environmental Partnership
- NHS Fife;
- Cupar Now;
- Federation of Small Businesses;
- Community Councils;
- Ore Valley Housing Association;
- Sustrans;
- Cycling Scotland;
- Bus Users Scotland;
- Fife College.

Key findings from engagement

Views on the ATSAP and draft active travel network have been received from a broad range of stakeholders and local people from across Fife, and reflect a diversity of opinions relating to active travel. Overall, there is broad support, however, concerns were expressed regarding the overall deliverability of the network, largely around the cost implications of building out the network as well as the timescales for realising change.

It was recognised that the network would help to address various barriers to active travel and promote an uptake in walking, wheeling and cycling. As well as infrastructure improvements, feedback highlighted the importance of supporting measures, such as better signage, improved printed and online information, improved maintenance, and the need for cultural changes; this includes work to change motorists' views and behaviours.

In summary, the engagement process identified strong support for the ATSAP and the active travel network, and, whilst there was a broad range of views, the level of ambition of the network is considered an appropriate mid-point between desires for more or less action.

Many specific suggestions for changes to the network were made; these all have been considered by the project team and appropriate amendments are reflected in the final version.

Stakeholder engagement summary

All stakeholders welcome the development of the ATSAP and support the network's principles and level of aspiration. The density of strategic and local routes was considered appropriate, with comments largely relating to views on specific links rather than the network as a whole.

The integration between active travel and public transport, particularly in the more rural areas, was considered fundamental; to improve accessibility to public transport and enable people to make multi-modal journeys (recognising that not everyone is able to walk, wheel or cycle for their full journey).

Stakeholders noted the need for culture change and system change to accompany investment in the network. Supporting measures to encourage and enable change were considered important, as was increased support to build local community capacity to deliver initiatives, recognising the grassroots action that is ongoing in many of Fife's communities to deliver active travel projects.

Improved maintenance (of existing and new/improved infrastructure) was a commonly reported theme across stakeholder discussions; replicated by feedback received through public engagement.

Online survey summary

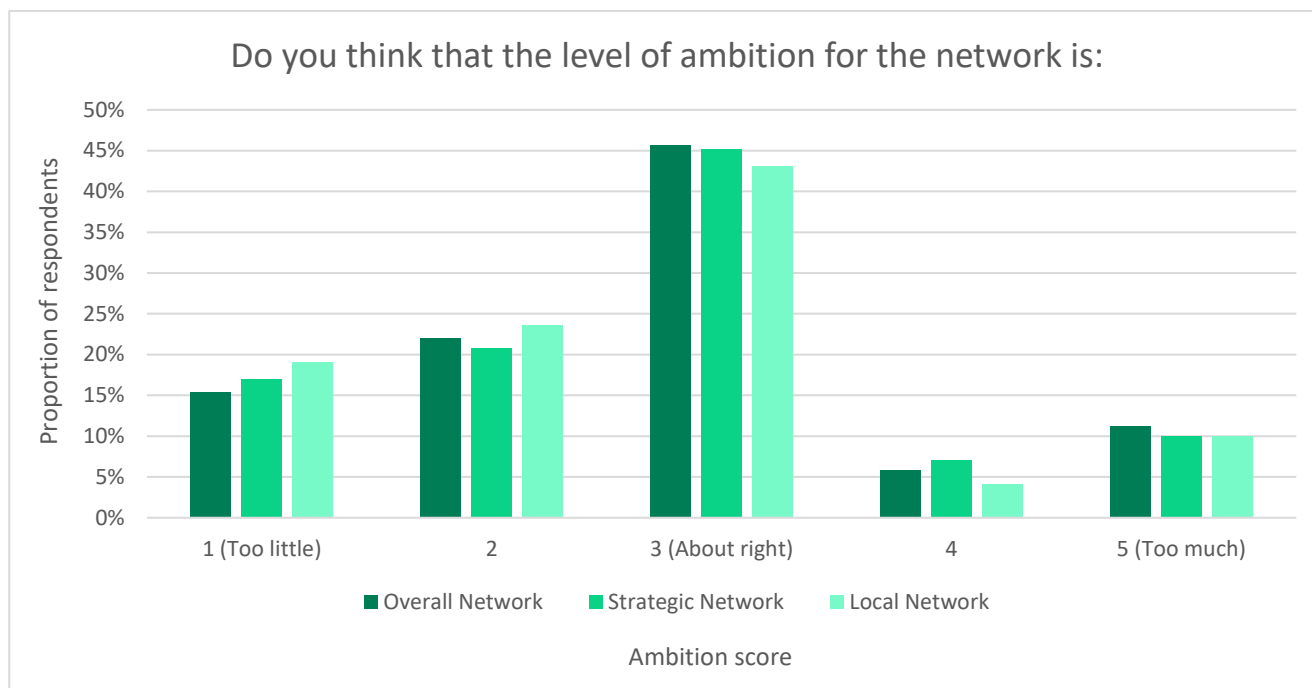
The main survey received 242 responses, of which 94% of responses were from an individual. A total of 404 individual requests for network changes on the map were made. Every request for network changes was reviewed by Jacobs and by members of Fife Council and a final action was decided on for each comment. The actions were then incorporated into the final network.

There was a nearly even split of male and female respondents with less than 1% of respondents identifying as trans or non-binary. Regarding age, 39% of respondents are aged between 45 and 64, 30% are over the age of 65, whereas just 10% of respondents are aged under 34. Ninety-one per cent of respondents state their ethnicity as White.

Seventy-seven per cent of respondents reported that they do not have a disability, health condition, or illness. Six per cent of respondents have a physical impairment, 7% of respondents have a long-term health condition, and 4% have a neurodivergent condition.

Forty per cent of responses were from residents of North East Fife, followed next by 14%, 11% and 10% from Kirkcaldy, Levenmouth and South West Fife areas respectively.

When asked about the overall ambition of the network, 48% of respondents said it is 'about right'; 39% of respondents said it is not ambitious enough and 18% of respondents said the network is too ambitious.



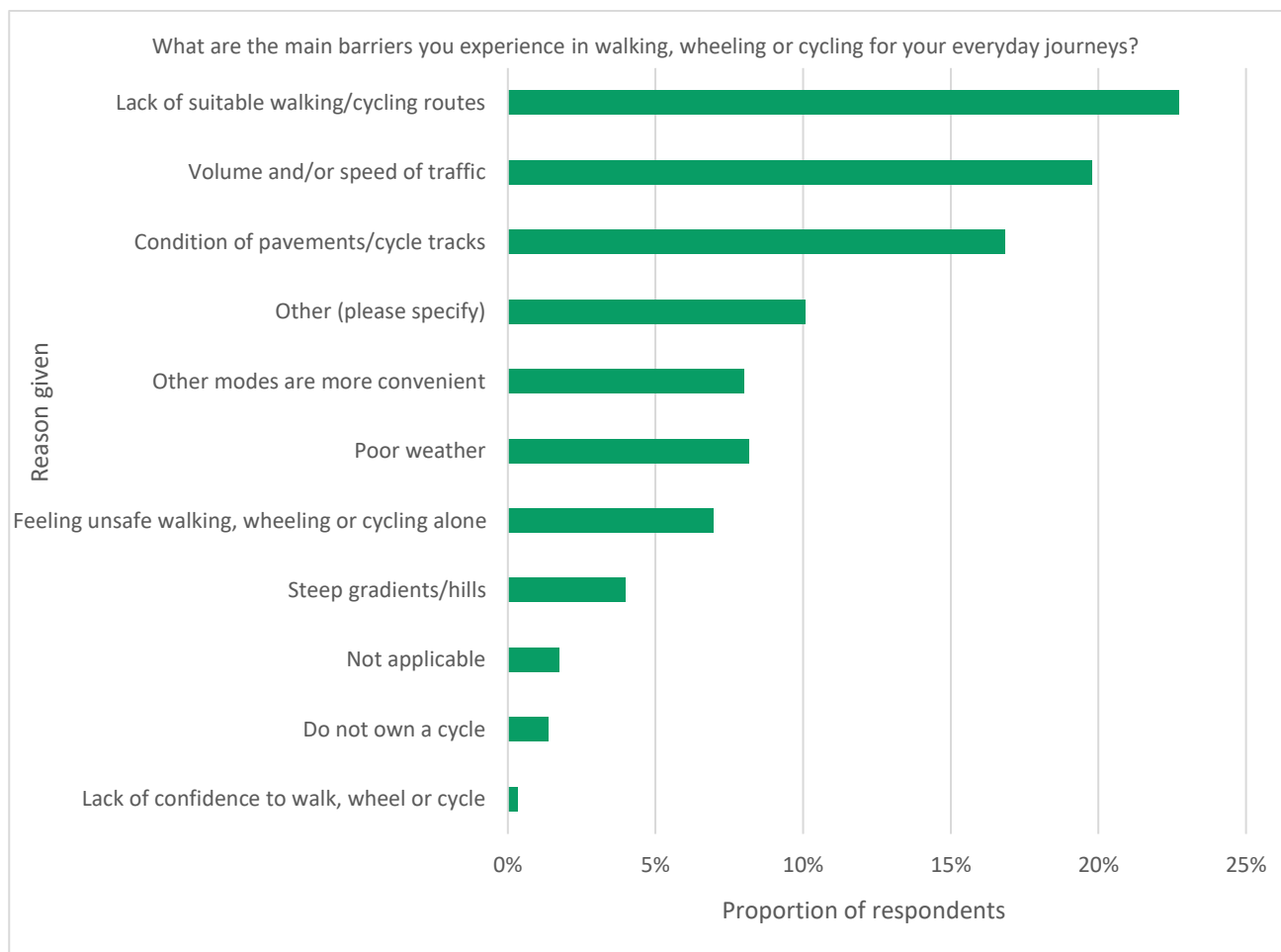
When respondents were asked to justify their responses, a range of themes were mentioned. For those who felt the network is not ambitious enough, respondents mentioned the importance of active travel routes being direct, maintenance issues, integration to public transport, and broader safety concerns. Those who felt that the network is too ambitious brought up concerns over maintenance issues, the cost of implementing the plan, the practicality and feasibility of the network and cultural issues. Amongst those who consider the ambition of the network is about right, there was general support for the need for more active travel infrastructure and the importance of prioritising safety for all users.

When asked about what measures would be useful in supporting people to make use of new or improved infrastructure, respondents most commonly selected measures that related to improved information provision. The measure that scored most highly was:

- Consistent, coherent signage along active travel routes (18% of respondents);
- Printed and web-based maps showing active travel routes and associated information (12%);
- System for reporting/requesting improvements on active travel routes (12%); and
- Up to date, comprehensive information on active travel on Fife Council's website (and intranet for internal staff) (9%).

When asked about barriers to active travel for their everyday journeys, 23% of respondents cited a lack of suitable walking/cycling routes. Other factors frequently mentioned by respondents were the volume and/or speed of traffic and the condition of pavements/cycle tracks. This suggests that improved cycle infrastructure is likely to influence residents' active travel behaviours.

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The survey also asked about perception of safety when walking, wheeling, or cycling in Fife. In relation to road safety, 48% of respondents feel very unsafe or somewhat unsafe and just 10% of respondents feel very safe. This further strengthens the argument for high quality active travel infrastructure that improves safety for all users.

In relation to personal safety, 62% of respondents feel somewhat safe or very safe.

Appendix D. Impact Assessments

D.1 Strategic Environmental Assessment

This ATSAP is a component part of Fife's Local Transport Strategy (LTS). It shares its objectives with the LTS and actions to improve active travel infrastructure and supporting measures are defined in the LTS. The Strategic Environmental Assessment of the LTS is therefore relevant to the ATSAP and is available at www.fife.gov.uk/_data/assets/pdf_file/0015/450150/Appendix-B.-Strategic-Environmental-Assessment-Environmental-Report.pdf. Fife Council is currently developing a Post Adoption Statement to reflect final changes to the LTS.

The environmental impacts of each measure recommended by this ATSAP will need to be assessed as development work is undertaken, most particularly for potential improvements to active travel infrastructure where land take may be required.

D.2 Equality Impact Assessment

Introduction

As this ATSAP is a component part of Fife's LTS, the full Equality Impact Assessment (EqIA) of the LTS is therefore relevant and is available at www.fife.gov.uk/_data/assets/pdf_file/0019/450154/LTS-Equality-Impact-Statement-Aug-24.pdf.

An assessment of all Action Plan actions within the Active Travel Strategy (as detailed in section 5) has been undertaken according with the assessment methodology undertaken by Fife Council for the LTS EqIA, and is presented in the assessment table below.

Evidence base

Evidence has been gathered as part of the EqIA undertaken for the LTS, and supplemented by a variety of stakeholder engagement undertaken during the development of the ATSAP, including with groups with protected characteristics. For example, meetings have been conducted with equality groups, and through in-person public events and an online public consultation (which included demographic questions).

Assessment of impacts

Most actions benefit all protected characteristics equally and have a positive effect. Only groups which are specifically affected are scored. However, the specific impacts on protected groups of any individual action will need to be assessed as further work is undertaken, particularly in relation to the design of individual route schemes.

		Protected Characteristics										Additional Assessment			Comments	
Reference	Proposed Action	Disabled People	Sexual Orientation	Women	Men	Transgender People	Race (including gypsy travellers)	Age (including older people aged 60+)	Children & Young People	Religion or Belief	Pregnancy & Maternity	Marriage and Civil Partnership	Looked after children & care leavers	Privacy (e.g. information security & data protection)		Economy
Action 1	Continue delivery of infrastructure schemes in development	+		+			+	+	+		+				+	Improved active travel facilities will benefit all groups, but particularly those who rely on safe, accessible walking, wheeling and cycling infrastructure
Action 2	Engage with partners and ATWG members to determine medium term funding potential for delivery of infrastructure and of supporting measures, ensuring that internal services and external partners work together to maximise funding potential															Individuals with protected characteristics are not expected to be affected differently by this action
Action 3	Engage in the development of Area Transport Plans, Local Place Plans and Community Action Plans to determine which top priority schemes are to be delivered first in each area of Fife, in accordance with the ATSAP prioritisation guidance														+	Delivering active travel improvements in accordance with the ATSAP prioritisation guidance (i.e. targeting deprived communities and heavily populated areas) will reduce socio-economic disadvantage by providing fairer access to daily services
Action 4	Audit, plan and commence concept/detailed designs for priority	+		+			+	+	+		+				+	Improved active travel facilities will benefit all groups, but particularly

Reference	Proposed Action	Protected Characteristics										Additional Assessment			Comments
		Disabled People									Marriage and Civil Partnership	Looked after children & care leavers	Privacy (e.g. information security & data protection)	Economy	
	infrastructure schemes to progress to construction in years 2-4														those who rely on safe, accessible walking, wheeling and cycling infrastructure
Action 5	Work through the requirements of the SEStran People & Place transition year for 2024/25 and determine how it will influence Fife's priorities for supporting measures														Individuals with protected characteristics are not expected to be affected differently by this action
Action 6	Update online mapping of active travel routes														Individuals with protected characteristics are not expected to be affected differently by this action
Action 7	Work to promote active travel in Fife through promotional campaigns and activities, based on the updated online mapping	+	+			+	+	+	+					+	Promoting active travel can address low participation rates amongst disabled people, women (including maternity), ethnic minorities, and both young and older people, as well as reducing transport costs for low-income households
Action 8	Collate information on community capacity in each of the seven areas of Fife to be able to deliver active travel initiatives														Individuals with protected characteristics are not expected to be affected differently by this action

Reference	Proposed Action	Protected Characteristics										Additional Assessment			Comments
		Disabled People									Marriage and Civil Partnership	Looked after children & care leavers	Privacy (e.g. information security & data protection)	Economy	
Action 9	Review and amend approaches to development planning to ensure that potential for funding active travel infrastructure and supporting measures is maximised														Individuals with protected characteristics are not expected to be affected differently by this action
Action 10	Agree the Terms of Reference for the ATWG to ensure it supports the delivery of this action plan														Individuals with protected characteristics are not expected to be affected differently by this action
Action 11	Establish and agree the Terms of Reference for Fife's Active Travel Forum														Individuals with protected characteristics are not expected to be affected differently by this action
Action 12	Establish Fife Council's protocols for winter maintenance of active travel routes and for ensuring all new routes are constructed to an adoptable standard	+						+							Well-maintained and even surfaces will ensure that people with mobility problems find active travel routes more accessible and inclusive
Action 13	Develop/update Travel Plans for all primary schools in Fife								+						Active travel can have positive physical health and mental wellbeing benefits for children, as well as providing greater independence and embedding

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Reference	Proposed Action	Protected Characteristics										Additional Assessment			Comments
		Disabled People									Marriage and Civil Partnership	Looked after children & care leavers	Privacy (e.g. information security & data protection)	Economy	
															positive travel behaviours from an early stage
Action 14	Maintain the existing automatic active travel counters and data collection system														Individuals with protected characteristics are not expected to be affected differently by this action
Action 15	Renew the automatic active travel data collection system to maintain data collection after the 2G/3G mobile network switch off														Individuals with protected characteristics are not expected to be affected differently by this action
Action 16	Delivery of the top priority infrastructure schemes, and promote them to their target communities	+		+			+	+	+		+			+	Improved active travel facilities will benefit all groups, but particularly those who rely on safe, accessible walking, wheeling and cycling infrastructure
Action 17	Develop concept/detailed designs for priority schemes to progress to construction in long term	+		+			+	+	+		+			+	Improved active travel facilities will benefit all groups, but particularly those who rely on safe, accessible walking, wheeling and cycling infrastructure
Action 18	Establish a comprehensive access to bikes (and associated equipment)	+												+	Access to bikes, including adapted cycles, will enable people in low-

Reference	Proposed Action	Protected Characteristics										Additional Assessment			Comments
		Disabled People									Marriage and Civil Partnership	Looked after children & care leavers	Privacy (e.g. information security & data protection)	Economy	
	scheme in at least the higher-priority (higher population density and higher deprivation) areas of Fife														income households and disabled individuals to use improved infrastructure
Action 19	Establish a comprehensive cycle training programme for school pupils scheme in at least the higher-priority (higher population density and higher deprivation) areas of Fife								+						Cycle training can enhance children's confidence by equipping them with the skills and knowledge to ride safely and independently
Action 20	Continue to work to promote active travel in Fife through promotional campaigns and activities, based on the updated online mapping	+		+			+	+	+		+			+	Promoting active travel can address low participation rates amongst disabled people, women (including maternity), ethnic minorities, and both young and older people, as well as reducing transport costs for low-income households
Action 21	Deliver community wealth building support to those communities in Fife that are less engaged in active travel promotion by providing cycle training for adults and children, affordable access to bikes and associated equipment, confidence building	+		+			+	+	+		+			+	Cycle training can boost cycling confidence and address low participation rates amongst disabled people, women (including maternity), ethnic minorities, and both young and older people. Providing affordable access to bikes will enable those in

Reference	Proposed Action	Protected Characteristics										Additional Assessment			Comments
		Disabled People									Marriage and Civil Partnership	Looked after children & care leavers	Privacy (e.g. information security & data protection)	Economy	
	sessions and other support as appropriate to those communities														more deprived households to benefit from improved infrastructure
Action 22	Determine the improvements that are needed to signage and wayfinding to deliver comprehensive provision on active travel routes across Fife	+						+						+	Improved signage can benefit those at risk of digital exclusion, such as older people, disabled people, and low-income households
Action 23	Develop/update Travel Plans for all secondary schools in Fife								+						Active travel can have positive physical health and mental wellbeing benefits for young people, as well as providing greater independence and embedding positive travel behaviours from an early stage
Action 24	Develop/update Travel Plans for all Council-operated nurseries in Fife								+						Active travel can have positive physical health and mental wellbeing benefits for young children, as well as embedding positive travel behaviours from an early stage
Action 25	Encourage workplaces/key trip attractors to develop/update Travel Plans													+	Encouraging active travel can lower absenteeism, reduce the demand for parking infrastructure, and save businesses money

Reference	Proposed Action	Protected Characteristics										Additional Assessment			Comments
		Disabled People									Marriage and Civil Partnership	Looked after children & care leavers	Privacy (e.g. information security & data protection)	Economy	
Action 26	Establish a comprehensive cycle training programme for school pupils in all areas of Fife									+					Cycle training can enhance children's confidence by equipping them with the skills and knowledge to ride safely and independently
Action 27	Deliver comprehensive signage and wayfinding on active travel routes across Fife	+								+				+	Improved signage can benefit those at risk of digital exclusion, such as older people, disabled people, and low-income households
Action 28	Deliver all active travel infrastructure improvement schemes in the priority areas of Fife	+		+			+	+	+		+			+	Improved active travel facilities will benefit all groups, but particularly those who rely on safe, accessible walking, wheeling and cycling infrastructure
Action 29	Develop concept/detailed designs for second priority schemes to progress to construction in long term	+		+			+	+	+		+			+	Improved active travel facilities will benefit all groups, but particularly those who rely on safe, accessible walking, wheeling and cycling infrastructure

DRAFT

Risks/impacts and mitigation

The vision for the ATSAP requires multi-year levels of effort and investment and will be subject to available funding, resources and capacity to deliver. It is therefore recognised that the benefits are not likely to be realised in the short or medium term. However, there are risks to fully realising the benefits over the long term, as outlined in the table below.

Potential risks to realising the benefits of the Active Travel Strategy and Action Plan

Risk	Mitigation
There is a lack of investment in delivering supporting measures alongside infrastructure improvements that will enable and encourage people to make use of new or improved routes. Without this, there is a risk that specific groups of people would potentially be excluded from being able to use the infrastructure, for example households on low incomes who are unable to afford a cycle, or older or disabled people who lack confidence to walk, wheel or cycle.	Fife Council will continue to work with partners and stakeholders to deliver good value supporting measures to maximise the value of the infrastructure investment.
The development of routes does not take cognisance of the recommended network standards set out by the ATSAP, as presented in Appendix B. Without this, there is a risk that specific groups of people, such as those with sensory impairments, would potentially be excluded from using the infrastructure, due to lack of ability or confidence.	Fife Council will review the network standards for specific routes as they move towards feasibility and design, taking cognisance of specific local constraints and circumstances.
There is a lack of integration between the active travel network and public transport network, through improved access to stops and stations. Without this, there is a risk that specific groups of people would be excluded from using the infrastructure to make multi-modal journeys, for example young people and older people who are more reliant on public transport.	Fife Council will continue to work with partners and stakeholders to ensure that integration with public transport infrastructure is considered within feasibility and design of specific routes.

There are also recognised potential risks/impacts for certain groups of people (primarily disabled, sensory impaired or older people) relating to specific aspects of route design (which are inherent in the ATSAP network standards), as outlined in the table below. Note that this is not intended to be a comprehensive list of risks/impacts, and further work will be required to assess these and other potential risks as schemes move towards implementation.

Potential impacts associated with route infrastructure design

Risk	Mitigation
Shared use infrastructure can cause conflicts between pedestrians and cyclists, which could disadvantage those with reduced sight, hearing or mobility.	Although shared use paths offer a cost-effective solution in some locations where usage is expected to be modest or low, Fife Council takes a position of presumption against shared use paths or spaces in busy areas.
The interaction between cycle tracks and bus stops can disadvantage people with sensory impairments by requiring them to cross the cycle lane when accessing bus stops.	Fife Council will ensure that the future design process is considerate of existing best practice guidance and engage in ongoing dialogue with organisations representing disabled people to assess the impacts of any particular scheme.
If parking is required to be removed or relocated to accommodate active travel infrastructure, this may require older people (who are more likely to have mobility problems) and disabled people to travel further or potentially decrease their access to services if reliant on a car for transport.	Fife Council will ensure that the future design process is considerate of existing best practice guidance and engage in ongoing dialogue with members of the public and organisations representing disabled people to assess the impacts of any particular scheme.

Conclusions and next steps

The EqIA undertaken as part of the LTS, and this subsequent assessment of Action Plan actions within the ATSAP, has demonstrated that the ATSAP will provide positive impacts for many groups of people across Fife. It has the potential to deliver broad-ranging benefits; enhancing access to services, facilities and opportunities, improving local communities and the environment, people's health and wellbeing, opportunities for independence, road safety and personal security.

However, there are some risks to realising these benefits; highlighting that efforts are needed to provide supporting measures to encourage and enable use of the infrastructure, that cognisance needs to be taken of the network standards within route design, and that the ATSAP must integrate with the public transport network to enable multi-modal journeys.

Potential impacts on specific groups (disabled, sensory impaired or older people) relating to the design of route infrastructure also need to be assessed as schemes are developed, in line with existing best practice guidance and informed by engagement with local people and stakeholders.

Fife Council will continue to work with partners and stakeholders to identify and mitigate these risks/impacts as active travel schemes are brought forward.

DRAFT



This document was published by Fife Council with assistance from Jacobs UK Ltd

Summary of LTS Objectives, Actions and Policies related to active travel

Note: Measurement and baseline data for the LTS objectives has begun to be developed for Year 1. A Year 2, 2024 monitoring review will be undertaken when resources allow.

Local Transport Strategy objectives which the ATSAP will assist.

Objective 1	<p>Increase the proportion of trips that are walked, wheeled or cycled to 30% by 2033, from a baseline of 23% in 2019.</p> <p>ATSAP response: Improving active travel infrastructure through the network plan's three priorities.</p>
Objective 7	<p>Increase the proportion of bus infrastructure, active travel infrastructure and town centres that meet modern accessibility standards by 20% by 2033.</p> <p>ATSAP response: Routinely removing physical barriers along paths and improving widths and gradients where practicable.</p>
Objective 9	<p>Increase the proportion of people who feel safe when walking, wheeling and cycling, and on public transport, by 20% by 2033. (Baseline from 2022 45% feel safe when walking, wheeling or cycling)</p> <p>ATSAP response: Active travel infrastructure is built with safety in mind, this can include ensuring passive surveillance.</p>
Objective 10	<p>Provide leadership in working with others to reduce Fife's transport emissions by 56% by 2030, compared to a 1990 baseline. (From the Scottish Government target for Scotland)</p> <p>ATSAP response: Fife Council will host active travel workshops and include key stakeholders, to lead the response to reducing transport emissions in Fife by encouraging active and sustainable travel.</p>
Objective 11	<p>Support a reduction in total car kilometres travelled by 20% by 2030, compared with a 2019 baseline.</p> <p>ATSAP response: Extending the active travel network will enable more journeys to be undertaken by sustainable modes of travel.</p>
Objective 12	<p>All newly approved developments within settlements, with greater than five dwellings or employees, will be accessible by quality active travel and public transport by 2030.</p> <p>ATSAP response: Working across council services and with partners to ensure new developments are connected to the active travel network.</p>

Local Transport Strategy actions which the ATSAP will assist.

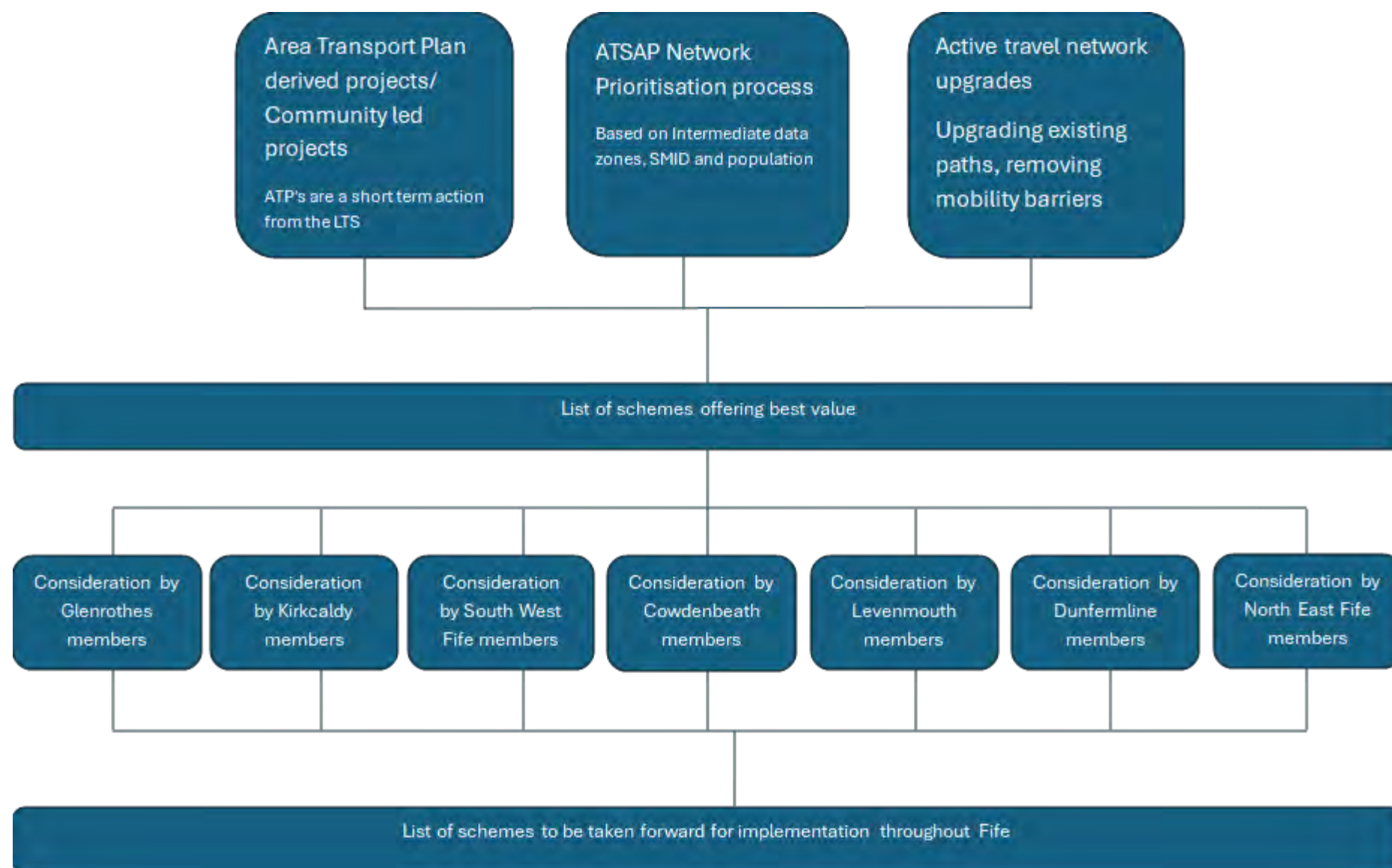
Action 1	Develop an Active Travel Strategy, including a plan for a Fife wide walking, wheeling and cycling network.
Action 8	Consider adopting traffic-free walking, wheeling and cycling routes as part of the public road network, by reviewing our policy on active travel route adoption.

Action 24	Investigate the feasibility of a town Circulation Plan in Fife. Circulation Plans promote walking, wheeling and cycling and close some direct vehicle routes in a town centre to improve safety and air quality.
Action 38	Support partners to deliver step-free access at all Fife railway stations.
Action 39	Review the current School Streets trial and consider implementing in other locations across Fife. School Streets restrict non-residential traffic near schools during pick-up and drop-off times to improve safety and air quality for pupils.
Action 40	Review the Fife Council street lighting policy to provide clarity on how traffic-free walking, wheeling and cycling routes should be lit.
Action 48	Deliver a communications campaign to encourage a reduction in car travel, using the Transport Scotland 20% Traffic Reduction Toolkit.
Action 49	<p>Consider including the following policies in Fife Council's Local Development Plan 2:</p> <ul style="list-style-type: none"> • New developments should be located where they minimise the need to travel, with higher density dwellings near existing sustainable transport links and the provision of local services (Transit-Oriented Development and 20-minute neighbourhood/local living principles). • All new developments (with greater than five dwellings or employees) must include sustainable transport, including active travel and public transport. • Funding from developers (developer contributions) should be used to fund sustainable transport interventions. • Developers must subsidise public transport services in new developments until passenger numbers can support a commercial service. • Reduce maximum parking spaces allowed in some types of new development and support developments with no or low levels of parking.
Action 50	Deliver active travel, public transport and road links to serve housing development in Dunfermline, through the Dunfermline Strategic Transport Intervention Measures.
Action 51	Review what transport infrastructure is required to support Strategic Development Areas during the development of Local Development Plan 2.

Local Transport Strategy Policies which the ATSAP will assist.

Policy 1	Adopt the Sustainable Travel Hierarchy
Policy 2	Support community groups from all areas to deliver community-led active travel projects.
Policy 9	<p>Do not provide new road capacity unless:</p> <ul style="list-style-type: none"> • Other strategic priorities will be significantly disadvantaged or links to new developments are required; and • The road prioritises walking, wheeling, cycling and public transport; and • No traffic growth is generated

Process for Infrastructure Implementation



27 May 2025

Agenda Item No. 5

Fife's Road Condition Report 2024

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

Wards Affected: All

Purpose

The purpose of this report is to advise Committee of the results of the 2022-24 Scottish Road Maintenance Condition Survey (SRMCS) and advise on the anticipated road condition from future roads capital budget allocations.

Recommendation(s)

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

Resource Implications

Participation in the annual SRMCS survey is managed within existing budgets. Information from the annual survey is used to inform decisions on the Capital Area Roads Programme and long-term investment in Fife's carriageway asset.

Legal & Risk Implications

There is a direct relationship between road improvement/maintenance funding and road condition, and it is important that enough funding is available to maintain roads in an adequate and safe condition and avoid the development of an unsustainable backlog of repairs.

Impact Assessment

An Equalities Impact Assessment and a Fife Environmental Assessment Tool (FEAT) are not required because the report does not propose a change or revision to existing policies and practices.

Consultation

Annual results from the SRMCS are reviewed by the Scottish Collaboration of Transportation Specialists (SCOTS) and are reported to Audit Scotland, who monitor road condition performance across Scotland and can undertake visits to roads authorities and issue public audit reports to the Scottish Government.

1.0 Background

- 1.1 The report presented on 28th May 2024 to the Environment, Transportation and Climate Change Scrutiny Committee (2024.ETCCS 33 para. 90 refers) advised of the 2021-23 SRMCS results. Following a period of sustained investment in Capital road maintenance from 2009-10 to 2018-19, the condition of Fife's roads steadily improved until 2018 after which the road condition deteriorated.
- 1.2 In recognition of the importance of the road network and to improve condition, the Administration awarded additional Capital funding as part of the budget settlement in March 2021, £4m for Area Roads Programme carriageways and footways, (£2m in 2021-22 and £2m in 2022-23). In accordance with the approved method of budget allocation, 80% was allocated to carriageways and 20% to footways. Additionally, capital funding of £5m (£2.2m in 2021-22 and £2.8m in 2022-23) was allocated for carriageway surfacing.
- 1.3 It should be noted that the budget for the Area Roads Programme is capital, programmable and devolved to area committees. The reactive maintenance patching and surface treatment budgets are Risk based, hence allocated relative to condition and not devolved.

Road Condition Indicator (RCI)

- 1.4 From 2004, a carriageway condition Statutory Performance Indicator was introduced across Scotland. This indicator is: *The percentage of the road network that should be considered for maintenance treatment.*
- 1.5 The RCI is produced from the annual Scottish Road Maintenance Condition Survey (SRMCS). The SRMCS survey information is collected and processed centrally by an independent contractor engaged by the Scottish Collaboration of Transportation Specialists (SCOTS). Surveys are undertaken by means of machine-based measurement on specified samples of each council's road network.
- 1.6 The RCI is calculated over a two-year rolling period for A, B and C class roads and a four-year rolling period for unclassified roads. The annual survey covers the network as follows:

A Class	-	100% in one direction
B&C Class	-	50% in one direction
Unclassified	-	10% random sample and excluding short sections
- 1.7 In relation to the RCI, 'considered for maintenance treatment' means there is likely to be some defect in the condition of the road, but roads authorities will need to carry out more detailed investigations and prioritisation of need in the development of their future road programmes.
- 1.8 The RCI score for a 10m section of carriageway is determined from adding the scores of five condition parameters, which are Rut Depth, Texture Depth (skid resistance), 3m and 10m Longitudinal Profile Variance and Whole Carriageway Cracking Intensity. Each parameter has a lower and upper acceptable threshold for each classification of road.
- 1.9 The RCI is determined in three steps:
 - (a) Each 10m section of carriageway is assessed by a score for each parameter. A parameter score of zero indicates that the section is below the lower threshold whilst a score of 100 is above the upper threshold.

(b) Each parameter score is then weighted relative to the importance of the parameter and accuracy of the measurement.

(c) The scores for each of the five parameters are then added to give an overall score for each 10m section of carriageway. This score indicates the condition of the carriageway.

1.10 The RCI assessment condition scores are shown below.

Condition Band	Score	Description
Green	Score < 40	generally, in a good state of repair
Amber	Score ≥ 40 and < 100	some deterioration which should be investigated to determine the optimum time for planned maintenance treatment
Red	Score ≥ 100	has lengths in poor overall condition which are likely to require planned maintenance soon

Carriageway Maintenance Backlog

1.11 In 2004, WDM Ltd, were commissioned by SCOTS to create a financial model quantifying the road maintenance backlog on the Scottish local authority road network. The model uses data from the SRMCS, rates supplied by roads authorities and different treatment types according to the nature of the defects.

2.0 Road Condition Results

Road Condition Indicator

2.1 The RCI results from 2009-11 to 2022-24 are shown in Table 1 and Figure 1 below:

YEAR	Network	Scottish Average	A Class	B Class	C Class	Unclassified
2009-11	37.5%	36.5%	36.9%	36.7%	31.6%	39.3%
2010-12	36.4%	36.4%	35.6%	33.6%	31.0%	38.6%
2011-13	34.1%	36.2%	33.9%	31.3%	28.8%	35.2%
2012-14	33.0%	36.7%	31.3%	33.6%	28.7%	34.4%
2013-15	33.8%	37.0%	29.6%	37.3%	31.3%	34.6%
2014-16	32.6%	36.7%	26.8%	33.6%	29.9%	34.4%
2015-17	32.6%	36.4%	27.4%	33.1%	28.7%	34.7%
2016-18	31.8%	36.7%	29.9%	33.8%	28.3%	32.6%
2017-19	31.9%	36.3%	30.7%	34.8%	31.3%	31.6%
2018-20	32.3%	35.8%	31.7%	34.1%	32.8%	31.9%
2019-21	32.5%	35.5%	30.6%	33.4%	31.9%	32.8%
2020-22	33.6%	34.2%	29.2%	34.8%	30.1%	35.1%
2021-23	31.6%	33.6%	28.8%	34.2%	28.9%	34.1%
2022-24	31.5%	34.1%	28.8%	30.0%	28.3%	33.1%

Note: A reducing percentage indicates that road condition is improving.

Table 1 – Road Condition Indicator Results

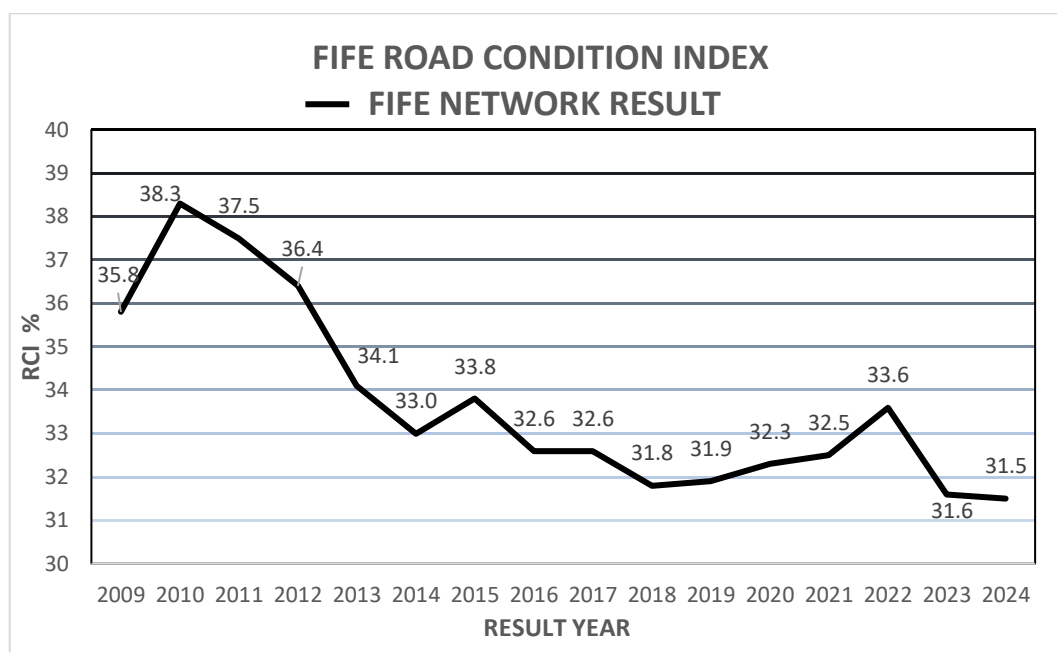


Figure 1 – Historic Fife Road Network Condition Index

Note: An increase in the percentage indicates deterioration and a decrease indicates improvement.

2.2 Treated lengths by road classification over the last three years are as follows:

Inventory			2021-22		2022-23		2023-24	
Class	Length (km)	%ge.	Length resurfaced (km)	%ge.	Length resurfaced (km)	%ge.	Length resurfaced (km)	%ge.
A	328.9	13	9.5	3	24.3	7	5.3	2
B	334.7	13	19.8	6	2.0	1	17.4	5
C	352.3	14	10.4	3	8.7	2	9.5	3
U	1472.9	59	16.0	1	8.0	1	32.5	2
Total	2488.8		55.6	2	43.0	2	64.7	3

Table 2 – Treated Road Lengths and Class Type 2020-21 to 2023-24

2.3 The SCOTS Performance reports are assessed relative to Local Authority family groups (Rural, Islands, Semi Urban, Urban & Cities), thus comparing 'like' authorities. Fife Council is in the Semi Urban Group which includes East Ayrshire, East Lothian, Midlothian, North Ayrshire, South Ayrshire, South Lanarkshire, Stirling, and West Lothian Councils.

Based on the 2022-24 RCI results, Fife Council is ranked the top council in the Semi Urban family group and 11th best overall in Scotland.

2.4 The 2022-24 results presented in Table 1 and Figure 1 indicate a nominal improvement across the network as a whole in comparison to 2020-22. Improvements in the B and Unclassified networks were due to increased investment. The C class network has seen minor improvement while the A class network remains unchanged.

2.5 Figure 1 shows an overall improvement in Road Condition (reducing RCI between 2010 and 2024). It should be noted however, that within this period the RCI was shown to deteriorate slightly between 2018 and 2022 due to reduced investment.

2.6 Table 2 shows an increase in length of road resurfaced between 2022-22 and 2023-24. From this, it would be assumed that the condition of the overall road network would also improve. However, since the RCI is calculated using data over two years for A, B and C Class roads and data over four years for Unclassified roads, there can be a 'lag' in the effect of increased spending showing in the RCI result for 2022-24.

- 2.7 Table 3 shows the level of Capital Expenditure for Carriageway Maintenance over the last five years and the approved capital budget over the next five years.

20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30
£5.39m	£9.37m	£9.51m	£9.89m	£9.73m	£7.47m	£7.63m	£7.79m	£6.76m	£6.92m
Total 5 Year Investment £43.89m					Total 5 Year Budget £36.57m				
Average Annual Expenditure £8.78m					Average Annual Budget £7.31m				

Table 3 – Capital Budget for Carriageway Maintenance (Area Roads Programme)

- 2.8 The additional investment made in 2021-22 and 2022-23 made a positive impact on the RCI for 2021-23. As part of the Capital Plan Review in 2022-23, the budgets for 2023-24 and 2024-25 were increased to match the levels of the previous two years.
- 2.9 The Capital Plan Review in 2025 aimed to balance funding over the 10-year plan and to remove front loading, where budgets from previous years were brought forward to early years, which proved unaffordable. The budgets for 2025-35 were remodelled to ensure investment plans were sustainable and proportionate. Additional funding was provided over the term of the Capital Plan, however funding from 2025/26 onwards has reduced in comparison to previous years.

Development of the Annual Area Roads Programme

- 2.10 The Area Roads Programme has been developed through the assessment and prioritisation of schemes identified by the processes below which follow the guidance identified in Table 5 of the Scheme of Decentralisation and Area Budgets approved by the Executive Committee on 17 November 2015: -
- Scheduled inspections, technical surveys, assessments and interrogation of maintenance management systems,
 - Feedback from meetings with Elected Members,
 - Local Area Transport Plans,
 - Suggestions received from Elected Members, Community Councils and the Public.
- 2.11 The initial sites considered for structural repairs are determined from the outputs of the latest Scottish Road Maintenance Condition Survey (SRMCS) results. The locations identified are then considered with an on-site assessment.
- 2.12 In addition to SRMCS, the VAISALA Artificial Intelligence system is used to help identify locations that should be considered for assessment. The AI system uses a video camera and analysis package to record and assess the condition of the carriageway.
- 2.13 The Service has a robust system that assesses identified defective locations to determine a rated and prioritised programme of works for Fife. This approach is consistent with practices used by other Local Authorities.
- 2.14 Once compiled, the draft Area Roads Programmes are shared with the respective Committees for consideration of Members and their approval or any other locations for assessment. Briefing Notes are issued to the Councillors in each area to explain how the programme has been developed. This helps formalise consultation and agree decisions on expenditure for the identified budget areas, thus helping to integrate area priorities with strategic delivery goals.

- 2.15 In relation to the Area Committee allocations, the Carriageway budget is split commensurate with the Road Condition Index (RCI) which is weighted against the network length for each Area. This methodology was approved by the Economy, Tourism, Strategic Planning & Transportation Committee on the 1st February 2018 (2018, ETSP&T, 13 para 24 refers).

Maintenance Backlog Results

- 2.16 In 2004, WDM Ltd, were commissioned by SCOTS to create a financial model quantifying the road maintenance backlog on the Scottish local authority road network. The model uses data from the SRMCS, rates supplied by roads authorities and different treatment types according to the nature of the defects.
- 2.17 The results from the 2019 and 2023 backlog model calculations are shown in Table 5 below.

	2023	2019
Fife Backlog	£100.329m	£77.630m
Scotland Backlog	£2,191m	£1,888m
Fife as %ge of Scotland	4.58%	4.11%
Fife Predicted Steady State (annual budget to maintain the network condition at the time the model was run)	£15.827m	£12.056m

Table 5 – Road Maintenance Backlog

Note: figures are published bi-annually

- 2.18 The 'Fife Backlog' is the estimated level of funding required to treat the maintenance backlog within one year. This can be thought of, in general terms, as achieving a network free from carriageway structural defects. However, in reality, this is unattainable, but the figure does allow a comparative budgetary valuation to be calculated which can be monitored on an on-going basis. Fife's predicted 'steady state' figure is the annual budget required to maintain our road network in its current state, i.e. no improvement or deterioration.
- 2.19 The backlog model is run every two years through SCOTS. The next results are due in late 2025.

3.0 Conclusions

- 3.1 Fife's road network RCI has marginally improved from last year, now standing at 31.5%.
- 3.2 Maintaining the current levels of RCI will be challenging with the existing levels of investment.

Background Papers

- Technical guidance on the assessment of road condition is available using the following links:-
- <https://www.fife.gov.uk/kb/docs/articles/roads,-travel-and-parking/roads-and-pavements> (Copy link and paste).
- Audit Scotland Report: Maintaining Scotland's Roads: a follow-up report 2016 <http://www.audit-scotland.gov.uk/report/maintaining-scotlands-roads-a-follow-up-report-0> (Copy link and paste).

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27 May 2025

Agenda Item No. 6

Review of Zero Waste Fife - Resources Strategy and Action Plan 2018-2028

Report by: Pam Ewen, Head of Planning Services

Wards Affected: All

Purpose

This paper sets out the plan for reviewing the Zero Waste Fife - Resources Strategy and Action Plan 2018-2028 (Zero Waste Review). It provides the rationale for review, including an outline on national policies that have been announced recently that will influence future council strategy and decisions.

Recommendation(s)

The Committee is asked to:

- 1) Consider the rationale for reviewing the Zero Waste Fife - Resources Strategy and Action Plan (Zero Waste Review), noting national policy announcements that are due to be in place by 2028 and are expected to influence policy and decision making for the next few years (Section 2.0);
- 2) Agree the process and timescales for the Zero Waste Review (Section 3.0); and,
- 3) Consider the engagement of the Environment, Transportation & Climate Change Scrutiny Committee set out in paragraph 3.9 and advise of any further information would be useful to inform their involvement in that process (paragraphs 3.9 & 4.2).

Resource Implications

The Strategy review would be undertaken within existing resource allocations. Any further investment to deliver on the revised strategy would be subject to creation of business cases as required.

Legal & Risk Implications

Any legal and risk implications will be fully considered as part of the strategy review.

Impact Assessment

An EqlA is not required as this report does not propose any changes to policies or services. A Climate Impact Assessment has not been undertaken as this report does not propose any changes to policies or services.

The Chief Operating Officer Cireco, acting Head of Environment and Building Services (Waste Operations), Head of Legal Services and Head of Finance have been consulted.

1.0 Background

- 1.1 The Zero Waste Fife - Resources Strategy (Zero Waste Fife) sets out the strategic direction for waste management for the period 2018-2028. The strategy has six main themes that address:

- Preventing Waste
- Minimising the environmental impacts of waste including climate change
- Engaging and communicating with householders and other stakeholders
- Optimising services and infrastructure for the future
- Maximising economic benefit on the way to zero waste and circular economy
- Managing non-recyclable waste.

The strategy was due for review in 2023 but due to the national policy landscape, the review was put on hold. The review is now programmed for 2025, and it is intended the results will be presented to Cabinet Committee in the spring of 2026, subject to timings of national policy.

- 1.2 The Climate Fife Strategy published in 2024 complements Zero Waste Fife through the inclusion of a 'Zero Waste' section of the Action Plan and commitment in the Big Community Move to "develop a Re-Use Pathfinder Project to establish policies on supporting community groups and social enterprises to deliver Re-Use and Repair programmes".
- 1.3. Since Zero Waste Fife was published in 2018, there have been several changes and developments in the sector and in national policy that impacts the council's approach to waste. This is outlined in detail in Section 2.3 below; however, it should be noted that the policy landscape is continuing to evolve.
- 1.4. Since the strategy launch in 2018, work has been undertaken in several key areas, including:
- *Increased food waste recycling in flats.* A successful trial at the Ravenscraig flats in 2023 led to Zero Waste Scotland (ZWS) Recycling Improvement Fund (RIF) funding being secured to roll food waste recycling to high and mid-rise flats across Fife. The high rise roll out was completed in 2024 and the mid-rise roll out is continuing into 2025. Before Christmas 2024, over 3500kg of additional food waste had been diverted from landfill so far.
 - *Increased the number of properties that have access to paper/cardboard and cans/plastics recycling at the kerbside.* Apart from communal/flat properties, there are fewer than 2000 households on a landfill-only route. This is due to collection vehicle access issues like farm tracks and streets too narrow for bins to be presented on. A review of the recycling provision at communal properties/flats is planned.
 - *Cireco (formerly Resource Efficient Solutions as in the strategy), Fife Council's arm's length organisation commissioned a material recovery facility (MRF) in 2020.* Cireco process all of Fife's recycling from the grey and green bins allowing materials to be accurately separated and baled, ready for sending to processors. It has also enabled Fife to be one of the few councils in the UK to accept plastic film for recycling at the kerbside as the MRF has equipment that can target it. A requirement to collect films from the kerbside is expected to be mandated in the next few years so Fife Council are

already prepared for it. This is set out in the Household Recycling section of the Scottish Government's Route Map to 2030.

- 1.5 Waste and recycling performance continues to be of interest to both council members and the public. At the full Fife Council meeting on 12th December 2024 (2024FC 202), Question 20 from Cllr Nicola Patrick raised a question about the recycling rates and what the council is doing to meet targets. A supplementary question asked, "When can we expect a report on this including evidence to the relevant scrutiny committee". The review proposed in this paper will aim to address these questions.

2.0 Proposal to Review Zero Waste Fife

- 2.1. In addition to the committee request (Section 1.5 above) the planned Zero Waste review will reflect three key pressures:
- Recycling Performance
 - New National policy and legal requirements
 - Local strategic priorities.

Recycling performance

- 2.2 There are currently 187,500 households in Fife and each year the domestic waste team services more than 13 million bins. The current national recycling rate is 43.5% and Fife's is 45.9%.

The recycling rate has decreased since the strategy was first published. The pandemic was a factor, and the recycling rate is recovering from that, as shown in Table 1.

Table 1: Recycling rates and waste arisings between 2018 and 2023

	2018	2019	2020	2021	2022	2023
Tonnes of waste generated	167,353	174,977	156,151	166,981	172,084	168,100
Tonnes recycled	85,471	77,856	68,219	72,788	78,572	77,115
Tonnes landfilled	71,332	78,275	73,299	79,542	77,328	52,500
Tonnes recovered by incineration	10,560	18,847	14,633	14,651	16,185	38,486
Recycling rate (%)	51.1	44.5	43.7	43.6	45.7	45.9

New national policy and legal requirements

- 2.3 There are numerous new strategic guidance documents, amendments to existing policies and new waste legislation introduced since Zero Waste Fife was published that require consideration in this review, notably:
- 2.3.1 **Energy from Waste (EfW)** - The 2020 landfill ban discussed in Zero Waste Fife has been postponed until 2026. From April 2025, the landfill tax rate will be £126 per tonne and this rate is expected to increase further, reinforcing landfill as the least desirable disposal option. The ban (effective from 1st January 2026) means that landfilling of biodegradable municipal waste will be prohibited. In response Fife's residual waste that was previously landfilled has been directed to the EfW facility at Westfield.
- 2.3.2 However, additional pressure will come from the proposed UK Government taxation of EfW through the **UK emissions trading scheme (UK ETS)**. The scheme is designed by the UK Government to cap emissions from sectors and producers that contribute to greenhouse gas emissions. Although better than landfill the impact that EfW has on

greenhouse gas emissions has caused the UK Government to investigate this issue and led to the decision to include the EfW sector in the UK ETS scheme. The impact to the council is that the operators will pass on these costs in the form of higher gate fees, but likely be lower than landfill tax (noted above) to make it the preferable option. There are currently no indications what the UK ETS cost will be to operators or customers such as Fife Council.

2.3.3 National Deposit Return Scheme - The UK wide Deposit Return Scheme (DRS) discussed in Zero Waste Fife was postponed and is now due to come in during October 2027. The scheme is for drinks containers and will allow people to redeem their 20p deposits on containers made from PET plastic, steel and aluminium in the sizes of 150ml to 3 litres. DRS could have an impact on the council recycling rate as people return these materials to shops for deposits, rather than recycling them at the kerbside. The council can make projections ahead of the nationally controlled rollout of DRS, but once DRS is underway the council and Cireco will have to analyse the impact this will have on the materials collected. This may require amendments to our cans and plastic collection service as less material would be put into the kerbside green bins and recycling points.

2.3.4 Persistent Organic Pollutants impact on council waste operations - In January 2024, the Scottish Environment Protection Agency (SEPA) guidance for the treatment of persistent organic pollutants (POPs) in waste upholstered domestic seating (WUDS) became enforceable. POPs, which are flame retardants used until recently (in UK manufacturing processes) in various products, pose concerns due to their potential to bioaccumulate and leach into the environment.

The primary impact on the council, includes higher disposal costs and the requirement to collect and store these items separately. In addition to operational process changes to collect POPs materials before they are transported to EfW for incineration. Incineration is the only disposal method to destroy POPs. The average gate fee per tonne of POPs is approximately three times higher than that for residual waste.

Ongoing national studies by DEFRA are investigating other materials and waste streams that may contain POPs. Although the results of these studies will not be available for several years, the council should remain aware of potential future impacts.

2.3.5 Waste reduction policy and infrastructure changes - The UK Government's Packaging Extended Producer Responsibility (EPR) Scheme aims to encourage packaging manufacturers to make packaging from materials that are more recyclable. This will benefit local authorities as they will receive payments from packaging manufacturers based on the efficiency and effectiveness of the recycling service to collect packaging from the kerbside and household waste recycling centres (HWRC). The payments are intended for Local Authorities to improve waste and recycling services through things like infrastructure developments.

2.3.6 An expected timeline of the changes until 2028 is shown as follows:

- **April 2025:** EPR payments start based on efficient and effective service; payments not received until Q4 2025.
- **November 2025:** Councils receive EPR payments, backdated to Q1 2025.
- **1st January 2026:** Biodegradable municipal waste landfill ban (Scotland) starts.
- **January 2026:** Monitoring, reporting, verification period starts for EfW operators.
- **October 2027:** UK-wide DRS starts
- **January 2028:** UK ETS officially starts

2.4. Local strategic priorities and pressures - In 2019 Fife Council declared a Climate Emergency. Waste and resource use is an area that the council have significant and direct influence over that can help reduce Fife's carbon footprint. This is reflected in Fife's

Climate strategy “Climate Fife” published in 2024, which includes zero waste activity in two areas:

- A Zero Waste section of the Action Plan includes current action around reduce, re-use and recycling.
- Big Community Move section which further recognises the need to move higher up the waste hierarchy and commits to developing “... a Re-Use Pathfinder Project to establish policies on supporting community groups and social enterprises to deliver Re-Use and Repair programmes”.

In addition to our strategic priorities, there will be continuing financial pressure on waste services, both from national policy changes (2.3 above) and broader financial constraints. The review will reflect this and identify where additional external funding is available to improve council services.

- 2.5 The Review will further research the reasons underlying the recycling rate and will propose how the council can respond to the changing national policies and local priorities and pressures.

3.0 Plan for Review

- 3.1 The proposed outcome of the review is to reset the strategic direction for waste and resource management within the Council’s control, and to establish actions that will deliver the revised strategy objectives. It is intended to embed the Zero Waste updated strategy into Fife’s Climate Strategy, so it all is within the one strategy to address climate change. That change will happen through time as reviews are completed.
- 3.2 To involve the span of waste management within the Council’s control, the scope of this review will include the Waste Operations team in Fife Council and Cireco, the Council’s arm’s length waste management company, will be engaged in workshops to inform how to align Council policies and practices with national policy and regulations. This will cover the range of services and functions carried out by Fife Council, including but not limited to:
- Domestic waste collection infrastructure including additional uplift services
 - Recycling Points
 - Household Waste Recycling Centres
 - Communications and behaviour change programmes.
- 3.3. The zero waste actions within the Climate Fife Strategy will also be reviewed as some tie into Zero Waste Fife particularly around reuse and community initiatives.
- 3.4 The action plan at the end of Zero Waste Fife 2018 sets out the main actions and sub actions to be reviewed over the period of the strategy. The review will look at these actions and map out if they have been achieved, changed or under review. Once the strategy and actions have been reviewed, amendments will be incorporated into the Climate Fife Action Plan.
- 3.5 As more information is released nationally in relation to the evolving national policy impacting waste management, the Zero Waste Review will also involve working to identify what needs to be done to respond to national legislation changes as it is set by the end of 2025.
- 3.6 The review will also need to consider services are efficient and meeting the needs of the public as set out in the Household Waste Recycling Charter. Because of some of the services implemented at the kerbside, there is a need to review recycling point provision and some of the activities carried out at the Household Waste Recycling Centres. Behaviour changes and contamination communication campaigns can be undertaken, and how this can be actioned will be reviewed.

- 3.7 Zero Waste Fife 2018 currently acknowledges that “the targets are more challenging than those faced before whilst financial pressures lead to a policy to deliver more for less.” An increasing level of service is expected at a time when budgets and staff resources are under increasing pressure making it hard to achieve the recycling targets set out by the Scottish Government. Therefore, the targets detailed in the Zero Waste Strategy will be reviewed considering changes in operating environment since 2018, the national policy changes, and targets will then be revised if needed. The need for a behaviour change campaign to accompany delivery of the revised strategy will also be considered.
- 3.8 The timeline below sets out the dates when actions will be completed by and when members will be updated on progress. These timescales are dependent on the timing of relevant national policy changes. This review of the strategy will be done with internal stakeholders:
- Review strategy sections and note areas and actions where updates are needed:
 - June to September 2025
 - Review actions within the action plan section:
 - October/November 2025
 - Check and review actions within the Climate Fife Strategy that complement Zero Waste Fife:
 - End of November 2025
 - Report to the Cabinet Committee (or a member briefing should national policy change be delayed):
 - Spring 2026
- 3.9 Members will be involved in the Zero Waste Review process as below, asked to:
- participate in a workshop to feedback on proposed changes to the Strategy
 - note or to respond to Briefing Notes that will be circulated to update on national policies as more information becomes available.
- 3.10 A paper will be prepared for Cabinet Committee next spring providing updates on the revised Zero Waste Fife strategy and providing clarity on the national policy changes. Should the required information from both the UK and Scottish Governments on national policy change be delayed, a member briefing note will be provided with an update on the strategy review timescales.

4.0 Conclusions

- 4.1 The review outlined above will allow a considered and comprehensive understanding of Fife’s Zero Waste Strategy and allow the council to respond to the wider policy landscape. However, it should note that the timescale for the introduction of much of the national legislation does not provide sufficient time to assess their impacts immediately. It will require ongoing monitoring of the impacts as they are fully implemented and stabilised.
- 4.2 Elected member engagement will be important to delivering the outcomes of the Zero Waste review. Therefore, the Scrutiny Committee is asked to comment on the proposed member engagement as described in paragraph 3.9 above.

Background Papers

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

- Waste and Resources Strategy 2018-2028: [Microsoft Word - Strategy draft word F](#)
- Climate Fife: [Climate Fife 2024 Strategy and Action Plan](#)
- Scotland's Circular Economy and Waste Route Map to 2030: [Supporting documents - Scotland's circular economy and waste route map to 2030 - gov.scot](#)
- Bike reuse toolkit: [Circular-Communities-Scotland-Bike-Reuse-Toolkit.pdf](#)
- Household Waste Recycling Charter: [mf-qsf6btvd-1678189940d](#)

Report Contact

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27 May 2025
Agenda Item No. 7

Environmental Health (Food and Workplace Safety) Service Delivery Plan 2025-26

Report by: Nigel Kerr, Head of Protective Services

Wards Affected: All Wards

Purpose

The purpose of this report is to address the statutory requirements of:

- The National Local Authority Enforcement Code England, Scotland & Wales and the Health and Safety at Work Etc. Act 1974, along with the Statement of commitment between Local Authority and HSE Regulatory Services.
- The Food Law Code of Practices (Scotland) and assimilated Regulation (EC) No 2017/625.

It also informs the Committee of the primary areas of regulatory activity undertaken and pressures faced by the Environmental Health (Food and Workplace Safety) Team.

Recommendation(s)

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

Resource Implications

There are no direct resource implications arising from this report.

Legal & Risk Implications

The Environmental Health (Food & Workplace Safety) Team has a vacancy rate of approximately 13 percent for its current establishment. An analysis of FTE posts required to fulfil all statutory functions within the Environmental Health (Food & Workplace Safety) Team has identified a potential modelling gap of 10.74 posts (unfunded) beyond the current establishment of 27.

It is anticipated a failure to appropriately resource and recruit may result in an inability of core staff to meet their Environmental Health statutory functions, this will be detrimental to the wider public health of Fife.

Policy & Impact Assessment

An Equality Impact Assessment is not necessary as this report does not propose changes to existing policies.

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

Consultation

The Heads of Finance, Legal, Human Resources along with the Head of Communities and Corporate Development Services have been consulted in the preparation of this report.

1.0 Background

- 1.1 The Environmental Health (Food and Workplace Safety) Team activities cover a wide range of regulatory activities including:
 - Food Law (Food Standards and Food hygiene)
 - Health & Safety
 - Port Health
 - Waste Duty of Care
 - Miscellaneous Licences & Events (including Inspections/Visits for)
 - Investigation and Control of Communicable Disease
- 1.2 The appropriate use of enforcement powers, is an important means of securing compliance with the law and promotion and protection of public health. Specifically, in terms of health and safety and food safety:
 - Health & Safety
The service aims are to protect the health, safety, and welfare of people at work and to safeguard others, principally members of the public who may be exposed to risks from the way that work is carried out or a service is provided.
 - Food Law
Food law enforcement powers ensure that information and advice on food hygiene and standards, nutrition and labelling is independent, consistent, evidence-based, and consumer-focused. The Service's primary concern is to make sure that food is safe to eat.
- 1.3 The objectives of the team include:
 - To maximise and target resources to achieve the greatest impact.
 - To advise and educate businesses, employers, employees and other service users on food law, health and safety, public health, waste duty of care, port health and miscellaneous licensing & events. This includes proactively assisting businesses to comply with their legal obligations.
 - To investigate complaints, concerns, alerts and reportable injuries, diseases, and dangerous occurrences. To issue advice and information on prevention.

- To support cross-agency working through sharing intelligence and enforcement roles at local, regional and national level with partner agencies such as:
 - Food Standards Scotland
 - Health and Safety Executive
 - National Health Service
 - Public Health Scotland
 - Other Local Authorities
 - Police Scotland.
- To provide a coherent approach to interventions which is consistent between Local Authorities and relevant partner agencies.

2.0 Issues and Options

- 2.1 The Environmental Health (Food & Workplace Safety) Service Delivery Plan for 2025-26 has updated the previous Service Plan and covers the various regulatory areas of activity undertaken by the Environmental Health (Food & Workplace Safety) Team.
- 2.2 During 2024/25 Food Standards Scotland required Local Authorities to undertake resource calculation activities. This was an update to a previous exercise carried out in 2021 to determine resources required for food law activities. As the Environmental Health (Food & Workplace Safety) Team activities cover more than food law, the resource review included all areas of the Team's statutory activities.
- 2.3 The review found that for the Environmental Health (Food & Workplace Safety) Team to effectively carry out all their activities that a staff resource of 37.74 posts was required. This compared to a current establishment of 27 posts, of which 3.0 posts are presently dedicated training posts.
- 2.4 Therefore, the review identified a potential gap using this assessment model of 10.74 posts (unfunded) in relation to the current structure of 27 posts. In addition, there are currently 3.4 vacant posts, bringing the potential modelling-based resource gap within the Environmental Health (Food & Workplace Safety) Team to 14.14 posts, or 17.14 posts when consideration is given to the 3.0 dedicated training posts. This compares to 6.0 vacant posts and the previous potential modelling-based resource gap of 14.70 post in April 2024, at which time there was no dedicated training posts.
- 2.5 During 2024/25 the Environmental Health (Food & Workplace Safety) Team has continued to experience difficulty in recruiting Environmental Health Officers, as well as the loss of experienced staff to retirement and moving on to other employment. It is acknowledged that both vacancies and difficulty in recruiting has a significant impact on service delivery. This is especially the case in relation to food law activities, as the current Food Law Code of Practice requires food law activities to be undertaken by qualified Environmental Health Officers and Food Safety Officers.
- 2.6 However, significant progress has been made regarding implementing a 'grow your own' policy, along with developing and implementing an Alternative Delivery Model

which utilises other roles within the Environmental Health (Food & Workplace Safety) Team such as Environmental Health Technicians and Enforcement Officers. To aid this, the opportunity to reinvest into front line resources was taken when a Lead officer position became vacant.

- 2.7 The Environmental Health (Food & Workplace Safety) Team along with the wider Protective Services is actively exploring the opportunities presented by the Royal Environmental Health Institute of Scotland's and Scottish Food Safety Officers Registration Board's alternative pathways to qualifying as Environmental Health Officer and Food Safety Officer respectively.
- 2.8 Currently several staff members have registered to become Trainee Environmental Health Officers and Food Safety Officers and are undertaking the required academic learning and practical training alongside their current role through the alternative pathways. In addition, two Trainee Environmental Health Officers who are currently studying for their degree have been recruited, along with the recruitment of a Modern Apprentice in Regulatory Services.
- 2.9 It is acknowledged that both vacancies and difficulty in recruiting has a significant impact on service delivery. A combination of recruitment activities and a grow your own approach utilising the published guidance from the Royal Environmental Health Institute of Scotland on routes into Environmental Health will be undertaken during 2025/26 for the vacant posts, along with moving the Alternative Delivery Model developed and implemented during 2024/25 to business-as-usual model.
- 2.10 The Alternative Delivery Model received support from Food Standards Scotland that it is an appropriate approach to the authorisation of staff undertaking food law activities including those who are not qualified Environmental Health Officers or Food Safety Officers.

3.0 Conclusion

- 3.1 This report satisfies the requirement to review annually the Delivery Plans for Food Safety and Health & Safety.
- 3.2 The report highlights the resource difficulties faced by Environmental Health (Food & workplace Safety) Team and the current and planned recruitment and staff development activities, along with an update on progress made on the development and implementation of the Alternative Delivery Plan.

List of Appendices

Appendix 1 - Environmental Health (Food and Workplace Safety) Service Delivery Plan 2025-26

Report Contact

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Protective Services

Environmental Health (Food and Workplace Safety) Team Service Delivery Plan 2025-2026

Environmental Health (Food and Workplace Safety) Team

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1. SERVICE AIMS AND OBJECTIVES

1.1 Introduction

This Service Delivery Plan has been drawn up in accordance with: -

- National Local Authority Enforcement Code England, Scotland & Wales, the Health, and Safety at Work etc. Act 1974 and the Statement of Commitment between Local Authority and HSE Regulatory Services.
- The Food Law Code of Practices (Scotland) and assimilated Regulation (EC) No 2017/625.

1.2 Aims

The Environmental Health (Food and Workplace Safety) Team covers a wide range of topics and disciplines. The areas that the team covers include: -

- Health & Safety
- Food Law (Food Standards and Food Hygiene)
- Port Health
- Waste Duty of Care
- Miscellaneous Licences
- Investigation and Control of Communicable Disease

The appropriate use of enforcement powers, including submission of reports to the Crown Office and Procurator Fiscal service is an important means of securing compliance with the law and promote and protect public health. Specifically in terms of health and safety and food safety:

Health & Safety

Environmental Health aims are to protect the health, safety, and welfare of people at work and to safeguard others, principally members of the public who may be exposed to risks from the way that work is carried out or a service is provided.

Food Law

Food law enforcement powers ensure that information and advice on food hygiene and standards, nutrition and labelling is independent, consistent, evidence-based, and consumer-focused. The Service's primary concern is to make sure that food is safe to eat, ensuring consumers know what they are eating and to help improve nutrition.

To achieve these aims the Environmental Health (Food and Workplace Safety) Team will ensure the consistent and effective enforcement of relevant Environmental Health legislation

within Fife. A complementary framework for both proactive and reactive interventions will be utilised.

These duties will be carried out with due attention to the requirements of Statute, Codes of Practice and Guidance issued by Food Standards Scotland, the Health and Safety Executive, Central Government Departments, and associated agencies. All enforcement activities will be guided by the terms of the Protective Services Enforcement Policy and the widely recognised **4E** approach:

- Engage
- Educate
- Encourage
- Enforce

1.3 Objectives

To maximise and target resources to achieve the greatest impact.

- To advise and educate businesses, employers, employees and other service users on food law, health and safety, public health, waste duty of care, port health and miscellaneous licencing. This includes proactively assisting businesses to comply with their legal obligations.
- To investigate complaints, concerns, alerts and reportable injuries, diseases, and dangerous occurrences.
- To issue advice and information on prevention.
- To support cross-agency working through co-operation and collaboration at local, regional, and national level with partner agencies such as: -
 - Food Standards Scotland (FSS)
 - Health and Safety Executive (HSE)
 - Public Health Scotland (PHS)
 - National Health Service (NHS)
 - Other Local Authorities
 - Police Scotland
- To provide a coherent approach to interventions which is consistent between Local Authorities and relevant partner agencies.
- To support the Plan for Fife.
- To protect public health and assist businesses with provision of advice.

2 BACKGROUND

2.1 Profile of the Local Authority

Fife has a population of approximately 372,000 and a land area of 132,256 hectares. Fife is bounded to the North by the Firth of Tay and the Firth of Forth to the South. To the West, Environmental Health (Food and Workplace Safety) Service Delivery Plan 2025-2026

Fife adjoins the Council areas of Perth & Kinross, Falkirk and Clackmannanshire. Major towns in Fife are Cupar, Glenrothes, Kirkcaldy, St. Andrews and the city of Dunfermline.

The geographical features of Fife are considerable, particularly in differentiation between the urbanised communities in Central and West Fife and the primarily farming communities in the East. The Central and West areas have seen the demise of the Coal Mining industry and the downsizing and modernisation of linoleum manufacturing. Between Kirkcaldy and Dunfermline, the petrochemical industry has developed at Mossmorran and Braefoot Bay. The privatisation of the former Royal Naval Base and Royal Dockyard at Rosyth has also affected the land use in this area with the development of Rosyth as a commercial port as well as handling ocean liners and merchant shipping.

The East of Fife has retained its farming and some of its fishing industries. The ports of Anstruther, Crail and Pittenweem retain a fraction of their fishing fleets. The East Neuk, running between St Monans and St Andrews, has developed as a tourist attraction with major new tourist facilities and hotels having been erected near St Andrews.

In terms of businesses subject to enforcement by Fife Council section 2.2 details Fife businesses/premises that come under the remit of Environmental Health activities. These range from small/micro businesses up to large internationally respected hotels and manufacturers.

2.2 Premises Summary

No of Premises liable for inspection on 07/04/2025

- Health and Safety 5989
- Food Law 5549
- Food Establishments Approved in terms of Food Law 33

2.3 Organisation and Structure

Fife Council presently operates with five Strategic Directorates:

- Communities
- Education
- Finance and Corporate Services
- Health and Social Care Partnership
- Place

The Place Directorate contains seven services:

- Business and Employability
- Environment & Building Service
- Facilities Management Service
- Planning Services
- Property Services

Environmental Health (Food and Workplace Safety) Service Delivery Plan 2025-2026

- Protective Services
- Roads & Transportation Services

Protective Services consists of the following four teams:

- Building Standards and Public Safety
- Environmental Health (Food and Workplace Safety)
- Environmental Health (Public Protection)
- Trading Standards

Each Team has a Service Manager reporting to a Head of Service and an Executive Director.

Protective Services and the Environmental Health (Food and Workplace Safety) where required report to the Environment, Transportation & Climate Change Scrutiny Committee. Further information on Fife Council structure can be found below and at the following link [Committees | Fife Council](#)

The Food and Workplace Safety organisational structure on 07 APRIL 2025

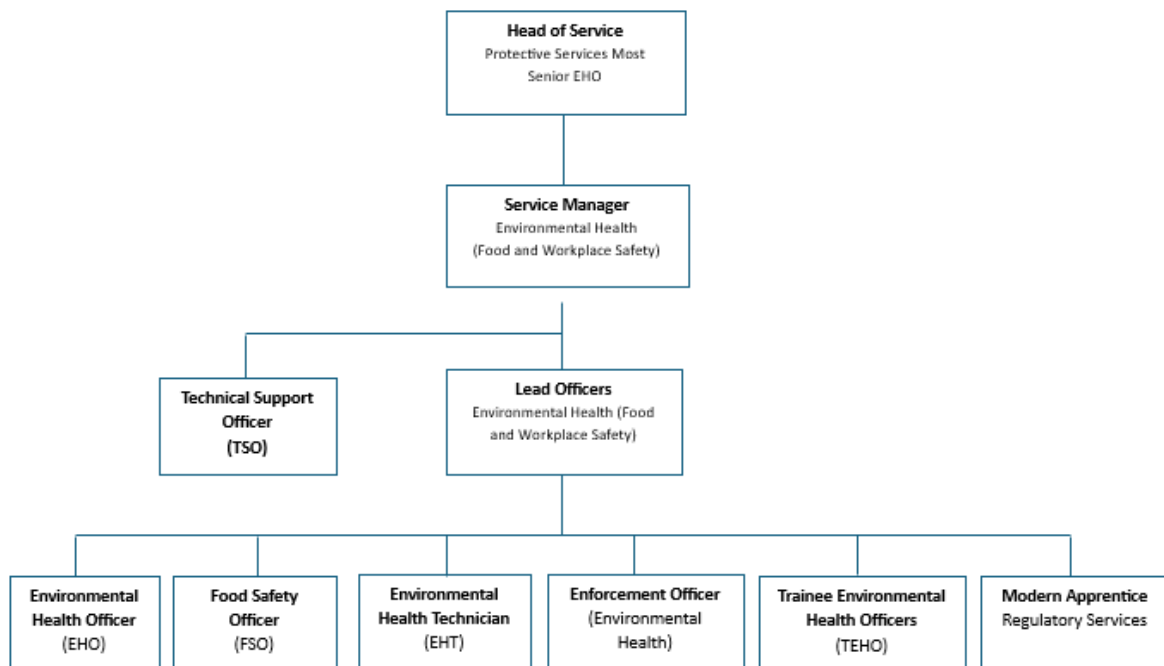


Figure 1 Workplace Safety Team Structure on 07 April 2025

Protective Service currently operates from a single location in Glenrothes, with Teams undertaking a blended workstyle approach, with a mix of home, office, and onsite working. Current staffing resources are detailed in section 6.

2.4 Environmental Health (Food and Workplace Safety) Team Remit

Fife Council's Environmental Health (Food and Workplace Safety) Team main functions include:

2.4.1 Food Law

Food Safety inspections and interventions covering food law (including food hygiene and food standards) within food retailers, caterers, suppliers, manufacturers, and events etc.

Approval of Establishments handling food of animal origin.

Investigation of food complaints and complaints against food businesses and practices.

2.4.2 Health and Safety

Health & Safety inspections and interventions in a range of workplaces, public places, and events.

Investigation of workplace accidents to employees and the public, and complaints against premises and practices, whose work activities fall within local authority jurisdiction.

2.4.3 Licensing

Inspection for licensing of businesses (i.e., Street Traders, Late Hours Catering, Public Entertainment, Tattooing & Piercing, Cinema and issuing of Section 50 Food Hygiene Certificates etc.).

2.4.4 Port Health

Inspection of Ships and the issuing of Ship Sanitation Certificates.

2.4.5 Communicable Diseases

In association with the National Health Service Fife, the Council co-ordinate and undertake the investigation and control of communicable disease.

2.4.6 Commercial Waste Duty of Care

Inspections and interventions of businesses and investigations of concerns in relation to waste duty of care.

2.4.7 Business Advice

Provision of advice to new and existing business to help compliance with environmental health regulations.

Presentations/workshops to community groups on environmental health topics.

2.5 Demands on the Service

Normal service is provided between 9am and 5pm Monday to Friday.

From 5pm on weekdays, 24 hours at weekends and public holidays (1st Monday in May, 3rd Monday in July, 3 days at Christmas and 3 days at New Year) a weekly standby rota operates for food and waterborne incidents reported to Fife Council by partner agencies such as NHS Fife and Scottish Water.

Arrangements are in place to deal with serious workplace accidents, incidents or fatalities out with normal working hours.

Fife has a significant number of premises, predominately in the retail and catering sector, which are run by persons whose first language is not English. The Service has access to translation and interpretation services and utilise them when necessary.

2024/25 has continued to see the Environmental Health (Food & Workplace Safety) Team experience a varied range of additional demands on resources, while endeavouring to effectively discharge its wide statutory remit.

These additional demands included: dealing with various events held within Fife, food law related incidents, along with unfortunately having to investigate several workplace fatalities in partnership with Police Scotland and the Crown Office and Procurator Fiscal Service.

During 2024/25 the Environmental Health (Food & Workplace Safety) Team has continued to experience difficulty in recruiting Environmental Health Officers, as well as the loss of experienced staff to retirement and moving on to other employment. It is acknowledged that both vacancies and difficulty in recruiting has a significant impact on service delivery. This is especially the case in relation to food law activities, as the current Food Law Code of Practice requires food law activities to be undertaken by qualified Environmental Health Officers and Food Safety Officers.

However, significant progress has been made regarding implementing a 'grow your own' policy, along with implementing an Alternative Delivery Model which utilises other roles within the Environmental Health (Food & Workplace Safety) Team such as Environmental Health Technicians and Enforcement Officers. To aid this the opportunity to reinvest into front line was taken when a Lead officer position became vacant.

The Environmental Health (Food & Workplace Safety) Team along with the wider Protective Services is actively exploring the opportunities presented by the Royal Environmental Health Institute of Scotland's and Scottish Food Safety Officers Registration Board's alternative pathways to qualifying as Environmental Health Officer and Food Safety Officer respectively.

Currently several staff members have registered to become Trainee Environmental Health Officers and Food Safety Officers and are undertaking the required academic learning and practical training alongside their current role through the alternative pathways. In addition, two Trainee Environmental Health Officers who are currently studying for their degree have been recruited, along with the recruitment of a Modern Apprentice in Regulatory Services.

3 Enforcement Policy

3.1 Protective Services Enforcement Policy

The Protective Services Enforcement Policy remains the basis for a consistent approach to inspection and enforcement across Fife. All enforcement actions are in line with the regulators strategic code, based on the principles of consistency, transparency, and proportionality. This offers business owners and duty holders the opportunity to carry out corrective actions in the majority of instances.

Any enforcement action by Officers of the Environmental Health (Food and Workplace Safety) Team should be discussed with their Lead Officer/Service Manager prior to being undertaken unless the situation is immediately dangerous or poses a significant threat to public health. This does not affect the Service of Notices during inspection by the Officer but acts to provide confirmation that the action taken is correct and in line with the Enforcement Policy.

The Service of Statutory Notices is restricted to Environmental Health Officers, Food Safety Officers, and Enforcement Officers, in line with standing professional qualifications.

The Enforcement Policy will be comprehensively reviewed every three to five years. It was last reviewed in 2025 and presented at the [Environment, Transportation and Climate Change Scrutiny Committee on 21st January 2025](#).

Legislation requires regulators to apply a commitment to the five principles of better regulation in their policies and practice. These must be applied to any regulatory function:

- Transparent
- Accountable
- Consistent
- Proportionate and
- Targeting (but only where needed).

Protective Services and the Environmental Health (Food and Workplace Safety) Team also follow the widely recognised **4E** principle in respect of graduated enforcement – Engage, Educate, Encourage and Enforce.

4 Financial Allocation

4.1.1 Team Budget

The Environmental Health (Food and Workplace Safety) serviced managed budget for 2025/26 for its various regulatory activities, which includes providing support to business amounts to approximately £1.243 million; 93% of the budget relates to staff costs.

The main areas of spend relate to Food and Workplace Safety activities. The budget includes IT (hardware and software), travel, equipment, training, post and printing, vehicles (two vans), mobile devices (phones), Public Analyst costs for food law related sampling and other consumable expenses.

The Environmental Health (Food and Workplace Safety) utilise the Idox Uniform database system which is shared with the rest of the Service. This allows for the allocation, monitoring and recording of inspections, visits, and activities.

Equipment is provided for all inspecting officers and consists of adequate protective clothing, thermometers, cameras etc. Provision is made annually in the Service budget for this.

5 Service Delivery

5.1 ALTERNATIVE DELIVERY MODEL

5.1.1 Background

As detailed in the [Environmental Health \(Food & Workplace Safety\) Service Delivery Plan for 2024/25](#) presented to the Environment, Transportation & Climate Change Scrutiny Committee on 27 May 2024, the Environmental Health (Food & Workplace Safety) Team have faced continued difficulty in recruiting qualified officers such as Environmental Health Officers, which has had an impact on service delivery.

Consequently, this has required a shift away from traditional thinking around Service Delivery in terms of food law and health and safety regulatory activities. While recruitment of Environmental Health Officers has been difficult, a recruitment campaign for Environmental Health Technicians in November 2023 was very successful. As a result, four rather than two Environmental Health Technicians were recruited, resulting in five Environmental Health Technicians within the Team. This was achieved through utilising budget from vacant posts. It also led to positive discussions with Food Standards Scotland, who have supported the development and implementation of an Alternative Delivery Model.

Food Standards Scotland feedback included that the Fife Council Alternative Delivery model matched closely with their own work to create alternate pathways into the Environmental Health profession and to authorise officers with varying levels of qualifications and experience with food law activity commensurate with their competencies, and as such is an appropriate approach to the authorisation of staff undertaking food law activities

The Alternative Delivery Model also compliments the Protective Services 'grow your own' initiative and the alternative pathways to qualifying as an Environmental Health Officer or Food Safety Officer via the professional body, the Royal Environmental Health Institute of Scotland.

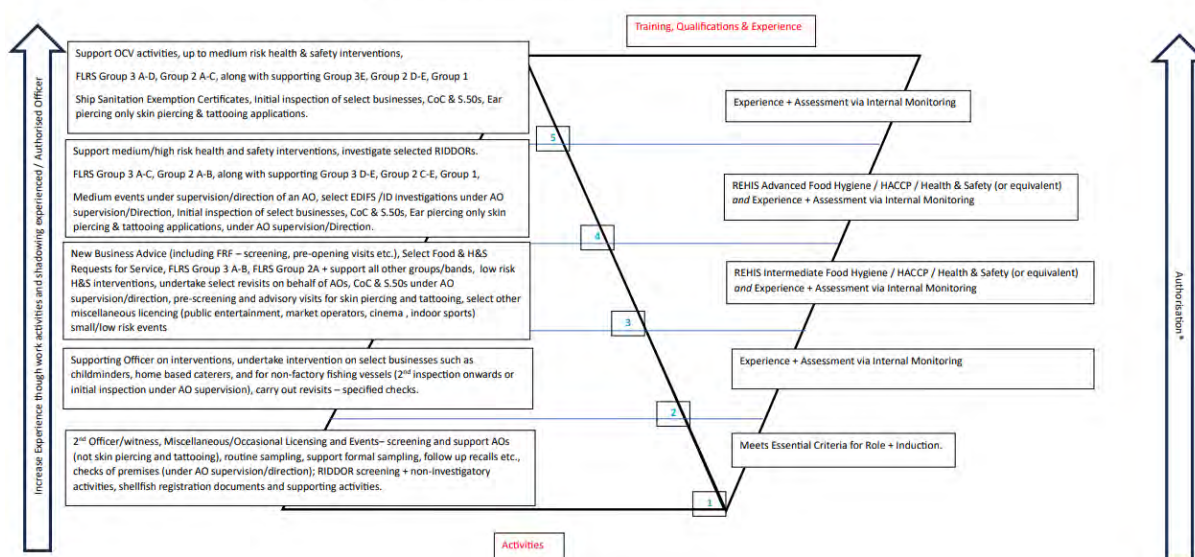
5.1.2 Update on Alternative Delivery Model Development & Implementation

Throughout 2024/25 significant progress has been made on the development and implementation of the Alternative Delivery Mode, including:

- An authorisation matrix (Figures 2 and 3) for the alternative delivery model was developed to align with the regulatory activities undertaken by the Environmental Health (Food & Workplace Safety) Team. The authorisation matrix was referenced in the refreshed Place Directorate List of Officer Powers – Scheme of Delegation.
- A diagram (Figure 4) to illustrate how Protective Services 'grow your own' model compliments the traditional and alternative pathways to becoming either an Environmental Health Officer or Food Safety Officer was produced.
- Four of the five Environmental Health Technicians in post as of May 2024 remain in post as of 7 April 2025. They have all obtained Royal Environmental Health Institute of Scotland qualifications pertaining to food law and health and safety. They have also undergone on the job practical training supported by Authorised Officers within the Team.
- June 2024 saw the first allocation of food law inspections and intervention to the Environmental Health Technicians, with the regular allocation of reactive work activities such as new food business registrations and licencing/event applications commencing November 2024. The type and level of inspections, intervention and reactive activities are allocated in line with the authorisation matrix.
- Two Environmental Health Technicians are currently registered with the Royal Environmental Health Institute of Scotland and undertaking the necessary training to become Food Safety Officers.
- Opportunities to take on two Trainee Environmental Health Officers, were identified and are funded within the Environmental Health (Food & Workplace Safety) Team's budget. The Trainees who are both in 2nd year at university are undertaking their practical professional training alongside their studies.
- With the support of WYI funding a Modern Apprentice in Regulatory Services has been recruited.
- The budget from a vacant Lead Officer post was invested in to front line operations by making the 3rd Enforcement Officer permanent full time on establishment and creating an additional Environmental Health Technician post.
- The vacant and new Environmental Health Technician posts were successfully recruited to. The two new Environmental Health Technicians took up their new roles in March 2025.
- Due to the continued difficult recruiting for authorised officers such as Environmental Health Officers a review of the Environmental Health (Food & Workplace Safety) Team structure was carried out in August 2024:
 - At that time it was determined that subject to periodic review, and review as and when other posts within the team become vacant, that unless business needs/service delivery dictates otherwise that the remaining vacant Environmental Health Officer posts are held for current Trainee Environmental Health Officers, and Environmental Health (Food & Workplace Safety) Team members identified for initial cohorts for development through alternative pathways to becoming either Environmental Health Officer or Food Safety Officer.
 - During early 2025 further consideration has been given to the Environmental Health Officer vacancies. Recruitment is being considered, as an additional experienced Environmental Health Officer(s) within the Team would help not only service delivery but the training of Trainees and others who undertake Alternative Delivery Model.

- A presentation on the development and implementation of the Alternative Delivery Model was presented jointly with Food Standards Scotland at the Society of Chief Officers of Environmental Health in Scotland 2024 Annual Congress on 1 November 2024. This has resulted in interest from several Local Authorities.

Authorisation Matrix - EH(FWPS) Alternative Enforcement Strategy / Alternative Delivery Model



*A table can be used to chart officers' progression through the Authorisation Matrix – for use on non EHOs/FSOs relevant roles

Note: Maximum enforcement level for Alternative Enforcement Strategy / Alternative Delivery Model in terms of Food and Health & Safety Law is warning letter

Figure 2 Authorisation Matrix for Alternative Delivery Model - activities increase with experience and qualifications gained (A larger versions of Figure 2 can be found in Section 9)

Authorisation Matrix - EH(FWPS) Alternative Enforcement Strategy / Alternative Delivery Model

Authorisation Level Officer Name + Role	Food Law	Health & Safety	Licensing	Ship Sanitation Exemption Certificates	Infectious Disease Interviews	Assessment Date
EHT 1	5	5	5	No	Yes	27/11/2024
EHT 2 (Trainee FSO)	5	4	4	No	Yes	27/11/2024
EHT 3 (Trainee FSO)	5	4	4	No	Yes	27/11/2024
EHT 4	5	4	4	Yes – as 2 nd officer	Yes	27/11/2024
EO 1 (working towards EHO alt pathway)	2	2	1	No	No	27/11/2024
EO 2	2	1	1	No	No	27/11/2024
EO 3	2	1	1	No	No	27/11/2024
Trainee EHO (2 nd year) 1	2	2	2	No	Yes (with supervision)	27/11/2024
Trainee EHO (2 nd year) 2	2	2	2	No	Yes (with supervision)	27/11/2024
MA Reg Services	1	1	1	No	No	27/11/2024
Vacant EHT Post -recruitment underway	n/a	n/a	n/a	n/a	n/a	27/11/2024
Vacant EHT Post -recruitment underway	n/a	n/a	n/a	n/a	n/a	27/11/2024

Figure 3 Example Table charting Officer progress on Authorisation Matrix for Alternative Delivery Model (covering Food Law, Health & Safety, Port Health and Infectious Diseases activities) (A larger versions of Figure 3 can be found in Section 9)

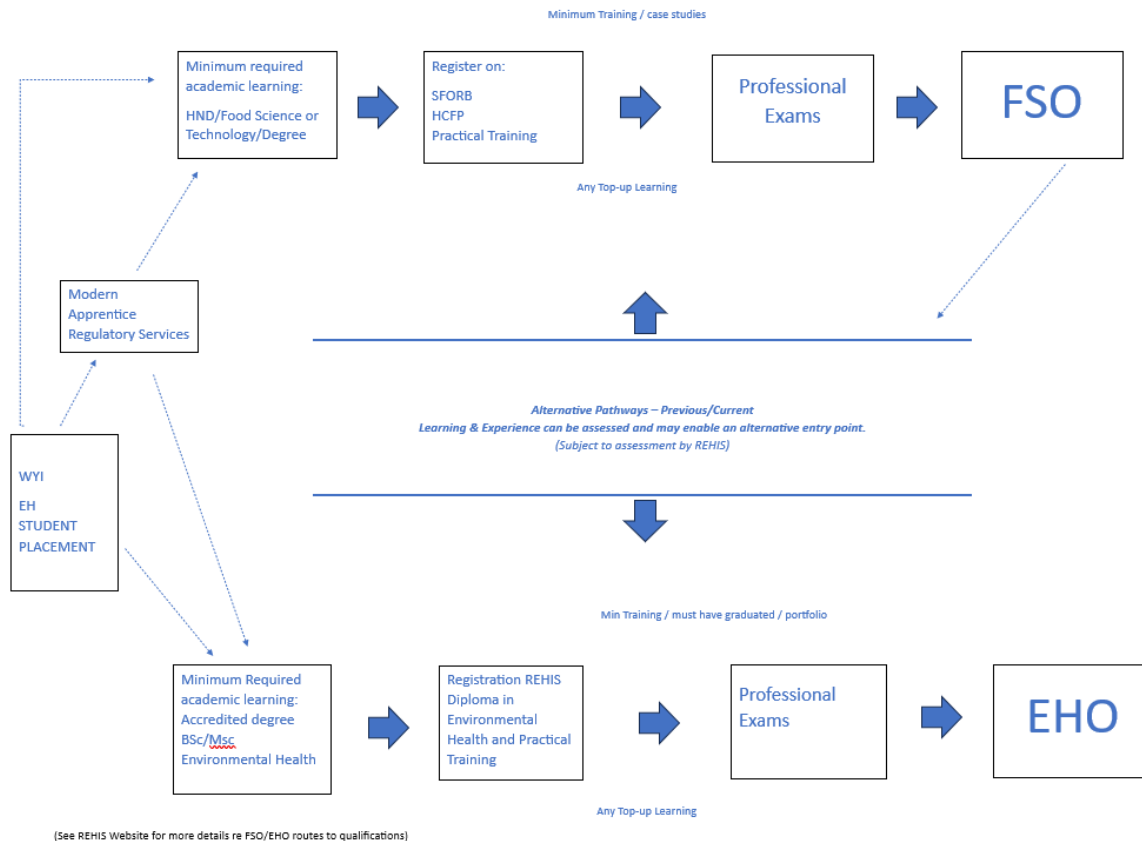


Figure 4 Illustration of Pathways to becoming an Environmental Health Officer / Food Safety Officer (A larger versions of Figure 4 can be found in Section 9)

5.1.3 Next Steps

The next phase is to move from the development and implementation of the Alternative Delivery Model to it becoming business as usual, the next steps are:

- Continue to support the training and development of staff undertaking Alternative Delivery Model activities.
- Support the professional training for those undertaking both the traditional and alternative pathways to becoming either an Environmental Health Officer or Food safety Officer.
- Support the new Modern Apprenticeship in Regulatory Services programme.
- The current two vacant Food Safety Officer post are being held in anticipation of the two Environmental Health Technicians currently undertaking their Food Safety Officer professional training, qualifying in due course.
- Undertake a recruitment campaign for qualified Environmental Health Officers during 2025/26.

5.2 HEALTH AND SAFETY

5.2.1 Health and Safety Workplace Safety Premises Inspections

External Standards

In 2013 the Health and Safety Executive (HSE) first published the National Local Authority Enforcement Code (the Code). The Code is designed to ensure that Local Authority health and safety regulators take a more consistent and proportionate approach to their regulatory interventions. It sets out the Government expectations of a risk-based approach to targeting and provides Local Authorities with a principles-based framework that focuses regulatory resources on the basis of risk. It supports Local Authorities to develop their health and safety priorities and target their interventions to consistently comply with the Code.

A joint Statement of Commitment between Local Authority and HSE Regulatory Services was published in 2019. It was agreed to by Local Authority representative Bodies in March 2019. It sets out the shared vision for an ongoing local authority and HSE co-regulatory partnership, ensuring Local Authorities and HSE work together as effective, modern, and professional regulators - delivering the positive benefits of efficient, world leading workplace health and safety, to achieve:

- Sustainable arrangements for the enforcement of work-related health and safety.
- Established joint working arrangements resulting in effective engagement, consultation, and communication.
- Consistency of high-quality regulation across HSE and LA enforced businesses.

The [Statement of Commitment between: Local Authority and HSE Regulatory Services](https://www.hse.gov.uk/lau/statement.htm) can read in full at <https://www.hse.gov.uk/lau/statement.htm>

The Local Authority (LA) Circular ([LAC 67/2](#)) is guidance under the Code of Practice. This guidance is reviewed annually by the Health and Safety Executive (HSE).

As part of the Code, the HSE monitor, report and direct the approach of Local Authority regulatory interventions. This guidance supports the HSE by requiring Local Authorities to consider how they target their inspections, interventions and investigations in a manner that is:

- Reactive – typically investigative actions undertaken in response to a specific incident or complaint or visits in response to requests for assistance, or
- Proactive – inspections that are not triggered in response to a single specific incident or complaint but result from a wider consideration of local intelligence or national trends that identify poor performers.

A risk-based scoring system is employed to aid local intelligence and information held. This helps to ensure that work plans are risk based.

5.2.2 Health and Safety Internal Standards

Performance standards have been set with respect to the conduct and follow up procedures for all inspections/interventions as follows:

- Inspection/intervention outcomes are monitored to ensure the quality and consistency of inspections.
- Post inspection/intervention correspondence are issued in line with the Service enforcement guidelines where they exist.
- Premises database is updated with all inspection/intervention details, including outcomes and enforcement particulars in line with Service Standards.
- Follow up procedures are completed within the predetermined timescales in line with the Council enforcement policy.

5.2.3 Health & Safety Interventions

All Environmental Health Officers within the Environmental Health (Food & Workplace Safety) Team, along with Lead Officers and Service Manager who are qualified Environmental Health Officers are appointed as Inspectors under the Health and Safety at Work etc. Act 1974. As of 1 April 2025, eight Officers were appointed, however none undertake health and safety activities on a fulltime basis given the wide remit of the Team.

Health and Safety activity during 2024/25 was largely reactive and/or combined with other areas of work such as food law inspections, licencing activities, and events, due to the demand on available resources. The below table provides a summary of health & safety related activities for the 2024 calendar year.

Health & Safety Activities

Health Safety Activity	Number during 2024
Inspections & Interventions	405
Requests for Service	175
RIDDOR* Notifications	107

*Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

Two Environmental Health Officers also worked in collaboration with colleagues from the Health Promotion Team, Fife Health and Social Care Partnership to produce an Infobyte for Business on health & safety requirements in the workplace which was published in April 2025, and can be accessed at: <https://youtu.be/XX7qfzJuCUQ>

5.2.3.1 Investigations into work related deaths notified to Environmental Health (Food & Workplace Safety) Team

During 2024/25 considerable resources continued to be directed into two ongoing investigations into work related deaths notified to Environmental Health (Food & Workplace

Safety) Team. As of April 2025, both investigations have concluded and reports submitted to the Crown Office and Procurator Fiscal Service.

5.2.3.2 Planned health & safety Activities

For 2025/26 the planned health & safety activities will involve the completion of current work-related death investigation report. Where appropriate health and safety interventions will continue to be undertaken with other activities such as food law, licencing activities, and events.

The Environmental Health (Food & Workplace Safety) Team will continue to respond to requests for service (e.g., concerns regarding workplaces, requests for advice etc.) and RIDDOR (Reporting of Incidents Diseases and Dangerous occurrences Regulations) notifications. The latter are triaged in line with national guidance to assess if further information or an investigation is required.

Where resources allow intelligence led project work on a sector basis will be undertaken.

5.3 FOOD SAFETY

5.3.1 Background

Food Standards Scotland was created in April 2015 by the Food (Scotland) Act 2015. Food Standards Scotland took over the responsibility from the Food Standards Agency Scotland. Food Standards Scotland is responsible for food safety, food standards, nutrition, food labelling and meat inspection in Scotland.

5.3.2 External Standards

Fife Council is a designated competent authority as defined within Schedule 5 of the Official Feed and Food Control (Scotland) Regulations 2009 as amended and it is required to comply with assimilated Regulation (EC) No 2017/625.

Fife Council is required to comply with the aims and objectives in line with the Scottish Regulators' Strategic Code of Practice, created by powers under the Regulatory Reform (Scotland) Act 2014.

In relation to food safety the aim of the Environmental Health (Food and Workplace Safety) Team is to improve the food law standards (including hygiene and safety) of food businesses by achieving a year-on-year increase in the number of compliant premises.

These are achieved by meeting the following objectives:

- Food safety standards of food businesses are verified/improved through a blend of education and enforcement. This involves supporting businesses and thus improving food quality via a positive programme of inspections/interventions and provision of advice.

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- Post inspection/intervention correspondence is issued in line with Service standards.
- The Environmental Health (Food and Workplace Safety) Team work with Food Standards Scotland to promote high standards of food hygiene and quality, along with the prevention of food crime and fraudulent activities.
- Follow up procedures are completed within the predetermined timescales in line with the Service enforcement policy.
- The Environmental Health (Food and Workplace Safety) Team aims to complete 100% of all programmed highest risk food law inspections within the targeted timescales.
- Food safety inspections and interventions of food businesses are monitored to ensure the quality and consistency of approach.
- Responding to food law incidents appropriately and in line with code of practice and guidance.

Food Standards Scotland began reviewing the Food Law Code of Practice (Scotland) prior to the global Covid-19 pandemic and issued a full new Code at the start of 2019. This was followed in July 2019 by the Interventions Food Law Code of Practice (Scotland). The Interventions Code combined food hygiene and food standards inspections for all premises except approved establishments and primary production premises. Further Food Law Code of Practices are expected to be published in due course.

5.3.3 Food Law Interventions

Environmental Health Officers and Food Safety Officers are authorised to undertake the range of food law regulatory activities including enforcement action where necessary. They are supported by other members of the Environmental Health (Food & Workplace Safety) Team, who undertake a range of activities including sampling, issuing of documents related to the movement of shellfish, and interventions at low/medium risk premises. The below table details food law activities carried out during 2024.

5.3.3.1 Food Law Activities

Food Law Activity	Number during 2024
Inspections	1130
Revisits & other visits/interventions	343
Requests for Service	701
Food Monitoring Samples	321

Since the recommencement of routine food law activities following the Covid Pandemic Officers have found that not all premises maintained their standards during the pandemic and several premises have required intensive intervention and/or enforcement action due to the findings on inspection.

The Environmental Health (Food & Workplace Safety) Team have been involved in several food safety incidents that have been of local, national, and international concerns. Work for food incidents includes liaison with Food Standards Scotland and working with businesses to make sure that they are aware of product recalls for foodstuffs that they may stock. From time to time, it can involve working with local businesses where an issue has been identified

with their product(s) to ensure that they are removed from the food supply chain where necessary, and remedial actions are taken to help prevent a recurrence.

EU Exit continues to have an impact, especially on businesses that trade with the EU. The Environmental Health (Food & Workplace Safety) Team can provide Export Health Certificates for certain commodities to allow business to export foodstuffs to third countries, including the EU. The provision of Export Health Certificates is not a statutory function, it is therefore a charged service.

5.3.3.2 Planned Food Law Activities

For 2025/26 the planned food law activity will include continuation of food law inspections and interventions. The Environmental Health (Food and Workplace Safety) Team aims to complete 100% of all programmed highest risk food law inspections within the targeted timescales, namely Food Law Rating Scheme Band E premises and Approved Establishments. Authorised Officers will then further prioritise the remainder of food law inspections on a risk basis in line with available resources.

The potential opportunity for the Environmental Health (Food and Workplace Safety) Team to undertake a food related health promotion project in partnership with colleagues from NHS Fife focusing on the out of home sector has been identified. This will be explored and taken forward in line with available resources during 2025/26. The out of home sector refers to food consumed outside the home, such as food and beverages from restaurants, cafes, takeaways, and food delivery services.

The Environmental Health (Food & Workplace Safety) Team will continue to respond to requests for service (e.g., concerns regarding food business or foodstuffs, requests for advice etc.) and notifications of food incidents. There is however concern regarding ability to meet the increasing demands due to current vacancies within the Environmental Health (Food & Workplace Safety) Team.

The Environmental Health (Food & Workplace Safety) Team, as like most Environmental Health Services across Scotland, recognise that there is concern over the number of qualified and experienced Environmental Health Officers and Food Safety Officers currently able to undertake food law activities. In addition, the profession has an ageing profile.

Food Standards Scotland also recognise this is an area of concern and they have embarked on a programme to modernise the system for official controls related to food law. It is recognised that the Environmental Health (Food & Workplace Safety) Team's Alternative Delivery Plan compliments one of Food Standards Scotland's themes related to their modernisation work, namely increasing resources to deliver food law, through enabling additional officers to become involved.

5.4 PORT HEALTH

5.4.1 Background

The primary legislation covering port health functions is contained within the International Health Regulations (IHR) 2005 with enforcement under the Public Health (Ships) (Scotland) Regulations 1971 and the Public Health (Ships) (Scotland) Amendment Regulations 2007.

This involves closely working with the NHS Fife Consultant in Public Health Medicine.

Objectives

- Protect public and environmental health as well as the health and welfare of seafarer's onboard vessels arriving at Fife Ports.
- Prevent and control infestations of rodents and insects.
- Maintain and improve the standards of hygiene on ships arriving at Fife Ports.
- Prevent and control infectious disease and food-borne infections.
- Prevent and control pollution within the port environment.
- Carry out the following: ship sanitation inspections, monitoring and enforcing infectious disease controls on-board, ensure that ships comply with internationally agreed public health sanitation standards and monitoring ships for the importation of food from 3rd countries.

5.4.2 Ship Sanitation Inspections

Under the International Health Regulations 2005, all ships undertaking international voyages must hold a valid ship sanitation certificate to prevent the spread of serious infections across state boundaries. Ships must be inspected every six months to ensure that a valid certificate is held. Fife Council has a legal obligation to carry out sanitation inspections and issue or extend the relevant certificates upon request of the master of the Vessel. During 2024, 18 Ship Sanitation Exemption Certificates were issued by Environmental Health (Food & Workplace Safety) Officers at Fife ports.

5.4.3 Ship Sanitation Inspection Charges

In accordance with the International Health Regulations, fees are charged for issuing Ship Sanitation Certificates. The fees are set UK wide by the Association of Port Health Authorities. The level of fees depends on the size of the vessel, time and duration of inspection and samples taken. Extra charges may be added for exceptional costs such as launch hire, lengthy journeys to port or laboratories, out of hours visits and samples taken.

Gross tonnage of vessel	2024 Fee From 01/04/2024	2025 Fee From 01/04/2025
Up to 1000	£135	£140
1001 – 3000	£185	£190
3001 – 10 000	£270	£280
10 001 – 20 000	£355	£365
20 001 – 30 000	£450	£465
Over 30 000	£520	£535
Vessels with 50 – 1 000 persons	£520	£535
Vessels with over 1 000 persons	£890	£915
Extensions	£105	£110

5.4.4 Port of Rosyth Cruise liner Visits

There were 29 cruise liners visits into Rosyth Port in 2024.

5.4.5 Infectious Disease Control

The Public Health (Ships) (Scotland) Regulations 1971 places a statutory duty on Ships' Masters to report any suspected infectious disease or mortality onboard their vessel before entering ports. Environmental Health Officers liaise with Consultants in Public Health Medicine, board the vessel and take action to identify the source of the infection and to control its spread. This includes inspecting the ship, interviewing crew, passengers, reviewing documentation and taking samples.

Previous outbreaks investigated

- Legionella Cluster onboard the MV Athena Cruise Liner in 2011.
- Norovirus onboard the Blackwatch Cruise Liner in 2013
- Following the Ebola outbreak in West Africa 2014/15, the risk of a vessel presenting at a Scottish port with Ebola onboard was very low, however posters were displayed at the Port of Rosyth to alert disembarking passengers of the symptoms of Ebola.

When cases of notifiable communicable diseases on ships moored in and/or arriving at Fife Ports are notified, liaison between Fife Council, NHS Fife, and Shipping Agents is undertaken as required.

5.4.6 Imported/Exported Food Control

Food imported into Scotland or elsewhere in the UK from outside of the UK is now covered by domestic and/or assimilated EU regulation. Fife Council's Environmental Health (Food and Workplace Safety) Team is responsible for enforcing the relevant legislation in relation to food stuffs imported from out with the UK (3rd country).

Imported Products of Animal Origin (PAOA) (meat, eggs, dairy, fish, honey, etc) and live animals present a high level of risk as they can transmit serious human and animal

diseases. They can only enter the UK at a designated Border Control Point (BCP) and are subject to pre-notification, document audit and physical checks. For products entering the UK from the EU and following several delays, this system of import checks gradually came into force in 2024. The Border Target Operating Model (BTOM) outlines regime of documentary and physical checks with Export Health Certification.

The process by which port operators and Local Authorities gain BCP status for products of animal origin and High-Risk Food Not of Animal Origin (HRFNAO), is challenging. This included the initial proposal of enforcement being transferred away from Local Authorities, issues around build costs and ongoing funding for facilities, and exploring the possibility of non-veterinarians doing the physical checks due to lack of availability/capacity and additional costs.

Currently no ports in Fife have applied for BCP status for food POAO or HRFNAO. Rosyth is a BCP for animal feed stuffs (not of animal origin; not temperature controlled) and responsibility for this sits with Food Standards Scotland/ Fife Council Trading Standards. There are however now BCPs in Scotland or ports with applications pending for POAO and / or HRFNAO.

Currently the Environmental Health (Food and Workplace Safety) Team continues with responsibilities for imported food as an inland authority in terms of monitoring food sampling and actions related to intelligence, in addition to incidents such as notification of illegal imports having reached our Local Authority area or food businesses or recall alerts for imported food involving Fife food businesses. This team also continues to closely monitor guidance and the situation regarding the creation and resourcing of BCPs throughout Scotland.

Exported foodstuffs of animal origin (and some products not of animal origin) destined for the EU and other 3rd Countries require to have an Export Health Certificate. The requirements relating to Export Health Certificates are set by the importing country.

EU Exit necessitated the registration and inspection of all fishing vessels who's catch (or part of) is destined for the EU to enable Export Health Certificates to be issued. These vessels are now part of the inspection programme for the Authority and continue to receive food law interventions as per their risk rating and determined frequency.

Environmental Health (Food and Workplace Safety) Certifying Officers regularly inspect consignments and issue Export Health Certificates for commodities which fall within the remit of Local Authority Certifying Officers. This includes regular issuing of Export Health Certificates for fish/shellfish, alcohol, which enable local businesses to export their products. In addition, Support Attestations are issued to enable other Local Authority Certifying Officers or Official Veterinarians to issue Export Health Certificates where the products are manufactured in Fife but are being exported from a location out with Fife and/or out with the remit of Local Authority Certifying Officers. Environmental Health (Food and Workplace Safety) Certifying Officers also issue ongoing official Support Attestations to a number of local approved establishments and the vets at the logistic hubs they use, to allow the vets to issue export certification for the consignments of products from these establishments. This primarily relates to fishery products, but support attestations for dairy products have also been required and issued.

5.5 WASTE DUTY OF CARE

5.5.1 Background

The European Waste Framework Directive (2008/98/EC) came into force in December 2010 and provides the overarching policy and legislative framework for the management of waste, including a common definition of waste.

Fife Council has duties under The Environmental Protection Act 1990 (as amended) Section 34 to enforce the correct management of waste. This involves auditing businesses (other than those regulated by Scottish Environment Protection Agency - SEPA) to ensure they manage waste correctly by storing it properly, only transferring it to the appropriate persons and ensuring that when it is transferred it is sufficiently well described to enable its safe recovery or disposal without harming the environment.

The Waste (Scotland) Regulations 2012 implement several actions in the Scottish Government's Zero Waste Plan to ensure that holders of waste, including producers, have a duty to take reasonable steps to increase the quantity and quality of recyclable materials.

5.5.2 Duty of Care

The "Duty of Care" under the Environmental Protection Act 1990, (as amended), Section 34 requires businesses who produce Controlled Waste in Scotland to store, transfer, transport and dispose of this waste without harming the environment.

All businesses must separate and segregate waste for recycling. Enforcement Officers from the Environmental Health (Food and Workplace Safety) Team provide education, advice, investigate complaints, and carry out inspections, revisits and surveillance to enforce the waste related regulations.

The Environmental Health (Food and Workplace Safety) Team aims to meet the following objectives:

- To improve how businesses manage their waste through a combination of education and enforcement; and
- To work with partners such as the Scottish Environment Protection Agency, Environment Agency and other Local Authorities to promote high standards of recycling, good practice and to prevent pollution.

5.5.3 Waste Duty of Care Interventions.

Fife Council have duties under The Environmental Protection Act 1990 (as amended) Section 34 to enforce the legal requirement on businesses to manage their waste.

This involves auditing businesses (other than those regulated by Scottish Environment Protection Agency - SEPA) to ensure they manage waste correctly by:

Environmental Health (Food and Workplace Safety) Service Delivery Plan 2025-2026

- Having appropriate waste management systems in place.
- Only transferring waste to authorised waste carriers.
- Ensuring any recyclable waste is appropriately separated.

There are currently three Enforcement Officers in the Waste Duty of Care Team working within the Environmental Health (Food & Workplace Safety) Team within Protective Services

5.5.4 Waste Duty of Care Activities

The Waste Duty of Care activities undertaken by the Enforcement Officers within the Environmental Health (Food & Workplace Safety) Team are both proactive and reactive in nature.

During 2024 approximately 414 Waste Duty of Care Requests for Service were received. Each Request for Service usually involves numerous interventions with commercial businesses.

The Requests for Service include the following:

- Commercial bins causing a nuisance.
- Businesses not having bins/appropriate bins.
- Commercial bins not being serviced appropriately.
- Businesses disposing of oil in drainage systems.
- Suspected rodent infestations related to commercial waste.
- Businesses not recycling.
- Businesses burning waste.
- Misuse of recycling points and household recycling centres by businesses
- Complaints regarding litter originating from a commercial premises.
- Businesses using domestic bins.
- Illegal dumping.
- Businesses using the household free bulky uplift scheme to dispose of commercial waste.
- Businesses using the public litter bins on streets.
- Queries regarding the disposal of various domestic and commercial waste, including hazardous waste.
- Complaints from Elected Members concerning various waste issues.
- Cireco Scotland provide referrals regarding potential non-compliance, for example, businesses who cancel waste contracts.

- Referrals from other Services within the Council.

Other activities and responsibilities of the Waste Duty of Care Team include:

- Conducting commercial waste management audits with businesses.
- Providing commercial waste education and advice to businesses and the public.
- Manage policies such as Bins off Streets in St Andrews town centre.
- Monitoring and supporting businesses with advice and storage solutions.
- Carrying out regular surveillance checks on areas where there are recurring problems e.g., recycling points and shopping precincts.
- Investigation and mediation of complaints between businesses regarding waste (e.g., disposal of waste oil in drains, litter & pest complaints and waste receptacles).
- Redirect enquires/ incidents out with the scope of the teams' duties to the relevant services /agencies such as Cireco, Recycling Advisors, Safer Communities, SEPA or Scottish Fire and Rescue Service.
- Conducting joint visits with other Services within the Council to assist with multi-faceted complaints involving waste issues.
- Dealing with referrals from other Services within the Council to deal with waste related complaints.
- Regular and frequent surveillance of Fife as a whole in relation to commercial waste issues.
- Advise businesses on Single-Use Plastics.
- Advise businesses, particularly those that service educational establishments during breaktimes, to minimise 'takeaway' packaging.

In addition, the Enforcement Officers support the wider work of both the Environmental Health (Food & Workplace Safety) Team and Protective Services as a whole.

5.5.4.1 Household Waste Recycling Centres

An enforcement protocol was agreed with Cireco Scotland in April 2022 to investigate the reported potential illicit misuse by commercial waste operators of Fife Council's Household Waste Recycling Centres (HWRC's).

During 2024, Enforcement Officers continued to investigate referrals from Cireco Scotland. As of April 2025 all 'reported' offending commercial waste operators have now implemented appropriate commercial waste arrangements. Fife Council's HWRC's continue to be

monitored, and reports of suspected misuse are directed to Waste Duty of Care for investigation.

5.5.4.2 Household Waste Recycling Points and Public Litter Bins

Enforcement Officers also deal with complaints from individuals, Elected Representatives (e.g., MSPs/Councillors) and street cleansing staff regarding businesses using household waste Recycling Points (RCP's) or public litter bins within towns to dispose of commercial waste.

Recycling points, which are known to be problematic with regard to commercial waste, are monitored regularly for potential illicit use by businesses. Some of the most problematic recycling points have removed all the recycling bins except glass. Kirkcaldy (Templehall) continue to have problems with fly tipping of domestic waste at the recycling points. If any commercial waste is identified, then Enforcement Officers follow this up with the businesses concerned to discuss their responsibilities regarding the disposal of their commercial waste.

2024 saw a general decrease in complaints regarding the recycling points, however there was an increase in complaints in many areas of Fife regarding businesses such as shops using litter bins on streets, intended for use by the general public, to dispose of their commercial waste. The Street Cleansing Team service these litter bins and report issues of suspected misuse to Waste Duty of Care Enforcement Officers for further investigation with the businesses concerned. In general, such matters are easily resolved and the businesses concerned undertake staff training or obtain suitable commercial waste contracts to dispose of their waste appropriately following intervention.

5.5.4.3 Bins off Streets St. Andrews

The Bins off Streets Policy in St Andrews is a successful, ongoing policy. It has made significant improvements to the environment for both the residents and tourists of the town by ensuring commercial bins (where possible) are off the streets during the day. Routine monitoring of St Andrews remains a priority, and businesses and waste contractors are reminded where necessary of the rules regarding their bins. In addition, commercial waste presented in bags is now presented in pest proof sacks so there is less littering from seagulls being able to access the waste sacks, which usually contain food, a huge problem in seaside towns.

5.5.4.4 Wider work with the Environmental Health (Food and Workplace Safety) Team

There were several occasions in 2024 requiring Enforcement Officers to support the work of the Environmental Health (Food and Workplace Safety) Team including incidents of rodent sightings, hygiene concerns and poor waste management of food businesses. Enforcement Officers supported Food Safety Officers and Environmental Health Officers in gathering evidence and witnessing the service of Statutory Enforcement Notices where appropriate.

In addition, Enforcement Officers assisted with actions required by the Environmental Health (Food and Workplace Safety) Team regarding Food Alerts For Action issued by Food Standards Scotland. This involved visits to food businesses and organisations, telephone calls and emails.

Enforcement Officers continue to have an active role in the training of Trainee Environmental Health Officers / Food Safety Officers and other team members such as Modern Apprentices with regards to waste management activities.

5.5.5 Planned & Future Waste Duty of Care Activities

For 2025/26, Waste Duty of Care activities will continue to be undertaken on both a proactive and reactive basis, this will include the provision of advice and guidance including via Fife Council commercial waste advice web pages.

In 2025/26 Enforcement Officers of the Waste Duty of Care Team within the Environmental Health (Food & Workplace Safety) Team will also focus on work and projects such as:

- Creation of communal bin stores (Inverkeithing) to reduce bins on streets.
- Continue to investigate and follow up the potential commercial misuse of the free household bulky uplift service.
- Working with Transportation Services on the Spaces for People project to find permanent solutions for bin storage in St Andrews Centre with the introduction of new pavement spaces.
- Ongoing visits to commercial premises on Bonnygate, Cupar to find storage solutions for their commercial waste receptacles and improve landscape.
- Promote and encourage waste reduction measures to save money on commercial waste disposal with new and existing businesses.
- Provision of commercial waste presentation and storage advice. This is also done via our web pages.
- Continue to identify and promote internal/alternative commercial bin storage on a Fife-wide basis.
- Initial investigation of bin storage options in Dunfermline with a view to the potential project for Bins Off Streets in the Dunfermline City Centre/Heritage Quarter.
- The Waste Duty of Care Team will be responsible for advice to businesses on any future Return Deposit Scheme.

5.6 COMMUNICABLE DISEASES

5.6.1 Background

The Public Health etc. (Scotland) Act 2008 provides a statutory framework for public health action to protect the people of Scotland from infectious disease, contamination and other such hazards.

It provides supporting guidance to registered medical practitioners, directors of diagnostic laboratories and health boards on their duties under the Act with regard to the notification of infectious diseases, organisms and health risk states.

5.6.2 Investigation

The Environmental Health (Food and Workplace Safety) Team work in conjunction with Public Health Scotland and NHS Fife to investigate incidents of communicable disease particularly if there is a possible link to food or water. Environmental Health Officers and Food Safety Officers carry out investigations after being notified by NHS Fife when a patient has become ill from a communicable disease. Where possible these investigations are carried out within one working day. Officers:

- Provide advice to the person infected on how to minimise the spread of infection.
- Investigate the patient's food history to determine if a food business is linked to the infection and/or potential infection due to contaminated water/environment.
- Carry out inspections of any premises that maybe linked to the food or any potentially contaminated water sources.
- Take enforcement action if necessary.

During 2024 the Environmental Health (Food and Workplace Safety) Team followed up 155 notifications received from NHS Fife.

Where necessary the Environmental Health (Food and Workplace Safety) Team will work with NHS Fife and other partner agencies to investigate cases of communicable diseases and/or other public health concerns through the Problem Assessment Group (PAG) / Incident Management Team (IMT) process in line with national guidelines.

5.6.3 Joint Health Protection Plan

The Environmental Health (Food and Workplace Safety) Team undertakes the principal role of liaising with the Public Health Team of NHS Fife in regards to the Joint Health Protection Plan.

Part 1 of the Public Health etc. (Scotland) Act 2008 requires each Health Board and Local Authority/Authorities to develop a Joint Health Protection Plan to provide an overview of health protection (Communicable Disease and Environmental Health) priorities, provision, and preparedness. There is national guidance on the plan contents which include:

- Providing information on the population served
- Setting out national and local priorities

- Reporting on significant outbreaks
- Describing the capacity and capability of the specialist health protection function

The Joint Health Protection Plan is reviewed and updated every 2 years. The 2024 –2026 was approved by an appropriate Board and Committee of NHS Fife and [Fife Council](#) respectively. The Joint Health Protection Plan for 2026-2028 plan will be worked on jointly with colleagues from NHS Fife.

Since December 2023 NHS Health Protection for the four East Region Health Boards (NHS Fife, NHS Borders, NHS Lothian and NHS Forth Valley) have provided a single Health Protection Service known as the East Region Health Protection Service. However, local liaison arrangements with NHS Fife remain in place.

5.7 LICENSING and EVENTS

5.7.1 Background

Fife Council's Licensing Team issue licenses to businesses for a range of activities i.e., Street Traders, Late Hours Catering, Public Entertainment, Market Operator, Skin Piercing & Tattooing, and Cinema etc. The Licensing Team also issue premises licenses and occasional licenses authorising the sale of alcohol.

The Environmental Health (Food and Workplace Safety) Team carries out inspections to confirm suitability of premises and compliance with the legislation. The Team also provides information to the licensing team about licensed premises when required.

Fife Council's Event Team undertake a coordinating role in relation to events that are held within Fife, this includes liaison with Fife Council Services, Partner Agencies and Event Organisers. The Environmental Health (Food and Workplace Safety) Team provide support to the work undertaken by the Events Team, to help ensure that event organisers are aware of their responsibility to operate a safe event.

The below Table provides a summary of the licensing and event activities undertaken by Environmental Health (Food and Workplace Safety) Team during 2024.

Licence /Event Activity

Licence /Event Activity	Number dealt with during 2024
Skin Piercing & Tattooing	86
S50 Food Safety Certificates	33
Street Traders incl. Certificates of Compliances	101
Late Hours Catering Licence	27
Market Operators Licence	149
Public Entertainment Licence / Events applications	535
Venison Licence	1

5.7.2 Civic Government (Scotland) Act 1982

This legislation makes provision for local authorities to license a wide range of activities. This includes street traders, market operators, public entertainment, cinema, and indoor sports entertainment.

The Environmental Health (Food and Workplace Safety) Team carries out checks of premises applying for a licence to confirm that they have complied with the appropriate legislation.

5.7.3 Licensing (Scotland) Act 2005

This legislation governs the sale or provision of alcohol. Licence holders and all persons involved in the control, management, operation or running of licensed premises and others involved in regulation of such premises have obligations under the legislation.

The legislation provides that there are five Licensing Objectives, namely:

- Preventing crime and disorder
- Securing public safety
- Preventing public nuisance
- Protecting and improving public health; and
- Protecting children and young persons from harm

5.7.4 Licensing (Scotland) Act 2005 Section 50

A premises licence application must be accompanied by a planning certificate, a building standards certificate, and a food hygiene certificate if food is to be supplied on the premises.

The Environmental Health (Food and Workplace Safety) Team carry out food hygiene inspections of premises applying for a license to confirm that they have complied with the appropriate legislation.

5.7.5 Events

Fife Council's Events Team help to ensure that events held in Fife are run in a safe and enjoyable way. The Events Team act as point of contact for event organisers, along with providing links to information on holding events, including regulatory requirements that are considered by various Council Teams & Services and Partner Agencies. It should be noted some events also require applying for a licence such as public entertainment and market operators.

The Environmental Health (Food and Workplace Safety) Team supports the work of the Events Team through attendance at multi-agency meetings and providing feedback and advice on event applications, to help ensure that event organisers are aware of the regulatory responsibilities in relation to food law, health and safety, waste duty of care and

public health. The Environmental Health (Food and Workplace Safety) Team can where resources allow visit events and undertake checks of food outlets and attractions.

5.8 Ways of Working

5.8.1 Service Requests & Complaints

All service requests, complaints or other reported incidents are investigated as appropriate by Officers from the Environmental Health (Food and Workplace Safety) Team. Details are kept on a database.

5.8.1.1 Advice to Businesses

Environmental Health work with businesses to provide advice on all food, health and safety and waste duty of care related issues. This involvement with business may be instigated through programmed inspections, targeted initiatives or by referral via the relevant enforcement officer and/or partner agencies.

Advice is currently available to businesses electronically from

- The Health and Safety Executive website: www.hse.gov.uk
- Food Standards Scotland website: www.foodstandards.gov.scot
- Public Health Scotland website: www.publichealthscotland.scot
- Scottish Environment Protection Agency: www.sepa.org.uk
- Zero Waste Scotland: www.zerowastescotland.org.uk

5.8.2 Liaison with other Authorities

The Service Manager is currently the Lead for Food Safety and Health & Safety issues.

The Environmental Health (Food and Workplace Safety) Team represents the Council on the following:

- Central, Fife and Tayside Health and Safety Liaison Group which feeds into HASCOG (Health and Safety Coordinating Group) for Scotland. Which in turn links into the GB Health and Safety Practitioners Forum and HELA (the national Strategic Liaison Committee) between the Health and Safety Executive and Local Authorities.
- East of Scotland Food Liaison group, which feeds into the Scottish Food Enforcement Liaison Committee (SFELC) and its subgroups.
- Scottish Port Liaison Network which in turn feeds into the Association of Port Health Authorities.
- Environmental Health & Trading Standards Expert Group for COVID-19 and related forums. During the pandemic Environmental Health & Trading Standards liaised with the Scottish Government and other partners in matters relating to COVID-19. The Environmental Health (Food and Workplace Safety) Service Delivery Plan 2025-2026

Group has been retained and now acts as a forum for liaison and discussion on current issues.

The Environmental Health (Food and Workplace Safety) Team is a corporate member of both the Royal Environmental Health Institute of Scotland and the Association of Port Health Authorities.

The Head of Protective Services and the Service Managers of both the Environmental Health (Food & Workplace Safety) and Environmental Health (Public Protection) Teams are members of the Society of Chief Officers of Environmental Health of Scotland.

All officers in the Service have access to the Internet and an email address. This provides easy access to a wide range of information sources including Health and Safety Executive, HELA, HELEX Extranet, Clue, Clio, Primary Authority database, KHub etc.

6 RESOURCES

6.1 Staffing Resources (Food, Health and Safety & other) at 02/04/2024

Staffing Resources

Role (FTE on establishment)	Status	Total available FTE (FTE in post)
Head of Service -Protective Services (1) Chief Officer Grade	Remit includes all Protective Services	1 (1)
Service Manager (1), FC11		1(1)
Lead Officer (2), FC9		2 (2)
Environmental Health Officer (10), FC8	3.0 Vacant - recruitment planned for 2025/26, with in-year savings used where needed to fund additional training required for Alternative Delivery Model and Alternative Pathways to becoming an Environmental Health Officer/Food Safety Officer 0.4 FTE vacant from Reduced Hours 1.0 Vacant – Funding additional Trainee Environmental Health Officer post	9.0 (5.6)
Food Safety Officer (4), FC7	2.0 Vacant – Funding 2x additional Environmental Health Technician who are undertaking Food Safety Officer training	2.0 (2)
Environmental Health Technician (4), FC6	2.0 additional post funded via vacancies elsewhere in Team	6 (6)
Technical Support Officer (1), FC6		1 (1)
Enforcement Officer (Environmental Health) (3) FC6	1.0 registered as a Trainee Environmental Health Officer	3 (3)
Trainee Environmental Health Officer (1) FC4	1.0 additional post funded via vacancies elsewhere in Team	2 (2)
Modern Apprentice Regulatory Services (1)		1 (1)
	* Excluding Head of Protective Services	27* (23.6)*

6.2 Resources Review for Inspection/Interventions

During 2024/25 Food Standards Scotland required Local Authorities to undertake resource calculation activities. This was an update to previous exercise carried out in 2021 to determine resources required for food law activities, as part of the return to inspections and interventions programme following the temporary suspension due to the Covid-19 pandemic

The 2024/25 resource calculation activities included a time measurement activity between March and May of 2024, where officers from the Environmental Health (Food & Workplace Safety) Team recorded the total length of time it took them to carry out a range of food law enforcement activities. Officers from the majority of Scottish Local Authorities took part, and the study generated more than 10,000 measurements of food enforcement activities/tasks across the whole of Scotland. Food Standards Scotland analysed the data and provided each Local Authority with a resource calculation tool to enable determination of resources required to undertake their food law inspection and intervention programme.

As the Environmental Health (Food & Workplace Safety) Team activities cover more than food law, the resource review was expanded to include all areas of the Team's statutory activities, utilising the Food Standards Scotland resource calculation tool. The tool utilises the number of each activity per year combined with the average time taken to give an overall resource required to undertake statutory activities.

The review found that for the Environmental Health (Food & Workplace Safety) Team to effectively carry out all their activities that a staff resource of 37.74 posts was required. This compared to a current available establishment of 27 posts as of April 2025, of which 3.0 posts are presently dedicated training posts (Trainee Environmental Health Officers (2) and Modern Apprentice in Regulatory Services (1)) that themselves only directly provide limited resources to service delivery. It also takes account of difficult to fill posts being utilised to fund additional Environmental Health Technician (2) and Trainee Environmental Health Officer (1) posts.

Therefore, the review identified a potential gap using this assessment model of 10.74 posts (unfunded) in relation to the current structure of 27 posts. In addition, there are currently 3.4 vacant posts, bringing the potential modelling-based resource gap within the Environmental Health (Food & Workplace Safety) Team to 14.14 posts, or 17.14 posts when consideration is given to the 3.0 dedicated training posts. This compares to 6.0 vacant posts and the potential modelling-based resource gap of 14.70 post in April 2024, at which time there was no dedicated training posts.

A combination of recruitment activities and a grow your own approach utilising the published guidance from the Royal Environmental Health Institute of Scotland on routes into Environmental Health will be undertaken during 2025/26 for the vacant posts along with moving the Alternative Delivery Model developed and implemented during 2024/25 to business-as-usual model.

6.3 Staff Development Plan

The Council has a staff development scheme known as Talking Points. This has been progressively rolled out to all staff and is integrated into the regular 1-2-1 meetings between

staff and their line manager to assess and agree their respective development needs and targeted workload. All staff qualifications are checked at recruitment.

Continuing Professional Development and other training records are updated by the individual and held on the Oracle human resources system and within SharePoint.

All members of staff have access to relevant reference material.

In line with the Food Law Code of Practice all Environmental Health Officers and Food Safety Officers and others involved in food law activities should obtain 10 hours food related Continuing Professional Development every year.

The service aims to provide all officers involved in health and safety interventions with a minimum of 5 hours health and safety related Continuing Professional Development per annum.

Periodic refresher training for all relevant staff is carried out as required about Port Health, Waste Duty of Care, Licencing, and Infectious/communicable diseases.

7 QUALITY ASSESSMENT

7.1 Health and Safety Enforcement Monitoring

Monitoring of the quality of health and safety enforcement inspections is in place. Officers can be accompanied on inspections in order to highlight any deviation from agreed protocols and practices.

The (National Code) Service Delivery Planning Guidance contained in the Health and Safety Executive 'Section 18 Standard on Enforcement' requires that Local Authorities make adequate arrangements for enforcement. Part of this Standard involves having in place a quality assurance system in the form of self-assessment, peer review and action plans.

This approach mirrors the methodology developed by Local Government Regulation and adopted by the Department for Business, Energy and Industrial Strategy.

7.2 Food Safety and Food Standards Enforcement Monitoring

Food Standards Scotland carry out audits of Fife Council regarding their capacity and capability to deliver food enforcement under relevant sections of retained Regulation (EC) No 2017/625 on official controls performed to ensure the verification of compliance with feed or food law.

Food Standards Scotland have the power to set standards, monitor and audit Local Authority food law enforcement services by Sections 3 and 25 of the Food (Scotland) Act 2015 and The Official Feed and Food Controls (Scotland) Regulations 2009 as amended.

Internal monitoring is carried out and can include Officers being accompanied on inspections to highlight any deviation from agreed protocols and practices.

8 Policy Matters

Significant and major policy issues (such as the enforcement policies) are referred to the Head of Protective Services, and where appropriate reported to Committee and / or Elected Members are briefed.

8.1 Review

8.1.1 Periodic Review against the Service Plan

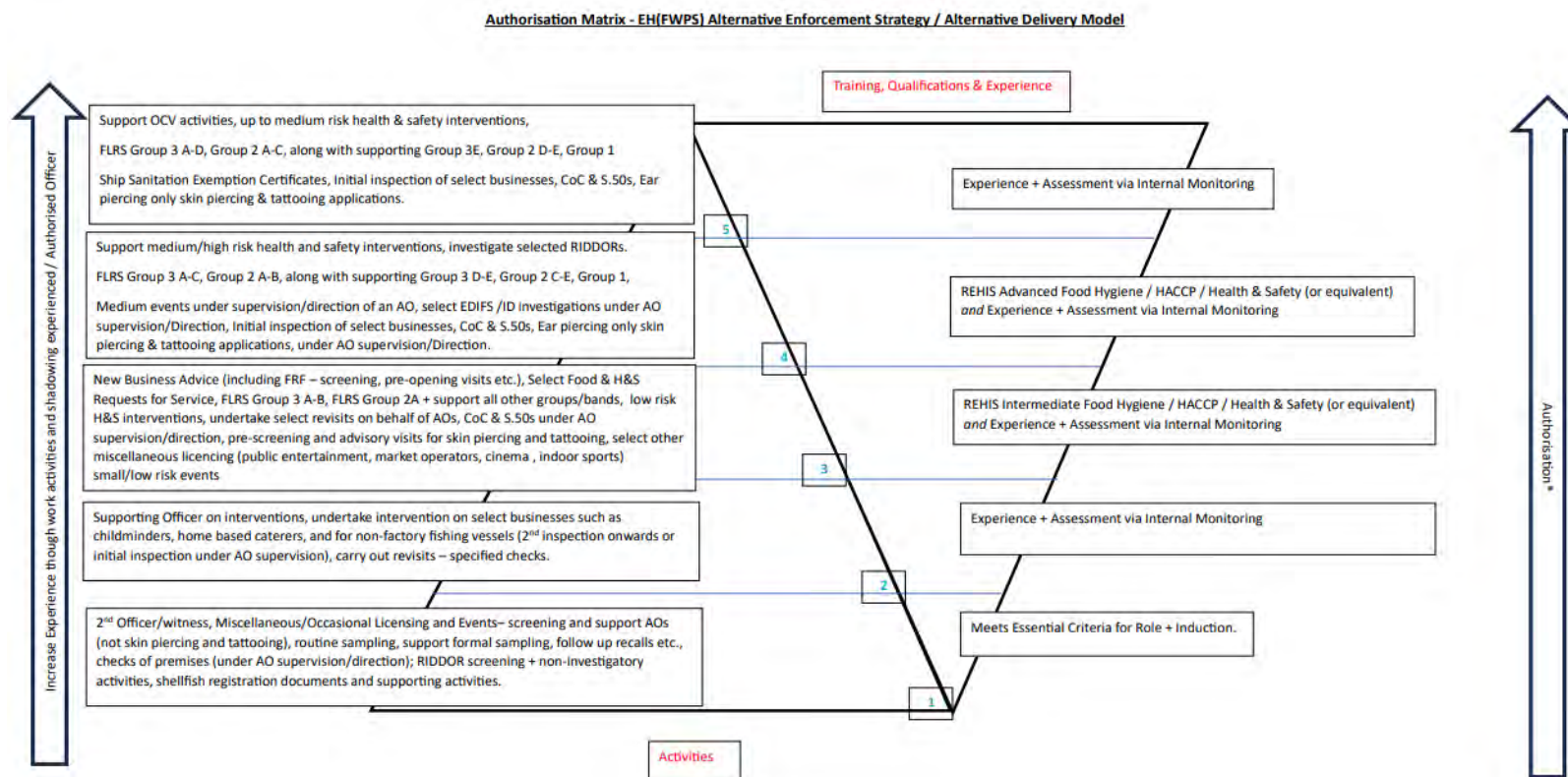
This plan will be reviewed periodically and/or in light of any significant unforeseen impacts (e.g., sustained extreme weather events, civil contingency response etc.) against the previous plan and performance.

8.1.2 Identification of Variations from Service Plan

Performance is reviewed at regular Environmental Health (Food and Workplace Safety) Leadership group and Team meetings and work activities adjusted accordingly. This group reports via the Service Manager to the Head of Protective Services.

9 Larger Versions of Figures 2, 3 & 4

Figure 2 Authorisation Matrix for Alternative Delivery Model - activities increase with experience and qualifications gained



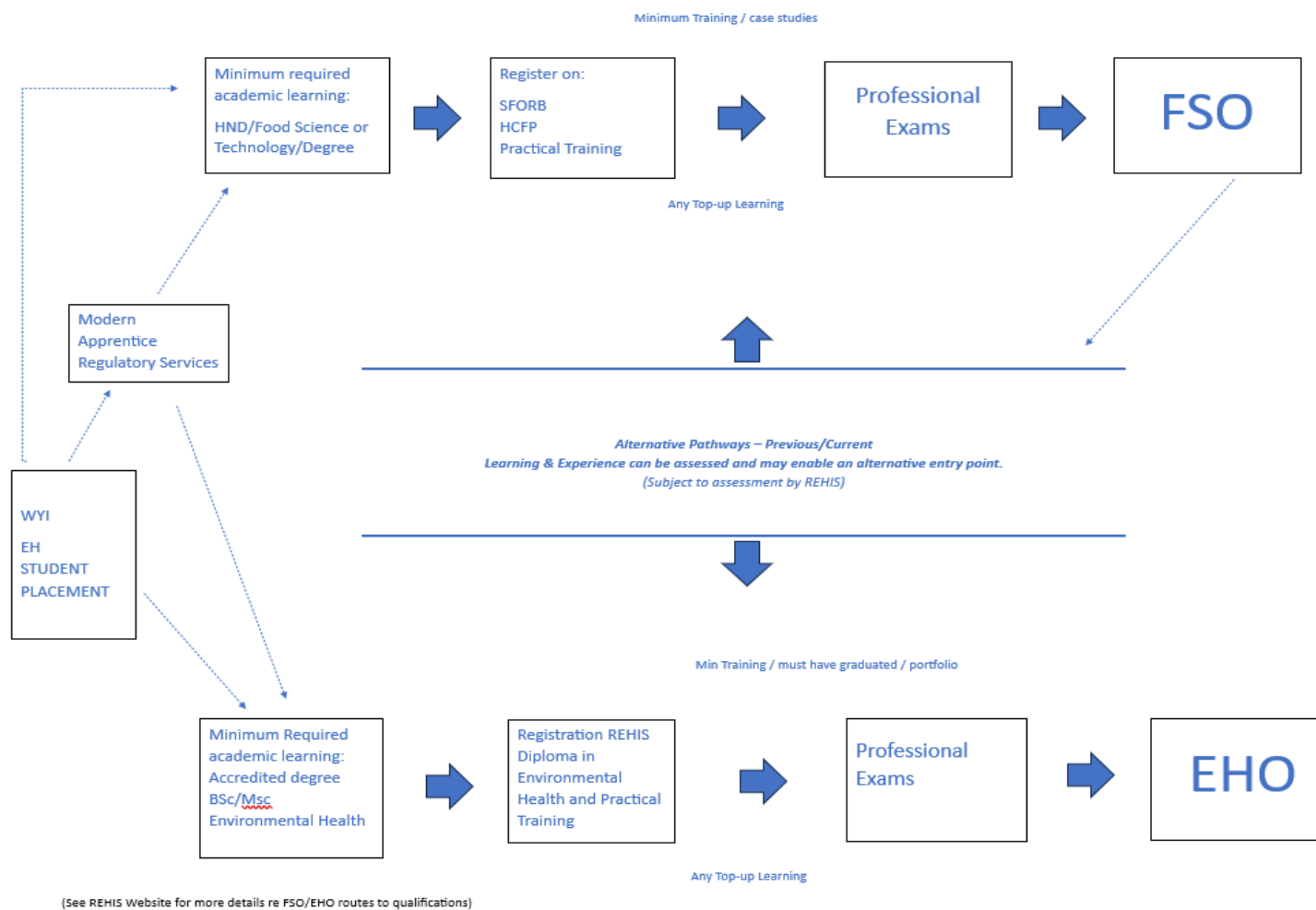
Note: Maximum enforcement level for Alternative Enforcement Strategy / Alternative Delivery Model in terms of Food and Health & Safety Law is warning letter

Figure 3 Example Table charting Officer progress on Authorisation Matrix for Alternative Delivery Model (covering Food Law, Health & Safety, Port Health and Infectious Diseases activities)

Authorisation Matrix - EH(FWPS) Alternative Enforcement Strategy / Alternative Delivery Model

Authorisation Level Officer Name + Role	Food Law	Health & Safety	Licensing	Ship Sanitation Exemption Certificates	Infectious Disease Interviews	Assessment Date
EHT 1	5	5	5	No	Yes	27/11/2024
EHT 2 (Trainee FSO)	5	4	4	No	Yes	27/11/2024
EHT 3 (Trainee FSO)	5	4	4	No	Yes	27/11/2024
EHT 4	5	4	4	Yes – as 2 nd officer	Yes	27/11/2024
EO 1 (working towards EHO alt pathway)	2	2	1	No	No	27/11/2024
EO 2	2	1	1	No	No	27/11/2024
EO 3	2	1	1	No	No	27/11/2024
Trainee EHO (2 nd year) 1	2	2	2	No	Yes (with supervision)	27/11/2024
Trainee EHO (2 nd year) 2	2	2	2	No	Yes (with supervision)	27/11/2024
MA Reg Services	1	1	1	No	No	27/11/2024
Vacant EHT Post -recruitment underway	n/a	n/a	n/a	n/a	n/a	27/11/2024
Vacant EHT Post -recruitment underway	n/a	n/a	n/a	n/a	n/a	27/11/2024

Figure 4 Illustration of Pathways to becoming an Environmental Health Officer / Food Safety Officer



27 May 2025

Agenda Item No. 8

Review of Mossmorran and Braefoot Bay Community and Safety Committee – General Annual Report 2024

Report by: Nigel Kerr, Head of Protective Services

Wards Affected Cowdenbeath; Inverkeithing and Dalgety Bay; Kirkcaldy; Lochgelly, Cardenden and Benarty

Purpose

The purpose of this report is to provide the findings of the latest 2024 general annual report for the operations at the Mossmorran and Braefoot Bay facilities.

Recommendation

Members are asked to:

- (i) note the contents of the general report (Appendices A-D) and, in particular, the continued large reduction in complaints following investment in improvement technologies at the complex,
- (ii) note the ongoing noise and air quality monitoring arrangements introduced around the complex,
- (iii) provide feedback on what additional information could be included for future annual general reports and
- (iv) that following this Scrutiny Committee the 2024 general report will be provided to Cowdenbeath, Kirkcaldy and South/West Fife Area Committees for their information.

Resource Implications

Production of general annual reports will be supported through existing staff resources.

Legal & Risk Implications

This annual report will ensure that any developments at the complex are known, to better brief communities on any incidents or potential future impacts and allow the views of the community to be expressed. This approach supports delivery for the Plan for Fife and, in particular, to protect and enhance health and wellbeing.

Impact Assessment

An equalities assessment has not been completed and is not necessary as no change to policy or service provision are being proposed at this time.

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

Consultation

The Head of Service for Finance has been consulted in the preparation of this report.

The Mossmorran and Braefoot Bay Community and Safety Committee has also been consulted.

1.0 Background

- 1.1 Members are referred to the background section of the Review of Mossmorran and Braefoot Bay Community and Safety Committee – General Annual Report 2022 as reported to Environment, Transportation & Climate Change Scrutiny Committee of Tuesday 19th March 2024 available at:
https://www.fife.gov.uk/_data/assets/pdf_file/0028/564463/Agenda-Pack-for-Environment,-Transportation-and-Climate-Change-Scrutiny-Committee-19-March-2024.pdf
- 1.2 This latest general report for 2024 provides a relevant update to the operation and monitoring of the Mossmorran and Braefoot Bay facilities.

2.0 Mossmorran and Braefoot Bay 2024 General Report

General

- 2.1 Significant progress has been made in reducing complaints and concerns through the ongoing investment/improvements along with increased monitoring and more robust communication with communities.
- 2.2 A summary of operations, monitoring, regulation, improvements and community benefits is included in the Mossmorran and Braefoot Bay 2024 General Report provided in the Appendices of this report (Appendices A - D).
- 2.3 **Fife Expert Advisory Groups (EAGs) – Appendix A**

Summary

Mossmorran and Braefoot Bay EAGs on Air Quality, Noise, Vibration and Light

- The Independent Air Quality Report for 2022 (February 2023) and 2023 (April 2024) are finalised and elected members briefing notes produced for these. Both reports conclude that overall, based on the data available from the Scottish Environment Protection Agency for 2023 and 2024, emissions from the Shell and ExxonMobil facilities at Mossmorran and Braefoot Bay have not resulted in exceedances of the Scottish air quality objectives for the monitored pollutants, indicating that air pollution in the region has not reached levels considered hazardous for the community.
- Fife Council Protective Services attended Environment, Transportation and Climate Change Scrutiny Committee on Tuesday 19th March 2024 at which the Mossmorran and Braefoot Bay General Annual Progress Report 2022 was well received and was subsequently presented to South West Fife Area, Cowdenbeath and Kirkcaldy Area Committees in June 2024 for noting.
- Fife Council Protective Services also attended Environment, Transportation and Climate Change Scrutiny Committee on Tuesday 3rd September 2024 to present the Mossmorran and Braefoot Bay General Annual Progress Report 2023. Again, this report was well received. Thereafter it was presented to each of the three Area Committees (Cowdenbeath, Kirkcaldy and South/West Fife Area Committee) in October 2024 for noting.
- In view of the above, it was agreed by the Mossmorran and Braefoot Bay Community and Safety Committee, that meetings of the Noise, Vibration and Light and Communications Expert Advisory Groups would only be as/when required given the relatively small number of complaints now received regarding Mossmorran and

Braefoot Bay facilities. Any issues could be raised at the Community and Safety Committee and dealt with as a task and finish project.

2.4 ExxonMobil – Appendix B

Summary

- During 2024, there was one planned flaring event and one unplanned flaring event.
- Over the next two years the site will conduct a rolling programme to upgrade and install new technology on the furnaces and gas turbine to secure benefits including improved energy efficiency and reduced emissions to air (including Green House Gases (GHGs) and Nitric Oxides (NOx)).
- The Enclosed Ground Flare (EGF) was commissioned in June last year, and since then has been proven to significantly reduce disturbance to local communities compared to the elevated flare. The unit itself is a new design and the only one of its kind and size currently operating in Europe.
- In addition to Liaison Committee Members, ExxonMobil continue their engagement with key local stakeholders as listed in Appendix B.

2.5 Shell Fife Natural Gas Liquids (NGL) – Appendix C

Summary

- In 2024, Shell Fife NGL had one planned flaring event and no unplanned flaring events.
- Shell continued their programme of steam outages to enhance and improve their steam pipelines across systems. The latest short outage commenced on Monday 18 November. A community notice was issued and SEPA were informed.
- Shell started Phase 1 of the new Fife NGL Ground Flare project (Enclosed Ground Flare) and started preparing the site for the 'construction village.'
- There were no reportable process or personal safety incidents recorded in 2024
- Shell reviewed the draft MMBB 2022 Independent Air Quality report and provided comments to Fife Council
- SEPA issued the site with a Pollution Prevention Control (PPC) permit variation covering a number of areas, including a change to the definition of major flaring at the site to make it more consistent with similar oil/gas and petrochemical sites. Shell will report all instances of major flaring to SEPA in accordance with this definition - flaring of 15 tonnes or more for a continuous period of 60 minutes or more under the requirements of their permit. This is likely to be an infrequent event for the site.
- In 2024 Shell received and responded to five queries from local stakeholders including:
 - (1) two land maintenance requests,
 - (2) a complaint from a local community group relating to their community fund portal,
 - (3) a ground flaring query which was not attributed to operations at Fife NGL, and
 - (4) a complaint relating to a burst water main that was passed to Scottish Water to repair.

2.6 Scottish Environment Protection Agency SEPA – Appendix D

Summary

- Complaints - 36 received in 2024
 - (1) Use of Fife Ethylene Plant (FEP) Enclosed Ground Flare between 6 to 8 February 2024 – 3
 - (2) General flaring complaints – 30
 - (3) FNGL Emergency shutdown test – 1
 - (4) Odour complaint – 1 and

- (5) Fly tipping on Fife Ethylene Plant Land – 1
- Air Quality Monitoring – SEPA continued air quality monitoring in 2024 using the network of eight indicative analysers (AQMesh analysers) deployed in local communities around the Mossmorran Complex and the reference analyser located in Auchtertool. SEPA's dedicated air quality webpages continued to share the data from the indicative and reference analysers with the public, in near real time.
- Noise Monitoring – SEPA maintained continuous unattended noise monitoring at two locations in 2024.
- Site work – Desk based and site visits were carried out at both Mossmorran Sites, alongside monthly online meetings with Environment staff. The focus of this work has been on maintenance, FEP ground flare use, reduction of nitrogen dioxide emissions, drainage, winterisation and the FNGL ground flare plans. All Data returns were reviewed and a visit to Shell at Braefoot Bay was completed.
- Communications – SEPA continued to update the SEPA Mossmorran Hub with details of SEPA's work and community updates in 2024
- Conclusion – SEPA are satisfied that there were no significant impacts from the Mossmorran and Braefoot Bay facilities on local communities during 2024

2.7 Complaints

Significant investment and improvements have seen a dramatic reduction in total complaints received by the operators and the Scottish Environment Protection Agency (SEPA).

Year Number of Complaints

2019 - 1421

2020 - 1671

2021 - 32

2022 - 42

2023 - 45

2024 - 41

Please note for 2024, not all complaints related to flaring - some related to fly tipping, land maintenance and burst water main etc (these are all described in Appendices B to D).

3.0 Conclusion

- 3.1 There continues to be significant improvements at the Mossmorran complex since the flaring events in 2019 and 2020. This is clearly demonstrated in the 2024 general report for Mossmorran and Braefoot Bay.
- 3.2 Investment in new technology together with improved monitoring and communication networks has reduced the number of overall complaints from over 1600 in 2020 to less than 50 in 2024.
- 3.3 The updated Constitution and Terms of Reference provide a robust framework for oversight and scrutiny for Mossmorran and Braefoot Bay going forward (includes provision of general annual reports) and a solid foundation for alleviating any concerns local residents may have.

List of Appendices

A – Fife Council Update

B – ExxonMobil Update

C – Shell Fife NGL Update

D – SEPA Update

Background Papers

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

- Mossmorran and Braefoot Bay General Report (2024)– Appendices A-D
- The Plan4Fife <https://our.fife.scot/plan4fife>
- A Plan for Fife 2021-24 Update <https://our.fife.scot/plan4fife/plan-for-fife-2021-24>

Report Contact

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Head of Protective Services
Fife House
<mailto:nigel.kerr@fife.gov.uk>

Appendix A – Fife Council

The Independent Air Quality Report for 2023 was finalised (April 2024) and an elected members briefing note produced. The 2023 report was also accompanied by a two-sided leaflet summarising the content of the report in a non-technical format. These documents are available on the dedicated Fife Council Mossmorran and Braefoot Bay (MMBB) web pages at:

<https://www.fife.gov.uk/kb/docs/articles/environment2/environmental-health/mossmorran-and-braefoot-bay>

Questions & Answers for noise, light and vibration have been posted on the new Fife Council Mossmorran web pages at:

<https://www.fife.gov.uk/kb/docs/articles/environment2/environmental-health/mossmorran-and-braefoot-bay>

The Mossmorran and Braefoot Bay General Annual Progress Report 2022 was presented to the Environment, Transportation and Climate Change Scrutiny Committee meeting on March 19th 2024 and was well received. This report was then presented to South West Fife Area, Cowdenbeath and Kirkcaldy Area Committees in June 2024 for noting.

Fife Council Protective Services then attended the Environment, Transportation and Climate Change Scrutiny Committee on Tuesday 3rd September 2024 to present the Mossmorran and Braefoot Bay General Annual Progress Report 2023. This was again well received. Thereafter it was presented to each of the three Area Committees (Cowdenbeath, Kirkcaldy and South/West Fife Area Committee) in September 2024 for noting.

It was agreed at the Mossmorran and Braefoot Bay Community and Safety Committee that meetings of the Expert Advisory Groups on Noise, Light and Vibration and also Communications would only be as/when required given the small number of complaints/concerns now received regarding Mossmorran and Braefoot Bay facilities. Any issues could be raised at the Community and Safety Committee and dealt with as a task and finish project.

A Mossmorran and Braefoot Bay General Annual Progress Report 2024 report is to be submitted to the Environment, Transportation and Climate Change Scrutiny Committee in Spring 2025. This is to include number of flaring incidents at MMBB facilities.

Appendix B – ExxonMobil

Mossmorran & Braefoot Bay

Fife Council Scrutiny Committee Report

Report covering operations at Fife Ethylene Plant 2024

Personnel Safety

FEP was selected as one of the first sites worldwide to introduce ExxonMobil's new Personnel Safety Management System (PSMS). Underlining our commitment to 'nobody gets hurt' the new system has a more targeted approach that focuses on safeguard management and improving worker response to variability/changes experienced during work. The system has now been fully rolled out with very positive support from our combined ExxonMobil and Contactor team.

We have continued our strong performance with no significant operational, reliability or safety issues.

Operations & Regulatory Updates

During 2024 there was 1 planned flaring event: the EGF was utilized on 6th February '24 due to a proactive maintenance opportunity identified through the site's routine inspection programme. To safely execute the required maintenance, several pieces of equipment were required to be shutdown, which resulted in excess gas to be flared. During the initial phases of the shutdown, usage of the elevated flare was required for short, intermittent periods but 98.7% was contained in the EGF. Maintenance and operations teams worked quickly, and site returned to normal in the evening of Thursday 8th February.

Proactive communications were made to inform the community and SEPA of the flaring event, with three complaints received between site and SEPA.

On the evening of 26 October, to allow us to safely manage an unplanned increase in feedstock via the FNGL site, we diverted this excess ethane gas to the EGF. This was a short, transient event lasting just six minutes.

The EGF unit is designed to help us safely manage just such a requirement, ensuring we do not have to deploy our elevated flare and minimising potential community disturbance.

Due to the unplanned nature, combined with the short duration, we did not issue any advisory communications.

Multi-year NO_x reduction project commenced in April. Over the next two years the site will conduct a rolling programme to upgrade and install new technology on the furnaces and gas turbine to secure benefits including improved energy efficiency and reduced emissions to air (including GHG and NO_x).

We have commenced a multi-year project to upgrade the original site cooling tower with a more energy efficient design. The foundations for the tower's new substation are ready with the prefabricated substation, which arrived late 2024.

Planning permission for new offices to accommodate up to 200 skilled workers supporting a range of onsite Projects and Maintenance has been submitted to Fife Council.

One complaint received via SEPA regarding cabling waste left on ExxonMobil owned land. It was concluded that this waste was not associated with any maintenance work conducted by either ExxonMobil or Shell, and we suspect this was a result of fly-tipping. We raised the concern with the Site Security Team to increase vigilance around such an activity to prevent a repeat. Our maintenance team has organised the safe and responsible disposal of the waste.

More broadly, regular engagement with SEPA and HSE continues in-line with the planned inspection programme.

Enclosed Ground Flare (EGF) engineering assessment

The EGF was commissioned in June last year, and since then has been proven to significantly reduce disturbance to local communities compared to our elevated flare. The unit itself is a new design and the only one of its kind and size currently operating in Europe. As with many new designs, our monitoring identified areas where performance is not meeting the agreed design specifications required a short 'pit stop' to determine the scope of work. During the outage we utilised the neighbouring ground flares at the Shell NGL plant to minimise community impact.

This 'pit stop' was successfully completed ahead of schedule, with no community impact, and we are continuing to work with the manufacturer of the unit to engineer the necessary improvements. We have subsequently shared our findings with other operators to help them maximise this best available technology. These findings have also been discussed and shared with SEPA.

New Emergency Response Vehicle for FEP and Braefoot Bay

With four decades of safe operations behind us at FEP, our commitment to invest, train and prepare ensures we remain ready to respond to any event.

We have further improved our onsite fire-fighting capabilities with the addition of a state-of-the-art response vehicle, bolstering our existing technology and mutual aid arrangements with Scottish Fire and Rescue Service.

This ensures we have the best possible response standing ready for both our FEP and Braefoot Bay sites.

Built by Emergency One Group Ltd right here in Scotland, we are equally proud to support home grown skills and businesses.

Process Safety Award Nomination

We are pleased that our commitment to continuous improvement in Process Safety at FEP has saw us shortlisted for a national award through the Chemical Industries Association.

ExxonMobil Operational Excellence Award

We are also proud that our Process Safety commitment has been recognised with a global ExxonMobil Operational Excellence Award.

Stakeholder Engagement

In addition to Liaison Committee Members, we continue our engagement with key local stakeholders. Since November '23 Committee meeting, we have welcomed Neale Hanvey MP, Annabelle Ewing MSP and Cllr Bailey-Lee Robb to our site.

In March, we were pleased to welcome Gillian Martin MSP, Energy Minister with the Scottish Government. Alongside Shell, we shared our vision for lower emissions technology at Mossmorran and will continue to work collaboratively with Government to advance our plans for Carbon Capture and hydrogen production.

In October, Dr Alasdair Allan, Scottish Government Minister for Climate Action visited site. Meeting the growing demand for ethylene while lowering emissions were the focus of our discussion during the Minister's visit to FEP.

We explored the potential for investment in decarbonisation technology that will help to protect and grow the skilled jobs, and economic contribution, that FEP has made in Fife for almost 40 years.

We heard how the Scottish Government is pressing the case with counterparts in Westminster for the advancement of The Acorn Project and associated Hydrogen projects, and we remain committed to playing our part.

We believe FEP can have a long-term future in Scotland with lower emissions technology at the heart of a just transition for the site.

Real jobs, real skills

For the first time ever, we captured around half of our combined ExxonMobil and contractor team together in one image. We are proud that for almost 40 years we have provided a large number of skilled, high value jobs and contributed directly to the Fife local economy.

So, what does it take to safely produce up to 800,000 tonnes of ethylene every year?

500 skilled staff and contractors 70+ qualified engineers

100+ different skills

40 years of apprentices 17 contracting companies

120 supply chain companies

Workforce as of 26 August

- Approximately 400 ExxonMobil and Contractor personnel
- 11 ExxonMobil apprentices

Investing in our people and site

As part of our commitment to the long-term development of our site and our team, we are making a series of key investments. From new offices and Shift Manager Command Hub to a refurbished gym and a new training centre, we are improving the working environment for our team and equipping them to succeed. With training at the heart of everything we do, our new training centre will allow us to expand our capabilities as well as welcome colleagues from other ExxonMobil sites to share knowledge.

Recruitment

We have recruited a Lead Inspector, Machinery Engineer and Mechanical Integrity Engineer.

Three new apprentices join FEP.

Three young people have started their new careers this month after successfully securing apprenticeships at our site.

Rhys Davidson, Finlay Sutherland and Caleb Meikle have been recruited to join the plant's apprenticeship programme. Their training will last four years and will lead to each securing a Modern Apprenticeship.

Rhys from Glenrothes will join as an Analyser Technician, Finlay, a former pupil at Levenmouth Academy, as a Machinery Technician, and Caleb from Falkirk, as an Instrument Technician.

The trio will initially undertake their training at Forth Valley College on a full-time basis for a year, followed by a further two years of day release mixed with on-site working before a final year at the plant.

Finlay, Rhys and Caleb were welcomed to the plant last week by Plant Manager, Toby Hamblin and Maintenance Manager, Kyle Aldridge.

Toby Hamblin, plant manager, said: "We are thrilled to welcome Finlay, Rhys and Caleb as our new apprentices as they start their new careers with ExxonMobil. At Fife Ethylene Plant we look to recruit the best and brightest and invest in their futures. Many of our team continue to work for us after they complete their training, which is a testament to the commitment and competence we see in our workforce. I look forward to seeing our newest recruits around the site once they have completed their initial spell at college."

New Safety Security Health and Environment Manager

We are pleased to welcome Susannah Storey as our new SSHE Manager. Susannah has worked with ExxonMobil for over 17 years and joins us from our Fawley facility in Hampshire.

Fife Students Technology Challenge

Our experienced team shared their knowledge and guidance with students from Queen Anne, Dunfermline and Woodmill High Schools at the recent Rotary Club Technology Challenge.

Supported by ExxonMobil Fife, the Challenge brought together over 20 students who were tasked to work as teams to design and build a vehicle capable of moving aid packages across a flowing river. A major event that highlights the skills and qualities STEM employers are seeking in future talent.

But there can only be one winner, so many congratulations to the team from Queen Anne High School who emerged victors on the day.

Supporting Our Community

As part of our site safety initiative, we are proud that our valued contractors from Altrad achieved zero safety incidents during almost one hundred days delivering a major maintenance project on

one of our furnaces, enabling an amazing contribution of £4800 to the Kelty-based charity, Gordon Cottage.

In a display of amazing teamwork, a group of colleagues from FEP took on the challenge of running over 20 miles from Mossmorran to Edinburgh to raise money for the brilliant and important work of the Change Mental Health charity.

More than 40 colleagues also got their cycling gear on for a near 1500-mile virtual cycle challenge from Mossmorran to Monaco raising hundreds of pounds for the local Meedies Bike Club that encourages hard to reach groups to take up cycling.

Burntisland First Aid Services Trust needed furniture for its new facility. This coincided with our own site upgrades, enabling us to donate high quality pieces. These enhanced facilities will allow the Trust to expand its offerings in first aid and CPR training to the community.

We visited Fife College to deliver certificates and goody bags to students who won our scholarship programme. Ten Care and Social Science students from Fife will soon have access to £10,000 worth of scholarship opportunities. The funding is available to students in need, helping with their educational expenses while providing opportunities for personal and academic development.

We donated a sensory table to Lyndsey House in Kelty. The sensory table, which displays a 40" interactive screen, offers a variety of experiences on a touch-activated tabletop device. It is specifically designed to encourage interaction among users with memory impairment.

We donated £8000 to renovate Beath High School's netball court. The court will be used by pupil across the school in competitions and by adults in the community at evenings and weekends.

Our staff and contractors have also made donations to Dunfermline Foodbank and Fife Young Carers as part of a safety recognition programme.

In response to an appeal from Cardenden Community Council and the Ramblers Scotland Fife Access Forum, we have restored two local bridges, which form a valued route for local walkers.

The dedication, skills and teamwork from ExxonMobil staff and valued contractors from Bilfinger UK and Kaefer UK & Ireland ensured the results matched the exceptional workmanship of an FEP team that built the original bridges over 25 years ago. Total project represented a £10k+ investment in our community.

Safety is at the heart of everything we do, and this bridge restoration is no different. We look forward to welcoming many community members to enjoy the newly restored bridges on their walks.

We have donated a football table to Fife Young Carers in Glenrothes. The table had been part of a Euro Football Championship promotion for our team so following the Championship we were delighted to donate it to this brilliant organisation. It is now in their recreation room and will be available to young carers seeking some important respite.

We have donated £50,000 to enhance future STEM talent across 20 local schools by supporting the purchase of equipment and learning aids.

This contribution is part of our long-standing commitment to provide financial and skills support to benefit learning experiences, inspire the next generation of innovators, and help students apply their knowledge to real-life situations.

Following a malicious fire that caused damage and the loss of all toys at Lumphinnans Primary School, we stepped up to offer help. Our team and contractors proudly came together to donate hundreds of toys to pupils affected by this unfortunate event.

We are pleased to have made a £10,000 donation to Beath High School to launch a coffee shop initiative, which will provide hands on experience to support a Barista Level 5 vocational qualification. Working with DYW Fife, the initiative will also help develop self-confidence and people skills required in the world of work. Our funding enabled the purchase of all equipment and materials to get the project off the ground.

We are also progressing a series of financial contributions to support projects and the work of Beath Academy, St Columba's High School, Crossgates Primary School, Lumphinnans Community Council, Cardenden Walking Club, Burntisland Civic Week and Lochgelly Children's Gala

Appendix C – SHELL FIFE NGL

Fife Council Scrutiny Committee Report

Annual Operations Report – 2024

Shell Fife NGL

Mossmorran and Braefoot Bay

This annual report is made up of Shell Fife NGL Mossmorran and Braefoot Bay Community & Safety Liaison Committee quarterly reports that were submitted to Fife Council in 2024.

1. Safety & Environmental
2. Emergency Planning Exercises
3. Fife NGL Plant Activities
4. Braefoot Bay Activities
5. Workforce
6. Community, including Notices & Feedback
7. Social Investment & Community Development

About us

The 'Mossmorran complex' in Fife includes two plants operated by two separate companies: the Fife NGL plant operated by Shell U.K. Ltd. and the Fife Ethylene Plant operated by ExxonMobil.

The Shell Fife NGL Plant is operated 24/7 all year round in a system of critical national infrastructure that transports, processes and distributes gas from the North Sea (UK & Norway), enabling about 20% of UK gas supply. The plant helps meet industry and domestic power needs every day and provides feedstock to manufacture a wide range of household products in Scotland and the UK.

Safety & Environmental

Operational updates

Fife NGL had a steady period of operations throughout 2024.

January – February 2024

We planned the stages for upcoming maintenance activities, including the annual test of our emergency shutdown valves in March.

March – May 2024

On Monday 18 and Tuesday 19 March we completed routine maintenance of important safety equipment at site. We needed to remove the hydrocarbons from some of our tanks. We prioritised the use of the ground flares to minimise the impact on the community.

In April we commenced maintenance works on one of our gasoline tanks.

We started Phase 1 of the new Fife NGL Ground Flare project and started preparing the site for the 'construction village.'

June – August 2024

Tyne Bradley took over from Craig Burnett as Plant Manager. Tyne began her career with Shell U.K as a Production Chemist and has since held a variety of roles across the business, both onshore and offshore. Most recently she was Engineering Lead at the Fife NGL plant where she was based for three years.

On her appointment Tyne said: “I am extremely proud to be appointed Plant Manager at Fife NGL. Having worked here for number of years already, I know I am inheriting a very experienced and motivated team, which is fantastic.”

In early June we concluded the internal inspection of one of our two Gasoline storage tanks and returned it to full service.

We took a short steam outage to allow us to conduct some maintenance to our steam suppression system for our ground and elevated flare systems.

In July we started a maintenance scope on Module 1 to allow us to upgrade our furnace burners. Over the coming months we aimed to complete the same scope across Modules 2 and 3.

We held our annual group Safety Day in June which is a global event. The theme was ‘before I start work’ and we were extremely proud to have our workforce and operations at Mossmorran and Braefoot Bay featured on a specially produced video that was streamed to all Shell employees and contractors globally.

September – December 2024

We undertook the three mini modular outages to enhance our safety systems onsite.

We continued our program of steam outages to enhance and improve our steam pipelines across systems. The latest short outage commenced on Monday 18 November and is set to run for five days. A community notice was issued and SEPA were informed.

We held our 40th anniversary event in September to celebrate forty years of operation at the Fife NGL plant. It was a fantastic opportunity to celebrate the milestone with colleagues from across the site.

Process and personal safety.

There were no reportable process or personal safety incidents recorded in 2024.

In our June to August 2024 report, we recorded one Health & Safety Executive inspection which resulted in no follow-up actions.

In our September to December 2024 report, we recorded two SEPA inspections - one in September focused on the ground flares, and one in November in relation to winterisation.

Environmental

January – February 2024

We reviewed the draft MMBB 2022 Independent Air Quality report and provided comments to Fife Council. We attended the Air Quality EAG meeting on 20th February 2024. Discussion took place around provision of data for the 2023 Independent Air Quality report.

In our March to May and June to August 2024 reports we had no environmental updates recorded.

September – December 2024

SEPA issued the site with a PPC permit variation covering several areas, including a change to the definition of major flaring at our site to make it more consistent with similar oil/gas and petrochemical sites. We will report all instances of major flaring to SEPA in accordance with this definition - flaring of fifteen tonnes or more for a continuous period of 60 minutes or more, and the requirements of our permit. This is likely to be an infrequent event for our site.

Flaring

Following publication of the 2023 Scrutiny Report, a request was made from an Area Committee that the operators include the number of planned and unplanned flaring events in this report. We submit all flaring and emissions data to the annual Air Quality report which is independently developed by the Institute of Occupational Medicine (IOM) for the Air Quality Expert Advisory Group as required under the planning permits for FEP and FNGL. The Air Quality full and summary reports can be found here - <https://www.fife.gov.uk/kb/docs/articles/environment2/environmental-health/mossmorran-and-braefoot-bay>

The Air Quality report for 2024 has not yet been produced and we ask that if the flaring numbers are required for this report, that both the Air Quality and Scrutiny Committee report are brought in to the same publishing timeline, so the readers of the reports have access to detailed and technical information as well as flaring numbers.

In 2024, Shell Fife NGL had one planned flaring event and no unplanned flaring events. The planned event took place during important maintenance work in March 2024 where 20 tonnes of LPG product was flared resulting in an emission of 60 tonnes of CO₂. The community was notified at the start of the maintenance and when the work concluded via community notices.

Emergency planning exercises

Emergency planning exercises take place every month (usually the second Thursday) and cover a multitude of scenarios throughout the year.

January – February 2024

We completed two emergency response exercises in the period covering low likelihood scenarios at Mossmorran.

March – May 2024

We completed three emergency response exercises covering low likelihood scenarios. One of the exercises was at the Mossmorran site looking at a scenario involving a scaffold collapse. The other two were at Braefoot Bay practicing the response to a hydrocarbon release.

June – August 2024

We completed two emergency response exercises covering low likelihood scenarios. One of the exercises was based at Braefoot Bay looking at how to respond to a spill to sea from a vessel. The other exercise was based at Mossmorran practicing the response to a fire where there were missing people and managing multiple casualties.

September – December 2024

We completed two emergency response exercises, the first was a scenario related to a fire in the control room basement involving several casualties. The other scenario related to a reported gas release on a propane storage tank and its associated pipework.

Fife NGL Activities

2024 NGL Processed (Tonnes)

January

NGL Processing (Tonnes) – 162,421

Planned – 16,106

Average/ Day – 5,239

February

NGL Processing (Tonnes) – 181,978

Planned – 176,757

Average/ Day – 6,275

March

NGL Processing (Tonnes) – 198,870

Planned – 206,206

Average/ Day – 6,254

April

NGL Processing (Tonnes) – 204,493

Planned – 226,797

Average/ Day – 6,597

May

NGL Processing (Tonnes) – 194,392

Planned – 218,295

Average/ Day – 6,271

June

NGL Processing (Tonnes) – 214,240

Planned – 221,434

Average/ Day – 7,141

July

NGL Processing (Tonnes) – 192,648

Planned – 206,589

Average/ Day – 6,214

August

NGL Processing (Tonnes) – 170,598

Planned – 174,356

Average/ Day – 5,503

September

NGL Processing (Tonnes) – 144,475

Planned – 169,220

Average/ Day – 4,816

October

NGL Processing (Tonnes) – 190,081

Planned – 196,724

Average/ Day – 6,132

November

NGL Processing (Tonnes) – 194,518

Planned – 206,416

Average/ Day – 6,484

December

NGL Processing (Tonnes) – 188,036

Planned – 195,280

Average/ Day – 6,066

Braefoot Bay Activities

2024 Shipping (number of vessels)

January

- Propane - 1
- Butane - 2
- Propane/Butane - 1
- Gasoline - 3
- Total - 7

February

- Propane - 1
- Butane - 1
- Propane/Butane - 0
- Gasoline - 3
- Total - 5

March

- Propane - 2
- Butane - 2
- Propane/Butane - 0
- Gasoline - 4
- Total - 8

April

- Propane - 2
- Butane - 3
- Propane/Butane - 0
- Gasoline - 3
- Total - 8

May

- Propane - 2
- Butane - 1
- Propane/Butane - 0
- Gasoline - 3
- Total - 6

June

- Propane - 2
- Butane - 2
- Propane/Butane - 1
- Gasoline - 2
- Total - 7

July

- Propane - 3
- Butane - 2
- Propane/Butane - 0
- Gasoline - 3
- Total - 8

August

- Propane - 1
- Butane - 1
- Propane/Butane - 0
- Gasoline - 2
- Total - 4

September

- Propane - 2
- Butane - 1
- Propane/Butane - 0
- Gasoline - 2
- Total - 5

October

- Propane - 1
- Butane - 2
- Propane/Butane - 1
- Gasoline - 2
- Total - 6

November

- Propane - 2
- Butane - 2
- Propane/Butane - 0
- Gasoline - 4
- Total - 8

December

- Propane - 1
- Butane - 1
- Propane/Butane - 1
- Gasoline - 3
- Total - 6

Average Workforce numbers for 2024

Shell employees: 63

Contractors: 158

Trainees (Shell): 8

Total: 229

Community, including notices and feedback.

Community Notices 2024

Shell Fife NGL issues Community Notices to communicate with local stakeholders. The notices are uploaded to our website and circulated via a distribution list. In 2024, we issued five Community Notices and they can be viewed here: <https://www.shell.co.uk/about-us/projects-and-sites/shell-fife-ngl/contact.html>

Feedback and complaints in 2024

In 2024 we received and responded to five queries from local stakeholders including:

- Two land maintenance requests.
- A complaint from a local community group relating to our community fund portal.
- A ground flaring query which wasn't attributed to operations at Fife NGL.
- A complaint relating to a burst water main that was passed to Scottish Water to repair.

Social Investment & community development

Shell UK continued to support a number of community development and STEM education programmes in Fife including Shell Girls in Energy, STEMovators (previously

Young Engineers and Science Clubs), Shell Twilight, Learning through Football, Career Ready and learning commenced at the Shell Energy Transition Skills Hub at Fife College.

We also made a number of donations to local charities through our community grants and annual charity awards. More information about our local initiatives can be found on our website and in our Mossmorran and Braefoot Bay quarterly committee reports that are submitted to the MMBB Safety Liaison Committee.

Appendix D – Scottish Environment Protection Agency



SEPA 2024 Summary

Complaints - 36 received in 2024:

- Use of FEP Enclosed Ground Flare between 6 to 8 February 2024 - 3
- General flaring complaints - 30
- FNGL Emergency shutdown test - 1
- Odour complaint – 1
- Fly tipping on FEP Land – 1

Monitoring - Air Quality – SEPA continued air quality monitoring in 2024 using the network of eight indicative analysers (AQMesh analysers) deployed in local communities around the Mossmorran Complex and the reference analyser located in Auchtertool. SEPA's dedicated air quality webpages continued to share the data from the indicative and reference analysers with the public, in near real time. There were some issues with the AQ Mesh equipment, but a minimum network was maintained by SEPA while repairs were conducted. Work has continued to include Volatile Organic Carbon (VOC) data. This will be backdated by SEPA to January 2023 when it becomes available.

SEPA Contractors completed stack monitoring work at both Mossmorran sites. No issues of concern were identified by SEPA.

Noise – SEPA maintained continuous unattended noise monitoring at two locations in 2024. Analysis of the data from both the elevated flare and EGF use is ongoing.

Site work - Desk based and site visits were carried out at both Mossmorran Sites, alongside monthly online meetings with Environment staff. The focus of this work has been on maintenance, FEP ground flare use, reduction of nitrogen dioxide emissions, drainage, winterisation and the FNGL ground flare plans. All Data returns were reviewed and a visit to Shell at Braefoot Bay was completed.

The permit held by Shell at Mossmorran under the Pollution Prevention and Control (Scotland) Regulations was varied as follows:

1. Update definition of Major Flaring in line with neighbouring FEP Site.
2. Move to current raw material and waste management Conditions.
3. Update water monitoring standards.
4. Update emission locations.
5. Remove completed upgrade Conditions.
6. Bring in Medium Combustion Plant (MCP) Directive requirements.

Communications - SEPA continued to update the SEPA Mossmorran Hub with details of SEPA's work and community updates.

2024 Conclusion - SEPA are satisfied that there were no significant impacts from the MMBB facilities on local communities during 2024.

27 May 2025

Agenda Item No. 9

Environment, Transportation and Climate Change Scrutiny Committee Forward Work Programme

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

Wards Affected: All

Purpose

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

Recommendation(s)

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

Resource Implications

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

Legal and Risk Implications

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

Impact Assessment

None required for this paper.

Consultation

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

1.0 Background

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

2.0 Conclusions

- 2.1 The current workplan is included as Appendix 1 and should be reviewed by the committee to help inform scrutiny activity.

List of Appendices

1. Workplan

Background Papers

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

None

Report Contact

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Environment, Transportation and Climate Change Scrutiny Committee

Forward Work Programme as of 19/05/2025 1/6

Environment, Transportation and Climate Change Scrutiny Committee of 2 September 2025			
Title	Service(s)	Contact(s)	Comments
Kinnessburn, St Andrews Flood Study Update	Roads & Transportation	Michael Anderson	
Pedestrian Access at Fife Recycling Centres		Robin Baird	CIRECO are commissioning an independent assessment of the viability of pedestrian access to all recycling centres. The assessment and report may be complete in May 2025 anticipating presentation on 2 September 2025
Property Flood Resilience Grant - Capital Funding	Roads & Transportation	Michael Anderson	Due to installations and governance checks report to be presented 2 September 2025
Assets and Estates Annual Performance 2024/25		Michael O'Gorman	
2024/25 Revenue Provisional Outturn		Ashleigh Allan, Barry Collie, Caroline Ritchie, Jay Wilson	
2024/25 Capital Provisional Outturn		Ashleigh Allan, Barry Collie, Jay Wilson, Caroline Ritchie	
2025/26 Revenue Projected Outturn - June		Ashleigh Allan, Barry Collie, Jay Wilson, Caroline Ritchie	
2025/26 Capital Projected Outturn - June		Ashleigh Allan, Barry Collie, Jay Wilson, Caroline Ritchie	
Environment and Building Services Annual Performance 2024/25			
Roads Maintenance Annual Performance 2024/25		John Mitchell, Sara Wilson	
New Roads and Street Works Act Annual Performance 2023/24		John Mitchell, Sara Wilson	
Property and Bereavement Services Annual Performance 2024/25		Alan Paul, Michael O'Gorman, Liz Murphy	

Environment, Transportation and Climate Change Scrutiny Committee

Forward Work Programme as of 19/05/2025 2/6

Environment, Transportation and Climate Change Scrutiny Committee of 2 September 2025			
Title	Service(s)	Contact(s)	Comments
Active Travel Strategy		Susan Keenlyside, Allan Maclean	Further consultation and workshops with Area Committees taking place over the spring with Committee Report and Strategy presented 2 September 2025
Trading Standards - Underage Sales, Illicit Tobacco and Vaping Products'		Dawn Adamson	

Environment, Transportation and Climate Change Scrutiny Committee of 18 November 2025			
Title	Service(s)	Contact(s)	Comments
Environmental impact in relation to current fleet provision used for domestic waste collection and road repairs		Alexander Anderson, Alistair Donald	12-month performance data for the new single shift pattern will be reported in November 2025 inc. fleet impact.
Roads and Transportation Services Annual Performance 2024/25		John Mitchell	
Facilities Management Services Annual Performance 2024/25		Tariq Ditta	
Protective Services Annual Performance 2024/25		Nigel Kerr	
Climate Change Annual Performance 2024/25		Pam Ewen, Ross Spalding	
Decriminalised Parking Enforcement Annual Performance 2024/25		John Mitchell, Susan Keenlyside	
2025/26 Revenue Projected Outturn - August		Ashleigh Allan, Barry Collie, Jay Wilson, Caroline Ritchie	
2025/26 Capital Projected Outturn - August		Ashleigh Allan, Barry Collie, Caroline Ritchie, Jay Wilson	

Environment, Transportation and Climate Change Scrutiny Committee of 20 January 2026			
Title	Service(s)	Contact(s)	Comments
Fife Council Air Quality Strategy 2021-25: Fife Council Air Quality Annual Progress Report 2025		Kenny Bisset, Rob Bowditch	
2025/26 Revenue Monitoring Projected Outturn - October		Ashleigh Allan, Barry Collie, Jay Wilson, Caroline Ritchie	
2025/26 Capital Monitoring Projected Outturn - October		Ashleigh Allan, Barry Collie, Jay Wilson, Caroline Ritchie	
School Exclusion Zones Update		Sara Wilson	Discussed at Cabinet Committee 9/1/25 - update to be provided to scrutiny in January 2026.

Environment, Transportation and Climate Change Scrutiny Committee of 3 March 2026			
Title	Service(s)	Contact(s)	Comments
Fife Road Casualty Statistics 2025		Steven Sellars	
2025/26 Revenue Projected Outturn – December		Ashleigh Allan, Barry Collie, Jay Wilson, Caroline Ritchie	
2025/26 Capital Projected Outturn - December		Ashleigh Allan, Barry Collie, Jay Wilson, Caroline Ritchie	

Environment, Transportation and Climate Change Scrutiny Committee of 26 May 2026			
Title	Service(s)	Contact(s)	Comments
Environmental Health (Food and Workplace Safety) Service Delivery Plan 2026-27		Lisa McCann	
Fife's Road Condition Report 2025		Vicki Storrar	

Environment, Transportation and Climate Change Scrutiny Committee

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Environment, Transportation and Climate Change Scrutiny Committee of 29 September 2026			
Title	Service(s)	Contact(s)	Comments
Assets and Estates Annual Performance 2025/26		Alan Paul, Michael O’Gorman	
Environment and Building Services Annual Performance 2025/26			
Roads Maintenance Annual Performance 2025/26		John Mitchell, Sara Wilson	
New Roads and Street Works Act Annual Performance 2024/25		John Mitchell, Sara Wilson	
Property and Bereavement Services Annual Performance 2025/26		Alan Paul, Michael O’Gorman, Liz Murphy	
2025/26 Revenue Provisional Outturn		Ashleigh Allan, Barry Collie, Jay Wilson, Caroline Ritchie	
2025/26 Capital Provisional Outturn		Ashleigh Allan, Barry Collie, Jay Wilson, Caroline Ritchie	
2026/27 Revenue Projected Outturn - June		Ashleigh Allan, Barry Collie, Jay Wilson, Caroline Ritchie	
2026/27 Capital Projected Outturn - June		Ashleigh Allan, Barry Collie, Jay Wilson, Caroline Ritchie	
Review of Mossmorran and Braefoot Bay Community Safety Committee - Annual Report 2025		Kenny Bisset	

Environment, Transportation and Climate Change Scrutiny Committee of 17 November 2026			
Title	Service(s)	Contact(s)	Comments
Roads and Transportation Services Annual Performance 2025/26		John Mitchell	

Environment, Transportation and Climate Change Scrutiny Committee

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Environment, Transportation and Climate Change Scrutiny Committee of 17 November 2026			
Title	Service(s)	Contact(s)	Comments
Facilities Management Services Annual Performance 2025/26		Tariq Ditta	
Protective Services Annual Performance 2025/26		Nigel Kerr	
Climate Change Annual Performance 2025/26		Pam Ewen, Ross Spalding	
Decriminalised Parking Enforcement Annual Performance 2025/26		John Mitchell, Susan Keenlyside	
2026/27 Revenue Projected Outturn - August		Ashleigh Allan, Barry Collie, Jay Wilson, Caroline Ritchie	
2026/27 Capital Projected Outturn - August		Ashleigh Allan, Barry Collie, Jay Wilson, Caroline Ritchie	

Environment, Transportation and Climate Change Scrutiny Committee of 19 January 2027			
Title	Service(s)	Contact(s)	Comments
Fife Joint Health Protection Plan 2026 - 2028		Lisa McCann	
Fife Council Air Quality Strategy ?: Fife Council Air Quality Annual Progress Report 2026		Kenny Bisset	
2026/27 Revenue Monitoring Projected Outturn - October		Ashleigh Allan, Barry Collie, Jay Wilson, Caroline Ritchie	
2026/27 Capital Monitoring Projected Outturn - October		Ashleigh Allan, Barry Collie, Jay Wilson, Caroline Ritchie	

Environment, Transportation and Climate Change Scrutiny Committee of 2 March 2027			
Title	Service(s)	Contact(s)	Comments
Fife Road Casualty Statistics 2026		Steven Sellars	

Environment, Transportation and Climate Change Scrutiny Committee

Forward Work Programme as of 19/05/2025 6/6

Environment, Transportation and Climate Change Scrutiny Committee of 2 March 2027			
Title	Service(s)	Contact(s)	Comments
2026/27 Revenue Projected Outturn – December		Ashleigh Allan, Barry Collie, Jay Wilson, Caroline Ritchie	
2026/27 Capital Projected Outturn - December		Ashleigh Allan, Barry Collie, Jay Wilson, Caroline Ritchie	

Unallocated			
Title	Service(s)	Contact(s)	Comments
Scotland's Proposed Deposit Return Scheme (Including Recycling Points Review)	Enterprise and Environment	Ross Spalding	Scheme delayed to 2027 item to be added to 2026 work programme - meeting date to be confirmed.