

Levenmouth Area Committee

Due to Scottish Government guidance relating to Covid-19, this meeting will be held remotely.



Wednesday, 23rd June, 2021 - 9.30 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 of the Committee are asked to declare any interest in particular items on the agenda and the nature of the interest(s) at this stage.	
3. MINUTE OF MEETING OF LEVENMOUTH AREA COMMITTEE OF 19TH MAY 2021	3 – 6
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7. REVISION OF LOCAL COMMUNITY PLANNING PRIORITIES IN LEVENMOUTH– ALIGNMENT TO REFORM AND RECOVERY – Report by the Head of Communities & Neighbourhoods	35 – 47
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11. OPERATIONAL AND COMMUNITY BRIEFING ON POLICING ACTIVITIES WITHIN LEVENMOUTH - Report by the Chief Inspector, Local Area Commander, Levenmouth	96– 116
12. LEVENMOUTH RECONNECTED PROGRAMME – Report by the Head of Assets, Transportation and Environment	117 – 213
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13. **PROPERTY TRANSACTIONS** – Report by the Head of Assets,
Transportation and Environment 214 – 215
14. **LEVENMOUTH AREA FORWARD WORK PROGRAMME** 216 – 217

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.

Morag Ferguson
Head of Legal and Democratic Services
Finance and Corporate Services

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16 June, 2021

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THE FIFE COUNCIL - LEVENMOUTH AREA COMMITTEE – REMOTE MEETING

19th May, 2021

9.30 a.m. – 11.45 a.m.

PRESENT: Councillors Ken Caldwell (Convener), David Alexander, John O'Brien, Colin Davidson, David Graham, Ryan Smart and Alistair Suttie.

ATTENDING: John Rodigan, Senior Manager - Environment and Building Services, Eva Martinez, Technician Engineer - Traffic Management (North Fife), Roads and Transportation Services, Assets Transportation and Environment; David Paterson, Community Manager (Levenmouth), Iain Wilson, Parks Development Officer (Levenmouth), Communities and Neighbourhoods; Sarah Else, Education Manager, Ronnie Ross, Headteacher, Education Service and Michelle Hyslop, Committee Officer, Legal and Democratic Services.

249. DECLARATIONS OF INTEREST

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

250. MINUTE

The Committee considered the minute of the meeting of the Levenmouth Area Committee of 24th March, 2021.

Decision

The Committee agreed to approve the minute.

251. GRASSLAND MANAGEMENT STRATEGY

The Committee considered a report by the Service Manager, Grounds Maintenance Service, which detailed the proposed changes to the management of grassland in the area and the outcome of the community consultation and engagement exercise.

Motion

Councillor Graham seconded by Councillor Smart moved that the recommendations in the report be rejected and the areas proposed within the report would revert back to amenity grassland management maintenance regimes.

Amendment

Councillor Caldwell seconded by Councillor Alexander moved that members accept the recommendations detailed in the report.

Roll Call/

Roll Call

For the Motion – 3 votes

Councillors Davidson, Graham and Smart.

For the Amendment – 4 votes

Councillors Alexander, Caldwell, O'Brien and Suttie.

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

Decision

Following analysis of the results of a public consultation and engagement exercise on the proposed changes to the management of grassland in the Levenmouth area, the Committee agreed: -

- (1) Ward 21 Leven, Kennoway and Largo – alternative grassland proposals approved; and
- (2) Ward 22 Buckhaven, Methil and Wemyss Villages – alternative grassland proposals approved.

252. SUPPORTING THE LOCAL COMMUNITY PLAN - AREA CAPITAL BUDGET REQUEST – ARDEN HOUSE – ADDITIONAL WORKS

The Committee considered a report by the Head of Communities and Neighbourhoods which sought agreement from members to allocate additional funding for the capital works to Arden House, Leven.

Decision

The Committee agreed to allocate £5,250 from the area capital budget towards the additional costs incurred in upgrading and installing window fittings at Arden House, Leven.

253. SUPPORTING THE LEVENMOUTH PLAN – PLAY PARK UPDATE AND NEXT STEPS

The Committee considered a report by the Head of Communities and Neighbourhoods which provided members with an update on the work carried out since the original agreement to embark on the play park modernisation programme.

Decision

The Committee: -

- (1) noted the current progress on the projects already agreed;
- (2) noted the potential next steps in terms of projects to be taken forward;
- (3)/

- (3) acknowledged the aims of the draft play strategy which went out for consultation at the end of 2019, and
- (4) supported and agreed on the next steps to achieve the aims within the draft play spaces strategy report.

254. CONSIDERATION OF OBJECTIONS - PROPOSED TRAFFIC REGULATION ORDER, LEVEN TOWN CENTRE

The Committee considered a report by the Head of Assets, Transportation and Environment which asked members to consider an objection to the proposal for the amendment of various waiting restrictions (limited waiting, prohibition of waiting and taxi ranks) in Leven Town Centre.

Decision

The Committee agreed that in the interests of accessibility and road safety, to set aside an outstanding objection to the Traffic Regulation Order (TRO) and allow the promotion to introduce the restrictions detailed in drawing nos. TRO/20/03/PROP-PART1 and TRO/20/03/PROP-PART2.

255. SCHOOL ATTAINMENT AND ACHIEVEMENT REPORT

The Committee considered a report by the Executive Director, Education and Children's Services which provided members with a summary on 2019-20 school attainment for young people who left school in 2019-20 across the secondary schools serving the Levenmouth area. Details of how to access School Standards and Quality reports and Recovery/Improvement Plans were also provided for primary and secondary schools across the area as outlined in the Appendices to the report.

Decision

The Committee: -

- (1) welcomed the presentation by Ronnie Ross, Headteacher, Levenmouth Academy relating to the different approach to reporting on school attainment and achievement from previous years due to the impact of the Covid-19 pandemic;
- (2) agreed to engage directly with local schools to find out more about school attainment and achievement;
- (3) noted the details contained in the report in relation to the nature of this year's report due to the impact of the Covid-19 pandemic;
- (4) noted the information provided on the secondary schools, and
- (5) agreed to engage with secondary Headteachers to discuss arrangements for this year's Alternative Certification Model for SQA Qualifications and how this was progressing in their school.

256./

256. PROPERTY TRANSACTIONS

The Committee considered a report by the Head of Assets, Transportation and Environment advising members on action taken using the list of officer powers in relation to property transactions.

Decision

The Committee noted the content of the report.

257. LEVENMOUTH AREA FORWARD WORK PROGRAMME

Decision

The Committee noted the content of the Levenmouth Area Forward Work Programme.

23rd June 2021

Agenda Item No. 04

Speed Limit Review, A915, Leven Road and Pilmuir Road, Lundin Links

Report by: Ken Gourlay, Head of Assets, Transportation & Environment

Wards Affected: Ward 21 – Leven, Kennoway and Largo

Purpose

The purpose of this report is to allow the Levenmouth Area Committee to consider proposals to:

- Extend the 20mph on Leven Road, Lundin Links, from its current limit westwards, including the service road.
- Remove the section of national speed limit between Leven and Lundin Links and replace it with a 40mph limit.
- Extend the 30mph limit on Pilmuir Road.

Recommendation(s)

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

- 1) agrees to the promotion of a Traffic Regulation Order (TRO) to introduce the restrictions detailed in drawing nos. TRO/21/24-PART1 and TRO/21/24-PART2 with all ancillary procedures; and
- 2) authorises officers to confirm the Traffic Regulation Order within a reasonable period unless there are objections.

Resource Implications

The cost to formally promote this TRO and deliver the associated traffic management works will be approximately £10,000, which covers Roads & Transportation Services' and Legal Services' staff costs, advertising and delivery of the new infrastructure. This will be met from the approved 2021/22 Area Roads Programme (ARP) budget.

Legal & Risk Implications

There are no known legal or risk implications.

Impact Assessment

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

Consultation

The local Ward Councillors, Community Council and Police Scotland have been advised.

Formal consultation required by the Roads Traffic Regulation Act 1984 for the TRO process will be carried out through the posting of legal notices in a local newspaper and on the affected length of roads. In addition, details of the proposed TRO will be made available on Fife Direct.

1.0 Background

1.1 On 24 March 2021 (minute ref 2021 L.A.C. 106 para. 244 refers) the Levenmouth Area Committee approved proposals in the 2021/22 Area Roads Programme (ARP) for a speed limit reduction scheme on Leven Road, Lundin Links.

1.2 This report presents the details of these proposed amendments.

2.0 Issues and Options

A915 between Leven and Lundin Links

2.1 The A915 between Leven and Lundin Links comprises two speed limits: 40mph from Leven to a point east of Blacketyside farm shop, and a national speed limit (NSL) from that point to Lundin Links.

2.2 This section of the road has a history of speeding, mostly attributed to the wide and straight nature of the road. The road has a shared footway on the north side that is widely used by walkers and joggers.

2.3 To improve the safety of pedestrians and active travellers, it is proposed to replace the NLS with a 40mph limit, which will then extend the full length from Leven to Lundin Links as per drawing TRO/21/24-PART1, shown in Appendix 1.

Leven Road, Lundin Links

2.4 Leven Road, Lundin Links, currently has a 30mph limit up to a point prior to its junction with Woodlea Road/Crescent Road where a 20mph zone starts.

2.5 An area assessment considered it appropriate to extend the 20mph zone westwards to the point where there are house frontages on both sides of the road, including the service road in its entirety, as shown on drawing TRO/21/24-PART2, Appendix 2.

Pilmuir Road, Lundin Links

2.6 In addition, the assessment also revealed an anomaly on Pilmuir Road, where the houses fronting the road are at present outside the 30mph limit. It is therefore recommended to extend the 30mph to comprise those houses as per drawing TRO/21/24-PART1. This will have the added benefit of slowing traffic to 30mph well before the junction with the A915.

3.0 Conclusions

3.1 In the interests of road safety, it is recommended that speed limits are amended as detailed on drawing numbers TRO/21/24-PART1 and TRO/21/24-PART2.

List of Appendices

1. Drawing No. TRO/21/24-PART1
2. Drawing No. TRO/21/24-PART2

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

Lesley Craig

Lead Consultant, Traffic Management
Assets, Transportation and Environment
Roads & Transportation Services

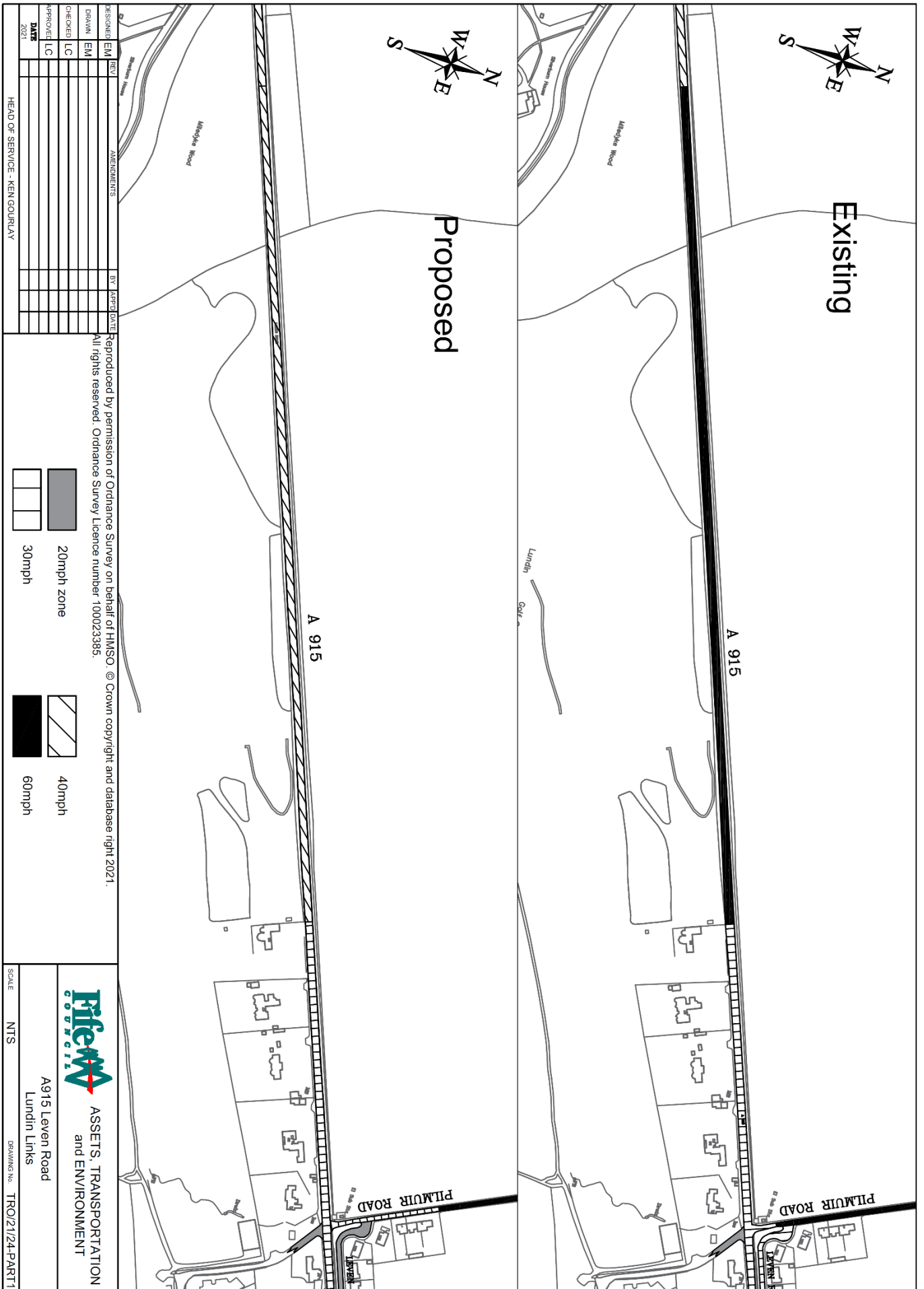
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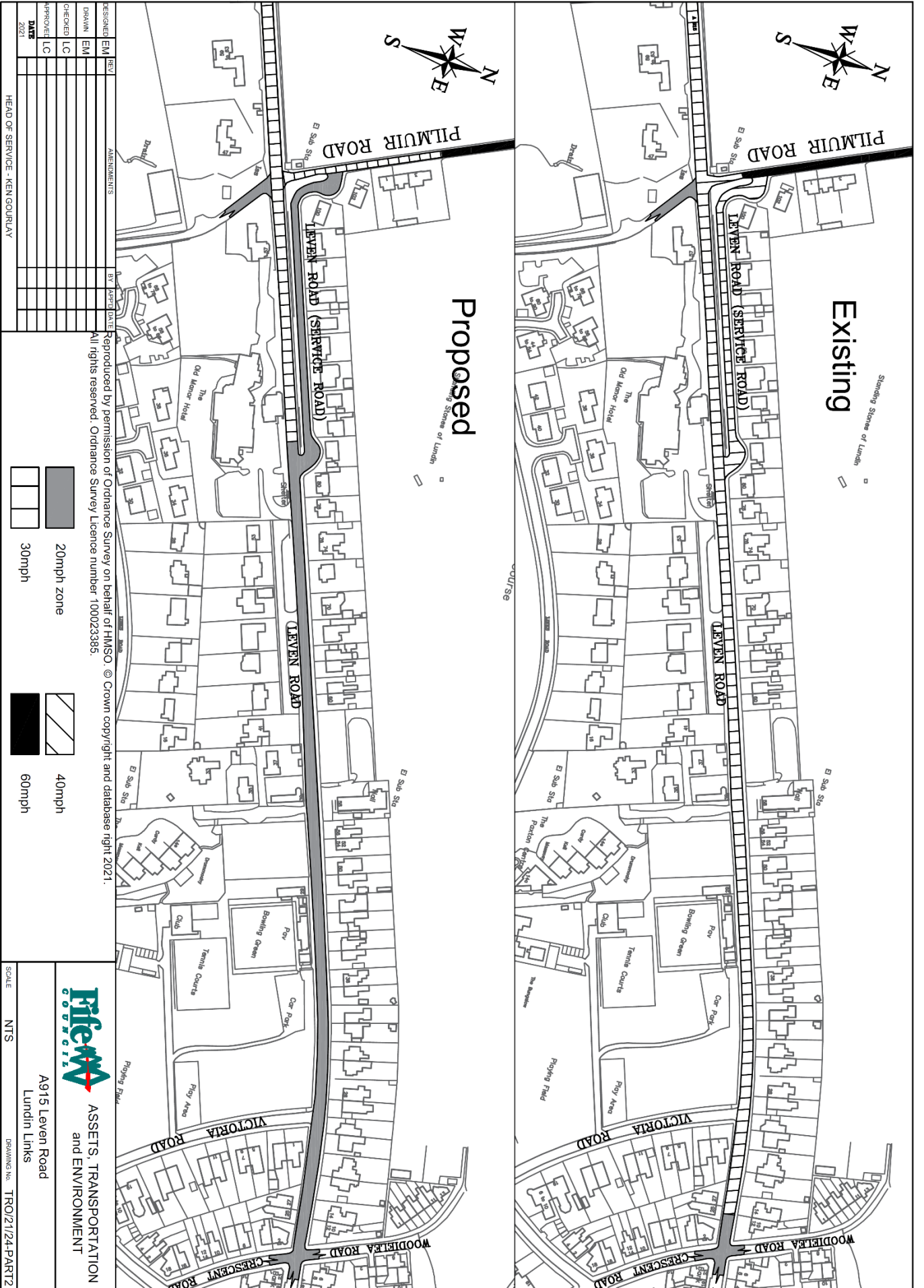
Glenrothes

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Appendix 1





Equality Impact Assessment Summary Report

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

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

Levenmouth Area Committee 23rd June 2020

What are the main impacts on equality?

There is no negative impact on any of the protected characteristic groups.

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

N/A

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

Whilst the impact on some individuals and some localities can be negative in terms of personal preferences, national policy on traffic management, road safety and town centre parking ensures safe and effective general access to town centres and associated services and facilities via a properly managed transportation network.

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

Alistair Donald, Service Manager (Acting), Roads Network Management
VOIP: 444628

23rd June 2021

Agenda Item No. 05

Levenmouth Area Housing Plan Update

Report by: John Mills, Head of Housing Services

Wards Affected: Ward 21 – Leven, Kennoway and Largo, Ward 22 – Buckhaven, Methil and Wemyss Villages

Purpose

Members approved the original Levenmouth Area Housing Plan on the 15th November 2017. This report gives a progress update on the Levenmouth Area Housing Plan outcomes for the period up to 30th April 2021

A revised plan for 2021 / 2023 will be presented at Committee once there has been the opportunity to consult on future priorities for the Levenmouth area, in line with the Levenmouth Local Community Plan and the Local Housing Strategy (2020-22).

Recommendation(s)

Members are asked to:

- Consider the content of the report
- Discuss the progress made with the plan and its outcomes

Resource Implications

Work is taking place within agreed HRA Revenue and Capital budgets agreed by Council in February 2020

Legal & Risk Implications

There are no legal or risk implications arising from this report. However Members should note that there will be changes to the delivery of Housing Services as a result of the Covid pandemic. Update reports will be presented to the Policy & Co-ordination Committee on a regular basis to update on Recovery and Reform planning in Housing Services.

Impact Assessment

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

Consultation

Local tenants were involved in the development of the Area Housing Plan through local groups and events, as well as direct communication with staff and Elected members. We have also used feedback from the annual tenant's satisfaction surveys

to up-date the plan and continue to engage and consult with tenants through established Tenant and Residents Associations as well as involving members and residents in our estate walkabouts. A similar approach will be taken in the development of the Levenmouth Area Housing Plan for 2021/23

1.0 Background

- 1.1 Members approved a report in November 2017 which introduced the 2017-19 Levenmouth Housing Services Plan, a document which set out how the council aim to:
- Undertake what housing needs are in the area
 - Deliver effective housing management
- 1.2 The Council has a vision to create a fairer Fife where all residents live good lives, make informed choices and have a sense of control so that they can reach their full potential and where all children are safe, happy and healthy. At the heart of the plan for Fife is the aim to reduce inequalities and to promote fairness in everything that we do. It is recognised that having a fairer Fife will benefit everyone. Housing Services, as the largest landlord in Fife, can improve the lives and opportunities of its tenants through effective neighbourhood management and community led improvements initiatives. We have a key role to work in partnership with others to reduce poverty in Fife.
- 1.2 This report includes measures to outline how well we are performing and addressing Housing need in Levenmouth. Performance for the previous financial year are provided where this is available at an area level. It also outlines how staff have adapted to deliver services during COVID lockdown. Housing Officers are more visible in local communities as we work our way through the different stages of our recovery plan.
- 1.3 A number of resources were used to develop the plan:
- Tenants advised us about their concerns and issues following walkabouts
 - Discussions and feedback at Ward and Tenants group meetings
 - Feedback and enquiries from Elected members
 - Discussions between staff and individual tenants
 - Analysis of complaints and enquiries
 - Performance outcomes benchmarking within and outwith Fife

In addition, we also looked at how well we are doing managing our properties and estates. We did this to identify where we need to improve and prioritise the services we deliver.

- 1.4 The plan included a number of measures through which we will demonstrate to tenants, members and other stakeholders how we are progressing with our aims. This report provides a position statement for the 4 calendar years of the 2017- 19 plan period and is therefore an update summary of the business conducted during the 2017, 2018, 2019, 20/21 financial years

- 1.5 The Levenmouth Area Plan was publicised through the Down Your Street, our tenant newsletter and is available on Fife Direct, and the full link is given below in the background papers used.
- 1.6 It is proposed that a revised Levenmouth Area Housing plan be produced for 2021 – 2023. This will outline future priorities that are informed through discussions at Ward meetings and reflect the views of our local communities.

2.0 Issues and Options

2.1 This report focuses on the following Plan for Fife headings –

- Opportunities for all
- Thriving places
- Community led services

2.2 Attached to the report are two appendices –

- Appendix 1 is a Performance Management Summary
- Appendix 2 is a summary of the two main themes of the Levenmouth Housing Plan
 - Rate Your Estate – What We Found
 - Rate Your Estate – What You Told Us

2.3 Opportunities for All

The period of lockdown has thrown up its own challenges for many in our communities. Throughout the pandemic Housing continue to work in partnership with others to help our most vulnerable households to obtain necessities such as food, prescriptions etc. In doing so we focused on delivering business critical services such as Emergency repairs, Gas safety inspections, dealing with Anti-social behaviour, Welfare checks, priority allocations to the Homeless and those in urgent housing need, as well as support to older people in sheltered housing. We have continued to provide advice, guidance and in many cases assistance to tenants who were concerned about their rent.

Early stages of lockdown saw staff in the Levenmouth area team redeployed to support critical parts of our business, as well as volunteering and supporting the Team Fife approach. Throughout this difficult time, we adapted and changed the way we deliver services locally to suit business critical needs. It allowed us to become more resilient as well as review how we operate and deliver essential services locally. As we have evolved through the Recovery Plan staff have experienced changes in the way we have approached our delivery of services with a greater emphasis on good quality customer focussed service. We continue to focus on estates inspections and over the summer / autumn months period of 2020 following some relaxations of lockdown measures were able to reconnect and engage with our tenants and in certain circumstances visit tenants in their homes.

We continue to focus going forward on improving the condition of our estates and addressing the welfare needs of our tenants.

The Housing stock in Levenmouth is generally in good condition and remains in relatively high demand. With the addition of over 200 new build properties over the period of the plan which has generated a higher than average turnover which helped

to satisfy tenants, homeless people and housing applicants from the Fife Housing Register. While the number of property terminations at the time of new build properties increased, our performance in allocating houses remained consistent.

- 2.4 The Area continues to experience pockets of ongoing social and economic deprivation and much of our staff's time continues to be spent assisting customers experiencing poor mental health, addiction related issues and welfare advice and guidance. This work continues to be carried out in partnerships with a range of voluntary and statutory agencies.
- 2.5 In common with other areas in Fife, rent arrears have reduced across the Levenmouth area. Arrears collection over financial year 2020 to 2021 remains relatively high at 98%. Pre COVID, welfare reform and the introduction of universal credit have had an impacted on arrears across the area however changes to the way in which Universal Credit is paid has benefited Fife Council. These changes have meant that Tenants receiving Universal Credit and have a direct payment arrangement in place can have rent paid directly to Fife Council normally within two days, which means that there is little delay thus having a positive effect on arrears in the area.

As previously reported Rent sense, Mobyssoft case management system is in place across Housing and Customer Services. The system guides officers to priority cases to establish contact with tenants at an early stage. As a service we have responded by reducing housing officer patch sizes, increased the focus on early intervention and more face-to-face contact with our tenants offering advice and assistance as required.

We have improved the availability of technology meaning much more transactions can be accessed on-line. Our staff over the period of the plan continued to increase the offer of tenancy assistance to help our tenants manage finances and budgeting.

As you are aware £1 million funding was provided by the Housing Revenue Account to help tenants transition to Universal Credit. Additional help has been provided through Direct Housing Payment's for Universal Credit mitigation.

In addition, as a direct result of the pandemic a further £1 million fund has also been set aside from the Housing Revenue Account to help mitigate the effects or COVID19 for council tenants. Over the financial year 2020/21 the number of council tenant household that benefitted was 206 across Levenmouth, which amounted to a total of £54,480 being awarded. Both continue to be administered and monitored via a joint working group between Housing and Revenues services.

- 2.6 Overall performance in 2020 / 21 financial year has meant that 315 allocations have been made with 54% to Homeless, 26% to Transfer and 20% to Housing lists. Moving forward priority is being given to increasing the numbers of transfer opportunities which will stimulate turnover and bring more empty properties back into the letting pool. The Housing Access Officers will create chains of allocations, housing more tenants, homeless customers and some groups on the Housing List.

As previously reported across the area we need larger four plus bedroomed family sized houses and smaller one bedroomed properties to satisfy current demand. An ageing population is also resulting in a greater demand for more extra care and retirement specific needs properties. With the new build development at Keir Hardie Wynd Methil now complete and the development of the Kirkland care village Methil is

well underway, these will go some way to meeting demand and stimulate some movement across the area.

To assist further, the property acquisition policy has been used over the last two financial years to buy back 6 properties in 2019/20, 11 properties 2020/21 and a further 3 going through the process for 2021/22. All former council houses. We continue to actively look at opportunities to return larger former council properties back to stock to meet the housing needs of families in the Levenmouth area.

- 2.7 We continue to engage as part of the Levenmouth Locality Health and Social Care partnership and continue to offer and provide advice and guidance to tenants experiencing difficulties in fuel poverty. We continue to have strong partnership arrangements with Cosy Kingdom who can act, guide and support our tenants experiencing fuel poverty.

2.8 Thriving Places

Over the period of the plan over 200 new build properties were completed across a range of sites in Levenmouth from the new build programme. Keir Hardie Wynd Methil, site was the latest site to be handed over in February 2020 just prior to going into the first lockdown. Feedback from tenants in the new properties although not entirely positive, has generally been favourable. Gardens in some new build sites have continued to have issues however the new build team and contractors have now rectified them.

Future handover remedial work for all new build sites will be undertaken by Fife Council Building services as part of a service level agreement with the contractors.

- 2.9 The Health and Social Care village project that is currently being developed on the site of the former Kirkland High School is now a reality. With work well under way it is anticipated to provide 35 extra care bungalow type properties, a Care Home, a nursery, Café facilities and meeting places. It is anticipated the development will be ready to receive its first tenants in early spring 2022.

We continue to work with the new build team to identify new sites for development including smaller micro sites that may be suitable for further development.

- 2.10 We have continued to identify and develop new projects and despite the pandemic have focussed local resources to create improvements to areas most affected by inequality and physical decay.

- William Laing Cres / Parkhill Wynd Leven environmental / parking project Legacy planting - **complete**
- Bishops Court Kennoway: Phase 1 - Canopies renewed, painting work **complete**
- Bishops Court Kennoway: Phase 2 internal stairwells painting, new floor coverings and new LED lighting work **complete**
- Jean Redpath Wynd Leven – Close off and adopted **complete**
- Lock ups Aitken Court Leven - Partial site demolition **complete**
- Lock ups Aitken Court Leven – Partial refurbishment **complete**
- Alexander Street East Wemyss – Rear garden divisional timber fencing - **complete**
- Durie Court / McDonald Terrace Methil: Phase 4 - Wall / Fencing structural repair work - **complete**

- Swan & Memorial Court Internal painting – **complete**
- Reconfiguring disabled parking and renew white lining of parking bays at Swan & Memorial Court Methil high rise sites - **complete**

Our priority moving forward at this stage for 2021 / 22 are as follows

- McDuff Street & Main Avenue East Wemyss: Phase 3 – Rear garden divisional timber fencing
- Durie Court / McDonald Terrace Methil: Phase 5 - Wall structural repair work
- Eagle Road Buckhaven – garage site fencing
- The Barony / Rolland Avenue East Wemyss Phase 2 – Replacement metal estate periphery fencing. With Mutual owners team
- Additional parking Ormes lane Kennoway on old disused Garage site
- Aitken Court Leven – reconfigure / upgrade to communal washing areas.
- Focus on undertaking some essential repair work on Lock ups in Kennoway and East Wemyss areas to help support the overall program of works.

- 2.11 Lock ups have been the focus for some time with regards to overall condition, occupancy levels and a decline in the demand for renting. Several of our lock up sites have already been identified as being in poor condition, beyond economical repair and surplus to requirements with a higher percentage of vacancies and no waiting lists.

Our focus over 2019 / 20 & 2020 / 21 has been to determine and establish these factors and pull together a work plan that allows each site to be assessed based on condition, current needs and demand. With the focus for 2021 / 22 and 2022 / 23 on demolishing sites deemed beyond economical repair or surplus to requirement once completed will allow us to formulate an essential repair and maintenance program. With the ethos on recycling as many new style doors to help keep overall costs down.

A separate progress update will be presented at Area Committee that's sets out what has been achieved thus far and what is planned for the future.

- 2.12 Following on from the Grenfell Tower fire tragedy in June 2017, we continue to provide appropriate fire safety training for relevant staff. Through our Tenant Participation Officer and local Housing staff we continue to offer support to the Swan court to Swan Court Tenants and Residents Associations.

- 2.13 Over the period of the plan we have continued to work alongside Community Planning partners and have over the period of the plan developed or contributed to support community-based initiatives that improve our local environment and estates as follows;

- The community allotment, orchard, and raised beds project at Kirkland Drive Methil with the voluntary group CLEAR.
- We agreed and secured funding in partnership with CLEAR to create a small community orchard in Victoria Road Buckhaven which was completed Spring 2019.
- Previous years we funded work with Grounds Maintenance for the wild flower initiative along the Leven gateway at Mountfleurie in 2019 / 20. As well as improving the health and well-being of local residents and promoted active engagement, this has also helped to bring a splash of colour and a purpose to the area as well as a dual benefit for the Community and Housing Services.

- We agreed and secured match funding for the Anti-social behaviour diversional project on the footpath entrance to the walkway at Steelworks Brae / Watt crescent Methil.
- We agreed and secured match funding for the replacement of a section of the secondary coastal wall at Happies close West Wemyss.

It is worth recognising that this financial year hasn't taken the same shape as previous years and the ability to have continued interaction with organisations has been directly affected by the restrictions applied as a result of the Coronavirus pandemic.

3.0 Community Led Services

- 3.1 A key part of our Housing Operating Model is a greater focus on working closer with tenants and residents and responding to their needs. We have reduced officer patch sizes and improved technology, lockdown restriction accelerated the need to change the ways in which we were working. Housing staff have for the past year been working mobile from home with little reliance on being office based and more visible to our tenants meaning we can work in the estates and much closer to our tenants, respond quicker and get to know our tenants and residents much better. These changes have meant staff have had to adapt and work differently.
- 3.2 This year's annual estate walkabouts have as yet not taken place. It is planned as we move forward, and restrictions allow to recommence these between July – September 2021. In the meantime, staff are working fully mobile in the areas therefore it is anticipated that more estates issues will be picked up as we refamiliarise ourselves fully with our estates. This will result in new suggestions emerging on how estates can be improved and what the priority is for the residents in the area. We will continue to use the Place Standard model as an appropriate assessment tool when engaging with communities. We are also keen to develop opportunities for participatory budgeting which can be used to broaden local community participation in project development and decision making, as many of the projects we undertake originate from elected members, tenant requests or a combination of concerns from both.
- 3.3 We have a well-established connection with our Tenant Participation Team who continue to provide support to existing and develop new Tenant and Residents Groups. Once groups are established, they are supported by the Tenants Participation Officer and the Housing Management Officers, this helps to improve relations and support work carried out in the estates. This year has been particularly difficult with many groups remaining static over the past year however, there remains a strong commitment from the community which will undoubtedly help keep these moving forward.
- 3.4 Whilst it remains clear there is a strong sense of community and identity across Levenmouth, it does not always translate well into tenant participation and involvement in housing issues. There appears to be a high dependency culture on statutory agencies to address and resolve local problems. There remain large parts of Levenmouth that do not have any representation from tenant and resident groups; Wemyss villages, Buckhaven, Kennoway, Leven and Largo area.

4.0 Conclusions

- 4.1 There is no doubt this past year has had its challenges and that coronavirus has impacted on how business has been delivered. However overall, the report continues to be positive and recognises the good work that local staff, elected members and tenants have carried out to help deliver better housing services across the Levenmouth area. The report highlights areas of good practice as well as identifying areas of improvement.

List of Appendices

1. Levenmouth Housing Services Plan - Summary of Performance Outcomes for 2016 / 21
2. Summary of the two main themes of the Levenmouth Housing Plan
 - Rate Your Estate – What We Found
 - Rate Your Estate – What You Told Us

Background Papers

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

<https://www.fifedirect.org.uk/topics/index.cfm?fuseaction=page.display&p2sid=F7D0BFDD-BF05-4AD7-3C88BF3B43D5772D&themeid=AABDB2B9-D379-434F-98CA-AF2B73303854>

Report Contact

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Appendix 1

Levenmouth Area Housing Performance Update Outcomes 2016 – 21

	2016 - 17 (At 30.03.2017)	2017 - 18 (At 20.03.2018)	2018 - 19 (At 31.03.2019)	2019 - 20 (At 30.09.2019)	2020 - 21 (At 05.04.2021)	Trend
All Repairs completed in timeframe	97.9%	97.9%	98.5%	98.6%	96.9%	For info
Emergency Repairs completed in Timeframe	97.7%	98.1%	99.6%	99.6%	99.2%	For info
Average Time to let properties	26 days	26 days	24 days	21 days	44 days	For info
% of rent lost to void properties	1.11%	1.35%	1.06%	1.09%	1.53%	
No of terminations – mainstream council properties	484	517	436	218	336	For info
Abandonments as % of No of terminations	8%	6%	9.6%	5.04%	6%	For info
Rent & Arrears						
% of total rent collected	97%	97%	97%	98%	98%	For info
Numbers of tenants in arrears	1583 36.5%	1671 38.7%	1732 39.4%	1813 42.7%	1082 25.0%	For info
No of tenants evicted	14	19	11	6	0 Due to COVID	For Info
% of tenants claiming Housing Benefit	60%	56%	45.9% (2017 tenants)	44% (1850 tenants)	38% (1603 tenants)	For Info
% of tenants claiming universal Credit	N/A	N/A	21.6% (951 tenants)	27.3% (1161 tenants)	No current data available	For Info
Allocations & Support						
% of properties allocated Homeless	28%	33%	31.3%	34%	54%	For info
% of properties allocated Transfer	27%	32%	20.3%	21%	26%	For Info
% of properties allocated Waiting	46%	39%	48.4%	45%	20%	For Info
% of offers of Housing refused	19%	18%	21.7%	18%	19%	For info

Estate management						
Number of Breaches of tenancy recorded (Extreme anti-social behaviour 2 days)	0	29	41	34	50	For Info
Number of Breaches of tenancy recorded (Serious anti-social behaviour 56 days)	13	67	111	96	152	For Info
Number of Breaches of tenancy recorded Minor anti-social behaviour 182 days)	256	163	124	76	128	For Info
Housing Project Budget expenditure	£253,087 expenditure £280,851 Budget 90%	£194,737 expenditure £259,851 Budget 75% Opportunity Fund approved bids =£49,000	£281,633 expenditure £281,151 Budget 100% Opportunity fund approved bids = £80,810	£222,957 expenditure £291,829 Budget 76% Opportunity fund approved bids = £175,668	£202,908 expenditure £291,829 Budget 69.52% Opportunity fund approved bids = £84,348	For Info
Customer Results (from Fife Customer Satisfaction Survey)						
Tenant Satisfaction with Neighbourhood Management*	87%	85%	85%	82%	No available survey results	For Info
Tenants overall satisfaction with Housing Service *	83%	83%	83%	83%	No available survey results	For Info
Tenant satisfaction with opportunities to participate *	69%	82%	82%	83%	No available survey results	For Info

*Fife Wide Performance Result taken from Annual Customer Survey conducted in April of each year

Appendix 2

We found. .	Where	What we will do	When we do it	Outcome update
High Turnover of properties including abandonments	Buckhaven and Simon Crescent	Community Letting initiatives and tenancy sustainment	Throughout Area housing plan period	<p>Turnover across Levenmouth has reduced compared to previous year's figures with little impact now as a result of the new build properties all being occupied.</p> <p>Buckhaven continued to experience slightly higher than average property turnover throughout 2020 / 21. With Factory and Victoria Road area experiencing the most.</p> <p>Turnover in Simon Crescent continues to decrease over the same period resulting in the estate becoming much more settled.</p> <p>Over 2020 / 21 there has been a slight increase in the number of abandonments across the area with a total of 21 being detected which accounts for 6% of the total terminations received.</p>
Higher levels of rent arrears	Methil and Buckhaven	Increase tenancy assistance and household contacts for tenants in arrears	Throughout Area housing plan period	<p>In line with other Areas of Fife, rent arrears have reduced across the Levenmouth area. Collection remain relatively high at 98%. Pre COVID, welfare reform and the introduction of Universal Credit had an impact on arrears across the area, however, changes in the way which universal credit is paid has resulted in much quicker payments to Fife Council. These changes have meant that Tenants receiving Universal Credit, and have a direct payment arrangement in place can have rent paid directly to Fife Council, currently this is happening within two days.</p> <p>Housing Revenue Account set aside £1M to help tenants transition to Universal Credit by assisting tenants through Direct Housing Payments for Universal Credit mitigation.</p>

				<p>As a direct result of the pandemic a further £1M has been set aside from the Housing Revenue Account to help mitigate the effects of COVID19 for council tenants.</p> <p>Both funds continue to be administered via a joint working group between Housing and Revenue services.</p>
Focus on estate improvements	Buckhaven South, Lower Methil and Leven Parkhill estates	Neighbourhood Improvement Plans consulted on and produced for both estates	Throughout 2017 -21	<p>Main estates improvements are.</p> <ul style="list-style-type: none"> • Durie Court / MacDonald terrace Methil Phase's 1, 2, 3 & 4 wall and fencing repairs – Complete • Rolland Ave East Wemyss, periphery metal fencing replacement program - Completed • William St East Wemyss, rear divisional fencing replacement – Complete • Alexander Street East Wemyss, rear divisional fencing replacement – Complete • Jean Redpath Wynd Leven – Close off - Complete • Sea Road Methil, Creation of 4 additional parking spaces – Complete • Eagle Road Buckhaven, Creation of 4 additional parking spaces – Complete • Bishops court Kennoway Phase 1& 2 rear external painting complete Canopies replaced, internal painting, Led lighting and floor covering - Complete • Parkhill Wynd / William Laing Crescent Leven, Phase 1 environmental work and parking – Complete • Swan & Memorial Court Methil – Internal repainting and reconfiguration of disabled parking bays - Complete • Aitken Court Leven - Lock Up partial demolition of lock ups - Complete • Aitken Court Leven - Lock Up Esentil repair and maintenance of lock ups – Complete

Priorities moving forward 2021-22

- Durie Court / MacDonald Terrace Methil, phase 5 work to repair crumbling walls. Awaiting costs.
- McDuff Street & Main Avenue East Wemyss: Phase 3 – Rear garden divisional timber fencing
- Eagle Road Buckhaven – garage site fencing
- The Barony / Rolland Avenue East Wemyss Phase 2 – Replacement metal estate periphery fencing. With Mutual owners team
- Additional parking Ormes lane Kennoway on old disused Garage site
- Focus on undertaking some essential repair work on Lock ups in Kennoway and East Wemyss areas to help support the overall program of works.
- Rolland Avenue Phase 2 Periphery fencing – Still to progress

<p>Focus on housing and structural improvements</p>	<p>Bishop’s Court. Kennoway</p> <p>Swan & Memorial Court flats</p>	<p>Improve structural stability at front and rear of Bishop’s Court.</p> <p>Improve Fire safety at the multi storey flats</p>	<p>Complete</p>	<p>Work has been carried out to replace dangerous window ledges at Bishop’s Court. We continue to monitor situation regarding refuse collection services.</p> <p>As previously reported, there have been considerable work undertaken with improvements to lifts, new fire doors, smoke ventilation systems, new lighting, tests on cladding and risers at Swan & Memorial Court Multi storey flats. Memorial Court has now been internally redecorated and plans are in place to have the same done at Swan Court. New sprinkler system is current being planned.</p>
<p>Greater levels of mental health and</p>	<p>Throughout Levenmouth</p>	<p>Increased tenancy assistance</p>	<p>Throughout 2017 - 2021</p>	<p>This is an area of work that consistently causes issues for the Service and concerns from residents. Progress has been made with connections being established through the Health & social</p>

addictions having an impact on tenancies		Health & Social Care Projects		<p>Care partnership approach. More emphasis for Housing staff by delivering increased levels of Tenancy Assistance to help Fife Council tenants sustain their tenancy.</p> <p>Delivery of the WELL project has come to a halt due to COVID and is currently being looked at by Housing service. Awaiting a directive on the position of future involvement.</p>
Focus of any new build schemes to help more specific needs e.g. OAPs, single people, large families, applicants with disabilities	Methil	Advocate that new build schemes provides properties for 1-2 bed and 4+ bed properties in Levenmouth because of need and ageing population	2017 – 2021	<p>This remains unchanged with greater local officer input to new build schemes with regards to size and type of property to meet demand from housing applicants. The new build site at Keir Hardie Wynd Methil was completed in mid-February 2020. This has produced a total of 25 new properties.</p> <p>The Health and Social Care village project that is currently being developed on the site of the former Kirkland High School is now a reality. With work well under way it is anticipated to provide 35 extra care bungalow type properties, a Care Home, a nursery, Café facilities and meeting places. It is anticipated the development will be ready to receive its first tenants in early spring 2022. This is a ground breaking project for Fife and Scotland.</p>
Low levels of tenant participation	Throughout Levenmouth	Work in partnership with Tenant Participation Officers to improve participation and numbers of Tenants groups	Throughout Area housing plan period	<p>Currently we have four tenants and residents groups Swan court Methil, Btron Court Methil, Sea Road Methil and Steelworks Brae Methil. Methil although many of these have been inactive over COVID19 period. Over the period of the plan they have continued to be well represented by TRAs however there are gaps, in East Wemyss, Buckhaven, Kennoway, Leven and Largo areas. We continue to encourage tenants and residents to get involved in estate walkabouts with the support of our Housing Management Officers and Tenants Participation officer.</p>

You said . .	Neighbourhood	We will	Update you by	Outcome
We don't want new build flats, we want low rise houses instead which are needed for older and disabled people	Schemes where new build programmes are being developed	Negotiate with the new Build teams when new schemes are being planned in phase 2	Report on progress due to Area Committee by December 2019	Generally we have been building less flats as part of our new build schemes and more houses. We are also required to build a percentage of all new builds appropriate for disabled residents. The Kirkland care village development will help to meet particular demands for disabled housing applicants. Other new build estates are in various stages of planning which staff in the local area can influence by continuing to work closely with the new build team.
There are not enough houses for large families	Whole area	Build 22 new homes to encourage moves Visit everyone in a 5 or 6 apt to see if they are interested in help to move	For Information only	<p>We continue to address when new build estates are being identified and developed. While a certain number of larger properties are planned in estates this hasn't fully met demand. There is a perception of more 2 and 3 bedroomed properties being constructed at the expense of larger sized properties for which there is a large demand.</p> <p>We have used the acquisition policy to buy back 6 properties in 2019/20, 11 properties 2020/21 and a further 3 to date going through the process for 2021/22. There continues to be on-going discussion with the new build team. We continue to review our waiting lists of transfer applicants who desire to move into smaller sized properties and may offer incentives in some cases.</p>
We don't want houses with big gardens	Methil and East Wemyss	Investigate opportunities to reduce garden sizes and maintenance responsibilities	Community liaison when we are addressing particular	This applies to Levenmouth's more traditional estates and not new builds and in particular Methil and East Wemyss. It is a difficult issue to address and overcome and requires clever design solutions which will not add additional cost burdens to our maintenance budget for open spaces. New gardening/orchard projects have been developed on former

			issues and projects	garden ground in partnership with CLEAR at Burns Avenue, Buckhaven and Kirkland Drive, Methil. With a new orchard initiative with CLEAR in the Victoria Road area Buckhaven. This will add a degree of colour to the area.
We want our fencing to be replaced	Most estates in Levenmouth	Replace Fencing where there are community safety issues	Reporting spend on projects through Area Committee reports	<p>We have replaced fences when there are Health and Safety cases put forward by tenants and also jointly funded projects where the owner is a neighbour). We have also undertaken an extensive replacement fencing program in William Street and Alexander Street East Wemyss and renewed the periphery metal fencing in Rolland avenue East Wemyss. Which was funded from the Area Budget and Opportunity Fund 2019 / 20 / 21. We have plans to undertake phase 3 replacing the rear fencing in McDuff Street & Main Avenue East Wemyss:</p> <p>Generally, we do not do large scale fencing projects although it is recognised that fencing can improve the visual appearance of an estate and improve estate management issues generally so each case is considered on its merits based on our fencing procedures.</p>
We want our properties to be free from dampness and condensation	4 in a blocks and maisonettes generally	Install positive input ventilation systems & heat recovery units.	Community liaison when we are addressing particular issues and projects	We continue to install positive input ventilation systems in many properties which are affected. On the whole the PIVs have been successful at eliminating or reducing condensation levels. While now a standard feature in all new build schemes we will look at small scale projects in existing such as the former prefabs at Sea Road, 4 in a block flats at Den Walk., Memorial Road, Wheatley street and Methil Brae which are prone to dampness but we will also look at one-off projects when dampness issues are reported to us. We will also advocate PIV units being installed in any larger scale improvement projects

We want our flats to be safe	Swan & Memorial Court, Bishop's Court, Parkhill and Buckhaven	Develop regeneration and community safety projects	Community liaison when we are addressing particular issues and projects	Some improvements have been described above in earlier sections of the appendix e.g. fencing in East Wemyss, multi storey flat safety improvements etc. Most of these are in small estates where there are particular issues. Housing Services also participates in a monthly Multi-agency community safety tasking Group which focusses actions on particular addresses and residents who have been causing or are subjected to anti-social behaviour.
We want more parking areas as there are too many problems caused by bad / inconsiderate / dangerous parking in our estates	Throughout Levenmouth	Identify opportunities for projects on Housing land for small scale car parking projects	Community liaison when we are addressing particular issues and projects	We have introduced small scale car parking projects into estates and plan to develop 1 – 2 small parking projects provided funding allows provided there are no legal or technical obstacles. New car park project have been created at Eagle Road Buckhaven, Sea Road Methil. It is worth noting that demand often outstrips supply and many of our streets are not suited to the high volume of vehicles using and parking in them.
We want our lock-up and garage sites to be improved	Throughout Levenmouth	Consider a range of options for underused sites, sites needing improvement, rationalisation and in extreme cases demolition	Reviewing a range of factors affecting individual sites	A Fife wide Lock up review has been ongoing with the initial results presented at Community & Housing Committee in February 2019. We have produced a DRAFT 10-year plan. Members have seen sight of this, however we have had to adapt this as a direct result of the pandemic. We have prepared an update for committee and will ensure this is followed up as part of the Fife wide plan which continues to be worked on which will thereafter be presented at Area Committee for comment once this has been finalised.

23rd June 2021

Agenda Item No. 06

Levenmouth Area Lock Up program progress Report

Report by: John Mills, Head of Housing Services

Wards Affected: Ward 21 – Leven, Kennoway and Largo, Ward 22 – Buckhaven, Methil and Wemyss Villages

Purpose

The report is prepared to update the Levenmouth Area committee on progress of the programme to improve the lock up service offered to tenants and modernise the lock up estate in Levenmouth

Recommendation(s)

Members are asked to:

- Comment on Lock Up work completed and proposed in Levenmouth for 2021/22 & 2022/23

Resource Implications

It is estimated that the Fife Improvement Programme will require an additional £8m in borrowing over 10 years to be funded through the HRA Capital Plan. Capital Investment of £1.5m has been approved as part of the HRA Capital Investment Plan 2021-24 approved by Fife Council on 25th February 2021. Further approval will be required for the remaining £6.5m additional borrowing.

Legal & Risk Implications

Legal implications arise where lock up boundaries have an associated burden with private owned property. These are assessed through Housing and Legal services on an ongoing basis.

Impact Assessment

An EQiA and summary form were approved in February 2019. This does not require any revisions as this report does not make any recommendations in respect of policy change.

Consultation

There has been initial consultation with a range of Tenant's and Resident, Fife Tenants' Forum and at Ward Meetings.

1.0 Background

- 1.1 Community and Housing Services sub-committee agreed to a programme of demolitions and refurbishments of the lock up estate in February 2019 with the following considerations to form the basis of that work:
- Consider full / part refurbishment.
 - Consider site reconfiguration / part reconfiguration.
 - Assess costs per site to identify best value options.
 - Consider demolitions.
 - Consider sale on open market.
- 1.2 A 10-year plan aligned to an investment of £8 million from the HRA Capital Plan was agreed with a proportionate spend across 7 Committee areas to be progressed subject to analysis of stock and site condition surveys.

2.0 Current Position

- 2.1 Throughout the early part of 2020 area lock up plans were being developed; however, work was delayed due to the Covid-19 impact on officer's ability to safely undertake site visits and surveys.
- 2.2 Costings from those initial site surveys which had been undertaken indicate that there is a significant increase in works required and associated costs from those that were previously identified in the original report to committee. This will have a significant impact on the overall programme and work is ongoing with key partners to identify opportunities to reduce costs and review priorities for the investment.
- 2.3 Progress with area plans was further delayed due to limited availability of Building Services staff to undertake refurbishment works due to demands placed on business-critical activity. This resulted in the programme focussing on suitable sites for demolition where contractor availability was guaranteed.
- 2.4 Area plans are now being revisited with the new focus on demolitions and essential maintenance for remaining sites to ensure they are wind and watertight.
- 2.5 To ensure best value was achieved from the 2020/2021 budget allocation, demolitions have been undertaken in line with identified sites within each area plan where stock condition and lack of demand has been highlighted and where demolition has released land to help alleviate local issues or provide an option for additional affordable housing (microsite).

2.6 Completed Demolitions (2020/21)

Lock Up Site Address	Area	Ongoing site use
18-22 Aitken Court Leven	Levenmouth	Additional parking created.

Before



After



Completed Essential Maintenance (2021/22)

Lock Up Site Address	Area	Ongoing site use
6-16 Aitken Court Leven	Levenmouth	Essential Maintenance, replacement roof cover, doors & rainwater goods. Renumbered 1-11

Before



After



Planned demolitions (2021/22)

Lock Up Site Address	Area	Future site use
1-3 Ormes Lane Kennoway	Levenmouth	Additional parking to be created
7-12 Burnhill Lane Kennoway	Levenmouth	Additional parking to be created
7-11 Kingsdale Gardens Kennoway	Levenmouth Area	Additional parking to be created
Rolland Avenue East Wemyss	Levenmouth Area	Additional parking to be created
1-10 Back Dykes East Wemyss	Levenmouth Area	Additional parking to be created

Planned Essential Maintenance

Lock Up Site Address	Area	Future site use
1-6 Kingslaw East Wemyss	Levenmouth	Essential Maintenance, replacement roof, recycled doors & replacement rainwater goods.
1-3 Michael Place East Wemyss	Levenmouth	Essential Maintenance, replacement roof, recycled doors & replacement rainwater goods.

- 2.7 A door recycling exercise is being progressed as part of the demolition programme for existing doors of a good standard on blocks to be demolished to re-use at other sites helping to reduce overall costs.
- 2.8 There is ongoing work to improve the customer experience by looking at the existing e-form used to request a lock up and identifying areas for improvement in the allocation process. There will be an opportunity to streamline the process within the new Housing Management Information System once implemented and prevent the requirement for information to be double keyed into multiple systems.
- 2.9 Current tenants will have the option to relocate to other LUPs available in the area. Remaining Lock Ups in the area may require essential maintenance.
- 2.10 We will focus on carrying out demolitions and essential maintenance to lockups in Kennoway and East Wemyss before moving forward to other parts of the area. In doing so this will enable existing tenants the opportunity to move to other vacant lockups in the surrounding area should they wish to do so.

3.0 Future Activity

- 3.1 Our approach to developing area plans will continue to focus on overall condition, occupancy rates and those sites with structural defects or those deemed beyond economical repair. Moving forward the plan is to adopt an essential maintenance requirements of remaining sites. This will ensure we utilise the budget effectively by maximising the number of sites included in the plans.
- 3.2 We will continue to work with Building Services to develop a core standard specification for lock ups which will streamline the process and ensure cost transparency.
- 3.3 To continue to explore options to improve the customer experience for lock up allocations and to streamline the overall process.

4.0 Conclusions

- 4.1 The report outlines the progress made in delivering a modernised Estate Lock Up program and the impact of Covid-19 on the original proposals presented to Committee in February 2019.
- 4.2 The report outlines a necessary temporary change in focus and the rationale for these decisions being taken to ensure the programme continues to be delivered and best value achieved from the budget allocation.

4.3 Future activity is predicated on the continued impact of Covid-19 on availability of staff and contractors to support this work.

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23rd June 2021
Agenda Item No. 07

Revision of Local Community Planning Priorities in Levenmouth– Alignment to Reform and Recovery

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

Wards Affected: Wards 21,22

Purpose

To update members on the process to update the current local community plan (LCP or Plan 4 Levenmouth) to support the current Reform and Recovery Priorities, and as a result align with the Plan 4 Fife strategic document which is also under review at this time. The report will also give an overview of activity currently in place that supports the priorities within the existing iteration of the LCP.

Recommendation(s)

Members are asked to:-

- (i) note the frameworks to be used to drive local community and officer input in shaping the local planning priorities for Levenmouth in line with the Council objectives around Recovery and Reform.
- (ii) note this process will broadly cover the local approach to adapting and adopting the new priorities for the LCP, the Community Learning and Development Plan, and the Neighbourhood Plan for Buckhaven South.
- (iii) note that the Place based focus on building the asset base for the area will fully align with the key priorities contained in the Levenmouth Reconnected Programme approach.
- (iv) note the progress for 2020/21 around projects aligned with the 2019/2022 iteration of the local community plan (LCP) for Levenmouth.

Resource Implications

There are no direct resource implications arising from this report, however there may be reference to the indicative set aside of funding from local budgets to achieve specific objectives or support ongoing project work. Any significant funding requirements will come back to the Area Committee in a separate report for agreement as required or will receive overview at the relevant ward meeting depending on the value of the request.

We are currently still dedicating significant officer time to supporting local communities in the pandemic. While we see light at the end of this tunnel, we will still need to work within the prevailing restrictions that are likely to remain in place for some time to come. Accordingly, we envisage that a degree of resource will be aligned to support a digital interface, when engaging locally, blended with face-to-face meetings as and when safe and appropriate to do so.

Legal & Risk Implications

We are required as a local authority to put in place robust planning documents that have a local mandate and align with the core priorities highlighted in the area through consultative activities.

Impact Assessment

An Equality Impact Assessment and summary form has been completed.

Consultation

Previous iterations of the community planning documentation for Levenmouth have used a range of forums to derive valuable feedback from local people and professionals working in the area. The current plan for Levenmouth is now due to be reviewed given it was scheduled to run from 2019 to 2022. We will make use of the most up to date strategic assessment data for the area to define some of the key issues based on that information. These will form part of the discussions as we go forward.

It is important to note that we are currently involved in discussions locally around several large-scale projects such as the River Leven Programme and Levenmouth Reconnected (Rail Link) Programme, and the input into these will be relevant to this process as well.

Although we are giving ourselves ample time to review the current LCP, it is important to note that work on existing priorities will continue in tandem.

We do not expect, given the current circumstances, that the existing core priorities will have changed radically over the last few years, indeed they are more likely to have been further exacerbated by the events of the last year, notably around mental health, poverty concerns with a significant focus on food insecurity, and the need to provide training and skills support to ensure local people have the skills and abilities to access employment in what will no doubt be a competitive market in the next few years.

1.0 Background

- 1.1 At its meeting on the 18th August 2020 the Fife Partnership Board agreed that the initial phase of the Plan 4 Fife review should focus on a smaller number of priorities that are considered to be essential to post – COVID recovery and renewal.
- 1.2 The agreed priority areas are:
 - Leading economic recovery
 - Tackling poverty and preventing crisis
 - Reducing the impact of the climate emergency
 - Building community wealth and wellbeing
- 1.3 In general terms these stated priorities fall close to the key focus areas already contained within the Levenmouth [Local Community Plan](#) agreed at Area Committee in 2019. Some of the key areas identified then included –
 - Increasing local opportunities for skills and development

- Supporting tourism employment opportunities
 - Targeted Anti- poverty interventions
 - Improving health outcomes
 - Supporting improvements in transport connectivity around Levenmouth - walking, cycling, bus and train.
- 1.4 The appended update report on activity supporting these core aims up to April 2021 will give members an overview of progress on these themes despite difficult conditions.
- 1.5 Given the close alliance of our currently agreed local plan, with the reform and recovery approach noted in the newly proposed framework for the Plan 4 Fife, we are confident locally that we are already working towards the majority of those core objectives.
- 1.6 It is important however that we continue to sense check our local objectives with the people of Levenmouth to ensure that they still align with local concerns.
- 1.7 Accordingly we will use the rest of the calendar year to review our local plan, in line with the strategic direction set by the Plan 4 Fife, and with a view to secure a local mandate through consultation. By late 2021 or early 2022 we would expect to be able to seek agreement and sign off from elected members for the new Levenmouth Local Community Plan (Plan 4 Levenmouth).
- 1.8 As noted we will use this opportunity to also review the current CLD plan as well as the Buckhaven South Neighbourhood Plan, which will be one of the first consultations to use the [Place Standard](#) 2.0 framework developed to be more sensitive to issues raised around climate and adaptation approaches.

2.0 People and Place

- 2.1 Key to the delivery of local objectives the last year has seen the construction of more robust frameworks based around the workstreams of People and Place.
- 2.2 On 2nd September 2020, the Council Executive Team (CET) remitted the Council Leadership Team's Place Leadership Working Group to support local leadership teams to identify local working arrangements that are suitable for each area.
- 2.3 CET also asked Directorate Management Teams to review local service delivery to make sure management arrangements, operations and resourcing support a people and place approach.
- 2.4 This local leadership review was mainly driven through the Multi-Disciplinary Team (MDT) construct, which emerged during the response to Covid-19. We are now being asked to further evolve our approach based on the MDTs, based on a 'people' and 'place' approach, which should be central to service recovery plans and to our work with community planning partners.
- 2.5 CET agreed that areas should move to a two-team approach based on a People and a Place Leadership model. CET supports a more streamlined approach at the local level. As noted the 'People' Leadership groups will evolve from the Multi-Disciplinary

Teams and 'Place' Leadership groups will either be newly established or evolve from existing Area Leadership Teams, depending on the set up found in each locality.

- 2.6 There will be a defined split in terms of responsibilities allocated to each workstream, however there is recognition that both impact on one another, and interaction between both groups is key. This will be facilitated to some extent by a number of officers from services who will be representatives of both local leadership teams.
- 2.7 For clarity the People Leadership Teams will look to focus on Children and Families, GIRFEC, learning, employability, social inclusion, mental wellbeing, poverty, inequality issues, and access to services. It should be noted however that there is still some discussion with Education Service on the final terms of reference for this work.
- 2.8 The Place Leadership Teams will focus on green space, play and recreation, facilities and amenities, transportation, traffic management and parking, skills development, economic regeneration, climate change, community wealth building, community safety, housing and community led services.
- 2.9 As noted above in paragraph 2.4 the People team is reasonably mature in that it was initially set up to respond to concerns raised at the height of the pandemic in mid 2020. Accordingly, it has already started to establish its key areas of work, these have been coalescing around mental health support, work to support the reduction of harm for people involved in substance misuse, school transition and targeted family support. The group is at a stage where it is comfortable enough to assess the resource available to achieve these objectives and suggest how this may be better allocated to suit local circumstances.
- 2.10 While the Place Leadership Team can be considered as still in its formation stage, it is important to understand that Levenmouth has been following a Place making agenda for several years.
- 2.11 Levenmouth was an early adopter of the Charrette and Place Standard, using these tools to describe community aspirations about a future look for the Leven town centre area back in 2013, which fed into an urban design strategy which still directs our public realm work today. Alongside this, a focus in Buckhaven produced a local community action plan which encompassed a spatial plan, an approach which reflects the approach the Scottish Government wishes to support around the [Local Place](#) plan approach.
- 2.12 A significant part of the work of the Place group will be support the combined approach of the Rail Link and River Leven projects to ensure the maximum benefit is derived from these significant investments. Members will have noted from the report today on the Levenmouth Reconnected Programme that all investments in project work made from the LRP fund will be aligned to the key priorities noted in the Plan 4 Fife and local planning documents.

3.0 Progress

- 3.1 The appendix to this report highlights a range of actions that have contributed to achieving progress on the focus areas agreed by the Area Committee when endorsing the [LCP](#) back in 2019 Appendix 1 highlights work that has been undertaken between April 2020 and March 2021.

- 3.2 Members will be aware that significant time and resource that has had to be allocated to supporting local people through the worst of the pandemic. This resource continues to be stretched today in ongoing work around asymptomatic testing and vaccination provision locally.
- 3.3 To facilitate this we have required colleagues to put on hold a range of pieces of work which could not be supported due to the need to comply with social distancing regulations etc. As a result, a lot of one to one and small group development work, notably with young people and families had to be curtailed. The pandemic has also had a significant impact on our mainstream welfare support provision notably around job clubs.
- 3.4 Despite this we have tried to push through as many initiatives as possible over the last year, some of which have come to Area Committee for consideration around funding while others have been advanced through delegated decisions.

4.0 Neighbourhood Plans

- 4.1 The objectives behind a Neighbourhood Plan approach are to better identify key concerns in an area of particular distress.
- 4.2 Members will be aware that in relative terms Buckhaven South is a locality which has consistently been behind the curve in terms of progress on a range of indicators contained within the Scottish Index of Multiple Deprivation framework.
- 4.3 While there has been significant community-based activity in the area, including the establishment of a local action plan statement, and the formation of a wider Buckhaven community council, there is still a need to delve deeper into the data for the area to refine an approach that best supports the place and its people.
- 4.4 This will be led by Community Development along with support from [Sniffer](#), an organisation that has extensive experience in supporting placemaking approaches across Scotland.
- 4.5 Broad agreement has been reached around an indicative timeline for this piece of work, which aims to ensure we engage with some of the harder individuals to reach who live in this area, this timeline proposal can be found as appendix 2 to this report.

5.0 Conclusion

- 5.1 This report is an update of the work that has been undertaken from March 2020 to April 2021, as well as a guide to the future steps to be taken to review the local planning approach.
- 5.2 Guidance from Fife Partnership and the impacts of the pandemic will influence the key priorities for our local approach as we move forward. Our local experience of the response to the COVID-19 emergency in Fife, together with the emerging strategies for recovery and reform driven by the corporate body, provides a valuable opportunity to refocus work and deliver a more nuanced approach for the Plan 4 Levenmouth.

- 5.3 Locally we have many of the ingredients that we have desired for some time to properly kickstart the fortunes of our area, it is therefore incumbent on us to use these to the best advantage of Levenmouth and its people.

List of Appendices

1. Project Progress Report on Plan 4 Levenmouth 2019/22 – on areas of focus for 2020/21
2. Buckhaven Neighbourhood Plan – Indicative Timeline

Report Contact

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Community Manager (Levenmouth)

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Review of LCPB Funded and Officer supported activity between April 2020 and April 2021

This is a snapshot of some activity over the period noted and has been split into the headings used for defining priorities within the current Levenmouth local plan. Some of the projects may well be comfortable under an alternative heading, however we have looked to group them based on the primary stated objective or outcome of the activity. Members have been sighted on all the expenditure items over the course of the year through updates at ward meetings – this is a distillation of a number of the projects into those key priority headings.

As members will be aware a number of proposed projects could not start last year due to the pandemic, however the area has still tried to focus on outcomes that were achievable despite the restrictions. Officer time though has largely been allocated to the initial pandemic support around food insecurity, test and protect etc, to more recently direct support for the provision of asymptomatic testing. We are currently still supporting that approach while trying to move to more mainstream activity which is proving difficult. It is testament though to the flexibility of the local officer team that they have been receptive to fulfilling a range of roles that would not normally be within their day-to-day brief, and this has been hugely appreciated.

Opportunities for All - The priorities within this section recognise the imbalance within Levenmouth in terms of aspiration and opportunity- accordingly activity under this headline looks to focus on issues around access to services for young and old, poor health outcomes, food insecurity, fuel poverty and support for all in terms of learning and skills.

Activity Under Opportunities for All

- Infrastructure support for allotment site – Kennoway Community Shed - £1500. A project aimed at supporting older people in the Kennoway area to participate in a range of activities. This project specifically tackles issues of isolation experienced by some of our most vulnerable citizens.
- 13/L3 bus route funding – An innovative approach from the Area Committee to locally support additional bus routes to serve areas perceived as disenfranchised from accessing local services due to timetable changes - £10,500. This approach proved successful in proving the need for a service – accordingly from August 2020 this became a mainstream funded service.
- The Centre Leven – Various pieces of upgrade to ensure seamless pandemic support - £3000 – this comprised of various pieces of work including additional storage provision, upgraded electrical infrastructure, refrigeration upgrade to ensure that people in Levenmouth could receive appropriate support and services from a well-equipped Community Assistance Hub at the Centre Leven.
- Arden House – Various pieces of upgrade work to ensure the facility at Arden House Leven provided the best possible environment for its 150 plus recipients of support and service provision. £4000 – this work sat alongside capital funded work to improve windows, insulation and heating in this building. The ancillary work noted here includes improvements to the garden area – upgrading fire and security infrastructure to meet current standards and improving ventilation in the main kitchen area

- Discretionary Rating Relief – Support for local service providers across a range of local facilities in mitigating rate costs - £4346
- Coaltown of Wemyss Play Space Improvements – specific work to improve the play opportunities for pupils at this school - £6100
- Play at Home Support – Pandemic support to ensure families had the equipment to encourage play at home during lockdown, this was led by the Family Support service - £1500.
- Summer Activity 2020 – specific support to key families over the summer period 2020 via Woodlands Nursery.
- Levenmouth Fuel Poverty Approach – a continuation of the successful alliance with Greener Kirkcaldy in providing specific support for Levenmouth residents struggling with fuel related debt. This has been the subject of quarterly reports to elected members- £25,000.
- Levenmouth Research Project – A narrative enquiry approach which looked specifically at the experiences of people in Levenmouth, who have had to deal with ongoing inequality concerns compounded by the issues relating to the pandemic. This report is being used to shape our approach to local recovery £2500.

Thriving Places

The priorities within this section all recognise the need to improve 'Place' as a key element in building the resilience of the community in Levenmouth. Better designed streets and greenspaces. The adoption of the Place Principle via SG and COSLA states

'Place is where people, location and resources combine to create a sense of identity and purpose and is at the heart of addressing the needs and realising the full potential of communities. Places are shaped by the way resources, services and assets are directed and used by the people who live in and invest in them'

Members will be aware that we are currently focusing on our core Place projects of the Rail Link, River Leven Programme, Town Centre Regeneration and the Flax Mill Regeneration Project at Silverburn Park. Accordingly, a lot of activity has been based on these main themes which have been reported separately to elected members over the last year and have tended to be funded from budgets other than the LCPB.

Members also received a recent report updating them on the work to rationalise and invest in our play spaces across Levenmouth

Activity under Thriving Places

- Flat Refurbishment Simpson Institute – a joint approach with the Largo and Area CC to refurbish the flat attached to the Simpson Institute – this would allow a rental of the unit to commence which would provide an ongoing income stream to invest in the facility. - £4500
- Silverburn Wildlife Hide – an investment in providing additional facilities for activity within the park - £4000 (still to be put in situ)
- Floral Enhancements – the Leven example is one of a number of initiatives where the local community is playing a significant part in making sure the place, they live looks welcoming. -£1500.
- Town Centre Festive Lighting – although a poor year for all retail environments we have continued our support for festive lighting infrastructure in Leven and expanded it in Kennoway. £6130
- Leven Promenade access path and slipway work - £9280

- Windygates Cross Clock Refurbishment – a full restoration project guided by Historic Scotland requirements to bring the centre piece for the village back to a good standard £3536
- Levenmouth Anti-Social Behaviour Approach – A follow on from the previously successful approach in Levenmouth in mitigating the worst of the issues surrounding the illegal use of motorcycles and quad bikes in public greenspaces. - £25000
- Buckhaven Dinosaur Mural – Following on from a number of large-scale public art approaches in Levenmouth the painting is the first part of a larger work which was highlighted as an aspiration for local people in the Buckhaven Charrette - £1920
- Installation of interpretation boards Memorial Park Methil – assistance provided to a community led initiative for good quality and accurate information to be made publicly available in a key greenspace within the town. - £223.
- Restoration of benches and other infrastructure at various sites – the area has committed to monitor and maintain its beach and greenspace infrastructure to a good standard, this includes benches, seats, bins and tables across a range of sites – the project picked out here is the refurbishment of units in West Wemyss in partnership with our local training organisation CTH. £1175
- Artisan Market Support – support given to support the provision of infrastructure to allow regular market events in the town centre of Leven.

Inclusive Growth and Jobs

This priority is about maximising the opportunities for local people to access work over a range of disciplines – either through more focussed training opportunities to ensure they are well placed as and when vacancies appear or through direct support to create work activity.

Members will be aware that our formal relationship with the training squad managed by our Employability colleagues has not managed to operate this year due to restrictions governing the transportation of the training squads to workplaces, however we fully intend to continue that relationship in 2021/22 and will return to Area Committee with a costed proposal at a later date.

Activity Under Inclusive Jobs and Growth

- Young Start Year 2 – A match funding initiative along with Lottery funding to support the Community Trade Hub offer its Young Start initiative, much of this work had to be adapted to comply with restrictions but has been progressed. - £9000
- Silverburn Park – the ongoing investment in the park has seen local Fife contractors accessing significant work during the pandemic including the £145k wind and watertight contract for the Flax Mill supported by the Vacant and Derelict Land Fund.
- Silverburn Park – Despite the issues of lockdown the Silverburn Park campsite was established over the last year and within the period of scrutiny had ensured the role of camp site manager had been advertised and filled.
- Other short to medium term roles have been secured around wider park and greenspace management as well as the potential to look at the Café provision as a paid role.
- Supporting the transfer of underused space within Balmaise Community Centre for the development of a fitness business venture.

Community Led Services

This priority is all about supporting communities to take control, where appropriate of service delivery. In the statement for this priority within the local plan we said we would ‘promote mechanisms that support social entrepreneurial behaviours in local people, whether that is for purely social benefit or for kick-starting a new business venture that has a degree of community benefits’

Activity Under Community Led Services

- The commissioning and completion of a costed business plan for the Fife Heritage Railway. This direct support was to ensure that the FHR was in a position to compete for funding from a range of sources, but particularly the LRP funding which is coming on stream soon. This proposal paper now better captures the aspiration of the group to become a key visitor attraction in Levenmouth and to build long term sustainability. - £1950
- Ongoing support for Fifers for the Community through developments at Bayview, including the fitting out of the Community Shed.
- Ongoing support for the Kennoway Community Shed to further develop its provision post lockdown.
- Ongoing support for the development of service provision for older people at Arden House by Arden House Projects.
- Investment in a range of local community centres to ensure they are up to standard and will allow management committees to develop a range of activities both cultural, practical and learning that meet the needs of local people.
- The development of a community led active travel and behaviour change plan in conjunction with Sustrans which will inform development work for years to come.
- Support for Homestart in Levenmouth to secure a base for its long-term service provision in the area.
- Development work for the Sandy brae pump track development, which when complete will be locally managed and developed into a key sporting asset for the area and fife as a whole.
- Support for Largo Bay Sailing Club in developing its seafront asset through investment by the Crown Estate. This will ensure the club can enhance its training capability and build its business as tourism develops further over the coming years with the rail link.
- Support for East Wemyss Bowling Club to develop its asset and ensure long term sustainability as a centre of activity for its village this includes an accessible garden and growing space, and disabled facilities. This work was in conjunction with Fife environment Trust.
- Support for the Sailors Rest Gym to develop its current facility to improve the experience of participants and improve the ‘shop’ frontage on the High Street. £2500
- Officers in the area are also involved in a number of potential community asset transfers aimed at releasing key facilities or land that can be better utilised by community-based groups. Once these have reached a stage that will allow a formal transfer to be considered , members will receive a more detailed update.

Expenditure Profile LCPB

Members will note from the activities above that LCPB support was required for a number of the projects listed, while others relied more on advice and direct support around negotiating terms or leases or specialised assistance from other services or partner agencies.

A number of key projects had to be cancelled over the last year – however the spend across the wards was reasonably high, other than in the anti-poverty budget where those key face to face projects had to be postponed. We have been advised that carry over will secure this underspend in the current financial year.

In total 85 defined projects were supported by LCPB over the two wards and anti-poverty in 2020/21.

The ward budgets for Wards 21 and 22 were overspent by 3.5% based on cumulative totals of £168,255 total spend (adjusted from £178,255 after receiving £10,000 of additional income within the 20/21 financial year) against an original budget of £162,489.

The Anti-Poverty Budget was not fully spent given the number of cancelled projects, and the provision of other (mainly Scottish Government) emergency funding streams which were used over the year for crisis and recovery work. British Red Cross crisis funds were also utilised over this period. As a result of this the only 37.18% of the budget was spent however, we will be able to utilise this spend over the coming year.

Buckhaven South Neighbourhood Plan.

Indicative timeline

May 2021

- Meeting with Sniffer/Place Standard Team – establish approach – 4th May · Confirm area of study as Buckhaven South-
- Establish local resource – Iain Anderson, Robert Graham, CEW resource (young persons consultation), Climate Change team.
- Establish remote resource – Sniffer/SSN input 40-50 days across 4 projects. This would include facilitator support, production of support materials, observation framework on consultation approaches. · Local team to link to place standard information and get confident on its basis usage.
- Over the month of May – Establish local links and raise awareness of a consultative approach beginning in June 21.
- Note the final objectives of the approach – establish detailed priority concerns for this area including a focus on climate change aspects and how they impact this community, ensure significant coverage for this consultation (target to achieve - 30% of the 600+ local residents will take part). Establish key action planning document.

June 2021

- Place Standard 2.0 in place Training Scheduled for Monday 14th June.
- Initial digital release of consultation using Our Levenmouth, include climate impact material as overlay and supporting material.
- Street discussions – encouragement to link with the consultation
- Leafleting or direct mail – again encouraging interaction with the online consultation – prize draw incentive.
- Prior to summer holiday period link to school to open discussion and if set up use childrens place standard model for feedback – either individual or whole class interaction.
- End of June – initial review of feedback from digital consultation to establish areas of particular interest.
- Feedback to PS team/Sniffer

July 2021

- Depending on level of restrictions – small group work to start (one or two sessions – direct invites) – focus on early priorities in face-to-face meetings and explore these.
- Continue to push online participation.
- Use other meeting forums to explore the subject, job clubs, drug and alcohol projects, church, CLEAR etc

- Initial update to elected members
- Feedback to PS team /Sniffer

August 2021

- Expand group work sessions (3 sessions over the month – direct invites and drop in)
- Continue to push online participation.
- Feedback to PS Team/Sniffer

September 2021

- Collation of current feedback
- Feedback session to community – one session plus digital feedback
- Incorporate responses from the feedback session and start drafting action plan
- Feedback to PS Team/ Sniffer

October/November 2021

- Draft plan sent out directly to participants and made available online, comments encouraged (2-3 weeks feedback window)
- Final draft completed
- Members briefed

December 2021

- Report drafted for Area Committee agreement

January /Feb (TBC) 2022

- Area Committee sign off

23rd June 2021
Agenda Item No. 08

Supporting the Levenmouth Plan – Anti social Behaviour Concerns Mulberry Crescent.

Report by Paul Vaughan, Head of Communities and Neighbourhoods

Wards Affected: Ward 22

Purpose

The purpose of this report is to establish support for an intervention to prevent issues relating to the anti-social use of motorcycles and quad bikes in a specific part of Levenmouth.

Recommendation(s)

The Committee is asked to:

- note the concerns raised locally about the issue of ASB
- note the engineering solution proposed by colleagues in Grounds Maintenance and aligned costs.
- Agree to a site meeting with elected members for ward 22, Police and Grounds Maintenance representatives to ensure all members are aware of the proposal and any possible implications this may have.
- Agree a mechanism to release funds, if, subsequent to the site meeting, members are satisfied with the approach, which would allow the work carried out over the summer of 2021, with the funding decision then homologated at the August 2021 meeting of the Area Committee.

Resource Implications

This proposal will reduce the ward 22 LCPB budget by up to £7659.34.

Legal & Risk Implications

There are no legal implications inherent in this report. Risk management issues will be addressed should any project progress to construction by the successful contractor.

Policy & Impact Assessment

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

Consultation

This issue was raised as a constituency concern specific to this area.

1.0 Background

- 1.1 Members from both wards will be aware of ongoing concerns relating to the inappropriate use of motorcycles and quad bikes in a number of areas around our locality.
- 1.2 A recent report to the Area Committee (January 2021) members committed significant funds in partnership with the Police to ensure enhanced enforcement approaches in relation to this problem. At one point in time the Levenmouth area accounted for 60% of all calls to the division which related to ASB issues of this nature.
- 1.3 Alongside enforcement the area has also invested in appropriate engineering solutions to try and sterilise areas previously attractive to motorcycle and quad riders. These have proved partially successful close to the River Leven for example – but may still require periodic review to ensure they stay relevant.

2.0 The Project

- 2.1 The proposal in this case will require significant work in terms of fencing or the use of concrete blocks to provide an effective barrier to access for quads and motorcycles. The cost element shown below includes two options with their associated costs.
- 2.2 The proposal has been subject to a number of discussions; however, the Community Manager has not been able to arrange a suitable time to visit this site to fully understand the potential implications of the proposal.
- 2.3 The outline costs for this proposal are set out below as two options.
 - **31M Barrier + 21M Bow top**
 - £3587.22 Concrete barrier
 - £1158.92 Labour
 - £90.00 postcrete
 - £2323.20 Bow top
 - £500 Building services
 - Total £7659.34**
 - **52M Bow top**
 - £5517.60 Bow top
 - £1847.45 Labour
 - £202.50 Postcrete
 - Total £7567.55**
- 2.4 Given the extent of work which will be required to achieve the proposal, it is felt that all ward members should be comfortable that the intervention can realistically achieve the results it is being designed for. The concern would be that if this design was breached

by those indulging in ASB behaviour, it would be viewed as a disappointing investment by the local community.

3.0 Conclusion

- 3.1 This project aligns well with the Thriving Places priority within the current Levenmouth Local Community Plan 2019-22, notably the focus on taking targeted action on ASB issues.

List of Appendices

None

Background Papers

None

Report Contacts

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Date: 23rd June 2021

Agenda Item No. 09

Safer Communities Team Update Report

Report by: John Mills, Head of Housing Services

Wards Affected: Levenmouth area (Wards 21 and 22)

Purpose

The purpose of this report is to provide members with an update on the operational activity of the Safer Communities Team within the Levenmouth committee area during the 12 month period 1st April 2020 to 31st March 2021.

Recommendation(s)

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

Resource Implications

None.

Legal & Risk Implications

None.

Impact Assessment

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

Consultation

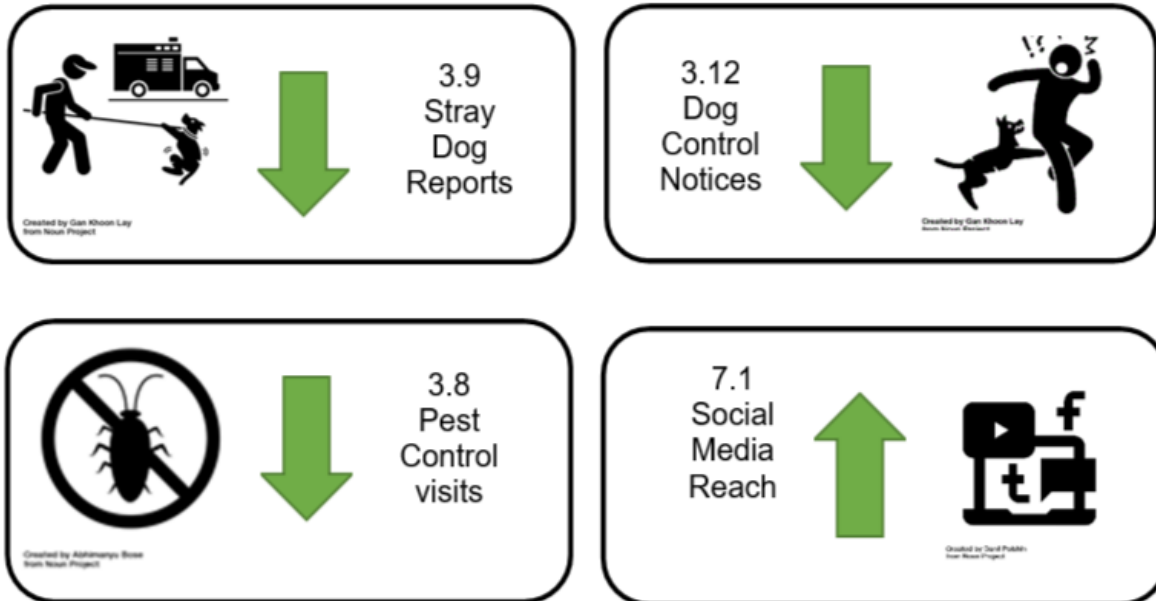
Consultation has taken place with community safety partner agencies.

1.0 Background

- 1.1. The purpose of this report is to update elected members on the activity of the Safer Communities Team (SCT) within the Levenmouth area during the financial year 2020/21.
- 1.2. This report sits alongside individual updates from Police Scotland and Scottish Fire and Rescue Service (SFRS). It should be noted that the three core agencies (Police Scotland, SFRS and Fife Council's SCT) may comment on work carried out *in partnership* with each other and other agencies but cannot comment specifically on work carried out independently by other services.
- 1.3. Information is also provided on Fife-wide activity in order to ensure that members are aware of the range of activities which may be of interest to them and their constituents.
- 1.4. The performance information in sections 2 and 4 provide a summary of the Safer Communities Team annual activity within this committee area during the reporting period compared to the previous financial year.
- 1.5. The activity is denoted using RAG arrows to demonstrate whether an activity has increased or decreased on the previous year (up or down arrow) and whether this is positive or negative (denoted by red, amber, or green).
- 1.6. The narrative describing each of these activities and associated statistics can be found in the sections referenced.

2.0 Performance Summary - People

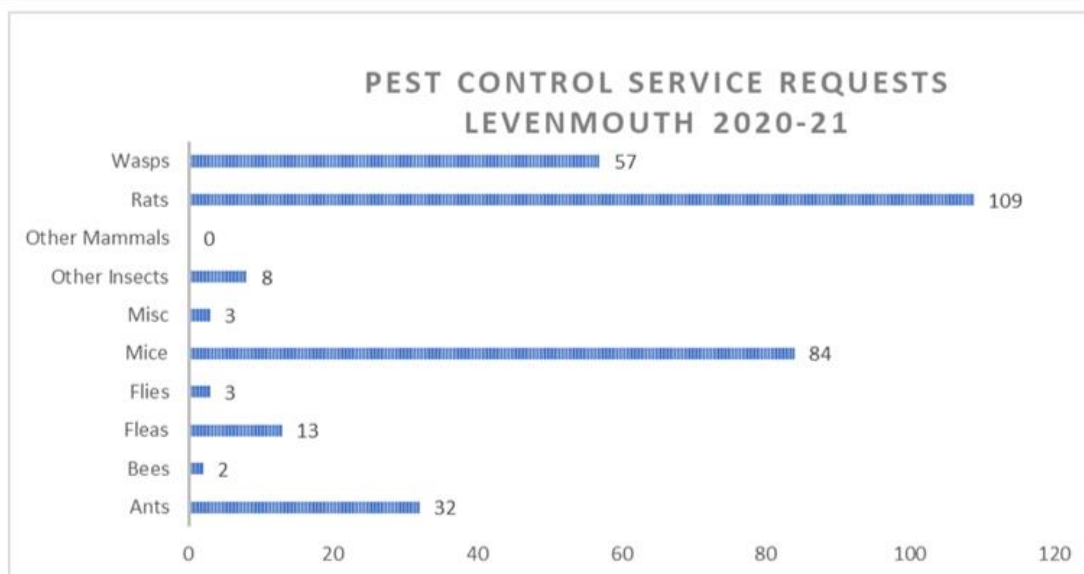




3.0 Performance narrative – People

- 3.1 Due to the restrictions around home visits during the pandemic, the number of clients contacted by our Fife Cares service decreased in 2020/21, compared with the previous year. The majority of referrals related to requests for tailored **home safety advice** for families with young children. Whilst no face-to-face visits were carried out by our officers, 67 families were contacted by phone (compared with 83 home visits the previous year) and all doorstep deliveries took place within social distancing guidelines.
- 3.2 Recognising that Fife Cares is one of our most valued services, we took the opportunity to work with Evaluation Scotland and the Scottish Community Safety Network, to pilot an evaluation around the **Measuring What Matters** framework. The project focused specifically on Unintentional Harm, which is often difficult to report on as the data which demonstrates the impact of services, such as Fife Cares, is generally qualitative rather than quantitative. The evaluation pilot commenced in February 2021 and so is still in its infancy. However, from feedback already received we are seeing the positive (and welcome) impact our officers make in terms of raising awareness of child safety within the home environment by engaging parents and carers in discussion about aspects that they may not already have considered. We intend to provide more information on this evaluation in next year’s annual report but, in the meantime, a copy of the case study produced by Evaluation Support Scotland is attached (appendix 7).
- 3.3 Referrals to the Fife Cares service regarding **home security advice** under the Safe, Secure and Supported at Home initiative decreased slightly, although visits continued to take place given the serious nature of the issues being experienced by customers. All visits were carried out within social distancing guidelines and using appropriate PPE (61 visits in 2020/21 compared with 111 the previous year).

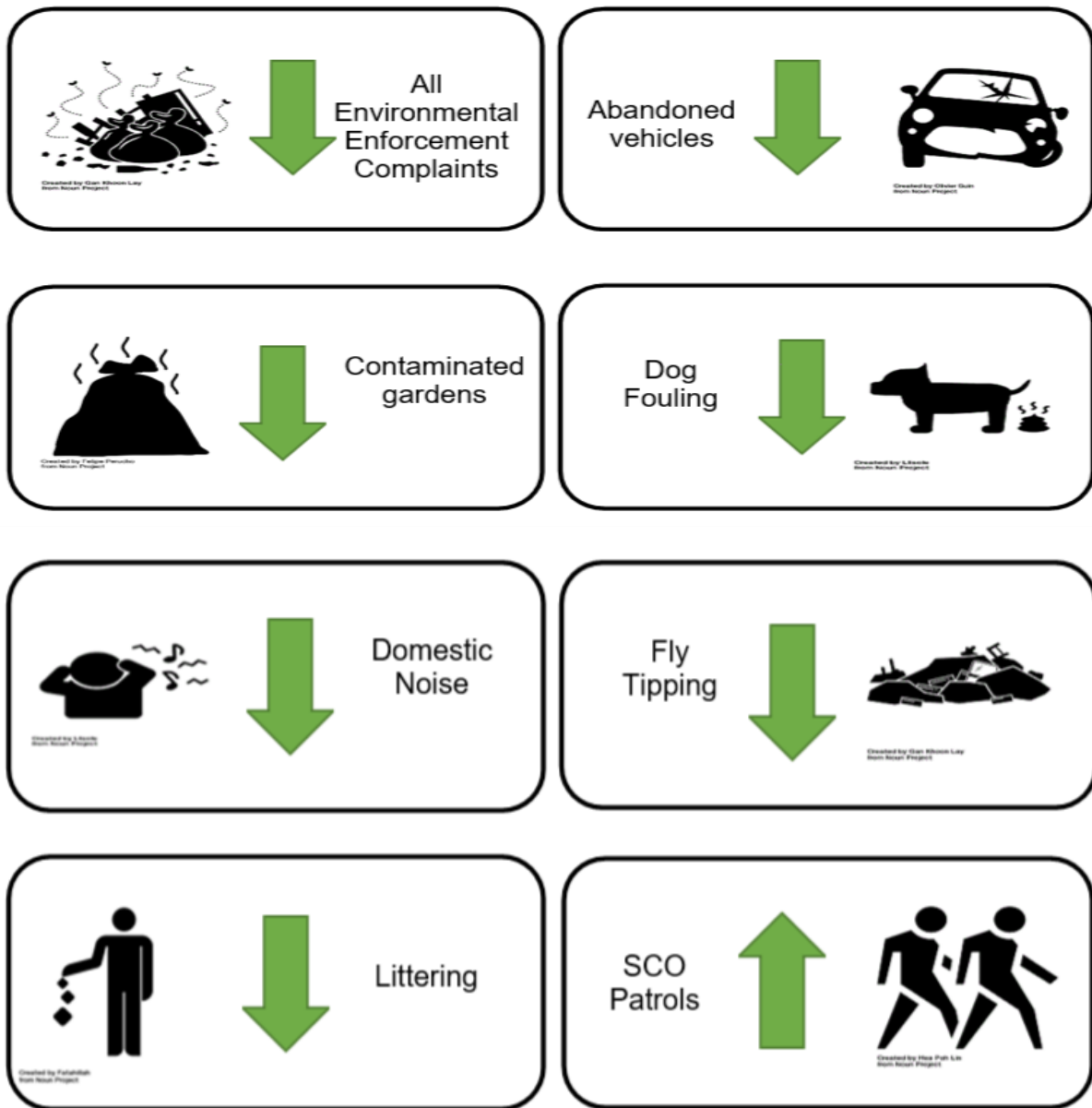
- 3.4 Of the 30 referrals to **Fife Community Safety Support Service (FCSSS)**, 15 resulted in the provision of support whilst the remaining 15 involved some form of mediation, albeit contact was made by phone. Referrals to FCSSS decreased compared to the previous year (39). Appendix 1 provides examples of some of the feedback received by the service.
- 3.5 The Area Co-ordinator investigated 218 **antisocial behaviour** cases, a substantial increase on the previous year (103). One of the reasons for the increase is that our Area Co-ordinators handled the majority of antisocial behaviour complaints on behalf of the local office for the first six months of 2020/21.
- 3.6 A review of Fife Council's Antisocial Behaviour (ASB) process commenced prior to the first lockdown, the overall objective being the delivery of improved outcomes for customers experiencing private space antisocial behaviour. Discussions with interested parties took place, including consultation workshops with elected members, to identify improvements to the ASB process. Consequently, the ASB policy has been updated to include, amongst other things, criteria of what will/will not be considered antisocial behaviour, and timescales have been included to provide customers with a clear picture as to when they can expect contact and how long a case may take to resolve. In addition, it has been agreed that there should be a single point of contact for customers. To this end, it is expected that all investigations into private space ASB will sit with the Safer Communities Team, and this should commence within the next 12 months.
- 3.7 Due to COVID restrictions and staff sickness, our Pest Control workforce was reduced from five officers to two during most of 2020/21. The decision was taken at the beginning of the first lockdown to carry out treatments in Fife Council housing and facilities only. This is reflected in the number of jobs carried out by the team. It is anticipated that the current pest control treatments offered to Fife Council tenants will be made available to private tenants as of 10th May 2021. Once all Covid restrictions are lifted, we will operate a full treatment service.
- 3.8 Our **Pest Control** officers responded to 310 requests for their services during 2020/21 (down from 826 in the previous year). The number and type of pests dealt with are depicted in the following graph:



- 3.9 Thirteen **stray dogs** were reported to the Safer Communities Dog Wardens, a decrease from 2019/20 (32). Ten dogs were microchipped, but only three reflected the correct details of their owners. Six dogs were subsequently claimed/returned to their owner and the remaining seven were passed to an animal charity for assessment prior to being rehomed.
- 3.10 Two Levenmouth residents were given **advice** regarding the control of their dog, down one from 2019/20.
- 3.11 The number of dog control **warning letters** sent to residents in the area remained the same as the year before (10).
- 3.12 Four **Dog Control Notices** (DCNs) were issued in the area, a decrease of four on the previous year.
- 3.13 The case studies in appendices 2 and 3 provide examples of the work carried out by our Dog Wardens in respect of strays and dog control.
- 3.14 The number of **Road Safety** initiatives were significantly curtailed by the pandemic, due to the restrictions on face-to-face engagement. However, over the course of the year, our Project Officers not only took part in redeployment to assist other services such as Older Persons Housing, pharmacy, and PPE deliveries, but also created a variety of virtual courses and workshops to try to provide some level of road safety information and advice. Projects such as Safe Drive Stay Alive and Drivewise did not run at all in 2020/21, but we are optimistic that these will take place towards the end of this calendar year. Appendix 4 provides further information about Road Safety activity.
- 3.15 Again, due to the pandemic, our **Youth Justice** Officer (YJO) was unable to engage with as many young people, especially on a face-to-face basis, as they would normally. While still on hand to provide support and advice to parents, carers, and young people by phone, our YJO was redeployed to assist other essential services, who were experiencing staff shortages due to the pandemic. This included working within Older Persons Housing and assisting a variety of community projects, especially those ensuring that vulnerable residents were provided with food and medication.

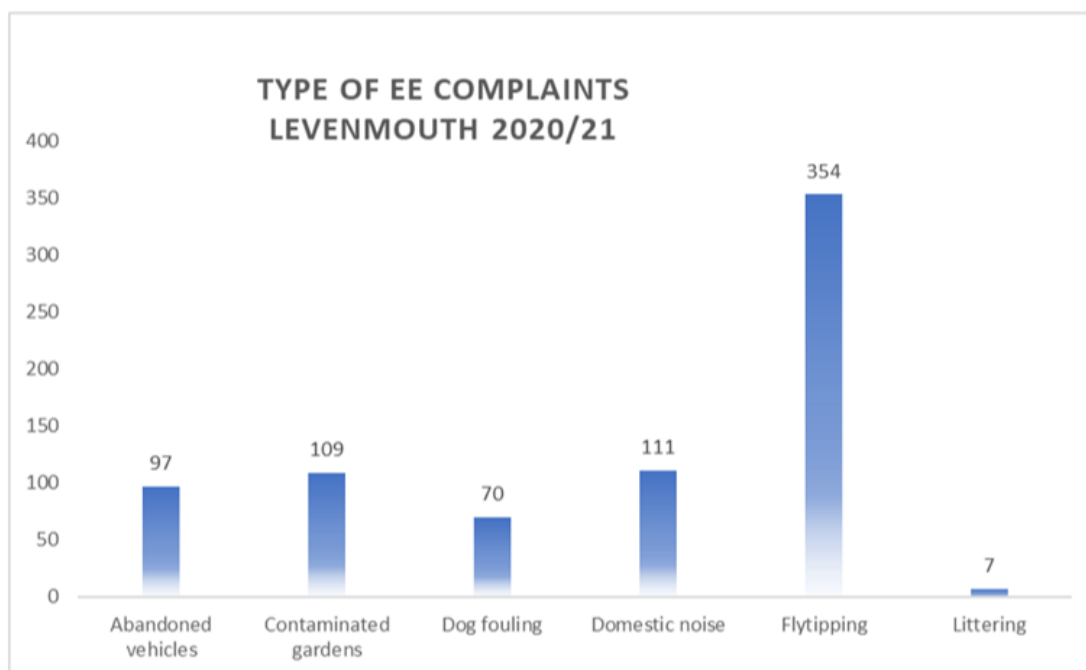
4.0 Performance Summary – Place

4.1. For the narrative around our ‘place’ based activity, please see section 5



5.0 Performance narrative - Place

- 5.1. In terms of **environmental enforcement** issues, 748 complaints were received for this area during 2020/21, a decrease from the previous year (1043 complaints).
- 5.2. The following graph shows the type and number of complaints received by the Safer Communities Team relating to environmental enforcement complaints within the Levenmouth area during 2020/21:



- 5.3. Compared to the previous year, our team received fewer reports regarding all six types of environmental enforcement issues handled by our officers. The figures for 2019/20 were as follows: abandoned vehicles (165), contaminated private gardens (124), dog fouling (121), domestic noise nuisance (252), fly tipping (366) and littering (15).
- 5.4. Our Safer Communities Officers (SCOs) carried out 2716 **patrols** in this area over the reporting period, an increase on the previous year (2022).

6.0 Other activities

- 6.1. The last week of the 2019/20 reporting period saw the introduction of the first **Covid-19** national lockdown. The normal day to day business of the team was severely interrupted and many staff were redeployed to assist other services, while the remainder continued to provide a community safety service remotely and/or in a socially distanced manner. Over the course of the year, as restrictions eased, we were able to return to some semblance of normality. However, as described in the performance narrative in sections 4 and 5, there were various initiatives and areas of business that we were unable to resume. We are optimistic that 2021/22 will see us being able to reinstate these areas of our team activity.
- 6.2. Appendix 5 illustrates the type of work our staff have been involved in where they were unable to perform their own duties.

7.0 Campaigns and events

- 7.1 Team members are normally involved in a variety of **events** throughout each year. Due to the pandemic, 2020/21 saw us rely quite heavily on our **social media** platforms to convey the community safety message to the residents of Fife. We provided information, advice, and assistance on several campaigns,

including those detailed in Appendix 6. The number of people following our Facebook page is currently 5408 and, overall, our social media reach increased from 620,000 in 2019/20 to 1.65 million during 2020/21.

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

8.0 Conclusion

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

List of Appendices:

- Appendix 1 - Example of feedback received by FCSSS
- Appendix 2 - Stray dog case study
- Appendix 3 - Dog control case study
- Appendix 4 – Road Safety activity
- Appendix 5 - Covid-19 activity
- Appendix 6- Safer Communities Team Facebook page
- Appendix 7 – Fife Cares 'Measuring What Matters' case study

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Fife Community Safety Support Service (FCSSS)

Examples of customer feedback.

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

- "Yes, I got an agreement with my neighbour which has been working so far and we are now talking to each other"
- "Yes, I've been able to be heard and get things sorted. I feel much more relaxed and at peace where I am living now."
- "Yes, I've got things sorted with my neighbour. The corona virus put things into perspective for me."
- "I am now aware of where I stand with my neighbour, so it's a way forward"
- "I looked forward to her visit and to know I had someone to talk to, someone to listen to what I had to say. It made a big difference in my life"

What did FCSSS do well?

- "Everything was done well"
- "Listening to me and thinking outside the box to allow me and my neighbour to mediate during lockdown"
- Sacro have been a tremendous help and listened when no one else did "
- "Arranged food parcels "
- "Provided time to talk and listen "
- "They were all really nice and friendly"
- "When I phoned the office the person who answered was always friendly and nice"
- "Always helpful and friendly, made the meetings easy and not something to be worried about"

What could FCSSS do better?

- "Nothing"

Stray Dog Case Study

In March 2021, the Dog Warden service received a telephone call from Fife Council Contact Centre regarding a stray dog that was found by a member of public.

The Dog Warden on duty for the area immediately dispatched and attended at the locus. The member of public had the stray dog within her home and informed the Dog Warden that she had found the dog running on the main road. She had put a post on a popular social media site, but after an hour nobody had come forward, so she decided to contact Fife Council.

On inspecting the dog, it was apparent that it had a significant flea infestation and urine scorching on the underneath of its body. Advice was given to the member of public who had taken the dog into her property regarding preventing the flea infestation spreading through her home. The dog was seized as a stray under the Environmental Protection Act 1990, placed within a specially converted vehicle, and taken to a kennel facility. On arrival, the dog was scanned for a microchip and a full check of the dog was carried out by Dog Warden. It was determined that the dog would not need veterinary treatment but was treated for fleas by the Dog Warden. All relevant paperwork was completed, including a photograph, before the dog was placed into a kennel.

According to current legislation, a dog must be microchipped (The Microchipping of Dogs (Scotland) Regulations 2016) and must also wear a collar with the owner's details inscribed or attached (The Control of Dogs Order 1992).

Dog Wardens will make every effort to find the rightful owner of a stray dog. This includes:

- searching national databases with the microchip number
- calling veterinary practices to ask if any of their clients have reported their dog missing
- contacting Police Scotland when lost dogs have been reported to them
- using contact details from the dog's collar
- responding to contacts made to the kennels directly.

On this occasion the dog was not claimed. Although it was microchipped, the details held on the national database were incorrect and the owner could not be traced.

After every stray dog is picked up, our vehicles must be cleaned out to prevent contamination or spread of any disease. In this case, because the flea infestation was so severe, the Dog Warden also went home to decontaminate (shower) and change into a fresh uniform.

After three days in the kennels a dog groomer, who operates on site, bathed, and cut the nails of dog in question, making the dog much more comfortable (and looking and smelling great!).

Under the Environmental Protection Act 1990, the local authority must keep a stray dog for seven days before it can be moved onto rescue. In those seven days the local authority is responsible for any veterinary treatment and any other costs incurred. Luckily, our Dog Wardens have built up great relationships with dog charities both locally and nationally. Securing rescue spaces for our unclaimed stray dogs is our preferred course of action, however if there is a concern regarding the temperament of a dog a full assessment will be carried out and a course of action taken that keeps people safe.

In this case, the dog was eventually re-homed through a local charity following appropriate assessment of the prospective owners and their circumstances.

Dog Control Case Study

Whilst off duty, one of our Dog Control Officers was contacted by officers from Police Scotland, Fife Division who reported that two staff members had been attacked by a dog that had been private boarding at a kennel in Fife. Police Officers requested backup as the dog was still running free within the grassed area of the kennel block, although secure within the property. The Dog Control Officer contacted their colleague, and both headed to the kennels to secure the dog.

On their arrival the dog was identified as an Alaskan Malamute and was still displaying aggressive behaviour. Two Police Officers were present, along with a Police Dog Handler and a member of the kennel staff. Two further members of staff had already been taken to hospital by ambulance following injuries sustained when trying to secure the dog.

After carrying out a risk assessment - which included discussing how they would secure the dog, the exact route to be taken, and which kennel the dog would be secured in - the Dog Control Officers removed all trip hazards and dried the floor. Both understood their safety and the safety of others must come first and so requested that the Police Officers, the Police Dog Handler, and the member of the kennel staff leave the immediate kennel area. After 20 mins the Dog Control Officers managed to secure the dog and contain it within a small kennel. They subsequently contacted a local vet to request their attendance and assisted the vet by restraining the dog, which was still acting aggressively despite being sedated. Unfortunately, following assessment, the dog was humanely destroyed.

The two kennel staff remained in hospital for over a week and required numerous surgical procedures to help them to recover from their injuries.

It should be stressed that the dog involved in this serious incident was not a stray, but an animal rescue dog being housed at a local kennel by private arrangement. On this occasion, our Dog Control Officers attended outwith their normal working hours to assist Police Scotland colleagues.

There are currently two full time Dog Control Officers employed within Fife and they are based at Rothesay House in Glenrothes and Halbeath Depot Dunfermline. Their responsibilities are enforcing dog related legislation such as the Control of Dogs (Scotland) Act and, regarding stray dogs, the Environmental Protection Act. They also deal with the recently introduced Microchip regulations.

If a person has any concerns about dog related behaviour in their area, they should call 03451 550022.

Road Safety activities

Car Seat Checks – staff were unable to host any car seat clinics but have promoted the [Good Egg](#) virtual check sessions. This platform will not reach as many people across Fife as face-to-face sessions would but will go some way to addressing the needs of those concerned about the fitting of their child car seats.

Drivewise – both April 2020 and Oct 2020 were cancelled due to the pandemic. Plans are in place to resume this initiative in October 2021. A venue has been booked and community safety partners are on board, but this all depends on the situation during the second half of this year.

Safe Drive Stay Alive (SDSA) – the November 2020 show was cancelled and although plans are in place for November this year, it remains to be seen whether we can host the same number of pupils in the Rothes Halls as in previous years. We have, however, begun to look at an alternative, which will include filming the speakers who would normally present during the roadshow, and create a video which can be issued to schools. Whilst this platform may not be as effective as the in-person SDSA it will allow us to provide some appropriate road safety material to schools.

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

Junior Road Safety Officers and Road Safety Plays – due to pupils not being in school for a large extent of 2020/21, this project has not been run. However, it is hoped that interest will pick up again perhaps after the summer holidays this year.

Pass Plus – there have been no evening inputs since February 2020 and driving lessons were also cancelled for a while throughout 2020/21. A virtual Pass Plus session has been developed however, although not used during the reporting period.

Offenders – on a similar note to above, no face-to-face courses took place during 2020/21, although an online input has been developed as a temporary solution.

Taxi Drivers – again, no courses have taken place since March 2020 and once restriction ease, it is hoped these will be reinstated.

Older Road Users – any groups booked for inputs during 2020/21 were cancelled. Although an online option has been offered to groups, there appears to be a preference from groups to wait until face-to-face meetings can resume.

Safer Communities Team Covid-19 Activities

From the outset of the pandemic, the Safer Communities Team continued to support our business-critical tasks (i.e., those identified as statutory duties), albeit there was an immediate need to adjust a substantial number of practices to suit the move from office based to mobile and lone working. In the same way as many services and organisations, this included finding ways to access the systems and information we normally have easy access to.

A few weeks into lockdown, our officers began high visibility proactive patrolling of areas to help tackle the rising issue of fly tipping and to provide reassurance to members of the public and vulnerable people in communities around the impact of COVID-19. Officers also monitored public spaces on bikes, identified where there was a need for onward reporting to colleagues in other connected services and actioned issues where appropriate.

Officers within the team have proven they are able to turn their hand to almost anything and often at very short notice. All officers either working in their normal area of business, or redeployed to help other services/agencies, have shown a real willingness to help in different circumstances to try to alleviate the impact of Covid-19, particularly on the most vulnerable members of our local communities.

Specific examples include:

1. A joint protocol between the Safer Communities Team and Police Scotland in relation to the social distancing guidance provided by the Scottish Government – the focus of which has been more in terms of education than enforcement. This initiative has involved excellent local partnership working between the services involved and staff from both organisations have worked well together. Due to the success of this venture, it is hoped additional partnership working projects will be identified in the future.
2. One of our SCOs was asked to take part in a project run by Clued Up which was aimed at helping young people affected by their own or someone else's substance abuse during this period. Several agencies - including Active Schools JKS Kaishi Karate, Just For Kicks, School of Hard Knocks, Dundee FC as well as local gyms and fitness clubs – were involved. Our officer, who has fitness experience, developed a session to help with the young people's mental and physical health. He also scheduled a Q&A session at the end to highlight the work of the Safer Communities Team and allow the young people to learn about the things we do to try to help keep them safe in their communities.
3. Our Youth Justice Officer was asked to provide advice and guidance by a local community centre and assisted a local high school family support worker by providing food and wellbeing parcels to families.

4. Various members of staff, including Project Officers, Home Safety Advisers, Area Co-ordinators, Safer Communities Officers and Team Managers carried out pharmacy deliveries across Fife on behalf of Fife Voluntary Action, and officers have been working in the Asymptomatic Covid Testing Centres.
5. Our Safer Communities Assistants, Area Co-ordinators, Partnership Officer, Team Managers and Youth Justice Officers assisted our elderly and vulnerable residents in various local communities, to ensure they had appropriate support and this included ensuring they had the necessary medical services in place, providing shopping delivery services (especially for those whose family or friends were themselves in isolation), serving lunches in sheltered housing complexes and supporting staff working in homelessness hostels.
6. Our Dog and Pest Officers meanwhile continued their work trying to resolve issues around stray/dangerous dogs and pest control throughout Fife, which are statutory duties.

As we have moved through the different phases of the route map, our officers have gradually returned to carry out their normal areas of business, whilst meeting all safety guidance regarding PPE and social distancing.

Finally, despite the period of turmoil, we have identified a few positives: our social media presence has been extremely well utilised, and we have noticed an increase in the number of followers and comments. This has allowed us to strengthen our relationships with people in every Committee area within Fife, plus several community groups whose work out in their local communities is having a positive impact on people's quality of life. One example of this being the excellent work of Fife Street Champions, whose membership has also increased considerably, as they support volunteers throughout Fife picking litter in their communities on a daily basis.

We would like to increase our community engagement and are looking at ways to commence and continue dialogue with as many residents in Fife as possible. If members have any suggestions in terms who we could reach out to in this way, we welcome input via your area contact in the first instance.

Safer Communities Social Media Examples

KIRKCALDY – TWILIGHT INITIATIVE 10th – 16th NOVEMBER 2020

Date	Post type	Reach	Comments	Share	Like
10 Nov	Launch post	1.5k	4	1	12
11 Nov	Post about the initiative	1.2k	0	4	14
12 Nov	Post and photo of SCO B'sland by footprint	814	0	3	28
12 Nov	Post and new poster	977	3	4	16
13 Nov	SCO Walkings	4714	12	7	114
13 Nov	New post - clean feet	925	2	2	15
14 Nov	New Poster - even if raining	611	0	0	14
16 Nov	Sign with graphic	3.5k	11	11	109
TOTAL REACH OVER ONE WEEK		14, 241			

SPECIAL THEMED WEEKS

THEME	DATE	REACH
Family Safety Week	30th Mar – 3rd Apr	3.6k
Mental Health Week	18th – 24th May	4.5k
Child Safety Week	1 st – 7 th June	52k
Police Summer Safety Campaign	Launched 22 nd Jun	1.1k
Suicide Prevention Week	6 th – 12 th Sep	9.5k
Road Safety Week	16 – 22 Nov	2k
Anti-Bullying Week	16 – 22 Nov	3k
Xmas Countdown Week	13 – 24 Dec	35.5k

AREA SPECIFIC POSTS ON FOOD POVERTY

AREA	POSTS	REACH
Dunf	F3	721
Rosyth	Edible, Tasty Spaces	961
Cowdenbeath	Max's Meals	1.5k
Leven	Café Connect	400
Kelty	Oor Wee Café	910

OTHER

POSTS	REACH
Rural Watch Fife	41k
Slips on Ice	130k

Fife Cares: Measuring What Matters Case Study

Scottish Community Safety Network (SCSN) and Evaluation Support Scotland (ESS) brought together practitioners from across the sector to develop **Measuring What Matters** - a toolkit to help those working in the field to have a better understanding about their outcomes and how to measure what matters in their work to prevent unintentional harm. This case study shows what **Fife Cares** learned when testing out the toolkit.



About Fife Cares

'Fife Cares' is a Fife Council Safer Communities Team initiative. It offers a range of free home safety and security visits which can be arranged directly or made on behalf of a client or relative. Fife Cares Advisers:

- Carry out home safety visits to vulnerable adults, and parents or carers of children under 5 years of age, to provide advice on how to minimise the risk of accidents in the home.
- Deliver awareness raising sessions to client groups to try to raise awareness of key home and child safety issues.

During the Covid-19 pandemic much of this work was carried out on the phone.

Background

Liz Watson from the Safer Communities Team explains why they wanted to test the toolkit for Fife Cares:

The service has been in place for several years and, while there have been various measures put in place to try to capture the impact of the service, it has proven difficult to establish something meaningful and sustainable. In the main, performance is measured by counting the numbers of visits in different areas, and hospital admission data.

Neither of these provide an accurate measure of the impact of a visit on the individuals or families we visit. Through using this toolkit, we hoped to have the opportunity to test different ways of evaluating. We also hoped to obtain some support to evaluate remote service delivery, as much of our work changed during the Covid-19 pandemic.

The service we decided to pilot is targeted at parents or carers looking for advice and equipment to help keep their children safe at home. Parents are often referred to us from health visitors, but they can also self-refer. Our advisers currently contact parents by phone to provide information and advice about safety in the home and assess whether any equipment might be required. Subsequently, officers carry out follow up calls four weeks later.

What we did

We used the framework and the learning session with ESS (Evaluation Support Scotland) to develop an **evaluation plan** for our **phone service** with parents and carers of children under 5 years of age.

We set a **short-term outcome** for this pilot project: **Following our input, parents and carers have a better understanding of risks for children within the home.**

The first call is about talking through concerns parents may have about child safety in their home, and whether there is a need for any equipment such as a safety gate or cupboard locks, for example. Advisers then need to identify whether the equipment will in fact meet those needs, or whether there are other alternatives available. Even at the first contact, we often help raise awareness of other child safety issues in the home, such as access to medicine cabinets and cleaning products. In the longer term, we hoped that our input would help parents/carers to be in a better position to make changes around the home to keep their children safer.



Fife Cares staff member on a phone call to parents discussing child safety issues.

Our successes

Our Advisers spoke to 89 parents during this pilot phase. We recorded comments and phrases from parents during our phone conversations to show they got something out of that call.

Parents told us:

"I hadn't thought about how dangerous blind cords can be"

"I'll think about moving my cleaning products to a higher cupboard"

"I plan to use this when the baby starts crawling"

During follow up calls 4 weeks later to check how things are going and if the equipment has been useful, parents said:

"Everything is fine, thanks. Got the safety gate up, and the door jammer is handy too".

"Very happy with the service and equipment".

"All useful – the furniture strap used on cube units in the living room are helpful".

From this feedback, we can already tell we are achieving our short-term outcome - **Following our input, parents and carers have a better understanding of risks for children within the home.**

Challenges we faced

Very few parents responded to our follow up texts and calls four weeks later, so it was difficult to know if we were achieving any longer term change. We felt quite disappointed that the response rate was so low. From 59 texts/calls we only had six responses – although those who did respond were all very positive about the service. We feel that a lot of people might only respond if something isn't right or they are unhappy about something.

Our learning

Both the process and **approach** have been valid, and we are certainly in a better position than we were. This has given us a sense that we are helping raise parents' awareness of child safety within the home.

Whilst we didn't get the responses that we really wanted we are going to keep trying. Without contact with people after the event, it is difficult to know if longer term change is happening. At the moment though, it's enough to know we are achieving our **short-term outcome**.

We have learned how important face to face contact is for our service and our evaluation. When you go into someone's home, even just for half an hour, they remember who you are. In person we can ask people to show us where they plan to use the safety gate, where their cleaning products are, and we can spot possible causes of unintentional harm which we can't over the phone.

Our next steps

We have agreed this pilot was a worthwhile thing to do and we plan to use a similar evaluation approach when we return to face to face visits. We think it will be a lot easier to gather evidence of longer term change when we can see people in their homes again. We would like to know more about our long-term impact. What are parents doing differently 12 weeks after our visit, for example?

We are also wondering whether other partners (such as health visitors) might see the longer-term change happen, so we may ask referrers to gather evidence too.

An ongoing challenge is not just about whether we want to gather qualitative or quantitative evidence but **who is interested in this information** and what it is they want to see or know more about. We really want to be able to say to our local communities and elected members that we have helped make a sustained change with regard to keeping our communities safer.

Resources

[Measuring what Matters toolkit](#)

[Evaluating at a distance](#)

Contact details

If you would like ESS support please contact us at info@evaluationsupportscotland.org.uk.

If you would like to find out more about SCSN (Scottish Community Safety Network) please visit <https://www.safercommunitiesscotland.org/>

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26th June 2021

Agenda Item No. 10

Scottish Fire and Rescue Service Local Plan Annual Performance Report

Report by: Chris Smith, Station Commander for Levenmouth Area.

Wards Affected: All

Purpose

This report provides the Committee with incident information for the period 1st April 2020 – 31st March 2021. The incident information enables the Committee to have an overview of the Scottish Fire and Rescue Service (SFRS) Levenmouth Committee Area - against its key performance indicators (KPIs)

Recommendation(s)

The committee is asked to:

1. Consider and comment on the progress across a range of KPI's within this report, and comment as appropriate.

Resource Implications

Not applicable

Legal & Risk Implications

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

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

Impact Assessment

An Equality Impact Assessment checklist is not required as this report does not have any immediate implications for service delivery and policy.

Consultation

This document is circulated amongst SFRS Fife managers and appropriate partners to enable areas of high incidence to be scrutinised for reduction strategies.



ANNUAL PERFORMANCE REPORT

April 2020 – March 2021

Covering the activities and performance in support of the Levenmouth Local Area Fire Plan.



**SCOTTISH
FIRE AND RESCUE SERVICE**

Working together for a safer Scotland

ABOUT THE STATISTICS IN THIS REPORT

The activity totals and other statistics quoted in this report are provisional in nature and subject to change because of

ongoing quality assurance and review.

**Working together
for a safer Scotland**

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DEFINITIONS

Accidental Dwelling Fire

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

Fire Fatality

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

Fire Casualty

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

Deliberate Fire

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

Non-Domestic Fires

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

False Alarms

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

Unwanted Fire Alarm Signal (UFAS)

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

Primary Fires:

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

Secondary Fires

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

1. INTRODUCTION

1.1 This annual performance report for the period April 1st, 2020 to March 31st, 2021 inclusive provides comparative data across the previous 3 years for the same period. The KPI's detailed below support the delivery of the Levenmouth Area Fire plan in support of the SFRS Fife Local Fire and Rescue Plan priorities and are shown in bold text;

- **Domestic Fire Safety**

Continuously monitor the number of accidental dwelling fires

Continuously monitor the severity and cause of accidental dwelling fires

Continuously monitor the number and severity of fire related injuries

- **Deliberate Fire Setting**

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

- **Built Environment**

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

- **Unwanted Fire Alarm Signals**

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

- **Transport and Environment**













Monitor the amount of water related incidents

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

2. PERFORMANCE SUMMARY

2.1 The table below provides a summary of annual activity 2020-2021 and a comparison of the previous year's activity.

It aims to provide at a glance our direction of travel based on the previous year's figures.

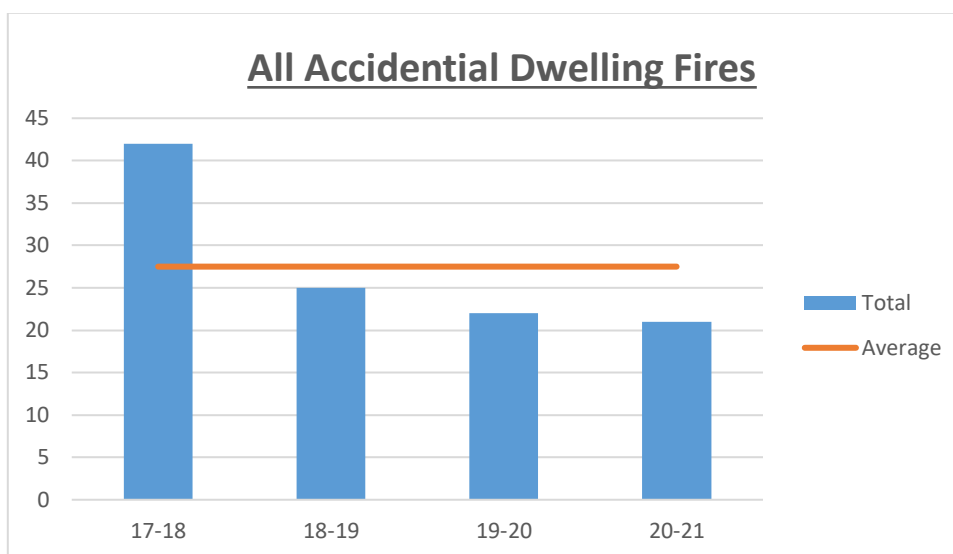
<p>Accident Dwelling Fires</p>  <p>2021 = 21 2020 = 22</p>	<p>ADF Fatal Casualties</p>  <p>2021 = 0 2020 = 0</p>	<p>ADF Non-Fatal Casualties</p>  <p>2021 = 7 2020 = 4</p>
<p>Deliberate Primary Fires</p>  <p>2021 = 13 2020 = 27</p>	<p>Deliberate Secondary Fires</p>  <p>2021 = 140 2020 = 112</p>	<p>Non-domestic Building Fires</p>  <p>2021 = 13 2020 = 11</p>
<p>Fatal Casualties in Non-Domestic Building Fires</p>  <p>2021 = 0 2020 = 0</p>	<p>Non-Fatal Casualties in Non-Domestic Building Fires</p>  <p>2021 = 0 2020 = 0</p>	<p>Unwanted Fire Alarm Signals</p>  <p>2021 = 97 2020 = 127</p>
<p>Road Traffic Collision (RTC) Incidents</p>  <p>2021 = 12 2020 = 13</p>	<p>Fatal RTC Casualties</p>  <p>2021 = 2 2020 = 0</p>	<p>Non-Fatal RTC Casualties</p>  <p>2021 = 9 2020 = 12</p>

PERFORMANCE SUMMARY

Of the indicators, the following performance should be noted for the period April 1st, 2020 to March 31st, 2021 inclusive comparing data across the previous 3 years for the same period;

- **Accidental Dwelling Fires** - There were 21 during this reporting period which is a decrease of 1 compared to last year's figures which is below the 4-year average of 27.5.
- **Accidental Dwelling Fire Fatal Casualty** - There were no fatalities during this reporting period.
- **Accidental Dwelling Fires Non-Fatal Casualties** - There were 7 during this reporting period which is an increase of 3 compared to last year's figures which is above the 4-year average of 4.75.
- **Deliberate Primary Fires** - There were 13 during this reporting period. This is a decrease of 14 compared to last year's figures and below the 4-year average of 24.5.
- **Deliberate Secondary Fires** – There were 140 during this reporting period. This is an increase of 28 compared to last year's figures and below the 4-year average of 163.75
- **Non-Domestic Building Fires** - There were 13 during this reporting period. This is an increase of 2 compared to last year's figures and below the 4-year average of 16.25
- **Unwanted Fire Alarm Signals (UFAS) caused by automatic fire alarms (AFAs) in non-domestic buildings** - There were 97 during this reporting period. This is a decrease of 30 compared to last year's figures and below the 4-year average of 115.5.
- **Road Traffic Collisions** There were 12 during this reporting period. This is a decrease of 1 compared to last year's figures and below the 4-year average of 13.25.
- **Fatal RTC Casualties** – There were 2 fatalities during this reporting period. This is an increase of 2 compared to last year's figures.
- **Non-Fatal RTC Casualties** - There were 9 during this reporting period. This is a decrease of 3 compared to last year's figures which is on the 4-year average of 9.25.

3. Domestic Fire Safety



Graph 1 Accidental Dwelling Fires – April – March 2017-2021

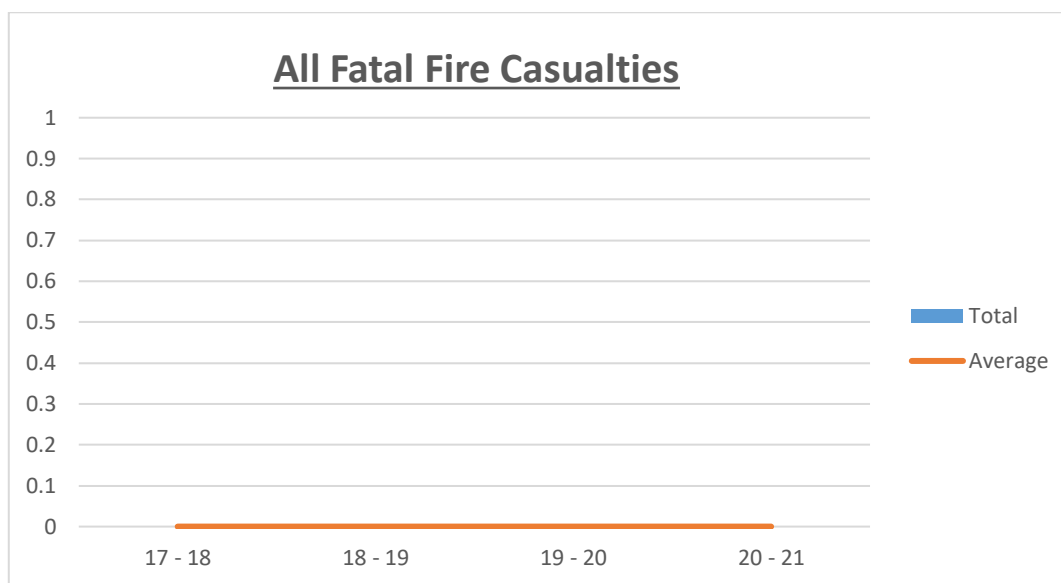
Ward	17-18	18-19	19-20	20-21
Buckhaven, Methil & Wemyss Villages	22	17	12	15
Leven, Kennoway & Largo	20	8	10	6
Total	42	25	22	21

Table 1 Accidental Dwelling Fires April – March 2017-2021

- 3.1 Accidental Dwelling Fires have reduced by 1 compared to the previous year figures.
- 3.2 We have seen another decrease in Accidental Dwelling Fires this reporting period down by 1 to 21, which is below the 4-year average.
- 3.3 16 of these recorded fires for this reporting period started within the kitchen area by cooking. 5 of these incidents were restricted to the item first ignited and 9 had either no or limited damage. 7 of these incidents were limited to the initial room of the fires origin.
- 3.4 It is pleasing to note that 17 out of these 21 of those addresses, a detection system was fitted and that on 11 occasions they operated and raised the alarm (on several occasions insufficient products of combustion were present to activate alarm, fire was discovered and alarm raised by a person.)

- 3.5 10 of these incidents were resolved either without Scottish Fire and Rescue Service intervention, or by very limited action on arrival. 4 incidents required the use of a Hose reel jet.
- 3.6 The information above describes a trend of reduction in severity and occurrence. This can be attributed to the high number of detection systems being tested and where necessary fitted by SFRS and partners, which give an early warning of fire.

3.7 Fire Fatalities – Accidental Dwelling Fires



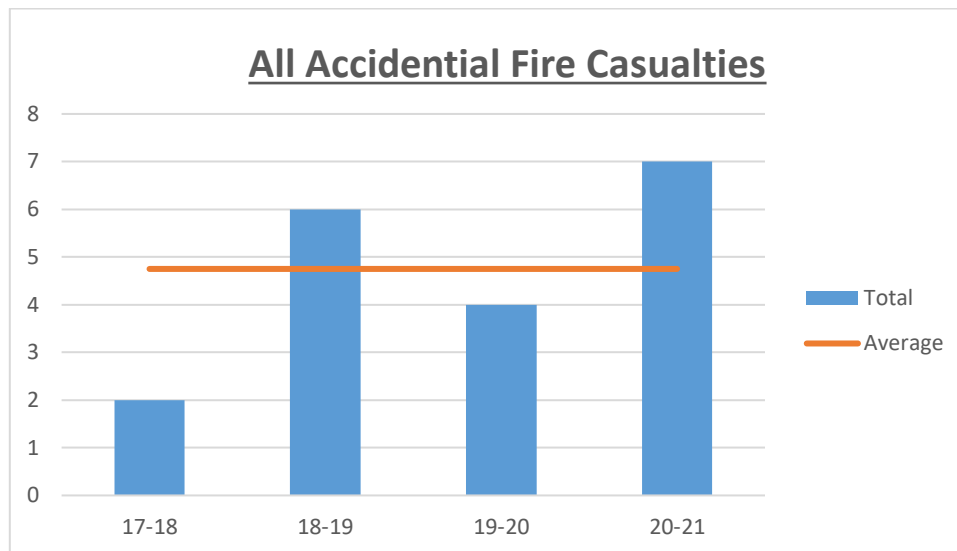
Graph 2 Accidental Dwelling Fire Fatal Casualties – April – March 2017-2021

Ward	17 - 18	18 - 19	19 - 20	20 - 21
Buckhaven, Methil & Wemyss Villages	0	0	0	0
Leven, Kennoway & Largo	0	0	0	0
Total	0	0	0	0

Table 2 Accidental Dwelling Fire Fatal Casualties, April – March 2017-2021

- 3.8 No fire fatalities have occurred within the Levenmouth Area for the reporting period of 2021-2022.

3.9 Fire Casualties – Accidental Dwelling Fires (not including precautionary checks)



Graph 3 Accidental Dwelling Fire Casualties April –March 2017-2021

Ward	17-18	18-19	19-20	20-21
Buckhaven, Methil & Wemyss Villages	2	6	4	6
Leven, Kennoway & Largo	0	0	0	1
Total	2	6	4	7

Table 3 Accidental Dwelling Fire Casualties April –March 2017-2021

3.10 Fire casualties within dwellings have increased by 3 this recording period compared to last year's figures.

3.11 Of the 7 casualties recorded, 1 person had to be rescued by SFRS personnel. 1 was transferred to hospital for treatment with slight burns sustained trying to deal with the fire prior to SFRS attendance.

6 incidents were cooking related within the kitchen and the other an electrical fault within a bedroom. 6 incidents required minimal firefighting action i.e. smothering / removing from heat source and a Carbon Dioxide extinguisher was used at 1 incident. and two required the use of a hose reel jet. All 7 incidents had working smoke detection within which operated and raised the alarm.

3.12 Domestic Fire Reduction Strategy

Home Safety Visits (HFSVs) play a vital part in our strategy to reduce the number of Accidental Dwelling Fires. Station personnel recorded 201 completed visits in the reporting period across the Levenmouth area. These visits are used to deliver vital fire safety messages and install detection systems, as well as trip, slip and falls messages and safety equipment for our elderly and very young population. This year's figure is significantly less than last year's due to various factors. Due to Covid-19 National Government guidance most face to face HFSVs had to cease with only;

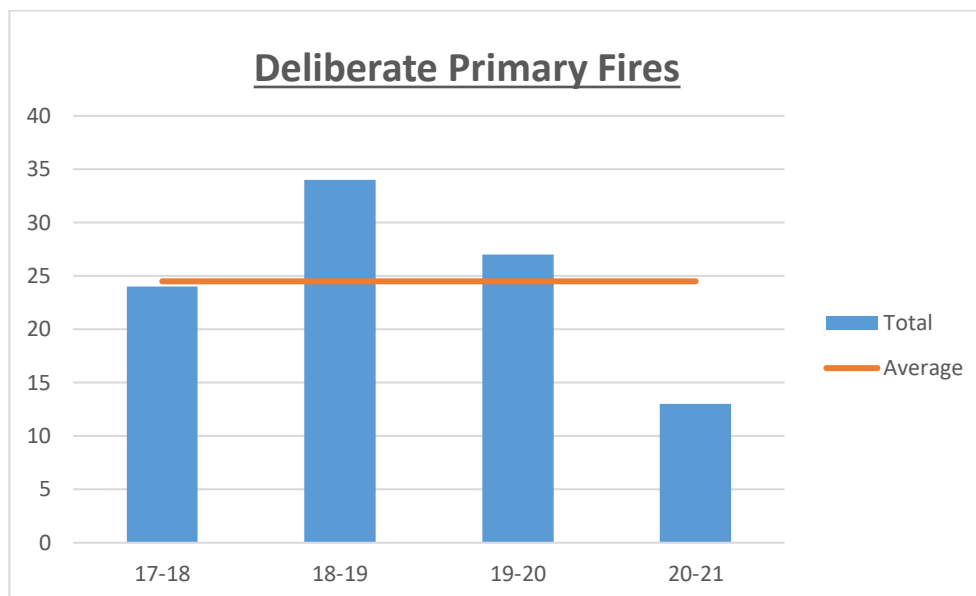
- Post Incident Response visits carried out after any incident at a house
- No detection fitted within a house
- Threat of Fire on the property
- Partner Referrals on a case by case basis.

All these visits were carried out by Firefighters wearing full Covid-19 PPE as per our SFRS task card (19). Phone calls were made to homes on our data base who have required a HFSV as an interim measure and advice was given.

SFRS have also implemented a change in the HFSV approach. The focus is now on those most at risk and those visit requests from partners and individuals which record the occupier at a high risk of fire, those who record at low risk are contacted by telephone and provided information and further assessment of risk and mitigation measures by our dedicated community safety engagement team. This approach will result in a greater capacity to provide advice and guidance to those deemed at medium and low risk without visiting each property. This will result in a reduced number of physical visits being undertaken within households not at risk thus ensuring that teams can focus on those visits to high risk individuals within their home environment and work with them and partners to reduce the risk posed.

4. Deliberate Fire Setting

4.1 Deliberate Primary Fires

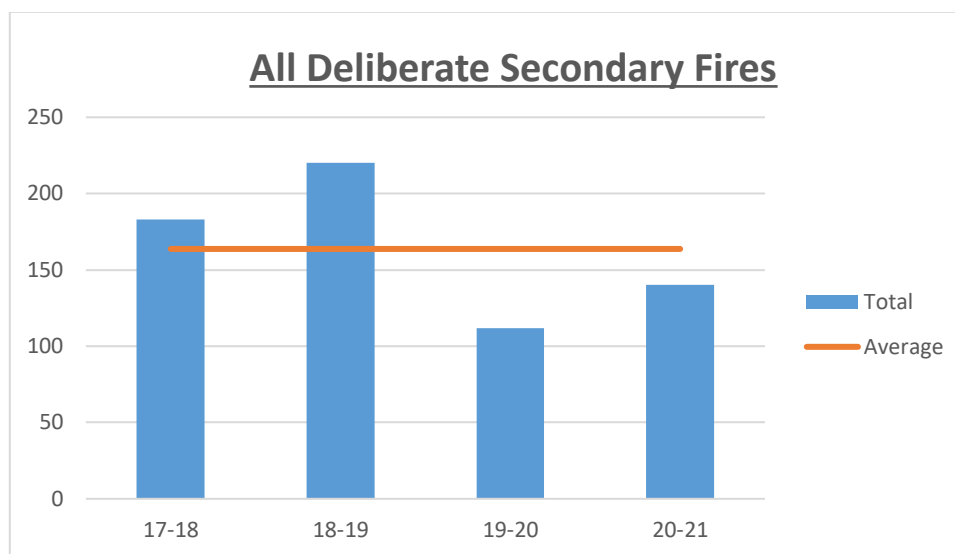


Graph 4 Deliberate Primary Fires April – March 2017-2021

Ward	17-18	18-19	19-20	20-21
Buckhaven, Methil & Wemyss Villages	10	15	14	9
Leven, Kennoway & Largo	14	19	13	4
Total	24	34	27	13

Table 4 Deliberate Primary Fires April – March 2017-2021

4.2 Deliberate Secondary Fires



Graph 5 Deliberate Secondary Fires April – March 2017-2021

Ward	17-18	18-19	19-20	20-21
Buckhaven, Methil & Wemyss Villages	114	129	70	89
Leven, Kennoway & Largo	69	91	42	51
Total	183	220	112	140

Table 5 Deliberate Secondary Fires April – March 2017-2021

- 4.3 Deliberate fires can be broken down into two categories, primary and secondary. Primary fires generally involve property and include buildings, sheds, caravans, motor vehicles and plant and machinery. Secondary fires are often minor and include the burning of rubbish, grass and derelict vehicles.
- 4.4 The graphs and tables above show that Primary fires have decreased by 14, however Secondary Deliberate fires have increased by 28 this reporting year which is below the 4-year average of 163 for comparison purposes.

4.5 Deliberate Fire Reduction Strategy

We continue to target education and prevention activities in high activity areas to deliver education regarding the dangers and consequences of deliberate fire setting.

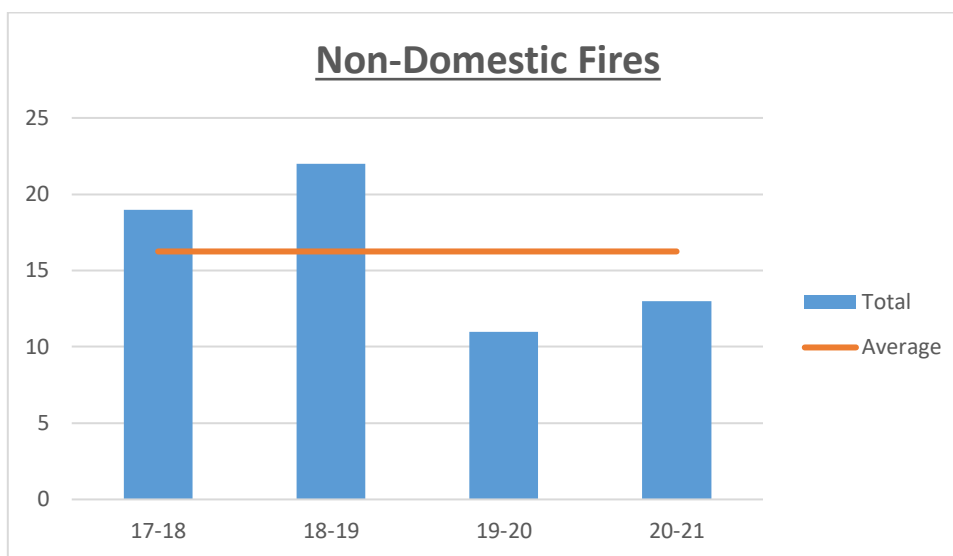
We are working closely with our Police and Local Authority partners to ensure that those responsible are identified and dealt with robustly. We liaise with premises occupiers both domestic and retail to give advice on refuse storage and security, which can be a target of deliberate fire setters.

Comprehensive Deliberate Fire Reduction Plans have been implemented in Levenmouth and continue to be developed and reviewed with partner agencies to address and reduce operational demand and anti-social behaviour to build on the significant reductions experienced. Deliberate Fires are discussed and reviewed when required with partner agencies to address and reduce operational demand and anti-social behaviour.

SFRS have dedicated significant resources and time to achieve the above reductions whilst being supported by our local planning partners across Fife Council and Police Scotland.

5. Built Environment

5.1 Built Environment – Non- Domestic Fires



Graph 6 Built Environment Non-Domestic Fires April –March 2017-2021

Ward	17-18	18-19	19-20	20-21
Buckhaven, Methil & Wemyss Villages	9	13	5	6
Leven, Kennoway & Largo	10	9	6	7
Total	19	22	11	13

Table 6 Built Environment Non - Domestic Fires April –March 2017-2021

5.2 The table above shows that Non-Domestic Fires have shown an increase of 2 over this recording period, all of which were accidental.

Property Types (Fires)	Non- Domestic
Industrial Processing, Distillery plant (including alcohol)	4
Non- Residential, Private Garden Shed	3
Non- Residential, Private garage	2
Public Utilities, Telephone exchange	1
Residential Home, Nursing/Care	1
Retail, Bakery	1
Industrial Manufacturing, Engineering	1

5.3 There were no casualties or fatalities resulting from incidents within Built Environment Non- Domestic Fires during this recording period.

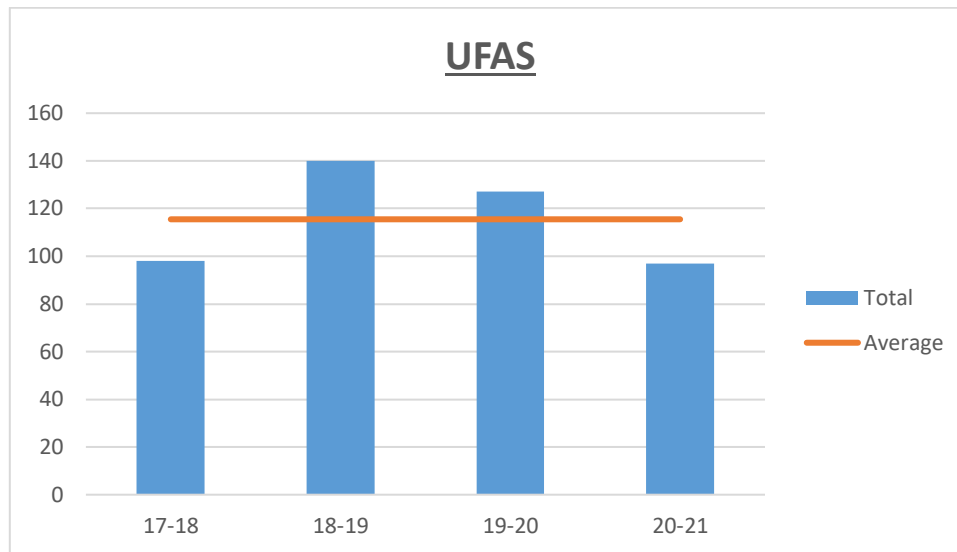
5.4 Built Environment Fire Reduction Strategy

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

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

6. Unwanted Fire Alarm Signals

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



Graph 7 Unwanted Fire Alarm Signals April – March 2017-2021

Ward	17-18	18-19	19-20	20-21
Buckhaven, Methil & Wemyss Villages	34	42	31	31
Leven, Kennoway & Largo	64	98	96	66
Total	98	140	127	97

Table 7 Unwanted Fire Alarm Signals April – March 2017-2021

6.2 This period has seen a decrease of 30 from the previous recording year. The primary reason for UFAS is due to an increase Fire Detection Systems being fitted within school premises and NHS buildings along with problematic systems within known premises. The table below highlights the 10 main property types encountered for this reporting period and our focus for further reductions in 2020 /21

Property Types	UFAS
Hospitals and medical care, Hospital	16 (2 more than last year)
Industrial Processing, Distillery plant (including alcohol)	14 (11 less than last year)
Residential Home, Nursing/Care	14 (1 less than last year)
Education, Infant/primary school	13 (Same as last year)
Retail, Bakery	6 (6 more than last year)
Industrial Manufacturing, Food and drink processing	4 (2 less than last year)
Public Utilities, Telephone exchange	4 (4 more than last year)
Residential Home, Retirement/Elderly	4 (4 more than last year)
Industrial Processing, Chemicals	4 (1 less than last year)
Hospitals and medical care, Doctors surgery	3 (3 more than last year)

6.3 Reduction in Unwanted Fire Alarm Signals Strategy

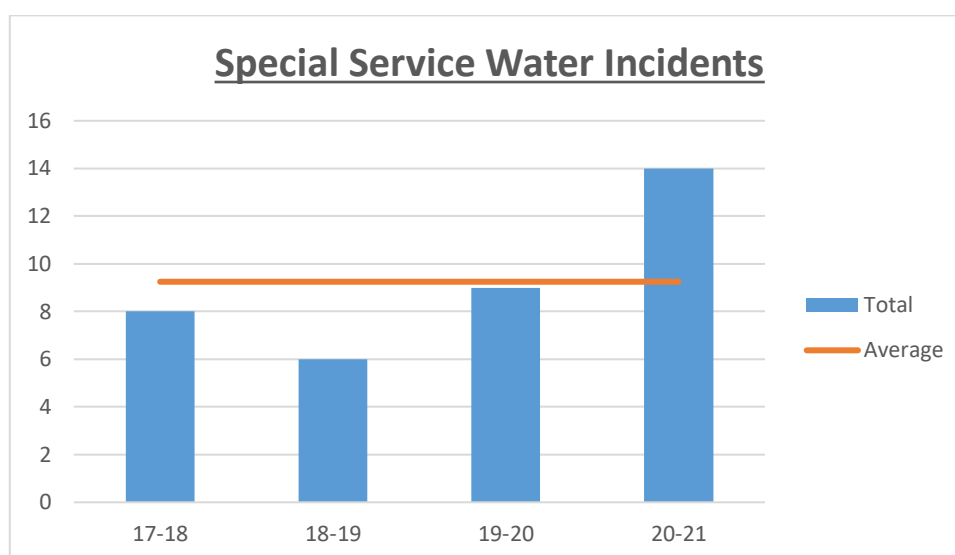
Unwanted Fire Alarm Signals (UFAS) Reduction Strategies continue to be managed and monitored by a 'UFAS Champion' who contacts premises occupiers after each UFAS incident, to discuss the activation, as well as strategies to reduce or eliminate. The UFAS Champion will continue to engage robustly with duty holders and occupiers to drive these types of incident down.

7. Transport and Environment

7.1 These will be monitored alongside Police Scotland RTC Incidents information

7.2 Water Related Incidents

Water related incidents have increased by 5 during this recording period to 14. 8 involved SFRS making the incident safe, 4 involved us giving advice only and 2 incidents involved us pumping out areas of water.



Graph 8 Special Service, Water Related Incidents April – March 2017-2021

Ward	17-18	18-19	19-20	20-21
Buckhaven, Methil & Wemyss Villages	6	5	5	9
Leven, Kennoway & Largo	2	1	4	5
Total	8	6	9	14

Table 8 Special Service, Water Related Incidents April – March 2017-2021

7.3 Road Traffic Collisions

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

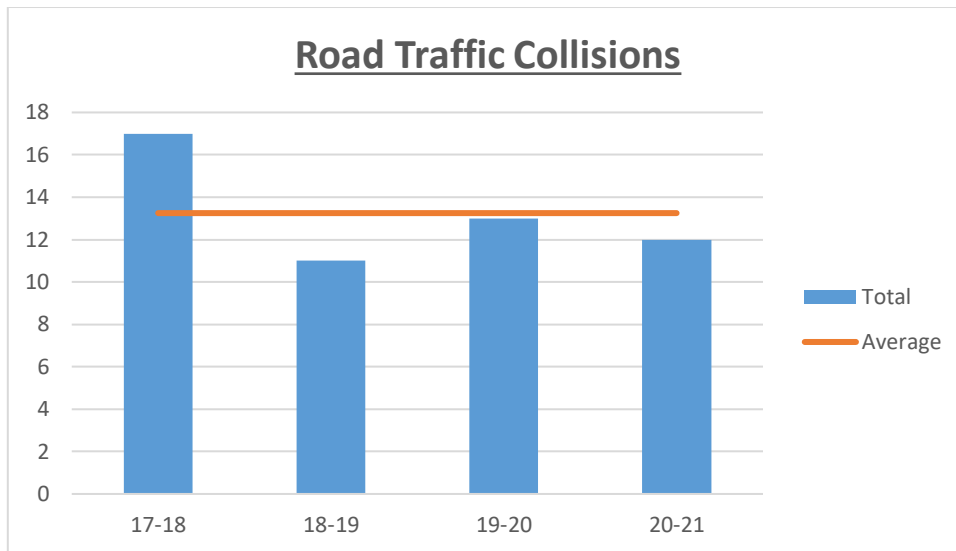


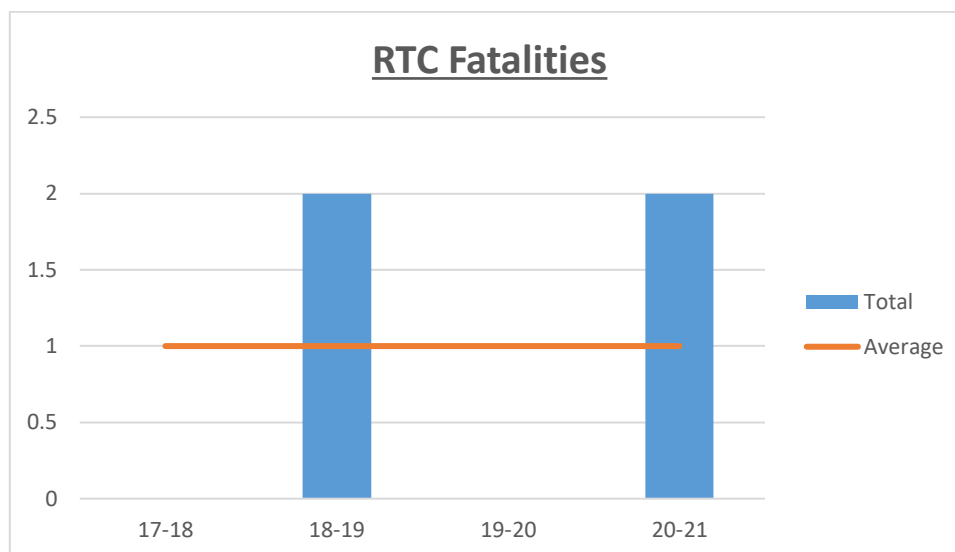
Table 9 Road Traffic Collisions April – March 2017-2021

Ward	17-18	18-19	19-20	20-21
Buckhaven, Methil & Wemyss Villages	7	5	6	8
Leven, Kennoway & Largo	10	6	7	4
Total	17	11	13	12

Table 9 Road Traffic Collisions April – March 2017 - 2021

7.4 SFRS have responded to 12 RTCs during this reporting period. This is a decrease of 1 compared to last year's figures. Scrutiny of these RTCs locations has shown no hotspot areas have been identified.

7.5 RTC Fatal Casualties



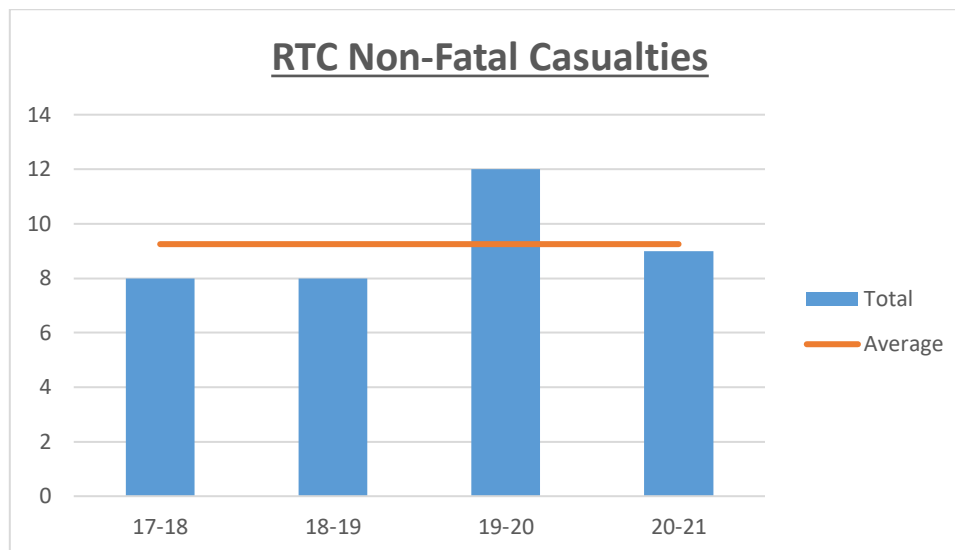
Graph 10 Road Traffic Collision Fatal Casualties April – March 2017-2021

Ward	17-18	18-19	19-20	20-21
Buckhaven, Methil & Wemyss Villages	0	1	0	0
Leven, Kennoway & Largo	0	1	0	2
Total	0	2	0	2

Table 10 Road Traffic Collision Fatal April – March 2017-2021

7.6 RTC Fatalities – There has been an increase of 2 fatalities due to being involved within RTCs during this reporting period.

7.7 RTC Casualties



Graph 11 Road Traffic Collision Casualties April – March 2017-2021

Ward	17-18	18-19	19-20	20-21
Buckhaven, Methil & Wemyss Villages	4	4	4	6
Leven, Kennoway & Largo	4	4	8	3
Total	8	8	12	9

Table 11 Road Traffic Collision Casualties April – March 2017-2021

7.8 RTC Casualties

There has been a decrease of 3 casualties compared to last year's figure of 9 during this recording period.

7.9 RTC Injury Extent

The table below shows that 3 casualties were deemed to have suffered a serious injury. 5 casualties appeared to sustain slight injuries and 1 required a precautionary check.

- These 9 casualties were from 6 RTC incidents involving 5 cars and 1 van.
- 6 drivers and 3 passengers were involved.
- 2 required extrication and 1 required released by SFRS.

RTC Extent of Harm	
Injury - Victim went to hospital, injuries appear to be Serious	3 (6 less than last year)
Injury - Victim went to hospital, injuries appear to be Slight	5 (3 More than last year)
Injury – Precautionary check recommended	1 (Same as last year)

7.9 Transport and Environment Related Incident Reduction Strategy

Unfortunately, due to Covid-19 we have had to suspend all face to educational engagement for safety during this reporting period. Fife LSO area will continue along with our partners, to deliver valuable educational projects including ‘Safe Drive Stay Alive’, ‘Drive Wise’, ‘Child Car Seat Safety Checks’, ‘Cut It Out’, ‘Biker Down’ and the ‘Fife Water Safety Initiative’ when government guidelines permit

As well as the projects detailed above, SFRS contribute as part of the Road Casualty Reduction Group (RCRG), which is a part of the current Fife Community Safety Strategy 2015-2020.

8. Conclusions

A reduction of Deliberate Primary Fires, Dwelling Fires, RTCs and a drop of 30 Unwanted Fire Alarm calls which are all a result of SFRS and partners continued efforts to improve the safety of all who live work and visit Fife. We will continue to focus on these areas to continue these welcomed trends. We will concentrate our focus on the areas of emerging increase identified in this annual report and strive to seek reductions and improve local outcomes.

Unfortunately, there has been a rise in 4 of our KPIs recording figures, they are close to, or below the 4-year average figure for comparison. Increases in deliberate fires and Accidental Dwelling Fires Casualties which SFRS will continue to manage and improve demand reduction strategies linking in with key partner agencies to ensure a thriving and sustainable country for generations to come to create a safer place to live, work and visit.

Background Papers

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

Report Contact

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Scottish Fire and Rescue Service

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23rd June 2021

Agenda Item No. 11

Operational and Community Briefing on Policing Activities within Levenmouth



Report by: Chief Inspector Brian Poole, Local Area Commander Levenmouth

Wards Affected: Ward 21 – Leven, Kennoway and Largo. Ward 22 – Buckhaven, Methil and Wemyss Villages

Purpose

This report provides Elected Members with information on matters impacting on or involving Police Scotland, which have relevance to community safety in the Levenmouth Policing Area.

Recommendation

Members of the Committee are asked to endorse action taken to date and support Police Scotland moving forward in addressing priorities.

Resource Implications

There are no resource implications.

Legal & Risk Implications

There are no identified legal or risk implications.

Impact Assessment

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

Consultation

Consultation is an ongoing process with Elected Members, local communities through Community meetings and partner agencies through established meeting processes.

1.0 Background

- 1.1 This report provides members with an update of the performance with regards to the Levenmouth priorities, campaigns and other initiatives, from **1st April 2020 to 31st March 2021**. All police activity highlighted in this report was undertaken in line with local and national objectives and in support of other organisational priorities within the Levenmouth policing area.

2.0 Levenmouth Local Area Policing Plan - Updates

2.1 Levenmouth Local Policing – Overview



- 2.2 The Local Police Plan 2020-2023 demonstrates the commitment of local policing to ensuring the safety and wellbeing of the people and communities of Fife. The Plan ([Police Plan](#) link) identifies Divisional priorities as;

- Acquisitive Crime
- Antisocial Behaviour
- Violent Crime
- Substance Misuse
- Road Safety

- 2.3 As previously reported, the Levenmouth priorities, obtained from our established engagement, are:

- Acquisitive Crime
- Antisocial Behaviour
- Violent Crime
- Substance Misuse
- Road Safety

- 2.4 The Levenmouth Area Plan ensures locally that we take a bespoke approach to addressing the various needs and concerns of communities whilst continuing to link into the priorities identified within the Fife Division Local Policing Plan 2020 - 2023 and Local Outcome Improvement Plan (LOIP).

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- 2.5 Policing in 2020/21 faced considerable operational and logistical challenges from the outset of the COVID-19 pandemic. The pandemic and the subsequent impact continues to have an effect as we move out of restrictions and towards a new normal.
- Operational policing adapted quickly to an ever changing threat, including the introduction of new legislation and the implementation of new working practices.
 - Significant work was undertaken with the public, businesses and organisations to manage their expectations and offer reassurance through the pandemic.
 - Police engagement with the public changed. Face to face interaction was kept to a minimum with further emphasis on telephone contact. Police continued to attend calls where the risk, threat and harm dictated. Police officers were deployed with appropriate PPE to reduce risk to the public and the officers themselves.
 - As an emergency service provider, Police officers and staff remained a key affected group from the virus. Resources were affected by increased absence commensurate with every other area in society, and dynamic relocation of resources occurred daily, to ensure our communities continued to receive the best response to their concerns and fears.
 - With the pandemic came changes in crime patterns; dishonesties (in particular shoplifting) fell dramatically, although disturbances within private dwellings increased as the tensions around the restrictions rose. Increasingly, police attended reports of disturbances within homes, often faced with breaches of restrictions. During the review period, Police in Levenmouth dealt with 152 COVID-19 Regulation offences requiring the issuing of a fine, or report to the Procurator Fiscal.
 - Reports by the public of antisocial behaviour rose significantly. Partly in keeping with how antisocial behaviour was now recorded by police, all reports of restriction breaches were termed to be 'antisocial behaviour', not in keeping with the usual concept. Levenmouth experienced a sharp rise in these calls, which is reflected in the number of COVID-19 Regulation offences. The importance of a measured and proportionate response was considered and scrutinised to retain public confidence. Response to these reports placed significant pressures on policing resources.
 - Although reports of antisocial behaviour rose throughout the last year, calls covering 'routine' antisocial behaviour fell, again partly due to 'lockdown' status.
 - Our approach to address driver behaviour also changed, during the crisis. To minimise the risk of community transmission between police and the public, our interaction with drivers at the roadside was limited, although policing continued to respond to all roads policing matters involving significant risk or harm. This limited our approach to targeted stop points and speeding enforcement, which balanced with the risk to everyone involved, was considered to be a proportionate response.
 - Throughout the pandemic, local policing adopted and continues to adopt an Engage, Educate, Encourage and Enforce approach, a tactic which served the relationship between police and local residents well, and will continue to see us through this period into a return to a new normality.
 - In keeping with limited movement during lockdown, coupled with an increased adaptation to a 'work from home' approach to most areas of the working public, a reduction of traffic on our roads was evident; as a result instances of fatal and serious road traffic incidents decreased across Fife, a welcome statistic for the community.

2.6 **Improving Levenmouth Together - Antisocial Behaviour**



- 2.7 Following the successes of the Improving Levenmouth Together multi-agency programme in 2019, the 2020 programme commenced on 1st April 2020. The focus remained on the illegal use of motor/quad bikes, alcohol consumption in public places and the setting of small (secondary) fires.
- 2.8 The COVID-19 pandemic and subsequent lockdown, led to a natural reduction in calls to Police Scotland across all crime types. The funded officers remained dedicated to anti-social behaviour and despite the operational challenges of COVID-19, produced outstanding results.
- 2.9 As with 2019, the Improving Levenmouth Together programme led to a reduction in the number of youths congregating and drinking alcohol in public places, repeated thefts of commercial and domestic bins, which were subsequently set on fire, and acts of criminal damage and threats towards those wishing to protect their property.
- 2.10 Whilst there remains a reduction in the number of calls to Police Scotland, in relation to the illegal use of motor/quad bikes, alcohol consumption in public places and the setting of small (secondary) fires, the focus remains on continuing to reduce the number of calls through enforcement, prevention and diversion activities.
- 2.11 Police Scotland are working with partners to introduce meaningful diversion opportunities, with a focus to develop safe places for our young people to use, both inside and out, and provide the correct environments and resources to thrive.
- 2.12 The unexpected outbreak of COVID-19 has resulted in preventative, partnership activities being delayed for a period of time and saw a number of initiatives delayed in 2020. The Police are committed to delivering the diversionary and preventative strand of Improving Levenmouth Together with our partners and have ensured funding will remain in place once we return to the new normal.
- 2.13 Improving Levenmouth Together includes collaboration with a number of partners, including;
- Police Scotland
 - Scottish Fire and Rescue Service
 - Fife Council Local Area Elected Members

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- Fife Council Safer Communities Team
- Fife Council Housing
- Fife Council Traffic Management
- Fife Council - Parks, Streets and Open Places.
- Fife Council - CLD
- Local Housing Associations
- Community Education
- Education – Levenmouth Academy
- Buckhaven Community Trade Hub
- Kingdom Off Road Motorcycle Club
- Clued Up
- BRAG Enterprise (Benarty Regeneration Action Group)

2.14 From the start of April 2020, following the supported funding application by the Local Area Committee, Police had a dedicated team in place, carrying out high visibility and plain clothed deployments across all communities in Wards 21 and 22.

2.15 The dedicated officers focussed on enforcement, but also looked at prevention options. The results of this work will be progressed during 2021, working with partners, to deliver change, which will help prevent anti-social behaviour in the future. The forthcoming Levenmouth Rail Project and Levenmouth Connectivity Project is going to offer landscape changes, which will aid crime prevention. Police Scotland are involved in these projects and are actively working with partners to create safe environments.

2.16 Performance / Outcomes

Raw data below provides an overview of current calls to the Police by comparison to the same periods in 2018 and 2019. As can be seen, we have a significant decrease in both motorbike / quad bike calls and deliberate fire calls;

Motor / Quad Bike Calls (Police figures)

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL
2018 / 19	50	96	100	155	139	154	110	16	25	35	41	60	981
2019 / 20	47	37	33	35	41	28	28	14	22	19	20	14	338
2020 / 21	46	35	37	30	33	10	4	13	18	17	26	12	281

Fire Calls (Police figures)

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL
2018 / 19	22	14	22	33	20	16	28	20	30	15	20	16	256
2019 / 20	33	12	13	12	19	15	11	9	11	14	10	16	175
2020 / 21	16	12	7	11	6	5	9	11	12	5	5	15	114

This year on year reduction is testament to the partnership approach to both enforcement and prevention of these crime types.

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There is undoubted financial savings in terms of the call reduction in terms of all the services who would be involved in dealing with these incidents. It is difficult to apportion a monetary value to this, but the benefits are clear.

2.17 Over the course of the 2019/20 Improving Levenmouth Together programme, the following results were achieved;

- **38** vehicles seized - this includes Motorbikes, Cars and a Quads.
- **306** people charged in connection with Anti-social behaviour and Road Traffic offences.
- **1** tenant given full ASBO.
- **20** antisocial behaviour warnings issued which will stay with the suspects for 12 months.
- **2** Warrants executed at high tariff ASB addresses in relation to stolen bikes. Quantity of drugs recovered.
- **39%** reduction in calls relating to ASB use of Motorbikes compared to 2019.
- **76%** reduction in calls relating to ASB use of Motorbikes compared to 2018 and 2019 combined.
- **Less motorbike** calls in 2019 and 2020 combined in comparison to 2018.

2.18 Improving Levenmouth Together established as a sustainable partnership through 2019/20 with partners continuing to engage and commit to the aims and objectives. It is anticipated this programme will continue to evolve and develop towards supporting the areas overarching aim to support the wellbeing of our local Levenmouth communities.

2.19 **Serious and Violent Crime – Area Overview**

We have seen a reduction in reported open space serious and violent crime. Whilst this can be attributed to the COVID-19 lockdown in 2020, we have been working hard to continue to prevent and deter criminality. The presence of high visibility patrols, in the right areas, at the right times, continued over the course of the year with positive engagement taking place with people using public and open spaces.

Domestic criminality remains a focus for Police Scotland. There has been an increase in criminality in domestic circumstances, which are not all linked to violence. Domestic incidents are scrutinised each day with a focus on apprehending offenders and supporting survivors with prevention, on-going support and referral to third party support services. Police Scotland work closely with partners, nationally and locally to support survivors and witnesses.

2.20 **Road Safety and Road Crime – Area Overview**

We are working closely with P Division Road Policing to deliver on the prevention and enforcement strategy to aid road safety.

We fully support local and national initiatives to reduce road crime and road casualty. Education remains at the heart of our prevention strategy and we support this with positive engagement with groups from nursery age upwards.

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The cycle training programme, 'Bikeability' was postponed in 2020, due to the COVID-19 pandemic. This will be picked up again, once restrictions allow, to educate our primary children on the practical skills and understanding required to cycle on and around today's roads. This is delivered by Area Ward Officers supporting partner agencies. Further collaborative work continues in respect to the Safer Routes to / from schools and the encouragement to develop the role of Junior Road Safety Officers (JRSO's).

We review information and intelligence on a daily basis and ensure targeted speed site deployments, supplemented where necessary by the use of Pop up Bob and Pop up Bairns. In addition we receive support for our colleagues in Road Policing, and the Safety Camera Partnership.

Information and intelligence is received from a variety of sources in respect to individual's intent on using our roads to support the commission of crime or in circumstances where their use of vehicles infringes upon road traffic legislation. Such information and/or intelligence is assessed and action taken where it is deemed proportionate, legal and necessary.

We are striving towards delivering the first Community Speedwatch in Levenmouth, through engagement with our communities in Lundin Links and Largo.

2.21 **Misuse of Drugs / Alcohol Abuse – Area Overview**

Tackling the misuse of alcohol and drugs remains a priority in Levenmouth.

Our prevention strategy remains focussed on working with our partners and signposting individuals to supporting services.

Our targeted enforcement activities in respect to the misuse of drugs continue, with successful outcomes reported via media channels. We have seen an increase in drugs charges in Levenmouth rising from 209 in 2019 to 257 in 2020.

We also continue to target alcohol related criminality (e.g. consume alcohol in public). We have seen an increased in charges rising from 35 in 2019 to 79 in 2020.

Enforcement activity is supported by the invaluable information we receive from our partners and members of our communities. This allows us to continue to detect, disrupt and deter such activities.

Through engagement with DAPL and Clued Up, there is an appetite from Police Scotland to look at prevention of young people and adults engaging in drug and alcohol abuse. Enhanced partnership working and signposting to support agencies, will provide those affected by drug and alcohol abuse, with a wraparound service.

2.22 There is no current performance data, which can be broken down to area. An appendix has been included with this report, entitled; **LOCAL AUTHORITY SCRUTINY BOARD – Fife**, which provides Fife wide data.

2.23 **Levenmouth Police Station Staff Success**

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It seems prudent to highlight the successes of Levenmouth Policing staff, during the reporting period, who have received local and national recognition, as follows;

- Police Scotland Special Constable of the Year – SC Stuart Anderson
- Fife Division Probationer of the Year – PC Gary Foster
- SWDF Highly Commended Volunteer of the Year – PC Emma Fisher
- SWDF Highly Commended Community Service – PC Emma Fisher

These officers personify the dedication and commitment of the officers entrusted with policing communities in Levenmouth.

The Fife East Area Command Team are immensely proud of the achievements of these officers. This pride extends to the officers and staff who dedicate their working lives to improving the wellbeing of the communities in our area.

3.0 Ward 21 – Leven, Kennoway and Largo

3.1 Ward Crime Update

The following outlines an update on crime during the review period, excluding sexual and domestic crimes.

3.2 Anti-Social Behaviour

It should be noted COVID-19 (Coronavirus) related calls have been recorded as antisocial behaviour. This will result in an apparent rise in calls in this category, although this is not indicative of previous years' figures.

There has also been a notable rise in neighbourhood disputes following a period of lockdown. These are being robustly managed by our Area Ward Officers and regular communication is taking place with Fife Council and Housing Associations to counter these and prevent further criminality occurring.

Antisocial behaviour remains a priority for Police Scotland, P Division (Fife) and Levenmouth. Our focus is on prevention and enforcement when criminality is reported.

Through the focus of the Improving Levenmouth Together enforcement and prevention teams, there has been notable success in dealing with offenders and putting measures in place (e.g. bail / undertaking conditions) to prevent these persons from committing further criminality.

The focus remains on preventing antisocial behaviour, motorbikes and wilful fire-raising through the Improving Levenmouth Together programme.

Further preventative work is planned for 2020/21, once COVID-19 restrictions have relaxed.

3.3 Assault and Violent Crime

Assault and violent crime by its very nature is difficult to prevent, particularly in residential properties.

Through regular high visibility patrols, weekend Improving Levenmouth Together deployments and joint working with Safer Communities, we are developing our preventative strategy towards prevention of assault and violent crime.

3.4 **Road Safety and Road Crime**

Road safety and road crime remain a priority in the Leven, Kennoway and Largo areas.

The current focus is to develop a Community Speedwatch team in the Levenmouth areas in response to ongoing complaints around speeding in the towns and villages. This will require Area Ward Officers to co-ordinate a group of volunteers and manage their deployments.

As a local area, we have executed local road policing action plans and regularly conduct joint operations with our road policing colleagues. The long term focus is to deploy dedicated officers to prevent and enforce road policing.

Through contact with Fife Council, we have established links to be involved in consultation, with road changes. This is proving valuable in terms of our interaction with members of the public, and understanding their concerns.

3.5 **Misuse of Drugs and Alcohol Abuse**

We are continuing to work closely with our partners to tackle misuse of drugs and alcohol abuse in the area.

Through our Improving Levenmouth Together programme, we intend on working closely with Health, Education and third sector support agencies, to promote health and wellbeing for young people in the area and tackle those turning to drug and alcohol abuse.

Through enforcement, we are providing our communities with reassurance that drug dealing will not be tolerated. The pro-active nature of our teams at Levenmouth has led to a number of positive results and persons reported to the Crown Office and Procurator Fiscal Service (COPFS).

Through engagement with DAPL and Clued Up, there is an appetite from Police Scotland to look at prevention of young people and adults engaging in drug and alcohol abuse. Enhanced partnership working and signposting to support agencies, will provide those affected by drug and alcohol abuse, with a wraparound service.

4.0 Ward 22 – Methil, Buckhaven, Wemyss.

4.1 **Ward Crime Update**

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The following outlines an update on crime during the review period, excluding sexual and domestic crimes.

4.2 **Anti-Social Behaviour**

It should be noted COVID-19 (Coronavirus) related calls have been recorded as antisocial behaviour. This will result in an apparent rise in calls in this category, although this is not indicative of previous years' figures.

There has also been a notable rise in neighbourhood disputes following a period of lockdown. These are being robustly managed by our Area Ward Officers and regular communication is taking place with Fife Council and Housing Associations to counter these and prevent further criminality occurring.

Antisocial behaviour remains a priority for Police Scotland, P Division (Fife) and Levenmouth. Our focus is on prevention and enforcement when criminality is reported.

Through the focus of the Improving Levenmouth Together enforcement and prevention teams, there has been notable success in dealing with offenders and putting measures in place (e.g. bail / undertaking conditions) to prevent these persons from committing further criminality.

The focus remains on preventing antisocial behaviour, motorbikes and wilful fire-raising through the Improving Levenmouth Together programme.

Further preventative work is planned for 2020 / 2021, once COVID-19 restrictions have relaxed.

4.3 **Assault and Violent Crime**

Assault and violent crime by its very nature is difficult to prevent, particularly in residential properties.

Through regular high visibility patrols, weekend Improving Levenmouth Together deployments and joint working with Safer Communities, we are developing our preventative strategy towards prevention of assault and violent crime.

4.4 **Road Safety and Road Crime**

Road safety and road crime remain a priority in the Leven, Kennoway and Largo areas.

The current focus is to develop a Community Speedwatch team in the Levenmouth area in response to ongoing complaints around speeding in the towns and villages. This will require Area Ward Officers to co-ordinate a group of volunteers and manage their deployments.

As a local area, we have executed local road policing action plans and regularly conduct joint operations with our road policing colleagues. The long term focus is to deploy dedicated officers to prevent and enforce road policing.

Through contact with Fife Council, we have established links to be involved in consultation, with road changes. This is proving valuable in terms of our interaction with members of the public, and understanding their concerns.

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We are continuing to work closely with our partners to tackle misuse of drugs and alcohol abuse in the area.

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Through enforcement, we are providing our communities with reassurance that drug dealing will not be tolerated. The pro-active nature of our teams at Levenmouth has led to a number of positive results and persons reported to the Crown Office and Procurator Fiscal Service (COPFS).

Through engagement with DAPL and Clued Up, there is an appetite from Police Scotland to look at prevention of young people and adults engaging in drug and alcohol abuse. Enhanced partnership working and signposting to support agencies, will provide those affected by drug and alcohol abuse, with a wraparound service.

5.0 Working in Partnership – Updates

5.1 Internal and external partnership work continues with focus to support local policing plans and the priorities as detailed in the Plan For Fife, 2017-2027, under the themes of 'Thriving Places' and 'Community Led Services'.

5.2 **Improving Levenmouth Together**

Improving Levenmouth Together is the initiative to counter anti-social behaviour in partnership with a number of stakeholders. This initiative has been extremely innovative and successful.

The success of this programme has been commented on throughout this report and represented with marked decrease in calls to Police and an improvement in the number of individuals arrested and charged with associated offences.

COVID-19 (Coronavirus) has halted the diversionary and preventative strand of the initiative and resulted in a number of projects being delayed until 2021. The funding secured from Police Scotland has been secured and will remain in place. We are reviewing the preventative initiatives and will be progressing some of these with anticipated completion within this calendar year.

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Improving Levenmouth Together is now being utilised as the brand for the initiatives and projects we are looking to progress. This will provide a recognisable name for the initiatives and is indicative of the aim. We have a number of developments planned with the following being treated as priorities;

- Levenmouth Friday Night Events

Friday night football commenced during this reporting period. This is arranged through Coalfields Regeneration Trust; branded Game on Scotland. SFA coaches through Active Fife are running the session with Police Officers offering support during each session.

Partner agencies will engage in these activities in order to interact with young people and provide a wraparound service in terms of the local support services available.

Further events will run in tandem with Friday night football, including Kingdom Off-Road running motorbike events. These additional events will be equal, inclusive and diverse, to ensure maximum participation.

- Levenmouth Mental Health Initiative

A mental health initiative is being discussed between Fife Health and Social Care Partnership, SAMH, Scottish Ambulance Service, Leven Baptist Church and Police Scotland. The introduction of an additional provision in Levenmouth is to compliment the existing services and provisions.

The initial discussion was to implement a Sam's Café in Leven, which is a drop in, peer support, service.

- Levenmouth CSE Initiative

Following the success of a CSE initiative in Cowdenbeath, a CSE initiative was launched in Levenmouth during this reporting period.

Police Scotland are the Vice Chair for the Child Sexual Exploitation Operational Group for Levenmouth. The group is comprised of representatives from Police Scotland Fife Division, Fife Council Education and Children's Services and NHS Fife.

In an effort to improve responses to children and young people at risk of sexual exploitation, or those who have been sexually exploited, and to prevent further harm taking place, the group seeks to implement identified key areas of work in the Levenmouth area in the first instance, with the view that a consistent and effective structure can then be expanded across Fife.

- Levenmouth Retail Crime Initiative

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This initiative was launched in 2018 with all retail and commercial premises visited by local officers. Store architectural surveys and staff training on retail crime prevention and offender de-escalation were carried out.

A Retail Watch contact list was also created with contact made via email and telephone. This communication tool allows the local police to contact everyone in the town centre area with up to date advice and warnings in respect of crime trends, crime prevention techniques and offers of support regarding personal safety and crime prevention. This is a two-way communication tool which will allow premise owners and staff to contact the police with questions and concerns. The scheme was supported with high visibility corporate signage and window stickers.

The intention is to kick start this initiative again in 2020 with focus on Leven Retail Park and Leven High Street. Police Scotland Youth Volunteers (PSYV) will be deployed with Adult Volunteers and Area Ward Officers to promote the initiative and gauge interest.

- Levenmouth Pub Watch Initiative

This initiative is in the planning stage. There have been no approaches made to local public houses as yet but will be carried out following their re-opening, post COVID-19 lockdown restrictions.

The intention is to work with local public houses and establish a communication network between them and our officers to assist in preventing crime and improve the safety for their bar and security staff.

Our local Community Safety Officers is heavily involved in Best Bar None and has a number of positive ideas on how to implement and sustain this initiative.

5.3 **Police Scotland Youth Volunteers (PSYV) -**

PSYV Levenmouth continues to be a fantastic initiative, which is co-ordinated by a number of adult volunteers. These volunteers dedicate their time, effort and commitment to meeting the aims and objectives of PSYV, whilst providing youths from diverse backgrounds with an opportunity to develop themselves in a safe and thriving environment. The group continue to operate from Levenmouth Academy every Monday evening with 19 Youth Volunteers and 12 Adult Volunteers within the group.

Since the COVID-19 (Coronavirus) lockdown period commenced, our Adult Volunteers have continued to engage with the young people via a secure social media site. This engagement has ensured the young people have been provided with an outlet during this period.

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The group have nearly been running for three years and have managed to keep all their finances in the green regardless of uncertain monetary donations from Scottish Government.

The group achieved the PSYV Silver Award, which is an absolutely fantastic achievement and testament to the hard work and dedication of the volunteers and the young people.

6.0 Public Engagement – Updates

6.1 Public engagement remains key to providing reassurance and confidence in the local police.

6.2 Below is a summary of our engagement over the reporting period;

- Primary School / Nursery Engagement
- Levenmouth Academy – Continued Engagement / Safety Inputs
- Fife College, Levenmouth Campus - Continued Engagement / Safety Inputs
- PSYV Deployments
- Local Events
- Elected Members Engagement
- Community Council Meetings
- Community Engagement Meetings
- Coppuccino – Sainsbury’s (Crime Prevention Advice)
- Levenmouth Forecourt Watch
- Pop Up Surgeries
- Sheltered Housing Engagement (Drop Ins)
- Crime Prevention Surveys – Business / Residential
- After Dark Campaign – Winter Home Security
- Rural Watch
- Best Bar None
- Social Media Engagement (Twitter - 13,000 Followers).

6.3 Below is a summary of our additional planned engagement;

- Monthly Engagement – Community Council Chairpersons
- PSYV Deployments – Foot Patrols
- Improving Levenmouth Together Initiatives
- Retail Crime Initiative
- Pub Watch Initiative

7.0 Licensed premises

7.1 Licensed premises are subject to Red, Amber and Green (RAG) grading system, which highlights specific premises that, for a variety of reasons, have come to the notice of the police. The definition of the three RAG categories is as outlined below:

1. **Red** - Problematic Premises (highest grading)

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2. **Amber** - Premises subject to formal intervention (subject to some form of monitoring & intervention where appropriate), and
 3. **Green** - Monitored Premises – (all reported incidents)
- 7.2 There are no licensed premises within Levenmouth requiring intervention at this time.
 - 7.3 All incidents and crimes occurring within or linked to licensed premises are the subject of a licensed premises report. This allows us to continually monitor the management of premises and assess whether enhanced measures are be required. Support for this is managed through our dedicated Licensing Team and partners.
 - 7.4 PC Fisher will deliver the nationally accredited Bystander. This is a training seminar for management, bar staff, door staff and indeed anyone involved with participating in the night time economy. The 'Best Bar None Vulnerability Training' is a two hour presentation designed to train people to identify vulnerable people and intervene to prevent harm, accidents and criminal offences. In addition to this PC Fisher has taken on the portfolio for launching the 'Ask for Angela' which is hoped to be delivered to local premises in 2021.
 - 7.5 PC Fisher will deliver the Best Bar None initiative in 2021. This was postponed in 2020 due to the COVID-19 pandemic. Further engagement will take place with our local licensees to provide premises with recognition they deserve throughout the year and by holding an annual Fife Best Bar None Awards. We are also hoping to have new premises join in the future.
 - 7.6 In addition there is robust management of licenced premises and positive engagement with our licensees, through Improving Levenmouth Together directed patrols, which involves high visibility patrols, visits and checks of our licenced premises.
 - 7.7 As part of Improving Levenmouth Together, we are looking to engage positively with our licensed premises and implement a "Pub Watch" scheme where licensed premises and our partner agencies focus on preventing criminality and explore further positive engagement with our communities.
 - 7.8 During the COVID-19 pandemic, Police Scotland pro-actively engaged with licensees to provide advice and guidance. This engagement led to a number of positive contacts. This partnership engagement will continue into 2021, in order to harvest positive relations, moving forward.

8.0 On the Horizon – Significant matters ahead

- 8.1 Our priorities require clear focus and the deployment of resources to address community concerns. This requires considerable investment across all sectors as we look to implement, short, medium and long term strategies to provide reassurance and maintain public confidence in service provision.
- 8.2 Seasonal trends are acknowledged and we are prepared for what we would expect to see over the summer months, with particular focus upon -

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- Acquisitive Crime
- Antisocial Behaviour
- Violent Crime
- Substance Misuse
- Road Safety

- 8.3 We continue to seek new and innovative ways to improve upon our prevention, intervention and enforcement activities, through shared learning of best practice and the support from our well-established partnerships.
- 8.4 We also continue to seek further networking opportunities with a focus on keeping those who live, work and visit our area safe.
- 8.5 The Community Policing Team is as follows;

Chief Inspector Brian Poole	-	Local Area Commander
Inspector Paul Gillespie	-	Community Inspector
Sergeant Craig Fyall	-	Community Sergeant
Constable Gordon Latto	-	Ward 21 Community Constable
Constable Steven Hathaway	-	Ward 21 Community Constable
Constable Greg Mizerny	-	Ward 22 Community Constable
Constable Neil Murray	-	Ward 22 Community Constable
Constable Richard Cartwright	-	Education Liaison / PSYV Levenmouth

9.0 Conclusion

- 9.1 Members are invited to note and comment on the content of this report as per the recommendations made at the front of the report.

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PRE-ELECTION CAVEAT: Please note that this publication (and data) are currently embargoed, and must not be released into the public domain. Elections to the Scottish Parliament are due to take place on 6th May. There is planned pre-election period which will run from 25th March to 6th May. The guidance can be accessed here: [Scottish Parliament Election – 6 May 2021: guidance for Scottish Government, its agencies and National Devolved Public Bodies \(www.gov.scot\)](http://www.gov.scot).

**LOCAL AUTHORITY SCRUTINY BOARD - Fife
March 2021**

Violence, Disorder & Antisocial Behaviour					
		Apr 2020 - Mar 2021	Apr 2019 - Mar 2020	Victims	% Change
1	Total No Group1: Crimes of Violence	640	575	65 more	11.3%
(Context)					
2	Murder	2	5	3 fewer	-60.0%
(Context)					
3	Attempted Murder	23	26	3 fewer	-11.5%
(Context)					
4	Culpable Homicide (common law)	0	0	None	-
(Context)					
5	Culpable Homicide (other)	2	11	9 fewer	-81.8%
(Context)					
6	Serious Assault detection rate	94.0%	88.1%		5.9%
(Context)					
7	Serious Assault	215	226	11 fewer	-4.9%
(Context)					
8	Robbery detection rate	101.2%	90.9%		10.3%
(Context)					
9	Robbery	85	66	19 more	28.8%
(Context)					
10	Common assault detection rate	82.7%	78.3%		4.4%
(Context)					
11	Common assault	3,980	3,913	67 more	1.7%
(Context)					
12	Number of complaints regarding disorder	23,840	16,562	7,278 more	48.7%
(Context)					

LOCAL AUTHORITY SCRUTINY BOARD - Fife

March 2021

Violence, Disorder & Antisocial Behaviour (continued)					
		Apr 2020 - Mar 2021	Apr 2019 - Mar 2020	Victims	% Change
13	Number of Domestic Abuse Incidents Reported to the Police	4,902	4,550		7.7%
(Context)					
14	Total Crimes and offences in domestic abuse incidents	3,472	3,499		-0.8%
(Context)					
15	Percentage of Domestic Incidents that result in a crime being recorded	44.2%	48.1%		-3.9%
(Context)					
16	Total crimes and offences in domestic abuse incidents detection rate	79.4%	73.9%		5.5%
(Context)					
17	Total Detections for Domestic Bail Offences	311	269		15.6%
(Context)					
18	Ensure 95% of domestic abuse initial bail checks are conducted within a prescribed timeframe (24hrs)	88.9%	-		-
(Context)					
19	Hate Crime and offences detection rate	72.3%	79.5%		-7.2%
(Context)					
Violence, Disorder & Antisocial Behaviour - Stop and Searches					
		Apr 2020 - Mar 2021	Apr 2020 - Mar 2021 Positive	Victims	% Change
20	Number of stop and searches conducted (total)	1,043	514		
On the 11th May 2017 Police Scotland adopted a new code of practice on the use of stop and search. At this time the use of non-statutory (Consensual) search ceased. Further information on Police Scotland's use of stop and search and on the code of practice is available on the Police Scotland Website.					
(Context)					

**LOCAL AUTHORITY SCRUTINY BOARD - Fife
March 2021**

Additional Identified Local Priorities					
		Apr 2020 - Mar 2021	Apr 2019 - Mar 2020	Victims	% Change
21	Number of detections for drugs supply, drugs productions, drugs cultivation	170	179		-5.0%
(Context)					
22	Theft by housebreaking (including attempts) detection rate	43.5%	48.8%		-5.3%
(Context)					
23	Theft by housebreaking (including attempts)	492	728	236 fewer	-32.4%
(Context)					
24	Theft by shoplifting detection rate	77.5%	82.0%		-4.5%
(Context)					
25	Theft by shoplifting	1,496	2,145	649 fewer	-30.3%
(Context)					
26	Vandalism & Malicious Mischief detection rate	39.3%	35.7%		3.6%
(Context)					
27	Vandalism & Malicious Mischief	2,598	2,565	33 more	1.3%
(Context)					
28	Number of detections for Consuming Alcohol in a designated place (where appropriate byelaws exist)	102	101		1.0%
(Context)					
Public Protection					
		Apr 2020 - Mar 2021	Apr 2019 - Mar 2020	Victims	% Change
29	Number of Sexual Crimes	1,163	1,179	16 fewer	-1.4%
(Context)					
30	Sexual Crimes detection rate	69.3%	60.2%		9.1%
(Context)					
31	Rape detection rate	76.1%	58.5%		17.6%
(Context)					

**LOCAL AUTHORITY SCRUTINY BOARD - Fife
March 2021**

Road Traffic Casualty Statistics				
	Apr 2020 - Mar 2021	Apr 2019 - Mar 2020	Victims	% Change
People Killed	9	15	6 fewer	-40.0%
People Seriously injured	96	133	37 fewer	-27.8%
People Slightly Injured	174	276	102 fewer	-37.0%
(Context)				
Children (aged<16) Killed	1	0	1 more	-
Children (aged<16) Seriously Injured	17	12	5 more	41.7%
(Context)				

Road Safety & Road Crime - Detected				
	Apr 2020 - Mar 2021	Apr 2019 - Mar 2020	Victims	% Change
32 Dangerous driving	163	150		8.7%
(Context)				
33 Speeding	651	1,281		-49.2%
(Context)				
34 Disqualified driving	80	100		-20.0%
(Context)				
35 Driving Licence	452	343		31.8%
(Context)				
36 Insurance	1,069	818		30.7%
(Context)				
37 Seat Belts	241	547		-55.9%
(Context)				
38 Mobile Phone	78	162		-51.9%
(Context)				

**LOCAL AUTHORITY SCRUTINY BOARD - Fife
March 2021**

Public Confidence					
		Apr 2020 - Mar 2021			
		Number of Complaints about the Police		Number of Complaints per 10,000 Police Incidents	
39	Complaints received about the Police	405		37.5	
(Context)					
		On Duty Allegations	Off Duty Allegations	Quality of Service Allegations	Total Number of Allegations
40	Total Allegations Recorded	378	0	208	586
(Context)					

23rd June 2021

Agenda Item No. 12

Levenmouth Reconnected Programme

Report by: Ken Gourlay, Head of Assets, Transportation and Environment

Wards Affected: Ward 21 – Leven, Kennoway and Largo, Ward 22 – Buckhaven, Methil and Wemyss Villages

Purpose

The purpose of this report is to present to Committee the key grant award process and documentation proposed to allocate funding from the £10m Levenmouth Reconnected Programme fund.

To provide an update on progress on development of the Levenmouth Reconnected Programme, Leven Rail Link and River Leven Programme.

Recommendation(s)

It is recommended that Committee:

- I. Agree the key grant application process and documentation, as detailed within this report (refer Appendices 1,2 & 7-13), which complete the strategy and guidance for the £10m Levenmouth Reconnected Programme fund.
- II. Note that regular reports on progress and expenditure of the programme will be presented to this Committee.

Resource Implications

There are no direct resource implications from this report, however as work progresses work will take place within agreed budgets, subject to being approved through the funding process.

Legal & Risk Implications

Legal Services has reviewed and agreed the Grant terms and conditions.

Impact Assessment

An EqlA Checklist is not required because the report does not propose a change or revision to existing policies and practices. If a project, as part of the programme, requires an EqlA or Environmental Assessment to be undertaken, this will require to be completed before the award of grant funding.

Consultation

Fife Council Finance, Communications and Legal Services have been consulted in preparing this report.

Extensive consultation has been undertaken with the Levenmouth Reconnected Oversight, Working and Task Groups and Transport Scotland in the development of the grant award documents.

Engagement continues to take place, where practicable given Covid- 19 restrictions, with local community groups, stakeholders, local members and partner organisations, including Network Rail, ScotRail, SEPA, Diageo and Police Scotland etc.

1.0 Background

- 1.1 The process to approve grant awards from the £10m Levenmouth Reconnected Programme Fund was approved by the Policy & Coordination Committee on 13 May 2021 (2021 PC78 para. 296 refers).
- 1.2 The committee agreed the three grant award processes for the programme, which are:
 - a) Small Grant Process (Up to £5k)
 - b) Large Grant process (>£5k up to £5m)
 - c) Accelerated Proposal Process (Up to £25,000, subject to a cumulative maximum of £100,000 per annum)
 - a) The small grant applications process is to have an initial £100,000 allocation and will follow the same approach as the Local Community Budget Planning fund that sees the Local Community & Neighbourhoods panel determining applications up to £5,000. The panel is chaired by the Community Manager (Levenmouth) and comprises the Community Development Team Manager, Community Use Team Manager and Local Community Planning Support Officer. Regular reports will be submitted to the Levenmouth Area Committee to note progress and expenditure. This fund can be replenished as the initiative advances and from different sources, as may arise. (Refer Appendix 1).
 - b) Larger grant applications, seeking £5,000 or more (up to a maximum of £5m), will be assessed by a Working Group panel with a recommendation made to the Oversight Group for approval and to advance to the Levenmouth Area Committee for decision. (Refer Appendix 2).

- c) The Accelerated process provides the ability to progress smaller projects (up to £25,000) through delegated authority to the Executive Director Enterprise and Environment in consultation with the Proposal Sponsor, Finance Business Partner, and Convener of the Levenmouth Area Committee. The Vice-Convener of the Levenmouth Area Committee will be also updated on proposals. It is proposed that details of any such exercised delegated proposals be reported to this Committee. The details of the process and governance forms are detailed in Appendix 3.

- 1.3 The P&C Committee agreed the governance framework of the programme that sees a range of decision-making groups, with the Levenmouth Area Committee having the key role in approving the proposed projects.

The Groups in place are:

- Levenmouth Area Committee
- Oversight Group
- Working Group
- Task Group

The remits of the groups are detailed in Appendices 4, 5 & 6.

2.0 Grant Award Process and Documents

2.1 Grant Award Process and Documents

- 2.1.1 The grant award suite of documents has been developed through consultation and input from the respective groups within the programme as well as Fife Council Finance and Legal Services.

- 2.1.2 The key grant application documents relate to:

- (a) Funding Strategy and Guidance
- (b) Governance Process
- (c) Grant Award Process
- (d) Grant Applications Process

2.1.3 Funding Strategy and Guidance

The funding strategy informs applicants of the focus and principles, themes and outcomes of the programme. It highlights the funding allowances for applications and that all applicants must accept the terms and conditions of the fund. The details are included in Appendices 7, 8 & 9.

- 2.1.4 The Governance Process, as detailed in Appendix 10, confirms the key stages of the process:

Stage 1 – Applicant receives documents from Programme Manager / website

Stage 2 – Application submission

Stage 3 – Application approvals

Stage 4 – Application decision by Levenmouth Area Committee

Stage 5 – Project delivery

2.1.5 The Grant Award Process, which is included in Section 2 of the Funding Strategy illustrates how applications will be assessed and progressed through the four stages of the application process, (detailed in Appendix 11):

Stage 1 – Application submission

Stage 2 – Technical Check (Appendix 12). This is to ensure applications are sufficiently completed prior to advancing to assessment

Stage 3 – Assessment of applications

Stage 4 – Application Decision

2.1.6 The Grant Applications

The Large Grant applications as noted in 1.2(b) above, will be assessed relative to the scoring criteria detailed in Appendix 13 and will consider five key themes:

- a) Strategic case
- b) Socio economic case
- c) Financial case
- d) Management case
- e) Commercial case

2.2 Programme Overview

Consultation through the various groups has helped highlight local issues and aspirations. In developing the future strategic work programme, work is ongoing to develop proposals under the key themes of i) Economic Development; ii) Spatial Planning; iii) Active Travel & Connectivity; iv) Environment & Climate Change. These work streams and emerging projects are being developed, taking cognisance of the programme themes and objectives, and the local community plan, and over the coming months will be advanced for engagement and consideration through the governance groups and wider stakeholders.

2.3 Communications

The Fife Council Communications team, with partners, have been leading on the development of a communications strategy for the Levenmouth Reconnected Programme. A communications sub-group has been established and meets regularly to track progress against the agreed joint action plan.

Additional and dedicated communications support has been provided by partners SEPA on a short-term basis to the end of June 2021 and considerable progress has been made as a result. Work is programmed to launch by the end of June:

- 1) an interim brand for LRP;
- 2) a web portal to provide a central coordination point for project information;

3) information on the grant application process;
News and engagement opportunities are also being promoted as opportunities arise.

A medium to long term communication plan is in development that will include action to:

- Publicise the funding awards and the community benefits as work progresses.
- Promote the long-term vision for Levenmouth.
- Encourage and support community involvement/engagement.
- Help promote the voice of residents and those most connected to developments.
- Deliver regular stakeholder updates and promote engagement.
- Establish the infrastructure/governance and resources needed to drive and coordinate communication in support of Levenmouth vision.

2.4 Leven Rail Link

The re-opening of the Levenmouth Railway is progressing well with the development and design well underway. Network Rail launched a project website (www.scotlandsrailway.com/projects/levenmouth-reconnected-raillink) in December 2020 which includes the latest project information.

The Transport Minister Graeme Dey confirmed on 15 June 2021 the rail link will be double tracked and electrified. He also announced the options being taken forward for the locations for Leven and Cameron Bridge Stations.

Further information can be found at; <https://www.transport.gov.scot/news/>

2.5 The River Leven Programme

The Levenmouth Connectivity Project is preparing to present to the Sustrans' Review Panel, potentially in late summer 2021, although no date has yet been announced. This is to seek funding to undertake the detailed design stage of the project.

In the interim, Amey Consulting are concluding the concept design for the active travel network in and around the indicative preferred station locations at Cameron Bridge and Leven. The River Leven Programme continues local engagement on the green network, river restoration and maintenance options.

3.0 Conclusions and next steps

- 3.1 The governance process and grant award documentation detailed within this report provides the necessary framework to allow the administration of the £10m Levenmouth Reconnected Programme to commence.

- 3.2 It is appropriate that the £10m Levenmouth Reconnected Programme fund be opened for bids and that suitable communications be implemented in June to encourage applications, including via a new web portal.
- 3.3 Regular reports will be presented to this Committee on progress, delivery and expenditure of the Levenmouth Reconnected Programme.

List of Appendices

1. Appendix 1 – LRP – GA005 – Small Grant application form
2. Appendix 2 – LRP – GA006 – Large Grant application form
3. Appendix 3 – APAF01 - Accelerated proposal form
4. Appendix 4 – 2021 remit for Levenmouth Reconnected Oversight Group
5. Appendix 5 – 2021 remit for Levenmouth Reconnected Working Group
6. Appendix 6 – 2021 remit for Levenmouth Reconnected Task Group
7. Appendix 7 – LRP – GA002 – Funding Strategy
8. Appendix 8 – LRP – GA003 – Fund Guidance
9. Appendix 9 – LRP – GA020 – Standard Terms and conditions
10. Appendix 10 – LRP – GA010 – Project governance diagram
11. Appendix 11 – LRP – GA001 – Process diagram and frequently asked questions
12. Appendix 12 – LRP – GA008 – Technical check
13. Appendix 13 – LRP – GA007 – Large grant application scoring mechanism

Background Papers

None.

Report Contact

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Email – john.mitchell@fife.gov.uk

Levenmouth Reconnected Program Small Application Form

Briefly advise how your project fits with the LRP theme(s) and objectives? You should detail what themes your project meets and how.

(refer to themes & outcomes PDF).
Theme 1 – Opportunities for all
Theme 2 – Inclusive jobs & growth
Theme 3 – Community led services
Theme 4 – Thriving Places

Briefly advise how your project fits with the objective set out below?

To maximising the economic and social value of the reinstated railway between Thornton North Junction and Leven to the communities in the local Levenmouth area in Fife Council Ward 21 (Leven, Kennoway and Largo) and Ward 22 (Buckhaven, Methil and Wemyss Villages).

1. What is the title of your Project?

2. What is the location of your Project?

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

Name
Address

4. Who is the main contact for this application?

Name
Position on Organisation
Address
(if different from above)
Contact Telephone Number
Email Address

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

Please be specific about:

- what you will do
- how you will do it
- what you will spend the monies on
- how you identified the need
- how many people it will help
- how your project meets the LRP Priorities

--

6. When will your project take place?

Start date
(Month and Year)

End date
(Month and Year)

7. What community engagement/consultation have you undergone to date that demonstrates the need and support for the project

8. How much will your total project or activity cost?

9. How much will each item or activity cost?

Include all costs connected to running the project.

Item or Activity	Cost (£)
Total	

10. How much are you requesting from the LRP Fund?

For eligible costs please refer to LRP-GA003 Fund Guidance

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

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

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

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

--

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

Type of Fife Council Support	Amount £	Secured Yes/No

13. What are the known risks?

Risk Description	Probability score (1-5)	Impact score (1-5)	Overall score (probability x impact)

13.1 Explain how you will manage these risks effectively and successfully?

Description	Mitigation Measures

14. To be completed by Voluntary and Community Organizations only

Do you have a written governing document e.g. constitution, a set of rules or trust deed? (Please attach, if not already held by Fife Council)	No	Yes
How many people are on your organization's management committee?		
How many regular volunteers are involved in your organization including Committee Members?		
Do you have a Service Level Agreement with Fife Council of a Community Planning partner	No	Yes
If yes who is the SLA with? (If Fife Council, which Service?)		

15. To be completed by organisations external to Fife Council only

Name of Bank		
Account name		
Sort code	Account no	
Building Society roll Ref		

16 Has your organisation applied to the LRP funding before? **No** **Yes**

If yes, please provide details

Project	Date	Amount received

17. To be completed by Public Bodies only

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

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17.2 If Fife Council please provide details of full finance code (36 digit) or if other Public Body please provide bank details to pay money

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18. Alternative Sources of Funding

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

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

19. Fife Council is an Accredited Living Wage Employer

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

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

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

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

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

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

To be completed by applicant

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

Signed

Date:

Position in the Organisation

Before you submit your application, please complete the following checklist

You must be able to tick every box

Have you checked the Funding Portal for alternative sources of funding? (Q18)	
Have you clearly indicated which theme and objective within the LRP your project will address? (page 1)	
Have you clearly indicated how your projects fits with maximising the economic and social value of the reinstated railway line? (page 1)	
Have you answered all the relevant questions in this application?	
Are you, the main contact named in Q.4?. Are you authorised to apply to the LRP Fund on behalf of your organisation?	
Have you signed the Application Form? (Electronic signature will be accepted along with a confirmation email).	
Have you understood that if you make any inaccurate statements (whether deliberate or accidental) at any stage during the application process, or knowingly withhold any information, this could make your application invalid and you could be required to repay any funds received to Fife Council?	
Are you able to comply with the LRP's Terms & Conditions?	
If you are a community or voluntary organisation, have you enclosed a copy of your governing document? (unless already held by Fife Council)?	
Have you supplied a copy of your latest signed, audited/independently examined accounts? (if you do not have signed audited accounts please provide an income and expenditure statement)	
Have you provided proof of funding from other sources if applicable?	

Please email completed applications and supporting documents to
Levenmouth.Reconnected@fife.gov.uk

Alternatively completed applications and supporting documents can be sent via post to

Levenmouth Reconnected Programme
 Roads and Transportation Service
 Bankhead Central 1
 Bankhead Park
 Glenrothes
 Fife
 KY7 6GH

Levenmouth Reconnected Programme Large Grants Application Form

Applicants are reminded that work **MUST NOT COMMENCE** prior to a formal grant offer issued by Levenmouth Reconnected Programme (LRP). LRP is unable to fund retrospectively for works already undertaken.

For office use only:

Date Received	Project Ref. No.	Technical Check	Additional Info.	Decision Date	Grant Value	Decision Letter Issue

Organisation Details

Name of Applicant Organisation:	Click here to add text.
Type of Organisation:	Click here to add text.
Main Objectives of your Organisation: Click here to add text.	
Organisation's Website Address (if applicable):	Click here to add text.
Number of Members within your Organisation:	Click here to add text.
Does your Organisation have a Bank Account?	Select Yes / No
If yes, please provide Sort Code:	Click here to add text.
If yes, please provide Account Number:	Click here to add text.
Does the organisation have an equal opportunities policy? If yes, please enclose.	Select Yes / No

Applicant Contact Details

Name of Contact Person:	Click here to add text.
Contact Address:	Click here to add text.
Postcode:	Click here to add text.
Contact Telephone Number (s):	Click here to add text.
Contact Email Address:	Click here to add text.

Project Details

Project Title:	Click here to add text.
Project Location Postcode:	Click here to add text.
Name and address of landowner of the project site (If applicable):	Click here to enter text.
Anticipated Project Start Date:	Click here to select a start date.
Anticipated Project Completion Date:	Click here to select a completion date.
Project Summary	

Section 1: Project strategy

1.1 How does the project fit with the LRP themes and objectives?

Your answer should advise which themes your project meets and how the project meets that theme and outcome(s) within the themes (refer to themes & outcomes PDF).

Theme 1 – Opportunities for all

Theme 2 – Inclusive jobs & growth

Theme 3 – Community led services

Theme 4 – Thriving Places

[Click here to add text.](#)

1.2 What collaborative working does the Project have?

Your answer should advise if you have any collaborative working or if your project ties into any other LRP funded projects. you should advise who you will be working with to deliver the project and why the project benefits from collaborative working.

Some examples may be:

The Leven programme partnership approach

Or simply include multiple partners to deliver the project.

[Click here to add text.](#)

1.3 Does the Project meet with any National, Regional or Local strategies?

The project should not only look to meet LRP themes but also other strategies. Depending on the project and the objective of the project will assist with what strategies you should be looking to incorporate and advise how your project meets these strategies. Below is a sample list of National, Regional & Local strategies, the list is not exhaustive.

- Achieving a Sustainable Future, the Scottish Government's Regeneration Strategy <https://beta.gov.scot/publications/achieving-sustainable-future-regeneration-strategy/>
 - Climate Change: <https://www.gov.scot/policies/climate-change/>
 - The Place Principle: <https://www.gov.scot/publications/place-principle-introduction/>
 - Scotland's Economic Strategy: <https://beta.gov.scot/publications/scotlands-economic-strategy/>
 - Town Centre Action Plan and Town Centre First Principle: <https://beta.gov.scot/policies/regeneration/town-centre-regeneration/>
 - National Planning Framework
 - Infrastructure Investment Plan
 - Digital, Environmental, Renewables and Energy policies.
- City/ Region deals
- Community empowerment
 - Local Authority Local Economic Development, Regeneration, Local Development and Strategic Development Plans.

Click here to add text.

1.4 How does your project fit with the objective set out below?

To maximising the economic and social value of the reinstated railway between Thornton North Junction and Leven to the communities in the local Levenmouth area in Fife Council Ward 21 (Leven, Kennoway and Largo) and Ward 22 (Buckhaven, Methil and Wemyss Villages).

Section 2: Socio-economic Benefit

2.1 Demonstrate the community support for the project (community consultation, survey etc) and how you plan to achieve on-going community involvement during and post-delivery
 Applicants should refer to National Standards of Community Engagement
<https://www.scdc.org.uk/what/national-standards>

2.2 How will the public benefit from the project, what are the arrangements for public access and what steps will be taken to ensure its sustainable utilisation. *(Note: if your project relates to a building, please detail the daily opening and closing hours. If the project site relates to a public open space, please confirm if access is permitted 24/7.)*

2.3 Please describe how this project will address the needs of the local community and how this will be measured? Set out the outputs/targets you expect to achieve, in what quantities and by when. I.e. how many jobs will be generated? *Below is a template that can be used however, applicants can use other methods to provide this evidence.*

Demonstrable Need	Project Output/Target	Measurement	Expected Date of Achievement
Better employment prospects within Levenmouth	Creation of employment opportunities by the project.	No. of FTE jobs	TBC
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

3.5 Please give details of the recurring revenue costs for the project (both operational and maintenance) demonstrating the projects financial sustainability particularly beyond the conclusion of the funding period. Please include details of options for future financing, grant support, the potential for mainstreaming and revenue generation.

3.6 Cost control is essential to the success of the project. Describe what successful processes and procedures you will adopt to ensure project costs are continually monitored and managed within budget as part of your regular project report to LRP.

[Click here to add text.](#)

Funding sources:

3.7 Please advise below the funds your organisation will contribute to the project and list all other funders supplying details of the awards approved or decision dates if funders are yet to consider your project.
Below is a template that can be used however, applicants can use other methods to provide this evidence.

Name of Organisation/Funder:	Amount Requested	Amount Committed	Date of Commitment
Group contribution	Click here to enter value	Click here to enter value	Click here to select date.
Click here to enter funder	Click here to enter value.	Click here to enter value	Click here to select date.
Click here to enter funder	Click here to enter value.	Click here to enter value	Click here to select date.
Click here to enter funder	Click here to enter value.	Click here to enter value	Click here to select date.
Click here to enter funder.	Click here to enter value.	Click here to enter value	Click here to select date.
Click here to enter funder.	Click here to enter value.	Click here to enter value	Click here to select date.
Total:			

Section 4: Management of Project

4.1 Please provide an indicative project plan that clearly identifies the key milestones involved in progressing your project through to completion. Include actions to be taken to ensure the successful outcomes that the project is expected to achieve. For each milestone, please indicate the success criteria (how you will know the milestone has been achieved) and the expected date of achievement (must be realistic and achievable), whilst describing how programme control will be implemented.

Milestone	Success Criteria	Expected Date of Achievement
Click here to enter the first milestone.	Click here to enter text.	Click here to enter a date.
Click here to enter the second milestone.	Click here to enter text.	Click here to enter a date.
Click here to enter the third milestone.	Click here to enter text.	Click here to enter a date.
Click here to enter the fourth milestone.	Click here to enter text.	Click here to enter a date.
Click here to enter the fifth milestone.	Click here to enter text.	Click here to enter a date.
Click here to enter the fourth milestone.	Click here to enter text.	Click here to enter a date.
Click here to enter the fifth milestone.	Click here to enter text.	Click here to enter a date.
Click here to enter the third milestone.	Click here to enter text.	Click here to enter a date.
Click here to enter the fourth milestone.	Click here to enter text.	Click here to enter a date.
Click here to enter the fifth milestone.	Click here to enter text.	Click here to enter a date.

4.2 Detail the skills and resources required to deliver the project and how this requirement will be met?

This will identify the project lead and key project team members their skills & experience to deliver the project. It will also illustrate the projects lines of communication.

Section 5: Commercial Case

5.1 Highlight **five** key issues (risks) that could influence successful delivery and explain, preferably using examples from practical & applied experience, how you would manage these risks effectively and successfully.

[Click here to add text.](#)

5.2 Please give details of how you will procure goods, services and works to maximise benefit to the Levenmouth area. Fife Council's Procurement Strategy can be viewed [Fife Council Procurement Strategy](#)

[Click here to add text.](#)

[Click here to enter text.](#)

Section 6: Declaration

We would expect projects to show how equal opportunities policies will be followed in all aspects of the planning, development and delivery of the project, including recruitment of staff and would expect projects to be accessible to all parts of the population, including people with disabilities.

To confirm your agreement, please sign the declaration below.

On behalf of _____ I certify that the information contained in this application form and in any other documentation that supports this application is accurate to the best of my knowledge and that the project will be carried out as described. If this application is successful, I confirm that I / this organisation (please delete as necessary) will use the grant only for the purposes specified in this application and will comply with all terms and conditions Levenmouth Reconnected Programme attaches to the offer of grant. I understand and accept that I / this organisation (please delete as necessary) may be required to provide additional information about the application before a decision is reached.

Name

.....

Position within Organisation

.....

Signature

.....

Date

.....

For further information on how we hold and process your personal data, please refer to the LRP Privacy Notice.

If you are happy for Levenmouth Reconnected Programme to contact you beyond the life of any project, please tick the following box.

Section 7: Checklist

Please check that you have enclosed the following documents where applicable.

Documentation		Check
1. Signed governing document (constitution) clearly showing the date of adoption.	Applicable to all projects.	
2. A recent bank statement in the name of the applicant organisation.	Applicable to all projects.	
3. Audited accounts for the last three financial years.	If the organisation has been in existence for three full years. If not, please submit financial statements for the full years of operation by the organisation.	
4. Proof of charitable status.	If applicable.	
5. Equal opportunities policy.	If held by the organisation – recommended by LRP	
6. Three quotes or tender summary report.	Applicable to all projects.	
7. Site map.	Applicable to all projects.	
8. Photographs of the existing project site.	Applicable to all land based projects.	
9. Detailed breakdown of costs, including cashflow plan	Applicable to all projects.	
10. Maintenance & operation plan.	If applicable.	
11. Proof of match funding via copy award letters or award emails.	Applicable to all projects.	
12. Evidence of community consultation and support (i.e. community questionnaire and results, letters of support, etc.)	Applicable to all projects.	
13. Risk log	Applicable to all projects	

Please return the completed application and supporting documentation to the email address below and keep a copy for your own reference:

Email: Levenmouth.Reconnected@fife.gov.uk

Alternatively, these can be sent by post to
 Levenmouth Reconnected Programme
 Roads and Transportation Service
 Bankhead Central 1
 Bankhead Park
 GLENROTHES
 Fife
 KY7 6GH

Levenmouth Reconnected Programme - Accelerated Proposal Approval Form (APAF ver 1)

To ensure timely delivery of the Levenmouth Reconnected Programme, this Accelerated Proposal Approval Form is to be utilised when a proposal requires to be advanced prior to the date of a formal Committee meeting.

The form should be utilised for urgent proposals with a limit of up to £25,000.

Approval of the funding requirement shall be through the Executive Director Enterprise and Environment in consultation with Convener of the Levenmouth Area Committee and Project Sponsors. (Note all proposals will be subsequently presented for formal ratification by the first practicable Committee Meeting)

Proposal Title & Reference No.	Proposal ref & title
Key Programme Reference	Levenmouth Reconnected Programme
Proposal Lead	Michael Drever
Proposal Sponsor	Ken Gourlay / John Mitchell
Executive Director – Enterprise and Environment	Keith Winter
Date & version	Enter the date this document was produced and the document reference number.

Document history

Date	Version	Last revised by	Details of revision
02.04.2021	V1.0	M Drever	Initial draft

1.1 Project Purpose

Provide a brief summary of what the proposal will do whilst setting out the current situation and context.
The key deliverables and outputs should be noted.

1.2 Project rationale

Why are we doing it?
What Levenmouth Reconnected theme(s) and strategic area(s) of focus and does this align with (Opportunities for all, Inclusive job & growth, Community led services, Thriving places / Economic Development, Spatial Planning, Active travel & Connectivity, Climate change)

1.3 Project urgency and consequences

Why can't the proposal wait?
What will happen next if we do not do the project or if the proposal is not approved?

1.4 Project Reference/Background

Has a similar project been completed before?
If so, by whom and what can we learn from them?

1.5 Outcomes, Benefits, and Measures

Outcome	Benefit	Measures
State what will happen as a result of the successful delivery of the project's outputs. Insert new rows as required.	State what the intermediate benefit will be that relates to the desired outcome. Use action words, for example "reduced", "increased", "more", "less", etc. Insert new rows as required.	

1.6 Projected Costs, Timescales and Funding

1.6.1 Costs

Total expected one-off cost	Total expected recurring cost
Provide details of the expected total one-off cost. These totals should only be costs that are directly incurred by the project. Any notional/below the line costs can also be provided if desired (but would be for information only).	Provide details of the expected total recurring cost. These totals should only be costs that are directly incurred by the project. Any notional/below the line costs can also be provided if desired (but would be for information only).

1.6.2 Project timeline

What is the expected timeline of the proposal in weeks/months/years?

Also provide the intended project start and end dates of the proposal.

1.6.3 Funding requested

1.6.4 Funding availability

List sources of funding including any match funding.

1.6.5 Resource availability

Identify availability & timescale of resources.

1.7 Risks

1.7.1 Risk assessment

Risk description	Probability score (1-5)	Impact score (1-5)	Overall score (probability x impact)
<p>Describe all known risks. Risks should be described in terms of: "As a result of X there is a risk of Y, which may result in Z".</p> <p>Also capture here any dis-benefits that may occur as a result of the project.</p>	<p>The probability or likelihood, of the risk occurring where: 1 = remote (0%-19% chance), 2 = unlikely (20%-39% chance), 3 = possible (40%-59% chance), 4 = likely (60%-79% chance), 5 = almost certain (80%-100%).</p>	<p>The anticipated impact of the risk should it occur: 1 = no impact, 2 = minor impact, 3 = moderate impact, 4 = major impact, 5 = catastrophic impact.</p>	<p>The overall score is calculated by taking the probability score multiplied by the impact score.</p>

1.7.2 Risk mitigation

Risk mitigation action & outcome	Mitigated Probability score (1-5)	Mitigated Impact score (1-5)	Overall mitigated score (probability x impact)

1.8 Consultation & Reporting

<p>Note any Fife Council service departments, committees, council wards, external organisations that have been consulted in the preparation of the proposal.</p> <p>Reporting – what groups/persons will the proposal lead report to and when? Levenmouth Reconnected Core team, Levenmouth Reconnected Oversight, Working & task groups.</p>

1.9 Proposal approval

Approved by	Role	Date approved
John Mitchell / Ken Gourlay	Proposal sponsor	
Ashleigh Allan / Caroline Ritchie	Finance Business Partner / Service Accountant	
Keith Winter	Executive Director Enterprise and Environment	
Convener for the Levenmouth Area Committee	Elected member	

REMIT FOR LEVENMOUTH Reconnected Oversight Group

OBJECTIVES

The objective of the Levenmouth Reconnected Blueprint is to

- a) Maximise the economic and social value of the new railway to the local area by using it as the stimulus to improve and integrate bus and active travel connectivity (as outlined in the Levenmouth Sustainable Travel Study 2019) and open the local communities of the wider Levenmouth area as places to live, work, visit, learn, play and grow.
- b) Develop initiatives and projects of an economic and social nature to build on the railway investment led opportunity now presented to deliver sustainable and inclusive growth.
- c) Integrate focus and spend across the Local Outcome Improvement Plan, Area community outcome improvement plan, related and separate programme outcomes within the same geography of Fife.

The Levenmouth Reconnected Oversight Group was established to oversee the delivery of these objectives.

Responsibilities

The responsibilities of the Oversight Group are to:

Develop the Levenmouth Reconnected Blueprint and keep under review until completion of the programme, or, cessation of the group, whichever is first.

Ensure the Levenmouth Reconnected Blueprint reflects the expectations, as referenced in the August 2019 announcement, re key aspects and the integration of travel options associated with the railway line and services.

Lead the delivery of the blueprint by allocating spend, agreeing and approving initiatives and proposals until all resources are allocated or programme completion.

Optimise the impact of the Levenmouth Reconnected Blueprint and, with stakeholders and partners, garner additional resources to support the strategy and identified interventions over the life of the programme

Secure a viable legacy for the wider Levenmouth area and communities from the investment associated with the delivery of the railway line and services

Oversee the activities of the officer working group through receiving regular reports on activity, exceptions and progress, establishing actions for the group and ensuring appropriate membership is maintained to facilitate delivery.

Ensure economic and social opportunities are maximised by the programme through the application and approval process with continued monitoring and evaluation and reporting of approved significant projects.

Levenmouth Reconnected Programme

Ensure climate action is taken that adapts to the effects of climate change whilst helping deliver our net zero target and maximises the quality of the built and natural environment.

Link with other programmes to the benefit of the locality and avoid duplication or the possibility of missed opportunities.

Receive regular reporting updates on progress and exceptions from the Programme Manager/ Chair of the Working Group.

Maintain an oversight of the blueprint programme in its broadest context relating to central Fife to maintain a dynamic element to its development.

Oversee the approach to engagement with the community and groups to ensure strong participation in the development and delivery of the blueprint.

Maintain a strong link and engagement with the local area committee for decision-making in support of the delivery of the blueprint activity and spend.

Membership

The Oversight Group will comprise the following appointments:

Keith Winter (Chair)	Executive Director - Enterprise & Environment	Fife Council
Ken Gourlay (Chair of the Officer Working Group)	Head of Assets, Transportation & Environment	Fife Council
Mike Enston	Executive Director – Communities	Fife Council
Elaine Morrison	Regional Director	Scottish Enterprise
Ian Buchanan	Chief Officer Compliance and Beyond	SEPA
David Cowan	Head of Regeneration Unit	Scottish Government
Alison Irvine	Director of Transport Strategy and Analysis	Transport Scotland
Caroline Warburton	Regional Leadership Director (East)	VisitScotland
James Ledgerwood	Head of Economic Development & Communities	ScotRail

Secretariat support – Mike Drever, Levenmouth Reconnected Programme Manager.
– John Mitchell, Service Manager, Sustainable Transport and parking.

Oversight Group members may call for support, as appropriate, and may call for substitutes, if required.

Meeting Frequency

The group will meet quarterly at most. The dates for 2021 are set. Business can be conducted virtually between meetings as required.

Period of operation

The Oversight Group will cease to exist two years after the opening of the railway to passenger services. The Working Group and the Programme Manager post will each cease to exist at a point in time agreed with the Oversight Group.

Resources

The Programme Manager will be employed by Fife Council and the salary will be met from the £5 million allocated from the Transport Scotland Rail Directorate budget.

The authorisation of projects and associated expenditure will be determined by the Oversight Group. It is expected that all disbursement made by the Group will be supported by a proportionate business case and that any expenditure aspires to leverage match funding.

The £10m Blueprint fund can be used for capital and/or revenue purposes. If a project with revenue expenditure extends beyond the lifetime of the Blueprint or the availability of funds from the Blueprint, then a source of ongoing external funding ought to be secured.

The fund cannot exceed £10 million. There is no index-linking.

Spend approval routes

As the Council retains responsibility for the use of the grant monies as Grantee in terms of the Offer of Grant, all decisions on spend on this and other monies provided by the Council shall be subject to the satisfaction of the Council's Executive Director, Enterprise and Environment, that the spend is in line with the terms of the Grant Offer.

In general, in relation to the implementation of the Blueprint, matters such as procurement and employment shall be routed through the Council.

Review

The Oversight Group will review the remit annually to ensure that it remains fit for purpose and adapts to the period of delivery to reflect progress and shifts, in priorities.

REMIT FOR LEVENMOUTH RECONNECTED WORKING GROUP

Objectives

The overall objectives of the Levenmouth Reconnected Blueprint are to

- a) Maximise the economic and social value of the new railway to the local area by using it as the stimulus to improve and integrate bus and active travel connectivity (as outlined in the Levenmouth Sustainable Travel Study 2019) and open the local communities of the wider Levenmouth area as places to live, work, visit, learn, play and grow.
- b) Develop initiatives and projects of an economic and social nature to build on the railway investment led opportunity now presented to deliver sustainable and inclusive growth.
- c) Integrate focus and spend across the Local Outcome Improvement Plan, Area community outcome improvement plan, related and separate programme outcomes within the same geography of Fife.

The Levenmouth Reconnected Oversight Group was established to oversee the delivery of these objectives. The Levenmouth Reconnected Working Group was subsequently created with responsibility for the delivery of Blueprint and which reports to the Oversight Group.

Responsibilities

The responsibilities of the Working Group are to:

Develop and deliver the Levenmouth Reconnected programme to its completion or, cessation of the group, whichever is first.

Integrate connectivity options associated with the railway line and services that will receive the buy in from partners, businesses, and the community.

Lead the delivery of the blueprint by recommending initiatives and proposals to the Oversight Group until all resources are allocated or programme completion.

Ensure economic and social opportunities are maximised by the programme through the application and approval process with continued monitoring and evaluation and reporting of approved significant projects.

Ensure climate action is taken that adapts to the effects of climate change whilst helping deliver our net zero target and maximises the quality of the built and natural environment.

Provide a viable legacy for the wider Levenmouth area and communities from the investment associated with the delivery of the railway line and services.

Levenmouth Reconnected Programme

Provide regular reports on key activities, exceptions, and progress, establishing actions for group members and its subgroups as well as ensuring appropriate membership is maintained to facilitate delivery.

Receive regular reporting updates on progress and exceptions from the Programme Manager.

Link with other programmes such as the Leven programme and the Levenmouth Railway Reopening to the benefit of the locality and avoid duplication or the possibility of missed opportunities.

Ensure Levenmouth activity influences and links with Council and partner strategic approaches, including (but not limited to) the Plan4Fife, local community plan, spatial development plans (at Fife and regional level), City Region Deal activity and national and regional transport strategies.

Optimise the impact of the Levenmouth Reconnected Blueprint and, with stakeholders and partners, garner additional resources to support the strategy and identified interventions over the life of the programme

Engage with the community and groups to ensure strong participation in the development and delivery of the blueprint, encouraging local community ownership.

Maintain a strong link and engagement with the local area committee for decision-making in support of the delivery of the blueprint activity and spend.

Membership

The Working Group will comprise the following appointments:

Ken Gourlay (Chair)	Head of Assets, Transportation & Environment	Fife Council
Mike Drever	Programme Manager, Levenmouth Reconnected	Fife Council
John Mitchell	Service Manager, Sustainable Transport and Parking	Fife Council
Pamela Stevenson	Service Manager, Economic Development	Fife Council
Ian McCrory	Lead Professional, Economic Regeneration	Fife Council
Ashleigh Allan	Finance Business Partner	Fife Council
Caroline Ritchie	Accountant	Fife Council
David Paterson	Levenmouth Community Manager	Fife Council
Pauline Silverman	Senior Manager, River Leven	SEPA
Veronica Allan	Senior Transport Planner	Transport Scotland
Gemma McCluskey	Project Manager	SEPA
Lucy Denvir	Consultant in Public Health	NHS Fife
Anna Herriman	Senior Partnership Manager	SEStran
TBC	TBC	Scottish Government
Fiona Brown		Transport Scotland
Kirsty Rankin	Head of Strategic Partnerships	Sustrans Scotland
John Lauder		Sustrans Scotland
Caroline Warburton	Regional Leadership Director (East)	VisitScotland
Graeme Stewart	Senior Sponsor, Scotland's Railway	Network Rail
Alasdair Smart	Tourism Manager	Scotrail
Rhona McInroy	Forth Operations Manager	Nature Scot
Jeremy Tinsley	General Manager	CPT UK – Scotland
Stuart Wilson	Team Leader - Place	Scottish Enterprise
Nicky Ingles	Director: Faculty of Engineering, Science, Technology and Built Environment	Fife College

Secretariat support – Jennifer Michie

Working Group members may call for support, as appropriate, and may call for substitutes, if required.

Meeting Frequency

The group will meet every 6 weeks. The dates for 2021 are set. Business can be conducted virtually between meetings as required.

Period of operation

Levenmouth Reconnected Programme

The Working Group will cease to exist at a point in time agreed with the Oversight Group.

The programme is anticipated to run until 2026.

Resources

The Programme Manager will be employed by Fife Council and the salary will be met from the £5 million allocated from the Transport Scotland Rail Directorate budget.

The authorisation of projects and associated expenditure will be determined by the Oversight Group. It is expected that all disbursement made by the Group will be supported by a proportionate business case and that any expenditure aspires to leverage match funding.

The £10m Blueprint Fund can be used for capital and/or revenue purposes. If a project with revenue expenditure extends beyond the lifetime of the blueprint or the availability of funds from the Blueprint, then a source of ongoing external funding ought to be secured.

The fund cannot exceed £10 million. There is no index-linking.

Spend approval routes

Suitable proposals will be assessed by a Working Group panel with a recommendation made to the Oversight Group for consideration and approval by the Levenmouth Area Committee.

As the Council retains responsibility for the use of the grant monies as Grantee in terms of the Offer of Grant, all decisions on spend on this and other monies provided by the Council shall be subject to the satisfaction of the Council's Executive Director, Enterprise and Environment, that the spend is in line with the terms of the Grant Offer.

In general, in relation to the implementation of the Blueprint, matters such as procurement and employment shall be routed through the Council.

Review

The Working group will review the remit annually to ensure that it remains fit for purpose and adapts to the period of delivery to reflect progress and shifts, in priorities.

REMIT FOR LEVENMOUTH RECONNECTED TASK GROUP

Objectives

The overall objectives of the Levenmouth Reconnected are to

- a) Maximise the economic and social value of the new railway to the local area by using it as the stimulus to improve and integrate bus and active travel connectivity (as outlined in the Levenmouth Sustainable Travel Study 2019) and open the local communities of the wider Levenmouth area as places to live, work, visit, learn, play and grow.
- b) Develop and encourage initiatives and projects of an economic and social nature to build on the railway investment led opportunity now presented to deliver sustainable and inclusive growth.
- c) Integrate focus and spend across the Local Outcome Improvement Plan, Area community outcome improvement plan, related and separate programme outcomes within the same geography of Fife.

The Levenmouth Reconnected Task Group has been created with responsibility for seeking initiatives / proposals from the wider Levenmouth community and assisting in their development that leads to a funding submission through the Working Group.

Responsibilities

The responsibilities of the Task Group are to:

- 1) Engage with the wider Levenmouth community, its groups, local people and businesses to ensure strong participation in the development and delivery of the programme, encouraging local community ownership.
- 2) Maintain a strong link and engagement with the local area committee for decision-making in support of the delivery of the programme activity and spend.
- 3) Assist in the development of the Levenmouth Reconnected programme to its completion or, cessation of the group, whichever is first. This will be done by proposing and developing initiatives / proposals that ensure local relevance and ownership. These will seek to maximise the economic and social opportunities by the programme allowing their continued monitoring and evaluation and reporting of approved significant projects.
- 4) As part of developing initiative / proposals these should encourage climate action to be taken that adapts to the effects of climate change whilst helping to deliver our net zero target and maximise the quality of the built and natural environment, where applicable.
- 5) Support the delivery of the programme by championing initiatives and proposals to the Oversight Group until all resources are allocated or programme completion.

Levenmouth Reconnected Programme

- 6) Integrate connectivity options associated with the railway line and services that will receive the buy in from partners, businesses, and the community.
- 7) Provide a viable legacy for the wider Levenmouth area and communities from the investment associated with the delivery of the railway line and services.
- 8) Provide regular reports on key activities, exceptions, and progress, establishing actions for group members and its subgroups as well as ensuring appropriate membership is maintained to facilitate delivery.
- 9) Receive regular reporting updates on progress from the Programme Manager.
- 10) Link with other programmes such as the River Leven programme and the Levenmouth Railway Reopening to the benefit of the locality and avoid duplication or the possibility of missed opportunities.
- 11) Ensure Levenmouth activity influences and links with Council and partner strategic approaches, including (but not limited to) the Plan4Fife, local community plan, spatial development plans (at Fife and regional level), City Region Deal activity and national and regional transport strategies.

Membership

The Task Group will comprise the following appointments:

Cllr Ken Caldwell (Chair)	Convener of Levenmouth local area committee	Elected member, ward 22
Cllr Colin Davidson		Elected member, ward 21
Cllr Alistair Suttie		Elected member, ward 21
Cllr David Graham		Elected member, ward 22
Cllr John O'Brien		Elected member, ward 22
Cllr David Alexander	Co-leader of fife council	Elected member, ward 21
Cllr Ryan Smart		Elected member, ward 22
Cllr Graham Ritchie		Elected member, ward 21
Ross Bennet	Treasurer of LMRC	LMRC
Eugene Clark	Chair of LMRC	LMRC
Allen Armstrong	Secretary of LMRC	LMRC / CLEAR Buckhaven & Methil
Ken Haig		LMRC / CLEAR Buckhaven & Methil
Peter Aitken		Largo Community Council
Michael Morris		Leven Community Council
Jim Young		East Wemyss and McDuff Community Council
Janice Munro		Kennoway Community Council
TBC		Methil Community Council

The Task Group guests will comprise the following appointments:

Ken Gourlay	Head of Assets, Transportation & Environment	Fife Council
Michael Drever (Secretariat support)	Programme Manager, Levenmouth Reconnected	Fife Council
John Mitchell (Secretariat support)	Service Manager, Sustainable Transport and Parking	Fife Council
David Paterson	Levenmouth Community Manager	Fife Council
Graeme Stewart	Senior Sponsor, Scotland's Railway	Network Rail
Pauline Silverman	Programme Manager, River Leven	SEPA
Robert Graham	Team Manager, Community Development	Fife Council

Task Group members may call for support, as appropriate, and may call for substitutes, if required. Once group membership has matured and suitable cross

Levenmouth Reconnected Programme

community/stakeholder representation met an aspiration is for one person representing each group / body, where practical.

The creation of any subgroup will be the result of an action raised at the 8 weekly meeting or sought virtually between this period.

Meeting Frequency

The group will meet every 8 weeks. The dates for 2021 are to be circulated. Business can be conducted virtually between meetings as required.

Period of operation

The Task Group will cease to exist at a point in time agreed with the Oversight Group.

The programme is anticipated to run until 2026.

Resources

The Programme Manager will be employed by Fife Council and the salary will be met from the £5 million allocated from the Transport Scotland Rail Directorate budget.

The authorisation of projects and associated expenditure will be determined by the Oversight Group. It is expected that all disbursement made by the Group will be supported by a proportionate business case and that any expenditure aspires to leverage match funding.

The £10m Fund can be used for capital and, in part for revenue purposes. If a project with revenue expenditure extends beyond the lifetime of the programme or the availability of funds from the blueprint, then a source of ongoing external funding ought to be secured.

The fund cannot exceed £10 million. There is no index-linking.

Spend approval routes

Suitable proposals to be submitted to the Oversight Group for consideration by the working group.

As the Council retains responsibility for the use of the grant monies as Grantee in terms of the Offer of Grant, all decisions on spend on this and other monies provided by the Council shall be subject to the satisfaction of the Council's Executive Director, Enterprise and Environment, that the spend is in line with the terms of the Grant Offer.

In general, in relation to the implementation of the programme, matters such as procurement and employment shall be routed through the Council.

Review

Levenmouth Reconnected Programme

The Task group will review the remit annually to ensure that it remains fit for purpose and adapts to the period of delivery to reflect progress and shifts, in priorities.

Levenmouth Reconnected Programme Funding Strategy

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1. Introduction and background

On 8th August 2019, the Cabinet Secretary for Transport, Infrastructure and Connectivity announced the commitment of the Scottish Government to re-open the Leven Rail Link at an estimated cost of £70m. In addition, he announced the commitment to a grant offer of up to £5m which was accepted, and match funded of up to £5m by Fife Council. The Levenmouth Reconnected Programme formerly known as the Levenmouth Reconnected Blueprint fund of up to £10m is focussed on stimulating growth and economic prosperity in support of the transport improvements over the longer term to rail, active travel connectivity and bus integration.

The £10m fund can be used for capital and/or revenue purposes (revenue is subject to budget being available through a Capital Funded swap). If a project with revenue expenditure extends beyond the lifetime of the programme or the availability of funds from the programme, then an alternative source of ongoing funding is to be secured. It is expected that all disbursements made will be supported by a proportionate business case and that any expenditure aspires to leverage match funding.

The programme is to secure a viable and sustainable legacy for the wider Levenmouth area, which will follow a governance and reporting structure for business as usual activity beyond 2026.

2. Focus and principles

The overarching objectives of the Levenmouth Reconnected fund will seek to maximise the economic and social opportunities presented by the new railway for our people, communities, businesses and visitors now and in the future. The new railway investment will help to deliver sustainable and inclusive growth through:

- The creation of new employment, skills and learning opportunities
- Strengthening our inward investment potential and access to wider markets
- Improve accessibility to and from Levenmouth towns and communities, thus improving access to key services for all; and
- Providing improved connectivity as part of wider integration transport ambitions.

3. Levenmouth Reconnected Programme Themes and Outcomes

1 - Opportunities for All

- Improve Health outcomes
- Family learning and adult learning opportunities
- Improved local services for the young, old and vulnerable people in our community
- Targeted anti-poverty interventions

2 - Inclusive Jobs and Growth

- Increased local opportunities for skill development and training
- Tourism and Leisure employment opportunities
- Ensuring a local dividend from the energy park development, and other large-scale local projects

3 - Thriving Places

- Improvements in Transport connectivity. Walking, cycling, bus and rail
- Targeted action on anti-social behaviour issues
- Town centre public realm improvements
- Maximise the quality of the built and natural environment
- Adapt to the effects of climate change whilst helping to deliver our net zero target

4 - Community Led Services

- Develop and support community leadership in all forms
- Increased volunteering opportunities
- Increased use of participatory budget approaches
- Promote and support community asset transfer where possible

4. Eligible Areas for the Levenmouth Reconnected programme

Are defined to be within the Levenmouth Council Wards 21 & 22 as illustrated in figures 1.1 & 1.2 below, respectively.

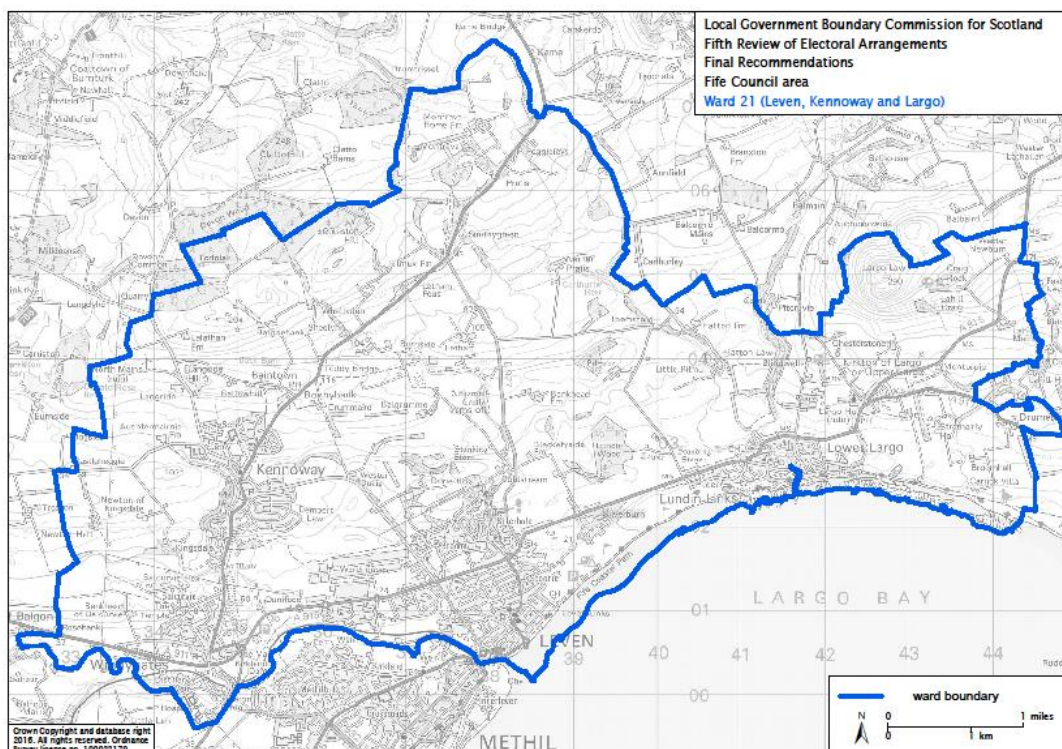


Figure 1.1 – Levenmouth Council Ward 21

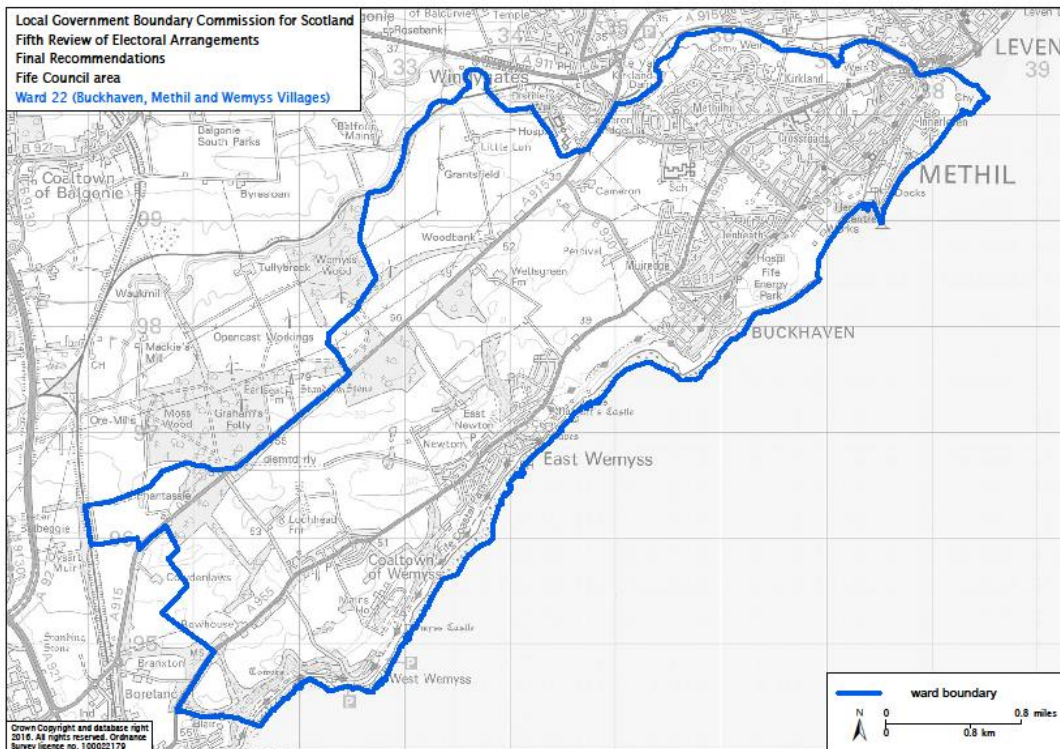


Figure 1.2 – Levenmouth Council Ward 22

5. Further Points to Consider

- Applications for funding towards play parks, skate parks and MUGAs will only be considered in instances where the long-term maintenance of the facilities are guaranteed thereby protecting the spend of monies from the programme. It should be noted that a commitment to inspections and routine maintenance works only will not suffice and to secure funding a signed robust maintenance plan will be required as part of the supporting documentation;
- The programme's main aim is to support projects where they align with the programmes theme's and objectives as set out in [LRP vision and objectives document](#).
- New build projects are eligible for consideration, however the need for a new build must be considered in the context of the existing buildings available in the community for public use.
- The programme recognises that it should be providing additional, not displacement, funding and all proposals should demonstrate the need for funding support by indicating how alternative sources have been investigated.
- Applicants of phased projects will normally need to re-apply each year. Funding in one phase does not guarantee funding in subsequent years. Further, applicants applying for second phase funding would need to ensure that the first phase of the project has been completed to the programme's satisfaction;
- There must be a clear commitment to the maintenance of projects upon completion of the works;

- The Programme reserves the right to fund only those elements of a project that conform to the programme's criteria as indicated;
- Projects of a larger scale, or part of a longer-term development may be required to provide supplementary evidence such as a business case and/or business plan or masterplan document.
- In reference to the Small Grants Scheme, please note that applications for funding will not normally be considered in circumstances where the applicant's audited accounts show unrestricted funds of more than £15,000 in the most recent financial year.
- Revenue projects are eligible, however will ordinarily be supported for a maximum of 2 years or conclusion of the programme, whichever comes first. The programme is expected to run until March 2026.
- Applications from Businesses are eligible, but the application will have to demonstrate community benefit (e.g. Local employment, using local supply chain etc) or have a collaborative working approach and may be subject to a limited amount of funding.

6. Grant Threshold Levels Available

Levenmouth Reconnected currently offers two levels of funding support to eligible organisations and projects:

6.2 Small Grants Scheme

Applicants can apply for a maximum intervention rate of 90% of total eligible project costs of no more than £5,000 (exclusive of VAT). Applications are also welcome for £5,000 requests towards the cost of large eligible projects. The Small Grants Scheme operates on a rolling basis and applications can be submitted to the programme at any time. There will be an initial £100,000 allocation for the small grant scheme, this will be available for the duration of the programme or until fully allocated, whichever comes first. In kind contribution may be considered for match against **small applications only**. This will be viewed on a case by case basis and should not be seen as a guarantee that this will be accepted. Applicants are expected to identify alternatives funding sources in the event in kind contribution is not accepted.

6.3 Large Grants Scheme

Presently there is no limit to the amount of funding an applicant can apply for however, LRP will only fund projects to a maximum intervention rate of 75% of total eligible project costs. This can be reviewed by the working group and may be increased or decreased through the programme. Should a project apply for 75% of the project costs, the working group assessment panel can decide to lower the intervention rate if they do not feel the project meets the themes, priorities or objectives of the fund. The Large Grants Scheme operates on biannual (twice a year) basis and applications should be submitted to meet the deadline(s), once published.

7 The Application Process

Refer to the LRP-GA001 Process Diagram and FAQs. Fife Council reserve the right to change the process and how applications are assessed at any time if they feel it is reasonable to do so.

8 Monitoring and Claims

All approved projects will be required to complete a quarterly monitoring submission until completion of the project. You will be asked for a quarterly monitoring update even if your project has not yet progressed to a site start. This is because we require an update on the progress being made moving towards a physical site start. Additionally, applicants are required to provide the direct and indirect benefits (jobs, better connectivity, access to services etc) realised at the end of years 1,3 and 5 post project completion, this will demonstrate the success of the benefits outlined within the application as well as any additional benefits either not noted or anticipated.

All claims must be submitted on an authorised claims form, which will be forwarded to you on request along with associated guidance. Payments will only be made against invoices for goods or services received or valuation certificates for building works, certified by a qualified person such as a chartered architect or surveyor. Payments will be paid as a percentage of the costs within a project as agreed i.e. if there is a 50% grant awarded then up to 50% of the value of invoices for costs submitted at any one time shall be paid. LRP will not contribute to costs that fall outside approved purposes unless authorised by LRP (in writing) before works commence. LRP will not contribute to costs incurred prior to the formal offer release and acceptance by your organisation.

Levenmouth Reconnected Programme Fund guidance

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1. Background

The Levenmouth Reconnected Programme (LRP) was established to promote the economic and social regeneration within the wider Levenmouth communities in preparation for the new railway line. The programme is jointly funded by Fife Council and Transport Scotland and will be managed by staff within Fife Council.

1.1 Delivery structure

The LRP strategy was created to ensure the programme funds a range of projects which will benefit the Levenmouth area, maximising the social and economic value of the railway line. To ensure that the objective of the programme is maintained, the funding will be managed by the Oversight Group which consists of members from Fife Council, Transport Scotland, Scottish Government, Scottish Enterprise, SEPA and Visit Scotland.

1.2 Levenmouth Reconnected Programme Strategy

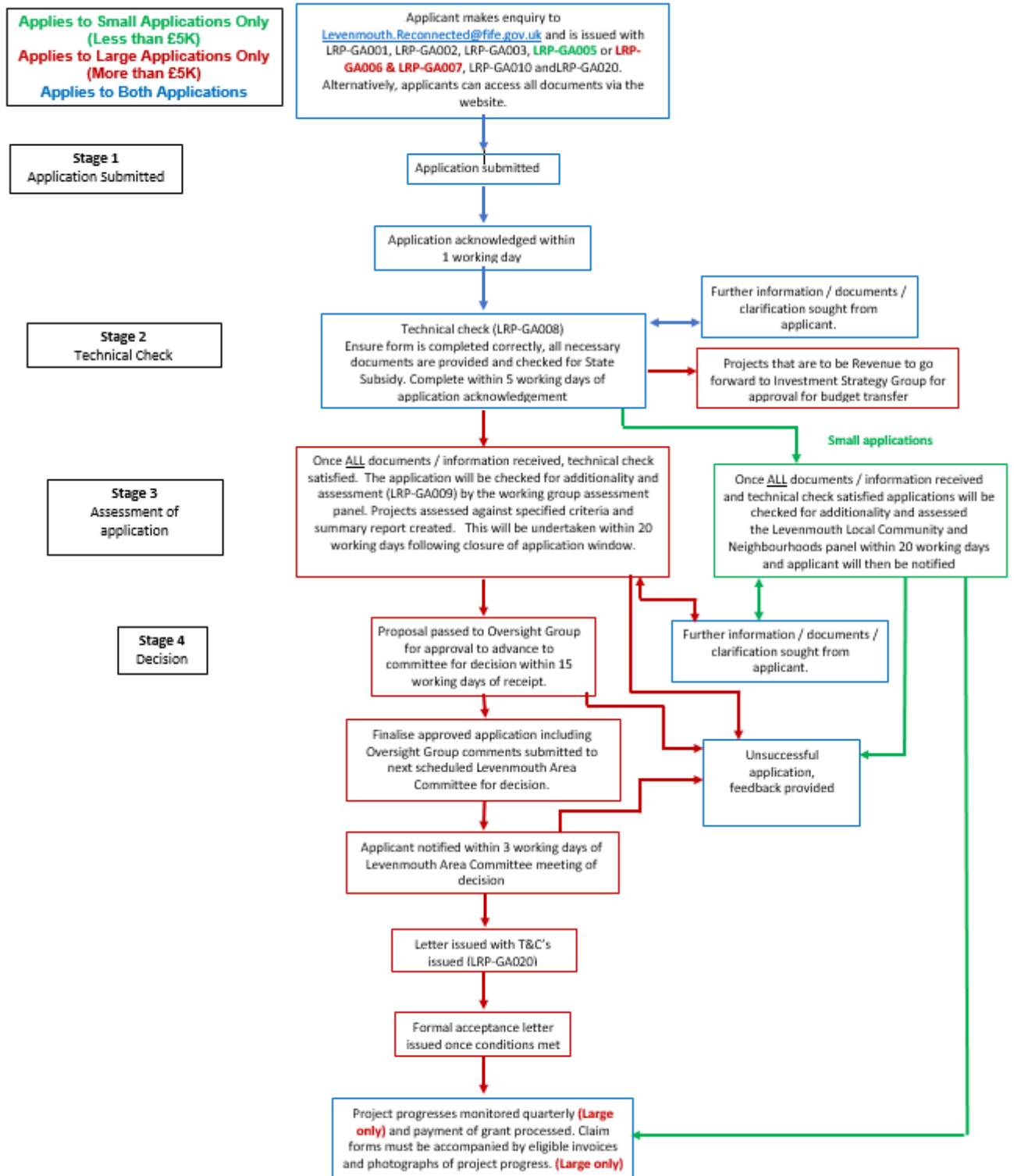
You **must** familiarise yourself with the Levenmouth Reconnected Programme Strategy (LRP-GA002) to ensure your project meets the themes of the overall programme. You will also need to demonstrate how your project does this.

1.3 Levenmouth Reconnected Programme approach

The Programme Manager is responsible for encouraging and facilitating actions in the Levenmouth area. This will be done through working with people to develop ideas and transform them into proposals that support the LRP strategy.

You should note that regardless of the support received prior to submission of an application, that your application will still be subject to rigorous assessment. This includes applications that have been inspired by the Working or Task Groups.

2. The application process



FAQs and the process diagram can also be viewed in LRP-GA001 Process diagram and FAQs

3. Who can apply?

Applications can be made by anyone that wishes to undertake an activity within the Levenmouth area (check LRP-GA002 to see areas included). Applicants can include:

- Community and voluntary organisations (constituted bodies such as development trusts)
- Businesses
- Public organisations
- Partnerships
- Social enterprises
- Charities
- Community interest companies

4. How do I apply?

To apply for the Levenmouth Reconnected Programme you can visit (INSERT WEB ADDRESS) to access all the documents you require or you can email Levenmouth.Reconnected@fife.gov.uk and these will be sent to you. On completion of the application this should be emailed to Levenmouth.Reconnected@fife.gov.uk or sent to:

Levenmouth Reconnected Programme
Bankhead Central
Bankhead Park
GLENROTHES
KY7 6GH

5. Ineligible costs

Below are examples of costs which can't be claimed from the Levenmouth Reconnected Programme. This is a **non-exhaustive** list, so if you are unsure about these, please contact the Programme Manager.

5.1 Activities, legal expenses, financial and other charges

- Delivery of courses which form part of a primary or secondary school or college, or university education programme e.g. HNCs, HNDs, Nationals, Degrees etc.

- Accounting costs, preparation etc. of annual accounts and year-end auditing, unless a condition of the grant agreement.
- Bank charges on accounts.
- Costs of guarantees provided by a bank or other financial institution.
- Financial charges – e.g. charges for paying by credit card, **NOT** standard booking fees.
- Debit interest, charges for financial transactions, foreign exchange commissions and losses, and other purely financial expenses.
- Loan charges – the nature and amounts of any loan charges included in the overall project costs should be brought to the attention of the Scottish Government.
- Service charges – arising on leases and hire purchase arrangements.
- Costs resulting from the deferral of payments to creditors.
- Costs involved in winding up a company or organisation.
- Bad debts, fines, financial penalties and expenses of litigation.
- In-kind costs cannot be claimed or paid (they are shown to help assess commitment to the project).

- Expenditure invoiced or defrayed outwith the eligible project period (the period before the signed Offer of Grant Letter has been received back into the local office by the Programme Manager).
- Expenditure committed to or incurred before the eligible expenditure date contained in the offer of grant letter (e.g. contracts signed, purchase orders raised, payments made, invoices or other commitment by the applicant to pay for something, whether it be goods, works or services).
- Payments not supported by invoices and/or documents proving expenditure.
- Recoverable VAT.
- Improvements to buildings as a requirement of changes to legislation e.g. Disability Discrimination Act.
- Alcohol.
- Hire purchase, extended credit agreements and finance leases for capital purchases.

6. Building and infrastructure development projects

This section relates to:

- Purchase of Capital Assets.
- Construction of new buildings/facilities.
- Improvement to/expansion of existing buildings/facilities.

LRP can support the following capital type investment:

- Purchasing equipment, fixtures and fittings linked to the eligible project activity.
- Improving land, for example landscaping works, playgrounds etc.
- Altering, refurbishing or extending a building you already own or lease.
- Constructing a new building or facility

6.1 Issues to consider before making an application

Security of tenure

Applicants applying for capital grant for a project must have security of tenure (heritable or leasehold) of the land and buildings where the capital project will take place.

Owners, landlords and tenants must keep capital works in place for five years following the final claim payment, e.g. if a building is to be constructed and the project takes one year to complete and claim, then the five years commences after the final claim is paid, making a total of six years' commitment.

Tenants must obtain the owner/landlord's permission for any intended improvement works.

Professional fees

Projects must make sure that they have the appropriate type/level of professional support, e.g. quantity surveyors, architects, project managers.

Support for fees relating to design (i.e. architects, engineers, consultants etc.) and planning permissions/building warrants etc. are restricted to a maximum of 20% of the overall project costs.

Where the project does not include any capital costs then support for any professional fees may be funded to a maximum of 100%.

Terms and conditions

All Offers of Grant will be subject to Standard terms and conditions (LRP-GA020). Where you are successful these will be laid out in your Offer of Grant letter. Some projects will attract additional terms and conditions.

Insurance

You must tell us which capital assets will not be covered by insurance and give assurances in writing that all such assets will be replaced for their original purpose if lost, damaged or stolen.

Appendix A provides practical information on how to manage a capital project.

7. Projects involving staff costs

For all staff costs, you must be able to demonstrate that the pay and grading of the post has been determined appropriately. For example, benchmarking against similar posts within the organisation or more widely for the type of job concerned. The pay and grading of the post must meet the Real Living Wage as a minimum. Please see: <https://scottishlivingwage.org/>

Should staff costs in section 7 form part of an application they must be justified, demonstrating how the costs are essential to the project and will be reviewed on a case by case basis.

7.1 Direct staff costs

Staff costs are eligible to be paid through the project, whether full or part-time. Staff may be either existing organisational staff who are administering/supervising the project or taking on a specific role in the project, or new staff recruited specifically for the project. All staff costs should be included gross (i.e. inclusive of National Insurance Contribution, pension, etc.). Staff to be paid through the project must receive the Real Living Wage as a minimum.

For staff costs the following documents and information must be submitted at the application stage:

- A job description for each role included in the project budget. The job description(s) must clearly describe the responsibilities of the post and the time contribution to the project.
- An hourly rate calculation based on gross costs and contracted hours where staff will not spend 100% of their contracted hours on the project.
- Proposed templates for capturing and accounting for the activities of any staff not spending 100% of their contracted hours on the project.
- Details of proposed framework for sourcing staff.

7.2 Recruiting new staff

Recruitment, supported by evidence, must be carried out in a fair, open and transparent way. It is recommended you follow Fife Council's [Procurement Strategy for Fair Working Practices \(Including Payment of Real Living Wage\)](#) and can be found on page 35.

Recruitment costs are only eligible during the approved project period. Costs may include advertising for the vacancy, interview travel costs, panel member expenses or other reasonable and appropriate costs as detailed in the travel and subsistence section.

For new recruitments, the following evidence must be provided:

- A copy of the advertisement and details of where the post was advertised.
- A summary of the shortlisting process.
- A summary of the interview process.
- Details of the selected candidate.

7.3 Existing staff - new post

If it is a new post which you wish to fill with the reappointment of an existing staff member in line with national employment legislation, this must be explained in the funding application form. Where you have an existing policy regarding

reappointment/redeployment of staff, this should be provided as part of the explanation.

The Programme Manager will review the justification provided on a case-by-case basis, with the preference being for all new posts to go through a fair, open and transparent recruitment process.

Where an existing member of staff is transferred to a new post, the employing agency must provide:

- evidence that their existing post is ending and that the post will not be backfilled;
- evidence that the person has the relevant skills for the post and is the most suitable applicant if more than one internal applicant is eligible;
- details of the selected candidate, including their contract of employment.

7.4 Existing staff - partial project hours

Where an existing staff member will deliver project specific activities for part of their contracted hours through either increased working hours or a change in job description, the employing agency must provide:

- evidence that the staff member's role has changed when they started working on the project, through the provision of old and new job descriptions;
- evidence that the person has the relevant skills for the project requirements and is the most suitable person if more than one staff member could fulfil the function;
- details of the selected candidate, including their contract of employment.

7.5 Claiming staff costs

Staff costs must be evidenced in financial claims with:

- a copy of the job description(s) (first claim only);
- a copy of the employment contract(s) (first claim only);
- timesheets for staff who do not spend 100% of their contracted hours on the project. The timesheet must clearly show the hours worked and duties performed on the project and must be signed by the staff member and by another person who can verify the timesheet (normally a line manager);
- a copy of the payslip(s) for the staff member(s);

- a copy of the payroll showing full staff cost (payroll print-out must show any statutory leave payments made during the period). Statutory Sick Pay is an eligible cost, as it is the employer's responsibility to pay it;
- BACS record of payroll payments if payments are made through BACS;
- BACS record of employer payments to HMRC if payments are made through BACS;
- bank statements showing the payroll payment and the payment of employer contributions to HMRC leaving the organisation's bank account.

Note: Staff costs cannot be claimed for the preparation of an LRP application or claims.

7.6 Staff travel and subsistence

Staff travel

Staff travel costs must be directly related to the project. All actual costs incurred must be standard/economy class with all claims supported by original receipts.

Mileage rates can be claimed up to the following maximums:

Expense type	Rate	Unit
Motorcycle Allowance	£0.24	Per mile
Motor Mileage Rate	£0.45	Per mile
Pedal Cycle Allowance	£0.20	Per mile

Where an organisation pays at a higher rate, LRP will only pay up to the maximum shown above and to a maximum of 10,000 miles. Any claim for costs based on mileage must be evidenced by:

- a log sheet detailing miles, vehicle type, vehicle registration and purpose of journey directly linked to the LRP project;
- the log sheet must be signed by the staff member and approved by their line manager verifying the validity of the claim;
- payment details as per organisational procedures (payment of the claim from the organisational bank account).

Staff subsistence

Subsistence and accommodation costs can be claimed where staff are required to spend time away from their contracted place of work, and where there is an organisational policy in place to support this.

Subsistence can be included up to a maximum rate of:

Expense type	Rate
Bed and breakfast up to a maximum	£75/ night
Meals allowance covering a 24-hour period or;	£23.50
Day subsistence over 5 hours (but less than 10 hours) or;	£4.90
Day subsistence over 10 hours (no overnight stay)	£10.70

All subsistence and accommodation costs must be evidenced by:

- original receipts;
- a staff claims' form detailing the amount and reason for the claim. The form must be signed by the staff member and their line manager to validate them;
- evidence of payment by the organisation to the staff member of the claim.

Where an organisation chooses to pay for subsistence at a higher rate, LRP will only pay up to the maximum above.

Consultancy fees and contractors' charges

Costs for work undertaken by a consultant or sub-contractor (including staff supplied through temp agencies) are eligible. You will be asked to justify their use and reasonableness of cost as part of the project application.

Project evaluation fees

Costs of independent evaluations will be eligible if the work is essential to the project and/or a condition of the Grant Agreement.

8. Project costs

Should staff costs in section 8 form part of an application they must be justified, demonstrating how the costs are essential to the project and will be reviewed on a case by case basis.

8.1 Premises costs

This should include the actual cost of rent, rates, heat, light, telephone and internet charges, cleaning and service charges associated with the premises. You must clearly demonstrate that these are directly related to the delivery of the project and are **additional to existing operating costs** (for example, if you have to rent additional premises). In circumstances where the organisation has internal 'charging' arrangements for staff in place, then these are eligible where they can be evidenced (for example, annual fees per head for the use of all services).

8.2 Insurance

Insurance of buildings, contents and public liability are eligible, provided it can be clearly demonstrated that these directly relate to the delivery of the project and are **additional** to existing organisational costs.

Professional indemnity is also eligible, provided it is essential to the delivery of the project and **additional** to standard provision that organisations/individuals could be expected to hold. In circumstances where the organisation has internal 'charging' arrangements for staff in place, then these are eligible, where they can be evidenced (for example, annual fees per head for the use of all services).

Applicants are responsible for ensuring the relevant insurances are in place to undertake the project. Following a successful application, you will be asked to provide proof of this.

8.3 Publicity

This may include costs related to appropriate and proportionate aspects of marketing, specific to the project. This can include, for example, design and production of publicity materials, or development and delivery of events and campaigns.

To be considered eligible, any items of publicity claimed **must** contain the appropriate acknowledgment of LRP funding.

Examples should be kept for audit purposes and samples of photographic evidence submitted when the costs are claimed.

8.4 Other project costs

This may include software, stationery, teaching materials, postage, photocopying consumables and other costs where it can be clearly demonstrated that costs are reasonable (see Demonstrating project costs section) and directly relate to the delivery of the project. All project costs must be accurate and included in the application form.

8.5 Leasing

Leasing is eligible for support. Details and justification for this approach must be included in the application form and will be considered on an individual project basis. Leasing costs should not exceed the original value of the item.

8.6 Volunteer costs

A volunteer is someone directly involved in the delivery of the project who gives of their time and skills freely and not for personal financial gain. LRP funding can be

used to support volunteer expenses, appropriate to the delivery of the project outcomes. Volunteer time (in-kind costs) cannot be claimed or paid.

Eligible costs could include:

- travel and subsistence at the same rate as staff members;
- personal protective equipment required for the safe conduct of activities.

Volunteer expenses must be detailed in the funding application form and will be considered on a case-by-case basis by the local LRP team. Where appropriate, equipment should be retained by the organisation and not provided to individuals.

8.7 Non-recoverable VAT

VAT charged on buying goods, services or transactions that you are not able to reclaim from HM Revenue and Customs is eligible. The following guidance is available from HM Revenue and Customs:

- VAT Notice 701/7 (August 2002): VAT relief for people with disabilities.
- VAT Notice 701/58 (March 2002): Charities leaflet.
- VAT Notice 708 /6 February 2008: Buildings and construction.
- VAT Notice 701/6 (March 1997, supplement April 1997): Charity funded equipment for medical, veterinary etc. uses.

You should seek guidance and obtain written confirmation of the VAT position in relation to your proposed project. Unexpected VAT bills can add significantly to the total project cost.

9. Match funding

Match funding is the amount of funding secured from other sources in order to deliver the project. There are two types of match funding:

- Private match funding such as donations from trusts and personal donations.
- Public match funding such as Big Lottery, local or central government, public bodies.

You are responsible for checking, confirming and declaring whether your match funding is public or private.

All match funding must be in the form of a direct cash contribution (unless **small application** and in kind is accepted). The match funding must be secured, and the appropriate evidence submitted to and accepted by the Programme Manager before a formal 'Offer of Grant' is issued.

If you are unable to confirm match funding at the point of application, then you should include evidence of the status of the match funding, including dates when it is expected to be confirmed.

9.1 Evidence required

Where the match funding is in the form of donations or grant agreements paid in advance of the project commencing, you must provide:

- copies of each match funding offer, donation confirmation or other evidence of receipt showing what the funds are for and demonstrating that the funds are specifically for (or not for) the LRP project. Offers of match funding must be addressed to the applicant/business;
- bank statements or other evidence (e.g. accountant letter) showing the receipt of the funds.

When the match funding is paid in instalments, either during or after project activities, the applicant must provide:

- copies of the match funding offer showing the total amount of the grant and the payment terms and demonstrating that the funds are specifically for (or not for) the LRP project;
- bank statements showing receipt of the match funding as it is received

Where match funding is provided by you, the applicant, from your own sources, you must provide:

- a letter of commitment referencing the project and stating the amount of funds that have been committed to the project;
- an organisational bank statement, overdraft commitment or other equivalent probative value to demonstrate that the organisation has the promised funds.

Income generated by the project cannot be used as match funding.

9.2 Ring-fencing for funding of eligible and ineligible costs

Match funding must be shown to be available for the eligible costs of the LRP funded project and within the project timeframe. In some cases, the match funder will provide a grant where only some of the grant will be used to match fund the project, the remainder going to support ineligible project costs or activities out with the project timeframe.

In these cases, the applicant should ensure that the match funder provides a breakdown of the funding allocated. This should show the amount allocated to the project and activities, against actions not being funded through LRP. The entire project costs must be included in the project plan submitted with the application, showing the split between eligible and ineligible costs.

9.3 Funding changes

Any change, either increase or decrease, in match funding after project approval must be discussed with the Programme Manager to discuss the impact on the project and to ensure there is a full funding package in place.

9.4 In-kind

In-kind contribution may be considered for match against **small applications only**. This will be viewed on a case-by-case basis and should not be seen as a guarantee that this will be accepted. Applicants are strongly advised to look at alternatives in the event in kind contribution is not accepted.

In-kind contributions are valuable in demonstrating the added value of LRP through the inclusion of a diverse range of individuals and communities in making the project a success. While in-kind is an **ineligible** contribution to the **large** LRP projects, it may be recorded as a milestone with no cost.

In-kind provided towards a LRP project, whether it is provided by an individual, business, local community or any other person or body, can have a notional value but no cash disbursement can be provided for this activity.

10. Project design and planning

Time spent on proper planning is critical to developing and delivering a successful project. The Programme Manager can be contacted at any stage in the process to provide support and guidance. Working through the project design process will provide you with the information that you need to complete the application process. This process will also help you decide if LRP is an appropriate funding option for you to consider.

10.1 Develop the application form

The application should include the purpose of the project, the activities, targets and resource needs. The information in the application form will form the basis for the assessment and subsequent approval of the LRP project. Where appropriate the delivery of activities should include the involvement of the community.

While we are not scoring on this, applicants are expected to consider national policies where relevant and be able to demonstrate their consideration should it be

requested by LRP.

11. Setting milestones

Designing the milestones for the project is a critical step and the Programme Manager can support you with this. Milestones are determined by the individual characteristics of the project. The minimum number of milestones is one.

The milestones will come from the application form which should include all the tasks and the timeline required to deliver the project. The project should then be split down into clear and manageable stages, which will become the milestones. The milestones must have measurable activities which can be reported against, and evidence of their achievement provided.

Key things to consider when deciding the milestones are:

- **Frequency** - not too many, not too few. The achievement of milestones is directly linked to interim reporting and financial claims; therefore, the setting of milestones will closely link to cash flow forecasting. A cash flow forecast may help you identify when claim income will help your project.
- **Evidence** - evidence must be submitted to the LRP manager to demonstrate achievement of the milestone and this should be considered when setting the milestone. Examples of evidence include photos of goods purchased, completion of certificates of construction, samples of documents, feedback forms from event participants, reports completed etc. This links to project monitoring.
- **Appropriateness** - milestones should be appropriate for the project, don't design activities just to have a milestone. Also, not every activity is a milestone. Set the milestones to support project delivery.

To determine which milestones are right for the project, select those that will demonstrate that the project is on track and ensure regular reporting on the impact of the LRP funding. You could choose to design your project milestones around a period of time which suits your management cycles. All milestone descriptions must be what the project expects to have achieved during any given time period. Each milestone must have a delivery date, this is the date, the achievement of which will be reported to LRP.

For each milestone there must be a budget forecast. If no expenditure will be incurred during delivery of the milestone, then the budget forecast should be zero. Each project will have specific targets. Progress on the targets achieved in delivery of the milestone should be included in the interim report. The report should include unique data for that milestone and not cumulative data.

Some examples of milestones:

- Workshops/events completed.
- Number of participants completing an activity.
- Completion of tender and selection of a supplier.
- Hiring of essential personnel.
- Printing of promotional material.
- Completion of community consultation

11.1 Changes to milestones

The purpose of milestones is to help track and review project progress. If you need to change milestones after the grant agreement is signed, you must advise the Programme Manager.

11.2 Monitoring and evaluation of milestones

Monitoring and evaluation including, but not limited to, the collection of baseline data pre-implementation and post project data collection and evaluation.

12. Demonstrating project costs

Your application should set out detailed costings and must be accompanied by supporting documentation.

Organisations will be required to establish how you consider the costs set out in your application to be reasonable. You must comply with any specific requirements set out by the Working Group, or in the absence of any such requirements, you may wish to consider various approaches to help you do this:

- For procurement under £50,000, a minimum of **three quotes** are essential. Goods and services procured over £50,000 and works procured over £500,000 should undergo a full tendering process. Applicants may find the following useful:
www.publiccontractsscotland.gov.uk/Register/Register_Start.aspx
- Benchmarking - comparing costs, e.g. for staff recruitment against other organisations or within the organisation.
- Single quotes - where an alternative is not an option or impractical, e.g. use of a local hall for an event.
- Price comparisons, e.g. for items with a particular specification.

For tenders, the selection criteria should also be included in your application, demonstrating:

- the weighting of tenders to show reasonableness of costs and balance of qualitative aspects selected;
- the successful tender has the relevant experience and expertise to carry out the work;
- the financial security of the contractor appointed to carry out the work;
- genuine and effective competition for the tender.

You may wish to utilise a Scottish Government standardised questionnaire:

www.procurementjourney.scot/route-3/develop-documents/exclusion-selection-and-award-criteria/single-procurement-document-spd

Whatever approach, or approaches you adopt, you will be required to include all documentation and evidence that demonstrates how you have arrived at the costs, and how in doing so you consider them to be reasonable. In particular, but not restricted to, please ensure sufficient evidence is submitted in relation to open and fair recruitment and evidence that you have control over assets e.g. title deeds or rental agreements etc. It is recommended to follow Fife Council's [Procurement Strategy for Fair Working Practices \(Including Payment of Scottish Living Wage\)](#), which can be found on page 35.

You may wish to utilise independent expertise to justify choices, e.g. Chartered Surveyors or HR. For multiple quotes or tendering exercises, you will be expected to provide full justification to the LRP team demonstrating that you have selected the most economically advantageous tenders.

Below sets down the types of evidence that should be provided:

Price comparisons

- The date when printed or copied.
- The item description and the price.
- The name of the company or catalogue.
- The page number or web page.

Multiple quotes or tenders must come from:

- Different suppliers that trade as standalone businesses and are not linked through shared ownership.
- A business that's independent from the applicant or their business.

Multiple quotes or tenders must include:

- a detailed and itemised breakdown of costs;
- the supplier's address, telephone number and a contact name;
- the VAT number (if the supplier is VAT registered and VAT is itemised on the quote);
- the supplier's company registration number (if they are a limited company).

Multiple quotes or tenders must be:

- comparable to each other in terms of quality, size, quantity, units and specification;
- from the last six months and still valid;
- made out to the same business address on the application form – online quotes should also be addressed to the business.

13. Permissions, consents and licences

Submitted applications may include elements that require consents and permissions from the relevant authorities e.g. planning permission, building warrant, listed building consent, Environmental Impact Assessment, SEPA consent etc. (i.e. statutory regulatory requirements). They may also include actions that are required as a condition of approval. It is your responsibility to obtain any permissions pertaining to the project.

All documentation associated with any permission and consents should be included with the application (where these have not yet been secured, please highlight their need on application submission). You will not be able to claim awarded funding without evidence of any required permissions or licences being provided to the LRP team.

APPENDIX A - Information on how to manage a capital project

This section of the guidance notes gives you an overview of the key stages in planning and managing a capital project.

However, remember each project is different and the level of detail will vary depending on its size and complexity. We particularly recommend that you read this section if your previous experience of land and building projects has been limited.

There are generally five stages to a capital project:

1. **Initial planning** - setting up internal management and co-ordination.
2. **Design** - appointing a design team.
3. **Procurement** - appointing a building contractor.
4. **Building** - monitoring the works.
5. **Completion** - maintenance and monitoring use.

Initial planning

1. Decide how your project will be managed within your organisation.
2. Establish the need for the project.
3. Consult and involve key stakeholders.
4. Define the project outcomes and benefits.
5. Do an options appraisal.
6. Research possible sources of funds.
7. Decide on the best option for you.
8. Prepare the project brief.

Design

1. Talk to relevant regulatory bodies, such as the local authority planning department and HM Revenue and Customs.
2. Appoint building professionals.
3. Carry out a feasibility study.
4. Establish the design brief.

Monitoring and evaluation

1. Collection of baseline data pre-implementation.
2. Collection and evaluation of post project data.
3. Collection and evaluation of 3-year post project data.
4. Collection and evaluation of 5-year post project data.

Levenmouth Reconnected Programme Standard Terms & Conditions

These are Levenmouth Reconnected Programme Standard Conditions referred to in the foregoing offer of grant.

1. Correspondence

- 1.1 Notices served on the Applicant must be sent by recorded delivery or registered post to the address detailed on the offer letter.
- 1.2 Notices served on Fife Council must be sent by recorded delivery or registered post to the Council's Head of Legal Services, Fife Council, 2nd Floor, Fife House, Glenrothes KY7 5LT.
- 1.3 Receipt of such Notices shall be deemed to have occurred 2 days following the date of posting.

2. Payment of Grant

- 2.1 If the amount of the Grant paid by Fife Council to the Applicant at any point in time is found to exceed the amount of the expenses reasonably and properly incurred by the Applicant in connection with the Levenmouth Reconnected Programme, the Applicant shall repay to Fife Council the amount of such excess within 14 days of receiving a written demand for it from or on behalf of Fife Council.
- 2.2 If the Applicant fails to pay such amount within the 14 day period, Fife Council shall be entitled to interest on the sum at the rate of 2 per cent per annum above the Bank of England base lending rate prevailing at the time of the written demand from the date of the written demand until payment in full of both the sum and the interest.
- 2.3 If the final Eligible Costs of the Project are lower than the estimates as contained in the Application Form, Fife Council may reduce its contribution accordingly based on the match funding drawn in and a reduced total Project cost. For the avoidance of doubt, Fife Council will only fund the remaining balance after taking match funding into account alongside a reduced total Project cost.
- 2.4 Fife Council shall not be bound to pay to the Applicant, and the Applicant shall have no claim against Fife Council in respect of, any instalment of the Grant which has not been claimed by the Applicant by 31 March 2026, unless otherwise agreed in writing by Fife Council.
- 2.5 Unless otherwise agreed in writing by Fife Council, no grant will be paid for any work which has commenced or equipment purchased, prior to the acceptance of the formal offer of grant made by LRP
- 2.6 Unless specified otherwise in the offer of grant, funds shall be payable by Fife Council only after the works in question have been completed and a valid claim for the cost incurred has been submitted to Fife Council. For long-term

Projects, Fife Council may elect to make payment in instalments subject to claims for work undertaken being submitted along with eligible invoices.

- 2.7 No grant shall be payable by Fife Council in respect of any costs additional to the estimated Eligible Costs of the Project as approved at application stage, unless the approval of Fife Council to an increase/variation in grant has been secured in advance in writing.
- 2.8 Currently Fife Council grant payments are paid via BACS transfer to the bank details supplied on the submitted Application Form.
- 2.9 The offer of a grant is made on the understanding that in the course of making the application the applicant will have disclosed to Fife Council any financial contributions received or expected for the same purpose. In so far as any such contributions may have not been disclosed, Fife Council may vary or cancel the offer to take account of them
- 2.10 Each claim shall be submitted with confirmation of the match funding and details of the source of that funding and with such explanatory or supplementary material as Fife Council may from time to time require whether before or after submission of the claim

3. Inspection and Information

- 3.1 The Applicant shall submit to Fife Council quarterly monitoring reports detailing the progress of the Project throughout its life. The Applicant is required to provide engagement and outcome data to demonstrate the direct and indirect benefits realised in years 1,3 and 5 post Project completion. The format of the reports will be determined by Fife Council acting reasonably.
- 3.2 The Applicant shall keep Fife Council fully informed of actual expenditure to date compared with profiled expenditure and any change to estimated expenditure for the financial year and/or the Project as a whole, the reasons for any such changes and progress in achieving objectives/outcomes.
- 3.3 The Applicant shall also provide any other information that Fife Council may reasonably require to satisfy themselves that the outcomes and performance of the Project is consistent with the Agreement. The Applicant shall provide Fife Council with prompt access to any information they reasonably require to ensure compliance with these Conditions.
- 3.4 In the event of the Applicant becoming aware of or suspecting any irregular or fraudulent activity that may have any impact on the completion of the Project or on the use of the Grant, or any part of it, the Applicant shall immediately notify the Fife Council of such activity and provide such other information as Fife Council may reasonably require in relation to the impact on the Project and the use of the Grant.

- 3.5 Where the Project is to be funded by other bodies, or if the grant is conditional upon the Applicant obtaining match funding, the Grant shall be suspensive upon the Applicant providing within 12 months of the date of conditional offer letter evidence to Fife Council's satisfaction (acting reasonable) to confirm the match funding has been secured.
- 3.6 Unless otherwise agreed in writing by Fife Council, the Project shall conform to the plans or the specifications or other particulars submitted to Fife Council with the Application Form and approved by Fife Council. Fife Council may inspect the Project to ensure the works are fully completed in accordance with the said plans or specifications before final payment of the grant is made. If an inspection is carried out after the final payment has been made and the scheme has not been completed as specified above, the grant may be repayable in accordance with condition 11.
- 3.7 Any person authorised by Fife Council on its own behalf shall be entitled at all reasonable times to inspect the Project, for the purpose of ascertaining that the terms and conditions of the grant are being complied with.
- 3.8 The Applicant must notify Fife Council immediately if the Project is at risk of being over budget.

4. Maintenance

- 4.1 The Applicant shall be responsible for the production and implementation of a maintenance plan for the Project in accordance with the Application Form as approved by Fife Council.
- 4.2 During the lifetime of the Project the applicant shall be responsible for restoring or replacing any facilities which may be damaged, lost through fire, theft, accident, storm or malicious damage.
- 4.3 The Applicant shall have adequate insurance in place and evidence of the policy and premium receipts shall be provided to Fife Council on demand.

5. Statutory Consent

Before commencing any works, the Applicant shall obtain all necessary statutory consents, and the consent of any other person or body necessary to the Project. If called upon to do so the Applicant shall furnish evidence all such consents have been obtained to Fife Council's satisfaction, acting reasonably.

6. Claiming Grant

- 6.1 Claims for payment of grant must be supported by evidence of the costs incurred: -

- 6.1.1 The Applicant shall keep and maintain for a period of six years after the expenditure occurs, adequate and proper records and books of account recording all receipts and expenditure of monies paid to it by Fife Council by way of the Grant. The Applicant shall afford Fife Council and their representatives and such other persons as Fife Council may reasonable specify from time to time, such access to those records and books of account as may be required by them at any reasonable time in response to a written request for such access from the person seeking it. The Applicant shall provide such reasonable assistance and explanation as the person carrying out the inspection may from time to time require.
- 6.1.2 If the applicant is required to produce receipts for payment made, then these shall take the form of receipted invoices. Where work in respect of the scheme is carried out by the applicant's own employees, reasonable written proof of the costs incurred for such work should be submitted (e.g. time sheets and rates). The hours worked on a Project by employees must be additional to any existing contract between organisation and employee.
- 6.1.3 If the applicant is required to produce an itemised account of expenditure, this shall take the form of a list of each item of expenditure and the cost incurred, certified as an accurate record by the applicant or appropriate representative. Fife Council may on a sample basis seek further verification of costs incurred, in the form of a receipted invoice or equivalent evidence for that item of expenditure, for example, returned cheque or BACS (Banks Automatic Clearing System) printout.

7. Confidentiality and Data Protection

- 7.1 Subject to clause 7.2, the Applicant will respect the confidentiality of any commercially sensitive information that they have access to as a result of the Levenmouth Reconnected Programme.

- 7.2 Notwithstanding the above, the Parties may disclose any information as required by law or judicial order. All information submitted to the Parties may need to be disclosed and/or published by them. Without prejudice to the foregoing generality, the Parties may disclose information in compliance with the Freedom of Information (Scotland) Act 2002, or the Environmental Information (Scotland) Regulations 2004, (the decisions of party receiving the request in the interpretation thereof shall be final and conclusive in any dispute, difference or question arising in respect of disclosure under its terms), any other law, or, as a consequence of judicial order, or order by any court, tribunal or body with the authority to order disclosure (including the Scottish Information Commissioner) or any other law, or, as a consequence of judicial order, or order by any court or tribunal with the authority to order disclosure. Further, the Parties may also disclose all information submitted to them to the Scottish or United Kingdom Parliament or any other department, office or agency of Her Majesty's Government in Scotland, in right of the Scottish Administration or the United Kingdom, and their servants or agents. When disclosing such information to either the Scottish Parliament or the United Kingdom Parliament it is recognised and agreed the disclosing party shall if they see fit disclose such information but are unable to impose any restriction upon the information that it provides to Members of the Scottish Parliament, or Members of the United Kingdom Parliament; such disclosure shall not be treated as a breach of this agreement.
- 7.3 The Parties shall comply with the Data Protection Legislation. In the event the Parties agree to share Personal Data for the purposes of condition 7.2 they will enter into a written Data Sharing agreement regulating their respective responsibilities before doing so.
- 7.4 Fife Council has to account to the Scottish Ministers for Grant expenditure and to comply with section 31(3) of the Public Services Reform (Scotland) Act 2010, the Scottish Ministers publish an annual statement of all payments over £25,000. In addition, in line with openness and transparency, the Scottish Government publishes a monthly report of all payments over £25,000. The Applicant should note that where a payment is made in excess of £25,000 there may be disclosure (in the form of the name of the payee, the date of the payment, the subject matter and the amount of grant) in both the monthly report and the annual Public Services Reform (Scotland) Act 2010 statement.

8. Disposal of Assets

- 8.1 The Applicant shall not, without prior written consent from Fife Council, dispose of any asset funded, in part or in whole, with Grant funds within three years if a movable asset of that asset being acquired or developed or fifteen years if an heritable asset of that asset being acquired or developed (or such longer periods as may be specified in the offer of grant letter) .
- 8.2 During those periods Fife Council shall be entitled to the proceeds of the disposal or the relevant proportion of the proceeds based on the percentage of grant funding used in connection with the acquisition or improvement of the asset against the whole proceeds. Fife Council shall also be entitled to the

relevant proportion of any proceeds resulting from the provision included as a condition of the sale.

- 8.3 In the case of heritable assets the Applicant will at Fife council's discretion grant a Standard Security over the relevant asset to secure the foregoing obligations in clauses 8.1 and 8.2.

9. Publicity

- 9.1 The Applicant shall where reasonably practicable acknowledge in all publicity material relating to the Project the contribution of Fife Council and the Scottish ministers to their costs. Fife Council reserves the right to approve the form of such acknowledgement prior to its first publication.
- 9.2 Fife Council reserve the right to publicise full details of any grant offered including name of recipient, Project details and grant offered.

10. Intellectual Property Rights

- 10.1 All Intellectual Property Rights are hereby assigned to and shall vest in the Crown or its assignees.
- 10.2 The Applicant shall ensure that nothing contained in any materials produced or submitted to Fife Council by the Applicant or anyone acting on its behalf nor the reproduction of such materials, shall constitute an infringement of any third party copyright or intellectual property right and shall indemnify Fife Council against all actions, proceedings, claims and demands made by reason of any such infringement.

11 Default and Recovery etc. of Grant

- 11.1 Fife Council may re-assess, vary, make a deduction from, withhold, or require immediate repayment of the Grant or any part of it in the event that:
- 11.1.1 The Applicant commits a Default;
- 11.1.2 Fife Council considers that any change or departure from the purposes for which the Grant was awarded warrants an alteration in the amount of the Grant;
- 11.1.3 The Applicant fails to carry out the objective of the Project.
- 11.1.4 In Fife Council's opinion, progress with the Project is not satisfactory; or
- 11.1.5 In Fife Councils' opinion, the future of the Project is in jeopardy.

- 11.2 If, in Fife Councils' opinion, the Grant or any part of it is a state subsidy and they consider that they are required to recover such sum in order to ensure compliance with their legal obligations, Fife Council may require immediate repayment of the Grant or any part of it together with interest at such rate and on such basis as may be determined from time to time in accordance with law.
- 11.3 Fife Council may withhold the payment of the Grant if at any time within the duration of the Agreement:
- 11.3.1 The Applicant passes a resolution that it be wound up, or a court makes an order that the Applicant be wound up, in either case otherwise than for the purposes of reconstruction or amalgamation, or circumstances arise which would enable a court to make such an order or the Applicant is unable to pay its debts within the meaning of section 123 of the Insolvency Act 1986;
- 11.3.2 Where the Applicant is an individual, if a petition is presented for the Applicant's bankruptcy or the sequestration of their estate or a criminal bankruptcy order is made against the Applicant; or the Applicant makes any composition or arrangement with or for the benefit of creditors, or makes any conveyance or assignation for the benefit of creditors, or if an administrator or trustee is appointed to manage their affairs; or
- 11.3.3 A receiver, manager, administrator or administrative receiver is appointed to the Applicant, or over all or any part of the Applicant's property, or circumstances arise which would entitle a court or a creditor to appoint such a receiver, manager, administrator or administrative receiver.
- 11.4 In the event that the Applicant becomes bound to pay any sum to Fife Council in terms of condition 11.1, the Applicant shall pay Fife Council the appropriate sum within 14 days of a written demand for it being given by or on behalf of Fife Council to the Applicant. In the event that the Applicant is to pay the sum within the 14 day period, Fife Council shall be entitled to interest on the sum at the rate of 2 per cent per annum above the Bank of England base lending rate prevailing at the time of the written demand, from the date of the written demand until payment in full of both the sum and interest.
- 11.5 Notwithstanding the provisions of this condition 11, in the event that the Applicant is in breach of any of the Conditions, Fife Council may, provided that the breach is capable of a remedy, postpone the exercise of their rights to recover any sum from the Applicant in terms of Condition 11 for such period as they see fit, and may give written notice to the Applicant requiring it to remedy the breach within such period as may be specified in the notice. In the event of the Applicant failing to remedy the breach within the period specified, the Applicant shall be bound to pay the sum to Fife Council in accordance with the foregoing provisions.

- 11.6 Any failure, omission or delay by Fife Council in exercising any right or remedy to which they are entitled by virtue of condition 11.1 to 11.3 shall not be construed as a waiver of such right or remedy.

12 Assignment

The Applicant shall not be entitled to assign, sub-contract or otherwise transfer its rights or obligations under the Agreement without the prior written consent of Fife Council and the Scottish Ministers.

13 Termination

- 13.1 The Agreement may be terminated by Fife Council giving not less than 3 months' notice in writing from the date of the notice being sent.
- 13.2 Where, prior to a termination of this Agreement in terms of clause 13.1, the Applicant has entered into legally enforceable, contractual commitments which relate to delivery of the Project this Agreement shall remain in force, in respect of those commitments only, until they are fully discharged.

14 Corrupt Gifts and Payments of Commission

The Applicant shall ensure that its employees or the Applicant shall not breach the terms of the Bribery Act 2010 in relation to this or any other grant. The Applicant shall ensure that adequate controls are in place to prevent bribery.

15 Continuation of Conditions

- 15.1 These Conditions, except for Conditions 4 and 8, shall continue to apply for a period of 5 years after the end of the financial year in which the final instalment of the Grant was paid notwithstanding any termination in terms of clauses 11 or 12.
- 15.2 Conditions 4 and 8 shall continue to apply until the end of the periods referred to in those Conditions.

16 Compliance with the Law

The Applicant shall ensure that in relation to the Levenmouth Reconnected Programme, they and anyone acting on their behalf shall comply with the relevant law, for the time being in force in Scotland.

17. Prohibition on Political Activity

No part of the Grant shall be used to fund any activity or material which is party political in intention, use, or presentation or appears to be designed to affect support for a political party.

18. Appointment of Contractors etc.

18.1 Where the Procurement Reform (Scotland) Act 2014 or the Public Contracts (Scotland) Regulations 2015 apply to the Applicant and any contract to be awarded in connection with the Project, the Applicant shall follow a clearly defined procedure for the procurement of the contract in accordance with the Act or the Regulations.

18.2 If neither the Act nor the Regulations apply either to the Applicant or to the proposed contract, the Grantee shall follow a fair, transparent and proportionate procedure for the procurement of the contract.

19. Governing Law

This contract shall be governed by the Scots Law and subject to the exclusive jurisdiction of the Scottish Courts

20. The Applicant shall ensure that in relation to the Grant and the Project they and anyone acting on their behalf shall comply with the relevant law for the time being in force in Scotland.

21. Definitions

In these conditions the following terms shall have the following meanings assigned to them:

Applicant	The person, company or other body to whom this offer of grant is addressed.
Application Form	The application form submitted by the Applicant in connection with this Grant
Data Protection Legislation	any applicable law relating to the processing, privacy and use of Personal Data applicable to the Council and/or the Contractor including in the UK the General Data Protection Regulation and the Data Protection Act 2018, and/or any corresponding or equivalent national laws or regulations, once in force and applicable and includes any judicial or administrative interpretation of them, any guidance, guidelines, codes of practice, approved codes of conduct or approved certification mechanisms issued by any relevant Supervisory Authority including the UK Information Commissioner
Default means	<ul style="list-style-type: none"> a. Any breach of the obligations of either party under this Agreement (including, but not limited to, any breach of any undertaking or warranty given under or in terms of this Agreement); b. Any failure to perform or the negligent performance of any obligation under this Agreement;

	<p>c. Any breach of any legislation; or</p> <p>d. Any negligence or negligent or fraudulent misstatement or misappropriation of Grant, or any other default,</p> <p>In all cases by either party, its employees, agents or representatives;</p>
Fife Council	The Fife Council constituted in terms of the Local Government etc. (Scotland) Act 1994 and having their principal offices at Fife House, North Street, Glenrothes, Fife.
Intellectual Property Rights	All copyright, patent, trademark, design right, database right and any other right in the nature of intellectual property whether or not registered, in any materials or works in whatever form (including but not limited to any materials stored in or made available by means of an information technology system and the computer software relating thereto) which are created, produced or generated as part of the Project by or on behalf of the Grantee;
Levenmouth Reconnected Programme or LRP	The Levenmouth Reconnected Programme is an up to £10 million grant award fund by Transport Scotland and Fife Council. Fife Council will be acting as lead partner for award and management of the grant under the programme.
“Personal Data”, “Data Controller”, “Data Processor”, “processing”, “Data Subject”, and “Supervisory Authority” shall have:	the meanings ascribed to them by the Data Protection Legislation as in force (and related terms such as “process” shall have corresponding meanings).
Scottish Ministers	Scottish Ministers in exercise of their powers under Section 70 of the Transport (Scotland) Act 2001
The Oversight Group	previously known as Levenmouth Blueprint Leadership Group, is to provide strategic oversight of the delivery of the programme and its objectives and that is responsible for the administration of the fund and comprises the Executive Director – Enterprise and Environment (Chair) at Fife Council and senior officials from Scottish Enterprise, SEPA, Transport Scotland, ScotRail, Scottish Government, Visit Scotland and Fife Council.

Stage 1 – applicant obtains application documents
Stage 2 – Formal application submitted
Stage 3 – Application submitted for approval
Stage 4 – Application decision by Levenmouth Area Committee
Stage 5 - Delivery of project ongoing reporting and communication

The size of the application will determine how far around the outer circle you will go.

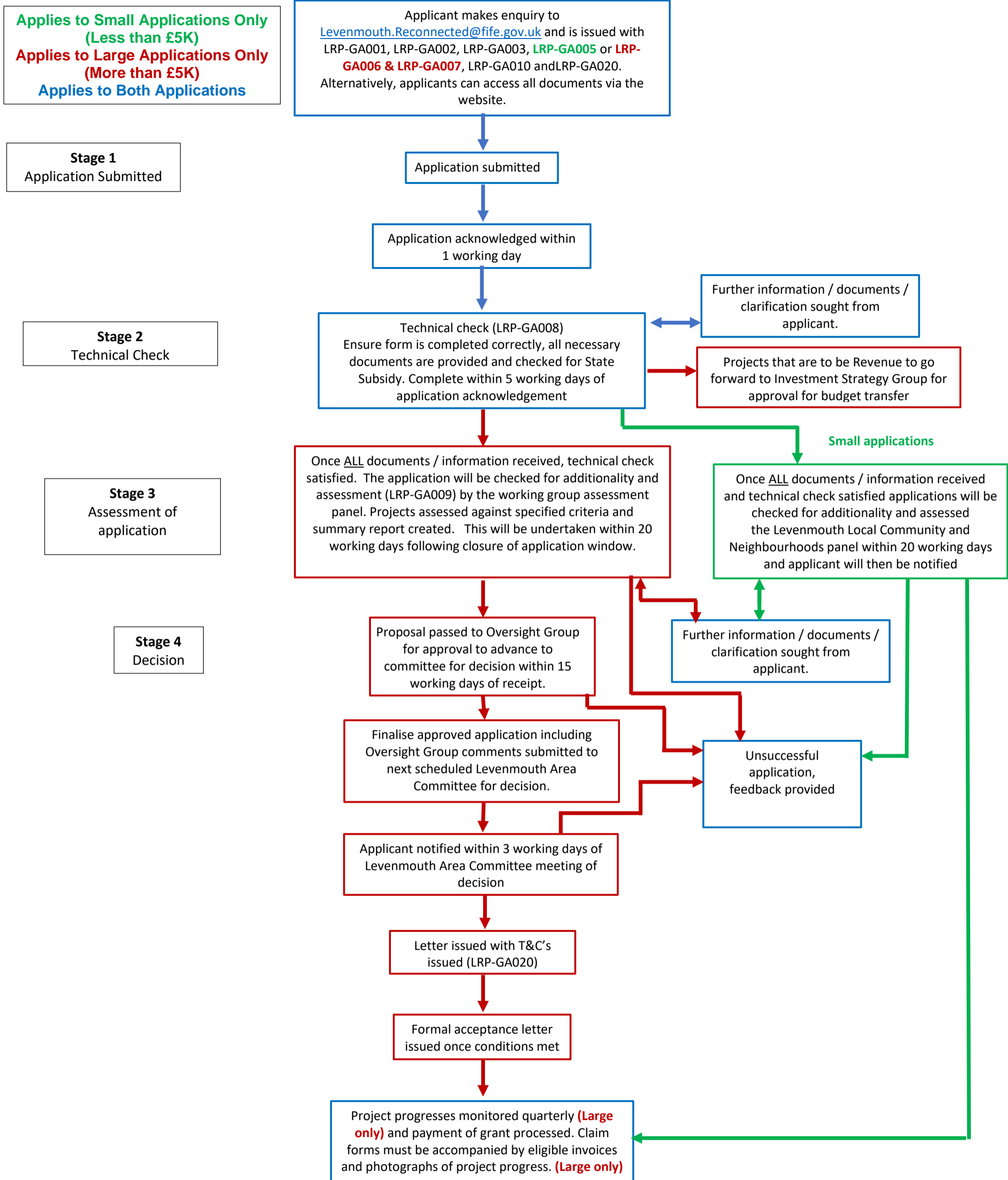
Small applications (£0 - £5K) decision by Levenmouth Local Community & Neighbourhoods panel at stage 2
Large application (>£5K) approval by Oversight Group at stage 3 and put forward for decision to Levenmouth Area Committee at stage 4



Small applications will be assessed on how they meet the themes and objectives of the overall LRP, how they integrate with the community and their financial sustainability following the completion of the project

Large Applications will be assessed based on the scoring mechanism detailed in LRP-GA007

Process Diagram and FAQs



FAQ

I have an idea for a project but not sure where to start.

All Community Councils and Local Councillors sit on the Task Group they could take your idea to the group or alternately you can speak to the Programme Management Office Levenmouth.reconnected@fife.gov.uk who will guide you in what is required.

Where will proposals come from?

Ideas for proposals may come from Working Group and/or Task Group. These groups will be gathering ideas/proposals from their networks: -

Other approaches that will be undertaken will be

- Open Workshops
- Focussed workshop on businesses, education, tourism etc.
- Policies, Local Community plan etc.

What is additionality

Additionality is the extent to which something happens as a result of an intervention that would not have occurred in the absence of the intervention.

Where can I access the application form?

The application form and associated documents can be accessed from the website (TBC) or by emailing Levenmouth.Reconnected@fife.gov.uk

How long will the technical check take?

A Technical check will ordinarily be completed within 5 working days of the application being acknowledged.

How long do I have to provide additional information requested from the technical check?

3 months. If you cannot provide the information within this timescale you may have to go back to stage 1 of the process.

After a satisfactory technical check, when will there be a decision on my application?

Following a satisfactory technical check those applying for a small grant amount (Less than £5K) will be passed to the Levenmouth Local Community and Neighbourhoods panel for assessment and should be notified of the decision within 20 working days of the completed technical check. Large applications (Over £5K) will be assessed by a working group assessment panel following the closure of the application window (dates will be publicised through the website). It will then be passed to the Oversight Group for approval before going to the next scheduled Area Committee for decision. The applicant will be notified of the decision within 3 working days of the scheduled Area Committee.

Who will be carrying out the assessment of my application and how will this be done?

Small applications (Less than £5K) will be assessed and decision made by the Levenmouth Local Community and Neighbourhoods panel. These applications will be assessed on how well they meet the themes and objectives of the overall LRP, how they integrate with the community and their financial sustainability following the completion of the project.

Large applications (over £5K) will be assessed by members of the working group. There will be a minimum of 5 assessors from a variety of organisations and applications will be assessed against the scoring mechanism detailed in LRP-GA007.

What are the possible outcomes following assessment completion?

Once an assessment is complete the panel must make a recommendation as to whether or not Levenmouth Reconnected Programme should approve funding for the project. There are 3 possible recommendations.

- Approval
'Approval' will be recommended in instances where there are no conditions attached to the award and no items outstanding.
- Conditional Approval
'Conditional Approval' will be recommended when the project fits neatly with LRP criteria, however there is some further work required before the project could commence, e.g. match funding yet to be secured, consents to be granted, etc.
- unsuccessful
'unsuccessful' is recommended if the application is assessed and cannot progress. Feedback will be provided for consideration for any future applications should the applicant choose to apply again.

What if I decide to withdraw my application?

Applicants may decide to withdraw their application at any time. When this happens, the PMO must notified in writing of the decision to withdraw the application with reasons for withdrawal outlined.

If I have withdrawn my application can I resubmit?

Applicants can re-apply for funding for projects previously considered and approved but withdrawn at the applicants' request. If beyond 1 year of consideration, the applicants must submit a revised application form to LRP. If within 1 year of consideration, the applicants can submit an update report on the project previously considered indicating any significant changes made to the previous submission.

Levenmouth Reconnected Programme Application Technical Check

Applicant Organisation	
Project Title	
Project Reference Number	

Criteria – Initial Check	Criteria Met	Criteria Not Met	N/A	Comments
Project Strategy				
LRP Application Form (All sections completed and application form signed)				
LRP Themes (The project meets the minimum requirement of at least 1 LRP Theme and demonstrates clearly how the project will do this)				
Socio-economic Benefit				
Community Consultation/Community Support				
Public Accessibility and engagement plan (Project should have public accessibility, if applicable and engagement plan)				
Community need with measurable milestones				
Project Finances				
Detailed Breakdown of Project Costs				
Budget/Cashflow Plan (Amount applied for and intervention rate and is the project sustainable past the funding period)				
3 Quotes or Tender Summary Report (2 comparative quotes is acceptable for a Small Grant)				
Check VAT Status (If Applicants must pay VAT, this should be included in the project costs. If the applicants can reclaim VAT, VAT should be stripped out of the project costs)				

Criteria – Initial Check	Criteria Met	Criteria Not Met	N/A	Comments
Audited Accounts (Covering the last 3 years if a Large Grant Application) (Covering the last year only if a Small Grant Application)				
Recent Bank Statement (Must be in the name of the applicant organisation and show the official bank logo)				
Confirmation of Match Funding (Confirmation of match funding is only considered confirmed when copies of award letters/emails (referencing award values) have been submitted)				
Recurring costs of revenue (Project to demonstrate how it will be sustained after the funding period ends if applicable. Detail of the maintenance tasks to be undertaken upon completion of the works and their frequency)				
Management of Project				
Project Milestones (Start and finish times of project detailed, lifespan of project fits with LRP and the project has key Milestones)				
Site Map/Plans/Design/Drawings				
Project Skills and Resources (Check the project has suitable management and that whilst the project is ongoing it will be managed efficiently)				
Commercial Case				
Risk (Project risks identified and how this will be managed effectively. Risk log present)				
Procurement Strategy (Has the project thought about supporting local businesses)				

Criteria – Initial Check	Criteria Met	Criteria Not Met	N/A	Comments
Equal Opportunities Policy (This may be covered within the Governing Document)				
Governing Document (Signed showing also the date of adoption) (Read through, making sure equal opportunities, any membership fee, finance section and dissolution are all in order)				
Notes: Outstanding Questions				
Information outstanding as at 1.				

Levenmouth Reconnected Programme Scoring Mechanism

Organisation details, Applicant contact details and project details are all background information that is required for the application to proceed to be assessed but will not be scored on the information provided.

The scoring matrix below illustrates the evaluation weightings to be applied across sections: -

Award Criteria:		Score
1	Strategic Case	56
2	Socio economic case	16
3	Financial case	13
4	Management case	9
5	Commercial case	6
Total score available		100

Questions for Evaluation

The proposal is required to address the following questions in its submission. Please answer all the questions below and provide the supplementary details as required.

Question (s)	Project Strategy	Marks
	<i>Note – Applicants must meet at least 1 LRP theme and objective & score at least 14 points in Q1.4 to be consider for funding.</i>	
1.1	How does the project fit with the LRP themes and objectives? Your answer should advise which themes your project meets and how the project meets that theme and outcome(s) within the themes (refer to themes & outcomes PDF). Theme 1 – Opportunities for all Theme 2 – Inclusive jobs & growth Theme 3 – Community led services Theme 4 – Thriving Places	(20)
1.2	What collaborative working does the Project have? Your answer should advise if you have any collaborative working or if your project ties into any other LRP funded projects. you should advise who you will be working with to deliver the project and why the project benefits from Partnership working. Some examples may be: The Leven programme partnership approach Or simply include multiple partners to deliver the project.	(4)

1.3	<p>Does the Project meet with any National, Regional or Local strategies?</p> <p>The project should not only look to meet LRP themes but also other strategies. Depending on the project and the objective of the project will assist with what strategies you should be looking to incorporate and advise how your project meets these strategies. Below is a sample list of National, Regional & Local strategies, the list is not exhaustive.</p> <ul style="list-style-type: none"> • Achieving a Sustainable Future, the Scottish Government's Regeneration Strategy https://beta.gov.scot/publications/achieving-sustainable-future-regeneration-strategy/ • Climate Change: https://www.gov.scot/policies/climate-change/ • The Place Principle: https://www.gov.scot/publications/place-principle-introduction/ • Scotland's Economic Strategy: https://beta.gov.scot/publications/scotlands-economic-strategy/ • Town Centre Action Plan and Town Centre First Principle: https://beta.gov.scot/policies/regeneration/town-centre-regeneration/ • National Planning Framework • Infrastructure Investment Plan • Digital, Environmental, Renewables and Energy policies. <p>City/ Region deals</p> <ul style="list-style-type: none"> • Community empowerment • Local Authority Local Economic Development, Regeneration, Local Development and Strategic Development Plans. 	(4)
1.4	<p>How does your project fit with the objective set out below?</p> <p>To maximising the economic and social value of the reinstated railway between Thornton North Junction and Leven to the communities in the local Levenmouth area in Fife Council Ward 21 (Leven, Kennoway and Largo) and Ward 22 (Buckhaven, Methil and Wemyss Villages).</p>	(28)
2.0	<p style="text-align: center;">Socio economic Benefit</p> <p><i>Note – Applicants must score 50% in this section as well as 6 points in question 2.3 to be considered for funding.</i></p>	

2.1	Demonstrate the community support for the project (community consultation, survey etc) and how you plan to achieve on-going community involvement during and post-delivery Applicants should refer to National Standards of Community Engagement https://www.scdc.org.uk/what/national-standards	(5)
2.2	How will the public benefit from the project and what are the arrangements for public access and what Steps will be taken to ensure its sustainable utilisation. (<i>Note: if your project relates to a building, please detail the daily opening and closing hours. If the project site relates to a public open space, please confirm if access is permitted 24/7</i>)	(1)
2.3	Please describe how this project will address the needs of the local community and how will this be measured? Set out the outputs/targets you expect to achieve, in what quantities and by when. I.e. how many jobs will be generated?	(10)
3.0	Project Finances <i>Note – applicants must show recurring costs of revenue and financial sustainability beyond conclusion of the project to be considered for funding (Q3.5).</i>	
3.1, 3.2 & 3.3	What is the total cost of your project? How much funding are you requesting from Levenmouth Reconnected? Detailed breakdown of expenditure A Cashflow plan is also required as part of application particularly where project is to span over different financial years.	(4)
3.5	Please give details of the recurring costs of revenue for the project (both operational and maintenance) demonstrating the projects financial sustainability particularly beyond the conclusion of the funding period. Please include details of options for future financing, grant support, the potential for mainstreaming and revenue generation.	(4)
3.6	Cost control is essential to the success of the project. Describe what successful processes and procedures will you adopt to ensure project costs are continually monitored and managed within budget as part of your regular project report to LRP?	(4)
3.7	Please advise below the funds your organisation will contribute to the project and list all other funders supplying details of the awards approved or decision dates if funders are yet to consider your project.	(1)
4.0	Management of Project <i>Note – 2 points must be achieved in both questions 4.1 and Q4.2 to be considered for funding.</i>	

4.1	Please provide an indicative project programme that clearly identifies the key milestones involved in progressing your project from its current status through to completion. For each milestone, please indicate the success criteria (how you will know the milestone has been achieved) and the expected date of achievement (must be realistic and achievable), whilst describing how programme control will be implemented.	(5)
4.2	Detail the skills and resources required to deliver the project and how this requirement will be met? This will identify the project lead and key project team members their skills & experience to deliver the project. It will also illustrate the project lines of communication.	(4)
5.0	Commercial case <i>Note – 5 key risks and mitigation must be provided together with a risk log to be considered for funding.</i>	
5.1	Highlight five key issues (risks) that could influence successful delivery and explain, preferably using examples from practical & applied experience, how you would manage these risks effectively and successfully.	(3)
5.2	Please give details of how you will procure goods, services and works to maximise benefit to the Levenmouth area.	(3)

Questions for Evaluation Scoring Methodology

Question(s)	Methodology
1.1	<ul style="list-style-type: none"> • All 4 themes clearly met supported by theme outcomes (20 marks) • 3 themes clearly met supported by theme outcomes (15 marks) • 2 themes clearly met supported by theme outcomes (10 marks) • 1 theme clearly met supported by theme outcomes (5 marks)
1.2	<ul style="list-style-type: none"> • Multiple partners, 2 or more, noted with a clear description of collaborative working and benefits from the approach. (4 marks) • 1 Partner noted with description of collaborative working and benefits from the approach (2 marks) • 1 partner noted with limited description of collaborative working. Benefits are not clear / concise and comprehensive. (1 mark) • Limited / No response provided. (0 marks)
1.3	<ul style="list-style-type: none"> • Multiple policies met at National, Regional and local levels noted with a clear description of the project meets the strategies. (4 marks) • 1 policy met at each National, Regional and local level noted with a description of the project meets the strategies. (2 marks) • Limited / No response provided. (0 marks)
1.4	<ul style="list-style-type: none"> • An excellent level of evidence demonstrating how the project aligns with maximising the economic and social value of the reinstated railway (28 marks) • A good level of evidence demonstrating how the project aligns with maximising the economic and social value of the reinstated railway (21 marks) • Acceptable evidence demonstrating how the project aligns with maximising the economic and social value of the reinstated railway (14 marks) • Limited and less than acceptable evidence to demonstrate how the project aligns with maximising the economic and social value of the reinstated railway (7 marks) • Unacceptable or no evidence to demonstrate how the project aligns with maximising the economic and social value of the reinstated railway (0 marks)
2.1	<ul style="list-style-type: none"> • Considerable community wide consultation undertaken, and evidence of support supplied. Clear plan for ongoing community involvement. (5 marks) • Community consultation undertaken and evidence of support supplied. Some consideration given to ongoing community involvement (3 marks) • Two/three letters/emails of support supplied. Limited detail of plan for ongoing involvement with community (1 mark) • No evidence of support provided. No plan for on-going involvement with community (0 marks)

2.2	<ul style="list-style-type: none"> • Unrestricted public/community access, public benefits clearly detailed with steps for sustainable utilisation. (1 marks) • Limited public/community access with limited benefits and steps for sustainable utilisation presented. (0 Marks)
2.3	<ul style="list-style-type: none"> • Demonstrable needs linked to quantifiable outputs and in what quantities clearly identified with effective means to measure these. Expected dates for achieving outputs provided. (10 marks) • Some Quantifiable outputs and demonstrable needs identified noting some quantities with means to measure these. Expected dates for achieving outputs and measurement provided. (6 marks) • Limited / No response provided. (0 marks)
3.1, 3.2 & 3.3	<ul style="list-style-type: none"> • Total cost of project supplied with funding amount requested. Full and comprehensive cost breakdown provided that illustrates cashflow/drawdown as well as how this aligns with the project milestone identified in question 4.1. (4 marks) • Total cost of project supplied with funding amount requested. cost breakdown provided that illustrates cashflow/drawdown as well as some alignment with the project milestones identified in question 4.1. (2 marks) • Total cost of project provided with funding amount requested. Limited cost breakdown (1 marks) • Total cost of project outlined with funding amount requested. Limited / no response. (0 marks)
3.5	<ul style="list-style-type: none"> • Detailed and comprehensive recurring costs of revenue for the project (both operational and maintenance) provided with clear considering and planning for ongoing operational, revenue and maintenance costs. This will evidence commitment of funding / revenue sources required to meet these costs (4 marks) • Limited recurring costs of revenue for the project (both operational and maintenance)' / no response. (0 marks)
3.6	<ul style="list-style-type: none"> • Response demonstrated proven and clear methodology, procedures, monitoring and reporting to ensure successful management and delivery. (4 marks) • Response covers key elements; however, some/all may not relate clearly to the project. (2 marks) • Outline methodology provided. (1 mark) • Limited/no response. (0 marks)
3.7	<ul style="list-style-type: none"> • All other funding secured with supporting evidence. (1 marks) • Funding gap exists. (0 marks)
4.1	<ul style="list-style-type: none"> • Indicative programme plan provided highlighting key milestones. Clear identification for measuring each milestones success. Expected dates for achieving milestones provided. Comprehensively detailed description of how programme control will be implemented. (5 marks) • No Indicative programme plan provided. Key milestones identified and provided. Clear identification for measuring each milestones success. Expected dates for achieving milestones

	<p>provided. Description of how programme control will be implemented (2 marks)</p> <ul style="list-style-type: none"> Limited / No response provided. (0 marks)
4.2	<ul style="list-style-type: none"> Project lead and other key members of project team identified. Comprehensive description of how their skills & experience will ensure successful delivery of the project, this may be demonstrated through CV's. Clear description and graphic illustration (organogram or similar) of the team's structure and line of communication through the life of the project to LRP contact. (4 marks) Project lead and other members of project team identified. Description of how their skills & experience will ensure successful delivery of the project. Description of the team's structure and line of communication through the life of the project to LRP contact. (2 marks) Project lead and limited other resources identified. Limited description of how their skills & experience will ensure successful delivery of the project. Unclear / limited description of the team's structure and line of communication through the life of the project to LRP contact. (0 marks)
5.1	<ul style="list-style-type: none"> 5 key issues identified from a risk log. Effective mitigation actions fully detailed supported by relevant examples. (3 marks) Unable to provide 5 key issues and/or a risk log. Limited mitigation or examples. (0 marks)
5.2	<ul style="list-style-type: none"> 50% or more of services / products have or will be procured from within the Levenmouth area, area defined in the Strategy For Funding document, Evidence provided to support approach. (3 marks) 50% or more of services / products have or will be procured from within Fife. Evidence provided to support approach. (1 marks) 50% or more procured from out with Fife. (0 marks)

23 June 2021

Agenda Item No. 13

PROPERTY TRANSACTIONS

Report by: Ken Gourlay, Head of Assets, Transportation and Environment

Wards Affected: 21 and 22

Purpose

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

Recommendation(s)

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

Resource Implications

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

Legal & Risk Implications

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

Impact Assessment

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

Consultation

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

1.0 Background

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

2.0 Transactions

2.1 Disposals

2.1.1 131 sqm of additional ground at 57 Hill Road, Kennoway

Date of Sale: 21 May 2021
Price: £7,000
Purchaser: Nigel Thomas Gordon

3.0 Conclusions

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

List of Appendices

1. N/A

Background Papers

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

N/A

Report Contact

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Author's Job Title Lead Professional
Workplace Property Services – Estates
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Levenmouth Area Committee of 22 September 2021			
Title	Service(s)	Contact(s)	Comments
Pupil Equity Funding Update	Education and Children's Services	Shelagh McLean	
Complaints Annual Update	Customer & Online Services	David Thomson-CRM	
Settlement Trust Annual Update	Communities & Neighbourhoods	David Paterson	
Parks Street and Open Spaces Annual Update Review		John Rodigan	
Update on school leaver destinations	Education and Children's Services	Lynn Porter, Sarah Else	
Leven Christmas Lights report	Communities & Neighbourhoods	David Paterson	
Buckhaven Waterfront Fireworks Funding Request	Communities & Neighbourhoods	David Paterson	

Levenmouth Area Committee of 17 November 2021			
Title	Service(s)	Contact(s)	Comments
Fife Sports & Leisure Trust Update Report - Leven Pool	Fife Sports & Leisure Trust (FSLT)	Andy Maclellan	
Pupilwise / Parentwise Update Report	Education and Children's Services	Deborah Davidson	
Common Good Fund Annual Update 2020-2021		Eleanor Hodgson	
Area Road Programme 2021	Roads & Transportation	Neil Watson	

Unallocated			
Title	Service(s)	Contact(s)	Comments
Interreg Funding Request		Brian Odonnell-Crm, David Paterson	
Kennoway Den - Environmental improvements and Training Opportunity -Funding Request 40K		David Paterson	
Health & Social Care Partnership Report - Local Priorities	Health and Social Care	John G Thomson, Tracey Harley	
Economic Report - Levenmouth Area		Pamela Stevenson	
Levenmouth WRAP Group Consortium BID - Pilot Project Review	Communities and Neighbourhoods Service	Robert Graham, Billy Bain	
Area Capital Update 2021		Eleanor Hodgson	.
Workshop - Pupil Equity Fund		Shelagh McLean	Workshop to be arranged