

Cabinet Committee

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



Thursday, 4 April 2024 - 10.00 am

AGENDA

Page Nos.

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** – Minute of meeting of the Cabinet Committee of 7 March 2024. 3 - 9
4. **COMMUNITY ASSET TRANSFER APPLICATION BY CRAIL COMMUNITY PARTNERSHIP** – Joint report by the Head of Property Services and Head of Communities and Neighbourhoods Service. 10 - 20
5. **PROPERTY FLOOD RESILIENCE GRANT - CAPITAL FUNDING** – Report by the Head of Roads and Transportation Services. 21 - 32
6. **ANNUAL UPLIFT IN PAYMENTS TO THIRD PARTY PROVIDERS AND SOCIAL CARE CHARGES FOR 2024-25** – Report by the Director of Health and Social Care. 33 - 38
7. **SCOTTISH GOVERNMENT PLACE BASED INVESTMENT PROGRAMME FUNDING - FIFE'S PROPOSED PROJECTS 2024/25** – Report by the Head of Business and Employability Services. 39 - 52
8. **SISTER CITIES - INTERNATIONAL PARTNERSHIP ARRANGEMENTS** – Report by the Head of Business and Employability Services. 53 - 57
9. **COMMUNITY WEALTH BUILDING - PROGRESS REPORT** – Report by the Head of Business and Employability Services. 58 - 65
10. **TREASURY MANAGEMENT 2024-27** – Report by the Executive Director (Finance and Corporate Services). 66 - 92
11. **CABINET COMMITTEE - OUTSTANDING REMITS FROM COMMITTEES** 93 - 95

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

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28 March 2024

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BLENDED MEETING NOTICE

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

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

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

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

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

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

Members joining remotely are reminded to have cameras switched on during meetings and mute microphones when not speaking. During any breaks or adjournments please switch cameras off.

THE FIFE COUNCIL - CABINET COMMITTEE - BLENDED MEETING

Committee Room 2, Fife House, North Street, Glenrothes

7 March 2024

10.00 am - 11.55 pm

PRESENT: Councillors David Ross (Convener), Tom Adams (substituting for Councillor Judy Hamilton), David Alexander, Lesley Backhouse, David Barratt, John Beare, James Calder, Altany Craik, Graeme Downie, Linda Erskine, Derek Glen, Peter Gulline, Cara Hilton, Gary Holt, Allan Knox, Kathleen Leslie, Rosemary Liewald, Carol Lindsay, Jane Ann Liston (substituting for Councillor Fiona Corps), Ross Vettraino, Craig Walker and Jan Wincott.

ATTENDING: Ken Gourlay, Chief Executive; Elaine Muir, Head of Finance, Lindsay Thomson, Head of Legal and Democratic Services, Helena Couperwhite, Committee Services Manager and Michelle McDermott, Committee Officer, Legal and Democratic Services, Finance and Corporate Services; Gordon Mole, Head of Business and Employability Services and Morag Millar, Strategic Growth and City Region Deals Manager, Business and Employability Services; Paul Vaughan, Head of Communities and Neighbourhoods Service and Anne-Marie Vance, Community Manager (Cowdenbeath), Communities and Neighbourhoods Service; Ross Spalding, Service Manager (Climate Change and Zero Waste) and Hamish Martin, Strategy Officer (Local Heat and Energy Efficiency), Planning Service; John Mills, Head of Housing Services and Helen Wilkie, Service Manager, Housing Services; and Michael O'Gorman, Service Manager, Estates Service.

APOLOGIES FOR ABSENCE: Councillors Fiona Corps and Judy Hamilton.

CHANGE OF MEMBERSHIP - The committee noted that Councillor Kathleen Leslie had replaced Councillor Dave Dempsey as a member of the Cabinet Committee.

214. DECLARATIONS OF INTEREST

As a matter of transparency and with reference to Para. 219 – Support for Voluntary Organisations - Councillor Erskine declared she had assisted in reforming and supporting Dundonald Institute and Councillor Liston was a council appointee to the St Andrews Botanic Gardens Trust. However, as these were not considered a connection under the Councillors' Code of Conduct for the purposes of this report, they therefore remained and participated in the meeting.

215. MINUTES

- (i) Minute of the Cabinet Committee of 8 February 2024.
Arising from para. 206 - Fife Council Planning Service Enforcement Charter 2024 - it was agreed that the wording of recommendation (3) be changed to:

2024 CC 119

- (3) agreed that a report be submitted within the next four months to the Finance, Economy and Corporate Services Scrutiny Committee providing a progress report and the details of the enforcement process and policy.

Decision

The committee agreed to approve the minute subject to the change at para. 206 as detailed above.

- (ii) The Appeals Sub-Committee of 31 January 2024, Appointments Sub-Committee of 8 September 2023 and Education Appointment Committee of 9 February 2024 were submitted for noting.

Decision

The minutes were noted.

216. REVENUE MONITORING 2023-24

The committee considered a report by the Executive Director (Finance and Corporate Services) which provided members with a strategic overview of Fife Council's finances and reported the current forecast position for 2023/24.

Decision

The committee:-

- (1) noted the high-level financial position as detailed in the report;
- (2) noted that there were ongoing financial impacts arising from the current economic climate which continued to be managed by Services with an element of protection from inflationary risk being accounted for centrally;
- (3) instructed Services to mitigate overspends as far as possible and ensure strong financial management;
- (4) noted that detailed monitoring reports would be submitted to the relevant Scrutiny Committees; and
- (5) requested that Scrutiny Committees ensured appropriate level of support and challenge in relation to financial reports.

217. CAPITAL INVESTMENT PLAN MONITORING 2023-24

The committee considered a report by the Executive Director (Finance and Corporate Services) which provided a strategic financial overview of the Capital Investment Plan and advised on the provisional outturn for the 2023/24 financial year.

Decision

The committee noted:-

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

2024 CC 120

- (2) that more detailed capital outturn reports for 2023/24 would be submitted to relevant Scrutiny Committees of the council;
- (3) that budget variances would be managed by the appropriate Directorate in conjunction with the Investment Strategy Group; and
- (4) the updated prudential indicators provided.

218. RIVERSIDE PARK, GLENROTHES

The committee considered a report by the Head of Business and Employability Services which sought approval to regenerate Riverside Park, Glenrothes based on the Business Case for the investment of Levelling Up Funding included in Appendix 1 to the report.

Decision

The committee:-

- (1) approved Option 1 in the Business Case detailed in Appendix 1 - Delivery of the Phase 1 of the Riverside Park Regeneration funded by the available Levelling Up funding represents 'best value' and optimises investment - as the preferred delivery approach for the investment of Levelling Up Funding in Riverside Park, Glenrothes;
- (2) noted the proposed procurement route using existing Roads and Transportation Services' Frameworks and specialist suppliers; and
- (3) noted the financial risks outlined in Section 3 and the mitigating actions to reduce the probability and impact.

219. SUPPORT FOR VOLUNTARY ORGANISATIONS

The committee considered a report by the Head of Communities and Neighbourhoods Service which presented recommendations for the level of support to voluntary organisations for the period 2024-2027 for the Directorates of Communities, Education and Place.

Decision

The committee:-

- (1) approved the level of funding to voluntary organisations as detailed in the schedules attached to the report; and
- (2) agreed that a brief report be submitted to the next Cabinet Committee meeting in April in relation to the proposed funding to be awarded to the Disabled Persons Housing Service (DPHS).

220. KELTY CAR PARK, KELTY

The committee considered a report by the Head of Communities and Neighbourhoods Service which provided members with an update on the progress of the business plan approach to the development of a new car park in Kelty. The proposal was for a one-off investment to facilitate the provision of car parking for the benefit of the community and to alleviate parking congestion for residents in the community.

Decision

The committee:-

- (1) noted the allocation of £0.250m funding towards the construction of a car park for Kelty Community Centre as agreed in the council's capital investment plan 2023/33;
- (2) agreed to, instead, provide a grant to Kelty Hearts Football Club to construct and operate a new car park for the benefit of the community; and
- (3) noted that an agreement to facilitate the project between Fife Council and Kelty Hearts FC would be drawn up before works commenced on site in terms which were acceptable to the Head of Communities and Neighbourhoods Service and the Head of Legal and Democratic Services.

221. SOUTH AND WEST FIFE - COMMUNITY USE ARRANGEMENTS

The committee considered a report by the Head of Communities and Neighbourhoods Service which outlined options to be considered for community use as part of the replacement of Inverkeithing High School.

Motion

Councillor David Ross, seconded by Councillor Altany Craik, moved the recommendations as detailed in the report.

Amendment

Councillor David Barratt, seconded by Councillor Derek Glen, moved the following:-

- "Cabinet notes that a decision was made in November 2020 by the Education and Children's Services Sub-Committee to authorise officers to bring back a report to the Cabinet Committee's predecessor committee on the retention, refurbishment and future investment into the existing Community Use wing in Inverkeithing.
- Cabinet further notes that it was agreed by Cabinet in September 2023 that the loss of the High School to Inverkeithing would have an impact on the town and that a report including specific consideration of maintaining or replacing the existing community use and sports facilities in Inverkeithing would be considered as part of the review of Community use in South and West Fife.
- Cabinet agrees a presumption in favour of investment into the existing High School site in Inverkeithing.
- Cabinet agrees that option 4 would not be consistent with the decision in 2020 or point three above and agrees to take forward consideration of the remaining options.
- Cabinet agrees that relevant stakeholders should be consulted as part of the development of those remaining options".

Roll Call Vote

For the motion - 13 votes

Councillors Tom Adams, James Calder, Altany Craik, Graeme Downie, Linda Erskine, Peter Gulline, Cara Hilton, Gary Holt, Allan Knox, Kathleen Leslie, Jane Ann Liston, David Ross and Jan Wincott.

For the Amendment - 9 votes

Councillors David Alexander, Lesley Backhouse, David Barratt, John Beare, Derek Glen, Rosemary Liewald, Carol Lindsay, Ross Vettraino and Craig Walker.

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

Decision

The committee agreed:-

- (1) the options to be assessed for community use in South and West Fife as detailed in the report; and
- (2) that a further report be submitted to the Cabinet Committee in Autumn 2024.

222. HEAT IN BUILDINGS BILL CONSULTATION RESPONSE

The committee considered a report by the Head of Planning Services which sought approval of Fife Council's consultation response to the Scottish Government's Heat in Buildings Bill Consultation.

Decision

The committee approved the response to the Heat in Buildings Bill Consultation for submission to the Scottish Government.

223. ENERGY EFFICIENCY STANDARDS FOR SOCIAL HOUSING 2 (EESH2) / SOCIAL HOUSING NET ZERO STANDARD (SHNZS) - DELIVERY PLAN UPDATE

The committee considered a report by the Head of Housing Services which was a follow-on report from a previous report submitted to Cabinet Committee in October 2022. As agreed at that meeting, an Energy Efficiency Standards for Social Housing 2 (EESH2) Board was formed comprising Fife Council and Housing Associations and work to detail the requirements to meet the standard has been ongoing in 2022. The draft Delivery Plan has been on hold awaiting the Scottish Government's EESH2 review. The current Government consultation exercise proposes replacing EESH2 with Social Housing Net Zero Standard (SHNZS). The committee are being asked to approve Fife Council's proposed consultation response to the Scottish Government's Consultation on a New Social Housing Net Zero Standard in Scotland.

Motion

Councillor David Ross, seconded by Councillor Altany Craik, moved the recommendations as detailed in the report.

Amendment

Councillor David Alexander, seconded by Councillor John Beare, moved that Recommendation (2) be removed until the Capital Investment Plan had been agreed.

Roll Call Vote

For the motion - 13 votes

Councillors Tom Adams, James Calder, Altany Craik, Graeme Downie, Linda Erskine, Peter Gulline, Cara Hilton, Gary Holt, Allan Knox, Kathleen Leslie, Jane Ann Liston, David Ross and Jan Wincott.

For the Amendment - 9 votes

Councillors David Alexander, Lesley Backhouse, David Barratt, John Beare, Derek Glen, Rosemary Liewald, Carol Lindsay, Ross Vettraino and Craig Walker.

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

Decision

The committee:-

- (1) noted the proposed replacement of Energy Efficiency Standards for Social Housing 2 (ESSH2) with Social Housing Net Zero Standard (SHNZS);
- (2) agreed the financial outcome from the HRA Business Plan 2023 review that the current requirement to meet SHNZS 2033 is not affordable based on a rent-based funding model;
- (3) agreed the draft Consultation Response as detailed in Appendix 2 to the report; and
- (4) agreed that a further report would be submitted to Cabinet Committee later in 2024 following the outcome of the Scottish Government's SHNZS Consultation was confirmed and the new requirements assessed and costed.

224. CABINET COMMITTEE - OUTSTANDING REMITS FROM COMMITTEES

The committee considered the list of outstanding remits from committees.

Decision

The committee noted the list of outstanding remits from committees.

The committee resolved, under Section 50(A)(4) of the Local Government (Scotland) Act 1973, as amended, to exclude the public and press from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in para. 6 of Schedule 7A of the Act.

**225. AFFORDABLE HOUSING PROGRAMME - BONFIELD PARK,
STRATHKINNESS (PRIVATE REPORT)**

The committee considered a joint report by the Head of Housing Services and Head of Property Services seeking authority to conclude legally binding agreements for the acquisition of land and the delivery of 30 new affordable homes for social rent which had been identified within the 2024/25 Strategic Housing Investment Plan (SHIP) at the site known as Bonfield Park, Strathkinness.

Decision

The committee agreed, subject to confirmation of Scottish Government affordable housing funding for 2024/25, that the Head of Legal and Democratic Services enter into legally binding agreements on terms to their satisfaction:-

- (1) for the acquisition at the site known as Bonfield Park, Strathkinness, identified for the delivery of 15 affordable housing units under the S75 Agreement with Fife Council under Planning consent 14/04038/PPP;
- (2) to enter into a Design and Build Contract for the development of 30 new affordable homes to be developed jointly and equally at the site of the former Nydie Mains (15 units) and on the council's adjacent land lying to the south of the Strathkinness Public Park and accessed through Bonfield Park (15 units); and
- (3) to apply for Scottish Government affordable housing grant to support the delivery of the development noting the risk around the availability of affordable housing grant funding to support this project and others.

Community Asset Transfer Application by Crail Community Partnership

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

Wards Affected: 19

Purpose

The purpose of this report is to seek approval for a Community Asset Transfer request received from Crail Community Partnership under Part 5 of the Community Empowerment (Scotland) Act 2015 to purchase Denburn Wood in Crail.

Recommendation(s)

It is recommended that committee members approve the asset transfer request at less than market value at the price of £1 and all otherwise on terms and conditions to the satisfaction of the Head of Property Services and the Head of Legal and Democratic Services.

Resource Implications

If the request is approved, there will be a potential loss of a capital receipt of £4,999.

Legal & Risk Implications

There are no material risks or legal implications anticipated from the disposal.

Impact Assessment

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

Consultation

Crail Community Partnership has undertaken consultation with its members, the local community and stakeholders as part of the application process.

Fife Council, as required under Community Empowerment legislation, notified the local community of the request for community asset transfer and published the Community Asset Transfer application online.

1.0 Background

- 1.1 Part 5 of the Community Empowerment (Scotland) Act 2015 enables community transfer bodies to request the ownership, lease or management of publicly owned buildings or land. The Community Transfer Body (CTB) and its request must meet the requirements of the Act before the Council can validate and consider the request.
- 1.2 Denburn Wood is divided into four segments with Fife Council owning one quarter share and the remaining sections owned by Crail Preservation Society. Crail Community Partnership, with support from Crail Preservation Society, would like to take over management of Denburn Wood to allow simpler and faster decision making and seek funding to manage the area as a community green space.

2.0 Process for Dealing with Community Asset Transfer Applications

- 2.1 Part 5 of the Community Empowerment (Scotland) Act (the “Act”) came into force on January 2017. The Act provides a process for Community Transfer Bodies (CTB) to request the sale, lease or management of buildings and land within the ownership of public authorities. The Council has a two-stage process for dealing with (1) CAT enquiries and (2) formal CAT requests. Stage 1 is not required in terms of the Act but encourages organisations to make an informal application in order for the Council to assess the extent of any advice or support necessary for organisations to make the most of the opportunities that the Act offers. A CTB can submit a formal request in terms of the Act at any time. The Community Asset Transfer Team has set up an evaluation panel to evaluate and score requests in accordance with the criteria set down by the Act. A scoring matrix has been developed in order to allow requests to be evaluated objectively, fairly and transparently. The evaluation panel will score a request and make a recommendation to either accept or reject a request.
- 2.2 Section 82(5) of the Act states that an authority must agree to a request unless there are reasonable grounds for refusing it. Reasonable grounds for refusal must be determined in the circumstances of each individual case. However, they are likely to include cases where:-
 - the benefits of the asset transfer request are judged to be less than the benefits of an alternative proposal;
 - where agreeing to the request would restrict the relevant authority’s ability to carry out its functions; or
 - failure to demonstrate the benefits or delivery of the proposal.
- 2.3 Once the committee decides to either approve or refuse the application, the Act requires that the Decision Notice states reasons for the decision reached by the committee. These are set out in Appendix 1.

3.0 CAT Application by Crail Community Partnership

- 3.1 Crail Community Partnership (CCP) aims to bring together a wide range of stakeholders which have an interest in further the social, economic, environmental and physical design of the Crail community. The organisation has successfully taken ownership of a number of council assets through community asset transfer, mostly being land transfers in Crail.

- 3.2 Denburn Wood is a highly valued asset in Crail providing a scenic route between section of the community and a resource used for well-being and for education by Crail Primary School. Development of Denburn Wood as a community green space started in the 1960s and the area was gifted to Crail Preservation Society by the adjacent developer in the 1990s.
- 3.3 The purchase of Denburn Wood for £1 would allow the organisation to secure external funding to improve accessibility of the path for benefit of the local community.

4.0 Community Empowerment (Scotland) Act Evaluation

- 4.1 The CAT evaluation panel individually scored the applicant's application with a subsequent consensus evaluation and scoring meeting held on 7 February 2024. The panel considered the request using evaluation criteria as laid down by the Act. A copy of the completed scoring matrix is attached at Appendix 2. The panel considered that the applicant's proposal would improve accessibility of the path for everyone as well as improving health and well-being.
- 4.2 A main goal for the community is to make the end to end path more accessible and less vulnerable. The best way to do this is obtain funding that would be given to local community charities but not to Fife Council.
- 4.3 The price offered by the Applicant is £1. The market value of the Asset is £5,000.
- 4.4 After assessing the application under the Community Empowerment (Scotland) Act 2015, the CAT evaluation panel decided that the organisation would:-
- develop the path for the benefit of the local community;
 - be able to secure funding to make it accessible for a wide range of people;
 - enhance volunteering opportunities thereby benefitting public health, social and environmental well-being.
- 4.5 Crail Community Partnership received a consensus score of 79 points out of a maximum of 124 points and the panel recommended approval of the transfer on the basis of conditions to be confirmed by the Head of Legal and Democratic Services and the Head of Property Services.

5.0 Disposal of Properties for Less than Best Consideration

- 5.1 Where the council is considering a proposal that land (or buildings) be disposed of at 'less than the best consideration that can reasonably be obtained,' in situations like the current one, it needs to follow the process set out in the Disposal of Land by Local Authorities (Scotland) Regulations 2010.
- 5.2 The process consists of three steps:-
- The council must appraise and compare the costs and other disbenefits and the benefits of the proposal;
 - Be satisfied that the disposal for that consideration is reasonable; and
 - Be satisfied that, as regards some or all of the local authority area or persons resident or present there, the disposal is likely to contribute to the promotion of improvement of economic development or regeneration; health; social well-being; or environmental well-being.

- 5.3 The asset has been valued at £5,000 and Crail Community Partnership has offered a nominal purchase price of £1.
- 5.4 The benefits of the application are that the organisation will be able to secure funding to improve the accessibility of the path thereby benefitting the local community.
- 5.5 Disbenefits are the loss of circa £4,999 from the disposal at less than market value of £1.
- 5.6 Comparison: After comparing the benefits and disbenefits of the asset transfer request, the scoring panel has concluded that the benefits outweigh the disbenefits and that the disposal consideration is reasonable.

6.0 Conclusion

- 6.1 Following evaluation of the CAT request in terms of the Act, the evaluation panel and CAT team are recommending the approval of the disposal of Denburn Wood to Crail Community Partnership.

List of Appendices

- 1. Reasons for Approval or Refusal of Request
- 2. Scoring Matrix
- 3. Denburn Wood site plan

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Reasons for Approval or Refusal of Request

Approval of request

Matters to be considered

1. Has the organisation demonstrated the need for the proposal in their community?
Does it have community support?

2. Benefits of the request

The Council needs to consider whether agreeing to the proposal would be likely to promote or improve:

- Economic development
- Regeneration
- Public Health
- Social well-being
- Environmental well-being, or
- Reduce inequality of outcome which result from socio-economic disadvantage.

3. Ability to deliver

The Council must consider whether the proposal is sustainable and whether the organisation has the ability to deliver. Has the organisation:

- provided evidence on how they intended to fund the proposal. Have they identified all costs associated with delivering the proposal and how these would be covered in the short and long term?
- provided evidence of the appropriate skills and experience required to manage and maintain the asset.
- Demonstrated that the projected benefits were based on robust information and the proposal demonstrated value for money.

4. Will the proposal restrict the delivery of the Council's functions?

Consider whether the proposal will contribute to achieving local and national outcomes.

5. Is there an alternative proposal?

This can be another community asset transfer request or the Council's own requirement for the asset. Assess the benefits of the request against those of the alternative proposal.

Refusal of request

Matters to be considered

1. Has the organisation demonstrated the need for the proposal in their community? Does it have community support? If the proposal has attracted opposition and causes division within the community then it does not have a net benefit.
2. Benefits of the request
The Council needs to consider whether agreeing to the proposal would be likely to promote or improve:
 - Economic development
 - Regeneration
 - Public Health
 - Social well-being
 - Environmental well-being, or
 - Reduce inequality of outcome which result from socio-economic disadvantage.
3. Ability to deliver
The Council must consider whether the proposal is sustainable and whether the organisation has the ability to deliver. Has the organisation:
 - provided evidence on how they intended to fund the proposal. Have they identified all costs associated with delivering the proposal and how these would be covered in the short and long term?
 - provided evidence of the appropriate skills and experience required to manage and maintain the asset.
 - Demonstrated that the projected benefits were based on robust information and the proposal demonstrated value for money.
 - What is the impact of project failure?
4. Will the proposal restrict the delivery of the Council's functions?
Will there be an unacceptable impact on the Council's ability to deliver its functions? For example, it may interfere with operations or require the Council to put alternative arrangements in place at substantial cost.
5. Is there an alternative proposal?
This can be another community asset transfer request or the Council's own requirement for the asset. Assess the benefits of the request against those of the alternative proposal.
6. Other obligations or restrictions
Is the asset leased by the Council and there are restrictions on assignation or subletting? Is the asset common good and consent from the Sheriff is required? This would not prevent the transfer but there would be additional cost involved in obtaining consents. Consider whether this cost would have to be met by the organisation.

Scoring Matrix for Stage 2 Applications under Part 5 – Community Empowerment (S) Act 2015

Name of applicant: Crail Community Partnership
Asset being applied for: Denburn Wood, Balcomie Road, Crail

Assessment Criteria	Score
Section A – About the Proposal	3
A.1 - Are the aims and objectives of the proposal clearly defined?	
A.2 - Has the organisation described what services they will deliver and explained why they are required?	3
A.3 - Has the organisation described why they require the asset and what difference this will make to delivery of services in their area?	3
A.4 - How does the proposal compare with similar services being delivered in the same area? What is the additionality/displacement?	4
A.5 – Have they described their experience of delivery the services?	4
A.6 – Are there similar projects in the area? What will this add?	3
	Section A=20
Section B – Wider support and wider public support	3
B.1 - Has the applicant organisation demonstrated that there is sufficient demand for the proposal?	
B.2 - Local community support Has the organisation demonstrated that there is sufficient support from the local community? This should be based on widespread consultation of those who would be served by the asset as well as support from community partners. Evidence of stakeholder consultation is required including details of who was consulted, how, what the response was etc.	2
B.3 - Partnerships - Has the organisation provided details of any partnership arrangements required to deliver the proposal successfully?	3
B.4 - Equality - Has the organisation demonstrated how it will take into account the different needs of the community? Does the application demonstrate where a proposal may reduce inequalities?	2
	Section B=10
Section C - Impact/ Benefits	3
C.1 - Assess whether agreeing to the request would be likely to: promotes or improve: Economic development Regeneration Public health Social well-being Environmental well-being Reduce inequalities	

Assessment Criteria	Score
C.2 – Have they demonstrated how they will take into account the differing needs of the community and demonstrate how they will reduce inequalities? Note any practical, physical or financial barriers to accessing services and how they will address these for all sections of the community.	3
C.3 – Regarding the Services being provided – how will this reduce public sector costs of providing the same or similar services in the area?	2
Section C=8	
Section D – Organisational Viability	3
D.1 - Has the organisation demonstrated that they have experience of managing an asset?	
D.2 - Has the organisation demonstrated that they have experience in delivering the proposed services?	3
D.3 - Has the organisation provided details of individuals who have the skills to a) manage the project b) run and manage the asset? This should include details of the individual skills and experience.	3
D.4 - Has the organisation demonstrated they have clear governance and decision-making procedures for managing the asset and delivering the services e.g. there needs to be a clear process for making decisions including who will be responsible for booking rooms, dealing with site problems, compliance with legal issues such as health and safety.	2
D.5 - Has the organisation demonstrated they have a clear understanding as to what is required in relation to managing an asset? E.g. insurance, maintenance of the building, boilers, firefighting equipment and electrical items, EPC, legionella testing etc.	3
D.6 - Has the organisation provided details of the monitoring arrangements to be put in place to ensure the project delivers its key objectives?	2
Section D=16	
Section E – Financial Information	1
E.1 - Has the applicant organisation provided their projected income and expenditure and cash flow forecasts? Have they demonstrated there is sufficient projected cash flow to show the proposal is financially viable?	
E.2 - Has the organisation demonstrated the need as to why the asset should be transferred at less than best consideration?	1
E.3 - Use of Resources Has the organisation identified all the resources required to deliver the benefit? Consider: <ul style="list-style-type: none"> • Funding obtained so far • Funding and support required from the Council • Other sources of funding • Number of employees or volunteers available to run/maintain the asset 	1
E.4 - Has the organisation demonstrated prioritisation of resources in the longer term in order to contribute to sustainable development? Demonstrate future funding or self-financing arrangements. Are the assumptions credible/ evidenced?	1

Assessment Criteria	Score
E.5 - Have they identified resources for long term sustainability? Future funding or self-financing arrangements.	3
E.6 – What overall benefit will there be to public sector costs? Try to quantify the community benefit in financial terms.	3 Section E=10
Section F – Property	
F.1 - If the organisation seeks a discount then the benefit of the request should be proportionate to the value of the asset and the level of discount. Has the discount been justified?	N/A
F.2 - Will the project have an overall financial benefit on public sector costs (e.g. removes the maintenance burden from the Council)	2
F.3 – Has sufficient consideration been given to property costs?	2
F.4 – Has the organisation provided sufficient evidence that they merit and can sustain exclusive use of the asset (based on current user information provided)?	2 Section F=6
G. Local and National Outcomes	3
G.1 - Consider how the proposed benefits of the asset transfer request will contribute to achieving the Council's outcomes or to national outcomes more generally.	
G.2 - Consider how the proposal will impact on the Council's own delivery of services.	3
G.3 - To what extent does the proposal contribute to local or national priorities? Produce a clear plan for achieving intended outcomes (ideally showing links to local or national outcomes),	3 Section G=9

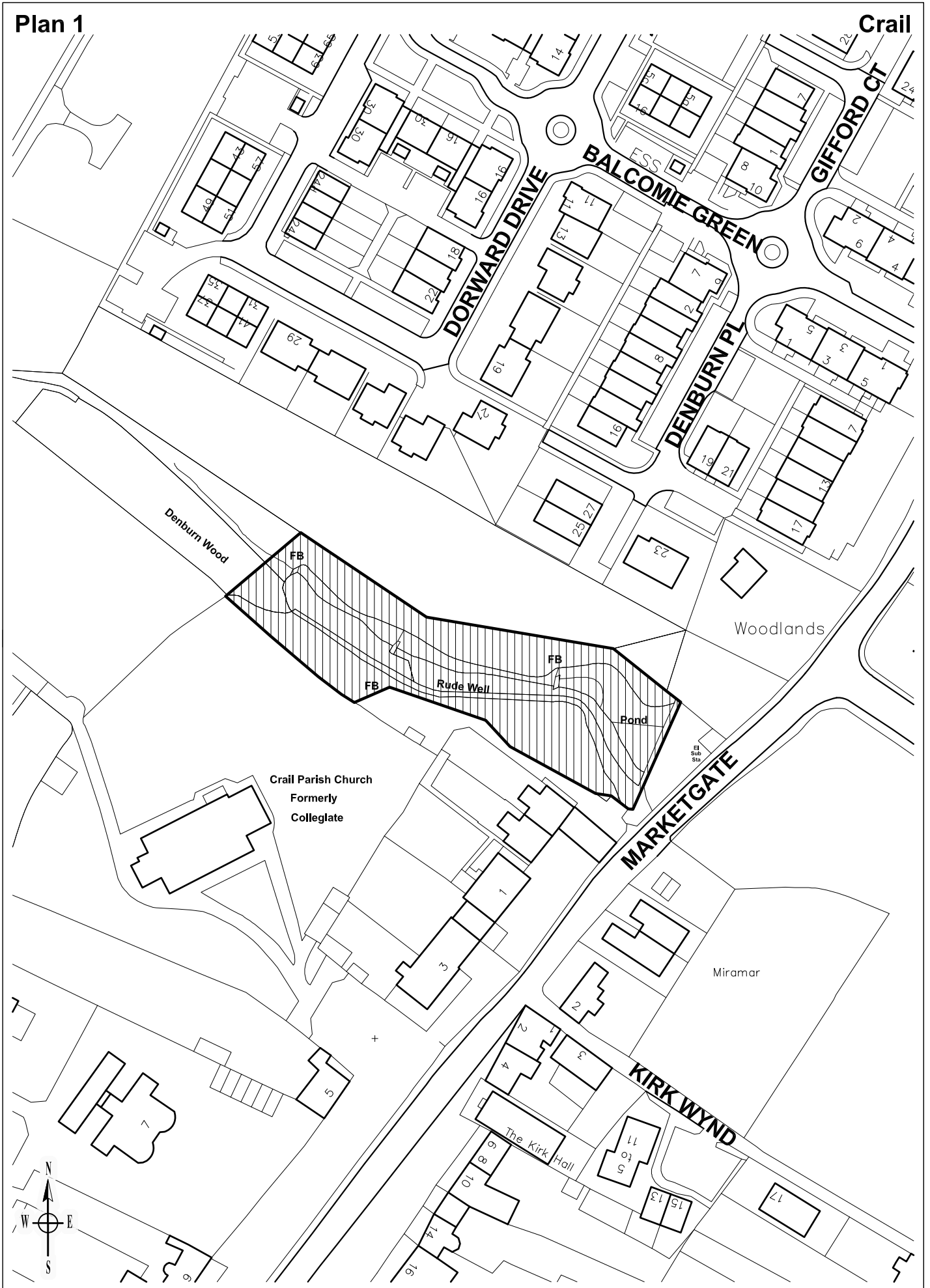
Total consensus score: 79/124

Assessment Scoring Matrix

To assess proposed use and financial arrangements for the asset. Must be proportionate and appropriate.

-2	Has negative impact on the Councils activities
-1	Has negative impact on existing provision/ existing benefit
0 = Poor	Little or no response in regards to the submission with ill defined unrealistic ambitions
1 = Weak	The submission contains only minor detail and is not based on robust information
2 – Moderate	The submission provides a level of detail which enables understanding with acceptable projected benefits
3 = Strong	The submission provides sufficient evidence that the issue has been taken into account with sound, sustainable Best Value characteristics
4 = Very Strong	The applicant has included all issues in the submission and has provided additional information which enables detailed understanding with strong and sustainable Best Value characteristics with robust related project benefits

Plan 1



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Property Flood Resilience Grant – Capital Funding

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

Wards Affected: All

Purpose

The purpose of this report is to seek approval to implement the Property Flood Resilience Grant (PFRG) process to support properties at risk of flooding.

Recommendation(s)

It is recommended that committee approve the implementation of the Property Flood Resilience Grant process as detailed in Section 2 (and Appendix 1) which affords up to £5k per private property.

Resource Implications

On 22 June 2023, Fife Council approved £0.5m investment for a grant to assist residents severely impacted by regular flooding, with a cap of £5k per private property.

The assessment and inspection of the Grant will be managed by existing Roads and Transportation Services' resources with support from Revenue and Commercial Services.

Legal & Risk Implications

There is a risk that continued reactive flood mitigation could lead to an increased number of claims against the council for remuneration regarding potential liability to protect private property.

The Grant funding of resilience measures will help improve resilience of communities, which will have a consequential reduction in reliance on council resources.

Impact Assessment

An EqIA is not required as this report does not propose a change or revision to existing policies and practices. A Fife Environmental Assessment Tool (FEAT) output is included within Appendix 3.

Consultation

Financial Services, Revenue and Commercial Services and Legal Services have been consulted in preparing this report.

The Grant process has been developed through consultation with local authorities in Scotland, the Scottish Flood Forum (SFF), Communities and Legal and Democratic Services.

1.0 Background

- 1.1 In March 2024, Fife Council published the Climate Fife Strategy and Action Plan. The strategy identifies the need for communities to become more resilient against the effects of climate change, including flooding.
- 1.2 In recent years, Fife has experienced a number of extreme weather events. In the past four years, there has been approximately 1300 reports of flooding to properties, businesses and roads.
- 1.3 In developing the grant funding approach, consideration has been given to the most appropriate process, the level of grant award, the level of flood risk to an area and the grant application process.

2.0 Issues and Options

The Grant Process

- 2.1 Consultation with other local authorities has highlighted different approaches to property flood resilience. For example, bulk purchase and re-sale of materials, site specific purchase of materials and a lump sum grant.
- 2.2 Based on the feedback, Fife Council has chosen to provide a monetary grant for applicants to purchase and install property specific flood resilience measures.
- 2.3 The outline Grant process is summarised below and in Appendix 1:
 1. Applicants contact Fife Council via phone, email, web or letter to commence application process.
 2. Applicants, with assistance from Fife Council, complete and submit an application, including supporting information of:
 - Property flood history and risk of flooding.
 - Scottish Flood Forum property assessment report
 - Works quotation
 - Completed application, including signed terms and conditions.
 3. Fife Council assess the application and notify applicant of level of funding award.
 4. Fife Council issue the applicant with the funding award (up to £5k).
 5. Fife Council inspect the completed works to ensure compliance.
- 2.4 As part of the process, the applicant will be encouraged to contact the Scottish Flood Forum to request a property flood assessment report. They can then take this to a contractor to provide a quotation for the works. Alternatively, they can cost the works themselves with supporting evidence, for example, quotations for materials. This should then be provided to Fife Council in support of their application to determine the level of grant funding.
- 2.5 The Scottish Flood Forum is the independent charitable organisation funded by the Scottish Government to support individuals and communities at risk to or affected by flooding. They offer support mechanisms and advice which includes site-specific property assessments, informing the property owner of the most appropriate measures to implement to minimise the risk of flooding. Roads and Transportation Services has consulted with the Scottish Flood Forum to ensure a consistent approach for applicants.

- 2.6 To ensure the public are made aware of the grant, communications are being developed through the Communications and Marketing Team. This will be through an awareness raising campaign via social media and newspaper outlets, with contact methods included. Further updates will be provided to members as these aspects progress.
- 2.7 The level of grant per household was determined using the online Scottish Flood Forum Property Protection Advisor Tool. This determined £5k as a suitable level of grant to support property owners in purchasing the necessary flood protection equipment. The results are presented in Appendix 2.
- 2.8 It is proposed that the grant funding is available to both private and businesses owners.
- 2.9 Fife Council Housing Services are in the process of protecting council owned rental properties. Consequently, Fife Council properties are excluded from the grant process. If a Fife Council property is physically connected to a privately owned property, these will be assessed on a case-by-case basis to seek equitable outcomes.
- 2.10 The grant will be distributed on a first come first served basis and will not be issued to properties claiming for existing Property Flood Resilience Measures.
- 2.11 Should the assessment indicate costs in excess of the £5k grant award, the property owner will be required to fund any further cost.
- 2.12 It is anticipated that the time to complete the grant and receive the grant will be approximately four weeks.
- 2.13 In the event the works have not been undertaken by the agreed 'Completion Date', Fife Council shall be entitled within 21 days of demand to recover the Grant or such amount of the Grant as Fife Council thinks fit,

3.0 Conclusions

- 3.1 The £0.5m in grant funding offers homeowners equitable access to a Property Flood Resilience Grant of value up to £5k per property, reaching a minimum of 100 properties across Fife.
- 3.2 The Property Flood Resilience Grant measures will help protect properties from the effects of flooding.

List of Appendices

Appendix 1 – Property Flood Protection Grant process

Appendix 2 – Average household cost

Appendix 3 - Fife Environmental Assessment Tool (FEAT) output

Background Papers

- 22 June 2023 - Fife Council – item 9 - [Public Agenda Pack 22 June 2023 \(fife.gov.uk\)](https://www.fife.gov.uk/public-agenda-pack-22-june-2023)

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Appendix 1 – Property Flood Protection Grant process

1

- **Interested party:**
 - Contact Fife Council via email / website / telephone / Letter
 - Obtain copy of 'Introduction Letter' and Grant Application form from website or hardcopy.

2

- **Interested party:**
 - Completes the necessary forms and gather supporting information (flood history, SFF Report, detailed works quotation)
 - Submits completed application pack to Fife Council

3

- **Fife Council:**
 - Assess Grant Application
 - Notifies applicant of outcome

4

- **Successful Applicants:**
 - Receive funds
 - Install flood defence measures

5

- **Fife Council:**
 - Confirm completion of process and inspect property

Appendix 2 – Average Household Cost

Town	Type of Property	Scottish Flood Forum Cost Estimate (2022)		Market Cost Estimate (2024)	
Cairneyhill	Detached	£5,940.00		£7,140.00	
Culross	Terraced	£6,820.00		£7,220.00	
Dunfermline	Semi-Detached	£5,800.00		£7,000.00	
Dalgety Bay	Bungalow	£7,440.00		£10,240.00	
Kelty	Bungalow	£7,860.00		£10,660.00	
Ceres	Semi-Detached Cottage	£5,590.00		£6,790.00	
Auchtermuchty	Semi-Detached House	£5,520.00		£6,720.00	
Tayport	Detached House	£5,520.00		£6,720.00	
Cupar	Semi-Detached House	£5,310.00		£6,510.00	
Dunshalt	Detached Cottage	£5,240.00		£6,440.00	
Glenrothes	Terraced	£4,190.00		£4,590.00	
Kinglassie	Semi-Detached House	£4,960.00		£6,160.00	
Cardenden	Semi-Detached House	£4,960.00		£6,160.00	
Kettlebridge	Semi-Detached House	£4,890.00		£6,090.00	
Glenrothes	Semi-Detached House	£4,890.00		£6,090.00	
Average Costs:		£5,773.13	£9,173.13	£7,173.13	£12,048.13

Note:

The difference between the SFF figures and the Market figures reflects the movement in the UK economy and the Scottish Flood Forum figures should be used as indicative guides only.

Appendix 3 – Fife Environmental Assessment Tool (FEAT) output

Project name:	Property Flood Resilience Grant	Committee report title:	Property Flood Resilience Grant – Capital Funding
Committee name & date:	Cabinet Committee (08 April 2024)	Have the proposals been subject to any other formal environmental assessment?	No
Completed by:	Dr R Haynes	Completed on:	07/03/2024

A. Wildlife and biodiversity		Answer	Comments
Fife Council is committed to protecting and enhancing Fife's natural heritage.			
1	What impact will the proposals have on wildlife (including protected sites and species)?	No impacts / not applicable	Proposals are centred on small scale physical modifications to properties to reduce ingress of flood water.

B. Impacts on people		Answer	Comments
Fife Council is committed to protecting and enhancing the wellbeing of our people.			
2	What impact will the proposals have on environmental nuisance? (i.e. visual impacts, traffic, noise, vibration, odour, dust, particulates, smoke)	No impacts / not applicable	Proposals are centred on small scale physical modifications to properties to reduce ingress of flood water.
3	What impact will the proposals have on human health or wellbeing?	Beneficial impact	Reducing the internal damage to properties as a result of flooding will have a significant financial and mental benefit to owner / occupier, and reduced 'down time' following flood events.
C. Pollution		Soil and geology	Answer
Fife Council is committed to protecting and improving air, water and soil quality.			
4	What impact will the proposals have on pollution (including pollution to air, water or soil)?	No impacts / not applicable	Proposals are centred on small scale physical modifications to properties to reduce ingress of flood water.

D. Climate change		Answer	Comments
Fife Council is committed to cutting carbon emissions and making Fife more resilient.			
5	What impact will the proposals have on greenhouse gas emissions?	Beneficial impact	By reducing the internal damage to properties, there is an expectation that there will be a reduction in repair / remediation needed, with the associated materials / labour / transport costs reduced. Thereby reducing the carbon footprint of the property post-PFRG implementation vs pre-PFRG.
6	What impact will the proposals have on resilience to the adverse effects of severe weather events, including flooding and landslips?	Beneficial impact	Implementation of PFRG will improve resilience of properties and residents to the adverse effects of climate change in terms of flooding.

7	What impact will the proposals have on flooding and sites designated as being at risk of flooding or sea level rise?	A mixed impact (good and bad)	Flooding will still happen, but the impact of the flooding on individual properties will be reduced. Cumulatively, the implementation of PFRG will mean flood water that would have entered properties will now be deflected. This may result in very minor changes to flood outlines elsewhere, but it is expected to be minimal.
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E. Resources and waste		Answer	Comments
Fife Council is committed to using resources efficiently and minimising waste.			Please clarify your response
8	What impact will the proposals have on how much waste is generated or how waste is managed?	Beneficial impact	By reducing the internal damage to properties, there is an expectation that there will be a reduction in repair / remediation needed, with the associated materials / labour / transport costs reduced. Thereby reducing the carbon footprint of the property post-PFRG implementation vs pre-PFRG.
9	What impact will the proposals have on energy use and the consumption of material resources?	Beneficial impact	By reducing the internal damage to properties, there is an expectation that there will be a reduction in repair / remediation needed, with the associated materials / labour / transport costs reduced. Thereby reducing the carbon footprint of the property post-PFRG implementation vs pre-PFRG.
F. Cultural heritage		Answer	Comments

Fife Council is committed to protecting Fife's cultural heritage.		Please select an option:	Please clarify your response
10	What impact will the proposals have on cultural heritage (including designated heritage / archaeology sites or listed buildings)?	A mixed impact (good and bad)	Some properties considering PFRG will have Built Heritage considerations. The appropriate Services have been consulted and will endeavour to identify appropriate assessment of these locations to balance PFRG justification against Built Heritage constraints.

Good practice	5
Data gaps or mixed impacts	2
Environmental red flags	0
No impacts identified	3

Annual Uplift in Payments to Third Party Providers and Social Care Charges for 2024-25

Report by: Nicky Connor, Director of Health and Social Care

Wards Affected: All

Purpose

The purpose of this report is to provide the council with information on the proposed uplift in payments to third party providers and charges of Social Care Services for financial year 2024-25.

Recommendation(s)

It is recommended that members: -

- a) note the proposed increase in the Free Personal and Nursing Care Allowance;
- b) note the proposed increase in hourly rates paid for service users in receipt of a direct payments, or for shared lives carers, to comply with the increase in living wage rate for 2024-25;
- c) note and approve the increase in rent charges for service users residing within staffed group homes or core and cluster services; and
- d) approve the revised charges for Social Care Services for 2024-25 (Appendix 1).

Resource Implications

The hourly rate for Direct Payments used to employ a personal assistant in line with the Scottish Living Wage will increase from £10.90 to £12.00 from 1 April 2024.

The hourly rate for Shared Lives Carers will increase in line with Scottish Living Wage, increasing from £10.90 to £12.00 from 1 April 2024.

Funding to increase the rates paid to meet the living wage requirement will come from Scottish Government and will be reflected in the 2024-25 service budgets within the Health & Social Care Partnership.

Legal & Risk Implications

There are no risks noted.

Impact Assessment

There is no requirement for an impact assessment in respect of this report as no change or revision to existing policies and practices is proposed.

Consultation

There is no requirement for consultation in respect of this report.

1.0 Background

- 1.1. The Health and Social Care Partnership provide and purchase a range of social care services from local, national, private and voluntary sector care providers to meet assessed need of service users in Fife Council.
- 1.2. The purpose of this report is to provide the council with information on the proposed payments to these providers for 2024-25 and note the charges that will be applied for social care services.
- 1.3. Whilst charges are made for direct services such as meals on wheels, community alarm and respite care, these are a contribution towards the cost of the service. It should be noted that Fife Council's current policy position is that for non-personal care services which are provided by the Partnership, such as housing support, service users in receipt of these services are not charged.
- 1.4. With reference to the Public Bodies (Joint Working) (Prescribed Local Authority Functions, etc) (Scotland) Regulation 2014, Regulation 3 makes amendment to remove certain enactments from the schedule of the Act. The effect of these amendments is that the functions conferred by enactments removed from the schedule, which relates to the setting of charges for social care services, will **not** be able to be delegated by a local authority as part of the joint working arrangements prepared under the Act.

2.0 Issues and Options

2.1 Free Personal and Nursing Care Allowance

- 2.1.1 Personal Care or Personal and Nursing Care is free for people entering care. Service users who are not eligible for full funding because of the level of capital held are entitled to receive a weekly Personal Care or Personal and Nursing Care allowance.
- 2.1.2 The Scottish Government has agreed with local authorities that the weekly allowance made by local authorities towards the Personal and Nursing Care of people in Residential or Nursing Care Homes will increase in 2024-25 (Table 1):

Table 1	Personal & Nursing Care	Personal Care	Nursing Care
2024-25*	£360.60	£248.70	£111.90
2023-24	£338.00	£233.10	£104.90

* subject to Parliamentary approval

2.2 Fife Council Residential Care Home Fee

- 2.2.1 As required by legislation, the standard weekly charge for Fife Council Residential Care homes for older people requires to be set to recover the full cost to the council.
- 2.2.2 For 2024-25, the weekly charge will be £1,240.00 per week, an increase of 5% over the 2023-24 rate. The standard charge, net of Free Personal Care, will be £991.30 per week (£1,240 minus £248.70 per week).

2.3 Other Third Party Payments

- 2.3.1 In recognition that Direct Payments made to service users to purchase their own care are largely used to employ personal assistants, to increase the hourly rate paid to personal carers in line with the rise in the Scottish Living Wage.
- 2.3.2 The hourly rate for Direct Payments used to employ a personal assistant in line with the Scottish Living Wage will rise from £10.90 to £12.00 from 1 April 2024.
- 2.3.3 Shared Lives Carers provides family-based care in the homes of carers across Fife to adults, offering short and longer term delivered in the local community by the local community.
- 2.3.4 In recognition of the Shared Lives Carers support to service users, the hourly rate paid to the carers should be in line with the Scottish Living Wage. The hourly rate for Shared Lives Carers will increase in line with Scottish Living Wage, increasing from £10.90 to £12.00 from 1 April 2024.

2.4 Group Homes and Core and Clusters

- 2.4.1 Service users residing and receiving care and support in the community within a group home or core and cluster service are required to pay rental charge for their tenancy.
- 2.4.2 Rental charges are calculated on an annual basis. In April 2023 rental charges were aligned and the same rental charge applied to all service users regardless of the care provider who provides the care and support, whether services being provided by the Partnership's Adults Resources Service, or from an Independent Sector Commissioned care provider.
- 2.4.3 Table 2 below notes the current rental charge and the proposed rental charge for 2024-25. The uplift or change to the rental charge mirrors the increase applied by Fife Council's Housing Service for rental charges for tenants.
- 2.4.4 For most service users, their weekly rental charges are claimed through their Housing Benefits, except for a small number (less than 5) who have to pay their full weekly rental charge, as their capital and assets exceed the threshold for entitlement to Housing Benefit. Therefore, whilst the rental charges are increased, there is no impact on most service users due to the rental charge being covered through their benefits claim.
- 2.4.5 For those that are not entitled to receive Housing Benefit, when their capital and assets reach the upper threshold for entitlement to Housing Benefit, the Partnership will ensure these individuals are supported to make an application for their benefit entitlement.

Table 2	Rental Charge 2023-24	Rental Charge 2024-25
Adult Resources Group Home	£922.62	£968.75
Adult Resource Core & Cluster	£529.01	£555.46
Independent Sector Group Home	£922.62	£968.75
Independent Sector Core & Cluster	£529.01	£555.46

- 2.4.6 The service charge for service users residing with an Adult Resources Group Home or Core & Cluster will increase by 5%. The weekly service charge will increase from £25.20 per week to £26.46 per week from 8 April 2024.
- 2.4.7 The service charge is calculated based on Department for Work & Pensions rates and have not increased for the last three (3) years resulting in a short fall in contributions for service users towards the running costs associated with their service. It is the Partnership's plan to review the service charge calculation during 2024 and any revision to the charge calculation will be implemented, following consultation and consideration of the impact on service users within the Adult Resources service.

2.5 Charges for Social Care Services

- 2.5.1 Meals on Wheels, and Community Alarm services are self-referral services and are not subject to a social work/care assessment. Due to the increasing number of service users who have a Meals on Wheels service and/or a Community Alarm, the criteria and self-referral process will be reviewed during 2024-25. Any proposed changes following the review will be for new service users only and no one who currently has a Meals on Wheel service and/or a Community Alarm will have their service removed.

Meals on Wheels

- 2.5.2 Meals on Wheels is delivered on a self-referral basis to anyone who requests the service. Currently, courses are charged on an individual basis to the customer with the Partnership subsidising the service. The most popular choice is for a two-course meal.
- 2.5.3 The proposal is to increase the flat-rate charge from £4.99 to £5.24 for a two-course meal. The proposed uplift is in line with agreed Fife Council uplift rate of 5%.
- 2.5.4 Some people opt for a three-course meal. We propose to increase the flat rate charge for three course meal delivery from £6.30 to £6.62. A very small number of service users order soup only and propose the cost increasing from £1.30 to £1.37 per delivery for soup only.
- 2.5.5 The Meals on Wheels provide a breakfast service. The service will deliver the selected breakfast when delivering the service users main meal option and will be left for breakfast the following morning. The current charge for the breakfast service is currently £2.50 and it is proposed to apply a 5% increase to this charge, making the cost for this service £2.62 per meal.
- 2.5.6 The Meals on Wheels service also provide an Afternoon Tea. The service delivers the afternoon tea when delivering the service user's main meal option and is left for the service user to have later that day. The current charge for an Afternoon Tea is currently £2.62 and it is proposed to apply a 5% increase to this charge, making the cost for this service £2.75 per meal.
- 2.5.7 The income from the increase in weekly charge, based on the current level of services, would be c£50,000 per annum.

Community Alarms

- 2.5.8 A Community Alarm is delivered on a self-referral basis to anyone who requests it and there is no assessment of need for this service. The current charge (2023-24) in Fife is £2.94 per week.

- 2.5.9 It is proposed for 2024-25 that an increase of £0.25 per week will be applied for a Community Alarm, increasing the weekly charge from £2.94 to £3.09 per week. The increase would be a 5% uplift to the rate from 2023-24. After applying the increase to the weekly charge for a Community Alarm, the subsidy for the service by the Partnership would be 30% of the cost.
- 2.5.10 The income from the increase in weekly charge, based on the current level of services, would be c£64,000 per annum.
- 2.6 A list of the updated charges to service users for Social Care Services is included at Appendix 1 of this report.

3.0 Conclusions

- 3.1 The increased rates proposed in relation to the fees and payments for third parties have been provided for in the 2024-25 revenue budget.

List of Appendices

1. List of proposed charges to service users for Social Care Services.

Background Papers

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

- Community Care (Personal Care and Nursing Care) (Scotland) Amendment Regulations 2002

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Social Work Service - Charges for Services 2024-25

	Price Increase	Percentage Increase	2023-24 per week	2024-25 per week	Effective from
Respite Care Adults aged 18 to 24 years (note 1)	£5.30	6.6%	£74.40	£79.70	8 April 2024
Respite Care Adults aged 25 to 64 years (note 1)	£6.50	6.6%	£92.00	£98.50	8 April 2024
Respite Care Older People (65+) (note 1)	£11.45	8.5%	£123.35	£134.80	8 April 2024
Service Charge – Accommodation Services (note 2)	£1.26	5.0%	£25.20	£26.46	8 April 2024
Local Authority Residential Care Home	£59.00	5.0%	£1,181.00	£1,240.00	1 April 2024
Meals on Wheels for 1 course only (soup)	£0.07	5.0%	£1.30	£1.37	1 April 2024
Meals on Wheels for 2 courses	£0.25	5.0%	£4.99	£5.24	1 April 2024
Meals on Wheels for 3 courses	£0.32	5.0%	£6.30	£6.62	1 April 2024
Meals on Wheels Breakfast Service	£0.13	5.0%	£2.50	£2.63	1 April 2024
Meals on Wheels Afternoon Tea	£0.13	5.0%	£2.62	£2.75	1 April 2024
Community Alarms	£0.15	5.0%	£2.94	£3.09	1 April 2024

Notes:

- 1) Respite Care charges are based on benefit rates set by the Department for Work & Pensions (DWP) applicable from 8 April 2024.
- 2) The Service Charge is based on a calculation from single room rates set by the Department for Work & Pensions (DWP) plus 5% which are applicable from 8 April 2024.

Scottish Government Place Based Investment Programme Funding – Fife’s Proposed Projects 2024/25

Report by: Gordon Mole, Head of Business and Employability Services

Wards Affected: All

Purpose

This report seeks agreement for an approach to disbursing Fife’s allocation of the Scottish Government’s Placed Based Investment Programme Funding, for financial year 2024/25.

Details of the final award to local authorities has not yet been released by the Scottish Government. However, an indicative amount of £1.915m for 2024/25 was included in the notice of award of funds received in April 2022.

As with previous rounds of funding, officers expect the Scottish Government will set rigid timescales and conditions to which Fife Council will require to adhere, including that monies are to be legally committed and/or spent, or projects commenced within financial year 2024/25, with an expectation that projects will be completed by the end of September 2024.

Whilst Scottish Government officials have more of an understanding of the complexities involved in the delivery of capital projects, there is a clear message, that where projects fail to become legally committed within the timescales mentioned above, or projects are cancelled, for whatever reason, repayment of any unspent funds will be expected.

A brief update on the projects, previous funded through the Town Centre Capital Fund and Place Based Investment Programme, is also provided at appendix 1.

Recommendations

It is recommended that committee:-

- (i) note the background to the fund, including likely conditions and timescales involved in delivering projects;
- (ii) agree the list of projects in Table 1 as those to receive investment from the fund, during the financial year 2024/25, subject to final confirmation of funding to be made available by the Scottish Government. If funding is lower than predicted, then approved projects may be rolled forward to be delivered from the 2025/26 allocation which is expected to be £1.915m;
- (iii) agree that the Executive Director (Place) be granted delegated authority to disburse funds to the agreed projects; and
- (iv) agree that there is some flexibility to allow movement of funds from one project to another, as necessary, with the agreement of the Executive Director (Place) for changes above £0.100m and that, below this sum, movement is at the discretion of the Head of Business and Employability Services, assuming that the fund timescales are met.

Resource Implications

Financial - the grant is for capital expenditure which is additional to that which is already or would otherwise be allocated to the 2024/25 budget and must not be used as substitute for existing allocated spend or be transferred to Fife Council's Capital Fund.

It is anticipated that through the proposed investment programme there will be elements of spend to save, improving both urban fabric and infrastructure, therefore reducing ongoing maintenance costs. In addition, an allowance has been made to mitigate against further cost inflation due to any further Covid measures and any material supply and cost difficulties that may result.

Any revenue consequences arising from the delivery of projects using this funding, must be manageable and/or mitigated against.

Legal & Risk Implications

It is expected that project work will be completed and/or contracts signed, legally committed to and/or commenced within financial year 2024/25. Any unused portion of the grant, if not re-profiled by the local authority to other eligible projects, which meet the conditions and ambitions of the fund, will be repayable to the Scottish Government unless prior written agreement is given by Scottish Ministers.

The grant is capital, and it is expected to be used to finance local authority capital investment for projects in places, that meet the needs and aspirations of communities and fulfil the Scottish Government's Place and Wellbeing outcomes.

The Grant may also be used to fund, subject to stringent conditions, third party place-based capital expenditure, either directly or through the provision of grants to third parties (public sector bodies, private sector, third sector bodies or individuals) which would, if incurred by the local authority, be considered as capital expenditure.

Impact Assessment

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

The Fairer Scotland Duty, which came into force on 1 April 2018, requires the council to consider how it can reduce inequalities of outcome caused by socio-economic disadvantage when making strategic decisions. Both the Plan for Fife and Fife's Economic Strategy align with this Duty in their commitment to working towards achieving thriving places in Fife's towns and the City of Dunfermline.

Consultation

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

1.0 Background

- 1.1 The Scottish Government has previously made capital allocations of £4.335m (financial year 2019/20), £1.560m (financial year 2020/21), £3.163m (financial year 2021/22) and £2.748m (financial year 2022/23) and £1.915m (financial year 2023/24) to Fife Council for place-based investments. This funding was intended to enable local authorities to stimulate and support place-based economic investments, which encourage town centres and places, to diversify and flourish, creating footfall through local improvements and partnerships.

- 1.2 In April 2024, Fife Council will receive a further allocation of funds from the Scottish Governments Place Based Investment Programme. An indicative amount of £1.915m was previously provided by Scottish Government for 2024/25. This funding is part of a £140 million, 5-year, stimulus package, aimed at supporting place-based projects that are shaped by the needs and aspirations of local communities and accelerate the Scottish Government’s ambitions for place, 20-minute neighbourhoods, town centre action, community led regeneration and community wealth building. The grant has, to date, been flexible and may be allocated, at the discretion of local authorities, within the context of national and local commitments to place and including: The Town Centre First Principle; The Town Centre Action Plan (2022); and the Place Principle. However, the key condition is likely to be that **all grant expenditure must be completed by 31st March, 2025**. The Scottish Government define expenditure as follows: “It is expected that work will be completed; or at least work or contracts signed or commenced within the financial year.” The expectation will be that all projects are completed by the end of September 2025, although there has been a degree of flexibility applied by Scottish Government, recognising the substantial challenges being experienced, particularly in the delivery of construction projects.
- 1.3 The 5-year £140 million stimulus package from the Scottish Government will provide funding for Placed Based Investments, with a share of the funds distributed between the 32 Local Authorities in Scotland in each financial year as follows:

2021/22	£38m
2022/23	£33m
2023/24	£23m
2024/25	£23m
2025/26	£23m

This provides some degree of comfort in developing a programme of projects to be delivered, however, it does not provide a guarantee of annual funding that Fife Council will receive in each of the financial years.

- 1.4 The Place Based Investment Programme is a capital source of funding with the aim of supporting the Scottish Government’s aspirations for places. However, as with the previous Town Centre Capital Fund, grants may be made to third parties for capital works. This may include small businesses, third sector organisations, private individuals, and other public bodies, but is subject to the same Scottish Government terms and conditions.

2.0 Issues and Options

- 2.1 The Scottish Government will award Fife Council a further capital grant, which is likely to be £1.915m. However, as with the previous allocations, the Scottish Government will expect that all expenditure on the fund will be completed within tight timescales.
- The proposed projects in Table 1 are those recommended, by the Town Centre Capital Delivery Group, to be prioritised for funding during financial year 2024/25, with a total commitment of £1.915m. Should the funding provided exceed this, then the reserve projects, listed in Table 2 may be advanced.
- 2.2 The projects listed below in Table 1 and Table 2 are, to some degree, “in flight” with business cases, approvals in place and/or projects where it is felt that the Council can provide additionality by investing.

- 2.3 The investment of this grant by Fife Council has been considered in the context of previous rounds of Scottish Government funding for place-based initiatives, the unsuccessful bids to the UK Government’s Levelling Up Fund, as well as the focus for new investments in mid Fife and the continued effects of Covid 19 on places throughout Fife. There is limited time to plan, develop and procure new project streams to achieve spend within the timescales available. Officers are mindful of cost inflation, availability of contractors and therefore a degree of flexibility has been built into project budgets.
- 2.4 Table 1 below provides the proposed projects based on a prioritisation assessment of cost, stage of readiness and impact, previous awards and estimated contribution to be funded from the Place Based Investment Programme funds for financial year 2024/25.
- 2.5 Scottish Government officials recently informed Fife Council that the £0.6m allocated to the Kincardine Streetscape project during 2022/23, led by Coalfields Regeneration Trust, must be repaid, following the project’s cancellation. It had been hoped that these funds could be retained within South and West Fife, to support increasing costs being encountered with the Inverkeithing Heritage Regeneration (IHR) Programme projects, particularly, Inverkeithing Town House and Town Square public realm. This decision is currently being challenged; however, the immediate concern is ensuring that the committed Inverkeithing projects are completed, satisfying the requirements of the external funders (Historic Environment Scotland and the National Lottery Heritage Fund), demonstrating that Fife Council has fulfilled its commitments to the IHR programme. Consequently, these projects should be prioritised for investment. It should be noted that the final account costs are not yet known for either of the projects, and that the figures shown for both, in Table 1 below, are based on estimates, provided by the design teams of the final position.
- 2.6 Table 2 below includes projects, currently being developed and that cannot currently be funded within the 2024/25 programme. These projects will be prioritised for funding, should funds become available this year. Should this not be the case, approval is being sought to add these to the pipeline of projects and prioritise for funding from the 2025/26 programme, the final year of the programme.

Table 1 Proposed Projects to be funded from PBIP funding 2024/25

Purpose	Estimated Contribution	Notes
Dunfermline Gap Site (City Square) (Priority 1)	£0.300m	Development of the gap site was one of the key projects contained in the unsuccessful Dunfermline and West Fife constituency bid to the UK Govt Levelling Up Fund. The additional sum is required to meet a shortfall in funding.
Silverburn Flax Mill	£0.250m	This approved project is facing increased costs, which have seen the budget requirement for this project increase by c.£0.500m. A briefing was made to the Town Centre Capital Delivery Group in 2023 with tacit agreement to put a contribution forward for approval by Cabinet Committee, as part of the 2024/25 programme, and to match an additional £0.250m secured via Regeneration Capital Grant Funding.
Cowdenbeath Town House	£0.400m	BRAG Enterprises have developed a 5-year business plan and are currently working on detailed designs for this building. Estimated

Purpose	Estimated Contribution	Notes
(Priority 1)		costs for construction are £1.177m. £0.144m has been secured, with a bid to RCGF for £0.500m to be made alongside bids to the Robertson Trust of £0.050m.
Riverside Park Glenrothes (Priority 1)	£0.300m	An additional sum is required for this £4.980m LUF funded project, to meet increasing costs and scope of the project.
Inverkeithing Heritage Renewal Programme. (Priority 1)	£0.600m	Inverkeithing Town House – The main contractor has submitted an Extension of Time Claim, which if agreed, could see costs rise by an estimated £0.300m Inverkeithing Public Realm – Tender exercise is currently in train; however, Tender costs are likely to exceed the budget cost by c. £0.300m. Both projects are part funded by Historic Environment Scotland and National Lottery Heritage Fund.
Small Contingency	£0.065m	
Total	£1.915m	

Table 2 Pipeline of Projects for Funding 2025/26

Purpose	Estimated Contribution	Notes
Dunfermline Skate Park (Priority 2)	£0.200m	This project will create a destination, urban skate park, located in the heart of The City of Dunfermline. A contribution of Place funding would form part of a wider funding mix, to provide an upgraded the current facility. Estimated costs are between £0.500m and £1m.
St Andrews South Street Place Making Project (Priority 2)	£0.275m	This project will formalise outdoor seating/hospitality areas in South Street St Andrews, originally rolled out as a covid recovery response. Match funding is being sought by the Roads and Transportation Service.
Kirkcaldy – Better Connections and Story Telling	£0.400m	The project will be developed in tandem with the digital project funded through the Community Recovery Fund with the wayfinding, interpretation and public art acting as activation

Purpose	Estimated Contribution	Notes
(Priority 2)		points for the proposed Kirkcaldy Place/Tourism app. This project is an extension of the lighting project that was previously submitted in 23/24. At that time, it was a Priority 2 project behind those fully funded. However, it is as relevant today, if not more so, and has already secured funding through the Community Recovery Fund.
Total	£0.875m	

2.7 The context for selecting the proposed projects as outlined in the table above is as follows:

- a) To meet known shortfalls in funding for existing projects
- b) Projects that can meet both the ambitions and conditions of the Fund as set out by the Scottish Government, and in the timescales available
- c) Links to the Leading Economic Recovery Action Plan
- d) Links to the Mid Fife Action Plan and Investment Prospectus
- e) Projects are aligned to local and strategic priorities set out by Place Leadership teams and will create transformational change at a local level
- f) Projects meet the themes identified in the Scottish Government's Town Centre Action Plan
- g) Links to an adopted Town Centre Design and Development Framework or identified through a community led Charrette or Place Plan
- h) Delivery risk, taking into consideration multiple factors which may delay delivery and completion of projects

Update on Previous investment of funds from the Scottish Government

- 2.8 Since April 2019, Fife Council has received £13.721m of funding from the Scottish Government, from the Town Centre Capital Fund and latterly the Place Based Investment Programme. This funding has been used to support 36 projects, including creation of enterprise space, public realm improvements, site enabling works, building investment and improvements and development of site opportunities.
- 2.9 Many of the projects have been challenging to deliver, with Covid restrictions, cost inflation, material supply chain issues, contractor availability, poor weather conditions and reliance on third party action, causing delays. Appendix 1 to this report provides an update on those projects that have made progress, are nearing completion or are complete. An extension of time has been sought and received from the Scottish Government to allow projects that are experiencing substantial delays to reach completion.
- 2.10 The Kincardine Streetscape works project received an allocation of £0.600m from the 2022/23 Place Based Investment Programme, alongside a contribution of £0.500m from the Roads and Transportation Service (Cycling Walking and Safer Routes funding stream) to match a funding bid by the Coalfields Regeneration Trust (CRT) to Sustrans. Unfortunately, CRT cancelled the project in June 2023, citing the complexities around changes to Sustrans funding, rising construction costs and the availability of suitable contractors. See section 2.5 for the impact of this.

3.0 Conclusions

- 3.1 The Scottish Government has allocated a further £23m of capital funding to local authorities across Scotland, from the Place Based Investment Programme to be spent or legally committed in the financial year 2024/25.
- 3.2 Officers have identified five projects that could be delivered within the fund timeframes. However, as the level of funding to be provided is subject to final confirmation, the projects have been prioritised with a further three placed on a reserve list.
- 3.3 The potential impact on revenue budgets continues to be tightly managed. To reduce the Council's exposure to funding ongoing revenue streams, enhancing existing projects and working with third party end users/beneficiaries is the most effective use of these funds.
- 3.4 There should be some flexibility to allow movement of funds from one project to another as necessary, with the agreement of the Executive Director (Place). This will be by way of a briefing note to include rationale and purpose of any changes above £0.100m. Any awards or changes to the programme below £0.100m will be at the discretion of the Head of Business and Employability, in consultation with relevant Services.
- 3.5 The Scottish Government funding criteria stipulates that, projects should be aimed at supporting local solutions, shaped by the needs and aspirations of communities and accelerate the Scottish Government's ambitions for:
 - Place
 - 20-minute neighbourhoods
 - Town centre action
 - Community led regeneration
 - Community wealth building

Whilst meeting Place and wellbeing outcomes which are designed around:

- Movement - including active travel, public transport, traffic and parking.
 - Spaces – including streets and spaces, natural spaces, play and recreation.
 - Resources – including work and economy, housing and community, services and support.
 - Civic – including identity and belonging and feeling safe.
 - Stewardship – including care and maintenance, influence, and control.
- 3.6 The proposed disbursement of funds outlined in Table 1 reflects the Scottish Government's priorities, although it should be noted that the timescales for delivery remain challenging. The projects identified have the necessary approvals and/or plans in place to allow progress to be made.

List of Appendices

1. Brief Update on projects undertaken under the Town Centre Capital Fund and Place Based Investment Programme – Update

Background Papers

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

- Scottish Government Town Centre Action Plan 2 (2022)
- Scottish Government Town Centre Toolkit (2015)
- Scottish Government - Town Centre Action Plan Review Group, Chaired by Professor Leigh Sparks - A New Future for Scotland's Town Centres (2021)

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Scottish Government Town Centre Fund and Place Based Investment Programme – Brief Update

Project and Investment	Brief Description	Current Status
Former DSS Building Cowdenbeath £240k	Purchase and demolition of the former DSS building in Cowdenbeath town centre. The site clearance has paved the way for the neighbouring council-owned land to be redeveloped into a mixed-use affordable housing and commercial development, in partnership with Kingdom and Ore Valley Housing Associations. Site clearance is complete, and the build scheduled to commence during 2023.	Complete
Cowdenbeath Town House £500k	Renovation of the prominent Town House building on Cowdenbeath High Street, which had lain vacant for years. The funding is being used to bring the building up to a standard ready for the next phase of works and an identified end use. Works on the building are on hold, pending decisions on future use, with the limited remaining budget to be used to support a second phase project, currently being developed with BRAG Enterprises.	Phase 1 works complete
Cupar Inner Court/ Bonnygate £850k	An ambitious project involving the repurposing of brownfield land and derelict buildings situated in the heart of Cupar's historic conservation area. The project is a partnership involving Kingdom Housing Association (KHA) and Fife Council. The proposal for the 23 affordable residential units and a commercial unit received Full Planning Consent in June 2021 with a further application for non-material variations to planning conditions approved in September 2021, and Conservation Area Consent for the demolition of the derelict buildings agreed in October 2020. KHA will be the landlord of 13 mid-market rent properties and Fife Council landlord of 10 social rent properties and the commercial unit. Site assembly has proved problematic, alongside other issues, causing delays. However, these are largely resolved, with demolitions and site clearance work, followed by community archaeological investigations, scheduled to begin imminently.	Active
Maygate Exchange Dunfermline £300k	This project has transformed a vacant Fife Council building in the heart of Dunfermline town centre into a modern Enterprise Hub where entrepreneurs can hire space, grow, and collaborate. The creation of collaborative space was identified as much needed through the Design Dunfermline Charette in 2018. The Hub was designed with enhanced Covid safety measures, including remote management and keyless access. The building is fully occupied.	Complete

Project and Investment	Brief Description	Current Status
Glenrothes Signage, Routeways and Cycleways £70k	<p>This project has capitalised on existing assets, and new developments, within Glenrothes town centre, which will help to connect people and places. Upgrades to the routeways and signage within the town centre include a new path connecting Kingdom Avenue with Riverside Park, and improvements to the pedestrian and cycling footways.</p>	Complete
Development of Glenrothes Town Centre Sites £498k	<p>The development of key sites within Glenrothes town centre has created a more distinctive and integrated town centre, which will enhance the future role, function, attractiveness, and success of Glenrothes Town Centre. In conjunction with the projects included in, Glenrothes Routeways and Signage, the individual site improvement projects have created a better perception of the town centre and have improved connectivity within the town centre. Improved access to and from key town centre assets. Site improvements included:</p> <ul style="list-style-type: none"> • Improvements to facilities in Riverside Park • Increased seating, shelter and improvements to lighting have made the town centre a more attractive and welcoming social hub, where people can gather and spend time. • New areas of green space, such as the former Kingdom House site. 	Complete
Inverkeithing South Gateway £200k	<p>As part of the wider heritage regeneration of Inverkeithing town centre, this project has created attractive and useable civic space in the heart of the town centre and has extended the benefits and impact of the public realm scheduled for the adjacent Conservation Area. Inverkeithing Community Council plan to use the enhanced space to hold a Christmas Market and Community Networking Event in December. A local café business is also interested in using the space as outdoor seating for its customers.</p>	Complete
Kirkcaldy Car Parking, Public Realm and Gateway £180k	<p>Improvements across Kirkcaldy Town Centre, including public realm to two wynds which connects people from the High Street to the Waterfront, the west end of the High Street (Olympia Arcade), and Gateway improvement work within the Adam Smith Merchants Quarter including artistic mural work, and the installation of a sundial as a tribute to Sir Sandford Fleming. Car parking improvements have been slower, however work has been done to close off the pedestrianised area of the High Street to vehicles, out with permitted times, with the use of temporary planters, so that people can enjoy car free space more often and for longer.</p>	Complete

Project and Investment	Brief Description	Current Status
The Postings Steps, Kirkcaldy £300k	<p>Access to The Postings (latterly the Kirkcaldy Centre) shopping centre was in dire condition, with the steps and access ramps unusable in some places and hazardous to those with mobility issues. The reconstruction of The Postings steps and ramp (completed in September 2020) has transformed a key route which links Kirkcaldy Bus Station with Kirkcaldy town centre. The steps are now DDA compliant, and by using a similar granite to the High Street, the look and feel of this key gateway to Kirkcaldy town centre has been enhanced. The associated lighting and artwork have improved the look and feel of the area, and enhanced safety and security.</p>	Complete
Kirkcaldy Waterfront £350k	<p>The Kirkcaldy Waterfront project is a major infrastructure project to re-imagine Kirkcaldy's waterfront, with the works to be undertaken in three phases. The Scottish Government funding provided an enhancement to the existing works and was used specifically for the upgrading of the public realm, including new viewing platforms and art lighting.</p>	Complete (Phase 1)
Adam Smith Theatre Cultural Hub (Kirkcaldy) £400k	<p>SG funding was allocated to progress the enhancement of the Adam Smith Theatre auditorium, which was phase 1 of a £4.71m programme of cultural and arts regeneration at the Theatre. The auditorium works which includes new seating, decoration, and a new sound system, will bring a modern and comfortable theatre/cinema experience to Kirkcaldy town centre. Final work at the theatre is due to complete May 2023</p>	Complete
Acquisition of Buildings in Kirkcaldy's Merchants Quarter £400k	<p>Funding from the SG has enabled the acquisition of two neighbouring vacant sites in Kirkcaldy High Street. This has allowed the progression of a £6.1m affordable housing development to progress. The development includes 39 residences with commercial units at ground level providing new modern business space. The commercial space will be used to create a Home Adaptations One Stop Shop.</p>	Complete
Acquisition of Buildings in Levenmouth £362k	<p>Fife Council has been working with Benarty Regeneration Action Group (BRAG), to help achieve their vision of creating a community hub and visitor destination, enhancing the work of Levenmouth Together. The SG funding was used as a grant to BRAG to facilitate the purchase and redevelopment of the former WH Smith building, a prominent vacant and derelict building in the centre of the High Street, which has lain empty for years. The redeveloped includes a community café, a shopfront/display area for community use and links to other regeneration activity, such as the Levenmouth Reconnected Rail Link and the former Flax Mill at Silverburn Park.</p>	Complete

Project and Investment	Brief Description	Current Status
2nd Phase Town Centre Regeneration (Leven) £450k	The funding was used to make the town centre more attractive and accessible for all, to improve the external perception of the area, and instil an internal pride of place within the community. Upgrades were made to cycle routes and pedestrian dominated areas to improve access and encourage more people to make journeys into the town centre by foot or by cycling.	Complete
Lochgelly Town House Square £440k	SG funding was used to enable the creation of town house square on a section of land that was sandwiched between two anchor buildings, and which were vacant and derelict and targeted for re-use following the Scottish Sustainable Communities Charette held in March 2010. The former Town House (Category B listed) was repurposed to create town centre living, and the former St Andrews Church, which has been redeveloped, over several phases, pending a final decision on use.	Complete
Abbot House Dunfermline £205k	The A-Listed Abbot House, which operated as a heritage centre, has been vacant and closed to the public since 2015. Since the formation of Abbot house SCIO in 2017, works have been undertaken in a phased manner to refurbish and reconfigure the building's interior to provide a modern café, restaurant, meeting rooms and suites which will serve the local community and can be used for a variety of purposes. The SG town centre funding of £205,000 has enabled the final phase of internal and external works to be undertaken with the building now fully re-opened to the public.	Complete
Building Improvement Grant 2020/21 £200k	A Town Centre Building Improvement Grant was launched in 2020 with Scottish Government funding of £200,000 and a Fife Council contribution of £62,000, for the purpose of shop front improvements, internal refit works, or upper floor conversions. 33 businesses supported.	Complete
Glenrothes Town Centre Master Plan £1m	Facilitated works at Glenrothes Bus Station to improve the sense of arrival with new surfaces, shelters and signage.	Complete
Kirkcaldy Waterfront Phase 3 £1,000,000	Building on the Phase 1 works to make Kirkcaldy waterfront an attractive, active space for the community to use and enjoy for leisure and recreation. Due for completion April 2023.	Practical completion
Fife Wide Building Improvement Grant 2021/22 £250K	30 businesses supported with Shopfront improvements, Building Repair and Upper Floor conversions-A maximum grant of £10K or 90% of total project costs available to town centre businesses across Fife.	Complete

Project and Investment	Brief Description	Current Status
Public Realm at Kino Cinema Glenrothes £290k	Project to replace public realm outside the Kino Cinema and link up with works at Glenrothes Bus Station.	Complete
Kings Theatre Kirkcaldy Phase 1 at 9 Esplanade £290K	Project to develop artists workspace as part of a multi-phase approach to redeveloping 9 Esplanade Kirkcaldy	Complete
Kirkcaldy Town Centre Site Enabling £360k	This key investment will accelerate enabling work for a prominent development site within Kirkcaldy town centre. Demolitions are underway with completion due August 2023, or earlier.	Complete
Kincardine Streetscape works £600k	Programme of works led by CRT and Sustrans delivering on one of the long-term actions identified during the Go Forth Kincardine Community Charrette. The project has been hit by cost escalation and difficulties in securing match funds	Cancelled
Kings Theatre Phase 2 at 9 Esplanade £150k	Contribution towards Phase 2 focussing on works around the former ballroom (including electrical and heating works) and replacement of windows.	Complete
St Margaret's House Dunfermline £430k	Phase 1 works to make the building wind and watertight whilst addressing some of the interior damaged caused by burst pipes. Phase 2 of works were subject to the unsuccessful bid to the UK Govt LUF and now determining a final use for the building	Complete
Fife Wide Building Improvement Grant 2022/23 £200k	<u>Shopfronts, Building Repair and Upper Floor conversions</u> - A maximum grant of £10K or 90% of total project costs available to town centre businesses across Fife.	Complete
Leven Station Place Making £500k	Improvements to the area between the new railway station and bus station, including stronger links to Leven town centre. Due for completion June 2024.	Active
Rosyth Community Facilities DAFC £200k	To support the development of multigenerational community facilities, alongside the new DAFC training facility at Rosyth. This will support employment, training, and education streams.	Active
Energy Efficient Enterprise Estate - Lochgelly Business Park	Works to upgrade 12,000 sq. ft of enterprise estate within Lochgelly Business Park, across 9 units.	Active

Project and Investment	Brief Description	Current Status
£300k		
Volunteers Green Kirkcaldy £300k	This key investment will accelerate works to provide a multifunctional community space at Kirkcaldy waterfront, allowing for pop up business space, events and family friendly activities.	Complete
Adam Smith Theatre Outdoor Space Kirkcaldy £200k	External works to improve the exterior of the facility, enhance the landscaping, and provide additional operational service opportunities for FCT to promote this usable space for the benefit of the community. The use of the space co-located next to memorial park will be a natural extension of the town centre green space.	Complete
Leven High Street Public Realm Improvements £315k	A contribution to revamping the public realm, street furniture and community space, following the high street fires in late 2022 and ongoing disruption.	Active
Dunfermline Gap Site (City Square) £800k	Development of the gap site was one of the key projects contained in the unsuccessful Dunfermline and West Fife constituency bid to the UK Govt Levelling Up Fund.	Active
Fife Wide Building Improvement Grant 2023/24 £200k	<u>Shopfronts, Building Repair energy efficiency and Upper Floor conversions</u> - A maximum grant of £10K or 90% of total project costs available to town centre businesses across Fife.	Active
Glenrothes Enterprise Hub £100k	Investment to reconfigure and refurbish flexible town centre enterprise space in response to market demand following Covid 19.	Complete

Sister Cities - International Partnership Arrangements

Report by: Gordon Mole, Head of Business and Employability Services

Wards Affected: All Fife

Purpose

The purpose of this report is to note progress in relation to developing relationships for Dunfermline in respect of Sister City pairings and to provide an update on further international economic partnership development.

Recommendations

It is recommended that committee:-

- (1) notes progress in developing strategic economic partnerships with existing and new city partners under the Sister Cities scheme and other economic agreements; and
- (2) endorses the further development of such partnerships and a development approach to growing Fife's international economic relationships.

Resource Implications

There are no immediate direct resource implications. The development of a network of international economic partnerships will necessitate the allocation of existing service budgets to facilitate travel and other relevant expenses to develop working links with potential partner cities. Where additional Fife Council resources may be required, for example in promotional activities, attendance at new trade fairs, etc., these will be considered through the development of the action plan and opportunities for repurposing or seeking future transnational resources.

Any such expenses will be subject to consideration of alternative options and approval through existing council procedures for international travel.

Legal & Risk Implications

Fife Council entered into a formal economic co-operation agreement with Kujawsko-Pomorskie, Poland, following Cabinet approval in October 2022 and approval by the Polish Foreign Ministry in September 2023. The agreement sets out areas of joint interest and potential areas for future development. The co-operation agreement has a mechanism for withdrawal by either party and sets out broad ambitions which will be supplemented by developing action plans between the two parties.

Agreements with further partners will be determined by the nature of the co-operation and relevant requirements for partners to enter into such agreements. These will be subject to further approval by committee.

An EqIA and a Fife Environmental Assessment Tool (FEAT) is not required as this report does not propose a change or revision to existing policies and practices.

The Fairer Scotland Duty requires the council to consider how it can reduce inequalities of outcome caused by socio-economic disadvantage when making strategic decisions. The development of economic relationships with international partners can aid opportunities for exchange of learning and inclusive growth.

Consultation

There has been consultation with Financial Services and Communities and Neighbourhoods in the development of this report.

1.0 Background

- 1.1 Fife has a range of historic twinning arrangements at a town level, with some active relationships including Ingolstadt, Germany (Kirkcaldy) and Boblingen, Germany (Glenrothes), with Newport on Tay more recently linking to its twin town of Zolotarevo, Ukraine to provide support and solidarity with the outbreak of the war in that country. Other twinning arrangements are dormant or less active.
- 1.2 Fife Council has long established working arrangements for engaging overseas companies and investors, working with Scottish Enterprise and Scottish Development International, via Scotland House Trade Missions globally. The council is an active participant in the Tay Cities International Trade and Investment Partnership, working with national agencies in the development of international trade opportunities. For the promotion of visitor economy markets, the council works with Visit Scotland and through specialist promotion, for example, supporting Fife Golf Partnership's representation at international travel trade fairs.
- 1.3 Town twinning arrangements are managed at a local level and reflect historic and civic links. More focused economic co-operation with international places are assessed to present opportunities for creating a network of links for businesses to benefit from learning journeys and opportunities for trade with each other, as well as potential for supply chain collaboration. There are also opportunities to explore greater connectivity between the regions to promote tourism, including a visiting friends and relatives market, golf tourism and business visitors.
- 1.4 Following the award of city status for the City of Dunfermline in the Platinum Jubilee Honours of 2022, approaches have been made by cities including Sarasota, Florida and Pittsburgh, Pennsylvania to explore links which go beyond historic connections.
- 1.5 Further opportunities for economic co-operation have more recently arisen with Gdynia, Poland in relation to the development of Babcock International's Type 31e Frigate development programme and the wider Arrol Gibb Innovation Campus for advanced manufacturing at Rosyth.
- 1.6 Following the approval of the economic co-operation agreement with the Kujawsko-Pomorskie region, the council committed to reviewing progress of activity to ensure that links continue to be maintained and developed proportionate to the key collaboration areas set out in the agreement. A 12 month review will be conducted at the anniversary of the agreement in September 2024. An initial assessment is set out in section 2 of this report.

- 1.7 The implementation of economic co-operation activity may require time for the development of opportunities including trade missions and trade fairs, business events and supply chain opportunities. Officers will also undertake early stage review of partner strategies, economic data and demographic information to assess a strong and relevant fit.

2.0 Issues and Options

- 2.1 Fife Council has a number of current and developing international arrangements with international places, as set out below, in addition to broader investment and economic promotional activities as set out in section 1 of this report. An assessment of the current position for each international city/region is set out below.

Kujawsko-Pomorskie region, Poland. Status – implemented and active

- 2.2 Economic, cultural and heritage links have been established with the Kujawsko-Pomorskie region including support for an exhibition of the Silent Unseen, with delegations regularly visiting Fife. The residential element of the Rising Stars programme for care experienced young people in Fife was held in the region in 2018 and 2019. Following a visit to the region to sign the co-operation agreement in 2023, Fife Council officers, with support from Fife Cultural Trust, have been in contact with the region's Children's Art Gallery and will be supporting a prize competition for young people of the region with the theme 'Poland and Scotland'. Prizes are being created by employability programme trainees in Kirkcaldy and links being developed for young people in Fife to engage with competition winners in four age categories from ages 7-18.

- 2.2.1 Economic Development officers within Business & Employability share trade fair and supply chain opportunities with colleagues in Kujawsko-Pomorskie and are developing links across key sectors including manufacturing, drone technology and polymers.

Gdynia, Poland. Status – developing

- 2.3 Fife Council was approached in 2023 by Babcock International, following the company's agreement with the Polish Ministry of Defence to develop Type 31 frigates at Gdynia shipyard. Following initial discussion and a visit to Gdynia by Economic Development officers in September 2023, an economic co-operation agreement specifically focused around these joint supply chain arrangements, advanced manufacturing and opportunities arising from Green Freeport status are under development, with a view to agreeing areas of co-operation by Summer 2024.

Fuquay-Varina, North Carolina. Status – early stage development

- 2.4 Business & Employability officers have held initial discussions with economic development representatives from Fuquay-Varina, following an introduction by the Community Manager, Glenrothes. The city of Varina is a fast growing place within the wider Raleigh-Durham region and is developing capabilities around digital technologies, pharmaceuticals and financial services. Officers from Fife Council have shared initial information with a view to more detailed partnership development arrangements by Autumn 2024.
- 2.4.1 Officials from Fuquay-Varina have identified existing economic links between their city and Glenrothes, particularly through the presence in both places of companies including Leviton, which is headquartered in North Carolina and a major presence in the city. Given Glenrothes' history of company links dating to the post-Second World War Marshall Plan and sectoral synergies, officers assess opportunities for early activity between Fife and Fuquay-Varina.

Pittsburgh, Pennsylvania. Status – developing, existing relationships in place

- 2.5 The city of Pittsburgh has long been linked with the City of Dunfermline through the connections to Andrew Carnegie and George Lauder, who both settled in Pennsylvania. Existing connections, both civic and cultural, exist through the council and Carnegie Dunfermline Trust. Following the award of city status, and attendant membership of Scottish Cities Alliance, officers have engaged with representatives of Pittsburgh in the development of a Sister Cities initiative, focusing on opportunities for development of shared activity around low carbon and clean growth development. The Sister Cities activity also links to Pittsburgh’s existing relationship with Glasgow.
- 2.5.1 Officers have further sought to develop links to Carnegie-Mellon University in Pittsburgh, to assess opportunities for knowledge transfer and HE learning in Dunfermline to support innovation, skills and business growth. A link representative for Carnegie-Mellon has been identified.

Sarasota, Florida. Status – early stage development.

- 2.6 Town twinning arrangements between Sarasota and Dunfermline have existed since 1999, with official signing of the twinning held in 2001, followed by a Sister Cities civic agreement in 2002. Following the award of city status for Dunfermline, Sarasota’s voluntary Sister Cities committee approached the Provost of Fife’s office in early 2024 with a view to strengthening relations with Dunfermline, including a visit to the city of Sarasota in April 2024. Further details of links are set out within the Sister Cities of Florida website: [Dunfermline, Scotland | Sister Cities Association of Sarasota \(sarasotasistercities.org\)](https://www.dunfermline.scot.nhs.uk/sister-cities-association-of-sarasota)
- 2.6.1 Initial discussions have been held between the voluntary Vice President, Economy for Sarasota and the Head of Business & Employability Services to assess areas of common economic interest, including potential links to the University of Southern Florida. These discussions are at an early development stage and it is assessed that further work will take place in development of shared areas of economic development interest before a learning journey/visit could take place.

3.0 Conclusions

- 3.1 Following the United Kingdom’s exit from the European Union and cessation of participation in EU-funded programmes, the co-operation agreements proposed look to continued collaboration with European partner regions beyond this funding mechanism.
- 3.2 Similarly, where opportunities for co-operation exist, existing and new Sister Cities agreements with American cities have the potential for expanding shared trade development and growth opportunities.
- 3.3 Further to economic links, there exist opportunities for wider development in areas such as education, science and cultural links.
- 3.4 Further economic co-operation agreements will be subject to more detailed cases and approval by Cabinet Committee, these may require visits between places to develop links and develop action plans.

Background Papers

- Cabinet Committee, 10 October 2022 - Economic Co-operation Agreement with Kujawsko-Pomorskie Region, Poland

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Community Wealth Building – Progress Report

Report by: Gordon Mole, Head of Business and Employability Services

Wards Affected: All

Purpose

The purpose of the report is to provide a six-monthly progress update in relation to the Community Wealth Building (CWB) Policy Framework approved in April 2023.

Recommendation(s)

Cabinet Committee members are asked to:

1. endorse the progress made to date to progress Community Wealth Building delivery and note successes and next steps; and
2. endorse the priorities for 2024 and beyond, particularly in terms of making progress on pillars 3 and 4 – Land and Property and Plural Ownership.

Resource Implications

There are no direct resource implications arising from this progress report. Embedding CWB activity within delivery has been identified within the CWB Policy Framework approved by Cabinet Committee in 2023.

Legal & Risk Implications

There are no immediate legal implications arising from this report. Existing systems and processes will require to be redesigned to support both the implementation of a CWB approach and to influence practice and cultural shifts. This will be undertaken at a service level in line with adaptation towards a CWB model of delivery.

Impact Assessment

An EqIA is not required as this report does not propose any changes to existing policies or practices.

The Fairer Scotland Duty requires the council to consider how it can reduce inequalities of outcome caused by socioeconomic disadvantage when making strategic decisions. The strategic approach to Community Wealth Building in Fife is strongly focused on delivering fair outcomes and reducing inequality.

Consultation

This report has been developed in consultation with the Fife Partnership's CWB Support Group and key council services that are involved in the development and delivery of CWB.

The Head of Finance and Head of Legal Services have been consulted on the contents of this report.

1.0 Background

- 1.1 Community Wealth Building (CWB) is an internationally recognised approach to economic development that seeks to tackle long-standing economic challenges and transform local economies by considering the ways in which the public sector, in partnership with the private, third and community sectors, can ensure more wealth is generated, circulated and retained in communities. Positive use of public sector levers, such as commissioning and purchasing of goods and services, workforce and employment capacity and creative use of facilities and land assets, can affect social, economic and environmental change.
- 1.2 Fife Council has committed to implementing a CWB approach to how it uses its resources, across the whole organisation, in operational delivery and in the service change planning process. The council has also committed to working in partnership with other anchor organisations¹ to develop local approaches to embedding CWB systems and approaches in the delivery of services across Fife. Fife Council has made a pledge to the Fife Anchor Charter, committing to long-term collaboration between anchor organisations to reframe the development of Fife's local economies and environments through CWB.
- 1.3 In April 2023, Cabinet Committee approved the CWB Policy Framework as the primary guiding policy framework through which the organisation will align to deliver the economic, social and environmental benefits set out in the Plan for Fife. It also remitted Heads of Service to review existing policy and practice, systems and processes against the CWB policy and to lead implementation and take any necessary action to redesign approaches. This report is part of the six-monthly reporting cycle to Cabinet Committee on progress.

2.0 Progress and Priorities

- 2.1 Following endorsement by Cabinet Committee at its meeting of 5 October 2023, progress has been made in the advancement of project implementation and delivery and reflects the intention made in 2023 to prioritise pillars 1 and 2 – Spending and Workforce.

Procurement and Community Benefits

- 2.2 The Annual Procurement Report 2022/23 was considered by Finance, Economy and Corporate Services Scrutiny Committee on 25 January 2024. Approaching procurement through a CWB lens and the Sustainable Procurement Duty is allowing Fife Council to:
 - Ensure as much of Fife Council's procurement spend is spent with local Fife businesses as possible
 - Reduce environmental impacts from procurements
 - Deliver Community Benefits from contracted suppliers
 - Encourage payment of the Real Living Wage from contracted suppliers
- 2.3 In 2022/23, Fife Council spent over £130m (35%) of its procurement spend with companies from within the Fife boundary and a further £144m (26%) from companies who have been categorised as 'part-local', having depots/staff deployed within Fife and/or through their onward supply chain.

¹ Community Wealth Building achieves its aims by harnessing the economic and social power of locally rooted institutions, referred to as anchor institutions. These institutions include local councils, health boards, universities, colleges, and housing associations, and potentially, the private sector too.

- 2.4 Fife Council remains committed to encouraging contractors to adopt fair work practices and attempt to ensure that payment of a fair wage is provided to relevant employees in its contractual activity. 96% of the contracted suppliers awarded contracts during 2022/23 have reported to having committed to pay the Real Living Wage in the delivery of the regulated contract. Of the 17 suppliers that did not commit to paying the Real Living Wage at the outset, eight of those committed to doing so within the initial two years of the contract.
- 2.5 Community Benefits are one of a range of social, economic and environmental considerations that can be included in public contracts and frameworks. They are a key part of our CWB approach by having a positive and direct impact on the local economy and communities. Fife Council contracts have generated significant and varied Community Benefits ranging from jobs, apprenticeships, work-placements and training to sub-contract/supply chain benefits, social value rebates and donations, etc.
- 2.6 In 2022/23, Community Benefits from Fife Council contracts generated:
- £16.3 million of value
 - 46 employees
 - 1,390 hours of work placements, skills and training and charitable work (social value rebate)
 - 294 weeks of apprenticeships and work placements.
- 2.7 A great example of CWB working in practice is a recent award of over £2.9 million for 13 Refuse Collection Vehicles to Farid Hillend Engineering in Dalgety Bay:
- **Community Benefits:** This is a Fife based manufacturing company that will be recruiting an additional 20 employees to meet customer demands. They currently support Fife Council Apprentice awards through sponsorships. Materials and services are sourced from local small business companies and they work in partnership with local employment schemes.
 - **Fair Work:** Paying a minimum of the Real Living Wage to employees that would be involved in servicing this contract (except volunteers, apprentices and interns) but not accredited. Willing to sign up to the Armed Forces Covenant.
- 2.8 Whilst this example shows how Community Benefits can be applied in business-as-usual contracts, they can also be done at scale. The [Dunfermline Learning Campus](#) is maximising Community Benefits from high value procurements with social value from contractors. So far,
- £42.3 million of social value has been delivered through contractors BAM (for Fife Council) and Balfour Beatty (Fife College)
 - This equates to 22.9% social value added from the contract
 - 48% of people employed on the contract are local
 - 848 hours have been dedicated to supporting young people into work with 89 hours of staff time spent on school and college visits
 - 659 hours of volunteering time have been provided to support local community projects. £41k of donations or in-kind contributions have been made to local community projects
 - £39.7 million has been spent on the local supply chain through the contract with £14.4 million of work awarded to local micro-businesses and SMEs

- 2.9 Work is now being undertaken to celebrate the achievements linked to the project through wider communications and engagement. Future infrastructure projects, like the new secondary school in Rosyth, will allow Fife Council to replicate this model and ensure Community Benefits are integrated in the project from the start. Full details of the DLC Social Value contributions will be reported after project completion in the next six monthly CWB report.
- 2.10 Fife Council have been working with external partners, Hub East Central Scotland, Business Gateway Fife and Tier 1 contractors, to run the **Build Fife Programme**. Build Fife is a business improvement programme aimed at companies in construction and associated sectors in Fife with aspirations for growth. It is an eight week programme of support, carefully designed to help organisations improve their business capabilities, open opportunities for growth while providing ongoing development support and guidance. The programme provides businesses with an opportunity to build capability, build relationships and engage with Tier 1 contractors to build their own business. The programme has included a session on Tendering and Procurement, specifically how to tender for public sector contracts. The programme's final workshop is due to be held on 29 March and, thus far, all 12 of the local companies are still fully engaging. The feedback so far has been positive across each of the workshops.
- 2.11 Moving forwards, a key priority for CWB is the development of a Community Benefits Guide and Toolkit for use in Fife Council's procuring areas, as well as for potential development and use across the wider Fife Partnership. This will be supported by the Regional Procurement Group, representing the procuring areas of Fife Council, Fife College, NHS Fife and the University of St Andrews, to support scale and impact.

Progressive approaches to recruitment

- 2.12 Life Chances aims to re-wire existing systems and processes and change the mainstream ways of how the council recruits by applying a CWB lens. This progressive recruitment approach was developed in Fife Council in 2023 with the intention to take structural steps to reduce socio-economic disadvantage, tackle poverty and provide employment opportunities using the power of public resources and using the levers within the council's sphere of influence.
- 2.13 The model is a deliberate and mainstream shift to a 'life chances' approach to the design of employability provision and into public sector recruitment via guaranteed interviews and ultimately guaranteed jobs. It seeks to support those who find it difficult to overcome labour market challenges (such as long-term unemployment, little or no work experience, living in a jobless household, etc.) to progress into fair, sustainable work, enabling a step change in their own circumstances and supporting the local economy. Whilst also improving access to and retention in hard to fill vacancies within council services.
- 2.14 The approach involves linking employability programme participants to a paid for placement of thirteen weeks² and officers are currently working towards the commitment of a guaranteed interview on successful completion of the placement and participants meeting the essential criteria.

² This can be extended if the participant needs extra time in a supported environment. Dedicated employability support is offered prior to the placement and for 12 months following transition into employment, as per the current Employability standard practice in Fife Council.

- 2.15 Life Chances is modelled on the Fife Job Contract delivery programme, which has been operational since 2014 and has, to date, delivered 2,253 jobs across Fife. The Life Chances pilot started in June 2023 with placements provided by six Fife Council service areas with a total of 24 placement opportunities. Referrals for placements have been received from internally provided Fife Council employability services as well as from third sector employability partners to ensure opportunities are accessible for anyone on an employability pathway.
- 2.16 Research consistently tells us that the most effective intervention in tackling poverty and inequality is in securing employment. Despite a record low level of unemployment for Fife as a whole, there remains higher levels of unemployment in mid-Fife, a widening of the inequality gap and stubborn generational poverty and social problems impacting negatively on people and families. We also have a parallel issue regarding challenging recruitment with hard to fill posts and /or volume recruitment across Fife Council. The Life Chances Model is contributing to providing solutions to both issues with council services understanding the benefits of drawing in employees with varying life experiences to help shape service delivery.
- 2.17 The next steps for Life Chances involve:
- **Model scale and expansion:** The pilot has been implemented on a phased basis allowing for learning and scaling. The phased approach has begun with guaranteed interviews and will extend to ring-fenced / guaranteed jobs for employability participations on successful completion of the programme placement.
A workshop session in January 2024 with council directorates, Human Resources and Trade Union representatives explored the model, experience to date, funding requirements and considered any challenges. Officers and Trade Union representatives are positive about the potential for the scheme and its roll out, subject to approval by Reform Board.
 - **Career pathways and progress – *more than entry level jobs*:** Whilst many of the posts are entry level opportunities, they open doors to public sector career pathways across the council through the development of core and meta skills, as well as unlocking internal vacancies that can offer different opportunities. This is key to tackling poverty by ensuring people can access sustainable, secure and flexible employment with career progression to increase income and improve wellbeing.
 - **Anchor organisation approach to progressive recruitment:** The Life Chances Model provides an opportunity to support other anchor organisations to deliver the same benefits and increase the scale and impact by developing employability-led recruitment processes and testing with similar functions where there may be a locally employed workforce. NHS Fife has committed to engaging in the model with their vacancies and work is underway to explore this expansion.
- 2.18 System change takes time, but implementing these next steps can increase the scale and impact of the Life Chances model. Experience to date is demonstrating positive outcomes for local people.

Life Chances - successes to date

- 28 placement opportunities including 24 placements across Council services, including Waste Operations, Grounds Maintenance, Contact Centre, Matrix Fife, Home Care and Housing.
- Placements are normally offered for 13 weeks, although this can be extended if the participant needs extra time in a supported environment.
- Participants are paid the Real Living Wage as a minimum during the placement and are provided with dedicated employability support.
- Eligible Life Chances opportunities will normally be entry level positions highlighted by the hiring service, characterised by having a small number of essential criteria and regular job vacancies, which can be harder to fill.
- To date, 11 participants have secured ongoing employment with Fife Council and a further 12 have had their placements extended beyond the 13 weeks to allow access to upcoming vacancies.
- Case studies of Life Chances participants can be found in Appendix One.

2.19 Related to the Life Chances approach, Fife Council is exploring how clients can be better supported, for example, by referring customers and tenants into employability pathways and towards fair and sustainable work to help them with service-related person outcomes. The Housing Service is working with the council's Employability Service to pilot an approach to routinely engage tenants on their employment status and support them, as appropriate, to the right employability programme. This could lead to potential gain for the Housing Service in sustaining tenancies.

2.20 Success has also been had in another of Fife's progressive approaches to recruitment – **Sector Based Skills Academies**. Fife Council has created a bespoke programme for Babcock International in partnership with Kingdom Works and Fife College, supporting their Production Support Operative (PSO) programme. The PSO programme supports the delivery of the next generation of warships for the Royal Navy while helping people access routes to employment who may otherwise have found it difficult. The Sector Based Skills Academy involves local training solutions by local partners and is leading the way for partnership approaches to skills gaps in Scotland. Fife College provides capability development for every cohort of new PSO recruits, including general health and safety training and specific skills for the role. This work was recently recognised nationally with Babcock named [winner of the Social Value category at the Ministry of Defence \(MOD\) Sanctuary Awards](#). Babcock International are now replicating the model in other parts of the business, alongside recruitment to some 1,000 positions in Rosyth.

Priorities for 2024 and Beyond

2.21 The examples highlighted showcase where the CWB approach is working well and demonstrate how mainstream approaches to procurement and recruitment can be viewed through a CWB lens and changed to facilitate greater social, economic and environmental benefits.

2.22 Cabinet Committee, at its meeting in October 2023, prioritised the next phase of action on pillars 3 and 4 (Land & Property and Plural Ownership). The Council Leadership Team recently met to shape and restate directorate and service level priorities for CWB, in line with the policy framework agreed in 2023. These priorities range across all CWB pillars and will inform further development of Service Change Plans. Services were also asked to identify any immediate or structural barriers to progress. Further detail and analysis will be included within future reporting.

- 2.23 In terms of Fife Partnership, a sharper focus on priorities and deliverables is needed to advance CWB through a collaborative programme of work. There is also opportunity for further alignment between Plan for Fife priorities. Each priority is supported by an overarching approach of Community Wealth Building to reframe the development of local economies and the environment and to provide the unifying approach to meeting challenges as diverse as economic recovery, wellbeing, poverty, climate action and the aspiration for people and place-based, local leadership. Applying a CWB lens and working on cross-cutting action is now required to enable greater scale and impact of projects with social, economic and environmental benefits. Priority development work for the next six months will focus on stronger alignment of delivery, metrics, monitoring and evaluation.

3.0 Conclusions

- 3.1 A commitment to Community Wealth Building was made by Fife Council in 2020, with early actions focusing on engagement with other anchor organisations, the creation of effective governance models and implementation of priority measures. The introduction of a policy framework in April 2023 provided a direction to services to further implement CWB approaches within the design and delivery of provision.
- 3.2 This report provides progress against CWB action. This has seen continued development and delivery of activity under pillars 1 and 2 (spending and workforce, respectively), where good progress is being made. The focus of the next six months will be development and delivery under pillars 3 and 4, as well the development of metrics and measures for success and impact.
- 3.3 As anchor organisations move into the remaining three years of the Plan for Fife 2017-2027, there is opportunity to embed Community Wealth Building through delivery of collaborative programmes of activity.

List of Appendices

1. Life Chances Model - Successes

Background Papers

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

- Annual Procurement Report 2022/23 (25 January 2024), Finance, Economy & Corporate Services Scrutiny Committee
- Community Wealth Building – Progress Report (5 October 2023), Cabinet Committee
- Community Wealth Building Policy Framework (6 April 2023), Cabinet Committee

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Life Chances Model - Successes

The below case studies illustrate the real-life stories of some of our employability participants and their experiences of Life Chances, as well as insights from participating services.

Fife Council Waste Management, Street Cleansing

This candidate had been long-term unemployed before starting the 13-week placement in Life Chances. They have shown exemplary attendance and attention to detail whilst undertaking daily tasks and completion of all Health and Safety requirements by Fife Council. This candidate has impressed their Line Management who requested a funding extension for a further 13 weeks to enable a move into a permanent position within Fife Council Street Cleansing.

Fife Council Waste Management, Street Cleansing

This candidate has faced many barriers to sustainable employment. Whilst working with Street Cleansing, he has reinforced community spirit within the local community he works in. He has still to complete an application for sustainable employment within Fife Council.

Fife Council Business Support (with additional support by Fife Gingerbread)

This candidate is currently undertaking a temporary paid placement within Methil Local Office in a 'Meet & Greet' position. Prior to the placement, he faced significant mental health challenges, issues around confidence and had been out of work for a number of years. He was suffering from severe anxiety and didn't like engaging with others. He has recently been offered a temporary contract within Fife Council's Business Support Team.

"I felt lost and unsure of how to get myself out of the hole I had gotten myself into. I had forgotten who I was and needed a push in the right direction. When my support worker told me about this opportunity, I felt this was a good chance to get myself back into the world. Being on the placement has brought me stability, I've made new friends and I feel like I've found myself again. I am enjoying setting myself goals to work towards".

Life Chances Participant

Fife Council Housing Service (with additional support from Fife Gingerbread)

Four lone parents have begun placements having each faced challenges in the labour market. Candidates have flourished and have made significant contributions to service delivery. When required, candidates have received additional support and flexibility to help them in their placement. The Housing Service has committed to extend the placements for 12 months with ongoing person-centred support from Fife Gingerbread. The Service will explore opportunities for sustained employment for those graduating from their placements and for taking on a new intake. More generally the Housing Service wishes to align more closely with employability services and to support tenants into employability pathways that promote fair, sustainable work, better tenancy sustainment and household outcomes.

4 April 2024.
Agenda Item No. 10

Treasury Management 2024-27

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

Wards Affected: All

Purpose

This report outlines the revised Treasury Management Strategy and Investment Strategy of the Council.

Recommendations

The Cabinet Committee is asked to approve: -

- i) the Treasury and Investment Strategies; and
- ii) the Statutory Repayment of Loans Fund Advances Policy.

Resource Implications

This strategy will help ensure the effective management of the council's cashflows, lending and borrowing activities and facilitates the funding of the council's Capital Plan.

Legal & Risk Implications

Scottish Government Finance Circular 5/2010, The Investment of Money by Scottish Local Authorities, requires local authorities to have regard to the Code. Local authorities' treasury management activities are prescribed by statute.

In addition, all Treasury activity complies with the following legislation Local Government in Scotland Act 2003 and Local Government Regulations 2016.

The council is required to comply with the CIPFA Prudential Code and Treasury Management Code of Practice. Implementation of this strategy will ensure that this requirement is met and that risks are controlled and mitigated.

Impact Assessment

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

Consultation

The council engages, Link Group as its Treasury Advisers. Recommended good practice guides and advice prepared by Link have been reviewed in preparation of this report.

1.0 Background

- 1.1 The treasury management function ensures the council's cash is organised in accordance with the relevant professional codes so that sufficient cash is available to meet service activity. This will involve both the organisation of the cash flow and, where capital plans require, the organisation of appropriate borrowing facilities. In doing so, the council must comply with both the CIPFA Prudential Code and Treasury Management Code of Practice.
- 1.2 The Treasury Management Strategy (Appendix A) outlines the council's prudential and treasury indicators as well as current and projected debt levels. The annual investment strategy is also included.
- 1.3 The strategy has been prepared with the support of the council's treasury adviser, Link Group, and reflects the current Capital Investment Plan 2024-33 and the Revenue Budget for 2024-25.
- 1.4 Treasury Management is a crucial part of the overall financial management of the council's finances. The capital prudential indicators consider the affordability and impact of capital expenditure decisions and sets out the council's overall capital requirement. The treasury indicators consider the effective funding of these decisions.

2.0 Treasury Management Strategy Statement 2024-27

- 2.1 The Council is currently required to receive and approve a number of items each year, which incorporate a variety of policies, along with financial estimates, actual expenditure and forecasts. The strategy is the first and most important and covers
 - The capital plans (including prudential indicators)
 - The treasury management strategy (how the investments and borrowing are to be organised) including treasury indicators
 - An investment strategy (the parameters on how investments are managed)
- 2.2 A mid-year treasury management report and annual treasury report will be submitted to a future meeting of the Cabinet Committee.
- 2.3 From 01 April 2024, the Council will be required to adopt the accounting standard IFRS16 which relates to the accounting for leases. This means that assets financed by operating leases will be reflected on the Council balance sheet. Doing so will impact on the prudential indicators including the Capital Financing Requirement, total external debt and the % of revenue for financing costs.
- 2.4 In preparation for this standard work is ongoing to establish the nature and extent of leases in the council which will allow the determination of accounting treatment. The prudential indicators will be updated to reflect the changes required.

3.0 Statutory Repayment of Loans Fund Advances

- 3.1 The council is required to set out its policy for the statutory repayment of loans fund advances prior to the start of the financial year. The repayment of loans fund advances ensures that the Council makes a prudent provision each year to pay off an element of the accumulated loans fund advances made in previous financial years.

- 3.2 Fife Council has separate policies for both General Fund advances and Housing Revenue Accounts advances. For General Fund advances, it is considered prudent to use the Asset Life method, where loans fund advances will be repaid in line with the expected life of the asset to which the capital expenditure relates. Where appropriate, the Funding/Income Profile method may also be considered whereby loans fund advances will be repaid by reference to an associated income stream. For Housing Revenue Account, all future advances will be repaid using the Asset Life method.
- 3.3 In December 2023, the Scottish Government issued a consultation document seeking views on proposed amendments to the Local Government Regulations 2016. These proposed amendments included, amongst other things changes to loans fund advance repayment methods. The Council responded to the consultation. The Scottish Government amended the proposed changes in light of the comments received from all Councils and delayed the implementation of the new regulations until 2027.

4.0 Treasury Management Manual

- 4.1 In line with the Treasury Code of Practice, officers have developed a set of Treasury Management Manual which set out the principles, framework and parameters the officers will work within on a day-to-day basis. The manual sets out how the Council complies with the Treasury Management Principles.
- 4.2 The manual is an operational document which is used by the officers and documents a number of things including amongst other things procedures, lists of approved brokers, cash flow management, use of systems, investment decisions, reporting and contingency arrangements.
- 4.3 The manual also contains details of the approval limits and authority required for treasury activity. Details are provided at Appendix B to this report. This has been shared with Committee to increase the level of transparency and awareness in respect of treasury activities.

5.0 Conclusions

- 5.1 The treasury activity is crucial to the financial management of the Council. As such, the Council operates within the CIPFA Treasury Code of Practice and the attached Treasury Management Strategy sets out the treasury activity for 2024-27.
- 5.2 The Loans Fund Policy adheres to the Scottish Government Regulations issued in 2016.

List of Appendices

- A. Treasury Management Strategy Statement and Annual Investment Strategy
B. Extract from Treasury Management Manual – Authority Required for Treasury Activity

Background Papers

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

1. Link Group, Treasury solutions, Interest Rate Forecast –February 2024
2. Treasury Management Strategy Statement 2024-27

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Treasury Management Strategy Statement

and Annual Investment Strategy
2024-27

Introduction

Background

The Council is required to maintain a balanced budget, which broadly means that cash raised during the year will meet planned cash expenditure. One of the main treasury management functions is to ensure this cash flow is adequately planned, with cash being available when it is needed. Cash is borrowed temporarily for periods of less than 1 year and surplus funds are invested in low-risk counterparties commensurate with the Council's low risk appetite, providing security and liquidity initially, before considering investment return.

The second main function is the funding of the Council's capital plan. The capital plan provides a guide to the borrowing needs of the Council, essentially the longer-term cash flow planning to ensure that the Council can meet its capital spending obligations. This management of longer-term cash involves arranging long or short-term loans or using longer term cash flow surpluses. On occasion, existing debt may be restructured to meet Council risk or cost objectives, or where it is financially advantageous to do so.

The contribution the treasury management function makes to the authority is critical, as the balance of debt and investment operations ensure liquidity and the ability to meet spending commitments as they fall due, either on day-to-day out-goings or for larger capital projects. The treasury function will manage the balance of the interest costs of debt and the investment income arising from cash deposits affecting the available budget. Cash balances generally result from reserves and balances and it is paramount to ensure adequate security of the sums invested, as a loss of principal would result in a loss to the General Fund Balance.

CIPFA defines treasury management as:

“The management of the local authority's borrowing, investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks”

Whilst any commercial activities or loans to third parties will impact on the treasury function, these activities are generally classed as non-treasury activities (arising usually from capital expenditure) and are separate from the day-to-day treasury management activities.

Reporting Requirements

Capital Strategy

The CIPFA revised 2021 Prudential and Treasury Management Codes require all local authorities to prepare a Capital Strategy report which provides the following: -

- a high-level overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of services.
- an overview of how the associated risk is managed.
- the implications for future financial stability.

The aim of this Capital Strategy is to ensure that all elected members of the Council fully understand the overall long-term policy objectives and resulting capital strategy requirements, governance procedures and risk appetite.

Fife Council's capital strategy was approved by Fife Council on 22 June 2023.

Treasury Management Reporting

The Council is currently required to receive and approve, as a minimum three main reports each year, which incorporate a variety of policies, estimates and actuals.

Prudential and treasury indicators and treasury strategy (this report) – The first, and most important report and covers:

- The capital plans (including prudential indicators)
- A policy for the statutory repayment of debt (how residual capital expenditure is charged to revenue over time)
- The treasury management strategy (how the investments and borrowings are to be organised) including treasury indicators; and
- A permitted investment strategy (the parameters on how investments are to be managed)

A mid-year treasury management report – This is primarily a progress report and will update members on the capital position, amending prudential indicators as necessary, and whether any policies require revision. In addition, the Head of Finance receives quarterly update reports. Quarterly reporting is also included in the regular Capital monitoring reports submitted to Cabinet Committee, this is in line with the Treasury Code.

An annual treasury report – This is a backward-looking review document and provides details of a selection of actual prudential and treasury indicators and actual treasury operations compared to estimates within the strategy.

Scrutiny – The above reports are required to be adequately scrutinised before being recommended to the Council. This role is undertaken by the Cabinet Committee.

Quarterly Reporting – In addition to the three major reports detailed above, quarterly reporting is also required. This reporting is included in the Capital monitoring reports considered by the Cabinet Committee.

Treasury Management Strategy for 2024-25

The strategy for 2024-25 covers two main areas:

Capital

- the capital investment plans and the associated prudential indicators
- the loans fund repayment policy

Treasury management

- the current treasury position of the Council
- treasury indicators which limit the treasury risk and activities of the Council
- prospects for interest rates
- the borrowing strategy
- policy on borrowing in advance of need
- debt rescheduling
- the investment strategy

These elements are in line with the requirements of the Local Government in Scotland Act 2003, the CIPFA Prudential Code, the CIPFA Treasury Management Code and Scottish Government loans fund repayment regulations and investment regulations.

Training

The CIPFA Code requires the responsible officer to ensure that members with responsibility for treasury management have access to training relevant to their needs and responsibilities. This especially applies to members responsible for scrutiny.

A training session was carried out for members of the Cabinet Committee in June 2022 by the Council's treasury adviser, Link Group. Training will be provided on a routine basis. CIPFA Treasury Forum have developed a Treasury Toolkit for elected members the link to this was made available on 6th September 2023. The first two modules of the toolkit are designed to enable Authorities to be able to demonstrate training of the required elements of treasury have been completed.

Officers attend several events per year in the form of webinars and online events offered by both CIPFA and the Council's treasury adviser, as appropriate. Officers also attended the CIPFA Treasury Management Forum conference in November 2022.

Treasury Management Consultants

The Council uses Link Group, Treasury solutions as its external treasury management advisors.

The Council recognises that responsibility for treasury management decisions remain with the Council at all times and will ensure that undue reliance is not placed upon the services of its external service providers. All decisions will be undertaken with regards to all available information and advice, including, but not solely, our treasury advisors.

The Council also recognises there is value in employing external providers of treasury management services to acquire access specialist skills and resources. The Council will ensure that the terms of their appointment and the methods by which their value will be assessed are properly agreed and documented and subjected to regular review.

Capital Prudential Indicators

The Council's capital expenditure plans are the key driver of treasury management activity. The output of the capital expenditure plans is reflected in the prudential indicators, which are designed to assist members' overview and confirm capital expenditure plans are financially sustainable.

Capital Expenditure

This prudential indicator is a summary of the Council's agreed capital expenditure plans.

Actual 2022-23 £m	Actual 2023-24 £m		Approved 2024-25 £m	Approved 2025-26 £m	Approved 2026-27 £m
103.964	188.181	General Fund	173.727	163.718	111.712
85.399	114.210	Housing Revenue Account	143.228	110.103	78.582
189.362	302.391		316.955	273.822	190.294

The table below summarises the above capital expenditure plans and how these plans are being financed by capital or revenue resources. Any shortfall in funding results in a borrowing requirement and is known as the Loans Fund Advance.

Actual 2022-23 £m	Actual 2023-24 £m		Approved 2024-25 £m	Approved 2025-26 £m	Approved 2026-27 £m
189.362	302.391	Capital Expenditure	316.955	273.822	190.294
		Less Capital Income			
(36.113)	(40.776)	General Capital Grant	(25.000)	(25.000)	(25.000)
(37.504)	(38.182)	Other Grants	(43.071)	(23.225)	(12.676)
(32.524)	(53.969)	CFCR	(42.465)	(40.931)	(34.564)
(1.333)	(5.786)	Developers Contributions	(9.728)	(13.290)	(9.861)
(14.670)	(2.639)	Capital Receipts	(3.184)	(2.995)	(2.007)
67.188	161.039	Loans Fund Advance	193.507	168.381	106.186

Capital Prudential Indicators

Capital Financing Requirement (Council's borrowing need)

This second prudential indicator is the Council's Capital Financing Requirement (CFR). The CFR is simply the total historic outstanding capital expenditure which has not yet been paid for from either revenue or capital resources. It is essentially a measure of the Council's indebtedness and so its underlying borrowing need. Any capital expenditure above which has not immediately been paid for, will increase the CFR.

The CFR does not increase indefinitely, as prudent annual repayments from revenue need to be made which reflect the useful life of capital assets financed by borrowing.

The CFR includes any other long-term liabilities (e.g. PPP/HUB schemes, finance leases). Whilst these increase the CFR, and therefore the Council's borrowing requirement, these types of schemes include a borrowing facility by the PPP/HUB lease provider and so the Council is not required to separately borrow for these schemes.

The CFR projections are shown below:

Actual 2022-23 £m	Actual 2023-24 £m		Approved 2024-25 £m	Approved 2025-26 £m	Approved 2026-27 £m
785.892	862.624	General Fund	909.401	981.924	1,015.262
414.161	456.245	Housing Revenue Account	522.878	570.972	593.229
1,200.053	1,318.870		1,432.279	1,552.895	1,608.491

The CFR is increasing over the coming years reflecting the increased levels of capital investment agreed.

Capital Prudential Indicators

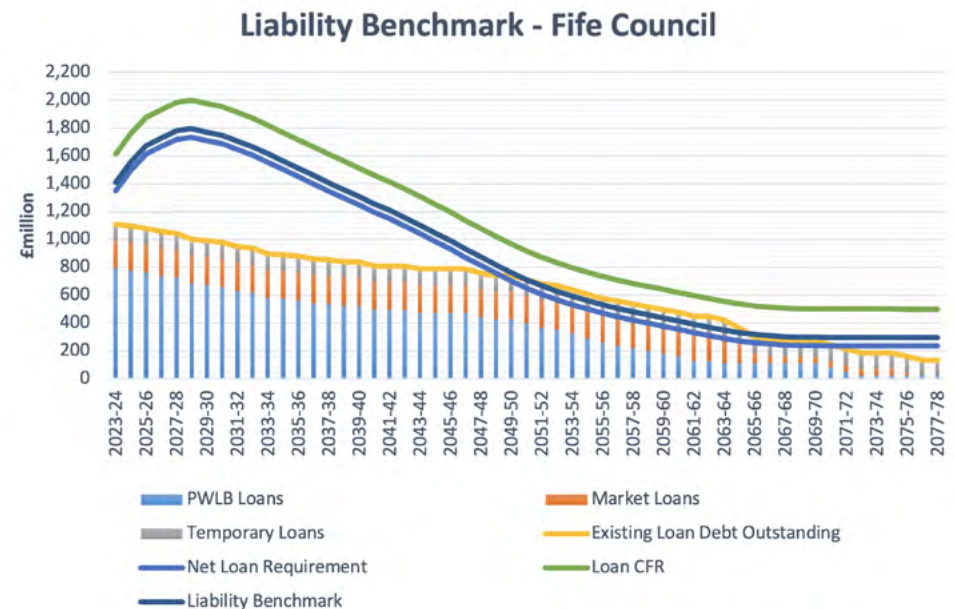
Liability Benchmark

It is important that the Council understands the relationship between its gross loan debt and its loan debt net of investments for treasury purposes and provides an explanation should there be significant differences. The Council is required to estimate and measure the Liability Benchmark for future years, ideally covering the full debt maturity profile. The Liability Benchmark is not a single measure and is therefore presented as a chart detailing four components as follows:

- **Existing Loan Debt Outstanding** – this is the Council’s existing loans that are still to be repaid.
- **Loans CFR** – this is calculated in accordance with the Loans Capital Financing Requirement definition in the Prudential Code and projected into the future based on approved prudential borrowing and planned Loans Fund advances and Loans Fund principal repayments, therefore represents future borrowing requirements.
- **Net Loans Requirement** – this will show the Council’s gross loan debt less treasury management investments at the end of the previous financial year, projected into the future and based on the approved prudential borrowing, planned Loans Fund principal repayments and any other major cash flow forecasts.
- **Liability Benchmark** – this equals net loans requirement plus short-term liquidity allowance for day to day flow purposes.

The graph below shows the position for Fife Council as at the end of 2023-24. The graph is intended to illustrate the gap between the current levels of debt outstanding (orange line) and the liability benchmark (blue dotted line). Where the debt outstanding or actual loans are below the benchmark, this indicates a future borrowing requirement. Therefore, the graph shows the borrowing requirement between 2023-24 and 2049-50. In any year where the loans are greater than the benchmark demonstrates an over-borrowed position which will mean there is a requirement for cash investment.

The graph depicts the borrowing requirement in the earlier years because of the anticipated levels of capital expenditure in those years based on the 10-year plan.



Capital Prudential Indicators

Statutory Repayment of Loans Fund Advances

The Council is required to set out its policy for the statutory repayment of loans fund advances prior to the start of the financial year. The repayment of loans fund advances ensures that the Council makes a prudent provision each year to pay off an element of the accumulated loans fund advances made in previous financial years.

A variety of options are provided to Councils so long as a prudent provision is made each year. The definition of prudence contained within the regulations is that any repayment of loans fund advances should be reasonably commensurate with the period and pattern of the benefits provided to the community from the capital expenditure. The proper officer is given the scope to determine what is prudent for their organisations.

Fife Council Policy

Fife Council will maintain separate policies for General Fund loans fund advances and Housing Revenue Account loans fund advances.

General Fund Loans Fund Advances

For General Fund advances Fife Council use the Asset Life Method, by which loans fund advances are repaid in line with the expected life of the asset to which the capital expenditure relates. In certain circumstances Fife Council will use the Funding/Income Profile Method, by which loans fund advances will be repaid in line with an associated income stream.

Housing Revenue Loans Fund Advances

For Housing Revenue Account loans fund advances will be repaid using the Asset Life Method.

The annuity method will continue to be applied to all loans fund advances. Under regulation, the Council can review and re-assess the annuity rate to ensure it is a prudent application. The annuity rate applied to the loans fund repayments has been reviewed and has been set at 4.00%.

The Capital Investment Plan is funded from a variety of sources (e.g. Capital Grants, Capital receipts etc), with the remainder funded from borrowing. The Council does not borrow for specific projects for either the General Fund or the Housing Revenue Account, with decisions on which projects are funded from the loans fund on an annual basis being at the discretion of the Head of Finance, with overall financial sustainability being considered.

Loans Fund Balances

The loans fund balances based on the current Capital Investment Plan are estimated to be:

General Fund	Opening Balance £m	Advances £m	Repayments £m	Closing Balance £m
2023-24	729.332	96.934	(22.463)	803.803
Years 2 – 5	803.803	272.486	(107.826)	968.463
Years 6 - 11	968.463	27.935	(146.012)	850.386
Years 12 - 16	850.386	0.000	(164.522)	685.864
Years 17 - 21	685.864	0.000	(132.810)	553.054
Years 22 - 26	553.054	0.000	(160.434)	392.619
Years 27 - 31	392.619	0.000	(140.977)	251.642
Years 32 - 36	251.642	0.000	(110.465)	141.177
Years 37 - 41	141.177	0.000	(104.288)	36.889
Years 42 - 46	36.889	0.000	(35.314)	1.575
Years 47 - 51	1.575	0.000	(1.437)	0.137
Years 52 - 56	0.137	0.000	(0.137)	0.000

HRA	Opening Balance £m	Advances £m	Repayments £m	Closing Balance £m
2023-24	480.014	96.574	(19.760)	556.828
Years 2 – 5	556.828	176.709	(104.810)	628.727
Years 6 - 11	628.727	57.178	(174.818)	511.088
Years 12 -16	511.088	0.000	(138.650)	372.438
Years 17 -21	372.438	0.000	(133.458)	238.980
Years 22 - 26	239.980	0.000	(146.705)	92.275
Years 27 -31	92.275	0.000	(68.634)	23.642
Years 32 – 36	23.642	0.000	(23.642)	0.000
Years 37 - 41	0.000	0.000	0.000	0.000

Loans Fund Balances

The regulations require that a prior year comparator is included therefore the estimated loans fund balances last financial year were anticipated to be:

General Fund	Opening Balance £m	Advances £m	Repayments £m	Closing Balance £m
2022-23	657.632	79.437	(21.846)	715.222
Years 2 – 5	715.222	305.405	(89.365)	931.262
Years 6 - 11	931.262	72.810	(138.369)	865.703
Years 12 - 16	865.703	0.000	(133.689)	732.014
Years 17 - 21	732.014	0.000	(148.554)	583.459
Years 22 - 26	583.459	0.000	(158.052)	425.407
Years 27 - 31	425.407	0.000	(152.822)	272.585
Years 32 - 36	272.585	0.000	(116.142)	156.443
Years 37 - 41	156.443	0.000	(106.576)	49.867
Years 42 - 46	49.867	0.000	(47.132)	2.735
Years 47 - 51	2.735	0.000	(2.350)	0.385
Years 52 - 56	0.385	0.000	(0.385)	(0.000)

HRA	Opening Balance £m	Advances £m	Repayments £m	Closing Balance £m
2022-23	391.192	40.257	(16.157)	415.292
Years 2 – 6	415.292	85.607	(82.720)	418.179
Years 6 - 11	418.179	95.579	(138.074)	375.684
Years 12 -16	375.684	0.000	(105.695)	269.989
Years 17 -21	269.989	0.000	(88.329)	181.660
Years 22 - 26	181.660	0.000	(87.543)	94.117
Years 27 -31	94.117	0.000	(62.560)	31.557
Years 32 – 36	31.557	0.000	(31.145)	0.413
Years 37 - 41	0.413	0.000	(0.412)	0.000

It should be noted that these tables are for illustrative purposes only and demonstrate the current loan charge profile and timescales for debt repayment. As future capital investment plans are agreed the associated advances will be reflected in those treasury strategy documents.

Treasury Indicators

Treasury Indicators: limits to borrowing activity

The key Treasury Indicators which are part of the Prudential Code are:

The operational boundary

This is the limit beyond which external debt is not normally expected to exceed. In most cases, this would be a similar figure to the CFR, but may be lower or higher depending on levels of actual debt and the ability to fund under-borrowing from other cash resources.

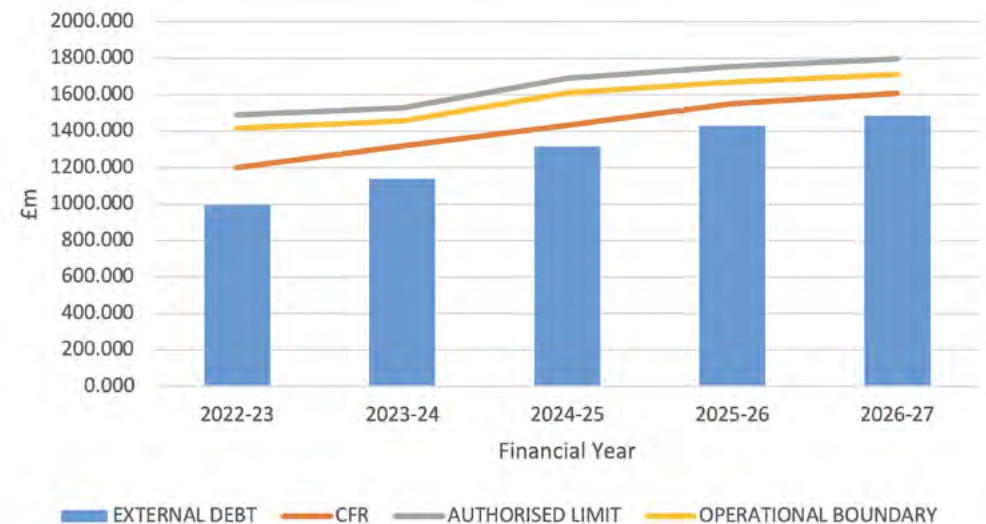
The authorised limit for external debt.

This is a key prudential indicator that represents a control on the maximum level of borrowing. This is a legal limit beyond which external debt is prohibited, and this limit needs to be set or revised by Fife Council. It reflects the level of external debt beyond which, while not desired, could be afforded in the short-term, but is not sustainable in the longer term.

The authorised limits for external debt for the current and two subsequent years are the legislative limits determined under Regulation 6(1) of the Local Authority (Capital Finance and Accounting) (Scotland) Regulations 2016.

Actual 2022-23 £m	Actual 2023-24 £m		Approved 2024-25 £m	Approved 2025-26 £m	Approved 2026-27 £m
995.595	1,138.567	External Debt	1,316.420	1,430.802	1,484.230
1,418.129	1,456.053	Operational Boundary	1,611.300	1,671.279	1,710.895
1,489.036	1,528.856	Authorised Limit	1,691.865	1,754.843	1,796.440

The table above shows that the expected External Debt is within both the Operational Boundary and the Authorised Limit. This can also be seen in the graph below:



Treasury Indicators

Treasury Indicators: Borrowing

The key Investment Treasury Indicators which are part of the Treasury Management Code are: -

- Upper limits on fixed and variable interest exposures
- Upper and lower limits to the maturity structure of borrowing
- Upper limits to the total of principal sums invested longer than 364 days.

Upper limits on fixed and variable interest exposures

The Council's loan portfolio consists of fixed and variable rate debt, plus it has both fixed or variable rate investments. The Code requires limits to be set that manage risk and reduce the impact of adverse movement in interest rates, primarily on variable rate loans. At 31 January 2024, the Council had 27.79% of its total debt in what is termed a "variable structure". The variable nature of the structure of the Council's loans has been managed in the lenders' contracts. These types of contracts are termed LOBO contracts, i.e. Lender Option Borrower Option contracts. The contracts allow the lender to apply to the Council for change in interest rate, after an initial fixed period of several years, to be considered on specific dates. If the Council does not wish to accept the change in interest rates, it can repay the loan in full without penalty. The timing of the opportunity for the lender to change the rate is controlled to limit the risk to the Council and is written into the loan contract. Only on certain anniversaries of the loan issuance can the rate be changed. Most LOBO loans in the current portfolio are on a 6-month rollover on a variety of dates.

The treasury indicator is detailed in the table below, and previously agreed, as part of the Prudential Indicators

Limits on Interest Rate Exposure (as a % of net debt)	Approved 2024-25	Approved 2025-26	Approved 2026-27
Fixed interest payable / receivable	100%	100%	100%
Variable interest payable / receivable	75%	75%	75%

It is anticipated that the Council's loan portfolio for the next three financial years will be exposed to interest rate changes on current debt (as at 31 December 2023) as follows:

External Interest Due	2024-25		2025-26		2026-27	
	£m	%	£m	%	£m	%
Fixed rate loan debt	29.899	83.04	29.313	82.75	28.185	82.19
Variable rate loan debt	6.109	16.96	6.109	17.25	6.109	17.81
Total	36.008		35.422		34.294	

Upper and lower limits to the maturity structure of borrowing

These gross upper and lower limits are set to limit the Council's exposure to large, fixed rate sums falling due for refinancing at the same time.

Treasury Indicators

According to the Code, “the maturity of borrowing should be determined by reference to the earliest date on which the lender can require payment. If the lender has the right to increase the interest rate payable such as in a LOBO loan, this should be considered a right to require repayment”.

The amount of debt maturing each year is managed by a variety of rollover dates. Members at the Council meeting on 22 February 2024 agreed the Upper and Lower Limits below and, in practice, we have an agreed additional Upper Limit, using the maturity date for LOBO loans of 15%. This is adopted on the basis of continuation of prudent treasury management practice.

	Lower Limit	Upper Limit
Under 12 months	0%	50%
12 months to 2-year period	0%	50%
2 years to 5-year period	0%	50%
5 years to 10-year period	0%	50%
10 years and above	0%	100%

Upper limit to the total of principal sums invested longer than 364 days.

It is expected the Council is unlikely to have extended periods when it will have surplus funds due to cash flow. On this basis, the limit on sums to be invested longer than 364 days will remain zero.

Borrowing

The capital expenditure plans provide details of the service activity of the Council. The treasury management function ensures the Council's cash is organised in accordance with the relevant professional codes, so enough cash is available to meet service activity and the Council's Capital Strategy. This will involve both the organisation of the cash flow and, where capital plans require, the organisation of appropriate borrowing facilities. The strategy covers the relevant treasury / prudential indicators, the current projected debt positions and the annual investment strategy, the current and projected debt positions and the Annual Investment Strategy.

Current Portfolio Position

The Council's treasury portfolio position at 31 December 2023, with forward projections, are summarised below.

Actual 2022-23 £m	Actual 2023-24 £m	Long Term External Debt	Approved 2024-25 £m	Approved 2025-26 £m	Approved 2026-27 £m
919.364	1,069.364	External Borrowing	1,254.264	1,376.264	1,437.264
76.230	69.292	Other Long-Term Liabilities	62.156	54.538	46.966
995.595	1,138.657	External Debt	1,136.420	1,430.802	1,484.230
(70.349)	(60.000)	Investments	(60.000)	(60.000)	(60.000)
925.254	1,078.657	Net External Debt	1,256.420	1,370.802	1,424.230

The Council's forward projections for borrowing are summarised below. The table shows the actual external debt, against the underlying capital borrowing need, (the Capital Financing Requirement – CFR), highlighting any over or under borrowing. The upward trend requires careful monitoring to ensure that new borrowing is only for capital purposes.

Actual 2022-23 £m	Actual 2023-24 £m	Long Term External Debt	Approved 2024-25 £m	Approved 2025-26 £m	Approved 2026-27 £m
995.595	1,138.657	External Debt	1,316.420	1,430.802	1,484.230
1,200.053	1,318.870	CFR	1,432.279	1,552.895	1,608.491
(204.458)	(180.213)	(Under)/over borrowing	(115.859)	(122.094)	(124.261)

Within the range of prudential indicators, there are several key indicators to ensure the Council operates its activities within well-defined limits. One of these indicators puts limits on the Council's borrowing activity. The Council must ensure that its external debt does not, except in the short term, exceed the total of the CFR in the preceding year plus the estimate of any additional CFR for the next three years. This allows some flexibility for limited early borrowing for future years but ensures that borrowing is not undertaken for revenue or speculative purposes.

Borrowing

Prospects for Interest Rates

Views on interest rates are crucial to the portfolio strategy for the coming year. Appendix A to this strategy report includes an economic commentary from the Council's treasury adviser, Link Asset Services, and includes the latest central forecast of short- and long-term borrowing rates as produced by Link Group in February 2024. The commentary indicates that we continue to experience difficult times with the balance of risk to economic growth in the UK to the downside. Specifically on interest rates, Link Group are anticipating that rates will remain at 5.25% until the second half of 2024 with possible reductions at the end of 2024 and 2025.

Borrowing Strategy

The Council is currently maintaining an under-borrowed position. This means that the capital borrowing need (the Capital Financing Requirement), has not been fully funded with external debt, as cash supporting the Council's reserves, balances and cash flow i.e working capital, has been used as a temporary measure. This strategy is prudent as investment returns are low and counterparty risk is still an issue to be considered.

Against this background and the risks within the economic forecast, caution will be adopted within the 2024-25 treasury function. The Executive Director of Finance and Corporate Services will monitor interest rates in financial markets and adopt a pragmatic approach to changing circumstances.

At 31 January 2024, the Council's debt portfolio is split in favour of the Public Works Loan Board (PWLB) rather than market lenders and both sources will be considered for future long and short-term loans to meet both capital and revenue requirements. In the current financial year, up to 31 January 2024, seven PWLB loans have been arranged using a mix of Maturity Loans and EIP Loans, these range in interest rates from 4.28% to 5.17%. The strategy previously reported to members of continuing to meet any cashflow shortfalls with temporary borrowings or loans for periods where rates are low, taking account of our current maturity profile, is still considered prudent.

Based on the interest rate forecast in Appendix A, it is likely that short-term borrowings during 2024-25 will be at interest rates between 3.75% and 5.25%. After consideration of the interest rate estimates and the current debt maturity profile, it is expected that long-term loans will be taken at interest rates of approximately 4.60% to 5.10%.

Borrowing

Policy on borrowing in advance of need

The Council will not borrow more than or in advance of its needs, purely in order to profit from the investment of the extra sums borrowed. Any decision to borrow in advance will be within forward approved Capital Financing Requirement estimates and will be considered carefully to ensure that value for money can be demonstrated and that the Council can ensure the scrutiny of such funds. However, the following self-imposed constraint will remain on borrowing in advance:

- It is limited to no more than the current financial year's requirement, plus 50% of the estimated requirement for the subsequent two years.

The Net Borrowing Requirement, for 2024-25 is £145.111m taking account of planned capital expenditure, maturing debt and estimated redemption from services, and is detailed below:

Estimated Borrowing Requirement 2024-25	£m
General Fund Capital to be funded from borrowing	96.933
HRA Capital to be funded from borrowing	96.574
Loans Fund Advance	193.507
Estimated Redemption of Loans fund debt in year	(47.428)
Estimated debt redemption for other long-term liabilities (PPP)	(2.118)
Capital Financing Requirement (CFR)	143.960
Borrowing required to replace Maturing Long-Term Debt	1.151
Net Borrowing Requirement	145.111

This borrowing may be taken at any time during the financial year, after due consideration is given to the prevailing costs of borrowing and available forecasts of interest rates. The requirement for the borrowing will also be reviewed at that time.

Debt Rescheduling

It is likely that some debt rescheduling of current borrowing will occur this year. However, if opportunities do arise, any savings will be considered in light of the current treasury position and the size and cost of debt repayment (premiums incurred)

The reasons for any rescheduling to take place will include

- the generation of cash savings and / or discounted cash flow savings
- helping to fulfil the treasury strategy
- enhance the balance of the portfolio (amend the maturity profile and/or the balance of volatility)

All rescheduling will be reported to the Cabinet Committee at the earliest meeting following its action.

Annual Investment Strategy

Investment Policy

The Council's investment policy implements the requirements of the Local Government Investments (Scotland) Regulations 2010, (and accompanying Finance Circular 5/2010), and the CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes 2017 (the CIPFA TM Code) and CIPFA Treasury Management Guidance Notes 2021.

The above regulations and guidance place a high priority on the management of risk. The Council's investment priorities will be firstly security i.e. safeguarding the re-payment of the principal and interest on time, secondly liquidity and the third objective, and third in order of importance, investment return. The Council has one over-riding risk consideration - that of counterparty security risk.

The Royal Bank of Scotland (RBS) are our current banking providers. It is the view of the Executive Director of Finance and Corporate Services that RBS is as secure as any other institution on our lending list. This means that on an overnight basis we may continue to utilise RBS for depositing balances of up to £10.000m.

The Council is generally in a borrowing position, although it does have daily cash flow surpluses. It is the intention to continue to deposit surpluses in AAA rated money market funds or lend any temporary balances to parties meeting counterparty criteria within approved limits for limited periods in the form of term deposits. However, all activity will be within the constraints of Investment Regulations and the Council's Treasury Management Policy.

Other Investments

In general, no loans to third parties are given, however, from time to time, situations may arise which require individual consideration, and these will be reported to Committee as appropriate.

The Council is party to two Employment Land joint ventures with Scottish Enterprise valued at £2.747m. Any further investments in the form of shares would be subject to Committee approval.

Appendix A

Link Group

Interest Rate Forecast - 5 February 2024

The Council has appointed Link Group as its treasury adviser and part of its service is to assist the Council to formulate a view on interest rates. The following table gives Link Group central

Link Group Interest Rate View - 5 February 2024													
	Mar-24	Jun-24	Sep-24	Dec-24	Mar-25	Jun-25	Sep-25	Dec-25	Mar-26	Jun-26	Sep-26	Dec-26	Mar-27
Bank Rate View	5.25	5.25	4.75	4.25	3.75	3.25	3.00	3.00	3.00	3.00	3.00	3.00	3.00
3 Month LIBID	5.30	5.30	4.80	4.30	3.80	3.30	3.00	3.00	3.00	3.00	3.00	3.00	3.00
6 Month LIBID	5.20	5.10	4.60	4.10	3.70	3.30	3.10	3.10	3.10	3.10	3.10	3.10	3.10
12 Month LIBID	5.00	4.90	4.40	3.90	3.60	3.20	3.10	3.10	3.10	3.10	3.10	3.20	3.20
5yr PWLB Rate	4.50	4.40	4.30	4.20	4.10	4.00	3.80	3.70	3.60	3.60	3.50	3.50	3.50
10yr PWLB Rate	4.70	4.50	4.40	4.30	4.20	4.10	4.00	3.90	3.80	3.70	3.70	3.70	3.70
25yr PWLB Rate	5.20	4.90	4.80	4.60	4.40	4.30	4.20	4.20	4.20	4.10	4.10	4.10	4.10
50yr PWLB Rate	5.00	4.90	4.70	4.60	4.40	4.20	4.10	4.00	4.00	3.90	3.90	3.90	3.90

Link Group Interest Rate View - 5 February 2024 Additional notes:

- Our central forecast for interest rates was previously updated on 8 January and reflected a view that the MPC would be keen to further demonstrate its anti-inflation credentials by keeping Bank Rate at 5.25% until at least H2 2024. We expect rate cuts to start when both the CPI inflation and wage/employment data are supportive of such a move, and when there is a likelihood of the overall economy enduring at least a slowdown or mild recession over the coming months (although most recent GDP releases have surprised with their on-going robustness).
- Naturally, timing on this matter will remain one of fine judgment: cut too soon, and inflationary pressures may well build up further; cut too late and any downturn or recession may be prolonged.
- In the upcoming months, our forecasts will be guided not only by economic data releases and clarifications from the MPC over its monetary policies and the Government over its fiscal policies, but also international factors such as policy development in the US and Europe, the provision of fresh support packages to support the faltering recovery in China as well as the on-going conflict between Russia and Ukraine, and in the Middle East.

PWLB RATES

- The gilt curve has moved a little higher through January and February following big downward movements through November and December, reflecting a “reality check” that central banks are unlikely to be bullied into cutting rates early. At the time of writing there is c50 basis points difference between the 5- and 50-years’ parts of the curve.

The balance of risks to the UK economy

The overall balance of risks to economic growth in the UK is even.

Downside risks to current forecasts for UK gilt yields and PWLB rates include:

- Labour and supply shortages prove more enduring and disruptive and depress economic activity (accepting that in the near-term this is also an upside risk to inflation and, thus, could keep gilt yields high for longer).
- The Bank of England has increased Bank Rate too fast and too far over recent months, and subsequently brings about a deeper and longer UK recession than we currently anticipate.
- Geopolitical risks, for example in Ukraine/Russia, the Middle East, China/Taiwan/US, Iran and North Korea, which could lead to increasing safe-haven flows.

Upside risks to current forecasts for UK gilt yields and PWLB rates:

- Despite the tightening in Bank Rate to 5.25%, the Bank of England allows inflationary pressures to remain elevated for a long period within the UK economy, which then necessitates Bank Rate staying higher for longer than we currently project.
- The pound weakens because of a lack of confidence in the UK Government’s pre-election fiscal policies, which may prove inflationary, resulting in investors pricing in a risk premium for holding UK sovereign debt.
- Projected gilt issuance, inclusive of natural maturities and QT, could be too much for the markets to comfortably digest without higher yields compensating.

Link Group Forecasts

We expect the MPC will keep Bank Rate at 5.25% until the second half of 2024, to combat on-going inflationary and wage pressures, even if they have dampened somewhat of late. We do not think that the MPC will increase Bank Rate above 5.25%.

Gilt yields and PWLB rates

The overall longer-run trend is for gilt yields and PWLB rates to fall back over the timeline of our forecasts, as inflation continues to fall through 2024.

Our target borrowing rates are set two years forward (as we expect rates to fall back) and the current PWLB (certainty) borrowing rates are set out below:

PWLB debt	Current borrowing rate as at 05.02.24 p.m.	Target borrowing rate now (end of Q4 2025)	Target borrowing rate previous (end of Q3 2025)
5 years	4.71%	3.70%	3.80%
10 years	4.82%	3.90%	3.80%
25 years	5.36%	4.20%	4.20%
50 years	5.16%	4.00%	4.00%

Borrowing advice

Our long-term (beyond 10 years) forecast for Bank Rate remains at 3% and reflects Capital Economics' research that suggests AI and general improvements in productivity will be supportive of a higher neutral interest rate. As all PWLB certainty rates are currently significantly above this level, borrowing strategies will need to be reviewed in that context. Overall, better value can be obtained at the shorter end of the curve and short-dated fixed LA to LA monies should be considered. Temporary borrowing rates will remain elevated for some time to come but may prove the best option whilst the market continues to factor in Bank Rate reductions for 2024 and later.

Our suggested budgeted earnings rates for investments up to about three months' duration in each financial year are set out below.

Average earnings in each year	Now	Previously
2023/24 (residual)	5.30%	5.30%
2024/25	4.55%	4.55%
2025/26	3.10%	3.10%
2026/27	3.00%	3.00%
2027/28	3.25%	3.25%
2028/29	3.25%	3.25%
Years 6 to 10	3.25%	3.25%
Years 10+	3.25%	3.25%

As there are so many variables at this time, caution must be exercised in respect of all interest rate forecasts.

Our interest rate forecast for Bank Rate is in steps of 25 bps, whereas PWLB forecasts have been rounded to the nearest 10 bps and are central forecasts within bands of + / - 25 bps. Naturally, we continue to monitor events and will update our forecasts as and when appropriate.

Fife Council Treasury Management Strategy Statement and Annual Investment Strategy 2024-27



Alternative Formats

Information about Fife Council can be made available in large print, braille, audio CD/tape and Gaelic on request by calling **03451 55 55 00**



British Sign Language

Text (SMS) 07781 480 185

Via contact **SCOTLAND-BSL**



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Arabic	خط هاتف اللغة العربية: 03451 55 55 77
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Alternative Formats line : 03451 55 55 00	

**EXTRACT FROM TREASURY MANAGEMENT MANUAL - AUTHORITY REQUIRED FOR TREASURY
ACTIVITY**

	Lead Officer (Banking & Investments) or Accounting Technician, Investment Team	Accountant, Investment Team	Finance Operations Manager	Head of Finance or Executive Director Finance & Corporate Services
Temporary Lendings				
Up to £5.000m on 1 day	X			
Up to £10.000m on 1 day		X		
Up to £20.000m on 1 day			X	
Over £20.000m				X
Temporary Borrowings				
Up to £10.000m on 1 day	X			
Up to £20.000m on 1 day		X		
Up to £30.000m on 1 day			X	
Over £30.000m				X
Long Term Market Monies				
Up to £20.000m on 1 day			X	
Over £20.000m				X

	Lead Officer (Banking & Investments) or Accounting Technician, Investment Team	Accountant, Investment Team	Finance Operations Manager	Head of Finance or Executive Director Finance & Corporate Services
Long Term PWLB				
Up to £20.000m on 1 day			X	
Over £20.000m				X
Debt rescheduling				
Annual strategy				X
And only after annual strategy approved, on any one day:-				
Replace loan(s) of <£5.000m with lower rate over same or longer period		X		
Replace loan(s) of >£5.000m & <£20.000m with lower rate over same or longer period			X	
Replace loan(s) of >£20.000m with lower rate over same or longer period				X
Replace loan(s) with lower rate over shorter period				X
Replace loan(s) with higher rate loan				X

The Lead Officer (Banking & Investments), Accounting Technician, Accountant, Investment Team and Finance Operations Manager will carry out treasury activity according to the above Authority.

Outstanding Remits from Committees

Title	Service(s)	Comments
9th May, 2024		
Short-term Lets: Licensing Review and Control Areas	Planning/Protective Services/Housing	As agreed at 09.03.23 Cabinet (para. 89 of 2023.CC.47 refers) Cabinet Committee Minute - 9th March 2023 - Due to be submitted to Cabinet in November 2023 but deferred and workshop held on 26th January, 2024. Report deferred to May meeting
Annual Uplift in Payments to Foster Carers	Education	Annual report – last submitted to 09.03.23 Cabinet Committee - para. 85 of 2023.CC.46 refers (Deferred from March)
Membership of Kimo UK	Planning	As agreed at 16.03.23 Fife Council meeting (para. 60 of 2023.FC.68 refers) Fife Council Minute - 16th March 2023
Tackling Dampness and Mould in Private Sector Housing (previous title: Private Sector Tenants Housing Condition Report)	Housing	As agreed at 04.05.23 Cabinet (para. 108 of 2023.CC.58 refers) Cabinet Committee Minute - 4th May 2023 - Due to be submitted to Cabinet in Autumn 2023 and then April 2024 but deferred
6th June, 2024		
Change Planning and Organisation Change	Communities	As agreed at 30.11.23 Cabinet meeting - Para. 5.2 of report refers - <i>A further report will be brought to the Cabinet around June 2024 seeking agreement to the detail of change and to subsequent implementation.</i>
12th September, 2024		
Housing Allocation Policy Review - Task & Finish Group Update	Housing	As agreed at 08.02.24 Cabinet meeting - para. 207 of 2024.CC.114 refers - Cabinet Committee Minute - 8th February 2024 - Report back to Cabinet Committee following completion of the Task and Finish Group remit in the Autumn.

Title	Service(s)	Comments
10th October, 2024		
South and West Fife - Community Use Arrangements Update	Communities	As agreed at 07.03.24 Cabinet meeting - para. 221 of 2024.CC.121 refers - Cabinet Committee Minute - 7th March 2024 - A further report be submitted to Cabinet in Autumn 2024.
Community Wealth Building	Business and Employability	As agreed at 06.04.23 Cabinet meeting - para. 97 of 2023.CC.51 refers - Cabinet Committee Minute - 6th April 2023 - Six monthly update to be submitted to Cabinet
7th November, 2024		
Anti-Bullying Policy	Education	As agreed at 02.11.23 Cabinet meeting – para. 169 of 2023.CC.93 refers – Cabinet Committee Minute - 2nd November 2023 - Report to be brought back in a year's time
Housing Service – Domestic and Sexual Abuse Policy – Review	Housing Services	As agreed at 02.11.23 Cabinet meeting – para. 173 of 2023.CC.95 refers – Cabinet Committee Minute - 2nd November 2023 - Report to be brought back in a year's time
Social Housing Net Zero Standard (SHNZS) - Scottish Government Consultation Response	Housing Services	As agreed at 07.03.24 Cabinet meeting - para. 223 of 2024.CC.122 refers - Cabinet Committee Minute - 7th March 2024 - A further report be brought back to Cabinet later in 2024.
6th February, 2025		
Local Heat and Energy Efficiency Strategy Delivery Plan	Planning	As agreed at 30.11.23 Cabinet meeting - para. 176 of 2023.CC.98 refers - Cabinet Committee Minute - 30th November 2023 - Detailed Delivery Plan to be reported to Cabinet by March 2025

Unallocated		
Transfer of Development Land at North Fod, Dunfermline Update	Estates	As agreed at Cabinet 09.03.23 – para. 92 of 2023.CC.48 refers - Cabinet Committee Minute - 9th March 2023 - Further report on the details surrounding the development of the site to be reported back in due course
Wave Trust 70/30 Campaign	Education	As agreed at 16.03.23 Fife Council meeting – para. 60 of 2023.FC.70 refers - Fife Council Minute - 16th March 2023

Title	Service(s)	Comments
Unallocated		
Houses in Multiple Occupation (HMO): Review of the Overprovision Policy	Housing Services	As agreed at 04.05.23 Cabinet meeting - para 107 of 2023.CC.57 refers – Cabinet Committee Minute - 4th May 2023 - Report to be presented during 2024
Policy on the return of items of local, cultural or historical significance for local displays and heritage centres	Communities and Neighbourhoods	As agreed at 07.09.23 Cabinet meeting - para. 147 of 2023.CC.78 refers - Cabinet Committee Minute - 7th September 2023 Fife Tourism Strategy report
The Big Hoose Project – Update	Communities	As agreed at 05.10.23 Cabinet meeting - Para. 3.6 of Cost of Living - Winter Programme report refers - A separate report to be submitted to Cabinet once the council receives the evaluation and funding proposal.
Pay Strategy and Job Evaluation Project	Human Resources	As agreed at 30.11.23 Cabinet meeting - para. 188 of 2023.CC.103 refers - Cabinet Committee Minute - 30th November 2023 - see also para. 4.1 of report - updates to be brought back to Cabinet
Appointment of Chief Planning Officer (CPO)	Human Resources	As agreed at 11.01.24 Cabinet meeting - para. 195 of 2024.CC.107 refers - Deferred to a future meeting
Pedestrian and Cyclist Access to Household Waste Recycling Centres	Environment and Building Services	As agreed at 11.01.24 Cabinet meeting - para. 199 of 2024.CC.110 refers - Deferred to a future meeting
Mothballing of Milton of Balgonie Primary School - Consultation Report	Education	As agreed at 11.01.24 Cabinet meeting - para. 198 of 2024.CC.108 refers - Cabinet Committee Minute - 11th January 2024 - Consultation report to be brought back to Cabinet
Allotment & Community Growing Strategy 2024-2028 Update	Communities and Neighbourhoods	As agreed at 08.02.24 Cabinet meeting - para. 209 of 2024.CC.115 refers - Cabinet Committee Minute - 8th February 2024 - Further report back to Cabinet in due course.
Budget Planning 2024-27 - HRA Capital Plan Update	Finance and Corporate Services	As agreed at 08.02.24 Cabinet - para. 11.5 of report refers - <i>Due to a number of emerging financial risks, more time will be taken to model and test affordability of the HRA Capital Plan and a further report will be brought to this committee in the coming months</i>
Fencing Policy	Housing	As agreed at Community and Housing Services Sub-Committee of 03.02.22 - - Para. 4.1 of report refers - A fully developed council policy to provide garden fencing be brought back to committee in Autumn 2022. Currently being consulted upon.