

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

Wednesday, 25th November, 2020 - 9.30 a.m.

AGENDA

Page Nos.

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST** – In terms of Section 5 of the Code of Conduct, members 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 South and West Fife Area Committee of 7th October, 2020. 3 – 7
4. **CRIMINAL JUSTICE SOCIAL WORK SERVICE - COMMUNITY PAYBACK: UNPAID WORK SCHEME** – Report by the Head Education and Children's Services (Children and Families and Criminal Justice). 8 – 26
5. **AREA HOUSING UPDATE** – Report by the Head of Housing Services. 27 – 33
6. **BLAIR HOUSE AND COMRIE BING - UPDATE REPORT** – Report by the Head of Planning. 34 – 39
7. **SOUTH AND WEST FIFE COMMUNITY DEVELOPMENT (CD) PARTNERSHIP UPDATE MARCH - NOVEMBER, 2020** – Report by the Head of Communities and Neighbourhoods Service. 40 – 50
8. **SOUTH AND WEST FIFE AREA LOCAL COMMUNITY PLAN - PLAN4SOUTH AND WEST FIFE AREA** – Report by the Head of Communities and Neighbourhoods Service. 51 – 63
9. **SETTLEMENT TRUST - ANNUAL UPDATE ON EXPENDITURE AND FUNDS HELD - 2019/20** – Report by the Head of Communities and Neighbourhoods Service. 64 - 68
10. **SOUTH AND WEST FIFE AREA COMMITTEE FORWARD WORK PROGRAMME 2021** 69 - 72
11. **NOTICE OF MOTION** - In terms of Standing Order No. 8.1(1), the following Notice of Motion has been submitted:-

“The Committee notes that, historically, there have been many reports on flooding issues in S&WF that have been ‘noted’ but have not led to any effective outcome.

Consequently, the current resolution of flooding issues in South & West Fife is intricately linked to the completion of the ‘Integrated Catchment Study’. Therefore, the Committee asks Officers to identify who are the key officials involved in the completion of the Integrated Catchment Study and to invite those officials to attend the earliest possible meeting of the Committee to update members on its progress.”

Proposed by Councillor Tony Orton
Seconded by Councillor Dave Dempsey

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

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

Fife House
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18th November, 2020.

If telephoning, please ask for:

Michelle McDermott, Committee Officer, Fife House

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THE FIFE COUNCIL - SOUTH AND WEST FIFE AREA COMMITTEE – REMOTE MEETING

7th October, 2020.

9.30 a.m. – 12.35 p.m.

PRESENT: Councillors Alice McGarry (Convener), David Barratt, Bobby Clelland, Dave Coleman, Dave Dempsey, Sharon Green-Wilson, Mino Manekshaw, Tony Orton, Kate Stewart and Andrew Verrecchia.

ATTENDING: Alastair Mutch, Community Manager (South and West Fife), Mandy MacEwan, Team Manager (Community Development) and Lisa Hemphill, Local Development Officer, Communities and Neighbourhoods Service; Phil Clarke, Lead Consultant, Traffic Management (South Fife) and Neil Watson, Lead Consultant (Roads and Lighting Asset Management), Assets, Transportation and Environment; Gordon Mole, Head of Business and Employability, Economy, Planning and Employability Services; Helen Wilkie, Service Manager (Housing Condition and Supply), Jim Mitchell, Lead Officer (Affordable Housing and Regeneration) and Deborah Stevens, Lead Officer (Area Regeneration), Housing Services; Eleanor Hodgson, Accountant and Michelle McDermott, Committee Officer, Legal and Democratic Services, Finance and Corporate Services.

ALSO IN ATTENDANCE: Councillor Judy Hamilton (for para. 231 only) and Ms. Nina Patton, Scottish Environmental Protection Agency (for para. 228 only).

226. DECLARATIONS OF INTEREST

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

227. MINUTES

The Committee considered:-

- (a) Minute of meeting of South and West Fife Area Committee of 12th August, 2020.

Decision

The Committee agreed to approve the minute.

- (b) Minute of meeting of West Fife Area Common Good Sub-Committee of 4th August, 2020.

Decision

The Committee agreed to approve the minute.

228./

228. RADIATION MONITORING AT DALGETY BAY

Nina Patton from SEPA advised that, in August, they had received confirmation from the Ministry of Defence (MoD) that their contractor would not be on site in 2020 and that remediation works would commence in 2021 but it was noted that the MoD had confirmed that they had submitted information to Fife Council to extend the current planning permission and that these had been approved. Nina advised that the MoD had also confirmed that their contractor had applied to erect a concrete batching plant in Inverkeithing in advance of the remediation works. SEPA still had not received an application for an Environmental Authorisation's permit from the MoD for remediation works and were waiting to receive the necessary paperwork. It was noted that SEPA would continue to liaise with the MoD and their contractors to ensure appropriate permits were in place for the remediation works which was likely to be in 2021.

Nina also confirmed that signage and restrictions were still in place at Dalgety Bay and that monthly monitoring had been reduced during the covid lockdown but that the full monitoring programme had resumed in August. It was noted that, unfortunately, a representative from the MoD had not been in attendance to provide a further detailed update.

Decision

The Committee agreed that the Convener write to the Ministry of Defence to express their disappointment at the lack of progress and that no representative had attended this morning's meeting to provide an update on the Radiation Monitoring situation at Dalgety Bay and requested that a representative from the MoD be in attendance when radiation monitoring was due to be heard at the next scheduled meeting.

229. NORTH QUEENSFERRY AND FORTH BRIDGES AREA

The Committee considered a report by the Head of Communities and Neighbourhoods Service providing a response to the motion that was agreed by the South and West Fife Area Committee on 12th August, 2020.

Decision

The Committee agreed that:-

- (1) future ongoing reporting on the key areas be undertaken through Ward 6 meetings;
- (2) that a report be presented to this Committee in late 2021 summarising progress;
- (3) that the Local Action Plan should include genuinely SMART objectives; and
- (4) the Chief Executive be requested to assign a specific officer to co-ordinate the delivery of the Local Action Plan and to provide that officer with the authority to enable its delivery within a reasonable timescale.

Councillors Bobby Clelland and Kate Stewart joined the meeting during consideration of the above item.

230. RESPONSE TO MOTION TO REDUCE SPEED LIMIT OF MAIN STREET, LOW VALLEYFIELD TO 30MPH

The Committee considered a report by the Head of Assets, Transportation and Environment requesting members to consider the Service's response to the motion which had been agreed by South and West Fife Area Committee on 12th August, 2020.

Decision

The Committee agreed to promote a 30mph speed limit at Low Valleyfield.

231. COUNCIL HOUSING - PROVISION OF WHEELCHAIR ACCESSIBLE HOUSING

Councillor Judy Hamilton, Convener of Community and Housing Services Committee provided a brief outline of how the housing regeneration at Spencerfield, Inverkeithing had been identified including details of the affordable housing element.

Helen Wilkie, Service Manager, Housing Services advised that Fife Council had been tasked to deliver 30% of properties as specific needs and 5% of that 30% would be for wheelchair properties. Helen advised that two properties at the Spencerfield development site had been identified as suitable for wheelchair use.

David Weir, Service Manager, Property Services answered members' questions in relation to the properties that Taylor Wimpey were building advising that, though Taylor Wimpey were not using Council designs for these properties, the designs they used were good value and were fit for purpose. David pointed out that the properties at Spencerfield had been categorised as "specific needs" rather than fully meeting the Council's full standards due to the size of the kitchens not being compliant.

Decision

The Committee thanked Councillor Hamilton, Helen Wilkie and David Weir for their detailed updates which had been helpful in understanding the Council's position on wheelchair accessible housing.

The Committee adjourned at 10.57 a.m. and reconvened at 11.10 a.m.

232. SOUTH AND WEST FIFE AREA - FLOODING INCIDENTS AUGUST 2020

The Committee considered a briefing paper prepared by the Senior Manager, Roads and Transportation Services updating members on the extreme rainfall and subsequent flooding events throughout the South and West Fife Area on 11th/12th and 25th August, 2020.

Decision/

Decision

The Committee:-

- (1) agreed that a report be submitted to the Environment and Protective Services Sub-Committee which would include a full register of flood events across Fife detailing the location and key processes involved;
- (2) asked that the Council be proactive in following each flooding event by inviting external bodies (Police, Fire, SEPA) and local representatives to detail all flooding events; and
- (3) noted that there was no specific reference within the Appendix to the flooding that had taken place within the Rosyth area in August.

Councillors Kate Stewart and Andrew Verrecchia left the meeting during consideration of the above item.

233. AREA ROADS PROGRAMME 2019/20 - FINAL REPORT

The Committee considered a report by the Head of Assets, Transportation and Environment advising members of the delivery of the 2019-20 Area Roads Programme (ARP).

Decision

The Committee noted the contents of the report.

Councillor Andrew Verrechia re-joined the meeting during discussion of the above item.

234. COMMON GOOD FUNDS ANNUAL REPORT 2019-2020

The Committee considered a report by the Executive Director (Finance and Corporate Services) advising members of the current status of the Common Good Funds in the area and relevant fund activities over the financial year 2019-20.

Decision

The Committee noted the information contained in the relevant Appendices for the various Common Good funds.

235. AREA CAPITAL UPDATE REPORT 2020-2021

The Committee considered a report by the Executive Director (Finance and Corporate Services) advising members of the current status of the additional capital investment awarded to the South and West Fife Area in the 2017-20 budget.

Decision

The Committee noted the contents of the report.

236./

236. SUPPORTING THE LOCAL COMMUNITY PLAN - SOUTH EAST INVERKEITHING REGENERATION - PROGRESS REPORT

The Committee considered a joint report by the Head of Housing Services and Head of Communities and Neighbourhoods Service advising members of progress with the regeneration of South East Inverkeithing.

Decision

The Committee noted the contents of the report.

237. SUPPORTING THE LOCAL COMMUNITY PLAN - LOCAL COMMUNITY PLANNING BUDGET UPDATE

The Committee considered a report by the Head of Communities and Neighbourhoods Service providing members with detailed information in relation to the allocation of funding from the local community planning budget, as agreed at the 4th March, 2020 Area Committee, to support the Forward West Fife Scottish Power Legacy Fund, Inverkeithing Neighbourhood Plan and Dalgety Bay Community Development Trust projects.

Decision

The Committee noted the contents of the report.

238. SUPPORTING THE LOCAL COMMUNITY PLAN - LOCAL COMMUNITY PLAN OUTTURN REPORT 2019-2020

The Committee considered a report by the Head of Communities and Neighbourhoods Service updating members on the achievements and outcomes that had been delivered via various projects and initiatives developed with support from the local community planning budget in South and West Fife.

Decision

The Committee noted the contents of the report.

239. SOUTH AND WEST FIFE AREA COMMITTEE FORWARD WORK PROGRAMME 2020

Decision

The Committee noted the Forward Work Programme which would be further updated as appropriate.

25th November, 2020.

Agenda Item No. 4

Criminal Justice Social Work Service – Community Payback: Unpaid Work Scheme

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

Wards Affected: 1, 5 and 6

Purpose

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

Recommendation(s)

The Committee is asked to: -

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

Resource Implications

There are no additional resource implications for Fife Council.

Legal & Risk Implications

There are no Legal & Risk implications for Fife Council.

Impact Assessment

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

Consultation

There is no requirement for consultation.

1.0 Background

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

2.0 Reducing Re-offending Partnership

- 2.1 The Scottish Government and partners have been working together to look at alternative models and ways of working since 2012 to reduce re-offending; reduce the use of custody; and secure better outcomes for communities. The Fife and Forth Valley Community Justice Authority, which previously had oversight of the four local authorities delivering Criminal Justice interventions in its area, was dis-established in April 2017 and a '*New Model for Community Justice*' the Fife Reducing Offending and Re-offending Partnership Group' came into effect. This model places planning at a more local level where people who know their area best can make decisions. A legal duty is now placed upon statutory Community Justice Partners to engage in this planning process to ensure a joint approach that is both outcomes focused and evidence based. Further information on Fife's Reducing Offending and Re-Offending Plan can be found on Twitter @RORPGFife.

3.0 Funding

- 3.1 The Unpaid Work Team is funded through the Criminal Justice budget. This constitutes around £1,006,404 of which the largest percentage is accounted for under human resources costs. Other areas which the budget covers includes vehicle hire, rental of facilities, equipment purchase and maintenance.
- 3.2 Whilst the Unpaid Work Team will provide the tools, transportation and manpower for specific projects, it is the responsibility of the recipients to provide the necessary materials for use.

4.0 Staffing

- 4.1 The Community Payback Unpaid Work Team comprises of a Team Manager, a Senior Social Work Assistant, three Project Officers and fourteen full-time Work Supervisors. Our Lead Officer departed post in July 2020 and the post responsibilities have been temporarily covered by our Senior Social Work Assistant.

5.0 Legislation

- 5.1. This legislation requires Unpaid Work Orders to be completed within a specific timeframe as outlined below: -

Level One Order - 20 to a maximum of 100 hours can be imposed and should be completed within a 3-month timescale unless otherwise specified by the Sentencer.

Level Two Order - 101 to a maximum of 300 hours can be imposed and should be completed within a 6-month timescale unless otherwise specified by the Sentencer.

5.2 Immediacy/Visibility

One of the key elements of the legislation is to ensure that offenders begin work on Community Payback as soon as possible after sentence. To assist in this, Criminal Justice Service Social Work staff carry out a post-sentence interview immediately after the person has appeared at Court. This ensures that unpaid work participants commence the unpaid work requirement of their Order within five working days of their appearance at Court.

- 5.3 Fife Council's Criminal Justice Social Work Service has a duty to submit an annual report on the operation of Unpaid Work in Fife to the Scottish Government as required by legislation. Information will include up-to-date figures on the number of Orders imposed and successfully completed Unpaid Work Orders, types of projects undertaken and feedback from participants and recipients of Unpaid Work across Fife.

6.0 Service Delivery

- 6.1 This report provides information on the Fife wide service delivery by Unpaid Work and also provides a breakdown of the activity within the South West Fife Area. It also provides information on the broader service delivery of Criminal Justice Services.
- 6.2 The Community Payback Unpaid Work Scheme operates Sunday through to Thursday and offers evening shifts four times per week. Sunday working is also available for those participants in employment or with particular care commitments.
- 6.3 With the advent of Covid-19, evening work has been suspended.
- 6.4 The scheme has three workshops located in Dunfermline, Kirkcaldy and Glenrothes and also operates fourteen vehicles.
- 6.5 Visibility of the projects plays an important part in raising the awareness of the positive contribution Unpaid Work can play in the local community and, throughout the year, there have been a number of positive news articles in the local press. At the conclusion of each project, a plaque is left indicating the Unpaid Work Scheme has carried out the work. This can have a positive impact on those who have participated in the work as well as informing others as to who carried out the work which can have a positive impact on others around the issue of reparation.
- 6.6 There is an increasing focus on the use of social media to promote the positive work being undertaken. In Fife, the Community Payback Unpaid Work Team undertake a wide range of projects from painting, litter picking, supporting foodbanks, assisting vulnerable adults and parents of children in the community by completing tasks such as decorating, gardening and removals. Positive media information offers an opportunity to inform the public of the good work that can be achieved by those undertaking Community Payback.
- 6.7 Although not within the time frame of this report, it is worth noting that Community Payback staff assisted in food relief throughout Fife during the initial phases of Covid-19. This will be highlighted in future reports to Committee.
- 6.8 The scheme currently has forty-three personal placements throughout Fife suitable for both males and females and is actively working on establishing working relationships to create more personal placements across the local authority. Five of these are located within the **South and West Fife** area with on-going work being undertaken to continue to expand this number. The current placements include Salvation Army Charity Shop Inverkeithing, Kincardine Community Café, Barnardo's Rosyth, Barnardo's Dalgety Bay, Barnardo's Kids Charity Shop Dalgety Bay.

- 6.9 Our Lead Officer, Project Officers and Work Supervisors undertook a Training for Trainers Course in 2018. This allows them to instruct and guide participants on the safe and effective use of relevant equipment. This will ensure the skill set of unpaid work participants is increased and will promote confidence and skills that can be utilised in the future when seeking employment. We are also investing in developing the staff group by offering training and development opportunities to enhance knowledge and awareness. Courses undertaken have been NEBOSH (The National Examination Board on Occupational Safety and Health), CALM Training which addresses Crisis & Aggression Limitation Management and, more recently, the commencement of a Certificate in Leadership and Management Course. We also held two staff development days where team developments and improved working practices were developed. The learning undertaken has implemented into practice.
- 6.10 It had been planned for our supervisors to receive further training in 2020 from Community Justice Scotland along with colleagues across the country but this had to be postponed due to the Covid-19 outbreak.
- 6.11 The Unpaid Work Team continues to work in close partnership with the Fife Coastal and Countryside Trust supporting the management and upkeep of areas managed by the Trust.
- 6.12 To assist service users to attend and undertake their hours, local pick up points remain in place in North East Fife, Buckhaven, Dunfermline and Kirkcaldy. Post-Covid, these will be re-assessed.
- 6.13 An Unpaid Work requirement also provides the opportunity within certain prescribed limits for a participant to undertake other activities designed to address identified deficits in the person's lifestyle that may improve a variety of areas in their life. Other activity must not exceed thirty percent of the specified number of hours in the requirement, or thirty hours, whichever is the lower. Such areas include specific training, which addresses issues of literacy, numeracy and/or problem solving. There may also be a need to address anger management issues, address alcohol and or drug related problems. Attendance at the Criminal Justice Service Road Traffic Offenders Programme, which has multi agency engagement from Community Safety, Transportation Services, the Procurator Fiscal's Office, Police Scotland and the Scottish Ambulance Service, has also been used for this purpose.
- 6.14 In response to the needs of women who offend, the Criminal Justice Social Work Service can provide a woman only work squad. The WINGS Project (Women, Inspiring, Nurturing, Goals and Safe) is a service that is tailored to provide a range of services in one place. Attendance by women to the Women Inspiring Nurturing Goals project is credited as part of the other activity project and runs four days a week in Dunfermline, Glenrothes, Methil, Cupar and Kirkcaldy.
- 6.15 The Community Payback Unpaid Work Team also strives to work in close partnership with other Social Work teams such as Children & Families and Adults teams assisting families in poverty or facing hardship. Examples of this include providing responsive support for individuals or families to move home at short notice, for safety purposes and providing support to vulnerable individuals within the community to maintain their properties to a good standard.
- 6.16 Currently 6 members of staff are trained in CPR Instruction in relation to babies/infants, children and adults. This enables them to instruct both Social Work staff and service users and provides them with certification once completed. Naloxone Training has also been provided to all Unpaid Work Supervisors should a service user present as being overdosing on drugs. In part, this aids the Council's objective via the ADP to try and reduce the numbers of Drug Deaths in Fife that have seen an increase across Scotland in the last year.

- 6.17 Currently our Project Officers are undertaking NEBOSH training (The National Examination Board on Occupational Safety and Health) designed to meet the health, safety, environmental and risk management needs of all places of work in both the private and public sector.
- 6.18 The service works closely with corporate Health and Safety colleagues to ensure that the correct advice and guidance is in place for the safety and wellbeing of staff and service users alike.

7.0 Recipients Feedback

- 7.1 Following completion of a Project, a recipient's questionnaire is sent to recipients to gain feedback on the service they received. The following information has been collated from 28 questionnaires received over the period from **1 April 2019 to 31 March 2020**:
- 7.2 28 Recipients Questionnaires were returned between 1st April, 2019 to 31st March, 2020. Work is being undertaken with the recipients of our service to encourage a larger response rate. Of those that have replied, the feedback is generally very positive as can be seen below.

How much information were you given?

About right = 89%

Not Enough = 4%

Blank = 7%

Were you told when the job would start?

Yes = 96%

Blank = 4%

Did it start on time?

Yes = 96%

No = 4%

How satisfied were you with the standard of work?

Very Satisfied = 89%

Satisfied = 7%

Very Unsatisfied = 4%

Comments

- As the work has only material costs and no labour costs attached, the standard of work from potentially unskilled workers is very good.
 - Completed to a high standard.
 - Cannot fault the work carried out, always asked if I'm happy with the work done.
-

Were the Supervising staff helpful in their approach?

Always = 82%

Most of the time = 4%

Blank = 14%

Comments

- The supervising staff are a joy to work with, they are very approachable and accommodating and always happy to help if possible.
 - So helpful and we are grateful that the community payback agreed to prepare the building for the family.
 - Their approach was always above and beyond the level of service expected.
 - Above expectations.
-

Were the clients helpful in their approach?

Always = 82%

Most of the time = 11%

Blank = 7%

Comments

- The clients have always been happy and grateful for the service and work which has been provided by the pay back team.
 - They went above and beyond what was expected as one client wanted to upgrade the young person's memorial at the end of the facility.
 - The painting was carried out during a holiday period but i did meet some of the clients, one in particular was extremely proud of his work and was keen to show me.
 - I received no information advising that the service user was unhelpful. He was grateful that the work had taken place.
-

In your opinion was supervision of the clients adequate?

Always = 89%

Blank = 11%

Comments

- Yes, the supervisor was always in control of the team which they had working.
 - Never seen any issues when I've met the group, excellent supervision.
 - Very respectful.
 - There was an occasion when their radio was too loud, I had to ask them to turn it down, or close the door to prevent the noise travelling through our office. They were very accommodating.
-

Was the Service prompt in completing your task?

Yes = 96%

No = 4%

Comments

- Yes, the work was always completed on time.
 - Completed in good time.
 - Small delay due to staff shortage, communication was handled well.
 - No, the task has still to be completed.
 - Lots of workforce to carry out the task.
 - Task completed as predicted.
-

Overall how satisfied were you with the Service?

Very Satisfied = 96%

Unsatisfied = 4%

Overall Comments

- On occasions where we have used the service before I have been very satisfied. The work that has been completed so far is to a good standard and the members of the team work really hard. However, I feel lack of communication this time round has left myself and other staff members feeling unsatisfied with the service. For example, once dates have been arranged it would be beneficial if someone could contact myself to state that the work will not go ahead on the proposed dates. In addition, a follow up email or phone call to explain why, as well as an issue of new proposed dates would benefit us. Furthermore, I would appreciate if someone could also contact us to advise when the paint etc that has not been used will be dropped off and returned.
 - I am very satisfied with the pay backs standard of work, the dedication the team show to the job which they have been tasked with and for the team to complete other adhoc work when it has been asked.
 - Great service.
 - Very much appreciated!
 - The teams were amazing, they worked very well within their group and with the gala group. The boss was firm but an excellent leader! We were so grateful for their help this year and previous years. A huge thanks to all involved, we had a successful day.
 - The assistance given and the work carried out was exceptional. The attitude of all involved was so positive and what was achieved was more than we could have hoped for. The ongoing support of the team continues to be highly valued and appreciated. Thank you.
 - All projects I have requested have been carried out efficiently, taking into consideration the needs of the service users, your teams go out of their way to ensure that there is minimal disruption to the service users.
 - Excellent job and all persons on site conducted themselves well.
 - Staff and residents at Lindsay House are delighted with the pergola, wishing well and planters in the garden. The slab laying was done to such a high standard that we are thinking of asking for your assistance with some more.
-

8.0 Unpaid Work Participant Feedback

8.1 CJS Client Feedback Survey 2019/2020. The key results from the CJS Service User Feedback Survey for the period April 2019 – March 2020 are given immediately below. This information covers respondents on **all** Criminal Justice Orders and not solely Unpaid Work which is detailed further below at the end of this section.

Response Rate

CJS Client Feedback Survey 19/20

The key results from the CJS Service User Feedback Survey for the period 1 April 2019 – 31 March 2020 are given below.

Response Rate

Total number of Service Users who responded to the questionnaire was 127.

10% of Service Users who terminated their order in the period responded.

Type of Order:

- 92% of the respondents who responded were subject to a CPO
- 1% of the respondents who responded were subject to a DTTO
- 1% of the respondents who responded were subject to a Fiscal Work Order
- 1% of the respondents who responded were subject to a Non-Parole Order
- 1% of the respondents who responded were subject to a Parole Order
- 2% of the respondents who responded were subject to a Supervised Release Order
- 2% of the respondents who responded were subject to another type of order

Supervision Details

- 13% of the respondents had supervision

During the Supervision of your Order did you look at why you offended?

- 75% said they looked at why they offended completely
- 6% said they looked at why they offended partly
- 13% said they did not look at why they offended
- 6% of the respondents did not answer this question at all

During the Supervision of your Order, did the people supervising you encourage you to consider how your offending had affected your victims?

- 63% said the people supervising them encouraged them to consider how their offending had affected the victims completely
- 13% said the people supervising them encouraged them to consider how their offending had affected the victims partly
- 19% said the people supervising them encouraged them to consider how their offending had affected the victims not much or not at all
- 5% of the respondents did not answer this question at all

Groupwork

Did you attend any Groupwork Programmes?

- 17% said they attended Groupwork
- 29% DAG
- 5% MFMC
- 5% RTG
- 5% Smart Recovery
- 5% Wings
- 38% Other types of groups

Did you complete the Groupwork Programme?

- 62% said they completed the Groupwork
- 24% said they didn't complete the Groupwork
- 14% did not answer this question

How was the Order Carried Out?

What do you think about the amount of information you received about your Order?

- 57% said the information they received was about right
- 2% said the information they received wasn't enough
- 1% said the information they received was too much
- 40% did not answer this question

How easy or difficult was it to understand the information about your order?

- 38% said the information was very easy to understand
- 17% said the information was fairly easy to understand
- 3% said the information was fairly difficult to understand
- 42% did not answer this question

During your contact with Criminal Justice Service, did you feel that you were treated with respect?

- 72% said they were treated with respect always
- 22% said they were treated with respect most of the time
- 2% said they were treated with respect sometimes
- 4% did not answer this question

Do you think your circumstances were taken into account during your contact with Criminal Justice Service?

- 62% said their circumstances were taken into account completely
- 18% said their circumstances were taken into account partly
- 6% said their circumstances were taken into account not much at all
- 2% said their circumstances were not taken into account at all
- 2% did not answer this question

If you attended on time, how often were you seen on time?

- 43% said they were seen on time always
- 14% said they were seen on time most of the time
- 2% said they were seen on time sometimes
- 41% did not answer this question

Has the Order helped you?

This order was helpful?

- 51% agreed or strongly agreed that being on an order was helpful.
- 6% disagree or strongly disagree that being on an order was helpful
- 43% did not answer this question

Has your attitude to offending changed during the course of your Order?

- 62% believed that their attitude to offending had either partly or completely changed during the course of their Order.
- 10% believed that their attitude to offending hadn't changed much or not at all during the course of their Order.
- 28% did not answer this question

Life Issues

The percentage of respondents who felt that being on an Order had helped improve various life issues range from:

- 24% for Alcohol
- 15% for Drugs
- 17% for Education
- 17% for Employment
- 21% for Family
- 9% for Housing
- 28% for Relationships
- 10% for Money/Budgetary

Did you carry out any unpaid work or other activity?

- 65% of the respondents had unpaid work or other activity

During your Order were you charged with other offences?

- 8% were charged with other offences during their order

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

- 62% of the respondents thought the order has helped them stop offending
- 13% of the respondents thought the order has helped them reduce offending
- 9% of the respondents thought the order didn't help
- 16% did not answer this question

Overall how satisfied were you with the way that Criminal Justice Services helped you complete your Order?

- 58% of the respondents were very satisfied or satisfied by the way that CJS helped them to complete their Order
- 2% of the respondents were unsatisfied by the way that CJS helped them to complete their Order
- 40% did not answer this question

9.0 Unpaid Work in Fife – Demand

- 9.1 The total number of Community Payback Orders with an Unpaid Work requirement imposed in Fife over the period of 1st April 2019 to 31st March 2020 is 812 (936 in the previous year). In demographic terms, males represent the largest cohort of participants with 706 Orders imposed on men and 106 women.
- 9.2 The number of hours of completed by unpaid work participants in Fife over the period covering 1st April 2019 to 31st March 2020 was 86,664. Using the Living Wage of £9.30 per hours as a guide, this equates to £805,975 of financial benefit to Fife communities and Unpaid Work Recipients.
- 9.3 The total number of Community Payback Unpaid Work Requirements successfully completed in Fife over the period of 1st April 2019 to 31st March 2020 was 489 males and 78 females.

10.0 Work Undertaken in Wards

- 10.1 The work undertaken by the Community Payback Scheme and its participants benefit local schools, charities and community organisations. The range of work can include:
- ground clearance
 - recycling projects
 - building maintenance and landscaping
 - Improvements to park and community facilities
 - General gardening projects
 - Painting and decorating in community centres and individual homes

11.0 Projects Undertaken in the Committee Area

- 11.1 A description of some of the work undertaken in the South and West Area over the period 31st March 2018 to 1st April 2019 is noted in Appendix 1 of this report. Also included within the Appendix is a list of organisations that have benefited from work undertaken and the organisations that we currently have arrangements in place with who facilitate personalised placements.

12.0 Conclusion

- 12.1 Community Payback has assisted a large variety of projects over the last year from individual householders to schools and nurseries and voluntary organisations throughout Fife. It plays a significant and positive role in local communities and repairs some of the harm caused by those who have committed offences. In addition to the benefits to local communities, the use of the other activity has been utilised to ensure that we are meeting any identified needs of service users with a view to supporting them to integrate within their local communities.
- 12.2 The number of Orders has decreased in the last year by 124. The Unpaid Work in the Community Team would welcome the opportunity to continuously develop links with other Fife Council directorates in the coming year to improve the range of activities it can offer to those on the order as well as fill gaps where the Council is unable to provide a service due to budgetary constraints. While we are ambitious for continued development and improvement, the coming year will prove challenging to deliver services in the same way as has been seen this year due to the issues of Covid-19. However, at time of writing, we are now back delivering a service on a restricted basis and have been since 22 July 2020.

of Appendices

Appendix 1 - Work undertaken in the South and West area

Report Contact

Stuart MacArthur
Team Manager
Town House Kirkcaldy
Telephone: 03451 55 55 55 Ext 470694
Email: stuart.macarthur@fife.gov.uk

**South and West Fife Area Committee
Community Payback
Unpaid Work Projects**

1st April, 2019 to 31st March, 2020

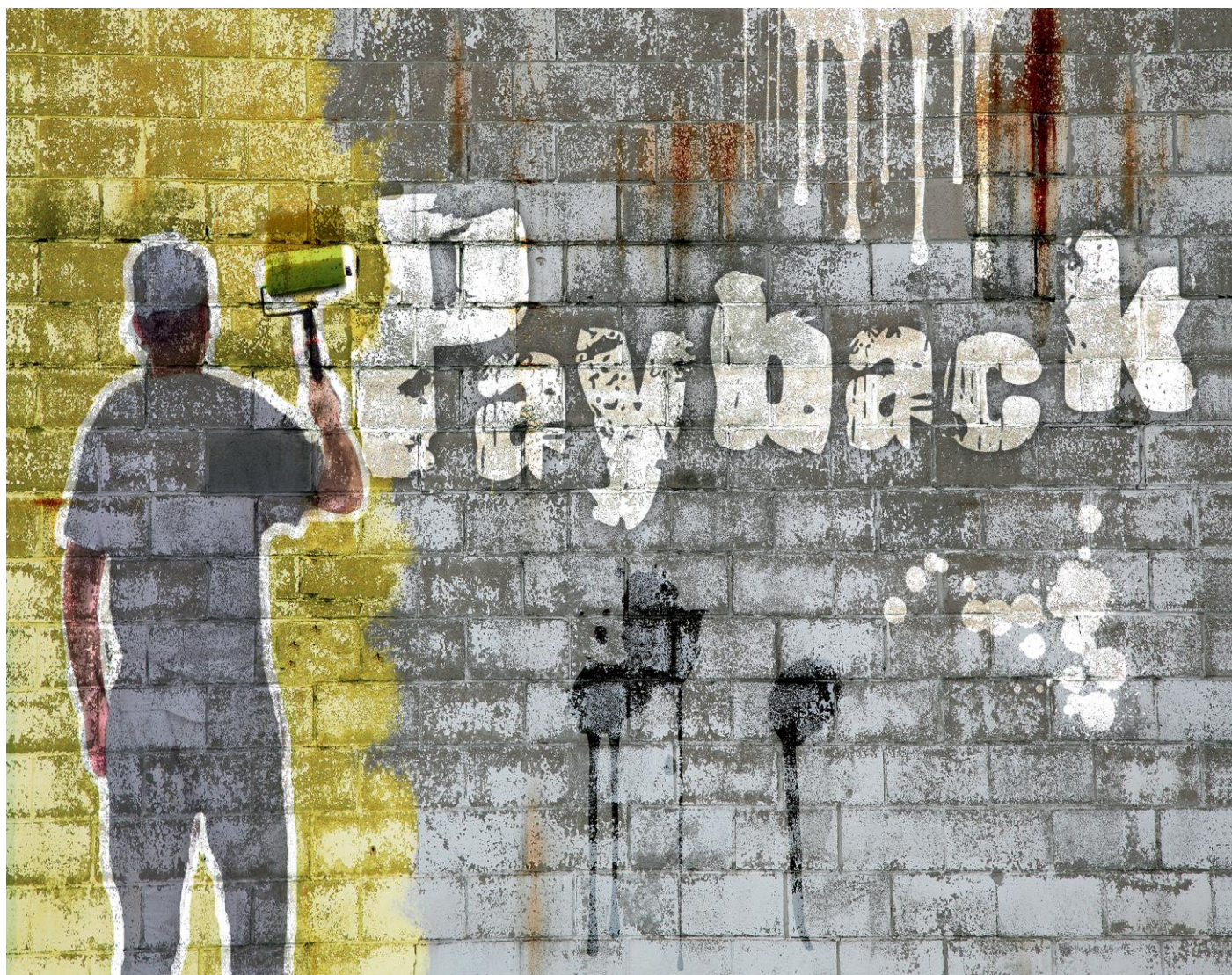
Service / Organisation / Recipient

Inverkeithing High School	Gardening and fencing
Valley House Cowdenbeath	Removals and rubbish uplift
Blairadam Woods Kelty	Clearance rubbish removal
Police Scotland Rosyth FC	Indoor painting and ground clearance
Inverkeithing Town House	Removals
Walter Hay Court Rosyth	Indoor painting
Saline Primary School	Indoor and outdoor painting
Blairhall	Indoor painting
Dalgety Bay Community Council	Dalgety Bay church rubbish removal
Kincardine Community Council - Kincardine Old People's Centre	Indoor painting
Oakley residential Homes	Grass cutting
Inverkeithing Roods Crescent	Gardening
Sir George Bruce Road Oakley	Gardening
Pinkerton Place Rosyth	Garden clearance
Fere Gait Kincardine	Gardening
Rosyth to Burntisland	House removal
Rosyth fencing	Repairs
Culross Primary School	Painting railings
Nelson Street Rosyth	Indoor painting
Torryburn to Saline	Community uplift
Police Scotland Wilson Way	Pitches and surrounding areas litter pick

Wardlaw Crescent Oakley	Indoor painting
Cllr Dave Dempsey Bluebell Steps Dalgety Bay	Filling steps with gravel
Cllr Kate Stewart High Valleyfield Club	Indoor painting
Whinneyhill Crescent Inverkeithing	Indoor painting
Cromwell Road Rosyth	Gardening
Culross Community Council	Gardening/landscaping round the town
High Valleyfield to Glenrothes	Community removals
Burns Street High Valleyfield	Indoor painting
Admiralty Road Rosyth	Indoor painting
Walter Hay Court	Indoor painting

Regular Litter Picking across SW Fife areas below:

- Torryburn beach and car parks Fife Coastal Path
- Culross village from the car parks to both ends of the village
- Culross to Kincardine Fife Coastal Path
- Rosyth Playpark area and sports fields, Park Road West children's play area
- Inverkeithing Fife Coastal Path ship breaking yard to North QF
- Inverkething to NQF Ferryhills Road entire length into NQF do the village then onto the coastal path
- Dalgety Bay Fife Coastal Path Sailing Club to Aberdour Silver Sands
- Dalgety Bay open ground playing fields regents way
- Dalgety Bay recycling centre and Hillend Industrial estate
- Aberdour Silver Sands, open ground, coastal path, main carpark, all areas at the harbour and black sands



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

1.0 INTRODUCTION

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

2.0 RISK ASSESSMENT

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

3.0 PROJECTS

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

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

The aim of Community Payback is to provide opportunities for participants to make reparation to the local community, for example local schools, charities and community organisations. A further objective of unpaid work placements in the community is to help offenders to learn and acquire new work and life skills. To improve their employability prospects and help them break the cycle of reoffending and to move away from crime. Community Payback has a criterion that must be adhered to when allocating and assessing a project which is detailed below. Please familiarise yourself with the criteria and confirm with the Project Officer that you, your organisation or individual recipient meets our criteria.

Thereafter an assessment appointment can be arranged, with you to assess what work you require and if we can assist. We will provide advice regarding the required materials needed to complete the job.

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

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

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

You must ensure:

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

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

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

Contacts for the 3 areas across Fife are as below

Dunfermline & SW Fife

Kimberly McIntyre

Kimberly.mcintyre@fife.gov.uk

07712542569/01383 621469

Glenrothes & NE Fife

Catriona Henderson

Catrionam.henderson@fife.gov.uk

07718969205/01592 771346

Kirkcaldy, Kinghorn & Burntisland

Craig Hutton

Craig.hutton@fife.gov.uk

07515291032/03451 555555 400010

Area Housing Update

Report by: John Mills, Head of Housing Services

Wards Affected: Ward 1 – West Fife & Coastal Villages Ward 5 – Rosyth
Ward 6 – Inverkeithing & Dalgety Bay

Purpose

Members approved the revised South and West Fife Area Housing Services Plan 2017/19 in November 2018. As the production of a new Housing Area Plan has been delayed due to the pandemic, this interim report does not update progress on the 2017/19 Plan but provides an update on progress in delivering service priorities and performance information for the financial year 2019/20 where figures are available at an area level.

A revised Plan for 2021/23 will be presented at Committee once there has been the opportunity to consult on future priorities for the South and West Fife Area.

Recommendation(s)

Members are asked to:

- (i) comment on the work progressed for the financial year 2019/20; and
- (ii) note the Expenditure for the HRA Locality Managed Budget for 2019/20 outlined in Appendix 2.

Resource Implications

Work is taking place within agreed HRA local and capital budgets.

Legal & Risk Implications

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

Impact Assessment

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

Consultation

Local tenants were involved in the development of the Area Housing Plan through local groups and events, as well as taking part in walkabouts with staff and members. We have also used feedback from the annual tenant survey to develop the plan. A similar approach will be taken in the development of the South and West Fife Area Housing Services Plan for 2021/23.

1.0 Background

- 1.1 The Council has a vision to create a fairer Fife where all residents live good lives, make informed choices and have a sense of control so that they can reach their full potential and where all children are safe, happy and healthy. At the heart of the Plan for Fife is the aim to reduce inequalities and to promote fairness in everything that we do. It is recognised that having a fairer Fife will benefit everyone. Housing Services, as the largest landlord in Fife, can improve the lives and opportunities of its tenants through effective neighbourhood management and community led improvement initiatives. We have a key role to work in partnership with others to reduce poverty in Fife and to ensure that we are acting 'one step sooner'.
- 1.2 This report includes measures to outline how well we are performing and addressing housing need in SWF. Performance figures for 2019/20 are provided where these are available at an area level. The report also outlines how staff have adapted to deliver services during the current pandemic. Housing Officers are now able to be more visible in local communities as we work our way through the Recovery Plan.
- 1.3 It is proposed that a revised South and West Fife Area Housing Plan be produced for 2021-23. This will outline future priorities that are informed through discussions at Ward Meetings and reflect the views of our local communities.

2.0 Issues and Options

- 2.1 This report will focus on the following Plan for Fife headings-
 - Opportunities for all
 - Thriving places
 - Community led services
- 2.2 Attached to the report are two Appendices –
 - Appendix 1 is a summary of South and West Fife Area performance information in 2019/20
 - Appendix 2 provides information on the expenditure of the 2019/20 locally managed budget allocation.
- 2.3 **Opportunities for all**
 - The period of lockdown was a difficult and challenging time for many in our communities. Housing have worked in partnership with others to help vulnerable households to obtain necessities such as food and prescriptions. We have also provided advice and support to tenants who were worried about their rent. Housing Services focused on delivering business critical services. This included gas safety inspections, emergency repairs, dealing with anti-social behaviour, welfare checks, urgent allocations to homeless and support to older people in sheltered housing. Staff in the SWF Area Team volunteered for redeployment to critical parts of our business. Throughout this time, we have had to adapt to change and new ways of working. It has presented us with the opportunity to become more agile and review how we operate. As we evolve through the Recovery Plan, staff can now undertake estate inspections and in certain circumstances, visit tenants in their homes. We will focus going forward on improving the condition of our estates and addressing the welfare needs of our tenants.

Appendix 1 provides a summary of key performance information for the financial year 2019/20. The following areas are highlighted –

- Void properties were turned around and reallocated within 19 days which was considerably lower than the Fife average of 24 days and a decrease from 22.7 days in 2018/19. It is important to minimise rent loss over the period and to ensure a more efficient management of our stock to drive savings in the Housing Revenue Account which is reinvested to improve tenant services and build new homes.

The amount of allocations to each housing list category during 2019/20 was as follows:-

List	% Allocation	No of Allocations
Homeless	37%	50
Transfer	29.6%	40
Housing List	33.3%	45

- The proportion of allocations to the homeless list was lower than the Fife average mainly due to the transfer led policy of the new build properties in Oakley and Crombie although this was higher than the 30% made to homeless households in 2018/19. A higher target for the proportion of properties allocated to Homeless applicants was set for 19/20 Fife wide to move families more quickly out of temporary accommodation and into secure homes.
- The proportion of allocations made to the transfer list was higher in SWF than the Fife average for the reason stated above. This was a decrease on the proportion allocated in 2018/19 which was 32.4%. Because of the low turnover in SWF, this allowed the generation of further housing opportunities to allocate properties to those on the homeless and housing lists.
- The proportion allocated to the housing list in SWF was higher than the Fife average as a consequence of the higher allocations to the transfer list. It was also an increase on the 27.6% allocated to this list in 2018/19.
- We have been proactive in facilitating moves where tenants are under occupying larger family sized properties. We ensured family sized properties were made available last year for allocation following best use of stock moves. The Tenant Incentive Scheme (TIS) was used to assist 15 of these tenants with the costs associated with moving home. Practical help can be provided with the things that can sometimes be a barrier for people wishing to downsize and this included removal costs, decoration, new carpets, furnishings and white goods. We will continue to engineer moves where suitable properties can be identified to match the preferences of tenants who are under occupying and who have indicated they may be prepared to move.
- The Mortgage to Rent policy was used to buy back 1 former council house which has been used to provide permanent housing for the household living there who would otherwise have become homeless. We continue to actively look at opportunities through the Acquisition Policy to return former council properties back to stock to meet the housing needs of households in the SWF area.

- Housing Opportunity Funding was used for a couple of projects in High Valleyfield in 2019/20. Eight new driveways were created in Burns Street as a response to complaints from tenants about the parking issues in the street. Because cars were often parked on both sides of the street, larger vehicles, included those required in emergencies could not get past. The new driveways has taken cars off the street allowing cars to be parked on one side of the road only, leaving it fully accessible. Again, as a response to complaints from tenants, improvements were also made to the communal grounds of the flats in Leighton Street. New fencing, walls and clothes poles, along with repairs and other improvements have improved the security and the aesthetics of the communal areas.
- The second table on Appendix 1 shows the recorded Breaches of Tenancy for anti-social behaviour. Most complaints are of a low level and involve estate management or environmental type issues that are quickly resolved. We continue to work closely with the Safer Communities team to address the more serious issues reported involving anti-social behaviour.

2.4 The Housing team have been at the forefront of tackling poverty in the South and West Fife Area and assisting vulnerable tenants whose normal life has been disrupted due to the current pandemic.

- Improving rent collection rates continues to be a challenge and for SWF, the end of year figure in 2019/20 was 100.94%. This figure represented an improvement from 2018/19 at 100.04% and was above the Fife wide average of 98.97%.
- The rent arrears in SWF were reduced from £403,893 in 2018/19 to £327,788.13 in 2019/20. This reflected the efforts made by staff to increase contacts with tenants with a view to resolving their difficulties.
- It has been a priority for staff to work with tenants in debt within their patches and to liaise closely with Revenues Officers. A preventative approach is taken to support new tenants and promote early intervention. At the accompanied viewings, staff discuss affordability with new tenants, the Welfare Fund and other options for sourcing household items. Through the Locality Managed Budget, household items and other practical help can be provided to new tenants in need who are struggling to set up their home.
- The introduction of the Coronavirus (Scotland) Act prevents the eviction of tenants for rent arrears until the 31st March 2021. It was recognised that we needed to assist tenants facing financial pressures during the pandemic. The rent arrears process was suspended for several months and a there was a shift in focus to reach out to tenants who were experiencing a disruption to their employment. Advice and assistance were offered to those who were self-employed, faced redundancy or were part of the Government's Furlough Scheme. A total of 53 rent allowances were awarded to tenants in SWF which amounted to £14,161.

2.5 Community Led Services

Tenant engagement is critical for the Housing Service to receive feedback and to deliver community led and relevant services. Tenants indicated to us that they wished to be more involved in improving their local areas and this will be reflected in the new Area Housing Plan going forward. There are 2 Tenants and Residents associations (TRAs) across the SWF area who work closely with us and make an active contribution to improving their local communities. The TRAs have not been

able to hold meetings due to current restrictions and staff have only been able to offer support remotely. It is hoped as we progress through the recovery phases that TRAs will be able to play a more active part in their local communities.

2.6 Thriving Places

Within the SWF Area, the Housing Service Locality Managed budget has been used to support a wide range of projects across ward areas to address issues identified at walkabouts and by elected members throughout the year. The key areas of spending have been on tree management, environmental clean-up works, landscape improvements, fencing, dealing with fly tipping and maintaining land on the housing account. A proportion of the budget has also been used to provide items for new tenants who are struggling to set up their home and support to those who are vulnerable to sustain their existing tenancies.

- 2.7 Several projects were completed over the last year to improve the local environment and make a difference in communities. This included new fridges for the pantry project in Oakley; new fencing to create more secure private garden areas at Walter Hay Court in Rosyth; a new parking area at Abbot Place, Inverkeithing and cold weather utilities top ups to the remaining tenants in Fraser Avenue, Inverkeithing and the Sir George Bruce Road flats in Oakley.
- 2.8 Information on how the Housing Service Locality Managed budget for South and West Fife was allocated across the wards for the Financial Year 2019/20 is attached in Appendix 2.

3.0 Conclusions

- 3.1 Our aim is to be a top performing social landlord in Scotland. Through the next Area Housing Plan (2021-23), we will continue to identify local issues and plan to address these. This is intended to encourage member scrutiny of our work to address those concerns and demonstrate improved outcomes. The plan can be updated to reflect where member scrutiny shows a need to quicken the pace of improvement.

Background Papers

No papers were relied on in the preparation of this report in terms of the Local Government (Scotland) Act, 1973:

Link to South and West Fife Area Housing Plan:

https://www.fife.gov.uk/data/assets/pdf_file/0028/109639/Revised-SWF-Area-Housing-Plan-2017-19.pdf

Report Contact

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South and West Fife Performance

Indicator	SWF 2019/20	Fife 2019/20
average days to turnaround an empty property	19 days	24 days
% of the rent lost due to empty houses	0.9%	1.41%

rent collection rates	99.54%	98.97%
% of agreements		

% allocations to homeless households	37%	43.6%
% allocations to transfer	29.6%	27.4%
% allocations to housing list	33.3%	29%

number of abandoned tenancies	1	132
number of evictions	1	94

Breach of Tenancy Category	Description of Category	Amount during 2019/20
Category A - Extreme	Physical Violence; threats of violence; aggressive behaviour causing fear and alarm; charges or convictions under the Misuse of Drugs Act 1971; hate incidents	4
Category B - Serious	Verbal abuse; frequent/ ongoing serious disturbances such as loud music, parties, shouting and swearing; behaviour associated with drug dealing	27
Category C - Minor	Occasional noise or infrequent disturbances; family disputes affecting neighbour; deliberate household/ domestic noise	17
Estate Management	Reports of untidy gardens; dumping of rubbish	125

South and West Fife Housing Locality Managed Budget 2019/20

The Locality Managed budget is used for three priorities which are:

- Estate Management
- Tenancy Sustainment
- Improvement Projects

Estates Management

The budget is used to deal with estate management related issues and is mainly reactive. Examples of this type of work would include managing open space areas on housing land, tree maintenance, fencing, removal of fly tipping and looking after garage sites.

Tenancy Sustainment

This involves supporting tenants to sustain their tenancies and ensuring balanced communities. Due to the impact of welfare reform, we are having to take a more proactive role in this area. We can offer practical help to vulnerable tenants through tenancy assistance. The budget can be used in certain circumstances for clearing properties and providing help to source essential household items. The focus of this type of intervention is to work closely with other partner services to meet any gaps in provision.

Improvement Projects

The projects are identified through estates walkabouts, consulting with our tenants and through working with Tenants and Residents Associations and Community Councils. These are usually proactive works to improve the local environment for our tenants. Examples would be lighting, parking provision, improvements to bin store areas, lock ups and communal areas and environmental improvements.

Expenditure to date

The budget for 2019/20 was £134k and there was a £6k overspend at the end of this year. The table below shows how the expenditure was proportioned.

Ward 1	37.7%
Ward 5	28.7%
Ward 6	33.6%

The budget for 2020/21 is £135k.

Monitoring

Project work will be considered through discussions with elected members and issues identified at walkabouts. If the allocation of funds needs adjusted in line with the reactive nature of the budget, then this can be highlighted through further update reports.

25th November, 2020.

Agenda Item No. 6

Blair House and Comrie Bing – Update Report

Report by: Pam Ewen, Head of Planning

Wards Affected: Ward 1 (West Fife and Coastal Villages)

Purpose

The purpose of this report is to provide the South and West Fife Area Committee with an update on progress towards the restoration of two significant sites left derelict as a legacy of coal mining, namely, the abandoned opencast coal site at Blair House, Oakley and the reclamation of the Comrie Bing on the site of the former Comrie Colliery.

Recommendation(s)

It is recommended that the Committee notes the update provided relating to the position of the Blair House and Comrie Bing sites.

Resource Implications

There are no direct resource implications, nor any financial implications, for Fife Council in relation to these sites.

Legal & Risk Implications

The legal and risk implications relate specifically to enforcement and compliance on all sites should there be any breaches of Planning Permission or Planning Conditions.

Impact Assessment

An EqlA has not been completed and is not necessary because this report does not propose a change or revision to existing Policies and Practices.

Consultation

No specific consultation has been carried out in relation to this report.

1.0 Background

Blair House

- 1.1 Between January 2011 and July 2013, world coal prices fell, almost by half, from a high of \$139 per tonne to \$76 per Tonne, making it uneconomic to extract coal from many operational UK mining sites. This resulted in the main operator in Scotland, Scottish Coal, going into liquidation in April 2013. A second large mining company, ATH Resources, folded in May 2013.
- 1.2 The unprecedented scale of the restoration problem across the Scottish coalfields meant that 22 square kilometres of land was affected in Scotland and an estimated 400 million cubic metres of material needed to be moved. With a combined area of nearly 5 square kilometres across three sites, roughly a quarter of the affected land was in Fife. The three sites in Fife were: St Ninians at Kelty (Scottish Coal); Muir Dean at Crossgates (ATH Resources Ltd.); and Blair House at Oakley (Scottish Coal).
- 1.3 The Scottish Government responded by setting up a Coal Task Force to look at how best to support local authorities deal with the issue and set up the Scottish Mines Restoration Trust (SMRT) – with Mines Restoration Limited (MRL) as its operational vehicle – to assist in the restoration of abandoned opencast sites.
- 1.4 Across Scotland, many sites had no, or very limited, funding available to carry out restoration. In Fife, however, all three opencast sites had financial guarantees (or “bonds”) attached to the planning permissions granted, which were designed to allow restoration of the sites in the event that the operators defaulted on their restoration obligations. At St Ninians there was a £2.5M bond; at Muir Dean there was a £7M bond fund and at Blair House there was £3.1M bond fund.
- 1.5 With both the St Ninians and Muir Dean sites, the bond funds were quickly released by the insurance companies to Fife Council, which created an Officer Working Group comprising staff in both Planning and Legal Services to deal with the issues arising across all the affected sites in Fife and arrange for the restoration of sites to begin. The bond fund at Blair House proved to be much more problematic to secure however and Fife Council had to engage in a protracted litigation at the Court of Session before the bond monies were secured.
- 1.6 At St Ninians and Muir Dean, Coal company Hargreaves (which had existing contracts to supply coal-fired power stations in the UK at the time of the coal market collapse) took on the sites to complete the permitted coaling operations and used the proceeds of sale to bolster the bond funds and restore the sites to a higher standard than would otherwise have been the case using bond funds alone. Blair House was not taken on by Hargreaves in a similar fashion, at least in part due to the uncertainty over the bond funds.

Comrie Bing

- 1.7 As well as those sites that were abandoned by their operators as part of the fall-out from the collapse of the coal market, there were other sites in Fife sitting derelict as a legacy of previous coal mining, one of the largest being Comrie Bing at the site of the former Comrie Colliery. The Comrie Colliery site is a major site of industrial dereliction, originally covering in excess of 400 Ha, and is the legacy of deep mining at the Comrie Colliery, which closed in October 1986.

- 1.8 Whilst an element of opencast mining was approved at this site in 2008 and, again, in 2011 to provide coal receipts to assist in funding restoration, this is principally a land reclamation project involving the removal of the Comrie Colliery Bing rather than an opencast restoration project like St Ninians, Muir Dean and Blair House. Further, unlike the aforementioned opencast mine restoration projects, there was no significant bond to fund remediation of the Comrie site. It is therefore a more challenging task to achieve the complete removal of the bing and see the site restored.

2.0 Blair House

- 2.1 Scottish Coal received planning permission for the Reclamation of Derelict Colliery Bings & the Extraction of Coal & Fire Clay by Surface Mining Methods with Supporting Ancillary Infrastructure at Blair House, Oakley on 15th March, 2010 (under planning application reference 08/00607/EIA) and work started on site in September 2010.
- 2.2 Extraction of coal at Blair House continued from September 2010, even as the coal market position deteriorated from January 2011, through to September 2012 when Scottish Coal indicated to Fife Council that it was seeking to mothball the site for a temporary period with a view to supporting the company's financial position and awaiting an upturn in the general economic position. As previously indicated, however, Scottish Coal went into liquidation in April 2013 and the Blair House site was left abandoned with no operator, no market for its coal and no immediate prospect of any new operator wishing to take over the site to complete the coaling.
- 2.3 Once it became clear that there was no prospect of coaling recommencing at Blair House, the abandoned site was put in the hands of the Scottish Mines Restoration Trust (SMRT) and Fife Council made a number of attempts to draw down the bond, which was held by the Royal and Sun Alliance Insurance Company. There was, however, a reticence on the part of the bond provider to release the bond funds despite protracted negotiations, during which Fife Council indicated that the minewater level within the mining void on site was rising steadily and increasing the costs of achieving a satisfactory restoration of the site.
- 2.4 Fife Council took the decision to issue a summons on Royal and Sun Alliance through the Court of Session and eventually succeeded in getting the bond provider to release the full £3.14M settlement that would allow Blair House to be restored.
- 2.5 In 2018, SMRT (as land owner) appointed the Halls company after a competitive tender process to implement the revised restoration programme drawn up during the legal process, which had already been the subject of discussion with Scottish Natural Heritage, the Scottish Environment Protection Agency, Fife Council (as Planning Authority), local Community Councils' representatives and the Blair House Liaison Group. Fife Council (as the recipient of the bond funds) appointed Ironside Farrar consultants as independent compliance officers to oversee the restoration project and ensure value for money from the bond settlement.
- 2.6 SMRT began negotiations with Forestry and Land Scotland (FLS) with a view to them taking on ownership of the site and FLS proposed a Community Woodland as the long term after-use for the site, a move which was welcomed by the local communities. Detailed plans were drawn up in conjunction with the Blair House Liaison Group and Halls subsequently restored the landform of Blair House to the required specification for tree planting, in line with the agreed restoration plan.

- 2.7 That agreed restoration plan is now at the stage where all the landform works have been complete and Halls have vacated the site, with FLS now beginning to plant trees and take ownership of Blair House from SMRT. Public footpaths and bridleways lost when the site was a working quarry have been reinstated and the infrastructure in terms of local access to the site has been greatly improved, including the provision of a new wooden footbridge. The lochan which has been created on site has been engineered in such a way as to ensure public safety, with barrier planting and other passive measures in place. The water in the lochan will rise and fall seasonally in response to rainfall but the groundwater rebound associated with mining has now found a settled level. The final restoration solution also features an overflow pipe from the lochan to take any seasonal water highs and distribute those safely within the local network of burns, all in line with SEPA regulations.
- 2.8 In response to community wishes, SMRT have also provided a fitting memorial to the nine miners lost in an underground fire in the Jersey Seam, Number 2 Pit at the Kinneddar Colliery on 31st May 1895. A dedication ceremony for the memorial is planned, as timing and Covid-19 restrictions allow.
- 2.9 There was a site walkover on 16th October 2020 with SMRT, Fife Council, FLS and Community representatives in attendance to see the memorial that has been created and to view the restoration work that has been completed. Comments on the quality of the restoration and the FLS plans for the future were positive, with FLS undertaking to maintain close contact with the local communities as the community woodland becomes established over the next 5 to 10 years.
- 2.10 The restoration programme that led to the successful rehabilitation of St Ninians, Muir Dean and Blair House attracted a Scottish Award for Quality in Planning in 2019.

3.0 Comrie Bing

- 3.1 Comrie Colliery is a closed deep coal mine, the site of which is currently under restoration in the form of the removal of the associated spoil heap, or bing. The site has a rural location, situated just under 2 km south west of Saline and approximately 1 km north of Blairhall. The A907 runs on an east-west axis to the south of the site with the C19 Oakley to Saline road running to the east. There are two accesses to the site: one is an HGV only haul road, which runs south out of the site and joins the A907; the second is for all other site traffic and heads east from the site compound to the north, along a private road leading to the C19 at Kinneddar Park.
- 3.2 To the west of the Comrie Colliery site is Lockshaw Moss SSSI; to the north are the agricultural field units around Standalane Farm; to the east are the field units associated with Bickramside Farm and 12 hectares of despoiled land associated with the former colliery entrance and main colliery site, whilst to the south are the peaty and boggy field units associated with Shepherdlands Farm.
- 3.3 The Comrie Colliery site is a major site of industrial dereliction, originally covering in excess of 400 Ha, and is the legacy of deep mining at the Comrie Colliery, which closed in October 1986. The Comrie Colliery Bing originally extended to nearly 50 Ha of the site and rose around 40m from ground level but has been substantially reduced in both volume and height over recent years as the bing has been progressively reclaimed and re-profiled. Whilst it has been a slow process, it is estimated that up to 75% of the original mass of the Comrie Bing has been removed over the years.

- 3.4 Whilst an element of opencast mining was approved at this site in 2008 and, again, in 2011, to provide coal receipts to assist in funding restoration, this is principally a land reclamation project involving the removal of a colliery bing rather than an opencast restoration. The Comrie Bing is the result of deep-mined colliery waste being tipped on virgin ground since the early 1940s. This being the case, there is no large extraction void to fill with the overburden mound of material that would have once been in such a void. Neither are there any soils on site to assist the restoration work, so these must be imported to the site under SEPA licence, a process which has been ongoing for a number of years.
- 3.5 As previously indicated in this report, unlike recent opencast mine restoration projects such as St Ninians, Muir Dean and Blair House, there are no significant restoration bond monies to fund the ongoing remediation of the Comrie site, although Fife Council did successfully call in a bank guarantee from the previous landowner in the sum of £400K, which was used to fund an independent audit of the site, update the restoration plan for the site and continue bing reclamation work in tandem with improving water management on the site. Fundamentally, however, the reclamation of a large legacy site such as Comrie is very different to the opencast restorations recently carried out across West Fife.
- 3.6 The recent history of the Comrie site is complicated and this is reflected in the slow progress made towards the restoration of the site. This slow progress has also been a function of the marginal nature of the operation, leading to limited availability of funds to keep the restoration going, and the fact that both the original land-owner company, Land Regeneration and Development Ltd (LRD) and the operational company originally carrying out the restoration work, Land Engineering Services Ltd. (LES), have both gone into administration.
- 3.7 The site is currently owned by FRP Advisory, as liquidators for LRD, and the actual work of restoration was, until recently, being carried out on their behalf by the Caledonian group. Caledonian had been progressively reclaiming the bing by recycling it. Planning permission for the works (subject to the completion of a legal agreement related to site and road improvements designed to ameliorate difficulties that had been experienced on the A907) was granted in November 2019 to Comrie Estates Ltd. (part of the Caledonian group of companies) to continue a limited phase of works on site. Negotiations had at the same time been ongoing between FRP Advisory and Comrie Estates Ltd. regarding the sale of the site to Comrie Estates Ltd., and matters were at an advanced stage for many months, but the final transfer of land was successively delayed and Caledonian recently withdrew from the land deal and has now left the site.
- 3.8 The nature of the reclamation works approved in November 2019 focussed on the screening, crushing and recycling of saleable materials, such as stone and red shale, salvaged from a section of the colliery bing itself. As saleable materials left the site, Caledonian's returning lorries imported soils and soil making material to the site under SEPA licence to effect the progressive restoration of the site in line with the restoration plan. Whilst the legal agreement attached to the planning permissions had not been purified before Caledonian/Comrie Estates Ltd. withdrew from the land deal and left the site, a number of the requirements in the agreement had already been delivered by Caledonian, including improvements to internal site roads and the provision of a new wheel wash facility within the site.

- 3.9 At the time of writing, the landowner has indicated that negotiations with another interested party are nearing completion, with a view to them taking over ownership of the Comrie Colliery site. The Planning Service has indicated its view that detailed discussions with any new operator are required before any work recommences on site, with a strong preference for a pre-application process to be entered into, looking at the rehabilitation of the site in its entirety.

4.0 Conclusions

- 4.1 Fife Council can demonstrate a positive track record in relation to the management of opencast sites and planning permissions and their subsequent successful restoration. The Council, as planning authority, has in place a series of measures to properly assess applications for opencast mining and to adequately monitor their progress during operations, including legal agreements which set out the bonding position and governance arrangements, the setting up of local liaison committees, the appointment of Compliance Assessors and the payment of funds to the local communities and other related matters. These established practices in Fife have been scrutinised by other local planning authorities and have been included in best practice considerations by the Scottish Government following the collapse of the coal market and the wholesale abandonment of opencast sites across Scotland in 2013. The Blair House restoration is a vindication of the Fife Council approach to facilitating minerals development in a responsible manner that provides protection for the local communities and their environment in the event that an operator defaults on restoration obligations.
- 4.2 With respect to Comrie Bing, large derelict legacy sites such as this present greater challenges than opencast sites such as Blair House, given that the economics of such sites demand that site restoration is funded by some commercial enterprise or re-use rather than there being a restoration bond to call upon. Given that the Comrie Colliery Bing represents a significant mining legacy issue which adversely affects the landscape of West Fife, Fife Council, as planning authority, will work closely with the new owners of the Comrie site to ensure that restoration of the site is progressed, whilst at the same time ensuring that the amenity of local residents is protected during the restoration process.

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South and West Fife Community Development (CD) Partnership Update March - November 2020

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

Wards Affected: Wards 1, 5 & 6

Purpose

The purpose of this report is to inform members about the work of the South West Fife Area Community Development (CD) Team and Partners between March and November 2020 and, in particular, the response to the COVID-19 pandemic and the support given to communities.

Recommendation

The Committee are asked to-

- (i) note the content of the report; and
- (ii) provide constructive feedback and support on the progress in addressing local Community Development needs as we work towards recovery.

Resource Implications

There are no resource implications.

Legal & Risk Implications

The Regulations placed legislative requirements on Fife Council as the Education Authority to publish a 3year CD Plan.

Impact Assessment

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

Consultation

The report has been compiled through consultation with all members of the Community Development (CD) local team and partnership groups.

1.0 Background

- 1.1 The central focus for Community Learning and Development activity across Scotland is stated in the Scottish Government's National Performance Framework as-
 - Improved life chances for people of all ages through learning, personal development and active citizenship
 - Stronger, more resilient, supportive, influential and inclusive communities
- 1.2 In March 2020, as we prepared for a National Lockdown in response to COVID-19, the CD team quickly mobilised and adapted their 'normal day to day business' and began to prepare support for individuals and communities.
- 1.3 The CD team worked collaboratively with a variety of partners to develop a plan around emergency food provision and support to those most vulnerable within our communities as well as supporting individuals who were identified as having to be shielded from the virus.
- 1.4 This report highlights the work that has been undertaken to support communities and to highlight new local partnerships.
- 1.5 Appendix 1 provides statistical information and includes the number of emergency food parcels that were delivered to individuals who were shielded, numbers who attended the local community pantries and referrals to partner agencies including Cosy Kingdom and Scottish Welfare Fund.

2.0 Response to the COVID-19 Pandemic

- 2.1 **Food Resilience**
- 2.2 The Community Food Resilience Plan was developed in April 2020 and dovetailed with government guidance on support for those who are clinically at high risk from COVID-19. The Plan ensured that existing community food providers across South and West Fife had a stabilised and regular supply chain into their organisations for them to continue to provide access to food and non-food items for those in crisis.
- 2.3 As a means of responding to both the need to ensure stable and emergency food supplies for community providers, and to ensure a quick response to requests for emergency food support for those at high risk, a 'hub' model was agreed. The Community Assistance Hub would link to a central emergency warehouse and a distribution venue was established and located in Bankhead Central.
- 2.4 Supplies received from FareShare into this central hub were then delivered to the local South and West Fife Community Assistance Hub (CAH) which remains as Inverkeithing Civic Centre. This was in addition to scheduled weekly deliveries to community food providers and not a replacement for these. It was important for the continued sustainability of community-based food provision, beyond the initial emergency planning period, that their normal and established supply chains were maintained throughout.
- 2.5 The CAH provided space for packing of boxes/bags for distribution direct to families and in case community food providers:

- a) required to close their own premises because of the venues having limited space to enable appropriate numbers of staffing and volunteers to work together to pre-pack boxes/bags
 - b) had a reduction in operational capacity due to illness or isolation
 - c) had an increase in service demand from residents resulting in the food provider being overwhelmed and unable to meet the increased numbers
 - d) responded to requests received through the national text service to provide emergency grocery packages to high risk individuals.
- 2.6 The CD Team then provided co-ordination and support around packing and distributing emergency food boxes to those in crisis as well as local community food providers.
- 2.7 Community food providers supported by the CD team within South and West Fife are:
- Dunfermline Food Bank
 - EATs Rosyth
 - High Valleyfield Sports and Recreational Club
 - High Valleyfield Fruit and Vegetable Project
 - Oakley Pantry, Blairhall Pantry, Kincardine Pantry and Inverkeithing Pantry.
- 2.8 The requests for emergency food support were often required outwith the CD teams' normal working hours. Often requests came in late in the evening and over the weekend. The team adapted and responded to these requests without hesitation and worked with local volunteers to help facilitate any requests that came in.
- 2.9 The CD team continue to deliver emergency food boxes to households who have been advised to isolate or been contacted via the Scottish Governments Test and Protect route.
- 2.10 **Community Pantries**
- 2.11 As a result of the COVID-19 pandemic, communities rapidly recognised the emerging need to offer support to residents to enable them to access food in their own neighbourhood. Community Councils and local volunteers were supported by the CD team to continue to operate pantry provision and, where there was no provision, establish new pantries.
- 2.12 Pantry provision in Oakley, Kincardine and High Valleyfield Community Club was established prior to the COVID-19 outbreak. The CD team worked in conjunction with these pantries to support their continuation by providing top up food supplies from the central store stocks at Bankhead, and sourcing funding to pay for FareShare deliveries. The team provided guidance and support around operational procedures to keep staff, volunteers and members of the public safe by sharing Health and Safety Guidance and delivering PPE items, topping up and sourcing non-food items such as sanitary products, washing powder, cleaning materials, nappies, incontinence products, baby food and baby formula. CD team members also supported local deliveries to residents' homes where they could not access the pantry due to ill health, shielding and not having access to transport.

- 2.13 High Valleyfield Community Council, in partnership with the CD Team, offered support within the village to those who were shielding, self-isolating or people who had lost their job or were furloughed as a result of the pandemic. The Community Council used £500 of their funds to purchase fresh fruit and vegetables. People who were able to, left a donation and this allowed the provision to become self-funded.
- 2.14 Oakley Community Centre Management Committee recognised the success of the High Valleyfield fruit and vegetable project and decided to also offer support by purchasing £500 worth of fresh produce to top up the FareShare weekly delivery. However, weekly donations did not cover the full cost of the fruit and vegetables and the shortfall was covered by financial support from Tesco, EATS Rosyth and Fife Celtic Supporters Clubs
- 2.15 Blairhall Fruit and Vegetable Project was set up in April by the Community Council and supported by the CD Team. This service was aimed at people who were furloughed or on low-incomes or who had lost their job as a result of the pandemic. Donations were also received to help sustain the provision. Shortly after this was set up, it became evident that people were struggling to access fresh meat and ambient food. In May, the CD team worked with volunteers to set up a FareShare Pantry alongside the Fruit and Vegetable Project. The Community Council were also given soap from the Glasgow Caring City Soap-Aid Trust to fight the infection of bacteria caused by COVID.
- 2.16 The CD Team established Inverkeithing Community Pantry in June with the support of Inverkeithing Trust. The aim was to alleviate any pressure on the local foodbank and to encourage safe community connections. The provision was open to all the community. The Pantry is now solely being managed by Inverkeithing Trust with support from the CD Team.
- 2.17 Inverkeithing Trust have made connections with local shops and are now receiving food donations from Stephens the Bakers, Co-op in Dalgety Bay, Scotmid in Inverkeithing, Aldi in Dalgety Bay and Asda in Dalgety Bay.
- 2.18 **Transportation Co-ordination**
- 2.19 To ensure support reached all communities across the South and West Fife area, CD and Partner Agencies developed a transportation and communication framework to assist the logistics of delivering food and non-food support. CD staff members co-ordinated the use of two minibuses to help with the distribution of items.
- 2.20 CD team members also supported the transportation of children and young people to and from the Children's Activity Centres within the area during the pandemic.
- 2.21 **Welfare Support**
- 2.22 Welfare Support Workers (WSWs) quickly adapted to offer over the telephone support as well as providing emergency food boxes to those in the area who were shielding. The team worked with other agencies such as Cosy Kingdom and Housing Officers within Fife Council to make sure families had basic utilities such as heating and gas.
- 2.23 WSWs assisted local people with making applications for additional financial support via the Scottish Welfare Fund and source other support where the Scottish Welfare Fund was not a route that could be utilised.
- 2.24 Over the phone and email support continued during this period where WSWs supported individuals with applying for Universal Credit as well as other benefits.

- 2.25 Where there were issues or individuals had no access to telephones or connectivity to the internet, face to face support was offered.
- 2.26 **Helping Hands**
- 2.27 In March, Fife Voluntary Action partnered with NHS Fife Health and Social Care Partnership and Fife Council to create the Helping Hands Service. This was a dedicated phone line and online service where people of Fife could request help or offer their help in their community by shopping or picking up prescriptions for those who are shielding.
- 2.28 The CD team took a lead role in coordinating volunteering. Staff were in regular contact with community food providers and community groups to ensure that they had enough volunteers to meet the demands of the service they provided. Team members also co-ordinated the matching of volunteers to individuals within the area.
- 2.29 Volunteering opportunities included volunteering with local community food providers, Dunfermline Foodbank, EATS Rosyth and local community food projects and pantries. Volunteers were also able to support individual shopping requests and requests for the collection of medication where people did not have the means to do so themselves. Other volunteers offered to become befrienders.
- 2.30 **Befriending**
- 2.31 During lockdown, a befriending project was established by the CD team to provide support for those who were vulnerable, isolated or shielding. In total, 112 participants benefited from the service during lockdown. Around 30 individuals opted for weekly contact while others made more sporadic use of the service.
- 2.32 Examples of feedback from the befriending project are;
- “It’s Been really good having someone to talk to, I didn’t have anyone to talk to before my befriender, it’s really helped me, I felt I was really able to open up to my befriender and tell her anything. I’m now getting out and about more and feel better.”
 - “The service has been brilliant; it helped my mental health and anxiety.” (*This individual also signed up to a local volunteering opportunity*).
- 2.33 **Online Engagement**
- 2.34 As lockdown was introduced, it was essential that the CD Team adapted their delivery and engagement with individuals and groups to an online offer. Most individuals who are engaged in our learning programmes are vulnerable. There was a real fear of the possibility of losing contact with these individuals and groups.
- 2.35 Digi Crew is a group of Young People who were supported by the team prior to lockdown. They approached the team and shared information about an online platform called DISCORD they had been using to keep connected.
- 2.36 DISCORD works on phones; consoles such as X-Box, PlayStation, Tablets and PCs. In partnership with Digi Crew members, the youth work staff and CD Team spent time building a DISCORD platform for South and West Fife. This was then piloted with Digi Crew members. The staff received ‘training’ in how to use this from the young people which enabled staff to very quickly get up and running online with young people from the Youth Bank, Digi Crew, the Youth Development Group, the Gaming Café crew and the 16+ Employability programme.

2.37 Sessions were created and, since May, the following activities have taken place weekly:

Monday: Digi Crew – 4pm – 6.30pm
Gaming Café – 6pm - 9pm

Tuesday: Employability programme – 1pm - 2.30pm
Development Group – 6pm - 7pm
Gaming Café RePLAY – 7pm – 9pm

Wednesday: 16+ Employability programme 1pm – 2.30pm
Digi Crew 2 4.30pm – 6.30pm
Gaming Café RePLAY 7pm – 9pm

Thursday: 16+ Employability Programme 1pm – 2.30pm
Youth Bank – 6pm – 8pm

Friday: Free Game Friday (hosted by Gaming café RePLAY) 6pm – 9.30pm

Sunday: Gaming Café RePLAY 6pm -8 pm

2.38 Feedback from young people included:

- “I joined 16+ program in January this year and I have learned to do my maths and English that I was struggling with before joining and I have met lots of cool people and have really enjoyed my time here”
- ” Over lockdown I have learned different ways to achieve goals and get tasks done differently on the phone. I also enjoyed cooking the pizza and all the different task that were set. I have met loads of different friends and learned more than ever in the 16+ group”

2.39 A total number of 398 attendances have been recorded with 42 Young People actively engaging in these sessions.

2.40 As lockdown continued, it became evident that adults were feeling additional stress. Adult Learning Tutors designed an online course which supported adults to identify emotions, recognise symptoms of stress, reframe thinking, know where to get help and take back control. 6 learners completed the course, and this is now being offered as a rolling programme.

2.41 Prior to Lockdown, 6 Pillars of Self Esteem had been delivered successfully in community buildings across South and West Fife. The course focuses on improving self-esteem using the 6 Pillars of self-esteem; these practices are ideal to guide us to live more consciously and practice greater self-acceptance whilst nurturing and sustaining a healthy self-esteem. The CD Team has switched to offer this course online. 7 learners signed up for the pilot course and the team are now in the process of advertising the second course which starts on Tuesday, 3rd November.

2.42 The vocational short courses such as REHIS Food Hygiene and First Aid contribute towards learners’ employability journey and benefit the community by providing support and training for volunteers. The team continued to support learners and local community groups over the Lockdown period. In partnership with the Fife Community Food project, 16 learners have signed up to take part in an online accredited REHIS Food Hygiene Course.

3.0 Recovery and Moving Forward

- 3.1 As the Council prepare for recovery and have identified reform priorities, the CD Team are developing a local recovery plan that will be aligned with these priorities and will be supported by the People and Place Leadership Approach. The team will take forward examples of good practice and experience taken from the response to the pandemic. Work with local partners and the CD Team is currently taking place to identify key themes and priorities for the area and discussions on how best to progress this is underway.
- 3.2 **Research**
- 3.3 A piece of research was commissioned in July 2020, the purpose of this was to produce a robust and valid report that would analyse the complexity of people's lives where multiple disadvantages may be exacerbated by COVID-19. It aimed to find the 'lived experience' of COVID-19 and the implications of this.
- 3.4 The research methodology is qualitative and uses a narrative inquiry approach. This will explore the immediate past, the present and the future of residents in South and West Fife.
- 3.5 30 individuals were interviewed during this piece of work which included staff members, volunteers, community groups and individuals who had received support. The draft report was submitted on Monday, 26th October with the final report due to be submitted mid-November.
- 3.6 **Work with Young People**
- 3.7 As we move forward and as restrictions continue to change, we need to be able to adapt and be flexible. The CD Team will continue to offer a blended model of engagement with young people.
- 3.8 Youth clubs have now been closed for almost 8 months and it has been a very challenging time for young people. Building on the success of online engagement during the summer, the team explored options on how to engage with young people who would typically attend a youth club. The team have developed an online universal youth work project.
- 3.9 This project will initially be piloted with Primary 7 young people and in partnership with Education, in particular St Serfs, Holy Name and St John's primary schools. Youth Work staff will deliver one session per week using DISCORD and each session will be based around an activity or online game/tool. Staff also plan to deliver required materials to young people via Garden Visits.
- 3.10 All staff have taken part in digital youth work delivery training through Youth 1st and Youth Scotland which has supported staff to become more confident while using online platforms as a means of engagement.
- 3.11 CD staff have ensured that all young people in these sessions have access to digital devices and connectivity to the internet in order to participate.
- 3.12 **Work with Adults**
- 3.13 The South and West Fife CD Team has been working with Fife College to redesign and offer a more focussed Employability Course for Community Based Adult Learners. The course will focus on gaining qualifications, using the Scottish Credit and Qualifications Framework in Digital Skills, Literacy and Numeracy Support, First Aid, Food Hygiene and Outdoor Learning opportunities. The course started week beginning Monday, 26th October.

- 3.14 Poor mental health and wellbeing is an emerging priority across the country but within South and West Fife, we are beginning to see a negative impact on people's lives. The CD Team are working with learners who completed their Health Issues in the Community and the Scottish Mental Health First Aid Course prior to lockdown to explore and establish a mental health and wellbeing support project for the area. CD staff will work in partnership with a Community Health Exchange Tutor/facilitator to deliver this.
- 3.15 Community Job Clubs and Welfare Support sessions are currently being delivered primarily over the telephone. However, the team are working on developing sessions where members of the public will be able to access face to face sessions in a safe and socially distanced manner. Going forward, face to face sessions will be by appointment only and will need to allow time for cleaning and sanitising between each appointment. A timetable is currently being produced to offer this support across the whole of the South and West Fife area.
- 3.16 Staff have been successful in their bid to receive Connecting Scotland devices that will support individuals who have no other means of getting online. Devices include Chromebooks and iPads. As well as the devices, MIFI devices have been sourced to support individuals who have no access to the internet. This will allow residents in South and West Fife to stay connected and engaged.
- 3.17 **Work with Communities**
- 3.18 The CD team will continue to support local volunteers and community groups to continue to offer community food provision.
- 3.19 Several community projects are planned, including Forward West Fife Participatory Budgeting Event. The team are presently exploring different online options on how best to engage with local community groups and organisations to develop ideas around how to take this piece of work forward.
- 3.20 Community Connection sessions were taking place before lockdown and the team are in the process of re-establishing the sessions. The team need to refocus and rethink how these sessions can take place going forward and how this can be managed in a safe socially distance manner. Options currently being explored include using online rooms where community groups can work together on specific issues, for example, committee skills training, sharing good practice, planning, monitoring and evaluating projects, setting up social enterprises, etc.

4.0 Conclusion

- 4.1 The CD Team has shown resilience and professionalism as they rapidly moved away from their normal business into supporting communities as COVID-19 impacted on all our lives. The team have worked tirelessly and continue to support individuals and communities since March to find solutions in very challenging times.
- 4.2 The CD Team continue to build on their strong partnership work and the progress made clearly demonstrates a strong willingness by partners to continue to work closely together, sharing knowledge, skills and resources.
- 4.3 As well as building on good practice and experiences over the last 8 months, the outcome of the research work and, in particular, the findings and recommendations of the report will help to identify our next steps and the way forward in respect of reappointing staff, resources and teams to address the main issues within our communities.

List of Appendices

1. Area Resilience Statistics

Report Contact

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S&WF Area Resilience Team
Facts and Figures – Week Ending: 23rd October 2020

Activity	Shielding			Weekly	To Date	Notes
	Yes	No	Unknown			
Food Parcels Delivered:						
Extract – SWF Area	Yes			0	91	
Extract – Ward 1	Yes			0	51	
Extract – Ward 5	Yes			0	44	
Extract - Ward 6	Yes			0	17	
Co-op/Tesco Vouchers Provided				0	33	
Referrals to Foodbank				0	53	
Fuel Top-ups/Referrals to Cosy Kingdom				3	110	
Fuel Top-ups/Referrals to Housing				0	13	
Scottish Welfare Fund Referrals				0	20	
Settlement Trust/Other Trust Awards Made				0	3	
Volunteers - Contacted				0	257	
Welfare Support Provided				3	87	
Referral to Befriending Service				0	114	Befriending Service finished
Pastoral Care				0	149	

Partner Delivery				
Community Food Projects				
Rosyth EAT's Number of Food Parcels Delivered		55	2008	41 Rosyth, 11 Inverkeithing, 3 other Plus 40 meals delivered to Ballast Bank
Oakley Pantry Number of Food Parcels Delivered & Collected		104	2648	Supported by Community Development Team

Partner Delivery				
Community Food Projects				
Blairhall Pantry Number of Food Parcels Delivered and Collected		46	2791	Supported by the Community Development Team
Kincardine Pantry Number of Food Parcels Delivered and Collected		33	1606	
High Valleyfield Pantry Number of Food Parcels Delivered and Collected		0	2738	Closed
Canary Canteen High Valleyfield Number of Food Parcels Delivered and Collected		0	1650	Closed for three weeks
Inverkeithing Pantry Number of Food Parcels Collected		76	1170	Supported by the CLD Team 14 of these were delivered

South and West Fife Area Local Community Plan - Plan4South and West Fife Area

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

Wards Affected: Wards 1, 5 and 6

Purpose

To present for approval the Plan4South & West Fife Area and update on progress for the Plan.

Recommendation(s)

Members are asked to:-

- (i) note the efforts to actively develop projects under the agreed Plan4Fife Themes; and
- (ii) continue to support the Plan4South and West Fife as it adapts and changes to focus on Recovery and Reform.

Resource Implications

Local Community Planning activities are funded through various sources, including the Local Community Planning Budget, Service and Partner budgets and external funding. Partners also contribute to delivery of the LCP by developing targeted project and initiatives.

There is an expectation that service planning processes will address issues raised through the Local Community Planning process.

Partners and officers go above and beyond to change their normal ways of working, to resource the required changes to make the Plan a success.

Legal & Risk Implications

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

Impact Assessment

An Equality Impact Assessment and summary form has been completed.

Consultation

There has been extensive consultation in the production of the Plan4South and West Fife Area. This has included workshops with local community planning partners, officers and elected members in March and April 2018. Consultation with community groups and individuals throughout June – September 2018. A visioning session with officers, elected members and community activists in November 2018. A South and West Fife Area community engagement meeting in February 2019 and Local Community Planning Partners workshop in March 2019.

Since April 2019, there have been several thematic working groups established under the Plan for Fife Themes; Opportunities for all, Thriving Places, Inclusive Growth and Jobs and Community Led Services. The working groups included members of the public, community groups representatives, third sector organisations, elected members and Council officers.

Due to COVID-19 and lockdown the decision was made to cancel these groups meetings during the pandemic.

1.0 Background

- 1.1 Fife's Partnership Board approved Fife's Local Outcome Improvement Plan the Plan4Fife in April 2018; in accordance, a requirement for local community plans to be produced in each area as: "...the key local delivery vehicles for the Plan for Fife." The 4 themes of the Plan 4 Fife are: Opportunities for All; Thriving Place, Inclusive Growth and Jobs and Community Led Services.
- 1.2 The South and West Fife (S&WF) Local Community Plan (LCP) sets out a clear and ambitious vision for the local area. This vision was fully endorsed and owned by the South and West Area Committee in June 2019. Other delivery plans and services in the area should be clearly aligned with the local community plan in order to help deliver its vision and aspirations. The Area Committee, as the owner of local vision and LCP process, will therefore consider progress and scrutinise local partnership plans as part of their contributions to the delivery of the local vision.
- 1.3 The annual Progress Report April 2019 – March 2020 presented gives information on the progress of the themes and priorities as identified by the members of the S&WF Planning Partnership.
- 1.4 Towards the end of 2019, the Fife Partnership Board began to review the Plan for Fife's three-year actions. The intention was to undertake a wide-ranging review of the Plan, covering the 'areas of focus' and expected outcomes, the twelve ten-year ambitions would remain as they are. This would provide an opportunity for the Fife Partnership Board to address the findings of the 2020 State of Fife report. The review would also provide an opportunity to put actions to address the climate emergency at the heart of the plan.
- 1.5 However, experience from the COVID-19 pandemic suggests that there is now a need to further review this approach in order to avoid creating separate and parallel processes around post COVID recovery and reform and the wider Plan for Fife review.
- 1.6 It is therefore proposed that the initial phase of the Plan for Fife review focuses on a small number of priority areas that are key to post COVID recovery. The effective response to the pandemic across Fife's communities and across community planning partners has also highlighted some new ways of working, which should be retained and built on to enable partners to 'build back better'. An updated Plan for Fife would then be developed towards the end of the year.

2.0 Recovery Priorities

- 2.1 The S&WF Local Community Planning Partnership will now begin to review their areas of focus and actively tie in with the four priority areas;

Tackling poverty and crisis prevention

Leading economic recovery

Sustaining services through new ways of working

Addressing the climate emergency

- 2.2 Within each of the above areas there are opportunities to look at new approaches, building on the experience of Fife's response to the pandemic, including how we work with vulnerable people and families and how we build community capacity through local place-based working.
- 2.3 Attendance dropped at the previously established working groups as partners and members of the public found it increasingly difficult to engage in multiple meetings. Efforts were made by officers to host meetings during the day, in the evenings and/or at weekends, however, attendance did not improve.
- 2.4 As a result of numbers dropping, a decision was made to review the existing working groups and their function. Partners will review the areas of focus and the actions/projects that were being developing to scope the relevance of these as we work towards the recovery priorities.
- 2.5 Partners will also be asked to consider how the Local Community Plan will link with the People and Place Leadership Model. The Council Executive Team approved the 'Place Leadership – A People and Place Approach' on 2nd September 2020. This approach aims to streamline and allow for a more effective partnership at a local level and will allow local priorities to be incorporated into Service priorities.
- 2.6 Discussions have taken place to incorporate the local Welfare Reform and Anti-Poverty Action plan as well as the local Community Learning and Development plan and report progress in this format as we move forward. It is felt that this decision better reflects the people and place leadership approach and will all enable an area review of local networks and plans.

3.0 Progress

- 3.1 Appendix 1 highlights work that has been undertaken between April 2019 and March 2020. The closure of West Fife Enterprise exposed a gap in training opportunities at a local level which left a lot of S&WF residents without local training or development opportunities. Coalfields Worx project along with the Adult Learning Delivery Group were able to develop training opportunities with Camilla Training that offered industry related qualifications.
- 3.2 Community led walking groups were established in partnership with Health and Social Care and Active Communities to encourage and support positive lifestyle changes. Activities included organised buggy walks, family learning activities, couch to 5k groups.
- 3.3 Community Councils across South and West Fife participated in consultation events regarding the production of the Local Community Plan and Development Trusts have been formed in Dalgety Bay and Inverkeithing.
- 3.4 Community Hubs and Cafes were developed and led by volunteers. High Valleyfield Community Hub developed partnerships with a range of agencies to offer services to local residents including clothing banks, housing services, learning opportunities and access to welfare support.

- 3.5 Work on projects halted when COVID-19 hit and this is now period of time that the partnership can reflect on progress to date and focus on activities as we move forward. Progress regarding the Local Community Plan will depend on the impact of future Government restrictions.

4.0 Neighbourhood Plans

- 4.1 Along with the Plan4South & West Fife Area, Neighbourhood Plans are being produced which the local area team will have a role in supporting. The local community planning partnership will develop further neighbourhood plans throughout South and West Fife, in some cases, in collaboration with refreshment of Communities who own local plans produced with Coalfields Regeneration Trust.
- 4.2 Actions within the Inverkeithing Neighbourhood Plan are being progressed by the Development Trust. They are exploring ways to improve the Coastal Path. In addition to this, the Trust have set up a Forum with North Queensferry Dalgety Bay and Aberdour Community Organisations to look at how these communities can work together to improve the path. Another significant piece of work the Trust are developing is the improvement of Friary Gardens Play Park. This is at the initial stages at present with draft designs being brought together.
- 4.3 There is work beginning to take place to establish a local Neighbourhood Plan in North Queensferry. Communities and Neighbourhoods Service Staff have been identified to progress this piece of work and will approach key community organisations to begin discussion on how best to start this course of action. The plan will aim to detail the community's aspirations and will set out who will lead on particular areas of work.
- 4.4 The concept of 20 Minute Neighbourhoods are being discussed and explored and how this could link to work in S&WF. 20 Minute neighbourhood approaches will help to deliver a green recovery, target access to greenspaces, enable local business and increase employment opportunities. The intention is to have better access to services and amenities by ensuring local services are within a 20 minute walk while still planning for people with mobility issues. This approach will create stronger communities and placemaking by encouraging community members to be involved in the decisions that affect their community.

5.0 Conclusion

- 5.1 This report is an update of the work that has been undertaken from March 2019 to April 2020.
- 5.2 Guidance from Fife Partnership and the impacts of the COVID-19 Pandemic will influence the key priorities for 2020 onwards. Experience of the response to the COVID-19 emergency in Fife, together with the emerging strategies for recovery and reform, provides a valuable opportunity to refocus work on the delivery of the Plan for Fife and the Plan 4 S&WF.
- 5.3 A key challenge for the Partnership will be find ways of sustaining and building on the impressive community effort that has been evident during the pandemic.

List of Appendices

1. Plan 4 South West Fife April 2019 March 2020 Progress Report.

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Progress Report April 2019 - March 2020

Introduction

The vision for South and West Fife is to be a place where residents are proud to say they live there, where tourists are keen to visit, and businesses want to invest in and grow. This means creating an area that people enjoy living in, with good access to services, amenities and opportunities to prosper. We want to make the best use of our assets and facilities, our natural heritage and the great potential that we have in the community spirit that exists within the area

The South and West Fife area covers 199km² (14.5% of Fife). It has a population of 49,802 (13.6% of Fife total). The population in this area is predicted to decrease 6% by 2036 however, in the same period, the number of older people is set to increase by 50%.

There is a perceived divide between communities in coastal towns and the villages. At a strategic level, due to the large geographical area of South and West Fife, some of our communities often have hidden inequality such as poverty, social isolation and poor transport links which can be masked by more affluent neighbouring areas. There is concern about a lack of facilities in villages, commercial land-use and derelict areas. Transportation and community links are perceived as poor, despite villages being close together.

There has been extensive consultation in the production of the Plan4South and West Fife. This has included workshops with local community planning partners, groups, officers and elected members.

The Community Development Team have worked with community planning partners to engage with communities and gather evidence to inform the development of local priorities and aspirations for the Plan4South and West Fife Area.

Following consultation on the vision for South and West Fife with Councillors, Community Councils, Community Development Trusts, community groups, residents and representatives from services and partner organisations, 16 Areas of Focus were identified. Action on the Areas of Focus are being taken forward through service/partner delivery plans or through additional local actions to deliver the vision for South and West Fife.



Areas of Focus

1. Improve employability opportunities for adults and young people particularly in tourism and hospitality.
2. Target career options input to young people at a younger age to encourage aspiration and make aware of opportunities within the local area.
3. Develop training opportunities, which look at those in need of supported placements.
4. Support existing and new opportunities for community engagement.
5. Deliver a South and West Fife “WELL” facility including support for local residents in accessing appropriate health services.

What are we doing now?

Fife College has developed a 12-week Gateway to the Tourism Industry course which will be delivered at Parkgate and Valleyfield Community Centres 2 sessions per week. The course, which is open to both young people and adults, will include an introduction to the tourism industry, world host training, REHIS exam, food service, a work experience element and will also provide a guaranteed interview for full-time college courses. The first courses will start in April with preparatory work to support those who may be interested starting now.

In partnership Community Learning and Development (CLD), Fife College & Adult Basic Education (ABE) have been delivering Springboard and Key to Work IT Employability courses in both Parkgate and High Valleyfield Learning Centres.

The Adult Learning Delivery Group has been developed to deliver Construction Skills Certification Scheme Cards and construction access courses and accreditation. All inductions, preparations and sign up to courses were held in Parkgate and Valleyfield Learning Centres. The final assessments will be held at Camilla Training registered centre at Bowhill. Coalfields Worx project is currently being delivered in Kincardine in partnership with Fife Employment Access Trust with support from the Local Community Planning Budget offering industry related training and qualifications coupled with work that delivers on Kincardine charrette and the environmental projects identified. This aims to give those who are most removed from the labour market a bridge back to the world of work by improving participants' general employability. The core feature is paid work, together with training. In order to limit the risk of replacing 'real' jobs, the work is environmental and in addition to economic activities.

Disability awareness training has been delivered to 25 local businesses and Bridging the Gap to Employment courses are being delivered which supports participants with health issues or disabilities back into employment.

Health & Social Care have set up “The Wells” - a venue where people can drop-in and find out information and receive general advice to help them stay well and independent within the local community. There are 4 currently running in South and West Fife, in High Valleyfield, Rosyth, Dalgety Bay and Oakley. Although the number of people utilising The Well is increasing, we still have a lot of work to do to increase footfall. We are looking to all partners to continue to work together to support local people to access the Well in their local areas.

Health Promotion have created a resource which overcomes some of the issues local residents face when accessing health services by promoting:

- Concessionary bus schemes for National Entitlement Card (NEC) - mental health, learning disability, personality disorder & those attending services i.e. drug and alcohol addiction services.
- Healthcare Travel Costs Scheme (HTCS) – for those attending appointments at hospital or specialists.
- Promote using 111 health service.
- Repeat prescriptions online.
- Prescription delivery.
- Online mental health services (i.e. Access Therapies Fife).

What's missing?

- ❖ Coordination of actions around mental health at South and West Fife level.
- ❖ Widening the range of professionals at community level skilled in supporting those with mild and moderate mental health issues.

What will we do next?

- ❖ Continued focus to increase employer engagement and the number of strategic partnerships across South and West Fife to raise the profile of

Developing the Young Workforce Fife through marketing on social media channels and a new website.

- ❖ Publish the outcomes of the public transport test of change and advocate for a concessionary bus travel scheme for unemployed people.

Areas of Focus

1. Increase the supply of affordable housing by providing new units and improving conditions in the private rented sector.
2. Maximise the opportunities of physical and outdoor activities by making use of local open spaces and leisure and recreation facilities.
3. Improve travel by improving transport choices in the West Fife Villages and by connecting cycle, bus and train routes.
4. Regenerate town centres and neighbourhoods with a focus on Inverkeithing, Rosyth and Dalgety Bay.
5. Meeting Local 'Climate Emergency' Environmental needs.

What are we doing now?

South and West Fife has a low turnover of council housing compared to the rest of Fife. 5.6% of the properties within S&WF were allocated in 2018/19 compared to 8.5% in the whole of Fife. The turnover is particularly low for properties with 1 bedroom and properties with 4 and more bedrooms. In 2018/19, only 7.4% of applicants requiring 1-bedroom properties and 1.8% of applicants requiring 4 or more bedrooms were housed. This low turnover means that often housing solutions are found through mutual exchanges or by accessing private housing. Recent council new build developments in Oakley and Crombie and the Kingdom Housing Association development in Blairhall have enabled housing allocation chains, often housing 2 or 3 households as a result of an allocation to a new build property. The proposed council new build at Spencer Fields (74 properties), Rosyth (45 properties) and Crombie (18 properties) will enable more of these allocation chains, resulting in a higher proportion of applicants being housed.

A full programme of fun, informal and healthy family learning activities have been developed for school holiday periods across South and West Fife. This includes 25 sessions of fun family learning activities across the Easter, summer and October school holiday period. Utilising Fife Council and partner agencies facilities, coastal paths, woodlands, parks and open spaces.

The Health and Social Care Partnership are working in collaboration with CLD and Active Communities to consult with local residents to establish their walking needs and set up community led walking groups to reduce health inequalities, support people to make positive lifestyle changes and tackle

impacts on preventable long-term conditions. This will be achieved by training up to 5 walk leaders across South and West Fife. There will be links with the walking and smoking clinic project that will help implement new walks identified by the local community i.e. buggy walks, family walks, couch to 5k group.

Regeneration of the Goth Area in Rosyth progressing with funding from the Local Area Capital Budget and Sustrans Places for Everyone Fund. To date full consultation has taken place with the Rosyth community including the local schools. The design stage of the project is underway and once completed will be taken back to the community for further consultation.

Members of the Dalgety Bay community have registered as a Community Development Trust and with support from the Community Development Team have completed several community engagements exercises. The trust is currently working on developing a new civic square but are also looking at a network of paths and cycleways leading from the town centre to the coast and other parts of the area and the possibility of a community hub.

The Community Development Team are exploring transport options which support the older population to access health and social care services within their local community. They are working with communities to ensure involvement in the Transportation PB Exercise.

Inverkeithing Heritage Regeneration is being delivered by Fife Historic Buildings Trust on behalf of Fife Council. It has a wide range of Heritage learning and conservation-based activities running to 2024. Inverkeithing Heritage Regeneration is funded by The National Lottery Heritage Fund (via its Townscape Heritage Programme), Historic Environment Scotland (via its Conservation Area Regeneration Scheme) and Fife Council. Over £3.6 million will be invested in Inverkeithing's heritage during the five-year programme.

A cross-organisational team approach was adopted to oversee the redevelopment of Fraser Avenue and to deliver the project brief and objectives. Community involvement has been at the heart of the project, this has reinforced the need to work collaboratively to achieve mutual goals, share good practice and help recreate a sense of community.

A range of community benefits were provided as part of the Phase 1 project including:

- Working in partnership Kingdom and Campion Homes delivered 2 construction academies, 13 work placements, 10 new jobs and 6 apprenticeships.
- A school partnership agreement with the local school enabled a range of events to be held including Health & Safety awareness workshops, site visits, logo design competition and pupil consultation on play equipment.
- Relocation and enhancement of shops into a prominent area within the wider community.
- Community memory project detailing all stages of the regeneration and stories of the old Fraser Avenue taken forward and has been published in a book located in the local library.
- Intergenerational textile project created material artwork to improve the appearance of the fencing around the building site.
- Community lunches bringing the whole of the community in Inverkeithing together.
- Breakfast Club set up and is run on a weekly basis with around 20 community members attending.

The project has been designed to meet local needs and help sustain the community by recognising their vision and engagement from day one. Successful outcomes have been possible by providing effective social involvement aimed at reducing social exclusion and increasing social cohesion. The importance placed on community engagement has also encouraged continued engagement in other projects being taken forward within the Inverkeithing area.

What will we do next?

- ❖ Work to connect, cycle, bus and train routes.
- ❖ A multi-agency working group will continue to meet to address flooding issues within Rosyth and a new group established to address flooding issues in Culross.

- ❖ Identify suitable actions to contribute to the wider Climate Fife Plan from the work being carried out with the Fife Environmental Partnership.
- ❖ Support Transport Scotland in delivering extended electrification and passenger stations on the existing rail line between Alloa and Longannet in addition to protection of the remaining line for freight services to serve Longannet and Rosyth.



Areas of Focus

1. Maximise the potential of key tourism assets including woodland walks and local trails.
2. Develop existing key industrial and business sites such as Hillend and Donibristle, and Low Valleyfield and identify other potential sites. Develop Rosyth Waterfront to stimulate growth and jobs.
3. Support employers to provide opportunities to create/recognise Modern, Foundation and Graduate Level Apprenticeship opportunities.

What are we doing now?

The first phase of 800 sqm of the business units Hillend and Donibristle have been completed with occupation commencing in December 2019. Further development of business units of circa 1,000 sqm planned under the Fife Industrial Innovation and Investment Programme.

Babcock International has been identified as the preferred bidder for the manufacture of five new Type31e Frigates for the Ministry of Defence at a cost of £1.25 billion, work which will create and sustain 1200 jobs. Rosyth has been shortlisted as one of three possible sites in Scotland for the Scottish manufacturing and logistics hub for Heathrow Airport's expansion. Longannet has also been identified as the preferred UK manufacturing facility for the Spanish train manufacturer TALGO.

A 16+ employability programme is run for school leavers who have yet to identify a positive next step or destination. They work on gaining SVQ level qualifications in Communications, Numeracy and ICT, social and emotional group work and life skills.

Fife Council's Employability Team is working in partnership to deliver Foundation and Modern Apprenticeships (MA). The Fife Foundation Apprenticeship (FA) contract for 2017-19 supported 208 young people across 17 schools in Fife, engaging in frameworks including engineering, social services, children and young people, business skills, financial services and software development. The 2018-20 contract targets 324 young people working on similar frameworks, including scientific technologies. Fife College has 600 MA each year across 19 disciplines, studying at any one time.

Dedicated support is required to continue to develop and promote clear career pathways for all Foundation Apprenticeships frameworks, to ensure smooth transitions from the school/FA programme into Modern and Graduate Apprenticeships and thereby, to sustainable jobs. The continuation of the Developing Young Workforce (DYW) Co-ordinator role, with a board member assigned to each secondary school is helping to support young people in the FA and DYW activity, ensuring the increase by 5% target by 2020 is on track.

Tourism is a Career by Choice' is included as an action in the Fife Tourism and Events Strategy 2019-29. The Tourism Team in E & E plan to work with Fife College to deliver a careers day in mid-2020 to raise awareness of opportunities.

What will we do next?

- ❖ A coordinated approach to addressing the skills gap specifically targeted at the South and West Fife jobs market.
- ❖ More focus within schools to encourage young people and parents to consider a vocational route within their career plan and choices.
- ❖ Reinforce commitment to apprenticeships and developing the young workforce by promoting a flexible approach to the recruitment and progression of apprentices in South and West Fife.
- ❖ The establishment of an advanced manufacturing hub at Babcock International in Rosyth will be welcomed and supported. An initial Strategy Session has taken place in January 2020 with key stakeholders to start the process of proposition. South West Fife has significant potential for further inclusive growth therefore the Council and partners are continuing to promote the location given its strong existing employment profile and are excellent transport links, in addition to the areas strong skills base which stems from a proven track record in industry. Continued focus will also be placed via the Fife Economic Strategy 2017 to drive forward innovation and entrepreneurship by attracting new industry and modern employment uses to the area



Areas of Focus

1. Support the delivery of neighbourhood plans for Inverkeithing, Oakley and Comrie and roll out in other towns and villages.
2. Work with communities and involve young people to develop Healthy Streets with Community Hubs, cafes and gardens, graffiti art and places to connect.
3. Further develop Participatory Budgeting for the South and West Fife Area.

What are we doing now?

All 14 Community Councils in South and West Fife actively participated in the consultation events to develop the South and West Fife Local Community Plan and more have engaged in the process since. Development Trusts have been formed in Dalgety Bay and Inverkeithing.

Community Engagement training has been delivered by Fife Voluntary Action for Community Councils/groups and activists.

6 communities in South and West Fife now have a Community Action Plan/Neighbourhood Plan. These include Kincardine, Oakley & Comrie, High Valleyfield, Inverkeithing and Saline and Steelend.

Dalgety Trust have produced information on the Dalgety Heritage Trail and are working with The Fife Coast and Countryside Trust re Wayfinding and Signage.

Inverkeithing Trust are involved in several key priorities that were identified in Inverkeithing Neighbourhood Plan.

A group of local parents in North Queensferry have driven a project to refurbish a redundant playpark and bring it back into community ownership. The Pierhead playpark development group led a community-wide consultation involving all years of the local primary school and community centre user groups and held an open day for the wider community to come along and influence the design and plan of the playpark. They then worked with the council's playpark design team and development workers to finalise a design that met the consultation outcomes and to begin the process of

accessing funding for the development of the park. The playpark was officially opened on 8th November 2019.

A group of residents from the Manse Road area in Inverkeithing who were supported by Inverkeithing Community Council and the Local Development Officer have refurbished the play park at Manse Road. The group were instrumental in the design, funding and delivery of the projects. This play park was funded by Fife Council, FET and the local community. The play park was officially opened in September 2019.

Community Hubs, cafes and pantries have been set up throughout South and West Fife. The most recent Community Hub which has been set up is in High Valleyfield. This is led by members of the local community. A range of agencies are involved in the hub - including Housing Services, Welfare Support Workers, a Digital Skills Tutor and Health & Social Care Wells staff. Hot meals and crèche facilities are available. The project has grown in profile and now receives clothing contributions from local shops and other support services. This allowed the hub to run a school clothing rail in the lead-up to the return to school.

What will we do next?

- ❖ Work with Coalfields Regeneration Trust to deliver an updated Neighbourhood Plan in High Valleyfield and with the Dalgety Development Trust to develop a Dalgety Bay Neighbourhood Plan.
- ❖ Help make a success of Community Asset Transfer to enable public assets in our communities to be better utilised to support local needs.
- ❖ Roll out annual Community Connections Workshops - ongoing working with learners, volunteers to encourage their contribution to Local Community Planning & Driving Service Provision.

Settlement Trust - Annual Update on Expenditure and Funds Held – 2019 /20

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

Wards Affected: All

Purpose

This report is to give elected members a position on the expenditure relating to the Settlement Trusts in their area. The report also provides a Fife wide statement of funds held in both capital and revenue accounts as at April 2020.

Recommendation(s)

Members are asked to -

- (i) note the expenditure statement for the financial year 2019/20 found in Appendix 1;
- (ii) note the funds available at the year-end relating to amounts held as interest, in Revenue accounts and as Capital;
- (iii) note and comment on the detail of the projects supported by the disbursement of these funds found in section 2.0 (where relevant); and
- (iv) note the acceptable uses for this funding in Appendix 2 of this report.

Resource Implications

Members will note the disbursement from the Settlement Trust funds in this area amounted to a total of £200.00. Members will find details of the beneficiaries of this funding in section 2.0 of this report.

Legal & Risk Implications

This report raises no legal or risk implications. It would however be useful to advise that recent Audit Scotland overview of the levels of Settlement Trust dispersals within Fife have revealed concerns that we are still showing a relatively low level of take-up from both groups and individuals in terms of applications. Community Managers have agreed to ensure that a more pro-active approach will be taken to promote the opportunity for these funds to be used locally.

Impact Assessment

An Equality Impact Assessment (EqIA) is not required, as the report does not propose a change or revision to existing policies and practices. An EqIA was submitted for the original proposal to change the process of disbursement for Settlement Trusts, and there were no negative impacts noted. This document is on file and available to members on request.

There was no specific consultation process aligned to this report. Access to the grant application form is available on Fife Direct and is open to all who feel their request would meet the criteria. The link to the grants page is noted below, while the relevant tab to use via this link is entitled '**Fife Grants**'.

<http://www.fifedirect.org.uk/topics/index.cfm?fuseaction=subject.display&subjectid=31C9D369-AEBB-46ED-BABE-5AE516541980&themeid=2B892409-722D-4F61-B1CC-7DE81CC06A90>

Local areas will ensure that the availability of these funds is advertised as widely as possible with local groups and service providers. It should be noted that some of the trusts noted in this report do not produce significant levels of income, accordingly their practical use is somewhat limited. However, where they can be used in conjunction with local community planning budget, or as a stand-alone payment to an individual in need, they will be.

1.0 Background and Context

- 1.1 During 2016, all Area Committees were presented with an update report in terms of the first year of operation of the Settlement Trusts, this covered the period after the Trusts were reorganised and devolved to the seven areas for administration.
- 1.2 Members were informed that there would be advantages to Fife Council through the reorganisation of the 183 individual trusts administered by the authority, into 30 distinct Settlement Trusts. It was highlighted that the reduction to 30 Settlement Trusts would significantly reduce the reporting requirements to the Office of the Scottish Charity Regulator (OSCR), as the body that oversees the dispersal of charitable funds.
- 1.3 The reorganisation into Settlement Trusts has had the effect of releasing funds for charitable purposes, which would otherwise potentially be unused. The acceptable uses for Settlement Trusts are attached to this report as Appendix 2 and are those utilised by OSCR to clarify the legal definition for charitable activities.

2.0 Projects Supported in 2019/20

- 2.1. During 2019/20 within South and West Fife area, Mrs Potter's Trust fund paid £200.00 to Limekilns and Charlestown Community Trust to support older residents within the villages of Limekilns and Charlestown.

3.0 Conclusions

- 3.1 By devolving the administration of the Settlement Trust funds to the areas, we have freed up a resource that can be used alongside other area held funding for the direct benefit of local people.
- 3.2 The introduction of Settlement Trusts administered locally has benefitted the current area approaches in relation to mitigating the negative impacts of Welfare Reform and the on-going work around poverty and equality issues.

Background Papers

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

- PFAM Reports March 2010/March 2012
- Audit Services Management Letter 251 – Issued, 5th December 2011
- Settlement Trust Application Form (Individuals)
- Settlement Trust Application Form (Groups)

List of Appendices

Appendix 1 – Financial Statement – Settlement Trusts – 2019/20

Appendix 2 – Acceptable Uses

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	Income & Expenditure Statement										
	Expenditure			Income			(Surplus) /Deficit				
	Grants	Other Expenditure	Total Expenditure	Interest on Revenue Balances	Investment Interest	Total Income	Income Less Expenditure	Investments	Debtors	Advances to Loans Fund	Total
DUNFERMLINE	1,900	2,000	3,900	(315)	(1,800)	(2,115)	1,785	32,978	421	48,185	81,584
BALLINGRY	0	0	0	(35)	(258)	(293)	(293)	4,729	60	5,463	10,253
LOCHGELLY	0	0	0	(73)	(402)	(475)	(475)	7,365	94	11,366	18,825
LESLIE	0	1,000	1,000	(8)	(87)	(94)	906	1,586	20	418	2,024
AUCHTERTOOL	0	0	0	(5)	(44)	(49)	(49)	805	10	858	1,674
BURNTISLAND	238	0	238	(122)	(239)	(361)	(122)	4,372	56	18,705	23,133
KINGHORN	0	0	0	(99)	(634)	(733)	(733)	11,620	148	15,179	26,948
KIRKCALDY	2,126	450	2,576	(601)	(5,049)	(5,650)	(3,074)	92,488	1,180	100,522	194,190
BUCKHAVEN AND METHIL	100	0	100	(60)	(25)	(85)	15	467	6	304	776
KENNOWAY	0	0	0	(4)	(26)	(30)	(30)	467	6	684	1,157
LEVEN	250	0	250	(34)	(230)	(264)	(14)	4,207	54	5,555	9,816
ANSTRUTHER & CELLARDYKE	5,992	0	5,992	(383)	(5,907)	(6,290)	(298)	108,202	1,380	65,620	175,203
AUCHTERMUCHTY	0	0	0	(74)	(307)	(380)	(380)	5,615	72	6,384	12,071
COLLESSIE	0	0	0	(8)	(54)	(63)	(63)	994	13	1,317	2,324
CRAIL	2,000	0	2,000	(335)	(2,432)	(2,767)	(767)	44,544	568	50,777	95,889
CUPAR	1,850	0	1,850	(176)	(1,834)	(2,009)	(159)	33,586	428	27,168	61,183
ELIE	0	0	0	(53)	(367)	(420)	(420)	6,725	86	8,357	15,168
FALKLAND	0	0	0	(9)	(81)	(90)	(90)	1,486	19	1,466	2,971
FREUCHIE AND AREA	146	0	146	(28)	(126)	(154)	(8)	2,306	29	4,300	6,635
KILCONQUHAR	0	0	0	(20)	(157)	(177)	(177)	2,874	37	3,136	6,047
KINGSKETTLE	0	0	0	(7)	(50)	(57)	(57)	912	12	1,153	2,077
LADYBANK	0	0	0	(27)	(220)	(247)	(247)	4,021	51	4,315	8,388
NEWBURGH	2,563	0	2,563	(175)	(2,597)	(2,772)	(209)	47,566	607	26,764	74,936
PITTENWEEM	0	0	0	(74)	(445)	(519)	(519)	8,154	104	11,522	19,779
ST ANDREWS	4,789	0	4,789	(385)	(3,393)	(3,778)	1,011	62,154	793	53,412	116,359
ST MONANS	1,400	0	1,400	(154)	(1,428)	(1,582)	(182)	26,162	334	23,145	49,641
TAYPORT	259	0	259	(51)	(222)	(273)	(14)	4,075	52	7,686	11,813
CULROSS	0	0	0	(23)	(165)	(188)	(188)	3,021	39	3,622	6,681
KINCARDINE	0	0	0	(89)	(720)	(809)	(809)	13,197	168	14,028	27,394
LIMEKILNS	200	0	200	(5)	(192)	(196)	4	3,513	45	764	4,322
Settlement Trusts Total	23,813	3,450	27,263	(3,428)	(29,491)	(32,919)	(5,657)	540,193	6,892	522,175	1,069,259

Appendix 2

These are the charitable purposes recognised in section 7(2) of the Charities and Trustee Investment (Scotland) Act 2005.

- a) The prevention or relief of poverty
- b) The advancement of education
- c) The advancement of religion
- d) The advancement of health
- e) The saving of lives
- f) The advancement of citizenship or community development (including rural or urban regeneration)
- g) The advancement of the arts, heritage, culture or science
- h) The advancement of public participation in sport
- i) The provision of recreational facilities, or the organisation of recreational activities with the object of improving the conditions of life for the persons for whom the facilities or activities are primarily intended
- j) The advancement of human rights, conflict resolution or reconciliation
- k) The promotion of religious or racial harmony
- l) The promotion of equality and diversity
- m) The advancement of environmental protection or improvement
- n) The relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage
- o) The advancement of animal welfare
- p) Any other purpose that may reasonably be regarded as analogous to any of the preceding purposes

13th January 2021			
Title	Service(s)	Contact(s)	Comments
Traffic Regulation Orders	Assets, Transportation and Environment	Phil Clarke	If required
Economy and Employability	Economy, Planning and Employability	Sandra Montador-Stewart	Annual report - to include key elements of tourism activity – Last update 12th June, 2019
Parks, Streets and Open Space Performance Review	Assets, Transportation and Environment	John O'Neil	Annual report - Last update 13th November, 2019 (Was due to be submitted Nov 2020)

3rd March, 2021			
Title	Service(s)	Contact(s)	Comments
Traffic Regulation Orders	Assets, Transportation and Environment	Phil Clarke	If required
Area Roads Programme (ARP) 2021/22	Assets, Transportation and Environment	Neil Watson	
School Attainment and Achievement Report	Education and Children's Services	Sarah Else	Annual report – Last update 4th March, 2020
South and West Fife Community Learning and Development Partnership (CLD) Update	Communities and Neighbourhoods Service	Mandy MacEwan	
Welfare Reform and Anti Poverty Annual Report 2019/20	Communities and Neighbourhoods Service	Mandy MacEwan	Annual report – Last update 4th March, 2020

3rd March, 2021			
Title	Service(s)	Contact(s)	Comments
Local Community Planning Budget Requests	Communities and Neighbourhoods	Mandy MacEwan	If required

21st April, 2021			
Title	Service(s)	Contact(s)	Comments
Traffic Regulation Orders	Assets, Transportation and Environment	Phil Clarke	If required
Radiation Monitoring at Dalgety Bay	SEPA MOD	Nina Patton Stephen Ritchie	Six monthly update - Last update 7th October, 2020
Area Capital Update Report	Finance and Corporate Services	Eleanor Hodgson	Six monthly update - Last update 7th October, 2020
South East Inverkeithing Regeneration - Progress Report	Communities and Neighbourhoods Service Housing Services	Alastair Mutch Deborah Stevens	Six monthly update - Last update 7th October, 2020.
Local Community Plan Update 2020/21	Communities and Neighbourhoods Service	Alastair Mutch	Annual report – Last update 12th June, 2019
Local Community Planning Budget Requests	Communities and Neighbourhoods	Mandy MacEwan	If required

16th June, 2021			
Title	Service(s)	Contact(s)	Comments
Traffic Regulation Order	Assets, Transportation and Environment	Phil Clarke	If required
Safer Communities Team Update Report	Communities and Neighbourhoods Service	Liz Watson	Annual report - Last update 12th August, 2020
Operational Briefing on Policing Activities within South and West Fife Area	Police Scotland	Chief Inspector Paul Dick / Community Inspector Stephen Kay / PS Scott Maxwell	Annual report - Last update 12th August, 2020
Scottish Fire and Rescue Service - South West Fife Area Local Operating Plan 2019 - Six Monthly Performance Report	Scottish Fire and Rescue Service	Bryan Todd	Annual report - Last update 12th August, 2020
Annual Report on Outcomes of Care Inspectorate Inspection and Grading Process	Health and Social Care	Fiona McKay / Alan Adamson	Annual report - Last update 12th August, 2020
Area Housing Plan Update	Housing Services	Claire Mackinlay	Six monthly update - Last update 25th November, 2020.
Local Community Planning Budget Requests	Communities and Neighbourhoods	Mandy MacEwan	If required

Unallocated			
Title	Service(s)	Contact(s)	Comments
Stephen Memorial Hall, Culross – Update on Facility	Assets, Transportation and Environment		As agreed at 14th November, 2018 Committee meeting.
Social Security Scotland Agency – Update	Social Security Scotland Agency	Lyndsey Maricic	As agreed at 24th April, 2019 meeting. Update to be provided later in the year – tbc.
Highlighting the Work of the Reducing Offending and Re-offending Partnership (ROAR)	Communities and Neighbourhoods Service	Kirstie Freeman	As agreed at 13th November, 2019 meeting (was due to be submitted in April, 2020 but meeting cancelled due to Covid-19)
Additional Nursery Hours Update	Education and Children’s Services	Shelagh McLean	As agreed at 4th March, 2020 meeting
Credit Union Update	Communities and Neighbourhoods Service / Credit Union	Alastair Mutch	Briefing or Committee presentation (tbc)
North Queensferry and Forth Bridges Area Update	Economy and Employability / Communities and Neighbourhoods	Gordon Mole / Alastair Mutch	As agreed at 7th October, 2020 meeting –report to be submitted in late 2021 summarising progress
<i>Children’s Services Report</i>	<i>Education and Children’s Services</i>	<i>Lynne Garvey</i>	<i>No report submitted in 2020 – Agile Action Plan for Children’s Services in Fife was emailed to Conveners and Community Managers in September, 2020</i>
<i>Early Learning and Childcare</i>	<i>Education and Children’s Services</i>	<i>Jacqueline Price</i>	<i>Last update 2nd October, 2019. No report submitted in 2020. Jacqueline will advise on new date for submission.</i>
<i>Pupil Equity Fund</i>	<i>Education and Children’s Services</i>	<i>Sara Else</i>	<i>No report submitted in 2020 – A workshop with Headteachers to take place via Teams</i>