# Environment, Transportation and Climate Change Scrutiny Committee

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

Tuesday, 28 May, 2024 - 10.00 a.m.

AGENDA

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|---|---|---|
| **1.** | **APOLOGIES FOR ABSENCE** | |
| **2.** | **DECLARATIONS OF INTEREST**<br><br>In terms of Section 5 of the Code of Conduct, members are asked to declare an interest in particular items on the agenda and the nature of the interest(s) at this stage. | |
| **3.** | **MINUTE** – Minute of the meeting of the Environment, Transportation and Climate Change Scrutiny Committee of 19 March 2024. | 4 - 7 |
| **4.** | **SCOTRAIL - UNPLANNED CHANGES TO TICKET OFFICE OPENING HOURS IN FIFE – VERBAL UPDATE** – Acting Head of Customer Operations, Scotrail | |
| **5.** | **ENVIRONMENTAL HEALTH (FOOD AND WORKPLACE SAFETY) SERVICE DELIVERY PLAN 2024-25** – Report by the Head of Protective Services | 8 - 46 |
| **6.** | **FIFE'S ROAD CONDITION REPORT 2023** – Report by the Head of roads and Transportation Services | 47 - 55 |
| **7.** | **MANAGEMENT OF FLASH FLOODING** – Report by the Head of Roads and Transportation Services | 56 -91 |
| **8.** | **DOMESTIC WASTE AND STREET CLEANSING SERVICE BULKY UPLIFTS – FREE OF CHARGE SERVICE** – Report by the Head of Environment & Building Services | 92 - 95 |
| **9.** | **PATHWAY TO NET ZERO IN NON-DOMESTIC BUILDINGS - UPDATE** – Head of Property Services | 96 - 162 |
| **10.** | **ENVIRONMENT, TRANSPORTATION & CLIMATE CHANGE SCRUTINY COMMITTEE FORWARD WORK PROGRAMME** – Report by the Executive Director Finance & Corporate Services | 163 -168 |

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

Lindsay Thomson
Head of Legal and Democratic Services
Finance and Corporate Services

Fife House
North Street
Glenrothes
Fife, KY7 5LT

21 May, 2024

If telephoning, please ask for:
Emma Whyte, Committee Officer, Fife House 06 ( Main Building )
Telephone: 03451 555555, ext. 442303; email: Emma.Whyte@fife.gov.uk

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**BLENDED MEETING NOTICE**

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

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

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

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

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

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

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

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

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

**19 March 2024** **10.00 am – 1.00 pm**

**PRESENT:** Councillors Jane Ann Liston (Convener), Tom Adams, Naz Anis-Miah, Aude Boubaker-Calder, Rod Cavanagh, Al Clark, Jean Hall-Muir, Stefan Hoggan-Radu, Nicola Patrick, Sam Steele (substituting for Andy Jackson), Darren Watt and Daniel Wilson.

**ATTENDING:** Carol Connolly, Executive Director Place; Nigel Kerr, Head of Protective Services; Kenny Bissett, Lead Officer, Environmental Health (Public Protection); John Rodigan, Head of Environment and Building Services; Paul Vaughan, Head of Communities and Neighbourhoods; Tariq Ditta, Head of Facilities Management Services; Melanie Arthur, Service Manager, Facilities Management; Robbie Lawson, Janitorial and Cleaning Team Manager; John Mitchell, Head of Roads and Transportation Services; Steven Sellars, Lead Consultant, Road Safety and Travel Planning; Susan Keenlyside, Service Manager, Sustainable Transport and Parking, Roads and Transportation Services; Caroline Ritchie, Accountant, Lesley Robb, Lead Officer - Committee Services and Kerry Elliott, Committee Officer, Finance and Corporate Services.

**ALSO ATTENDING:** John Ford, Biodiversity Coordinator, Fife Coast and Countryside Trust.

**APOLOGY FOR ABSENCE:** Councillor Mary Lockhart.

## 76. DECLARATIONS OF INTEREST

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

## 77. CHANGE OF MEMBERSHIP

The committee noted that Councillor Mary Lockhart had replaced Councillor Graeme Downie as a member of the committee.

## 78. MINUTE

The committee considered the minute of the meeting of the Environment, Transportation and Climate Change Scrutiny Committee of 23 January 2024.

**Decision**

The committee agreed to approve the minute.

## 79. REVIEW OF MOSSMORRAN AND BRAEFOOT BAY COMMUNITY AND SAFETY COMMITTEE – GENERAL ANNUAL REPORT 2022

The committee considered a report by the Head of Protective Services advising of the findings of the latest 2022 general annual report for the operations at the Mossmorran and Braefoot Bay facilities. The Head of Protective Services also shared with the committee three video presentations from Shell UK and Exxon Mobile on the current operations at the Fife Ethylene Plant, Braefoot Bay Terminal and Mossmorran site.

**Decision**

The committee noted:-

(1) the content of the presentations and general report in particular, the large reduction in complaints following investment in improvement technologies at the complex;

(2) the new noise and air quality monitoring arrangements introduced around the complex;

(3) the steps taken to improve communications between appropriate parties;

(4) that the 2022 general report would be submitted to future meetings of Cowdenbeath, Kirkcaldy and South and West Fife Area Committees for information; and

(5) the 2023 general report would be presented to the committee during 2024.

## 80. STAFFED SCHOOL CROSSINGS AND SCHOOL TRAVEL PLANS

The committee considered a joint report by the Head of Facilities Management Services and the Head of Roads and Transportation Services, providing an initial baseline on the School Crossing Patrol Service and activities relating to active travel to school, following a motion agreed at the meeting of Fife Council on 21 September 2023.

**Decision**

The committee noted and provided comments on the content of the report.

*The meeting adjourned at 11.15 am and reconvened at 11.30 am*

## 81. FIFE ROAD CASUALTY STATISTICS 2023

The committee considered a report by the Head of Roads and Transportation Services advising of statistics, the severity of casualties on Fife's roads in 2023 and the performance against the Scottish Government Road Safety Casualty Reduction targets.

**Decision**

The committee:-

(1) considered the 2023 road casualty statistics; and

(2) noted the ongoing work of road safety partners aimed at reducing casualties, in line with the Scottish Government casualty reduction targets for 2030.

## 82. BIODIVERSITY DUTY REPORT

The committee considered a report by the Head of Communities and Neighbourhoods Service, inviting members comments on the content of the report. A report requires to be submitted to Scottish Government every three years outlining how Fife Council has met its biodiversity duty outlined under the Wildlife and Natural Environment (Scotland) Act 2011.

**Decision**

The committee noted the content of the Biodiversity Duty Report, as prepared, for submission to Scottish Government.

## 83. 2023/24 REVENUE MONITORING PROJECTED OUTTURN

The committee considered a joint report by the Executive Director, Finance and Corporate Services and the Executive Director, Place providing an update on the projected outturn financial position for the 2023/24 financial year for the areas in scope for the Environment, Transportation and Climate Change Scrutiny Committee.

**Decision**

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

## 84. 2023/24 CAPITAL MONITORING PROJECTED OUTTURN

The committee considered a joint report by the Executive Director, Finance and Corporate Services and the Executive Director, Place, providing an update on the Capital Investment Plan and advising on the projected financial position for the 2023/24 financial year for the areas in scope for the Environment, Transportation and Climate Change Scrutiny Committee.

**Decision**

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

## 85. ENVIRONMENT, TRANSPORTATION AND CLIMATE CHANGE SCRUTINY COMMITTEE FORWARD WORK PROGRAMME

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

**Decision**

The committee:-

(1) noted the contents of the forward work programme;

(2) agreed to add a standing item to each committee meeting on Climate Change;

(3) agreed that an interim briefing note would be circulated outlining details on pothole and road defects in relation to response times for repairs at ward level, the technologies and techniques used in pothole repairs and the process for members of the public to submit claims for damage. The briefing note would be issued prior to submission of the Performance report to the committee in late 2024;

(4) agreed that reports be added to the work programme on the following subjects:-

a) pedestrian access to recycling centres;
b) community safety partnership, in terms of road safety;
c) environmental impact in relation to existing fleet provision used for domestic waste collection and road repairs;
d) Fife Council catering facilities and increased offerings in both vegetarian and plant based options; and
e) the new food strategy for scrutiny.

28 May 2024
Agenda Item No. 5

# Environmental Health (Food and Workplace Safety) Service Delivery Plan 2024-25

**Report by:** Nigel Kerr, Head of Protective Services

**Wards Affected:** All Wards

## Purpose

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

(1) The National Local Authority Enforcement Code England, Scotland & Wales and the Health and Safety at Work Etc. Act 1974, along with the Statement of commitment between Local Authority and HSE Regulatory Services.

(2) The Food Law Code of Practices (Scotland) and assimilated Regulation (EC) No 2017/625.

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

## Recommendation(s)

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

## Resource Implications

There are no direct resource implications arising from this report.

## Legal & Risk Implications

The Environmental Health (Food & Workplace Safety) Team has a vacancy rate of approximately 23 percent for its current establishment. An analysis of FTE posts required to fulfil all statutory functions within the Environmental Health (Food & Workplace Safety) Team has identified a potential modelling gap of 8.70 posts (unfunded) beyond the current establishment of 26.60.

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

**Policy & Impact Assessment**

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

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

**Consultation**

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

# 1.0 Background

1.1 The Environmental Health (Food and Workplace Safety) Team activities cover a wide range of regulatory activities including:

- Food Law (Food Standards and Food hygiene)
- Health & Safety
- Port Health
- Waste Duty of Care
- Miscellaneous Licences & Events (including Inspections/Visits for)
- Investigation and Control of Communicable Disease

1.2 The appropriate use of enforcement powers, is an important means of securing compliance with the law and promotion and protection of public health. Specifically, in terms of health and safety and food safety:

- Health & Safety
  The service aims are to protect the health, safety, and welfare of people at work and to safeguard others, principally members of the public who may be exposed to risks from the way that work is carried out or a service is provided.
- Food Law
  Food law enforcement powers ensure that information and advice on food hygiene and standards, nutrition and labelling is independent, consistent, evidence-based, and consumer-focused. The Service's primary concern is to make sure that food is safe to eat.

1.3 The objectives of the team include:

- To maximise and target resources to achieve the greatest impact.
- To advise and educate businesses, employers, employees and other service users on food law, health and safety, public health, waste duty of care, port health and miscellaneous licensing & events. This includes proactively assisting businesses to comply with their legal obligations.
- To investigate complaints, concerns, alerts and reportable injuries, diseases, and dangerous occurrences. To issue advice and information on prevention.

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

# 2.0 Issues and Options

2.1 The Environmental Health (Food & Workplace Safety) Service Delivery Plan for 2024-25 has updated the previous Service Plan and covers the various regulatory areas of activity undertaken by the Environmental Health (Food & Workplace Safety) Team.

2.2 As part of the preparation for the restart of the inspections and interventions programme following the temporary suspension due to the Covid19 pandemic, Food Standards Scotland required that Local Authorities determine the resources required to undertake their food law inspection and intervention programme. As the Environmental Health (Food & Workplace Safety) Team activities cover more than food law, the resource review included all areas of the Team's statutory activities.

2.3 The review, refreshed in April 2024 found that for the Environmental Health (Food & Workplace Safety) Team to effectively carry out all their activities that a staff resource of 35.30 posts was required. This compared to a current establishment of 26.60 posts.

2.4 Therefore, as of April 2024 this identified a potential gap using this assessment model of 8.70 posts (unfunded) in relation to the current structure of 26.60 posts. In addition, there are currently 6.0 vacant posts, bringing the potential modelling-based resource gap within the Environmental Health (Food & Workplace Safety) Team to 14.70 posts. This compares to 8.32 vacant posts and the potential modelling-based resource gap of 13.97 posts at April 2023.

2.5 During 2023 two Trainee Environmental Health Officers obtained their professional qualifications, and both took up Environmental Health Officer positions. Despite this the Environmental Health (Food & Workplace Safety) Team has continued to experience difficulty in recruiting Environmental Health Officers as well as ongoing vacancies.

2.6 Thus, when the recruitment campaign for two Environmental Health Technicians in autumn of 2023 attracted a large number of suitable candidates, the opportunity to recruit a further two was taken, utilising funding from the difficult to fill posts.

2.7 Further recruitment is planned for early 2024/25 for both Environmental Health Officers and a paid summer placement for a Trainee Environmental Health Officer. Additionally, the Environmental Health (Food & Workplace Safety) Team as part of the wider Protective Services is interested in recruiting a Modern Apprentice as part of the in- development Modern Apprenticeship in Regulatory Services scheme.

2.8 It is acknowledged that both vacancies and difficulty in recruiting has a significant impact on service delivery. This is especially the case in relation to food law activities, as the current Food Law Code of Practice requires food law activities to be undertaken by qualified Environmental Health Officers and Food Safety Officers.

2.9 In recognition of this, consideration was given to working on a proposal for an Alternative Delivery Model utilising other roles within the Environmental Health (Food & Workplace Safety) Team such as Environmental Health Technicians and Enforcement Officers. This has led to positive engagement with Food Standards Scotland, who are welcoming the opportunity to work with the Environmental Health (Food & Workplace Safety) Team, in developing a new route to authorisation for food law activities as a pilot, with the intention of providing updated guidelines for the training and authorisation of officers via an updated Food Law Code of Practice and Competency Matrix.

# 3.0 Conclusion

3.1 This report satisfies the requirement to review annually the Delivery Plans for Food Safety and Health & Safety.

3.2 The report highlights the resource difficulties faced by Environmental Health (Food & workplace Safety) Team and the current and planned recruitment and staff development activities, along with the proposal to develop and implement an Alternative Delivery Plan.

**List of Appendices**

Appendix 1 - Environmental Health (Food and Workplace Safety) Service Delivery Plan 2024-25

**Report Contact**

Lisa McCann
Service Manager Environmental Health (Food & Workplace Safety)
Protective Services
Email: lisa.mccann@fife.gov.uk

Protective Services

# Environmental Health (Food and Workplace Safety) Team Service Delivery Plan 2024-2025

**Environmental Health (Food and Workplace Safety) Team**

## Table of Contents

## 1. SERVICE AIMS AND OBJECTIVES

### 1.1 Introduction

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

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

### 1.2 Aims

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

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

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

**Health & Safety**

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

**Food Law**

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

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

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

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

- Engage
- Educate
- Encourage
- Enforce

### 1.3 Objectives

To maximise and target resources to achieve the greatest impact.

- To advise and educate businesses, employers, employees and other service users on food law, health and safety, public health, waste duty of care, port health and miscellaneous licencing. This includes proactively assisting businesses to comply with their legal obligations.
- To investigate complaints, concerns, alerts and reportable injuries, diseases, and dangerous occurrences.
- To issue advice and information on prevention.
- To support cross-agency working through co-operation and collaboration at local, regional, and national level with partner agencies such as: -

    - Food Standards Scotland (FSS)
    - Health and Safety Executive (HSE)
    - Public Health Scotland (PHS)
    - National Health Service (NHS)
    - Other Local Authorities
    - Police Scotland

- To provide a coherent approach to interventions which is consistent between Local Authorities and relevant partner agencies.
- To support the Plan for Fife.
- To protect public health and assist businesses with provision of advice with the ongoing recovery from the Covid-19 Pandemic and current economic conditions.

## 2 BACKGROUND

### 2.1 Profile of the Local Authority

Fife has a population of approximately 375,000 and a land area of 132,256 hectares. Fife is bounded to the North by the Firth of Tay and the Firth of Forth to the South. To the West, Fife adjoins the Council areas of Perth & Kinross, Falkirk and Clackmannanshire. Major towns in Fife are Cupar, Glenrothes, Kirkcaldy, St. Andrews and the city of Dunfermline.

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

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

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

### 2.2 Premises Summary

No of Premises liable for inspection on 16/04/2024

- Health and Safety 5925
- Food Law 5542
- Food Establishments Approved in terms of Food Law 30

### 2.3 Organisation and Structure

Fife Council presently operates with five Strategic Directorates:

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

**The Place Directorate contains seven services:**

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

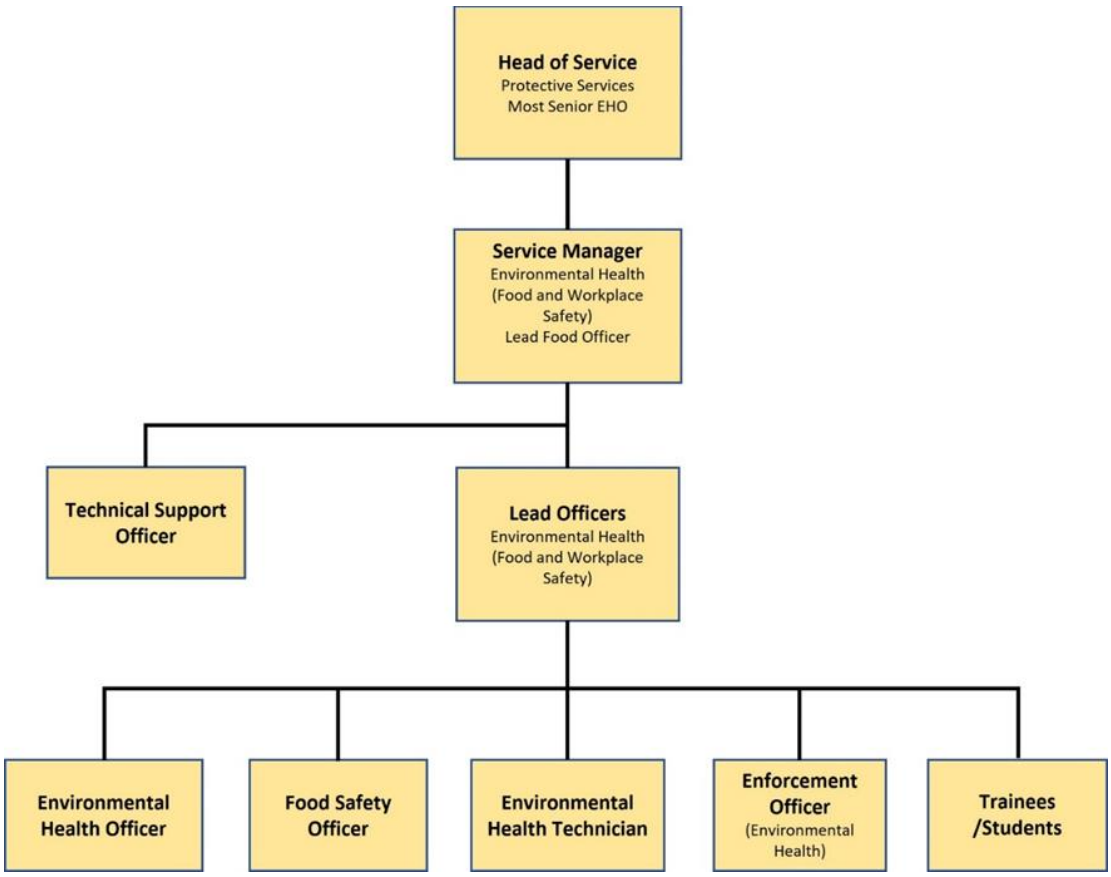
**Protective Services consists of the following four teams:**

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

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

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

**The Food and Workplace Safety organisational structure on 01 APRIL 2024**




Protective Service currently operates from a single location in Glenrothes, with Teams undertaking a blended workstyle approach, with a mix of home, office, and onsite working.

## 2.4 Environmental Health (Food and Workplace Safety) Team Remit

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

### 2.4.1 Food Law

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

Approval of Establishments handling food of animal origin.

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

### 2.4.2 Health and Safety

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

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

### 2.4.3 Licensing

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

### 2.4.4 Port Health

Inspection of Ships and the issuing of Ship Sanitation Certificates.

### 2.4.5 Communicable Diseases

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

### 2.4.6 Commercial Waste Duty of Care

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

### 2.4.7 Business Advice

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

Presentations/workshops to community groups on environmental health topics.

## 2.5 Demands on the Service

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

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

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

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

2023/24 has continued to see the Environmental Health (Food & Workplace Safety) Team experience a varied range of additional demands on resources, while endeavouring to effectively discharge its wide statutory remit.

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

During 2023 our two Trainee Environmental Health Officers obtained their professional qualifications, and both took up Environmental Health Officer positions. Despite this the Environmental Health (Food & Workplace Safety) Team has continued to experience difficulty in recruiting Environmental Health Officers as well as ongoing vacancies.

Therefore, when the recruitment campaign for two Environmental Health Technicians in autumn of 2023 attracted a large number of suitable candidates, the opportunity to recruit a further two was taken, utilising funding from the difficult to fill posts. Notwithstanding, recruitment campaigns in early 2024/25 will include a Trainee Environmental Health Officer (summer placement) and Environmental Health Officer posts.

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

Early 2024/25 will see the further vacancies within the Environmental Health (Food & Workplace Safety) Team, due to the retirement of two Food Safety Officers. It is hoped these posts can be filled by developing current staff through the alternative pathway to qualification.

It is acknowledged that both vacancies and difficulty in recruiting has a significant impact on service delivery. This is especially the case in relation to food law activities, as the current Food Law Code of Practice requires food law activities to be undertaken by qualified Environmental Health Officers and Food Safety Officers. In recognition of this, consideration was given to working on a proposal for an Alternative Delivery Model utilising other roles within the Environmental Health (Food & Workplace Safety) Team such as Environmental Health Technicians and Enforcement Officers. This has led to constructive engagement with Food Standards Scotland, who have provided positive and encouraging feedback to this approach.

## 3 Enforcement Policy

### 3.1 Protective Services Enforcement Policy

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

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

acts to provide confirmation that the action taken is correct and in line with the Enforcement Policy.

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

The Enforcement Policy will be comprehensively reviewed every three to five years. It was last reviewed in 2020.

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

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

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

## 4 Financial Allocation

### 4.1.1 Team Budget

The Environmental Health (Food and Workplace Safety) serviced managed budget for 2024/25 for its various regulatory activities, which includes providing support to business amounts to approximately £1.176 million; 93% of the budget relates to staff costs.

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

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

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

# 5 Service Delivery

## 5.1 ALTERNATIVE DELIVERY MODEL

### 5.1.1 Background

Fife Council Environmental Health (Food & Workplace Safety) Team like other Teams in Protective Services and many others across Scotland have faced continued difficulty in recruiting qualified officers such as Environmental Health Officers. Consequently, this has required a shift away from traditional thinking around Service Delivery in terms of food law and health and safety regulatory activities. The traditional model relied heavily on all activities being undertaken by Environmental Health Officers and Food Safety Officers. It should be noted that the current Food Law Code of Practice requires food law activities to be undertaken by qualified Environmental Health Officers and Food Safety Officers.

Protective Services is currently looking at a review of staff development to support a grow your own initiative. A Service policy related to Continued Professional Development (CPD) has been created to help drive this forward. This policy was sent to the Trade Unions in February 2024, and was launched Service wide by the Head of Service at an All Staff meeting on 6 March 2024. It is hoped this will help utilise the alternative pathways to qualifying as an Environmental Health Officer or Food Safety Officer that have been recently created by the professional body, the Royal Environmental Health Institute of Scotland (REHIS). To date there has been significant interest across the Service.

Fife Council Protective Services also supports the introduction of the Modern Apprenticeship in Regulatory Services that is currently under development. Once created this will lead to an additional entry pathway to a career within the field of Environmental Health.

The Environmental Health (Food & Workplace Safety) Team has previously been restructured due to the difficulty in recruiting Environmental Health Officers, and in 2021 introduced the roles of Environmental Health Technician and Technical Support Officer, along with reintroducing a Trainee position back on to establishment.

2023 again saw difficulty in recruiting Environmental Health Officers, however a recruitment campaign for Environmental Health Technicians in November 2023 was very successful. As a result, four rather than two Environmental Health Technicians were recruited, along with making a temporary Enforcement Officer permanent. This was achieved by utilising the existing team staffing budget. This presented an opportunity to develop and trial an alternative delivery model to help ensure service delivery of regulatory activities while making the best use of available resources, that enables authorised Environmental Health Officers and Food Safety Officers to focus on higher risk activities.

It should be noted that, excluding posts being held to fund the above-mentioned Environmental Health Technician posts and the Enforcement Officer post, there are still currently vacancies within the Environmental Health (Food & Workplace Safety) Team, including at 16 April 2024: -

- Lead Officer x1
- Environmental Health Officer x2
- Trainee Environmental Health Officer x1

Additionally, two Food Safety Officers are due to retire in early 2024/25. Vacant posts are reviewed periodically for available options. Recruitment is underway for Environmental Health Officers and a Trainee Environmental Health Officer Summer 2024 Placement; the latter is aimed at students currently undertaking an accredited Environmental Health Degree and will be a paid position for up to 16 weeks. It is anticipated that the alternative pathway will be utilised to develop staff in relation to the upcoming Food Safety Officer vacancies.

### 5.1.2 Developing an Alternative Delivery Model

It should be noted that the use of non-authorised staff i.e., not authorised such as Environmental Health Officers or Food Safety Officers, needs to be managed to mitigate non-compliance with regulatory guidance e.g., the Food Law Code(s) of Practice and the underpinning EC Regulation 2017/625. As such this has led to discussions with Food Standards Scotland and the Health and Safety Executive.

Discussions with Food Standards Scotland have been positive. This was confirmed via letter on 15 April 2024, where Food Standards Scotland confirmed their support for Fife Council Environmental Health (Food & Workplace Safety) Team's proposed Alternative Delivery model, stating that the approach was in line with the requirements of EC Regulation 2017/625 and an appropriate approach to the authorisation of staff.

Food Standards Scotland is also welcoming the opportunity to work with the Environmental Health (Food & Workplace Safety) Team, in developing this new route to authorisation as a pilot, with the intention of providing updated guidelines for the training and authorisation of officers via an updated Code of Practice and Competency Matrix.

The Health and Safety Executive's Local Authority Unit has indicated they are interested in learning more about the Alternative Delivery Model as it develops.

#### 5.1.2.1 Roles that can undertake Alternative Delivery Model Activities:

Within the Environmental Health (Food & Workplace Safety) Team a range of roles have been identified that could contribute to the Alternative Delivery Model, including: -

- Environmental Health Technician (Food & Workplace Safety)
- Enforcement Officer (Environmental Health)
- Technical Support Officer
- Trainee Environmental Health Officer/Food Safety Officer

Investment in training including REHIS Community Training courses at Intermediate/Advanced Level has been considered for those undertaking Alternate Delivery Model activities, and a program of continued professional development for this is underway, along with on-the-job training and support from Authorised Officers.

Alternate Delivery Model activities an individual officer can undertake will be in line with their knowledge, training & experience. The officer will also be able to escalate matters and/or

request support from an authorised officer such as an Environmental Health Officer or Food Safety Officer.

### 5.1.2.2 Activities that can be incorporated into Alternate Delivery Model

Below is a non-exhaustive list of activities that could be undertaken by non-authorised officers as part of an alternative deliver model:

- Review of database information by reviewing information held and/or undertaking interventions on smaller areas for example by Area Committee or even ward area. This approach also has the potential to allow liaison with other Teams and Services to enable a more place-based approach. This would require involvement from both authorised and non-authorised officers and would be longer-term project to permit all areas of Fife to be covered over time.
- New business enquiries – initial triage, provision of advice and support, liaise with authorised officers as required. This could also incorporate new and/or updated Food Premises Registration Forms, pre-opening interventions ahead of routine inspection by an appropriately authorised officer.
- Undertake the activities associated with the food sampling program, and act as witness where formal samples are required.
- Act as a witness where required for formal action being undertaken by appropriately authorised officer,
- Issue and review returned shellfish movement documents.
- Support activity related to adverse results related to designated shellfish harvesting areas, including traceability and Temporary Closure Notices
- Undertake food law and/or health & safety interventions/inspections in a range of suitable sectors with support and/or suitable supervision from authorised officers. A non-exhaustive list of suitable sectors includes home-based caterers, childminders, fishing vessels (except factory vessels), retail and catering establishment where scope and activity are lower risk.
- Follow up of product recalls and allergy alerts etc. received direct via Food Standards Scotland for follow up at specific premises/sectors.
- Monitor and triage the RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) notifications received. With support/supervision from an authorised officer action notification that do not meet the criteria for investigation.
- Support investigation of RIDDOR notifications that require an intervention.
- Interventions and inspection related to licencing and events with support/supervision of authorised officer.

### 5.1.3 Next Steps

Implementation of the Alternate Delivery Model will require dedication of time and resources. This will necessarily result in the reprioritisation of activities being undertaken by the Environmental Health (Food & Workplace Safety) Team with focus on higher risk activities along with activities associated with the development and implementation of the alternative delivery model. This will include working collaboratively with Food Standards Scotland.

Initial activities required to ensure that the Alternate Delivery Model can be successfully implemented include: -

- Undertake a review of current authorisation of the Environmental Health (Food & Workplace Safety) Team along with relevant policies and procedures, with consideration to the Alternative Delivery Model.
- Develop and implement authorisation matrixes for non-authorised staff e.g., those who are not qualified Environmental Health Officers and Food Safety Officers, along with complementary training and development pathways to support the Alternative Delivery Model.
- Support and take forward the Protective Services wide grow your own initiative in relation to the alternative pathways to qualifying as Environmental Health Officers or Food Safety Officers.
- Support the development and introduction of the Modern Apprenticeship in Regulatory Services, with an aim to recruit a Modern Apprentice during 2024/25.

## 5.2 HEALTH AND SAFETY

### 5.2.1 Health and Safety Workplace Safety Premises Inspections

**External Standards**

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

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

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

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

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

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

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

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

### 5.2.2 Health and Safety Internal Standards

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

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

### 5.2.3 Health & Safety Interventions

All Environmental Health Officers within the Environmental Health (Food & Workplace Safety) Team, along with Lead Officers and Service Manager who are qualified Environmental Health Officers are appointed as Inspectors under the Health and Safety at Work etc. Act 1974. As of 1 April 2024, nine Officers were appointed, however none undertake health and safety activities on a fulltime basis given the wide remit of the Team.

Health and Safety activity during 2023/24 was largely reactive and/or combined with other areas of work such as food law inspections, licencing activities, and events, due to the demand on available resources. The below table provides a summary of health & safety related activities for the 2023 calendar year.

**Health & Safety Activities**

| Health Safety Activity | Number during 2023 |
|---|---|
| Inspections & Interventions | 199 |
| Requests for Service | 132 |
| RIDDOR* Notifications | 136 |

*Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

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

During 2023/24 considerable resources continued to be directed into several investigations into work related deaths notified to Environmental Health (Food & Workplace Safety) Team. As of April 2024, two investigations are ongoing with liaison with Police Scotland and the Crown Office and Procurator Fiscal Service as needed. Where required, for aspects of an investigation that are complex and/or specialist in nature, the Environmental Health (Food & Workplace Safety) Team can engage the services of experts to support the investigation. It should be noted this generally requires to be funded from within the Team's own budget.

### 5.2.3.2 Planned health & safety Activities

For 2024/25 the planned health & safety activities will involve the continuation and completion of current work-related death investigations. Where appropriate health and safety interventions will continue to be undertaken with other activities such as food law, licencing activities, and events.

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

Consideration will also be given to how health and safety activities can be incorporated with the development of the alternative delivery model.

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

## 5.3 FOOD SAFETY

### 5.3.1 Background

Food Standards Scotland was created in April 2015 by the Food (Scotland) Act 2015. Food Standards Scotland took over the responsibility from the Food Standards Agency Scotland.

Food Standards Scotland is responsible for food safety, food standards, nutrition, food labelling and meat inspection in Scotland.

### 5.3.2 External Standards

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

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

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

These are achieved by meeting the following objectives:

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

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

### 5.3.3 Food Law Interventions

The Environmental Health (Food & Workplace Safety) Team recommenced routine food law activities in September 2021 following the Covid-19 pandemic, taking cognisance of guidance issued by Food Standards Scotland. Environmental Health Officers and Food Safety Officers are authorised to undertake food law regulatory activities and are supported

by other members of the Environmental Health (Food & Workplace Safety) Team, who undertake a range of activities including sampling, issuing of documents related to the movement of shellfish etc. The below table details food law activities carried out during 2023.

### 5.3.3.1 Food Law Activities

| Food Law Activity | Number during 2023 |
|---|---|
| Inspections | 892 |
| Revisits & other visits/interventions | 265 |
| Requests for Service | 717 |
| Food Monitoring Samples | 321 |

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

The Environmental Health (Food & Workplace Safety) Team have been involved in several food safety incidents that have been of local, national, and international concerns. Work for food incidents includes liaison with Food Standards Scotland and working with businesses to make sure that they are aware of product recalls for foodstuffs that they may stock. From time to time, it can involve working with local businesses where an issue has been identified with their product(s) to ensure that they are removed from the food supply chain where necessary, and remedial actions are taken to help prevent a recurrence.

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

### 5.3.3.2 Planned Food Law Activities

For 2024/25 the planned food law activity will include continuation of food law inspections and interventions. The Environmental Health (Food and Workplace Safety) Team aims to complete 100% of all programmed highest risk food law inspections within the targeted timescales, namely Food Law Rating Scheme Band E premises and Approved Establishments. Authorised Officers will then further prioritise the remainder of food law inspections on a risk basis in line with available resources.

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

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

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

## 5.4 PORT HEALTH

### 5.4.1 Background

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

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

**Objectives**

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

### 5.4.2 Ship Sanitation Inspections

Under the International Health Regulations 2005, all ships undertaking international voyages must hold a valid ship sanitation certificate to prevent the spread of serious infections across state boundaries. Ships must be inspected every six months to ensure that a valid certificate is held. Fife Council has a legal obligation to carry out sanitation inspections and issue or extend the relevant certificates upon request of the master of the Vessel. During 2023, 15 Ship Sanitation Exemption Certificates were issued by Environmental Health (Food & Workplace Safety) Officers at Fife ports.

### 5.4.3 Ship Sanitation Inspection Charges

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

| Gross tonnage of vessel | 2023 Fee From 01/04/2023 | 2024 Fee From 01/04/2024 |
|---|---|---|
| Up to 1000 | £125 | £135 |
| 1001 – 3000 | £170 | £185 |
| 3001 – 10 000 | £250 | £270 |
| 10 001 – 20 000 | £325 | £355 |
| 20 001 – 30 000 | £415 | £450 |
| Over 30 000 | £480 | £520 |
| Vessels with 50 – 1 000 persons | £480 | £520 |
| Vessels with over 1 000 persons | £820 | £890 |
| Extensions | £95 | £105 |

### 5.4.4 Port of Rosyth Cruise liner Visits

There were 28 cruise liners visits into Rosyth Port in 2023. Of the four cruise ships that berthed at Rosyth during the suspension of cruising during the Covid-19 pandemic, only one remains, while the other three have resumed cruising activities.

### 5.4.5 Infectious Disease Control

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

**Previous outbreaks investigated**

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

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

### 5.4.6 Imported/Exported Food Control

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

Imported Products of Animal Origin (PAOA) (meat, eggs, milk, fish, honey, etc) and live animals present a high level of risk as they can transmit serious human and animal diseases. They can only enter the UK at a designated Border Control Point (BCP) and are subject to pre-notification, document audit and physical checks. For products entering the UK from the EU and following several delays, this system of import checks is gradually coming into force in 2024. The Border Target Operating Model (BTOM) outlines the 3 key implementation dates through 2024, which leads to a full regime of documentary and physical checks with Export Health Certification by 31 October 2024.

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

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

Currently the Environmental Health (Food and Workplace Safety) Team continues with responsibilities for imported food as an inland authority in terms of monitoring food sampling and actions related to intelligence and incidents. This team also continues to closely monitor guidance and the situation regarding the creation and resourcing of BCPs throughout Scotland.

Exported foodstuffs of animal origin destined for the EU and other 3rd Countries require to have an Export Health Certificate. The requirements relating to Export Health Certificates are set by the importing country.

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

Environmental Health (Food and Workplace Safety) Certifying Officers regularly inspect consignments and issue Export Health Certificates for commodities which fall within the remit of Local Authority Certifying Officers. This includes regular issuing of Export Health Certificates for fish/shellfish, alcohol, which enable local businesses to export their products. In addition, Support Attestations are issued to enable other Local Authority Certifying Officers or Official Veterinarians to issue Export Health Certificates where the products are manufactured in Fife but are being exported from a location out with Fife and/or out with the remit of Local Authority Certifying Officers.

## 5.5 WASTE DUTY OF CARE

### 5.5.1 Background

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

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

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

### 5.5.2 Duty of Care

The "Duty of Care" applies to anyone who produces, keeps, imports, or manages controlled waste in Scotland. All businesses must separate and segregate waste for recycling. Enforcement Officers from the Environmental Health (Food and Workplace Safety) Team give advice, investigate complaints, and carry out inspections to enforce the waste related regulations.

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

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

### 5.5.3 Waste Duty of Care Interventions.

Fife Council have duties under The Environmental Protection Act 1990 (as amended) Section 34 to enforce the correct management of waste. This involves auditing businesses (other than those regulated by Scottish Environment Protection Agency - SEPA) to ensure they manage waste correctly by:

- Having appropriate waste management systems in place
- Only transferring waste to authorised waste carriers.

- Ensuring any recyclable waste is appropriately separated and segregated.

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

### 5.5.4 Waste Duty of Care Activities

The Waste Duty of Care activities undertaken by the Enforcement Officers within the Environmental Health (Food & Workplace Safety) Team are both proactive and reactive in nature. During 2023 approximately 450 Waste Duty of Care Interventions, were undertaken including: -

Service Requests/Concerns related to:

- Commercial bins causing a nuisance.
- Businesses not having bins/appropriate bins.
- Commercial bins not being serviced appropriately.
- Businesses disposing of oil in drainage systems.
- Suspected rodent infestations related to commercial waste.
- Businesses not recycling.
- Businesses burning waste.
- Misuse of recycling points and household recycling centres by businesses
- Complaints regarding litter originating from a commercial premises.
- Businesses using domestic bins, and
- Illegal dumping.

Along with Interventions related to: -

- Conducting commercial waste management audits with businesses.
- Provide commercial waste advice to businesses and the public.
- Manage policies such as Bins off Streets in St Andrews, monitoring and supporting businesses with advice and storage solutions.
- Carry out regular checks on areas where there are recurring problems e.g., recycling points and shopping precincts.
- Investigate and mediate complaints between businesses regarding waste (e.g., disposal of waste oil in drains, litter & pest complaints), and

- Redirect enquires/ incidents out with the scope of the teams' duties to the relevant services /agencies such as Cireco, Recycling Advisors, Safer Communities, SEPA or Fire Scotland.

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

### 5.5.5 Waste Duty of Care Projects

#### 5.5.5.1 Household Waste Recycling Centres

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

In 2023 there were six referrals from Cireco Scotland, where vehicles were banned due to suspected illegal use of a recycling centre. From these, four cases have been resolved, having all been established as householders using the site for domestic waste. Reasons for the frequent use range from having large households, carrying out renovations and assisting family members who may be unable to transport household waste. The remaining two have not challenged the ban and have not been investigated further at this stage.

Nine cases were also resolved from the previous year, three were found to be commercial businesses. Waste Duty of Care Enforcement Officers have now ensured they have commercial waste contracts in place. The other six cases were established as domestic waste.

#### 5.5.5.2 Household Waste Recycling Points

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

RCP's, which are known to be problematic with regard to commercial waste, are monitored regularly for potential illicit use by businesses. These include RCP's in Buckhaven (Wellesley Road), Rosyth (Camdean), Kirkcaldy (Templehall) and Cupar (Bonnygate Car Park).

2023 saw a significant increase in complaints regarding the illicit use of local RCP's. In a four-month period, between March & June 2023, the team found identifiable evidence from four commercial businesses at Buckhaven RCP, three of which have taken out and/or increased their waste contracts. The recycling point has improved significantly.

A recycling point in Newburgh was also investigated following a complaint. Evidence was found from four local businesses who have all now resolved the waste issues they had by either adding a Dry Mixed Recycling (DMR) bin to their existing contract or increasing the frequency of their collections. There have been no further complaints.

### 5.5.5.3 Bins off Streets St. Andrews

The Bins off Streets Policy in St Andrews is a successful, ongoing project. It has made significant improvements to the environment for both the residents and tourists of the town by ensuring commercial bins (where possible) are off the streets during the day. Routine monitoring of St Andrews remains a priority and businesses and waste contractors are reminded where necessary of the rules regarding their bins. In addition, commercial waste presented in bags where there is no space for bins, is now presented in pest proof sacks so there is less littering from seagulls being able to access the waste which usually contains food, a huge problem in seaside towns.

### 5.5.6 Planned & Future Waste Duty of Care Activities

For 2024/25, Waste Duty of Care activities will continue to be undertaken on both a proactive and reactive basis, this will include the provision of advice and guidance including via Fife Council commercial waste advice web pages.

In 2024/25 Enforcement Officers of the Environmental Health (Food & Workplace Safety) Team will also focus on work and projects such as:

- Creation of two communal bin stores (Inverkeithing) to reduce bins on streets.
- Commercial misuse of the free household bulky uplift service
- Working with Transportation Services on the Spaces for People project to find permanent solutions for bin storage in St Andrews Centre with the introduction of new pavement spaces.
- Ongoing visits on Bonnygate, Cupar to find storage solutions for commercial businesses and improve landscape.
- Promote waste reduction and saving money on waste with new and existing businesses.
- Promotion of waste presentation and storage advice.
- Continue to identify and promote internal/alternative bin storage on a Fife-wide basis.

## 5.6 COMMUNICABLE DISEASES

### 5.6.1 Background

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

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

### 5.6.2 Investigation

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

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

During 2024 the Environmental Health (Food and Workplace Safety) Team followed up 119 notifications received from NHS Fife.

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

### 5.6.3 Joint Health Protection Plan

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

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

- Providing information on the population served
- Setting out national and local priorities
- Reporting on significant outbreaks
- Describing the capacity and capability of the specialist health protection function

The Joint Health Protection Plan is reviewed and updated every 2 years. The 2022 –2024 was approved by an appropriate Board and Committee of NHS Fife and Fife Council respectively. The Joint Health Protection Plan for 2024-2026 plan will be worked on jointly with colleagues from NHS Fife.

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

## 5.7 LICENSING and EVENTS

### 5.7.1 Background

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

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

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

The below Table provides a summary of the licensing and event activities undertaken by Environmental Health (Food and Workplace Safety) Team during 2023.

**Licence /Event Activity**

| Licence /Event Activity | Number dealt with during 2023 |
|---|---|
| Skin Piercing & Tattooing | 73 |
| S50 Food Safety Certificates | 24 |
| Street Traders incl. Certificates of Compliances | 83 |
| Late Hours Catering Licence | 19 |
| Market Operators Licence | 123 |
| Public Entertainment Licence / Events applications | 716 |
| Venison Licence | 4 |
| Total Licence/Event Applications | 1042 |

### 5.7.2 Civic Government (Scotland) Act 1982

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

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

### 5.7.3 Licensing (Scotland) Act 2005

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

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

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

### 5.7.4 Licensing (Scotland) Act 2005 Section 50

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

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

### 5.7.5 Events

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

The Environmental Health (Food and Workplace Safety) Team supports the work of the Events Team through attendance at multi-agency meetings and providing feedback and advice on event applications, to help ensure that event organisers are aware of the regulatory responsibilities in relation to food law, health and safety, waste duty of care and public health. The Environmental Health (Food and Workplace Safety) Team can where resources allow visit events and undertake checks of food outlets and attractions.

During 2023/24 the Environmental Health (Food and Workplace Safety) Team initiated a review of environmental health event information currently utilised by the Events Team. Work on the review will continue throughout 2024/25.

## 5.8 Ways of Working

### 5.8.1 Service Requests & Complaints

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

#### 5.8.1.1 Advice to Businesses

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

Advice is currently available to businesses electronically from

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

### 5.8.2 Liaison with other Authorities

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

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

- Central, Fife and Tayside Health and Safety Liaison Group which feeds into HASCOG (Health and Safety Coordinating Group) for Scotland. Which in turn links into the GB Health and Safety Practitioners Forum and HELA (the national Strategic Liaison Committee) between the Health and Safety Executive and Local Authorities.
- East of Scotland Food Liaison group, which feeds into the Scottish Food Enforcement Liaison Committee and its subgroups.
- Scottish Port Liaison Network which in turn feeds into the Association of Port Health Authorities.
- Environmental Health & Trading Standards Expert Group for COVID-19 and related forums. During the pandemic Environmental Health & Trading Standards liaised with the Scottish Government and other partners in matters relating to COVID-19. The Group has been retained and now acts as a forum for liaison and discussion on current issues.

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

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

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

## 6 RESOURCES

### 6.1 Staffing Resources (Food, Health and Safety & other) at 22/04/2024

**Staffing Resources**

| **Role**<br>(FTE on establishment) | **Status** | **Total available FTE**<br>**(FTE in post)** |
|---|---|---|
| Head of Service -Protective Services (1)<br>Chief Officer Grade | Remit includes all Protective Services | 1 (1) |
| Service Manager (1), FC11 | | 1(1) |
| Lead Officer (3), FC9 | 1.0 vacant from January 2024 – recruitment /development options to be considered during 2024/25 | 3 (2) |
| Environmental Health Officer (10), FC8 | 1.0 Maternity leave<br>0.4 FTE Reduced Hours - Reduced hours funding 0.5 FTE Enforcement Officer from April 2024<br>2.0 Vacant – currently advertised<br>1.0 Vacant – Funding additional Environmental Health Technician posts | 8.6 (6.6) |
| Food Safety Officer (4), FC7 | 0.42 Reduced Hours<br>1.58 (2) due to retire early 2024/25 | 4.0 (3.58) |
| Environmental Health Technician (3), FC6 | 2.0 additional post funded via vacancies elsewhere in Team | 5 (5) |
| Technical Support Officer (1), FC6 | | 1 (1) |
| Enforcement Officer (Environmental Health) (2.5)<br>FC6 | 0.5 FTE funded from EHO reduced hours | 3 (3) |
| Trainee Post (Environmental Health Officer)<br>FC4 | 1.0 Vacant - Funding additional Environmental Health Technician posts, along with paid summer placement (up to 16 weeks) for students currently on REHIS accredited Environmental Health Degree course(s) - Advertised | 1 (0) |
| | ***** Excluding Head of Protective Services | **26.6* (22.18)*** |

## 6.2 Resources Review for Inspection/Interventions

As part of the return to inspections and interventions programme following the temporary suspension due to the Covid-19 pandemic, Food Standards Scotland required that Local Authorities determine the resources required to undertake their food law inspection and intervention programme. As the Environmental Health (Food & Workplace Safety) Team activities cover more than food law, the resource review included all areas of the Team's statutory activities.

The resource review adapted a tool previously circulated by Scottish Food Enforcement Liaison Committee (SFELC) to cover all the Environmental Health (Food & Workplace Safety) Team's activities. The tool utilised the number of each activity per year combined with the average time taken to give an overall resource required. Food Standards Scotland via a restart workshop used Fife Council's methodology as an example that Local Authorities could consider using to determine their resource requirements.

The review found that for the Environmental Health (Food & Workplace Safety) Team to effectively carry out all their activities that a staff resource of 35.30 posts was required. This compared to a current available establishment of 26.60 posts as of April 2024. This takes account of difficult to fill posts being utilised to fund additional Environmental Health Technician and Enforcement Officer posts.

Therefore, the review identified a potential gap using this assessment model of 8.70 posts (unfunded) in relation to the current structure of 26.60 posts. In addition, there are currently 6.0 vacant posts (including known upcoming departures (retirements) as of April 2024), bringing the potential modelling-based resource gap within the Environmental Health (Food & Workplace Safety) Team to 14.70 posts. This compares to 5.65 vacant posts and the potential modelling-based resource gap of 13.97 post in April 2023.

A combination of recruitment activities and a grow your own approach utilising the published guidance from the Royal Environmental Health Institute of Scotland on routes into Environmental Health will be undertaken during 2024/25 for the vacant posts along with the development and implementation of the Alternative Delivery Model.

## 6.3 Staff Development Plan

The Council has a staff development scheme known as Talking Points. This has been progressively rolled out to all staff and involves regular meetings between staff and their line manager to assess and agree their respective development needs and targeted workload. All staff qualifications are checked at recruitment.

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

All members of staff have access to relevant reference material.

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

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

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

# 7 QUALITY ASSESSMENT

## 7.1 Health and Safety Enforcement Monitoring

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

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

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

## 7.2 Food Safety and Food Standards Enforcement Monitoring

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

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

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

## 8 Policy Matters

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

### 8.1 Review

#### 8.1.1 Periodic Review against the Service Plan

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

#### 8.1.2 Identification of Variations from Service Plan

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

28 May 2024

Agenda Item No. 6

# Fife's Road Condition Report 2023

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

**Wards Affected**: All

## Purpose

The purpose of this report is to advise Committee of the results of the 2021-23 Scottish Road Maintenance Condition Survey (SRMCS) and advise on the potential impact on road condition of future roads capital budget allocations.

## Recommendation(s)

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

## Resource Implications

Participation in the annual SRMCS survey is managed within existing budgets. Information from the annual survey is used to target approved roads maintenance budgets in future years and to support the case for sustained long-term investment in Fife's carriageway asset.

## Legal & Risk Implications

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

## Impact Assessment

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

## Consultation

Annual results from the SRMCS are reviewed by Society of Chief Officers of Transportation in Scotland (SCOTS) and are reported to Audit Scotland, who monitor road condition performance across Scotland and who can undertake audit visits to selected roads authorities periodically and issue audit reports to the Scottish Government and for public release.

# 1.0 Background

1.1 The report presented on 29th November 2022 to the Environment, Transportation and Climate Change Scrutiny Committee (2022.ETCCS 8 para. 18 refers) advised of the 2020-22 SRMCS results. Following a period of sustained investment in road maintenance from 2009-10 to 2018-19, the condition of Fife's roads steadily improved until 2018 after which the road condition deteriorated.

1.2 In recognition of the importance of the road network and to improve condition, the Administration awarded additional Capital funding as part of the budget settlement in March 2021, £4m for Area Roads Programme carriageways and footways, (£2m in 2021-22 and £2m in 2022-23). In accordance with the approved method of budget allocation, 80% was allocated to carriageways and 20% to footways. Additionally, capital funding of £5m, (£2.2m in 2021-22 and £2.8m in 2022-23), was allocated for planned patching.

1.3 It should be noted that the Area Roads Programme carriageways budget is devolved to area committees whereas the planned patching budget is not devolved.

## Road Condition Indicator (RCI)

1.4 From 2004, a carriageway condition Statutory Performance Indicator was introduced across Scotland. This indicator is: *The percentage of the road network that should be considered for maintenance treatment.*

1.5 The RCI is produced from the annual Scottish Road Maintenance Condition Survey (SRMCS). The SRMCS survey information is collected and processed centrally by an independent contractor engaged by Society of Chief Officer of Transportation in Scotland (SCOTS). Surveys are undertaken by means of machine-based measurement on a specified sample of each council's road network.

1.6 The RCI is calculated over a two-year rolling period for A, B and C class roads and a four-year rolling period for unclassified roads. The annual survey covers the network as follows:

| | | |
|---|---|---|
| A Class | - | 100% in one direction |
| B&C Class | - | 50% in one direction |
| Unclassified | - | 10% random sample and excluding short sections |

1.7 In relation to the RCI, 'considered for maintenance treatment' means there is likely to be some defect in the condition of the road, but roads authorities will need to carry out more detailed investigations and prioritisation of need in the development of their future road maintenance programmes.

1.8 The RCI score for a 10m section of carriageway is determined from adding the scores of five condition parameters, which are Rut Depth, Texture Depth (skid resistance), 3m and 10m Longitudinal Profile Variance and Whole Carriageway Cracking Intensity. Each parameter has a lower and upper acceptable threshold for each classification of road.

1.9 The RCI is determined in three steps:

(a) Each 10m section of carriageway is assessed by a score for each parameter. A parameter score of zero indicates that the section is below the lower threshold whilst

a score of 100 is above the upper threshold.

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

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

1.10 The RCI assessment condition scores are shown below.

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

### Carriageway Maintenance Backlog

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

## 2.0 Road Condition Results

### Road Condition Indicator

2.1 The RCI results from 2009-11 to 2021-23 are shown in Table 1 below:

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

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

**Table 1 – Road Condition Indicator Results**

2.2 The 2021-23 results show an improvement across all road classifications relative to 2020-22.

2.3 A degree of caution and engineering judgement is required when analysing the results for urban unclassified roads. Due to the lower speeds on these roads, it is

generally pothole defects and cracking rather than sub-standard surface profile and texture defects which are the main issues when considering maintenance of urban unclassified roads.

2.4 Structural carriageway maintenance projects are delivered through seven Area Roads Programmes which are formally approved by the Area Committees. Collectively, this provides Fife's annual carriageway maintenance programme.

2.5 Treated lengths of road type over the last three years are as follows:

| Inventory | | | 2020-21 | | 2021-22 | | 2022-23 | |
|---|---|---|---|---|---|---|---|---|
| **Class** | **Length (km)** | **%ge.** | **Length resurfaced (km)** | **%ge.** | **Length resurfaced (km)** | **%ge.** | **Length resurfaced (km)** | **%ge.** |
| **A** | 330.2 | 13.4 | 6.2 | 23.0 | 9.5 | 17.1 | 24.3 | 57 |
| **B** | 334.6 | 13.6 | 3.1 | 11.5 | 19.8 | 35.5 | 2.0 | 5 |
| **C** | 352.3 | 14.3 | 6.7 | 24.9 | 10.4 | 18.6 | 8.7 | 20 |
| **U** | 1449.1 | 58.7 | 10.9 | 40.6 | 16.0 | 28.7 | 8.0 | 19 |
| **Total** | **2466.2** | **100** | **26.9** | **100** | **55.6** | **100** | **43.0** | **100** |

**Table 2 – Treated Road Lengths and Class Type 2020-21 to 2022-23**

2.6 Table 2 shows an increase in length of road resurfaced between 2020-21 and 2021-22. From this, it would be assumed that the condition of the overall road network would also improve. However, as the RCI is calculated using data over two years for A, B and C Class roads and data over four years for Unclassified roads, there can be a 'lag' in the effect of increased spending showing in the RCI result.

## Future Impact on Fife's Road Condition Indicator

2.7 Figure 1 shows an overall improvement in Road Condition (reducing RCI between 2010 and 2023. It should be noted that within this period the RCI was shown to deteriorate slightly between 2018 and 2022 due to reduced investment.

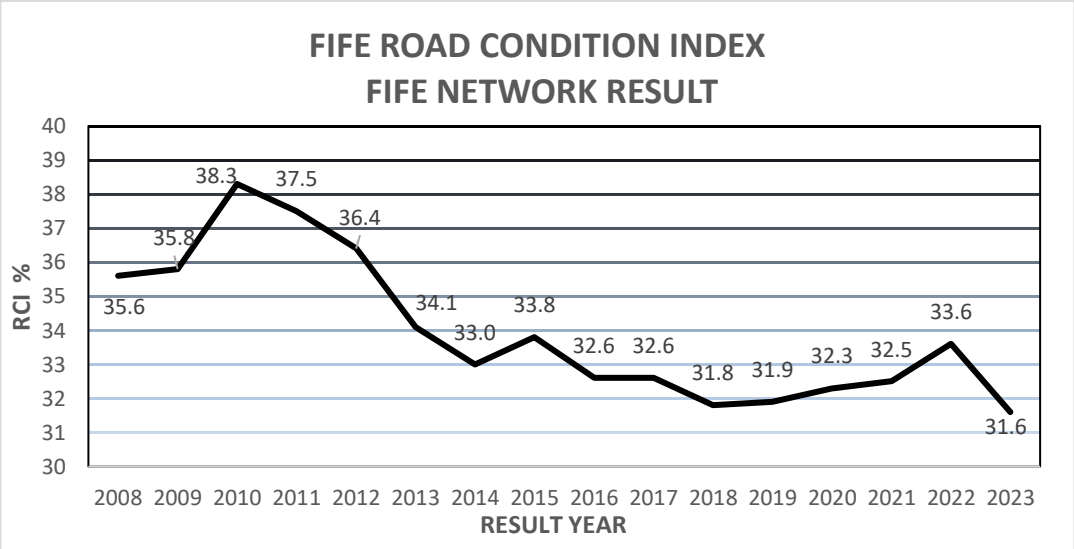



**Figure 1 – Historic Fife Road Network Condition Index**

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

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

| 18-19 | 19-20 | 20-21 | 21-22 | 22-23 | 23-24 | 24-25 | 25-26 | 26-27 | 27-28 |
|---|---|---|---|---|---|---|---|---|---|
| £6.49m | £7.45m | £5.39m | £9.37m | 9.51m | 9.94m | 9.73m | £5.02m | £5.3m | £5.6m |
| **Total 5 Year Investment £38.21m** | | | | | **Total 5 Year Budget £35.59m** | | | | |
| **Average Annual Expenditure £7.64m** | | | | | **Average Annual Budget £7.12m** | | | | |

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

2.9 The annual capital budget from 2025-26, at this stage, is predicted to be significantly reduced relative previous years.

2.10 The additional investment made in 2021-22 and 2022-23 made a positive impact on the RCI for 2021-23. As part of the Capital Plan Review in 2022-23, the budgets for 2023-24 and 2024-25 were increased to the same levels as the previous two years. However, this level of funding is anticipated to reduce significantly to circa £5m from 2025-26. Unless there is an increase in the level of investment beyond 2024/25, it is anticipated that the road condition will deteriorate which will increase the need for more reactive road defect repairs putting pressure on the Revenue budget.

2.11 In relation to the Area Committee allocations, the Carriageway budget is split commensurate with the Road Condition Index (RCI) which is weighted against the network length for each Area, see Appendix A for 2024/25 budget split.

## Development of the Annual Area Roads Programme

2.12 The Capital investment for Roads Maintenance prioritises locations with structural defects which require more significant treatments, including patching/surface dressing, or full width resurfacing over longer lengths of road. The locations identified tend to score higher than sites that require preventative surface treatments such as micro asphalt which may extend the life by up to 15 years.

2.13 The road condition assessment provides the basis for identifying the Area Roads Programme. Locations in need of attention are identified through:

- on-going inspections
- specific road condition surveys
- input from the public and Elected Members.

2.14 The initial sites for consideration of structural repairs are determined from the outputs of the latest Scottish Road Maintenance Condition Survey (SRMCS) results. The locations identified are then considered within an on-site assessment.

2.15 In addition to SRMCS, the VAISALA Artificial Intelligence system is used to help identify locations that should be considered for assessment. The AI system uses a video camera and analysis package to record and assess the condition of the carriageway.

2.16 The Service has a robust system that assesses identified defective locations to determine a rated and prioritised programme of works for Fife. (see Appendix B for an example of the Carriageway Assessment & Scoring system)

2.17 Once compiled, the draft Area Roads Programmes are shared with the respective Committees for consideration of Members and their approval or any other locations for assessment. Briefing Notes are issued to the Councillors in each area to explain how the programme has been developed. This helps formalise consultation and agree decisions on expenditure for the identified budget areas, thus helping to integrate area priorities with strategic delivery goals.

## Maintenance Backlog Results

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

2.19 The following table shows the results from the 2019 and 2023 backlog model calculations.

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

**Table 5 – Road Maintenance Backlog**

2.20 The backlog budget is defined as the carriageway maintenance funding required to treat the maintenance backlog within one year. This can be thought of, in general terms, as achieving a network free from carriageway defects. However, in reality, this is unattainable, but the figure does allow a comparative budgetary valuation to be calculated which can be monitored on an on-going basis. Fife's predicted 'steady state' figure is the annual budget required to maintain our road network in its current state, i.e. no improvement or deterioration.

2.21 SCOTS have advised that the backlog model will be run again in late 2024. It is expected that the results will be included in the 2024 Road Condition Report.

# 3.0 Conclusions

3.1 At 31.6%, Fife's road network RCI, shows a slight improvement from last year.

3.2 Predictions on future road condition should be treated with a degree of caution given the uncertainty around the future Capital investment and the cost of road surfacing materials.

**List of Appendices**

1. Appendix A: Area Committee budget allocations by RCI%
2. Appendix B: Example of Carriageway Assessment & Scoring System

**Background Papers**

- Technical guidance on the assessment of road condition is available using the following links:-
- https://www.fife.gov.uk/kb/docs/articles/roads,-travel-and-parking/roads-and-pavements (Copy link and paste).

- Audit Scotland Report: Maintaining Scotland's Roads: a follow-up report 2016 http://www.audit-scotland.gov.uk/report/maintaining-scotlands-roads-a-follow-up-report-0 (Copy link and paste).

**Report Contact:**

Vicki Connor
Lead Consultant, Roads & Lighting Asset Management
Email – Vicki.connor-fc@fife.gov.uk

Alistair Donald
Service Manager (Roads Design & Build)
Bankhead Central, Glenrothes
E-mail – Alistair.Donald@fife.gov.uk

## RCI 2022-24 by Class (from SCOTS SRMCS RCI Report)

| Class | Weighted Length | Sum of Green Length | Sum of Red/Amber Length | % Green (Class Weighted Length) | % Red/Amber (Class Weighted Length) | %Green Network (Total Weighted Length) | % Red/Amber Network (Total Weighted Length) | % Network (Against Total Surveyed Length) |
|---|---|---|---|---|---|---|---|---|
| A Class Rural | 194,800 | 136,790 | 58,010 | 70.22% | 29.78% | 5.55% | 2.35% | 7.90% |
| A Class Urban | 135,400 | 99,780 | 35,620 | 73.69% | 26.31% | 4.05% | 1.44% | 5.49% |
| B Class Rural | 215,600 | 135,106 | 80,494 | 62.67% | 37.33% | 5.48% | 3.26% | 8.74% |
| B Class Urban | 119,000 | 90,095 | 28,905 | 75.71% | 24.29% | 3.65% | 1.17% | 4.83% |
| C Class Rural | 211,300 | 143,929 | 67,371 | 68.12% | 31.88% | 5.84% | 2.73% | 8.57% |
| C Class Urban | 140,900 | 111,550 | 29,350 | 79.17% | 20.83% | 4.52% | 1.19% | 5.71% |
| U Class Rural | 270,700 | 168,336 | 102,364 | 62.19% | 37.81% | 6.83% | 4.15% | 10.98% |
| U Class Urban | 1,178,400 | 800,286 | 378,114 | 67.91% | 32.09% | 32.45% | 15.33% | 47.78% |
| Grand Total | 2,466,100 | 1,685,872 | 780,228 | 68.36% | 31.64% | 68.36% | 31.64% | 100.00% |

## Budget Split by Committee Area

| | % Red/Amber Network (Total Weighted Length) | % Proportion | Share of Available Budget | Carriageway Length (m) Glen | Kirk | Leven | NEF | CofD | Cbeath | SWF | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|
| A Class Rural | 2.35% | 7% | £723,277 | 6,244 | 8,452 | 16,908 | 120,588 | 3,196 | 4,973 | 32,387 | 192,748 |
| A Class Urban | 1.44% | 5% | £444,116 | 7,169 | 25,229 | 28,123 | 40,674 | 22,303 | 4,388 | 8,943 | 136,829 |
| B Class Rural | 3.26% | 10% | £1,003,611 | 22,706 | 15,831 | 3,218 | 110,398 | 4,979 | 22,671 | 35,495 | 215,298 |
| B Class Urban | 1.17% | 4% | £360,392 | 9,821 | 21,426 | 12,663 | 28,741 | 8,295 | 23,774 | 14,660 | 119,380 |
| C Class Rural | 2.73% | 9% | £839,992 | 16,588 | 6,054 | 6,350 | 146,587 | 2,589 | 4,728 | 28,735 | 211,631 |
| C Class Urban | 1.19% | 4% | £365,940 | 24,519 | 15,927 | 6,956 | 39,677 | 21,417 | 6,369 | 25,797 | 140,662 |
| U Class Rural | 4.15% | 13% | £1,276,290 | 13,081 | 16,401 | 9,577 | 188,660 | 1,182 | 6,924 | 34,919 | 270,744 |
| U Class Urban | 15.33% | 48% | £4,714,382 | 194,841 | 191,726 | 124,428 | 212,312 | 186,071 | 120,379 | 164,934 | 1,194,691 |
| **Grand Totals** | **31.64%** | **100%** | **£9,728,000** | **294,969** | **301,046** | **208,223** | **887,637** | **250,032** | **194,206** | **345,870** | **2,481,983** |
| | | | | 11.9% | 12.1% | 8.4% | 35.8% | 10.1% | 7.8% | 13.9% | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| A Class Rural | £23,430 | £31,716 | £63,446 | £452,501 | £11,993 | £18,661 | £121,531 | £723,277 |
| A Class Urban | £23,269 | £81,888 | £91,281 | £132,018 | £72,390 | £14,242 | £29,027 | £444,116 |
| B Class Rural | £105,844 | £73,796 | £15,001 | £514,620 | £23,210 | £105,681 | £165,460 | £1,003,611 |
| B Class Urban | £29,648 | £64,682 | £38,228 | £86,765 | £25,041 | £71,770 | £44,257 | £360,392 |
| C Class Rural | £65,840 | £24,029 | £25,204 | £581,823 | £10,276 | £18,766 | £114,053 | £839,992 |
| C Class Urban | £63,788 | £41,435 | £18,096 | £103,222 | £55,718 | £16,569 | £67,112 | £365,940 |
| U Class Rural | £61,664 | £77,314 | £45,146 | £889,345 | £5,572 | £32,640 | £164,608 | £1,276,290 |
| U Class Urban | £768,864 | £756,572 | £491,007 | £837,807 | £734,257 | £475,029 | £650,848 | £4,714,382 |
| **Grand Totals** | **£1,142,347** | **£1,151,432** | **£787,409** | **£3,598,101** | **£938,457** | **£753,359** | **£1,356,896** | **£9,728,000** |
| | 11.7% | 11.8% | 8.1% | 37.0% | 9.6% | 7.7% | 13.9% | 100.0% |

## APPENDIX B

| Length | Av. Width | Area | Category (Network Hierarchy) | Category Score | Minor Deterioration | | Major Deterioration | | Edge Deterioration | | Wheel Track Rutting | | Poor ride quality | | Condition Rating | Assessment Rating (Condition Rating x Category Score) |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| (m) | (m) | ($m^2$) | | | % | Score | % | Score | Yes/No | Score | Yes/No | Score | Yes/No | Score | | |
| 352 | 7 | 2464 | 3 | 1.5 | 26-50 | 4 | 26-50 | 22 | No | 0 | No | 0 | No | 0 | 26 | 39 |
| 3100 | 6.5 | 20150 | 3 | 1.5 | 26-50 | 4 | 26-50 | 22 | No | 0 | No | 0 | No | 0 | 26 | 39 |
| 1330 | 5 | 6650 | 4 | 1.4 | 11-25 | 2 | 11-25 | 14 | Yes | 10 | No | 0 | No | 0 | 26 | 36 |
| 265 | 5 | 1325 | 5 | 1.3 | 26-50 | 4 | 11-25 | 14 | No | 0 | Yes | 10 | No | 0 | 28 | 36 |
| 310 | 9.1 | 2821 | 3 | 1.5 | 26-50 | 4 | 11-25 | 14 | No | 0 | No | 0 | Yes | 6 | 24 | 36 |
| 141 | 7.7 | 1086 | 4 | 1.4 | 26-50 | 4 | 11-25 | 14 | No | 0 | No | 0 | Yes | 6 | 24 | 34 |
| 250 | 7.3 | 1825 | 3 | 1.5 | 51-75 | 6 | 11-25 | 14 | No | 0 | No | 0 | No | 0 | 20 | 30 |
| 745 | 7.4 | 5513 | 3 | 1.5 | 51-75 | 6 | 11-25 | 14 | No | 0 | No | 0 | No | 0 | 20 | 30 |
| 668 | 7 | 4676 | 2 | 1.6 | 26-50 | 4 | 11-25 | 14 | No | 0 | No | 0 | No | 0 | 18 | 29 |
| 230 | 7.5 | 1725 | 3 | 1.5 | 26-50 | 4 | 11-25 | 14 | No | 0 | No | 0 | No | 0 | 18 | 27 |
| 340 | 6.2 | 2108 | 3 | 1.5 | 11-25 | 2 | 11-25 | 14 | No | 0 | No | 0 | No | 0 | 16 | 24 |
| 464 | 8.7 | 4037 | 3 | 1.5 | 11-25 | 2 | 11-25 | 14 | No | 0 | No | 0 | No | 0 | 16 | 24 |
| 270 | 7.3 | 1971 | 3 | 1.5 | 11-25 | 2 | 11-25 | 14 | No | 0 | No | 0 | No | 0 | 16 | 24 |
| 650 | 7.5 | 4875 | 3 | 1.5 | 11-25 | 2 | 11-25 | 14 | No | 0 | No | 0 | No | 0 | 16 | 24 |
| 368 | 9.9 | 3643 | 3 | 1.5 | 11-25 | 2 | 11-25 | 14 | No | 0 | No | 0 | No | 0 | 16 | 24 |
| 75 | 4.4 | 330 | 5 | 1.3 | 11-25 | 2 | 11-25 | 14 | No | 0 | No | 0 | No | 0 | 16 | 21 |
| 130 | 5.5 | 715 | 5 | 1.3 | 11-25 | 2 | 11-25 | 14 | No | 0 | No | 0 | No | 0 | 16 | 21 |
| 489 | 10.2 | 4938 | 3 | 1.5 | 11-25 | 2 | <10 | 10 | No | 0 | No | 0 | No | 0 | 12 | 18 |

28 May 2024
Agenda Item No. 7

# Management of Flash Flooding

**Report by:** John Mitchell – Head of Roads and Transportation Services

**Wards Affected:** All

## Purpose

The purpose of this report is to update committee on the present strategy for managing flash flooding in Fife.

## Recommendation(s)

The Committee is asked to scrutinise the strategy contained within this report.

## Resource Implications

The management of flash flooding is managed using Drainage Maintenance and Watercourses budgets along with capital Funding for Flood protection schemes such as Kinness Burn, Den Burn, Cardenden and Freuchie Mill.

## Legal & Risk Implications

The risk of increase frequency and intensity of rainfall, flash flooding events and the effects of climate change are increasing across Fife, placing pressures on existing public and private resources and infrastructure.

Within the Flood Risk Management (Scotland) Act 2009 - Fife Council, as a 'Responsible Authority', is responsible for certain activities whose primary aim is to mitigate the impact of flooding.

## Impact Assessment

An EqIA checklist is not required since there are no key changes to the existing Policy Statement at this stage.

A Fife Environmental Impact Assessment has been undertaken to assess the effects of the strategy and is presented in Appendix 2.

## Consultation

There has been consultation with Financial Services, Environment & Building Services, Customer and Online Services, Communities and Corporate Development in developing this report.

# 1.0 Background

1.1 Roads and Transportation Services respond to flooding events around Fife to enable targeted responses and coordinate strategic activities.

1.2 Since 2019 there has been 1300 reports of flooding to properties, businesses, and roads around Fife.

1.3 Fife Council's Flooding Emergency Procedures were first prepared and presented to the Environment, Enterprise, and Transportation Committee on 7 October 2010 (2010.E.E.T.C 186 para 355 refers). These were produced following the storm events in November 2009.

1.4 Fife Council Flooding Emergency Procedures set out key objectives to provide clarity and direction on the Councils role in dealing with the planning and response to flood events.

1.5 Fife Council has a number of assets which assists with the management of flooding, such as: road gullies, ditches & offlets, trash screens and flood pods. For floods events, provisions are provided consisting of pumps, gully tankers, sandbags, hydro snakes & sacks, and traffic signs.

1.6 Whilst the Council has legal responsibilities, common law states that landowners have a responsibility to maintain watercourses passing through their land, as well as protecting their property from flooding.

1.7 The Council has powers under the Roads Scotland Act 1984 to manage surface water on public roads. This includes:

- Section 31 - The Local Authority has power to drain a public road by constructing or laying drains in adjacent or nearby land and draining surface water into inland or tidal waters.
- Section 32 - The Roads Authority may contribute towards the cost of drainage maintenance to protect the road and its users.
- Section 99 - There is a duty on owners and occupiers of land adjacent to a road to prevent water, filth, dirt, or other offensive matter from flowing onto or across the public road.

# 2.0 Issues and Options

2.1 In preparation for a forecasted weather event, Roads and Transportation Services and the Contact Centre consider alerts from the Scottish Environment Protection Agency (SEPA) and the Met Office weather warning systems to decide on the level of action plan required, including staff resources, materials and equipment.

2.2 Prior to forecast events, Roads and Transportation Services staff monitor known flood locations and take mitigation action, which includes; clearing grills and road gullies. In general, out with weather events, grills are inspected on a monthly basis in collaboration with Environmental & Building Services.

2.3 During a weather event, Fife Council will follow agreed incident management arrangements to monitor ongoing conditions and respond to the event as required. Roads inspectors will review and monitor flood locations to determine the need for assistance and sandbags.

2.4 The Contact Centre monitor incoming calls / online reports and pass emergency reports onto Roads and Transportation Services crews. This includes clearing floods, sandbag requests and closing roads to safeguard communities.

2.5 Homeowners at risk of flooding are encouraged to call the Contact Centre to request assistance, such as sandbags. This can be done by calling 03451 550011 option 4, out with these hours 6pm-8am, weekends and public holidays, calling 03451 55 00 99 or reporting via the online reporting form at www.fife.gov.uk. Sandbags are delivered to locations where there is an imminent risk of water entering properties.

2.6 At known flood locations, Flood Pods have been provided to assist homeowners and communities to protect their properties during weather events. The provisions within the pods are checked and re-stocked before and after a storm event.

2.7 If conditions deteriorate, the incident management team will escalate measures accordingly across responder agencies, including other council services and partner organisations, e.g. Police Scotland and Scottish Fire & Rescue Service.

2.8 Following a weather event, Roads and Transportation Services undertake a clean up exercise, including cleaning of reported gullies and grills, replenishment of flood pods and any road cleaning and community assistance.

2.9 The Fife Council Property Flood Resilience Grant was launched on 24th April 2024. This offers private homeowners and businesses access to funding of up to £5k per property to purchase property flood resilience measures such as flood doors and air brick covers, etc, to help protect their properties from the effects of flooding.

2.10 To help protect communities, the strategy looks to encourage communities to develop their own community flood resilience groups. These help to provide communities with support, consolidation, and communication during these events. For example, a successful group is in place at Falkland.

# 3.0 Conclusions

3.1 The Fife Council Flooding Emergency Procedures remain relevant and appropriate. There is a need for the document to be reviewed and refined to re-align with present staff and policies.

3.2 The Property Flood Resilience Grant fund of £0.5m offers property owners equitable access to measures to assist with helping to protect their properties during extreme weather events.

3.3 The implementation and promotion of community flooding groups is essential in communities mitigating against the risks of flooding.

**List of Appendices**

Appendix 1 - Fife Council's Flooding Emergency Procedures

Appendix 2 - FEIA

**Background Papers**

20th June 2023, THE FIFE COUNCIL - ENVIRONMENT, TRANSPORTATION AND CLIMATE CHANGE SCRUTINY COMMITTEE
https://www.fife.gov.uk/resources/download-document-sharepoint?siteId=b0a16c14-7250-44ae-86f0-8e50f76efb3c&listId=84f0c2e2-9406-43dc-b9c5-367fa62fed43&listItemId=82264

**Report Contacts**

Michael Anderson
(Service Manager - Structural Services)
Roads & Transportation Services
Bankhead Central
Tel: 03451 555555 Ext 480087 - Email – Michael.Anderson@Fife.gov.uk

Bill Liddle
(Service Manager – Roads Maintenance)
Roads & Transportation Services
Bankhead Central
Tel: 03451 555555 Ext 444627 - Email – bill.liddle@fife.gov.uk

Sara Wilson
(Service Manager – Roads Network Management)
Bankhead Central

# FIFE COUNCIL

# FLOODING EMERGENCY PROCEDURES

**Issued by:**
**Roads & Transportation Services**
**Structural Services, Flooding, Shoreline and Harbours**

# FOREWORD

Flooding is a natural hazard that can present very serious consequences to life, health, property, the economy, the environment, critical infrastructure and our cultural heritage.

Floods can have long term devastating social and economic consequences for individuals, communities, towns and sometimes, entire regions.

There is evidence to show that flooding is happening more often in Scotland than in recent decades and Fife has experienced recurring flooding at different locations which has caused local difficulties.

Whilst we are not able to entirely prevent flooding from occurring, we can improve our preparedness to respond and assist recovery from such events, both as a Council and in tandem with our community partners. The loss and damage that can accompany floods can be mitigated by a co-ordinated response.

These procedures set out actions to be taken by Council services at each of the key stages of flooding incidents. The aim is to ensure that Fife Council, as part of a multi-agency effort, does as much as it can to try and prevent or mitigate the impact of flooding incidents in Fife.

**Chief Executive**

# DISTRIBUTION

| ORGANISATION | POST |
|---|---|
| Fife Council | Chief Executive |
| | |
| Fife Council | Executive Director, Enterprise and Environment |
| Fife Council | Executive Director, Communities |
| Fife Council | Executive Director, Finance & Corporate Services |
| | |
| Fife Council | Head of Assets, Transportation & Environment |
| Fife Council | Senior Manager, Engineering and Waste Services |
| Fife Council | Senior Manager, Roads Passenger Transport & Fleet |
| | |
| Fife Council | Service Manager, Network Management |
| Fife Council | Service Manager, Structural Services |
| Fife Council | Service Manager, Parks, Streets & Open Spaces |
| Fife Council | Service Manager, Maintenance Operations |
| Fife Council | Service Manager, Waste Operations |
| | |
| Fife Council | Emergency Resilience Manager |
| Fife Council | Emergency Resilience Officer |
| Fife Council | Emergency Resilience Officer |
| Fife Council | Emergency Resilience Officer |
| | |
| Fife Council | Lead Professional, Harbours Flood and Coast |
| Fife Council | Lead Professional, Maintenance Operations |
| Fife Council | Lead Professional, Maintenance Operations |
| Fife Council | Lead Professional, Maintenance Operations |
| | |
| Fife Council | Head of Customer Service Improvement |
| Fife Council | Customer Service Delivery Manager |
| Fife Council | Customer Service Team Leader |
| Fife Council | Customer Service Team Leader |
| | |
| Fire Scotland | Local Senior Officer |
| | |
| Police Scotland | East of Scotland RRP - Fife Coordinator |
| Police Scotland | Fife – Emergency, Events & Resilience Planning |
| | |
| SEPA | Resilience Officer |
| | |
| Scottish Water | Emergency Resilience Officer |
| | |
| Met Office | Public Weather Service Advisor |

# TABLE OF CONTENTS

## SECTION 5 - KEY ROLES AND RESPONSIBILITIES



**Appendices:**

# SECTION 1

## PURPOSE

### 1.1 Aim

The aim of these Flooding Emergency Procedures (FEP) is to outline action(s) to be taken by Fife Council for the purpose of trying to prevent and mitigate the impact of flooding incidents in Fife.

### 1.2 Objectives

The objectives of these procedures are to provide clarity and direction on what Fife Council can do to try and prevent and mitigate the impact of flooding incidents in Fife and how that can be achieved. In particular the procedures will outline;

- The mechanism to activate and escalate response(s) to the threat of flooding and/or to deal with flooding incidents
- The process of receiving, disseminating and acting on weather warnings and/or flood alerts
- Key roles and responsibilities of Fife Council Services
- Prioritised pro-active measures for inspection of watercourses prone to flooding
- Arrangements in connection with public access to 'Flood Pods' and sandbags.
- How the public will be provided with information on the lead up and in response to flooding incidents affecting Fife
- Limiting factors in achieving the aim of these procedures.

### 1.3 Scope

These procedures detail the key roles, responsibilities and actions of Fife Council staff in preparing for flooding that affects the Fife area. The procedures do not include specific information on what other agencies or organisations do as part of the multi-agency effort to try and prevent or mitigate the impact of flooding incidents in Fife. These organisations will adhere to their own plans and operational procedures for dealing with flooding incidents.

In acknowledging that partner organisations have their own plans and procedures for dealing with flooding incidents, the adherence to individual organisational plans does not prevent a coordinated multi-agency approach in tackling such incidents. This applies to Fife Council who will form part of the overall multi-agency response to flooding incidents whilst at the same time following the processes identified within these procedures.

Coordination of any multi-agency activity primarily lies with the Fife Local Resilience Partnership (LRP), the function and membership of which is explained in more detail at Section 3.3.

These Flooding Emergency Procedures (FEP) also include reference to other associated plans - see Section 3.4 - which may be activated as part of the response to flooding in Fife - (e.g. Emergency Centres Plan - to deal with people evacuated from their homes). Activation of any of these plans will operate independently of these procedures but will be managed

within a corporate incident management structure – (see Section 4.4) formed to co-ordinate all the strands of Council activity in response to flooding incidents.

## 1.4 Limitations

These procedures will contribute to the overall response in an effort to prevent and mitigate the impact of flooding in Fife. The following limitations are acknowledged;

- Flood prevention cannot be achieved by resilience planning[1]. The principal method of flood management is achieved by collaborative working in the delivery of land use planning. Further engineering methods, through the development of flood prevention schemes can reduce the impact of flooding to communities. Fife has a number of such schemes in place and others under development. This work is led by Roads & Transportation Services.

- Heavy and sustained rainfall, including flash flooding incidents, has the potential to overwhelm the efforts of emergency responders. Fife Council has finite resources and it may not be possible to respond to every request from the public for assistance.

- The Scottish Flood Forecasting Service and Met. Office weather warnings are an accurate indication of impending weather events and are relied upon to initiate action in respect of potential flooding. There will, however, be occasions when the forecast does not trigger activation of these procedures and localised flooding does occur.

It is important that the public are aware of these limitations and the role of Fife Council in flooding emergencies. These procedures include arrangements to ensure that the public are informed. – (see Section 3.5)

## 1.5 Guiding Principles

The guiding principles of these procedures are that Fife Council will take action in five distinct flooding phases to prevent and mitigate the impact of flooding incidents in Fife.

The phases and a summary of the principal activity progressed during each of the phases are as follows;

### 1. Pre- Flooding

In this phase, the focus is on ensuring that these procedures are reviewed and maintained, routine public information is made available as necessary, routine maintenance and inspection of watercourses and 'Flood Pods' is undertaken and stocks of sandbags, 'hydro-sacks' and 'hydro-snakes' are stocked and made readily available for distribution.

[1] Source – Scottish Government Guidance – Preparing Scotland

## 2. Flooding is Predicted

This is identified as a key phase. The main trigger for taking action in this phase is an assessment of any Scottish Environment Protection Agency (SEPA) Flood Alert through the daily issue of the Flood Guidance Statement and/or any Met Office weather warning, as follows:

- Yellow 'Be Aware' Warning
- Amber 'Be Prepared' Warning
- Red 'Take Action' Warning

It is the responsibility of the Duty Emergency Resilience Officer (ERO) to monitor and disseminate weather warnings to the Fife Council Severe Weather Advisory Group (SWAG). Where a weather warning indicates a risk of localised flooding the Duty ERO will alert the Roads & Transportation Services Flooding Manager and any other key service with a role to fulfil in this phase.

The Flooding Manager is responsible for deciding what action is taken during this phase. A key consideration for the Flooding Manager will be arranging the pro-active inspection of prioritised watercourses and 'Flood Pods' – see Sections 4.2 & 4.3. The Flooding Manager will also be responsible for briefing key Fife Council Services and ensuring that a sufficient quantity of sandbags, 'hydro-sacks' and 'hydro-snakes' are available at appropriate locations, with additional stocks ready to be distributed.

## 3. Flooding is Imminent

This phase is identified as an extension of the previous phase but in affect, is likely to be during the early stages of a flooding alert or severe weather warning when it becomes apparent the prediction of flooding is likely to be accurate. At that point the action(s) initiated in the previous phase will be escalated. Early consideration will be given to establishing an appropriate incident management structure.

## 4. Flooding is Occurring

This is the incident response phase. During this phase the focus will be on incident management and ensuring that all Fife Council response activity is fully co-ordinated internally and this links effectively with any associated multi-agency response.

## 5. Flooding Subsides

This is the recovery phase. Fife Council is the lead organisation in the recovery phase of an emergency incident, such as severe flooding. An appropriate recovery structure will be established and will be determined following a full assessment of the impact of the flooding incident(s).

The schedule of actions to be taken by Fife Council post-holders and the expectations of Services/ Departments in each of the five phases is fully detailed in Section 6 - Summary of Actions.

# SECTION 2

## MANAGEMENT AND ADMINISTRATION

### 2.1 Responsibility

The Chief Executive, Fife Council is responsible for these Flooding Emergency Procedures.

### 2.2 Distribution

These procedures are distributed in PDF Adobe Acrobat format as per the Distribution List contained within this document.

Interim changes to the procedures will be made, notified to recipients and noted on the version published on the Fife Council Emergency Resilience website. Revised copies of the procedures will be circulated following the review process (see 2.4 below).

### 2.3 Training and Exercising

Fife Council staff with a key role in these procedures will be provided with appropriate training and/or briefing. Fife Council exercises will be held and, in addition, staff will have the opportunity to attend multi-agency severe weather exercises which form part of the Fife Local Resilience Partnership (LRP) annual exercise programme.

A record of training and exercising events will be held by the Emergency Resilience.

### 2.4 Monitoring, Evaluation and Review

These procedures will be formally reviewed annually through Roads & Transportation Services and the Emergency Resilience Team.

Notwithstanding, through the lead Council service for these procedures namely, Assets, Transportation & Environment, in consultation with the Emergency Resilience Team these procedures will be monitored, evaluated and reviewed following any significant flooding events or incidents. Any procedural changes involving Fife Council Services will be captured as part of the on-going monitoring process.

Fife Local Resilience Partnership (LRP), through their multi-agency planning, response and coordination role, may also recommend updates to these procedures to coincide with other key organisation plans/procedures as part of the overall monitoring, evaluation and review process, particularly following any significant flooding event.

# SECTION 3

## INFORMATION

### 3.1 Flood Risk in Fife

The Fife LRP Community Risk Register has given flooding events a risk rating of high depending upon the type of flooding that is predicted whether that be fluvial, pluvial or coastal. The impact of each flood event will depend on the scale and location.

Flooding in Fife is from both fluvial flooding along the natural flood plains of Fife's main watercourses and pluvial. More importantly, it is an interaction between both fluvial and pluvial. Rivers and burns in Fife regularly overtop during periods of sustained heavy rain.

Other problems may include flash floods from surrounding hills, increased run-off from hard surfaced areas and farmland where improved drainage has been installed. Most commonly, flooding can occur due to poor maintenance of blocked drainage channels and inadequate capacity in the form of undersized culverts, service pipes and grilles. In addition, continual rainfall falling on already saturated ground will greatly increase the risk of flooding.

Coastal flooding is another risk along the eastern margins of towns and villages through the inundation of tidal flood water from the Firth of Forth.

The Scottish Environment Protection Agency (SEPA) currently issues a daily 'Flood Guidance' statement. This statement provides a map with highlighted areas where flooding is predicted to occur. The 'Flood Guidance' statement also provides a flood risk matrix giving predictive information where flooding is expected to be most prominent.

Similar to 'Severe Weather Warnings' issued by the Met. Office, the SEPA 'Flood Guidance' statement is received by all members of the Emergency Resilience Team and Flooding managers as well as being sent to the generic emergency planning email address. Upon receipt, the Emergency Resilience Team will circulate the 'Flood Guidance' statement to relevant services within Fife Council, as appropriate, to allow for any necessary preventative action to be taken to mitigate the effects.

### 3.2 Legislation

The relevant legislation is set out in Appendix 1.

### 3.3 Fife Local Resilience Partnership

Fife LRP is chaired by the Chief Superintendent, Police Scotland, Fife P Division. The LRP group comprises of senior members of the main agencies involved in integrated emergency response arrangements, along with selected practitioners from these key agencies.

Fife LRP provides the strategic level of command for an emergency in Fife. The group have planning and response functions. In response mode the group provides leadership and direction to ensure a fully integrated multi-agency response to emergencies. In addition, Fife LRP, when required, provides the link to the Scottish Government's emergency response structure.

In the event of any flooding incident(s) in Fife becoming a major emergency, Fife LRP may form to lead and direct the multi-agency tactical and operational response.

## 3.4 Associated Plans

### Fife Council Incident Management Plan

This plan sets out the way that Fife Council responds to a civil emergency as part of an integrated multi-agency response. Key roles and responsibilities and the Council's corporate incident management arrangements are detailed in this plan.

### Fife Council Severe weather Arrangements

This is a multi-agency plan detailing the integrated emergency management arrangements in place to ensure that all responders are coordinated in their response to flooding incidents. The plan provides for the establishment of a multi-agency group If this group is established Fife Council's Incident Manager or Duty ERO will arrange for a representative to join the group.

### Fife Council LRP Care for People Arrangements

This plan sets out the arrangements in place to temporarily attend to people who have been evacuated from their homes as a result of an emergency incident, including flooding. Any activation of this plan would be independent from activation of these specific flooding procedures but would run concurrently. The Council's corporate incident management structure would manage all Council activity taken in response to the emergency situation.

## 3.5 Public Information

Fife Council's external facing internet site, Fife Direct, contains general information for the public on how to protect their home from flooding and how to obtain information and assistance during a flooding incident.

An advice leaflet is also present and in particular the following points are particularly relevant;

- The principal responsibility for protection of private property in the event of flooding lies with individual owners.
- Local authorities have permissive powers in relation to emergencies and, where appropriate, Fife Council will support local communities.
- During a flooding emergency Fife Council will, subject to availability of resources, respond to reasonable requests for emergency assistance from the public
- In the case of flooding, this assistance will be limited to emergency action to mitigate the immediate effects of flooding. The assistance will normally be confined to actions external to a property and should not encroach into areas normally covered by household/business insurance.

Fife Council staff involved in activation of these emergency procedures or in dealing with the public in connection with flooding will take every opportunity to reinforce this information.

### 3.6 Sandbags & Flood Pods

Fife Council recognises that flooding can have a devastating effect on people's lives and that it is vital that Fife's residents are well prepared for any risk to their personal safety or the safety of others. The Council will take every opportunity to keep the Fife public advised on flooding and encourage the public to undertake flood control measures on a ''Self – Help'' basis. (See 3.5 Public Information).

Fife Council is able to offer limited assistance to householders and businesses to avert or alleviate the effects of flooding. In this regard the council recognise the importance of sandbags, along with 'hydro-sacks' and 'hydro-snakes' in diverting water away from premises at risk.

During a flooding event the time for providing assistance can be short and in many cases the demand for flood protection equipment will exceed what can reasonably be provided by the local authority. Fife Council has therefore developed a clear policy in the provision of sandbags and static 'Flood Pods' (containing 'hydro-sacks' and 'hydro-snakes') that recognises these tight timescales and resource constraints based upon the following priorities:

- Prevent loss of life or serious injury
- Maintaining access for emergency vehicles
- Securing the safety of the roads network
- Protecting key community facilities
- Protecting 'high risk' residential properties or 'high risk' business/commercial properties
- Maintain a focus on public safety at all times
- Strive to mitigate the effects of flooding on our worst affected communities

**Sandbags**

Ready to use filled sandbags and stocks of empty sandbags and sand are held at Fife Council road depots in Halbeath, Bankhead Central and Cupar which can be delivered by Fife Council to flood threatened areas.

Limited supplies and additional pressures placed upon resources during periods of serious or major flooding means that Fife Council cannot guarantee to respond to all requests for assistance or ensure sandbags are delivered to threatened locations within specific time scales. The public will be expected to undertake reasonable measures to guard against flooding of their homes or properties where practicable.

The deployment, issue and positioning of sandbags will be arranged by Roads & Transportation Services, Roads Operations Maintenance Lead Consultant who are located within (North and South Fife). Activity will be coordinated through the Flooding Manager who will maintain liaison with Fife Council Contact Centre, the Duty ERO and the Corporate Incident Management Team, if established.

## Flood Pods

Through analysis and lessons learned following previous flooding events, various ‘high risk’ flood locations have been identified throughout Fife. These locations have been given access to static ‘Flood Pods’ which have been installed to provide flood alleviation equipment for self-help by local residents. All households within the high risk area have been provided with security access information and an associated information leaflet that details how the ‘hydro-sacks’ and ‘hydro-snakes’ should be used and maintained following a flooding incident.

The locations of all the current ‘Flood Pod’ locations across Fife are held on Fife Council GIS Local View system.

# SECTION 4

## ACTIVATION OF PROCEDURES

### 4.1 Weather Warnings and Flood Alerts

'Weather Warnings' and 'Flood Alerts' are issued by both the Met Office and SEPA respectively. These warning and alerts are acted upon by Fife Council, as necessary.

The Met Office weather warnings will be the main source for consideration of activation of these procedures. All such weather warnings, whether they be 'Yellow', 'Amber' or 'Red' are initially circulated via the Emergency Resilience Team to Fife Council Severe Weather Advisory Group (SWAG).

SEPA currently issues a daily 'Flood Guidance' statement. This statement provides a map with highlighted areas where flooding is predicted to occur. The 'Flood Guidance' statement also provides a flood risk matrix giving predictive information where flooding is expected to be most prominent. Where appropriate, this 'Flood Guidance' statement is also circulated to the SWAG in the same way as a Met Office warning.

The Duty Emergency Resilience Officer (ERO) will monitor all weather warnings and flood alerts and, where flooding is a potential risk, as well as circulating details to the SWAG, direct notification will be given to the Duty Flooding Manager.

### 4.2 Pro-Active Inspections of Watercourses

Identified watercourses are routinely checked and cleared by Fife Council staff and additionally on receipt of a severe weather warning or flood alert, grills are checked and cleared. This is done to ensure that all watercourses, culverts, mesh screen/grilles and known problem sites remain free from unnecessary obstruction.

When flooding is predicted or imminent the Flooding Manager will, subject to the availability of resources, also arrange for these watercourses to be inspected. Where this inspection reveals the need for work to be carried out to prevent or mitigate the impact of potential flooding, for example, clearing an obvious blockage, the Flooding Manager will, wherever possible, make the necessary arrangements for this work to be carried out.

### 4.3 Pro-active Inspections of Flood Pods

The various 'Flood Pods' situated across Fife (as explained in Section 3.6) are subject of maintenance and inspection through Roads & Transportation Services Network Management Team. In the pre-flood stage checks are made of these 'Flood Pods' to ensure they are appropriately stocked with 'hydro-sacks' and 'hydro-snakes'. These checks are again carried out on receipt of specific weather warnings and/or flood alerts and can be instigated by either the Network Management Team or the Flooding Manager.

Following a flooding event, in an area where 'Flood Pods' are installed and where the flooding has subsided, further checks will again be carried out and where necessary, stocks of 'hydro-sacks' and 'hydro-snakes' will be replenished. This will be overseen by the Roads & Transportation Services, Operations Manager.

## 4.4 Activation of Procedures

The Duty Emergency Resilience Officer (ERO) and Duty Flooding Manager have key roles in activating these emergency procedures when flooding is either predicted or imminent.

Full details of these roles and responsibilities are included in Section 5.

Section 6 provides more information of the specific actions to be taken by Council services both in the pre-flood stage and thereafter following activation of these emergency procedures.

## 4.5 Incident Management

The arrangements for Fife Council to establish a Corporate Incident Management Team are set out in the Generic Emergency Plan (GEP).

The decision on whether to establish a Corporate Incident Management Team will depend on the nature and scale of the emergency situation. During minor incidents the Duty Emergency Resilience Officer will initially act as the 'Incident Manager' in coordinating Fife Council's response.

The Duty ERO, in liaison with the Council Contact Centre and the Flooding Manager, will continually assess the incident management arrangements and, if required, will contact the Duty Executive Director to consider the activation of a Corporate Incident Management Team.

The decision to escalate the incident management response by appointing a Corporate Incident Manager and assemble an incident management team - with appropriate representation from council services - will be made by the Duty Executive Director.

Should there be a requirement to escalate the incident management response and structure, the Duty Executive Director, in consultation with other key personnel, will consider activation of the Emergency Control Room (ECR) situated within Fife House, Glenrothes.

## 4.6 Stand Down

The decision to stand down any activation of these procedures will be made by the Head of Roads & Transportation Services who will liaise, as required, with the Duty Executive Director, Flooding Manager, Contact Centre Manager, Duty ERO and any appointed Corporate Incident Manager.

# SECTION 5

## KEY ROLES AND RESPONSIBILITIES

Dealing with the implications of imminent and actual flooding has the potential to involve a large number of council staff from various council services before, during and after flooding.

The principal roles and responsibilities in these procedures are as follows.

### 5.1 Chief Executive/Duty Executive Director

The Chief Executive/Duty Executive Director has overall responsibility for the Council's response to a flooding emergency.

**Key tasks:**

- Approve activation of Fife Council Corporate Incident Management Team and Emergency Control Room (ECR).
- Identify a Corporate Incident Manager
- Maintain liaison with Corporate Incident Manager
- Authorise activation of Fife Council Generic Emergency Plan, where necessary
- Consult/liaise with the emergency services at a senior level
- Liaise with elected members
- Liaise with other key agencies, including the Scottish Government
- Ensure Fife Council representation at Fife LRP meetings, if required
- Ensure Fife Council lead the recovery/restoration of normality of affected communities

### 5.2 Head of Roads & Transportation Services

Roads & Transportation Services are the lead service and have the principal Council role in all the phases of dealing with flooding incidents. The Head of Roads & Transportation Services has the responsibility to ensure that all the arrangements are in place within that service to provide an efficient and effective response.

**Key tasks:**

- Ensure that an annual rota of Flooding Managers is drawn up and distributed
- Ensure that the Flooding Managers are fully aware of their role and responsibility
- Ensure that all relevant staff are briefed on these procedures
- Assigning a representative to the Corporate Incident Management Team, if established
- Ensure Roads & Transportation Services are involved in producing a winter information leaflet for circulation to the public
- Ensure protocols are in place with other council services whose staff are deployed following activation of the procedures
- Ensure that support is given to the emergency services to manage risks to the Fife road network
- Management of flooding risks to the Fife road network

- Ensure that all the supporting arrangements , e.g. sandbag stocks, hydro-sacks and hydro-snakes are in place to support activation of the procedures
- Ensure 'Watercourses' and 'Flood Pods' are regularly checked at pre-flood stage, when flooding is predicted or imminent and following a flooding event.
- Ensure that these emergency procedures are reviewed and remain fit for purpose
- Consider any environmental health implications and arrange for liaison, as required, with the Director of Public Health.

### 5.3 Flooding Manager

The Flooding Manager has a key role in these procedures. On receipt of a weather warning predicting flooding or when flooding is imminent the Flooding Manager has to ensure that staff are briefed and deployed.

During the winter weather period (November - April) the Flooding Manager role will be undertaken by the established Roads & Transportation Services, Winter Manager. This role is carried out by a group of managers on a rota basis. The rota is widely circulated in the Council.

The on-call duty manager concept will be extended to include the spring and summer, as necessary and during this period in respect of any flooding events, the term Flooding Manager will be used.

**Key tasks:**

- Provide the first point of contact for the Duty ERO to advise on any weather warning indicating a risk of localised flooding.
- Make an assessment of the weather warning and initiate further action as deemed necessary. In particular give consideration to the following
    - Alert Service and Senior Managers as appropriate
    - Arrange for inspection of watercourses
    - Deploy/position sandbags to areas/premises at risk of flooding based on information available and resources
    - Ensure sufficient stocks of hydro-sack and hydro-snakes are available at the pre-identified locations
    - Prioritise deployment of staff to affected areas
- Co-ordinate the operational response to flooding incidents in liaison with the contact centre, Duty ERO and the Corporate Incident Management Team.
- Provide the operational point of contact for responding emergency services, in consultation with the Duty ERO.
- Arrange for deployment of signage and barriers for temporary road closures/ diversions
- Provide information to the Communications Officer for any press/media release required
- Manage any flooding event to conclusion of the incident.

## 5.4 Service Manager – Parks, Streets and Open Spaces

The Service Manager for Parks, Streets and Open Spaces has responsibility for ensuring that appropriate arrangements are in place around grounds maintenance teams operating across Fife to support activation of these procedures.

**Key tasks:**

- Pro-active monitoring and maintenance of channels/gullies/culverts and grilles
- Ensure that operational protocols are in place - both during and out-with office hours - for grounds maintenance staff to be deployed at the request of the Flooding Manager to assist with inspection of watercourses and/or distribution of sandbags.
- During a flooding event, provide continued support to the Flooding Manager until the relevant event is concluded
- Ensure that all relevant staff are briefed on these procedures.

## 5.5 Emergency Resilience Officer

The Duty Emergency Resilience Officer has a key role with regard to the monitoring and assessment of weather warnings received from the Met Office, along with any flooding alerts circulated by SEPA. In addition, during the early stages of any flooding response the Duty ERO will provide initial incident management and will be responsible for making the ongoing assessment of the need to escalate the situation and establish a Corporate Incident Management Team.

**Key tasks:**

- Monitor incoming weather warnings from the Met Office
- Monitor incoming flood alerts from SEPA
- Circulate all relevant weather warning and flood alerts to Fife Council Severe Weather Advisory Group (SWAG)
- Make an assessment from warnings/alerts received in respect of potential localised flooding and raise awareness, as appropriate.
- When assessment of the warning/alert indicates the potential for localised flooding, inform the Flooding Manager and Contact Centre Lead Advisor
- If flooding occurs, maintain liaison with Flooding Manager and Contact Centre Lead Advisor
- If appropriate, identify a Local Authority Liaison Officer to attend scene of flooding event
- Establish the appropriate incident management response.
- Start an incident log
- If appropriate due to nature of incident, seek permission to activate Fife Council Generic Emergency Plan
- If appropriate due to nature of incident, activate the Emergency Control Room (ECR), within Fife House, Glenrothes
- Support any Corporate Incident Management Team assembled as a result of flooding event
- Establish and maintain contact, as required, with the emergency services and responding Council staff

- On activation of the LRP Severe Weather plan, in consultation with the Incident Management Team, arrange for a Fife Council representative to join any multi-agency Tactical Implementation Group.

## 5.6 Contact Centre Management

The Council Contact Centre has a key role in the Council's response when flooding has occurred. Previous experience has shown that when flooding is either predicted or is imminent call volumes to the contact centre are low but when flooding is occurring the call demand has the potential to rise significantly.

One of the core guiding principles of these procedures is in taking the appropriate action when flooding is predicted or imminent to allow the Council to be prepared to deal with anticipated demand.

The Contact Centre Management have a crucial role when flooding is predicted to ensure that the appropriate staffing levels and supporting arrangements - both within and outwith normal office hours - are in place to provide an efficient and effective response to the anticipated call demand.

**Key tasks:**

- Ensure a process is in place to receive and act upon any weather warnings and flood alerts circulated through the Emergency Resilience Team.
- Ensure that arrangements are in place within the Contact Centre to deal with any activation of these procedures
- Ensure staff maintain liaison with the Flooding Manager and Duty ERO
- Ensure that Contact Centre staff are briefed on these procedures and aware of the action(s) required of the contact centre at each of the flooding phases - as per Section 6
- When the assessment of a weather warning indicates the potential of localised flooding ensure management/lead advisors assess staffing levels and make attempts to 'staff-up' where possible
- Implement contingency procedures where required to ensure that staffing levels can effectively respond to anticipated demand
- Maintain liaison with Fife Council Duty Communications Officer to ensure staff are aware of all communication plans associated with an on-going flood event.

## 5.7 Communications and Customer Insight Manager

Communications and Customer Insight Manager will be responsible for internal and external communications in connection with flooding across Fife.

**Key tasks:**

- In the pre-flooding liaise closely with Roads & Transportation Services to develop a flooding/winter weather leaflet provide guidance and advice to the public and what they can do prior to potential flooding events
- Duty Communications Officer to liaise with the Flooding Manager and Duty Emergency Resilience Officer when flooding is predicted or imminent.

- Assign a Communications Officer to the Corporate Incident Management team, if established.
- When flooding is occurring ensure arrangements are in place to develop a communications plan and arrange for any press/media releases required, in liaison with any Corporate Incident Manager and external key responders.
- Ensure regular advice and guidance updates are placed on Fife Direct when flooding is predicted, imminent and actually occurring
- Provide information, as required, for the Council Management Team and elected members
- Ensure that all relevant staff are briefed on these procedures.

### 5.8 Corporate Incident Manager

If a Corporate Incident Management Team is established a Corporate Incident Manager will be appointed and operate from the Emergency Control Room (ECR) as per the Generic Emergency Plan.

**Key tasks:**

- Attend Emergency Control Room, if activated and coordinate the Fife Council response to the emergency flooding situation
- Establish an Incident Management Team with Duty ERO support
- Point of contact for the emergency services and other responders
- On activation of the LRP Severe Weather plan arrange for a Fife Council representative to link with any formed multi agency response/recovery group
- In liaison with the Duty Communications Officer, develop a communications plan
- Provide updates for the Council Management Team
- Manage the flooding event to conclusion and through the recovery phase.

# SECTION 6

## SUMMARY OF ACTIONS

The suggested actions to be taken or considered by those with key individual roles and by Council services - as per the responsibilities of the lead officers in Section 5 above - are shown below in a tabular format.

These actions are not exhaustive or prescriptive. They are intended as a guide or prompt to ensure that the core roles and responsibilities in Section 5 are effectively discharged.

## SECTION 6
## SUMMARY OF ACTIONS

| **FLOODING IS PREDICTED** | **ALERTS (all or combination)**<br><br>Met Office severe weather warnings<br>SEPA Flood Warning Scheme<br>- Flood Watch(flooding may occur within 24 hours)<br>- Severe Flood warning(severe flooding expected) |
|---|---|

**FLOODING IS PREDICTED –ACTIONS/ CONSIDERATIONS**

| **Emergency Resilience Officer** | **Contact Centre** | **Flooding Manager** | **Roads & Transportation Services** | **Incident Management Team** | **Head of Parks, Streets and Open Spaces** | **Communications and Insight Team** | **CEO/Duty Exec. Director** |
|---|---|---|---|---|---|---|---|
| Obtain flooding & weather updates from SEPA & Met Office<br><br>Circulate warnings, as appropriate<br><br>Monitor on-going flooding & weather alerts to ensure appropriate incident management structures are considered | Ensure process in place to monitor and act upon any weather warnings/flood alerts received<br><br>Consider staffing options<br><br>Consider arrangements to initiate contingency procedures | Review forecasts and liaise with Duty Emergency Resilience Officer<br><br>Undertake dynamic risk assessment of priority areas and take action as necessary<br><br>Provide briefings as required<br><br>Authorise activation of Flooding Procedures | Lead Service in Fife Council response<br><br>Assess flood risk<br><br>Monitoring and maintenance of at-risk watercourses<br><br>Source suppliers of resources e.g. sandbags, sand, hydro-snakes and pods, plant, pumps<br><br>Consider staffing arrangements for 24/7 cover | N/A - at this stage | Proactive monitoring & maintenance of channels/ gullies/ culverts/ grilles<br><br>Ensure liaison with Assets, Transportation & Environment and/or Flooding Manager | Issue public pre-flooding advice/winter advice leaflet by various media<br><br>Co-ordinate all media enquiries | Briefing from Flooding Manager<br><br>Advise Elected Members<br><br>Consider need for and instigate 'virtual' or actual meeting of Fife LRP to discuss situation report. |

| # FLOODING IS IMMINENT | **ALERTS (all or combination)**<br>Met Office severe weather warnings<br>SEPA Flood Warning Scheme<br>- Flood Watch(flooding may occur within 24 hours)<br>- Severe Flood warning(severe flooding expected)<br>- Reports from field staff e.g. Fife Council, Police<br>- Reports from public, businesses etc. |
|---|---|

## FLOODING IS IMMINENT – ACTIONS/CONSIDERATIONS

| **Emergency Resilience Officer** | **Contact Centre** | **Flooding Manager** | **Roads & Transportation Services** | **Incident Management Team** | **Head of Parks, Streets and Open Spaces** | **Communications and Insight Team** | **CEO/Duty Exec. Director** |
|---|---|---|---|---|---|---|---|
| Obtain flooding & weather updates from SEPA & Met Office<br><br>Circulate warnings, as appropriate<br><br>Monitor on-going flooding & weather alerts to ensure appropriate incident management structures are considered.<br><br>Activate ECR, if authorised | Increase staffing levels where possible<br><br>Consider arrangements to initiate contingency procedures if required | Dynamic risk assessment of priority areas on-going and take action as required<br><br>Request ERO to activate incident management<br><br>Provide regular briefings/Sit Reps. as required<br><br>Review forecasts and liaise with Duty Emergency Resilience Officer and Duty Communications Officer. | Functioning as Lead Service for Fife Council response<br><br>Assessing flood risk and monitor maintenance of at-risk watercourses<br><br>Source suppliers of resources e.g. sandbags, sand, hydro-sacks & pods plant, pumps<br><br>Implement 24/7staffing arrangements<br><br>Identify infrastructure at risk (bridges, roads, buildings etc.) | Initial considerations being given to forming team | Ensure appropriate staffing is in place, including Contact Centre staff & Grounds Maintenance staff<br><br>Proactive monitoring & maintenance of channels/ gullies/ culverts/ grilles<br><br>Ensure liaison with Assets, Transportation & Environment and/or Flooding Manager | Issue public pre-flooding advice<br><br>Co-ordination of all media enquiries<br><br>Liaison with Duty ERO and Flooding Manager<br><br>Develop a communications plan, in liaison with Corporate Incident Manager | Briefing from Flooding Manager<br><br>Identify Corporate Incident Manager<br><br>Advise Elected Members<br><br>Give consideration to activation of Emergency Control Room (EC R)<br><br>Consider need for LRP to meet. |

| # FLOODING IS OCCURRING | **ALERTS (all or combination)**<br>Met Office severe weather warnings<br>SEPA Flood Warning Scheme<br>- Reports from field staff e.g. Fife Council, Police<br>- Reports from public, businesses etc.<br>- News reports( Press & Broadcast media) |
|---|---|

**FLOODING IS OCCURRING –ACTIONS/CONSIDERATIONS**

| **Emergency Resilience Officer** | **Contact Centre** | **Flooding Manager** | **Roads & Transportation Services** | **Incident Management Team** | **Head of Parks, Streets and Open Spaces** | **- Communications and Insight Team** | **CEO/Duty Exec. Director** |
|---|---|---|---|---|---|---|---|
| Ensure incident management response is activated<br><br>Maintain a log<br><br>Monitor on-going flooding & weather updates obtained from SEPA & Met Office<br><br>Maintain liaison with Emergency Services<br><br>Support Corporate Incident Manager, if appointed. | Additional staff called in, if required<br><br>Implement contingency procedures to close non-emergency lines where required | Dynamic risk assessment of priority areas taking action as required<br><br>On-going liaison with Duty ERO and Contact Centre<br><br>Providing regular briefings/Sit Reps. to CEO<br><br>Management of all AT&E resources deployed, including staff, sandbags, hydro-snakes & pods. | Functioning as Lead Service<br><br>Assessing flood risk and taking action as required<br><br>Monitoring and maintenance of at-risk watercourses.<br><br>Sourcing suppliers of resources e.g. sandbags, sand, hydro-snakes & pods, plant, pumps<br><br>Implementing staffing arrangements for 24/7 cover | Review capabilities and mutual aid arrangements<br><br>Considering media to disseminate advice to public (pre and post flooding)<br><br>Considering arrangements for public warning, evacuating and welfare arrangements<br><br>Liaising with external agencies ( SEPA, Police, Fire, Utilities Co-ordinating media enquiries/public information requests<br><br>Manage incident to | Monitoring water levels & maintaining of channels/ gulley's/ culverts/ grilles<br><br>Provide the required staff to assist in the overall response.<br><br>Assist Assets, Transportation & Environment with all on-going operations<br><br>Provide support to Flooding Manager<br><br>Provide representative to form part of Corporate Incident Management Team if required | Issue public pre-flooding advice<br><br>Co-ordination of all media enquiries<br><br>Liaison with Duty ERO and Flooding Manager<br><br>Develop a communications plan, in liaison with Corporate Incident Manager<br><br>Provide representative to form part of Corporate Incident | Approve activation of Emergency Control Room (ECR)<br><br>Maintain liaison with key agencies including, Scottish Government and Emergency Responders<br><br>Maintain liaison with Corporate Incident Manager<br><br>Keep Elected Members updated with on-going situation<br><br>LRP meeting to discuss situation |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | | | Identifying council infrastructure at risk (bridges, roads, buildings etc.)<br><br>Provide representative to form part of Corporate Incident Management Team if require | conclusion and through recovery phase. | | Management Team if required | report; |

# FLOODING SUBSIDES- RECOVERY

**ALERTS (all or combination)**
Met Office severe weather warnings
SEPA Flood Warning Scheme- All Clear
- Reports from field staff e.g. Fife Council, Police
- Reports from public, businesses etc.
- News reports( Press & Broadcast media)

## FLOODING SUBSIDES- RECOVERY –ACTIONS/CONSIDERATIONS

| **Emergency Resilience Officer** | **Contact Centre** | **Flooding Manager** | **Roads & Transportation Services** | **Incident Management Team** | **Head of Parks, Streets and Open Spaces** | **- Communications and Insight Team** | **CEO/Duty Exec. Director** |
|---|---|---|---|---|---|---|---|
| Monitor on-going flooding & weather updates obtained from SEPA & Met Office<br><br>Be involved, as appropriate, to assist with the recovery phase<br><br>Review Flooding Emergency Procedures, as appropriate<br><br>Ensure a debrief of incident is convened to identify lesson learned and actions for consideration | Return to normal staffing<br><br>Return to full call handling capacity | Impact survey of on-going priority areas<br><br>Providing regular briefings/Sit Reps. as required<br><br>Review Flood Emergency Procedures, as appropriate<br><br>Monitor/Review forecasts<br><br>Monitor quality - accuracy of Met Office forecasts for event. | Lead Service in Recovery<br><br>Assessing flooding impact on infrastructure<br><br>Monitoring levels of watercourses<br><br>Cleaning -up affected areas<br><br>Continue to provide resources, as required to enhance and promote recovery phase<br><br>Consider replenishment of sandbags, 'hydro-sacks' and hydro-snakes'<br>Return to normal staffing | Maintain role in coordinating council responses up and including the conclusion of the event<br><br>Liaising with external agencies ( SEPA, Police, Fire, Utilities<br><br>Co-ordinating media enquiries/public information requests, in consultation with Duty Communications Officer<br><br>Ensure a debrief of incident is convened to identify lesson learned and actions for consideration | Monitoring water levels & maintaining of channels/ gulley's/ culverts/ grilles<br><br>Assisting Assets, Transportation & Environment with resources, including staff availability, as necessary.<br><br>Review Flooding Emergency Procedures, as appropriate | Issue public post-flooding advice<br><br>Co-ordination of all media enquiries<br><br>Review Flooding Emergency Procedures, as appropriate | CEO Lead Officer – Recovery phase<br><br>Elected Members – Final report(s)<br><br>Provide update to and continue to be involved with Fife LRP |

**APPENDIX 1**

## LEGISLATION

### a. Civil Contingencies Act 2004

The Civil Contingencies Act imposes a series of duties on local bodies known as Category 1 & 2 Responders which includes the emergency services, SEPA, local authorities and the health service. These include a duty to assess the risk of an emergency occurring and to maintain plans for the purposes of responding to an emergency. Fife Council is a Category 1 Responder.

### b. The Flood Risk Management (Scotland) Act 2009

Local authorities have a duty to manage, monitor and, in certain circumstances, maintain in a state of efficiency all water courses, barriers or ancillary apparatus where flooding of land would otherwise be likely and where to do so would reduce the likelihood of flooding.

Local authorities can repair and maintain watercourses, barriers or embankments; improve or alter water courses; construct new water courses and manage and maintain any necessary flood prevention apparatus. If local authorities propose to carry out any works, other than management or maintenance, they must promote a flood prevention scheme which requires to be confirmed by Scottish Government.

### c. Roads (Scotland) Act 1984

The Roads Authority has a duty in terms of the Roads (Scotland) Act 1984 to provide drainage of public roads (for normal circumstances) and for road safety which may only involve signing and diversion of traffic in the event of flooding.

### d. The Water Framework Directive

The Water Framework Directive (WFD) is European legislation designed to integrate the way bodies of water are managed across Europe. The WFD aims to protect and enhance the water environment, promote sustainable water consumption, reduce water pollution and lessen the effects of floods and droughts:

http://www.defra.gov.uk/environment.water.wfd.index.htm

### e. Agricultural Act 1970(Part IV) - Scottish Environment Protection Agency (SEPA)

SEPA Is empowered to provide and operate a flood warning system for the area by the provision, installation and maintenance of the necessary instrumentation. Before instituting a flood warning system SEPA is required to consult with the appropriate local authorities.

## APPENDIX 2

### CONTACT DETAILS

| EMERGENCY CONTACT | EMERGENCY RESPONSIBILITY | CONTACT NUMBER | | |
|---|---|---|---|---|
| | | AREA | Out of Hours | 7.30am to 9.00 am |
| **Roads Standby Supervisor** | Weather related - winter, flooding, wind damage, Road faults, damage, obstruction, bus shelters.<br>Bridges and Structures damage, Harbours, | all | **Redacted** | |

**In the event of escalated incidents the following officers will be available**

| EMERGENCY CONTACT | EMERGENCY RESPONSIBILITY | CONTACT NUMBER |
|---|---|---|
| **Flooding / Winter Manager**<br>**May to October (inclusive) 24 hour cover**<br>**November to April (inclusive) 8am to 11pm** | Severe Weather Escalated flooding, roads, bridges and structures damage | **Redacted** |
| **Winter Nightshift Officer**<br>**November to April (inclusive) 11pm to 8am** | Severe Weather Escalated flooding, roads, bridges and structures damage | |

**Appendix 2 - Fife Environmantal Imapct Assessment**

| | | | |
|---|---|---|---|
| **Project name:** | Management of Flash Flooding | **Committee report title:** | Management of Flash Flooding |
| **Committee name & date:** | Environment, Transportation and Climate Change Scrutiny Committee | **Have the proposals been subject to any other formal environmental assessment?** | No |
| **Completed by:** | Michael Anderson | **Completed on:** | 01/05/2024 |

| **A. Wildlife and biodiversity** | | **Answer** | **Comments** |
|---|---|---|---|
| **Fife Council is committed to protecting and enhancing Fife's natural heritage.** | | | |
| 1 | What impact will the proposals have on wildlife (including protected sites and species)? | **No impacts / not applicable** | **Proposals are centred on reaction to flooding events to properties and roads to reduce ingress of flood water on properties.** |
| **B. Impacts on people** | | **Answer** | **Comments** |
| **Fife Council is committed to protecting and enhancing the wellbeing of our people.** | | | |
| 2 | What impact will the proposals have on environmental nuisance? (i.e. visual impacts, traffic, noise, vibration, odour, dust, particulates, smoke) | **No impacts / not applicable** | **Proposals are centred on reaction to flooding events to properties and roads to reduce ingress of flood water on properties.** |
| 3 | What impact will the proposals have on human health or wellbeing? | **Beneficial impact** | **Reducing the impact of flood damage to properties as a result of flooding as well as mitigating against carriageway flooding restricting communities. This will have a significant financial and mental benefit to property owners and the** |
| **C. Pollution** | **Soil and geology** | **Answer** | **Comments** |
| **Fife Council is committed to protecting and improving air, water and soil quality.** | | | |
| 4 | What impact will the proposals have on pollution (including pollution to air, water or soil)? | **No impacts / not applicable** | **Proposals are centred on reaction to flooding events to properties and roads to reduce ingress of flood water on properties.** |
| **D. Climate change** | | **Answer** | **Comments** |
| **Fife Council is committed to cutting carbon emissions and making Fife more resilient.** | | | |

| | | | |
|---|---|---|---|
| 5 | What impact will the proposals have on greenhouse gas emissions? | **Beneficial impact** | **By reducing the impact of flood damage to properties and closure of roads, there is an expectation that there will be a reduction in repair / remediation works to properties as well as a reduction in the time to follow carriageway diversions. This therefore aims to reduce the carbon footprint of the flood event for repair and travel.** |
| 6 | What impact will the proposals have on resilience to the adverse effects of severe weather events, including flooding and landslips? | **Beneficial impact** | **The aim of this strategy is to manage and mitigate against the impacts of flood waters on communities and roads.** |
| 7 | What impact will the proposals have on flooding and sites designated as being at risk of flooding or sea level rise? | **A mixed impact (good and bad)** | **Flooding will still happen, but the aim is to reduce the impact of flooding on properties & communities.** |
| **E. Resources and waste** | | **Answer** | **Comments** |
| **Fife Council is committed to using resources efficiently and minimi** | | | Please clarify your response |

| | | | |
|---|---|---|---|
| 8 | What impact will the proposals have on how much waste is generated or how waste is managed? | **Beneficial impact** | **By reducing the impact of flood damage to properties and communities, there is an expectation that there will be a reduction in repair / remediation needed, with the associated materials / labour / transport costs reduced. Thereby reducing the carbon footprint and landfill wastage.** |
| 9 | What impact will the proposals have on energy use and the consumption of material resources? | **Beneficial impact** | **By reducing the impact of flood damage to properties and communities, there is an expectation that there will be a reduction in repair / remediation needed, with the associated materials / labour / transport costs reduced. Thereby reducing the carbon footprint and landfill wastage.** |
| **F. Cultural heritage** | | **Answer** | **Comments** |
| **Fife Council is committed to protecting** | | Please select an option: | Please clarify your response |
| 10 | What impact will the proposals have on cultural heritage (including designated heritage / archaeology sites or listed buildings)? | **Beneficial impact** | **The aim of this strategy is to manage and mitigate against the impacts of flood waters on communities and roads.** |

| | |
|---|---|
| **Good practice** | **6** |
| **Data gaps or mixed impacts** | **1** |
| **Environmental red flags** | **0** |
| **No impacts identified** | **3** |

28 May 2024
Agenda Item No. 8

# Domestic Waste and Street Cleansing Service Bulky Uplifts – Free of Charge Service

**Report by:** John Rodigan, Head of Environment and Building Services

**Wards Affected:** All

## Purpose

To update committee on the performance of the bulky uplift service since charges were removed in April 2023.

## Recommendations

To acknowledge the scheme is operating effectively and managing a consistent 4-fold increase in demand.

To note that 59% of the uplifted material is being recycled and the Service will be considering ways of supporting residents to segregate and recycle more of their domestic waste.

To note that Fife Resource Solutions future waste processing charges for items containing persistent organic pollutants will increase annual costs by £300k to £500k.

## Resource Implications

Allocated resources are meeting current demand, with some overtime working. Future waste processing charges are likely to increase annual costs by £300k to £500k.

## Legal and Risk Implications

There are no legal and risk implications.

## Consultation

The Safer Communities Team and Fife Resource Solutions have been consulted.

# 1.0 Implementation

1.1 The free of charge bulky uplift service began on 3 April 2023 and the following information is based on the performance of the service over the first 12 months to 29 March 2024.

1.2 The first two weeks of the implementation were compromised by technical issues resulting from external waste management software being unable to cope with demand.

1.3 The technical glitches were fixed by Monday 17 April and from that point the service operated normally and booking slots were accessible online.

# 2.0 Demand

2.1 From the 17 April, demand has been consistent, on a week-to-week basis 1100 to 1200 uplifts have been requested and delivered. A total of 55,547 uplifts have been made in the first 12 months.

2.2 The total number of individual items collected was 114,142. This was broken down to 41% of items for landfill and 59% recyclable items.

2.3 This level of demand represents a four-fold increase in the number of uplifts requested prior to the free of charge service. Only a three-fold increase was forecast but the allocated resources are managing to cope with the additional uplifts, with some overtime support.

2.4 The vast majority of bulky uplift requests are made online, only 15% are being made through the Contact Centre and a very small amount through Local Offices.

# 3.0 Recycling and Landfill

3.1 59% of all uplifts are for recyclable materials, which is 6% lower than anticipated by Fife Resource Solutions. More material than thought is going to landfill due to the volume of black bags being collected.

3.2 43,728 black bags of household and garden waste account for most of the landfill volume and it was hoped that this number would drop as residents clear their residual waste over the first few months. However, this didn't happen, and the service will need to consider a strategy to reduce black bag uplifts and encourage residents to recycle more of their waste material. Black bags represent 93% of the total non-recyclable waste collected.

3.3 Other items being uplifted in numbers:

| | |
|---|---|
| Couches | – 9,313 |
| Mattresses | – 8,249 |
| Fridges/freezers | – 4,064 |
| Bed bases | – 3,521 |
| Garden Furniture | – 2,373 |
| Washing machines | – 2,206 |
| Small fridge freezers | – 1,910 |

3.4 Fife Resource Solutions are processing bulky uplift materials at landfill sites and recycling centres.

3.5 From the 31 January 2024 a new operating model was required as SEPA guidelines came into force regarding items that may contain POPS (Persistent Organic Pollutants). At present the items in scope are Waste Upholstered Domestic Seating (WUDS). These items must be uplifted separately from all other bulky items and then sent for incineration after processing. This will significantly increase future processing costs.

# 4.0 Fly tipping

4.1 One of the objectives of the scheme was to reduce fly tipping. The Street Cleansing Team record all flytipping events they attend in the Whitespace digital back office system.

4.2 For the financial year 2023-24 the number of fly tipping evens has been recorded as 3483. The figure for the financial year 2022-23 before the free service commenced was 3110. These figures show a 12% increase in fly tipping since the free service begun.

4.3 The evidence suggests that the free bulky uplift service does not reduce fly tipping. Flytipped materials are predominantly commercial waste dumped by small business owners and traders who do not want to pay gate fees at landfill sites.

4.4 The picture below shows the type of commercial waste being flytipped,

# 5.0 Resources

5.1 Current demand is being met with the deployment of 14 staff and 7 vans allocated to the scheme, with some overtime working. Overtime is worked to cover periods of staff illness and holiday absence.

5.2 Fife Resource Solutions charges will rise over the next financial year as processing costs for POPS items are set at £260 per tonne, much higher than normal processing costs. It is likely this will add a further financial pressure of £300k - £500k per annum to the £1.2m that was originally provided to roll this service out.

5.3 Further resources may be required if third-party waste disposal companies refuse to lift POPS items or increase their prices.

# 6.0 Conclusion

6.1 Despite early technical issues with the booking system, the scheme is now operating effectively and is fully accessible to the public. Demand has remained consistent over the first 12 months of the free service being introduced and is currently around 4 times higher than when the service was charged for.

6.2 The levels of service have been maintained with the resources in place although some weekend working has been required for bin deliveries and repairs.

6.3 It is very encouraging, to report that 59% of the uplifted material is being recycled, with black bags making up the bulk of the landfill waste. The service will be considering ways of supporting residents to segregate and recycle more of their domestic waste. Greater awareness of environmental impacts will reduce black bag uplift applications.

6.4 The collection and disposal of POPS items will add considerable cost to the service.

6.5 Flytipping events have not reduced in the first year of the free bulky uplift service.

**Report Contact**

John Rodigan
Head of Service, Environment and Building Services
Bankhead Central, Glenrothes
Tel: 03451 55 55 55 Ext No 473223
Email: john.rodigan@fife.gov.uk

28 May 2024

Agenda Item No. 9

# Pathway to Net Zero in Non-Domestic Buildings - Update

**Report by:** Alan Paul Head of Property Services

**Wards Affected:** All

## Purpose

To provide an update on decarbonising the Council's non-domestic property portfolio.

## Recommendation(s)

Members are requested to:

(1) Note the progress made in decarbonising our estate and work proposed for future phases of the program and provide comment where required; and

(2) Provide comment on our draft vision statement for low carbon construction.

## Resource Implications

Investment of £14.6m is provided for in the capital plan and this provision is sufficient to fund to fund current activity. Additional funding will be needed to support subsequent phases of work.

## Legal & Risk Implications

This programme of work will help the council fulfil its duties under the Climate Change (Scotland) Act 2009, the Climate Change (Emissions Reduction Targets) (Scotland) Act 2019 and the Heat Network (Scotland) Act 2021 working towards a 2045 Net Zero target, and helping to tackle the climate emergency.

The programme will also support delivery against recommendations outlined in the Heat in Buildings Strategy - achieving net zero emissions in Scotland's buildings.

Decarbonising the councils non-domestic buildings and development of district heat networks is also a key element of the Local Heat and Energy Efficiency Strategy (LHEES).

## Impact Assessment

As required impact assessments will be undertaken to support individual projects and phases of work.

An Equalities Impact Assessment template is appended to this report. There is likely to be no impact on any of the equality groups. All the proposed works will not favour specific groups or business sectors over others.

When developing this programme, we worked closely with key officers and teams internally; including engagement with Finance, Procurement, Climate Change and Zero Waste, Housing and Building Services. This engagement continues as the programme develops.

We also engage with external stakeholders on a regular basis to share ideas on decarbonisation strategies, emerging technology and ideas that can be incorporated into the programme. These include Scottish Futures Trust, Scottish Governments Heat Network Support Unit and industry experts. We attend several local authority forums, participate in a district heat mentoring program with the Danish Embassy and attend events focussed on construction standards and retrofit decarbonisation opportunities.

We have been asked to share our approach to decarbonising our estate at various events, including at consultation webinars for the Scottish Governments New Build Heat Standard, COP Fife 23, Learning Places Conference, Passivhaus UK Conference.

# 1.0 Background

1.1 Fife Council like many other local authorities declared a climate emergency in 2019 and is committed to achieving Net Zero by 2045 for our built estate. This is in line with national targets. Scottish Government would like heating in public buildings to be decarbonised by 2038. Typically, energy consumed by our building's accounts for approx. 2/3$^{rds}$ of the Council's direct carbon footprint.

The electricity grid has seen steady decarbonisation over recent years so our focus has now very much shifted towards how we can reduce the carbon impact of our gas heated properties.

This report provides an overview of the some of the projects we have been working on to meet our climate commitments.

# 2.0 Progress to Date

2.1 Our pathway to net zero recognises on one hand the imperative of achieving of legal obligations while on the other the no of key factors and drivers for change that are outwith our direct control. These broad factors and dependencies include things like:

- Changes in legislation made by both UK and Scottish Governments.
- Nature and speed of decarbonisation of the electric and gas grids.
- Capacity of the local electricity grid and speed of migration and capacity to meet demand.
- Supply chain availability, capacity and skillsets.
- Speed of technological change and component/material availability and costs.
- Other factors, such as carbon sequestration.

2.2 Recognising as many of these factors as possible, in 2023 we developed an initial pathway proposal to meet our 2030 Net Zero obligations proposals. Initial funding to implement the proposals was secured as part of the refresh to our capital plan and a small team has been tasked with taking forward implementation of our plan. Three areas of focus have been applied to this work:

**Retrofit**

2.3 It's estimated that over 80% of the buildings in use today will still be in use in 2045 and so changes in how we use and service and support our estate and the size of that estate will be key to meeting our net zero obligations. Accordingly, our retrofit and adaption programme sits at the heart of the changes we need to make to help decarbonate our buildings. Our approach has been to test and learn from different approaches and technologies and to adopt a proportionate and agile approach to change that recognises the broad range of facilities owned by the council, as well as their age, form of construction, condition, use, size, ease, and cost of adaptation, etc. One of the key challenges with a Local Authority estate is that our buildings deliver essential services and can't simply be closed for a year or more while deep retrofit work is undertaken. For example, a large part of our estate is made up of education buildings, with only 21 summer holidays between now and 2045, even setting aside issues around skills shortages and pressures on material supplies, there isn't time to treat all of them during school holiday periods. Accordingly, we have focused on developing impactful, low intervention type approaches that can be combined with other interventions as opportunities arise.

We've looked at various options on how best to decarbonise our buildings, and there's no single model which can be applied to all building types. To meet the 2030 target the most cost effective method for the majority of buildings is to use a bivalent air source heat pump system (Appendix 3), this allows for most of a buildings heat load to be met by a heat pump powered by low carbon electricity. During peak winter periods the heat demand will often require topped up utilising the existing gas boilers, which are retained to provide resiliency.

Prioritising the use of low carbon heating plant in our view gives us the best opportunity to achieve the rapid carbon savings required and allows additional time to plan for future technology and other changes, such as fabric improvements that will be needed to meet longer-term net zero objectives. However, the downside of this approach is that it will not immediately address the thermal efficiency of our buildings and that with a KWh of electricity costing 5 to 6 times the current cost of gas, our heating costs will rise.

To trial this low carbon heating approach in 2023 we installed air source heat pumps into 5 of our schools, of these 4 are fully operational with one awaiting a new power supply. The work in each building, has primarily been focused on reducing the gas required for heating. To achieve this, the air source heat pumps are sized to deliver around 90% of the buildings heat load with the existing gas boilers will be retained to provide resilience for peak heating in wintertime. These first five buildings are projected to save around 200 tonnes of CO2 per year by 2030, against a requirement to reduce our total building consumption over the same period by 6264 tonnes of CO2. In addition to the carbon savings the schools will benefit from greater resilience in their heating systems, and we've been running interactive workshops for the children to let them know why this kind of work is so important. In due course we will look to insulate the fabric of the buildings at which time there may be scope to remove the gas boilers completely, providing the winter heat demand can be met by heat pumps alone.

This year (2024) we extended the programme to look at an additional 11 properties, all of these except 1 (currently waiting on a revised planning approval) are under construction with some very close to final commissioning and others with initial works underway.

2.4 The knowledge gained from our initial projects is also being used to support low carbon investment in other priority projects such as the new community facilities at Abbeyview, Cupar Care Home and our investment in new commercial properties being supported through City Deal and other programmes.

2.5 As well as decarbonising our buildings through low carbon heat sources and fabric improvements we are also targeting further energy reduction measures such as control system upgrades, replacing old lighting with new energy efficient LED lights, installation of low energy fans and pumps, water reduction measures and investigating the feasibility of installing solar panels on roofs. These works help to save running costs for buildings and can offset some of the increased heating costs associated with the low carbon heating systems.

2.6 We have also recently been successful in an application for funding through the new Scotland's Public Sector Heat Decarbonisation Fund (SPSHDF) to deliver decarbonisation projects at two large sites; St Andrews RC HS in Kirkcaldy and Beacon Leisure Centre in Burntisland. This funding amounts to an award of £2,404,911 against a total envisaged cost of works of £3,006,136. The funding will allow us to develop our approaches and adjust them for larger more complex buildings such as secondary schools and leisure centres which are amongst our largest uses of energy.

**New Builds**

2.7 In terms of new build projects we are just about to deliver Dunfermline Learning Campus (DLC), our first Passivhaus and Europe's largest passiv building. This building promises to have very low running costs for its size and deliver an exceptionally comfortable environment for learners. Recent air test results, that gauge how much heat is lost through gaps in a buildings fabric, have confirmed the construction surpasses the Passivhaus standards. On 9th May 2024, Cabinet Committee agreed the final business case for the replacement of Inverkeithing High School which will also be built to Passivhaus standards and build on the learning and successes of DLC. We have also recently appointed a delivery team to develop proposals our first passiv purpose built community facility which will be at Templehall, Kirkcaldy. The facility at Templehall will build on the good work already started on the Abbeyview CC refurbishment and take it to the next level in terms of performance.

**Heat Networks**

2.8 The council owns and operates Dunfermline Community Energy Scheme (DCES) and Glenrothes Energy Network (GEN) which are two of the key district heating (or decarbonised heat) networks in Fife. Both networks are popular with users and have seen steady expansion over the last few years. In line with Scottish Government requirements, we have developed a Local Heat and Energy Efficiency Strategy which has identified the important role that district heating networks could make in helping the meet Fife's net zero targets. Nationally it is expected that heat demand delivered by heat networks from 2% currently to 8% in 2030. If Fife is to benefit from this change, we will need to expand our existing heat networks and support the creation of new networks. Our current operating model for DCES and GEN doesn't support the rate of expansion envisaged and in any event the provision of decarbonised heat by the council isn't a statutory requirement. Accordingly, we have recently secured £150k of funding from Scottish Government to help us develop a Dunfermline and Rosyth Energy Plan and to develop a revised delivery model.

**Vision Statement**

2.9 Recognising the important role our future estate will have on meeting our net zero obligations a draft vision statement has been developed to guide the work we do to help improve the quality and contribution our estate will make towards achieving council priorities. The vision statement sets out that 'all Fife Council led construction projects to

develop new buildings or refurbish existing properties shall enable our objective to reach Net Zero targets by 2045 at the latest',and aligns this with the values to be upheld in doing so.

# 3.0 Next Steps

3.1 Proposed next steps include:

- Survey work to be completed for the next phase of the programme including exploring options to incorporate fabric and energy enhancements as the programme develops.
- Tender and commence installation work on the next phase of projects.
- New buildings will continue to be designed and constructed to meet enhanced performance targets by aligning with standards such as Passivhaus and the Net Zero Public Sector Building Standard.
- Refurbishment projects will consider energy efficiency and low carbon heating at the outset. We are looking to trial the refurbishment version of the Net Zero Public Sector Building standard on a leisure centre project, which is in the feasibility stage currently.
- Our Energy Management team are continuing their good work targeting energy savings and are increasing focus on delivering projects through EMRF funding.
- Work will continue on supporting heat network development in Fife and ensure the key benefits these systems can offer are realised.

## List of Appendices

1. PG01 Pathway to Net Zero Targets in Non-Domestic buildings by 2030. Programme Brief & Business Case dated 16th June 2023 V0.1.
2. A Vision for Low Carbon Construction.
3. Overview of the study findings guiding the bivalent heating solution
4. Pictures of carbon reduction projects

## Background Papers

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

- Heat In Buildings Strategy – achieving net zero emissions in Scotland's buildings
- Heat Network (Scotland) Act 2021

## Report Contact

Jonathan Coppock
Lead Professional Net Zero
Bankhead Central
Telephone: 03451 55 55 55 + 446522
Email: Jonathan.coppock@fife.gov.uk

| | |
|---|---|
| **Programme title** | Pathway to Net Zero Targets in Non-Domestic buildings by 2030. |
| **Service Change Plan Ref** | Enter a Service Change Plan reference that this programme supports |
| **Programme Manager** | Jonathan Coppock, Lead Professional Net Zero, Property Services |
| **Business Change Manager** | Yvonne Gillespie, Service Manager, Property Services |
| **Programme (SRO)** | Alan Paul, Senior Manager, Property Services |
| **Approval board(s)** | Addressing the Climate Emergency Board |
| **Date & version** | 16th June 2023 V0.1 |

**Document history**

| Date | Version | Last revised by | Details of revision |
|---|---|---|---|
| 16/06/2023 | 0.1 | Jonathan Coppock | Net Zero Lead Revision |

## Section 1: Programme brief

### 1.1 Programme Mandate: What strategic business need will this programme attempt to meet?

CO2 emissions from non-domestic buildings need to be reduced across the Council estate to meet national and international legal obligations. Scotland's Climate Change Act and subsequent update in (2020) requires emissions in homes and non-domestic buildings combined to fall by 68% by 2030 as compared to 2020. The council is committed to achieving net zero by 2045. Scottish Government have set a target to decarbonise the heating in public buildings by 2038.
This business case focusses on meeting the 2030 target, it is not possible at this stage to provide a meaningful prediction for expected investment beyond that date.

Moving away from carbon intensive gas to low carbon electricity for our buildings, forms the basis of our strategy. The replacement of gas cooking appliances in catering facilities with the electric equivalent, when equipment is due for replacement, can help with carbon reduction, the costs associated with this are expected to be met by client budgets. When gas heating and domestic hot water systems come to the end of their life or a building is undergoing an extension or major refurbishment works, they will be replaced where possible with low carbon alternatives, again using existing client budgets. There are, however, numerous such systems where they will need to be replaced sooner to meet the targets and these are the subject of this business case application.

We've looked at various options on how best to decarbonise our buildings, and there's no single model which can be applied to all building types. To meet the 2030 target, the most cost-effective method for most buildings will be to use ASHP (air source heat pump systems) while retaining the existing gas boilers. Using ASHPs can meet most of a buildings heat load and can use low carbon electricity. During peak winter periods the heat may need to be supplemented utilising the existing gas boilers, which will need to be retained to provide resiliency.
To finally remove the need for gas heating:

- The BEMS (Building Energy Management Systems) will be used to maximise the use of the ASHP and determine where additional works will be required to allow for greater ASHP use.
- Many buildings have oversized radiators and may not require much modification to use ASHP, otherwise the heating systems of buildings could be adjusted to operate at the lower temperatures provided by ASHPs by increasing the area of specific heating emitters.

- In some buildings an additional water source heat pump could be added in future to boost the heat in the buffer vessels (installed as part of the proposed ASHP installations) to provide for the higher temperatures required at peak load conditions, &/or the buildings could be retrofitted with additional insulation in the future to allow for the lower heating system temperatures produced by ASHP to be used 100% of the time, although this is out with the current scope, is expensive, and can be disruptive. Less intrusive insulation upgrades, like loft insulation and window replacements, can be undertaken at the same time as installing low carbon heating systems to reduce gas demand and these would be funded separately using other budgets (eg planned maintenance or the Energy Management Revolving Fund) as they become available. Alongside the ASHPs, cuts in domestic hot water use will be essential. It is recommended that serious consideration is given to removing centralised hot water services within buildings. This is a key element of the plan to achieve the 68% cut in CO2 emission by 2030 and will mean that fewer buildings will need expensive ASHP installations.

Advantages of cutting centralised gas heated hot water generation, include:

- Cutting CO2 emissions associated with heating gas heated hot water centrally
- Removal of heat losses from constantly circulating hot water
- Removal of legionnaire's risks of hot water installations (cold water ones will remain to be managed as they are currently)
- Removal of need to flush through pipework to reduce legionnaire's risks, saving water
- Removal of scald risks if thermostatic mixing valves fail
- Removal of need for constant thermostatic mixing valve maintenance

It is also intended that on site energy generation is implemented, where viable, but this is out with the scope of this bid and would be funded by the EMRF.
Controls upgrades will be a crucial part of the proposed works.
Where feasible natural gas to hydrogen conversions will be made, this is dependent on areas of the gas grid converting to 100% hydrogen, so focus in this area will initially be based on properties in the Methil H100 hydrogen trial area. A small allowance is included in this proposal to deliver these carbon reduction projects. Note: the 2030 target can be achieved without hydrogen use by redirecting funds to air source heat pump projects.

We have focused the carbon reduction measures on the Highest CO2 emitting properties in the estate and many smaller buildings will be expected to remain on gas up to 2030. This means that less than 100 of high CO2 emitting buildings will be addressed by this plan with other smaller buildings being treated at a later stage with similar solutions as their heating systems become obsolete.

It will be crucial to keep a flexible approach to how we decarbonise the buildings in our portfolio given there are numerous factors out with our control all of which will heavily influence how these targets are met. Changes in government legislation during the programme, rate of decarbonisation of the electric and gas grids, capacity of the local electricity grid, materials and skills availability / costs, and speed of development of carbon sequestration schemes are some examples of outside influences that may impact how we can meet the targets. The proposed plan can be flexed to accommodate these changes making it a "No regrets" solution.

Although the approach proposed is efficient as a means of achieving our 2030 targets, post 2030 it will be necessary for further work to be undertaken to these facilities in order to meet the 2045 obligations. Also, because we are not proposing to undertake comprehensive fabric improvements at this stage, total energy costs could increase slightly over the term of the programme.

## 1.2 Programme Vision Statement: What is the end vision of the programme?

$CO_2$ emitted from Fife Councils non-domestic buildings will be reduced to 10,657 tCO2 by 2030, meeting the Scottish Government interim target and realising our potential to help mitigate the worst effects of climate change. The council will then be well placed to continue towards Net Zero by 2045.

## 1.3 What are the desired outcomes and benefits of the programme?

| Outcome | Benefit |
|---|---|
| Alterations to the Councils non-domestic building stock result in a reduction of overall $CO_2$ emissions that comply with the Scottish Governments climate change targets for 2030. | The council have reduced its $CO_2$ emissions by 68% vs 2020 levels.<br><br>The council will have complied with the Climate Change (Scotland) Act 2009 and played our part in tackling climate change following the declaration of a climate emergency by Fife Council in 2019. |
| As carbon reduction works are undertaken, they will be tracked against the Scottish Government targets | Progress is monitored allowing us to assess the scale of further interventions required to meet our obligations by 2030. |
| Works completed will have included cutting heating losses and reducing the energy use for heating and domestic hot water in the poorest performing existing buildings. | Reduced heat losses<br><br>Lower energy use<br><br>More thermally comfortable working and learning environments |
| Additional benefits resulting from the programme:<br>• Local employment<br>• Improved local air quality<br>• Educational opportunity<br>• Investment in building stock | Increased employment and local spend to deliver the programme of work, helping to grow and support the local green economy<br><br>Reduction in emissions from gas appliances leading to enhanced local air quality<br><br>Staff / pupils can use the low carbon heating system performance monitors as an educational tool to raise awareness of carbon reduction opportunities<br><br>Building stock has improved climate resilience and indoor comfort for building users is enhanced |

## 1.4 What are the financial benefits of the programme?

| Benefit Name | Reduced costs to achieve the CO2 reduction vs a fabric first approach |
|---|---|
| Measure | £ to achieve 2030 CO2 target |
| Baseline(s) per measure(s) | Improve only the building fabric of properties to achieve the 2030 target, predicted to cost circa £959m. (Passivhaus refurbishment level)<br>• The avoided cost of expensively insulating buildings to high levels.<br>• The avoided cost of decanting schools for a disruptive comprehensive insulation upgrade. |
| Target per measure | Cost of the proposed programme to retrofit low carbon heating systems and targeted hot water and heat demand cuts is predicted to be circa £53.2m, subject to verification of costs following the initial phases of work. The counterfactual estimate of basic insulation improvements could double the cost of this programme and cause extended disruption to building users. To insulate buildings to Passivhaus type levels of efficiency could see costs increase by around 26 times. These uplifted costs do not allow for improving the functionality or underlying condition of a building and come with major disruption, in most cases requiring a decant while the works are completed. These are two of the key reasons why we are focussing on demand cuts and low carbon heating plant at this stage. |
| Benefit Owner | Jonathan Coppock – Lead Professional Net Zero |
| Timescale | By 2030 |

| Benefit Name | Cost Neutral or slight reduction in energy costs (based on current energy predictions) |
|---|---|
| Measure | £ annual energy bill vs BAU |
| Baseline(s) per measure(s) | The cost of energy if only BAU activity is followed.<br>New buildings are designed and built to be low carbon in operation whilst existing buildings remain unaltered. |
| Target per measure | The target is to achieve an annual energy cost in 2030, following the implementation of low carbon measures, that is comparable to the BAU measure. Using current price projections, the proposed programme will reduce energy costs by £469k/annum compared to BAU. Note this figure is highly volatile in the current energy market and cannot be relied upon when making investment decisions. The previous calculation, using energy price projections available at the start of 2023, forecast an increase of £1.5m/annum compared to BAU. That represents a swing of almost £2m in 4 months. |
| Benefit Owner | Jonathan Coppock – Lead Professional Net Zero |
| Timescale | By 2030 |

## 1.5 What are the non-financial benefits of the programme?

| | |
|---|---|
| **Benefit Name** | **Reduced $CO_2$ emissions aid in tackling climate change** |
| **Measure** | $tCO_2$/year emissions (tonnes of CO2/year) |
| **Baseline(s) per measure(s)** | 33,305 tCO2/year in 2020 |
| **Target per measure** | 10,657 tCO2/year in 2030 (68% reduction)<br><br>To achieve this reduction figure, it will require a range of solutions to be implemented across the worst performing buildings in the council estate. Primarily targeting heating and domestic hot water energy consumption and switching from reliance on gas to electricity as a lower carbon alternative fuel source. Improvements to controls and electrical systems where applicable and light fabric improvements where they don't create major disruption to building function. |
| **Benefit Owner** | Jonathan Coppock – Lead Professional Net Zero |
| **Timescale** | By 2030 |

| | |
|---|---|
| **Benefit Name** | **A new process for decarbonisation of non-domestic buildings?** |
| **Measure** | Learning opportunities |
| **Baseline(s) per measure(s)** | BAU solution is well recognised and understood |
| **Target per measure** | The use of bivalent heat pump systems is a relatively novel method to reduce carbon emissions from buildings. If the real-world performance data matches the predictions from feasibility studies, then it offers a lower capital cost option to reducing the carbon impact of the built estate relative to a fabric first approach. The performance of these projects will be closely monitored, and the outputs shared to guide future work in this field.<br><br>Schools can use the heat pump and fabric improvements as case studies to raise awareness of climate challenges and the practical application of STEM (Science, Technology, Engineering and Mathematics). |
| **Benefit Owner** | Jonathan Coppock – Lead Professional Net Zero |
| **Timescale** | By 2030 |

| | |
|---|---|
| **Benefit Name** | **Local employment and investment** |
| **Measure** | Jobs created and safeguarded |
| **Baseline(s) per measure(s)** | Support construction jobs over a minimum of a 7-year period. (22 years up to 2045). |
| **Target per measure** | Safeguard a minimum of 9 jobs over the period of the programme up to 2030. Efforts will be made to recruit locally to provide internal resources, we will speak to the local colleges to identify potential traineeship opportunities to fill some posts. It's difficult to guarantee a figure for local employment, however we aim to target 25% initially by working with Human Resource Service and local colleges. |
| **Benefit Owner** | Head of Property Services |
| **Timescale** | By 2030 |

| Benefit Name | Construction spend directly to Fife Economy / Community Benefits |
|---|---|
| **Measure** | Work packages to local SMEs |
| **Baseline(s) per measure(s)** | % of construction spend at a subcontract “package” level for Fife based contractors or through direct Council provision |
| **Target per measure** | Initially circa 20% of work packages with local SMEs, as the market develops locally this could increase over the course of the programme. Future tenders for construction work will include statements about promoting local employment to build the fife economy. |
| **Benefit Owner** | Head of Property Services |
| **Timescale** | By 2030 |

## 1.6 If any, what are the known dis-benefits of the programme?

Prioritising the use of low carbon electric heating plant gives us the best opportunity to achieve the interim 2030 target and additional time to plan for future insulation upgrades to meet the longer-term net zero objectives. However, the downside of this approach is that it will not address the thermal efficiency of our buildings and unless electricity costs reduce to around 3 times the cost of gas, the council's heating costs will increase. At present, electricity costs nearly 5 times as much as gas, however, Ofgem have stated that this disincentive will be reduced with policy actions.

A significant portion of the council's estate is made up of schools and along with our offices, depots and leisure facilities they tend to be some of our larger buildings. Targeting a smaller number of large buildings rather than multiple small properties (there are up to 650 non-domestic buildings) will meet the 2030 target in a more cost-effective and resource efficient way.

Due to the scale of the programme required to meet our 2030 target, it will not be feasible to complete all of this work out of hours or over school holidays however, minimal works will be intrusive, such as adjusting pipework to wash hand basins and radiators. There may be some disruption to occupants while the work is completed although this will be mitigated through early engagement with building users and targeting measures that are the least intrusive to occupied spaces. There will still be some difficult to treat buildings and where possible these will be programmed for holiday closures.

The proposed work will increase the peak load on the Electrical grid, currently most applications for increased capacity electrical supplies are being granted, albeit large increases in demand usually require the customer to contribute to network reinforcement costs. There is increasing strain on the capacity of the electrical grid to meet demands as we move towards the electrification of transport and heat. As more connections are made to the electrical network and without investment in capacity ramping up to match demand, we will get to a point where areas of the network will be at full capacity and replacing gas with electric appliances will no longer be an option, until such point that reinforcement works are completed. To mitigate the impact of our programme on overall network capacity, ASHP's will be sized to meet 60% of the peak heat load for a building, which will allow heat pumps to deliver around 95% of the buildings heat requirement, with retained gas boilers making up the final 5%.
In addition, outside of the scope of this plan, offsetting increases in electric use, opportunities are being taken to reduce the council's dependence on the grid by:

- Solar PV installations on suitable roofs
- Reduction of lighting loads using LED lighting
- Conversion of electrically heated buildings to ASHP

## 1.7 What is the scope of the programme?

### 1.7.1 Customers

Education Service buildings make up the bulk of the work, this proposal is a corporate carbon reduction strategy and other corporate and public buildings are within scope. The Customers most affected by the works will be staff and members of the public utilising the buildings where works are being undertaken. Stakeholder engagement will be undertaken in delivering the programme to ensure minimal disruption to customers. A high level list of sites and their carbon emissions is included in Appendix A for information.

### 1.7.2 Staff

Staff resources affected by the programme are within Property Services in the Net Zero, Design and Energy Management teams. The dedicated resource requirement is listed in 1.10.2.

Assistance will be required on an occasional basis from staff within the Energy Management team, Planning Department, Building Control, Climate Change, Estates and Education teams.

Building Services and Procurement will be involved as the programme works progress towards construction stage. The Inspectorate and Maintenance teams will be involved on an ongoing basis when the projects are fully operational.

### 1.7.3 Business processes

Low carbon heating systems don't produce financial returns in the current market when benchmarked against gas although they do reduce the CO2 emitted significantly. For this reason, we are currently basing the business case on only being able to utilise the EMRF for work which includes a payback on investment.

### 1.7.4 Exclusions

- Electric heating and DHW services excluded as no CO2 reductions will be made.
- Replacement of obsolete electric building services is required as they are beyond their lifetime expectancy, but they are not in scope.
- Replacing electric heating would reduce peak electric demand on the grid and help to mitigate the extra electric demand from the new ASHP systems but is not proposed to be funded by this programme. There is scope to include these works as part of EMRF funding bids.
- Catering upgrades and replacements. To be met by client budgets.
- Planned maintenance upgrades and refurbishment projects, work to be undertaken using client budgets.

## 1.8 Are there any 'quick wins?

A policy should be adopted whereby no new gas installations are made. This should include any gas heating or DHW systems which fail and require replacement quickly unless wholly unavoidable.

The following works could be prioritised

- Gas heating or DHW due to be replaced could be converted to ASHP (or low CO2 alternative)
- Key buildings due to receive double glazing
- Key buildings due to get toilet upgrades
- Key buildings getting major works such as extensions

To mitigate the strain on capital budget pressures, an additional low capital cost carbon reduction measure we will explore further is to reduce domestic hot water demand within buildings by removing or reducing hot water to outlets in areas other than kitchens and showers. This will require stakeholder engagement to progress to minimise the impact on user comfort. Potential benefits include a reduction in scolding risks, a reduction in maintenance and heating costs, and a reduction in associated carbon emissions.

Initial estimates suggest that reducing DHW demand in this manner, across the estate, could reduce our energy costs in 2030 by £400-£800k, depending on overall scope of buildings included. In a similar vein we could explore reducing temperatures in buildings to save on heating costs and carbon emissions. Current design temperatures are 21°C in office and teaching spaces and these could feasibly be reduced to 18°C without affecting occupant health. Recent experience of management of classroom or workplace ventilation may assist with such discussions.

It may also be possible to leverage investment by the council in this programme to secure external sources of funding. Such funding could help to offset council capital investment or advance the works, reducing the challenge faced from 2030 to the target of net zero by 2045. Applicable funding streams are still to be identified; however, support is likely to be enhanced in the initial years of the programme to kickstart the net zero journey. Having capital funding in place would help us make the most of this potential opportunity.

Finally, the reduction in the overall size of our estate (currently 810 buildings) remains a key ingredient of our strategy of net zero. Rationalisation of the estate is unlikely to impact on our immediate investment priorities but will ensure we make the most of the available funding whilst also reducing future contingent liabilities and as importantly aligned with community wealth building and complementary strategies, will allow facilities no longer needed by the council to be used to support for example, other community initiatives.

## 1.9 What programme activity is planned and what are the initial tranche of projects?

### 1.9.1 Programme Outline Plan

| Programme activity | Output/Deliverable | Duration | Costs | Lead Person |
|---|---|---|---|---|
| ***Phase 1 – Already progressing***<br>Implement the projects proposed for the first year to improve project costing information and inform future years of the proposed programme of works | Work with key stakeholders to deliver year 1 priority projects. 7no. ASHP installations. | 6 months | Phase 1 funded under current budget. | J Coppock |
| ***All stages of the Programme*** | | | | |
| Identify and allocate funding for the projects in future years | Funds are identified & approved | 6 months | Approx. £53.2 million including assumed inflation by 2030 | J Coppock |
| Provide the resources necessary to implement the projects | Staff allocated and recruited | 6 months | Included in project costs | J Coppock |
| Be ready with investment grade funding bids for external funds from Public or Private sources | Investment grade funding bids are complete | 6 months | Staff resources noted above required to manage applications | J Coppock |
| Overcome reservations and resistance to undertaking the works from key people by<br>• Stakeholder engagement<br>• Communications strategy<br>• Seeing similar projects completed at other organisations<br>• Doing projects in smaller properties in the first instance | Stakeholder engagement<br>Presentations<br>Workshops<br>Engagement with other LA's | 3 months for first projects then ongoing | No additional costs anticipated | J Coppock |
| Assess the buildings proposed for next year of work to confirm feasibility of works | Site surveys | 2 months for first projects then ongoing | No additional costs | J Coppock |
| Design and contract information proposals for each year's work | Tender packages complete | Sequenced over the | Staff resources | J Coppock |

| | | | | |
|---|---|---|---|---|
| | | course of each year | internal and external | |
| Procurement of contractors to deliver each year's site works | Contracts awarded | 4 months year 2 and 2 months for each subsequent year | Staff resources internal | J Coppock |
| Liaise with National Grid in the locality of each building with proposed new ASHP (Air Source Heat Pump) systems to ensure adequate grid capacity is available. | Dialogue with grid Information on grid constraints | 3 months for first projects then ongoing | Staff resources internal | J Coppock |
| Liaise with facilities staff on catering replacements Quantify the costs involved | Plan for catering replacements cost will be similar to direct gas replacement in most buildings | Ongoing | Staff resources internal | J Coppock |
| Construction work | Works completed on site | Works will be completed in sequence during each 12-month period | To match funding allocation | J Coppock |

### 1.9.2 Initial Tranche/Dossier of Projects

Below are stand-alone projects which are already in-flight and should be brought under this programme's governance and/or re-scoped as part of this programme. The below also contains new projects that need to be fully scoped as the programme's initial tranche of projects following approval of this Programme Business Case.

| Project ref | Project title | Project end goal description | Estimated duration | Estimated cost |
|---|---|---|---|---|
| 5 school buildings to be converted to ASHP. | • Ceres Primary School<br>• Carnock Primary School<br>• St Joseph's Primary School<br>• Carleton Primary School<br>• Limekilns Primary School | These are smaller schools with lower heat demands more likely to be ready to be converted to ASHP. The object is to<br>• show the concept<br>• improve the system design<br>• establish project & running costs & show CO2 cuts can be achieved | 1 year from summer of 2022. | Project costs of £1.4 million Estimated energy cost reduction is circa £3k/year in 2023/2024 terms<br><br>**Already funded so not part of this business case** |
| 2 school buildings to be converted to ASHP. | • The Bridges Centre<br>• St Monans PS | Build on the work done on the first five schools, trail schools which require work to existing heating systems to determine how more intrusive works can be undertaken. Propose design by Property Services and construction by Building Services to explore alternative procurement route | 2023-2024 | Project cost of £520,000.<br><br>**Already funded so not part of this business case** |
| 13 non-domestic buildings to be converted to ASHP and DHW demand cuts | 19 schools are currently being surveyed or at feasibility stage to determine the most suitable projects to take forward | Build on the experience from the previous years' programme and extend the concept to 13 non-domestic buildings | 1 year from summer of 2023 | £3.8m<br>**There is an allowance in the CIP, if approved, and we aim to follow and possibly advance, the profile outlined** |

## 1.10 What are the known costs and timescale? How will this be funded?

### 1.10.1 Costs

| Total expected one-off cost | Total expected recurring cost |
|---|---|
| The whole programme is estimated to cost circa. £53.2 million over 7 years, however project costs are not yet known for large elements of the works. Funding for the initial 7no. sites has been secured and this business case is focused on the requirement for the remainder of the programme up to 2030. | The projected annual energy cost as a direct result of the programme is £469k/year less than BAU by 2030. |

**Energy price volatility makes predicting recurring costs very difficult, during the course of writing this business case the projected electricity costs for next year have fallen by 43%. This alone presents a variance against BAU energy costs of between a £1.5m increase and a reduction of £469k per year.**

### 1.10.2 Resource requirement

Anticipated resource requirement from 2023 onwards is as follows:

Project management
1 x FC10 Lead Professional Net Zero Programme Manager (already funded and in post)
1 x FC9 Project Manager Energy (new post)

Architecture:
1 x FC8 Architectural Tech 1's (new post)

M&E:
1 x FC9 M&E Engineer Lead (new post)
1 x FC8 Elec Engineering Tech 1's (new post)
1 x FC8 Mech Engineering Tech 1's (new post)

Energy Management:
1 x FC8 BEMS / Energy Officer Lead (already funded from EMRF post to be filled)
1 x FC7 BEMS / Energy Officer Technician (new post)
1 x FC8/9 (TBC) Building Physics Modeller (new post)

Note: new posts will be funded by Property Services fee on capital works undertaken, the overall project cost within this bid includes design and management costs.

### 1.10.3 Programme timeline

Initial projects to start in 2022/2023 these are already funded and don't form part of this business case, however data gathered from these projects will influence the proposed programme.
Most projects to be started from 2023/2024 onwards for completion by 2030

### 1.10.4 Funding availability

£1.92 million from the Building Maintenance fund and EMRF will be used to deliver the first 7no. trial projects. No funding has been identified for the wider programme.

| **Trial Projects** | | | | |
|---|---|---|---|---|
| **Item description** | **One-off cost** | **Recurring cost** | **Funding source** | **Funding available** |
| ASHP conversions within 7no. buildings. | £1.92m | Current forecast is for a revenue saving | Building Maint. Fund and EMRF | Capital: Yes/~~No~~ Revenue: ~~Yes~~/No |

| **Year 1 to 7 (up to 2030)** | | | | |
|---|---|---|---|---|
| **Item description** | **One-off cost** | **Recurring cost** | **Funding source** | **Funding available** |
| ASHP conversions within circa 90no. buildings, domestic hot water demand reduction in circa 131 buildings and control system energy efficiency works. | £53.2m | Current forecast is for a revenue saving | Capital and Revenue | Capital: ~~Yes~~/No Revenue: ~~Yes~~/No |

### 1.10.5 Proposed Funding Sources

The works detailed within this bid are proposed to be funded using the sources highlighted below, subject to the availability of funds within the respective budgets:

| Action | Proposed Funding Source |
|---|---|
| ASHP's with retained gas boilers | Capital Bid |
| DHW demand reduction | Capital Bid |
| Controls adjustments | Capital Bid |
| Hydrogen boiler conversions | Capital bid (funds set aside for ASHP installations can be redirected in areas where hydrogen gas grids are developed) |
| District heating connections | Capital bid (funds set aside for ASHP installations can be redirected in areas where district heat networks are developed) |
| Light fabric improvements required to enable ASHP use | Mixture of Capital Bid and Planned Maintenance / EMRF subject to fund capacity |
| Catering gas to electric conversions | Client Budget - Facilities |
| Gas boiler and water heater component replacement at end of service life | Client Budget – Planned Maintenance |
| Window replacements at end of service life | Planned Maintenance budget (thermal performance of replacement windows to be improved to reduce heat losses) |
| Initial 7no. projects currently on site or to be completed in the next year | Planned Maintenance and EMRF |
| On site energy generation – PV, solar thermal etc. | EMRF |
| Reduction of lighting loads through LED lighting | EMRF |
| Conversion of electrically heated buildings to ASHP | EMRF |
| Property capital works programme | All new buildings and major refurbishments must be delivered with net zero ambitions in mind and will be funded by separate client budgets |
| Reduction in size of the estate | Building Value Programme Budget |
| Carbon Offsetting | Not currently included within the strategy up to 2030 as the market is immature and needs further regulation to ensure projected CO2 reduction is achieved. Carbon offsetting should be a last resort after all other carbon reduction measures are implemented, it may be used in the future to offset any such remaining carbon emissions that can't be mitigated any other way. |

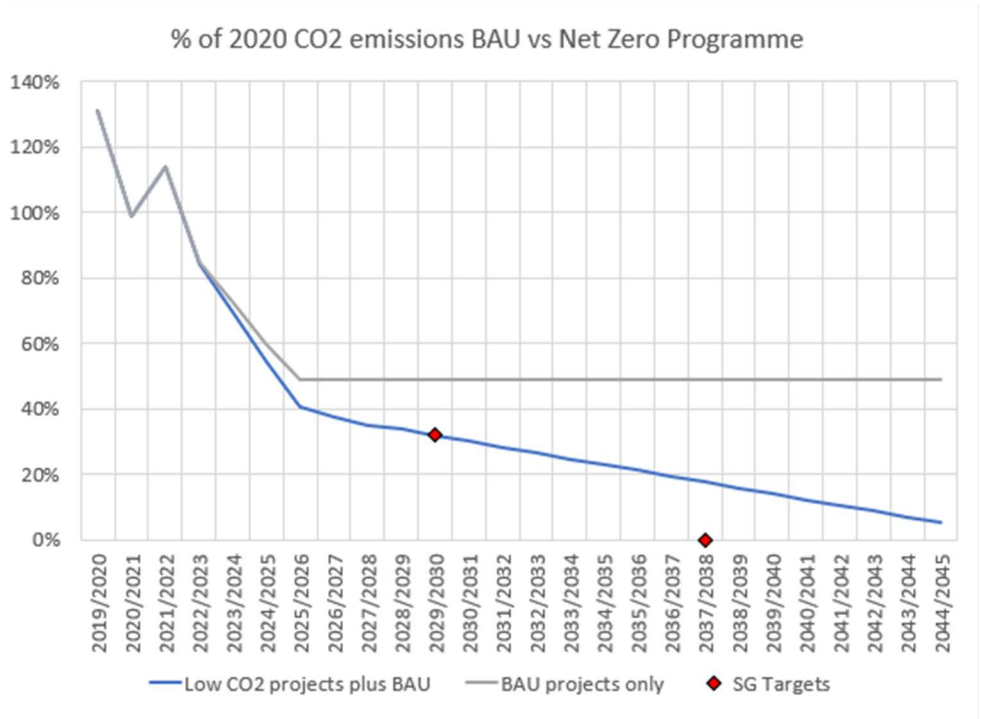
### 1.10.6 Resource availability

Partially:
Lead Professional Net Zero Programme Manager and Energy Officer Lead have been funded by the Energy Management Revolving Fund. The Energy Officer Lead position has been advertised, and we await appointment of resource. We have been utilising two Mech Tech 1's on a part time basis to manage the initial projects, however this is having an impact on their current workload and limits capacity to fulfil mainstream Property Services projects. A post for a Mechanical Technician / Programme Management Assistant is currently being advertised to support ongoing workload.
All other resources are still to be funded and appointed; the anticipated costs are included in this business case bid and will be allocated through Property Services fee on capital project work.

## 1.11 What are the known assumptions and dependencies?

### 1.11.1 Assumptions

1. It is assumed that the construction industry can provide the resources and materials required to fulfil the programme.
2. Planning and Building Warrant for the works can be secured.
3. The electrical grid infrastructure can support the works and deliver the required capacity where it is required.
4. Decarbonisation of the electrical grid network continues at the current pace up to 2026. In graphical format (below) it's possible to see the benefit of decarbonisation of the national electric grid up to year 2025/26. Beyond this period building level carbon reduction, is required to meet the Scottish Government targets. That is the CO2 mitigation action must move from external to internal – from the council benefitting from extra wind & solar on the grid, to action by the council – cutting the combustion of natural gas for heating. The plot line beyond 2030 shows where we would get to if similar funding levels are maintained post 2030. In this case the ambition for public sector buildings to become net zero by 2038 is missed, and the 2045 net zero deadline is also missed by around 5%. To meet net zero by 2045 the rate of carbon reduction measures implemented will need to be accelerated beyond the actions set out in this bid.




5. The first five projects to be completed over the coming months will be closely monitored to see how close we can get to the carbon savings identified in the feasibility work on a live project. The programme is currently based on carbon saving assumptions generated from feasibility work. The same is true for project costs, tender prices for the first ASHP projects have been used to guide predicted programme costs, once financial close is met for these works the final costs will need to be reflected in our modelling. As more projects are completed, we will gain greater cost surety of prices over a range of building sizes and types.
6. We have made a range of technical assumptions regarding ASHP performance and boiler efficiencies, the rate of decarbonisation of the gas and electric networks and when 100% hydrogen networks will be operational. District heating expansion is a key Scottish Government priority, so this is also considered for future years within the

programme as we get closer to 2030 as an option. We have based all such assumptions on reported data and projections or where possible past project experience.

7. The immediate property estate will remain largely the size it is now bar the known reductions of New City House and Rothesay House. Reduction / rationalisation of the Council estate remains a key ingredient of our pathway to net zero and is being pursued concurrently.
8. Energy prices are particularly hard to predict currently, due to volatile markets, we have assumed a 3% annual rise per year.
9. Fabric improvement costs are based on feasibility estimates and have not been market tested.

### 1.11.2 Dependencies

1. Changes in government legislation could change the direction of the programme.
2. Rate of decarbonisation of the electrical grid meets projections.
3. How quickly the gas grid is decarbonised and government policy decisions on hydrogen. Hydrogen technology is currently too expensive and immature to be available as a viable option for the heating of buildings, so any assistance from it is limited to minor works in the H100 area within this bid.
4. Rate of development of carbon sequestration schemes (cannot be relied at scale as very expensive, immature and embryonic for now so any assistance from it is excluded for this bid).
5. Inflation and construction cost increases could put pressure on project budgets, we are trying to limit the impact of these factors by surveying potential carbon reduction sites for next year, the idea being if we have 'shovel ready' projects in the pipeline we will be in a stronger position to search for central government grant funding to support this programme of work.
6. Implementing ASHP systems will be dependent on the electric grid being able to support the proposed deployment of ASHP on this scale.
7. Stakeholder support for changes to building systems.
8. Funding is available for projects from 2023/2024 to 2030.
9. Resources available to design and manage the delivery of projects.
10. Heating and hot water systems within current building stock are suitable for connection to ASHP's and there is space on site to locate plant and equipment, we are managing this challenge by trialling the ASHP technology in 7 schools and through surveying existing buildings to target suitable sites for the work to be undertaken. It is anticipated that most buildings will be suitable for ASHPs.
11. Electric supplies on sites are suitable or upgradable.
12. Availability of procurement resources.
13. Market capability and capacity.
14. Materials availability and costs.
15. Outcomes from the initial trial projects support wider deployment. A lesson learnt exercise will need to be undertaken to review project costs, design quality, installation experience, system performance and procurement routes.
16. Out of hours working will be required for some projects to avoid disruption to service.
17. Kitchens are suitable for catering upgrades and client service buy in, though the 2030 target can be met without action on catering any improvements which don't adversely affect client budgets could help reduce the overall cut in carbon required from 2030 onwards.
18. Control systems on sites being capable of, or having the ability to be modified using EMRF to allow the following adjustments to be made:

- Adjusting heating controls to avoid over or under heating and to provide comfortable working environments.
- Zone controls to avoid heating unoccupied parts of buildings e.g., in the evening during community use
- The ability to adjust the timing of peak demands on the electric grid from ASHP use e.g., to shift peak of demands to off peak periods in the night-time
- Optimum start and stopping of heating to avoid operating the heating systems longer than necessary
- Switching off systems during holidays while ensuring heat for after school clubs etc
- The ability to optimise & improve the performance of district heating systems such as the DCES (Dunfermline Community Energy Scheme) and GEN (Glenrothes Energy Network)
- The ability to report on the progress of the programme – to see results in real time, and adjust the programme if necessary to achieve the 2030 target

### 1.12 Who are the key stakeholders?

- Fife Council Services: Property Services, Education Service, Community Services, Fife Sports and Leisure Trust, Climate Change and Partnerships
- Fife Councillors
- General Public

## 1.13 What are the known pre-start-up risks?

| Risk description | Probability score<br>1 = remote (0%-19% chance)<br>2 = unlikely (20%-39% chance)<br>3 = possible (40%-59% chance)<br>4 = likely (60%-79% chance)<br>5 = almost certain (80%-100%). | Impact score<br>1 = no impact,<br>2 = minor impact,<br>3 = moderate impact,<br>4 = major impact,<br>5 = catastrophic impact. | Overall score *(PxI)* | *Possible mitigation* | *Mitigated score* |
|---|---|---|---|---|---|
| Supply chain issues for ASHP | 4 | 4 | 16 | Develop a multi-year framework tender<br>Train council staff to install & maintain | 12 |
| Failing to reach the 2030 target | 4 | 5 | 20 | Planning, monitoring & project management | 9 |
| Energy price volatility increases recurring costs | 4 | 4 | 16 | Be ready to shift the focus of carbon reduction measures if a shift to electrical heat becomes unaffordable. Focus on energy generation and reduction. | 9 |
| Lack of time to deliver projects by 2030 | 4 | 4 | 16 | Planning, monitoring & project management | 9 |
| Size of programme unmanageable | 4 | 4 | 16 | Develop processes to implement focusing on annual targets | 9 |
| Lack of staff continuity over 7 years & complicated programme, leads to delays in delivery | 4 | 4 | 16 | Project management techniques<br>Training & recruitment of staff<br>Good record keeping | 9 |
| Construction cost inflation causes costs to rise overbudget | 4 | 4 | 16 | Strictly monitor spending<br>Build in contingency<br>Allow for inflation<br>Use framework contracts<br>Adjust business case as programme progresses | 9 |

| | | | | | |
|---|---|---|---|---|---|
| Electric grid capacity constraints | 4 | 4 | 16 | Liaise with DNO (District Network Operator) & government<br>Feedback to Scottish Government on any grid constraint issues<br>If grid reinforcement investment needed, compare the cost of other options such as District Heating<br>Substitute other sites where possible<br>Manage peak demand by using off-peak & thermal storage.<br>Offset with LED lighting, electric school to ASHP conversions in restricted areas. | 9 |
| Lack of funding available within the Council to deliver the work | 3 | 5 | 15 | Raise awareness of legislative requirements.<br>Investigate grant funding options to match against the funding available. | 9 |
| Insufficient design staff resources cause deadlines to be missed for project completion | 5 | 4 | 20 | Recruit appropriate team, employ consultants / D&B contractor | 8 |
| Lack of project cost information causes inaccurate costs to be approved for programme leading to a lack of budget | 4 | 3 | 12 | Procurement / QS input<br>Add contingency to programme budget<br>Undertake smaller projects in first year to benchmark project costs | 6 |
| ASHP maintenance issues due to lack of experience | 4 | 3 | 12 | Use an operation & maintenance framework contract | 6 |

| | | | | | |
|---|---|---|---|---|---|
| Lack of stakeholder buy in | 3 | 3 | 9 | Stakeholder engagement & communications strategy | 6 |
| Lack of council experience with ASHP systems | 4 | 2 | 8 | Seek experience of other LA's<br>Training<br>Undertake smaller projects in first year to get more experience | 4 |
| Scope creep for example if ASHP work uncovers poor condition electric services (upgrading electric supply on site to allow ASHP would be part of project costs) | 3 | 2 | 6 | Strictly monitor spending & insist that out of scope items are funded by clients | 4 |
| Spatial constraints on site | 2 | 3 | 6 | Site surveys need to substitute other sites with more space if required | 4 |
| Legislation changes | 2 | 3 | 6 | Adjust programme to accommodate | 4 |
| ASHP lack of performance at peak heating demand | 3 | 2 | 6 | Use High Temperature ASHP systems | 4 |

***Note**: Once the Programme enters the Define phase, the Programmes pre start-up risks should be copied into the Programme's Risk Log. The Risk Log will supersede the items detailed in the above table.*

## 1.14 Programme Brief sign-off

| Approved by | Role | Date approved |
|---|---|---|
| **Alan Paul** | **Senior Manager – Property Services** | |
| **Yvonne Gillespie** | **Service Manager -Property Services** | |
| **Jonathan Coppock** | **Net Zero Lead Professional – Programme Manager** | |
| **Ashleigh Allan** | **Finance Business Partner** | |
| | **SRO** | |

## Section 2: Business Case

### 2.1 What are the options to deliver the Programme (minimum of 3)?

Note: the projected annual energy costs presented below are based on current price predictions, these figures are highly volatile in the current energy market and cannot be relied upon when making investment decisions. The figures are presented here to show the relative impact on energy costs vs BAU for each of the options.

| **Option 1** | **Do Nothing Extra – BAU (Business as usual)** |
|---|---|
| **Cost** | No immediate capex or opex implications, however we would fail to comply with the Climate Change Act and renege on political promises. Longer term the costs to deal with the worst effects of climate change through climate adaption measures are likely to greatly exceed those of acting now. |
| **Time** | Over the next 7 years to 2030 |
| **Quality** | Estimated CO2 reduces to 16,921 tCo2/year by 2030 due to grid decarbonisation. Discounted as cannot meet the 2030 Target of 10,657 tCO2/year by 2030. Projected annual energy cost £34.3 million/year (compares to £24.4million/year now) based on energy price projections. |
| **Resource** | No additional resource requirements |
| **Scope** | • Only known projects BAU proceed between now and 2030.<br>• BAU projects include the closure of New City House and Rothesay House; the opening of Dunfermline Learning Campus; the replacement of Inverkeithing High School and 3 care homes at Methil, Anstruther and Cupar.<br>• Planned maintenance upgrades involving replacement of gas with electric applicances at the end of life is included as are limited controls energy efficiency adjustments within the capacity of the existing team. |
| **Risk** | Will not meet the 2030 Climate Change Targets<br>Significant reputational damage<br>Chance of climate change accelerating, leading to severe weather events creating widescale disruption to the residents and businesses of Fife. This is an international challenge, and Fife Council only play a small part, however it is cumulative small actions that will have the greatest effect in controlling the rate of change our environment experiences over the coming years. |
| **Benefits** | Short term financial benefit only as no investment required. |

| **Option 2** | **ASHP (Air Source Heat Pumps) with retained gas boilers only** |
|---|---|
| **Cost** | Approximately £54.3m |
| **Time** | Over the next 7 years to 2030 |
| **Quality** | Estimated CO2 emissions reduced to 10,657 tCO2/year by 2030.<br>Meets the 2030 Target.<br>Projected annual energy cost £34.3 million/year. |
| **Resource** | Resource requirements are detailed in section 1.10.2. |
| **Scope** | Business as usual plus<br>• Replace gas heating with ASHP, retain gas boilers for backup and top-up.<br>• Gas DHW generation with ASHP where feasible on an individual site basis. |
| **Risk** | £No increase in annual energy cost compared to BAU by 2030.<br>Ambitious programme of work may not be completed in time.<br><br>For each site it will be necessary to: |

| | |
|---|---|
| | • Survey and assess heating & DHW systems to check capacity to maintain comfort<br>• Survey & assess grid connection potential<br>• Check sensitivity for noise to mitigate as necessary, as this has been an issue for Planning for the first 5 installations |
| **Benefits** | Meets the 2030 Climate Change Target<br>No increase in annual energy costs vs BAU, current projection circa £100k reduction.<br>Has less disruption than Option 3 - 5 |

| **Option 3** | **ASHP (Air Source Heat Pumps) with retained gas boilers and light fabric improvements** |
|---|---|
| **Cost** | Approximately £53.2m |
| **Time** | Over the next 7 years to 2030 |
| **Quality** | Estimated CO2 emissions reduced to 10,657 tCO2/year by 2030.<br>Meets the 2030 Target.<br>Projected annual energy cost £34 million/year. |
| **Resource** | Resource requirements are detailed in section 1.10.2. |
| **Scope** | Business as usual plus<br>• Replace gas heating with ASHP, retain gas boilers for backup and top-up.<br>• Gas DHW generation with ASHP where feasible on an individual site basis.<br>• Reduce heat demand in buildings with high CO2 emissions with measures such as<br>  ○ extra roof insulation<br>  ○ floor insulation<br>  ○ triple glazing |
| **Risk** | £400k/year reduction in annual energy cost compared to BAU by 2030.<br>Ambitious programme of work may not be completed in time.<br><br>For each site it will be necessary to:<br>• Survey and assess heating & DHW systems to check capacity to maintain comfort<br>• Consider whether to add thermal storage &/or peak heating arrangements to shift the peak heating demand from the grid to off-peak, if in a grid constrained area<br>• Determine the extent to which the building fabric can be improved without causing major disruption to the use of the building. Coordination with planned maintenance works and addressing fabric issues leading to heat loss identified in condition surveys. |
| **Benefits** | Meets the 2030 Climate Change Target<br>£400k/year reduction in annual energy cost compared to BAU by 2030.<br>Has less disruption than option 4 and 5 |

| | |
|---|---|
| **Option 4** | **ASHP (Air Source Heat Pumps) with retained gas boilers and additional intrusive fabric improvements** |
| **Cost** | Approximately £58.8m |
| **Time** | Over the next 7 years to 2030 |
| **Quality** | Estimated CO2 emissions reduced to 10,657 tCO2/year by 2030.<br>Meets the 2030 Target.<br>Projected annual energy cost £33.4 million/year. |
| **Resource** | Resource requirements are detailed in section 1.10.2. |
| **Scope** | Business as usual plus<br>• Replace gas heating with ASHP, retain gas boilers for backup and top-up.<br>• Gas DHW generation with ASHP where feasible on an individual site basis.<br>• Reduce heat demand in buildings with high CO2 emissions with measures such as<br>  ○ extra roof insulation<br>  ○ floor insulation<br>  ○ triple glazing<br>  ○ wall insulation |
| **Risk** | £0.93 million/year reduction in annual energy cost compared to BAU by 2030.<br>Ambitious programme of work may not be completed in time.<br><br>For each site it will be necessary to:<br>• Survey and assess heating & DHW systems to check capacity to maintain comfort<br>• Consider whether to add thermal storage &/or peak heating arrangements to shift the peak heating demand from the grid to off-peak, if in a grid constrained area<br>• Check if mechanical ventilation is required as infiltration (fresh air from draughts) is reduced by improved fabric<br><br>Determine the extent to which the building fabric can be improved and what the short-term impact will be on building use, may require temporary decants. Coordination with planned maintenance works and addressing fabric issues leading to heat loss identified in condition surveys. |
| **Benefits** | Meets the 2030 Climate Change Target<br>£0.93 million/year reduction in annual energy cost compared to BAU by 2030.<br>Has less disruption than option 5 |

| Option 5 | Retrofit to Passivhaus type standard (EnerPHit) |
|---|---|
| **Cost** | Approximately £959m |
| **Time** | Over the next 7 years to 2030 |
| **Quality** | Estimated CO2 emissions reduced to 10,657 tCO2/year by 2030.<br>Meets the 2030 Target.<br>Projected annual energy cost £31.8million/year. |
| **Resource** | Core resource requirements are detailed in section 1.10.2. For the full EnerPHit model to be progressed additional resource would be required for Passivhaus assessors and consultants. |
| **Scope** | Full refurbishment of buildings to EnerPHit standard, essentially involves taking the building structure and finish back to a shell and then retrofitting greatly enhanced insulation, air tightness barriers, new windows, mechanical ventilation heat recovery systems and low carbon heating plant. |
| **Risk** | The key risk apart from greatly increased costs over other options will be disruption to building occupants, this level of fabric improvement will drive the need to completely decant buildings whilst work is being undertaken. The logistical challenge of relocating enough schools each year to meet the carbon reduction targets makes this option unrealistic in the timeframe. There is certainly merit, when buildings are being replaced, in following this approach to reduce operational carbon emissions and running costs. |
| **Benefits** | Meets the 2030 Climate Change Target<br>£2.5 million/year reduction in annual energy cost compared to BAU by 2030. |

| Option 6 | Reduce size of the estate |
|---|---|
| **Cost** | No capital cost and reduction in revenue cost |
| **Notes** | Discounted as not practical in isolation, to achieve the carbon reduction by closing buildings alone would require in the region of 91 primary schools, 7 secondary schools and a 3 leisure centres to be shut.<br>There is still merit in closing buildings which are underutilised and the reduction / rationalisation of the Council estate remains a key ingredient of our pathway to net zero and is being pursued concurrently as a separate piece of work. |

| Option 7 | Option 3 and further DHW reduction, catering conversions and controls adjustments (Recommended) |
|---|---|
| **Cost** | Approximately £53.2m |
| **Time** | Over the next 7 years to 2030 |
| **Quality** | Estimated CO2 emissions reduced to 10,657 tCO2/year by 2030.<br>Meets the 2030 Target.<br>Projected annual energy cost £33.9 million/year. This figure is based on ASHP heating and a prediction of achievable DHW demand cuts, it excludes the impact of catering changes as these being client funded are difficult to predict the scale of deployment. Control measures, beyond those required for heating replacement works covered by this bid, aren't quantified financially within this bid; however, it is predicted that substantial control improvements will be implemented across the estate (most of this work will be costed against staff time under section 1.10.2, as it involves software alterations, where hardware updates are needed to support this work they will be costed against EMRF), and these will at least offset any additional energy costs incurred through changing from gas to electric cooking appliances. |
| **Resource** | Resource requirements are detailed in section 1.10.2. |
| **Scope** | Business as usual plus |

| | |
|---|---|
| | • Replace gas heating with ASHP in around 90 buildings<br>• Gas DHW generation with ASHP where feasible on an individual site basis.<br>• Reduce heat demand in buildings with high CO2 emissions with measures such as<br>  o extra roof insulation<br>  o floor insulation<br>  o new windows<br>• Target a reduction in domestic hot water demand across the estate, speak to stakeholders and investigate the potential to supply wash hand basins with cold water only. This proposal removes the demand at use and allows distribution losses in pipework to be reduced. Where hot water is needed at remote outlets this can be provided by local electric water heaters or showers depending on the application.<br>• Work with stakeholders to convert kitchens from gas to electric as part of the component replacement programme. This is not critical to achieving the emission targets for 2030, however it will contribute towards a reduction and potentially reduce the need for other interventions.<br>• Review the energy performance of the estate and target energy reduction through control upgrades to buildings heating, hot water and ventilation systems.<br><br>In summary while no two buildings in the estate are the same, common solutions can be replicated for each of the council's highest CO2 emitting buildings. This includes exploiting opportunities as they arise, for example if kitchens are being refitted, windows due for replacement, existing boilers fail and need replaced, then we must consider replacement options that help towards our net zero ambition. |
| **Risk** | £469k/year reduction in annual energy cost compared to BAU by 2030.<br>Ambitious programme of work may not be completed in time.<br><br>Risks as Option 3 plus:<br><br>• Relies on stakeholder approval for DHW demand reductions |
| **Benefits** | Meets to 2030 Climate Change Target<br>Offers the best balance between capital cost and ongoing energy costs to heat and power our estate. Maintains a flexible approach to low carbon interventions, so the most appropriate solutions are chosen for each building and potential carbon reduction measures are maximised by each action. |

### 2.1.1 What is the recommended option to deliver the Programme?

Option 7 plus ongoing work targeting reduction and rationalisation of the estate. This option meets the 2030 target and presents one of the most cost-effective options of getting there. The proposed work won't restrict hydrogen and district heating's role in the decarbonisation of our energy infrastructure, and the buildings will be ready to connect to either source, if new or repurposed networks are developed in the vicinity of each site. Decarbonisation through electrification will inevitably add pressure to an already constrained electrical grid, and projects will need to be selected where capacity allows. By targeting a reduction in energy demands, where feasible and not detrimental to the function of each building, we aim to alleviate pressure on the electrical grid as far as possible. Retaining existing gas boilers provides resilience in wintertime and allows peak heat loads to be met without having to oversize air source heat pumps, providing reassurance to building users and reducing demand on the grid during peak periods.

## 2.2 What skills, knowledge and experience is required for successful programme delivery?

| Skills, knowledge & experience description | Essential | Desirable |
|---|---|---|
| Project Management, the number of projects to be delivered each year will require to be carefully managed to prevent underdelivery due to time pressure. | Yes | Yes |
| Technical experience in low carbon heating system design, so efficient systems can be designed which maximise energy reduction relative to investment. | Yes | Yes |
| Energy management and carbon reporting literacy, sound understanding of the energy markets and evolving carbon assessment methods. | Yes | Yes |
| Local knowledge of buildings in the estate so site survey work is reduced, and suitable projects quickly identified | No | Yes |
| Suitably qualified trades personnel available to construct the projects | Yes | Yes |

### 2.2.1 Is the required mix of 'essential' skills, knowledge, and experience available to the Programme Manager?

Partially – most of the experience exists within the service, however there are a limited number of resources which can be dedicated to this programme of work from within the existing team. Recruitment of additional skilled staff will be required to supplement the existing skills and knowledge in Property Services and to deliver the proposed programme.

## 2.3 What are the critical success factors for the programme?

| Description | Priority |
|---|---|
| *Provide a description of the critical success factors of the programme. This should be items that illustrate what success looks like at the core of the programme. Use a new row for each factor.* | *Enter an agreed priority for each customer requirement:*<br><br>*1 = must have*<br>*2 = should have*<br>*3 = could have*<br>*4 = can wait* |
| Heat pump systems roll out to around 90 key non-domestic buildings | 1 |
| Staff resources to plan, survey, design, procure, install, operate, monitor and control the new decarbonised heating systems | 1 |
| BEMS (Building Energy Management Systems) staff | 1 |
| Sufficient funding | 1 |
| Buy-in from managers and councillors | 1 |
| Sufficient grid capacity in the vicinity of ASHP buildings | 1 |
| Good communications plan with stakeholders and building users | 2 |
| Improvements to building fabric | 2 |
| Stakeholders buy in for domestic hot water demand reduction | 2 |
| Market capability and capacity to deliver program of work | 1 |

## 2.4 How will the programme remain strategically aligned with the Sponsoring Group?

The program will be continually reassessed to make sure that carbon reduction predictions are being met, allowing us to achieve the reduction in emissions required by 2030. This may necessitate the need to add additional air source heat pump conversions to the program or to direct attention to other measures if they prove to be more efficient in terms of spend vs carbon reduction.

## 2.5 How will 'business as usual' be maintained whilst change is implemented?

This program has been identified as the least disruptive means of achieving the 2030 carbon reduction targets. Most of the work can be delivered while buildings remain occupied, this will require close communication with building users and wider service level stakeholders. More intrusive works will be planned for holiday closures to minimise disruption to regular activity and operations.

To prevent excessive resource pull, within Property Services design and management teams we propose to recruit staff dedicated to this programme of work. There is no capacity within existing teams to focus on this work without affecting wider service commitments. This programme is spread over seven years up to 2030 and then further work is required from 2030 – 2045 to meet Net Zero ambitions and to comply with the Climate Change Act, the extended program makes it impossible to absorb the resource pull using existing resources.

## 2.6 What is the cost break-down of the Programme?

### 2.6.1 Budgets

| Total capital budget | Total revenue budget |
|---|---|
| £53.2m | £469k/year reduction in energy bills based on 2030 predictions at current price projections. |

### 2.6.2 Cost break-down

**Note: there is a spend profile within the Capital Investment Plan 2023-33 for the Pathway to Net Zero which we will follow and possibly advance. Further funding will be required to meet the Net Zero targets, but meanwhile the available funding will allow us to make substantial progress. The profile below is based on the most optimistic rate of programme delivery over the next seven years:**

| Year 1 | | | | |
|---|---|---|---|---|
| **Item description** | **One-off cost** | **Recurring cost** | **Funding source** | **Funding available** |
| ASHP conversions within circa 13no. buildings, domestic hot water demand reduction in circa 23 buildings and control system energy efficiency works. 2no. projects this year already funded. | £3.8m | Current forecast is for a revenue saving | Capital and Revenue | Capital: ~~Yes~~/No Revenue: ~~Yes~~/No |
| **Cumulative Total** | £3.8m | - | | |

| Year 2 | | | | |
|---|---|---|---|---|
| **Item description** | **One-off cost** | **Recurring cost** | **Funding source** | **Funding available** |
| ASHP conversions within circa 13no. buildings, domestic hot water demand reduction in circa 23 buildings and control system energy efficiency works. | £6.2m | Current forecast is for a revenue saving | Capital and Revenue | Capital: ~~Yes~~/No Revenue: ~~Yes~~/No |
| **Cumulative Total** | £10m | - | | |

| Year 3 to 7 | | | | |
|---|---|---|---|---|
| **Item description** | **One-off cost** | **Recurring cost** | **Funding source** | **Funding available** |
| ASHP conversions within circa 64no. buildings, domestic hot water demand reduction in circa 85 buildings and control system energy efficiency works. | £43.2m | Current forecast is for a revenue saving | Capital and Revenue | Capital: ~~Yes~~/No Revenue: ~~Yes~~/No |
| **Cumulative Total** | £53.2m | - | | |

### 2.6.3 Total programme costs

Total programme one-off and recurring costs are already identified in Section 1.10.1.

## 2.7 What are the benefits/dis-benefits of the programme and what measures will be used to show their realisation?

These are already identified in Sections 1.4, 1.5 and 1.6.

## 2.8 What are the known pre start-up risks?

Programme pre start-up risks have already been identified in Section 1.13 of this document. Any updates to programme pre start-up risks will be made in Section 1.13.

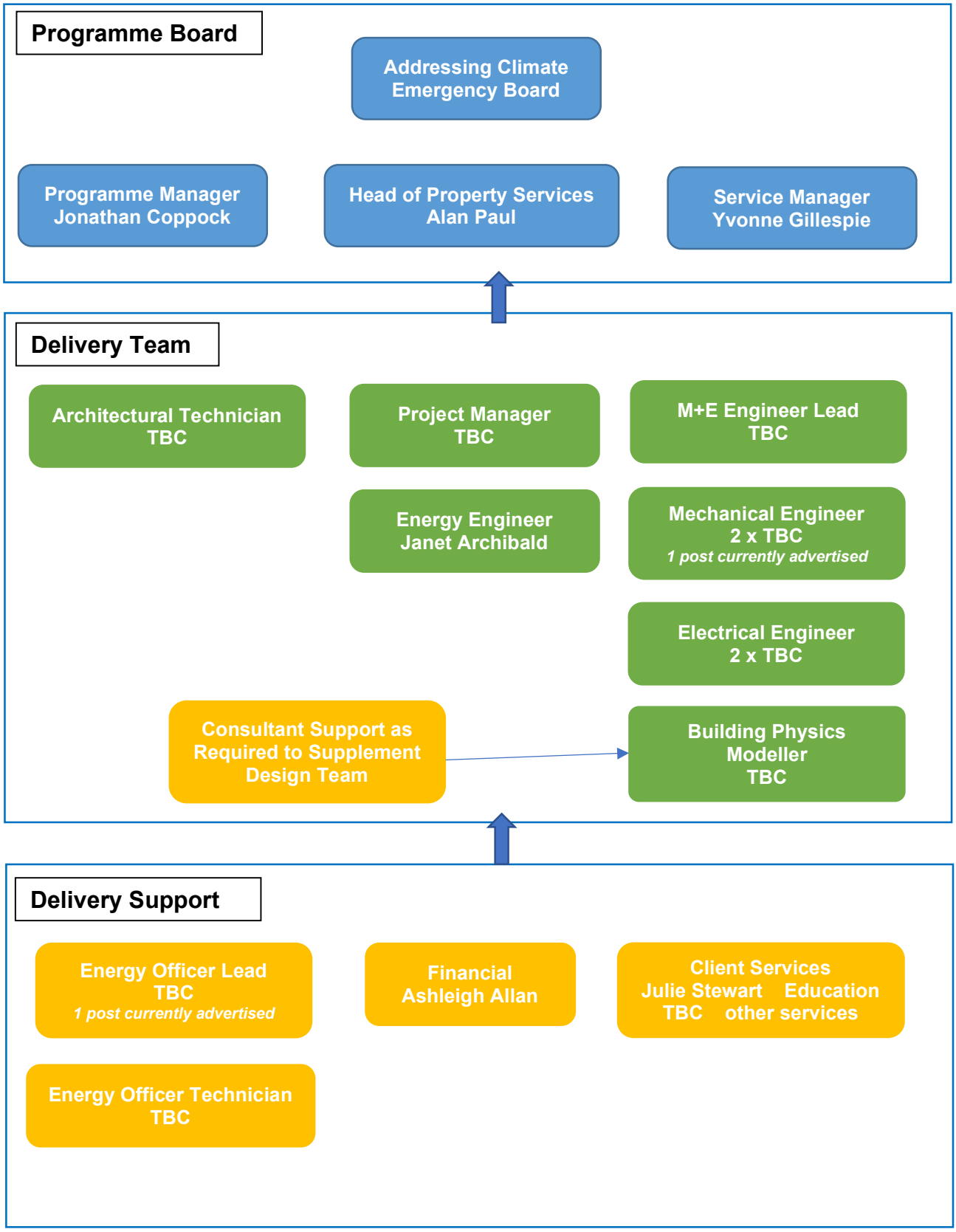
## 2.9 What are the permitted tolerances set for this programme?

***Note:*** *A tolerance is the deviation allowed out with the allocated constraints of the programme before an exception is raised to the SRO. THIS TABLE IS A GUIDE - amend for each programme element to define the tolerances that apply to this programme.*

| | **Amber status** | **Red status** *(triggers exception report to Project Sponsor/Project Board)* |
|---|---|---|
| **Cost** | Up to 10% of projects reported as amber/red regarding project costs. | Any percentage that exceeds the amber threshold. |
| **Time** | Up to 10% of projects reported as amber/red regarding project delivery timescales. | Any percentage that exceeds the amber threshold. Or additional programme activity required that exceeds original intended programme end dates. |
| **Quality** | Up to 10% of projects reported as amber/red regarding project quality elements. | Any percentage that exceeds the amber threshold. |
| **Resource** | Up to 10% of projects reported as amber/red regarding project resource elements. Or a minor delay in obtaining critical programme level resources. | Any percentage that exceeds the amber threshold. Or a significant delay in obtaining critical programme level resources. |
| **Scope** | Up to 10% of projects reported as amber/red regarding project scope elements. Or regular minor changes to programme scope/focus. | Any percentage that exceeds the amber threshold. Or regular significant changes to programme scope/focus. |
| **Risk** | Up to 10% of projects reported as amber/red regarding project risk elements. | Any percentage that exceeds the amber threshold. |
| **Benefits** | Up to 10% of projects reported as amber/red regarding project benefit elements. Or up 10% behind any programme benefits targets. | Any percentage that exceeds the amber threshold. |

## Section 3: Programme Structure

### 3.1 Programme structure chart and programme roles



### 3.2 Business Case sign-off

| Approved by | Role | Date approved |
|---|---|---|
| **Alan Paul** | **Senior Manager – Property Services** | |
| **Yvonne Gillespie** | **Service Manager -Property Services** | |
| **Jonathan Coppock** | **Net Zero Lead Professional – Programme Manager** | |
| **Ashleigh Allan** | **Finance Business Partner** | |
| | **SRO** | |

## Section 4: Appendices

**Appendix A: Properties with Recorded Energy Supplies Ranked by Carbon Emissions**

Note: the list below looks only at the emissions associated with a sites gas, kerosene, oil, LPG, water and biomass usage. Electricity, although it currently has a carbon factor associated with its use, it is predicted to decarbonise rapidly in the coming years, so has been excluded from the list, so that the focus is on emissions the council can address directly.

The top sites in terms of emissions generally rely heavily on gas for heating and hot water, whereas some of the sites towards the end of the list have negligible carbon emissions generated from the likes of lightly used water supplies.

Ongoing efficiency works won't be captured in this list as data is based on the last full years' worth of consumption.

**Key:**

**Trial sites currently under construction**

**Trail sites currently being designed**

**Survey sites for to identify buildings for the next phase**

The focus at this stage is on trialling the solutions across medium level carbon emission sites, this reduces exposure to financial risk, which is greater for the larger more complex sites and allows the initial sites to be delivered quickly so we can use the lessons learnt to influence the next phases.

| Emissions List - not including electricity carbon factor (assuming electricity reaches net zero by 2030) | |
|---|---|
| Site Group | Tonnes CO2 / annum |
| DULOCH PARK CAMPUS (PPP2) | 625.39 |
| QUEEN ANNE HIGH SCHOOL (PPP1) | 610.83 |
| KIRKCALDY HIGH SCHOOL | 449.46 |
| BEATH HIGH SCHOOL (PPP1) | 446.28 |
| BEACON LEISURE CENTRE | 385.83 |
| BROOMHEAD ENERGY CENTRE | 379.37 |
| KIRKCALDY SWIMMING POOL | 369.39 |
| KIRKCALDY CREMATORIUM | 364.00 |
| BELL BAXTER HIGH SCHOOL | 344.37 |
| LEVENMOUTH SPORTS CENTRE | 341.51 |
| COWDENBEATH LEISURE CENTRE | 341.19 |
| GLENWOOD HIGH SCHOOL | 333.42 |
| ST ANDREWS HIGH SCHOOL | 295.38 |
| DUNFERMLINE HIGH SCHOOL | 279.97 |
| NEW MADRAS COLLEGE | 273.63 |
| ANSTRUTHER PRIMARY SCHOOL (PPP1) | 269.04 |
| CUPAR SPORTS CENTRE | 248.14 |
| WOODMILL HIGH SCHOOL | 242.63 |
| LEVENMOUTH ACADEMY | 242.45 |
| COUNTY BUILDINGS | 208.08 |
| LOCHGELLY HIGH SCHOOL | 198.14 |
| AUCHMUTY HIGH SCHOOL | 197.34 |
| EAST SANDS LEISURE CENTRE | 196.42 |
| THE WAID ACADEMY | 181.59 |
| PITTENCRIEFF PARK - PARK | 163.70 |
| METHILHAVEN HOME | 161.64 |
| THE LOCHGELLY CENTRE | 157.91 |
| WEST FIFE DEPOT | 157.08 |
| DUNFERMLINE CARNEGIE LIBRARY | 149.82 |
| STRATHALLAN COMMUNITY PRIMARY SCHOOL (PPP2) | 142.72 |
| NEW CITY HOUSE | 141.86 |
| OAKLEY CAMPUS (PPP2) | 140.30 |
| MASTERTON COMMUNITY PRIMARY SCHOOL (PPP2) | 138.89 |
| BENARTY PRIMARY SCHOOL | 136.33 |
| DUNFERMLINE CREMATORIUM | 131.55 |
| CAMDEAN PRIMARY SCHOOL | 128.55 |
| BALWEARIE HIGH SCHOOL | 118.93 |
| BOWHILL SWIMMING POOL | 117.25 |
| KENNOWAY COMMUNITY PRIMARY SCHOOL (PPP2) | 114.43 |
| CARLETON PRIMARY SCHOOL | 112.43 |
| OSTLERS HOUSE RESIDENTIAL HOME | 112.02 |

| | |
|---|---|
| LINDSAY HOUSE CARE HOME LUMPHINNANS | 111.94 |
| FAIR ISLE COMMUNITY PRIMARY SCHOOL (PPP2) | 109.86 |
| INVERKEITHING COMMUNITY PRIMARY SCHOOL (PPP2) | 109.34 |
| SHELTERED HOUSING BALGILLIE COURT | 103.62 |
| NAPIER ROAD RESIDENTIAL HOME | 102.36 |
| MICHAEL WOODS SPORTS CENTRE | 101.65 |
| CARNEGIE PRIMARY SCHOOL | 101.49 |
| KINGS ROAD PRIMARY SCHOOL | 100.84 |
| TOWN HOUSE KIRKCALDY | 100.64 |
| BANKHEAD CENTRAL | 100.44 |
| BURNTISLAND AFFORDABLE HOUSING | 98.52 |
| DONIBRISTLE PRIMARY SCHOOL | 95.57 |
| SHELTERED HOUSING CANON LYNCH COURT-SPENCER HOUSE | 91.53 |
| VALLEY PRIMARY SCHOOL - NURSERY | 91.34 |
| ST COLUMBAS COMMUNITY PRIMARY SCHOOL (PPP2) | 86.69 |
| SINCLAIRTOWN PRIMARY SCHOOL | 85.82 |
| WINDMILL CAMPUS | 85.53 |
| MATRIX FIFE PROJECT BLOCK 14 | 84.38 |
| KELTY PRIMARY SCHOOL | 84.37 |
| JEAN MACKIE CENTRE | 82.55 |
| KIRKCALDY MUSEUM AND ART GALLERY | 82.23 |
| DUNNIKIER PRIMARY SCHOOL AND NURSERY | 79.88 |
| LOMOND HOUSE | 78.96 |
| SHELTERED HOUSING GRAHAM COURT | 77.24 |
| MCLEAN PRIMARY SCHOOL AND NURSERY | 75.78 |
| ST KENNETHS PRIMARY SCHOOL | 75.76 |
| ST BRIDES PRIMARY SCHOOL | 75.19 |
| ABERHILL PRIMARY SCHOOL | 74.62 |
| NORTH EDEN HOUSE RESIDENTIAL HOME | 73.64 |
| MADRAS COLLEGE SOUTH STREET | 73.37 |
| SHELTERED HOUSING MELDRUM COURT | 72.96 |
| LYNBURN PRIMARY SCHOOL | 72.71 |
| CUPAR COMBINED SERVICES DEPOT | 72.63 |
| TOUCH PRIMARY SCHOOL AND NURSERY | 72.60 |
| KIRKCALDY WEST PRIMARY SCHOOL | 72.47 |
| SHELTERED HOUSING WILSON BRUCE COURT | 72.15 |
| SHELTERED HOUSING BATHGATE COURT | 71.70 |
| DENEND PRIMARY SCHOOL | 71.48 |
| MARKINCH PRIMARY SCHOOL | 70.62 |
| SAVOY PARK SPORTS CENTRE | 70.60 |
| PARKHILL PRIMARY SCHOOL | 70.21 |
| BUCKHAVEN PRIMARY SCHOOL | 70.17 |
| PITTENCRIEFF PRIMARY SCHOOL AND NURSERY | 68.45 |
| BROAD STREET RESPITE UNIT | 68.08 |
| WAROUT PRIMARY SCHOOL | 67.45 |

| | |
|---|---|
| CROSSGATES PRIMARY SCHOOL | 67.32 |
| GREYFRIARS PRIMARY SCHOOL | 67.19 |
| BURNTISLAND PRIMARY SCHOOL | 65.67 |
| TEMPLEHALL COMMUNITY CENTRE | 64.40 |
| MOUNTFLEURIE PRIMARY SCHOOL | 64.25 |
| DALGETY BAY SPORTS AND LEISURE CENTRE | 62.62 |
| COWDENBEATH PRIMARY SCHOOL AND NURSERY | 62.38 |
| LUMPHINNANS EXTRA CARE HOUSING | 60.70 |
| PITREAVIE PRIMARY SCHOOL | 60.36 |
| BELLYEOMAN PRIMARY SCHOOL | 58.77 |
| KIRKCALDY NORTH PRIMARY SCHOOL | 58.15 |
| BLAIRHALL PRIMARY SCHOOL | 58.09 |
| METHILHILL PRIMARY SCHOOL | 57.02 |
| ST JOHNS PRIMARY SCHOOL | 56.54 |
| VOLUNTEER HOUSE WELFARE HUB KIRKCALDY (FVA) | 56.06 |
| LOCHGELLY WEST PRIMARY SCHOOL | 55.86 |
| PARKGATE COMMUNITY LEISURE CENTRE | 55.17 |
| FOULFORD PRIMARY SCHOOL AND NURSERY | 54.84 |
| PARK ROAD PRIMARY SCHOOL AND NURSERY | 53.66 |
| BLYTH HALL - NEWPORT LIBRARY AND HERITAGE CENTRE | 53.24 |
| PATHHEAD PRIMARY SCHOOL | 53.15 |
| BOWHILL CENTRE | 52.90 |
| PITTENCRIEFF PARK - GLEN PAVILION | 52.25 |
| CARDENDEN PRIMARY SCHOOL | 51.97 |
| LUMPHINNANS PRIMARY SCHOOL AND NURSERY | 51.79 |
| EAST WEMYSS PRIMARY SCHOOL - NURSERY | 51.77 |
| DYSART PRIMARY SCHOOL AND NURSERY | 51.52 |
| TORRYBURN PRIMARY SCHOOL | 51.22 |
| TAYPORT PRIMARY SCHOOL | 51.17 |
| SHELTERED HOUSING ALLAN COURT | 49.86 |
| SEGAL HOUSE - HOME 4 GOOD | 49.01 |
| AUCHTERMUCHTY PRIMARY SCHOOL | 48.67 |
| DEL FARQUHARSON COMMUNITY LEISURE CENTRE | 48.47 |
| BALDRIDGEBURN COMMUNITY LEISURE CENTRE | 48.27 |
| COLLYDEAN PRIMARY SCHOOL AND NURSERY | 48.04 |
| NEWBURGH PRIMARY SCHOOL | 47.59 |
| CAIRNEYHILL PRIMARY SCHOOL | 47.51 |
| BRUNTON HOUSE | 47.02 |
| DUNFERMLINE CITY CHAMBERS | 45.96 |
| VICTORIA HALL AUCHTERMUCHTY | 45.47 |
| WATERSTONE CROOK SPORTS CENTRE | 44.79 |
| CUPAR CORN EXCHANGE | 44.23 |
| HYNDHEAD SPECIAL SCHOOL | 44.22 |
| GLENROTHES HIGH SCHOOL | 44.15 |
| SOUTH PARKS PRIMARY SCHOOL | 44.06 |

| | |
|---|---|
| BUCKHAVEN COMMUNITY CENTRE | 44.01 |
| TAYSIDE INSTITUTE | 43.94 |
| SHELTERED HOUSING SUNNYSIDE COURT | 43.67 |
| BURNTISLAND LOCAL SERVICES CENTRE | 43.52 |
| SALINE PRIMARY AND NURSERY SCHOOL | 43.46 |
| NAPIER ROAD EXTRA CARE HOUSING | 43.39 |
| THORNTON PRIMARY SCHOOL - NURSERY | 42.73 |
| VICTORIA HOUSE HOME 4 GOOD HOMELESS UNIT | 42.49 |
| ST AGATHAS PRIMARY SCHOOL | 41.81 |
| ROBERT GOUGH ADULT TRAINING CENTRE | 41.35 |
| TOWNHILL PRIMARY SCHOOL | 39.97 |
| CROSSGATES COMMUNITY LEISURE CENTRE | 39.95 |
| VICTORY MEMORIAL HALL | 39.56 |
| GALLATOWN NURSERY | 39.26 |
| ABBEYVIEW COMMUNITY LEISURE CENTRE | 39.19 |
| BENARTY COMMUNITY CENTRE (NEW) | 39.18 |
| INVERKEITHING CIVIC CENTRE | 38.37 |
| CAPSHARD PRIMARY SCHOOL | 38.33 |
| LEVEN COMMUNITY CENTRE | 38.24 |
| HILL OF BEATH PRIMARY SCHOOL AND NURSERY | 38.00 |
| KINGHORN COMMUNITY CENTRE | 37.97 |
| DENBEATH PRIMARY SCHOOL | 37.89 |
| KINGLASSIE PRIMARY SCHOOL AND NURSERY | 37.66 |
| LADYWALK HOUSE | 36.88 |
| BALCURVIE PRIMARY AND NURSERY SCHOOL | 36.80 |
| ST PATRICKS PRIMARY SCHOOL | 36.67 |
| ST MONANS PRIMARY SCHOOL | 36.54 |
| LADYBANK PRIMARY SCHOOL | 35.70 |
| WESTFIELD NURSERY | 34.13 |
| CADHAM LIBRARY GLENROTHES | 33.95 |
| LOCHGELLY SOUTH PRIMARY SCHOOL | 33.42 |
| ST LEONARDS PRIMARY SCHOOL | 33.04 |
| CARLETON NURSERY | 32.77 |
| POPPYVIEW FAMILY CENTRE | 32.75 |
| COWDENBEATH COMMUNITY HUB MAXWELL CENTRE | 32.56 |
| CUPAR LIBRARY | 32.54 |
| OAKLEY CENTRE | 32.42 |
| CRAIL PRIMARY SCHOOL | 32.38 |
| LOCHGELLY TOWN HALL | 31.71 |
| GILVEN HOUSE | 31.42 |
| BUCKHAVEN HOMELESS UNIT HYNDHEAD HOSTEL | 30.37 |
| KINGHORN PRIMARY SCHOOL AND NURSERY | 30.06 |
| PITTEUCHAR EAST NURSERY | 29.08 |
| ROSYTH RESOURCE CENTRE | 28.50 |
| KELTY COMMUNITY CENTRE | 28.45 |

| | |
|---|---|
| METHIL COMMUNITY CENTRE | 28.14 |
| ST COLUMBAS HIGH SCHOOL | 27.84 |
| GLEBE PARK CENTRE | 27.47 |
| ST MONANS TOWN HALL | 27.21 |
| THE OASIS PROJECT | 26.98 |
| IONA HOUSE | 26.50 |
| DUNFERMLINE BUSINESS CENTRE - LL SUPPLY | 25.94 |
| CARNEGIE HALL | 25.83 |
| SHELTERED HOUSING BYRON COURT | 25.57 |
| seescape DENEND HOUSE (formerly FIFE SOCIETY FOR THE BLIND) | 25.52 |
| CERES PRIMARY SCHOOL | 25.39 |
| FIFE VOLUNTARY ACTION GLENROTHES (FVA) | 25.38 |
| EAST WING SANDY BRAE CENTRE | 25.29 |
| ANSTRUTHER EASTER TOWN HALL | 25.20 |
| COALTOWN OF WEMYSS PRIMARY SCHOOL | 25.18 |
| COALTOWN OF BALGONIE PRIMARY SCHOOL | 25.00 |
| MATTHEW FYFE HOME | 24.67 |
| COWDENBEATH LOCAL SERVICES CENTRE | 24.50 |
| KIRKCALDY COMM LEARN AND DEV OFFICE 3/5 WEMYSSFIELD | 24.43 |
| SHELTERED HOUSING GRANARY LANE | 24.10 |
| PITTENWEEM PRIMARY SCHOOL AND NURSERY | 23.44 |
| CARNOCK PRIMARY SCHOOL | 22.95 |
| ST JOSEPHS PRIMARY SCHOOL | 22.85 |
| METHIL LIBRARY AND LOCAL SERVICES CENTRE | 22.73 |
| KETTLE PRIMARY SCHOOL | 22.70 |
| TOWNHILL COMMUNITY LEISURE CENTRE | 22.40 |
| TOWER HOUSE COMMUNITY CENTRE | 22.36 |
| SPRINGFIELD PRIMARY SCHOOL | 22.31 |
| KINCARDINE COMMUNITY CENTRE | 21.97 |
| KINBURN PARK | 21.83 |
| BLAIRHALL NEW COMMUNITY EDUCATION CENTRE | 21.49 |
| LIMEKILNS PRIMARY SCHOOL AND NURSERY | 21.09 |
| CARBERRY HOUSE | 20.84 |
| MADRAS COLLEGE KILRYMONT | 20.62 |
| STRATHMIGLO PRIMARY SCHOOL | 20.45 |
| THE BRIDGES CENTRE | 20.34 |
| NORTH QUEENSFERRY PRIMARY SCHOOL | 20.14 |
| PHILP HALL | 19.82 |
| WOODLANDS NURSERY SCHOOL | 19.58 |
| WAROUT STADIUM | 19.57 |
| DALGETY BAY LIBRARY | 19.24 |
| GUARDBRIDGE PRIMARY SCHOOL | 19.05 |
| LL SUPPLY 1AND2 (COMMUNAL) FLATS BOBBERS WYND | 18.88 |
| UNITS 1 - 8 FORTH VIEW IND EST | 18.69 |
| KIRKCALDY BUSINESS INCUBATOR UNIT | 18.49 |

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| ADAM SMITH THEATRE | 18.11 |
| CANONGATE PRIMARY SCHOOL | 17.80 |
| BEANSTALK NURSERY | 17.76 |
| MILESMARK PRIMARY SCHOOL | 17.44 |
| SALINE COMMUNITY LEISURE CENTRE | 17.37 |
| YMCA-YWCA CLUB GLENROTHES | 16.99 |
| CUPAR EDUCATION CENTRE KIRKGATE | 16.99 |
| TRYST CENTRE ABBEYVIEW | 16.93 |
| WEST FIFE COMMUNITY SUPPORT SERVICE | 16.76 |
| MARKINCH TOWN HALL | 16.52 |
| THE COTTAGE FAMILY CENTRE | 16.48 |
| BALMERINO PRIMARY SCHOOL | 16.00 |
| ERSKINE HALL | 15.83 |
| GREGORY HALL | 15.80 |
| AUCHTERMUCHTY COMMUNITY CENTRE | 15.39 |
| CRAIL COMMUNITY HALL | 15.38 |
| VIEWFORTH NURSERY SCHOOL | 15.33 |
| CAMDEAN COMMUNITY LEISURE CENTRE | 15.06 |
| PITLESSIE PRIMARY SCHOOL | 14.94 |
| LAWHEAD PRIMARY SCHOOL | 14.91 |
| CRAIGROTHIE PRIMARY SCHOOL | 14.84 |
| CORRIE CENTRE | 14.81 |
| PAXTON NURSERY SCHOOL | 14.44 |
| TORRYBURN COMMUNITY LEISURE CENTRE | 14.28 |
| AUCHMUTY LEARNING CENTRE | 14.16 |
| BLAIROAK (GRP HOME) | 13.92 |
| MAIDSTONE (ST ABBS) | 13.80 |
| LEVEN WELFARE HUB (FVA) | 13.50 |
| ARNDEAN | 13.45 |
| 77 COTBURN CRESCENT (SAP) | 13.35 |
| FORGAN ARTS CENTRE - FORMER LENG RESOURCE CENTRE | 13.23 |
| DYSART HARBOURMASTERS HOUSE FCCT | 13.19 |
| KIRKTON OF LARGO PRIMARY SCHOOL | 13.12 |
| SUNFLOWER COTTAGE 5 RAITH GROVE | 12.97 |
| AUCHTERTOOL PRIMARY SCHOOL | 12.95 |
| FREUCHIE PRIMARY SCHOOL | 12.94 |
| THE COTTAGE - MARWOOD HOUSE | 12.69 |
| 6 JUBILEE COTTAGE (GRP HOME) | 12.66 |
| 91 DRUM ROAD (GRP HOME) | 12.50 |
| KILDONAN (GRP HOME) | 12.50 |
| TOUCH COMMUNITY LEISURE CENTRE | 12.31 |
| SUNFLOWER NURSERY SCHOOL | 12.31 |
| DUNBOG PRIMARY SCHOOL | 12.19 |
| CLENTRY NURSERY | 12.06 |
| KELTY SUPPORT CENTRE | 12.05 |

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| LETHAM PRIMARY SCHOOL | 12.01 |
| UNIT 2 MUIRHEAD | 11.88 |
| JAMES ALLAN COMMUNITY LEISURE CENTRE | 11.71 |
| 1 HILL STREET (GRP HOME) | 11.65 |
| ABERDOUR COMMUNITY CENTRE AND LIBRARY | 11.54 |
| SCOONIE GOLF CLUB | 11.34 |
| CASTLEHILL COMMUNITY CENTRE | 11.23 |
| PITCOUDIE PRIMARY SCHOOL AND NURSERY | 11.19 |
| ROSYTH LIBRARY | 11.13 |
| CASTLEHILL PRIMARY SCHOOL | 11.13 |
| DUNDONALD INSTITUTE | 11.10 |
| AUCHTERMUCHTY TOWN HALL AND LIBRARY | 10.85 |
| SHELTERED HOUSING MEARS COURT | 10.83 |
| ST PAULS PRIMARY SCHOOL | 10.77 |
| FAIR ISLE BOWLING PAVILION | 10.59 |
| SHELTERED HOUSING HARBOURLEA | 10.58 |
| RAINBOW NURSERY | 10.36 |
| COLINSBURGH PRIMARY SCHOOL | 10.36 |
| DALGETY BAY COMMUNITY LEISURE CENTRE | 10.23 |
| 70 HERRIOT CRESCENT (SAP) | 10.16 |
| LARGOWARD PRIMARY SCHOOL | 10.15 |
| HOME CARE 4-5 RIMBLETON AVENUE | 9.94 |
| EXIT COMMUNITY CENTRE | 9.92 |
| FERRYPORT NURSERY | 9.88 |
| DUNCHATTAN (GRP HOME) | 9.88 |
| 17 PARK ROAD | 9.85 |
| ROSSLYN HOUSE | 9.84 |
| COLLYDEAN NEIGHBOURHOOD CENTRE | 9.84 |
| KINGSBARNS PRIMARY SCHOOL | 9.52 |
| LEVEN LIBRARY AND LOCAL OFFICE | 9.46 |
| INVERKEITHING HIGH SCHOOL | 9.40 |
| AGE CONCERN CUPAR | 9.39 |
| DUNKELD HOUSE (GRP HOME) | 9.16 |
| ST ANDREWS LIBRARY | 9.12 |
| SANDWELL PARK PAVILION | 9.12 |
| BUCKHAVEN BURGH CHAMBERS | 9.12 |
| SAILORS REST CENTRE | 9.09 |
| TAYPORT LIBRARY | 9.03 |
| 7 BALGONIE PLACE (GRP HOME) | 9.02 |
| SHELTERED HOUSING SCOONIEHILL | 9.00 |
| STAR VILLAGE HALL | 8.66 |
| 31 MEIKLE SQUARE (CORE & CLUSTER) | 8.56 |
| STAR PRIMARY SCHOOL | 8.41 |
| JOHN MARSHALL COMMUNITY LEISURE CENTRE (FORMALLY PITCORTHIE | 8.37 |

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| 32 GLENLYON ROAD | 8.20 |
| GLENMAR MEDICAL RESPITE | 8.08 |
| HOME 4 GOOD CUPAR | 8.03 |
| PITTEUCHAR EAST PRIMARY SCHOOL | 7.84 |
| THE CASTINGS GROUP HOME | 7.80 |
| ARGOS CENTRE | 7.72 |
| LL SUPPLY 173-258 RAVENSCRAIG | 7.65 |
| 21 MEIKLE SQUARE (CORE & CLUSTER) | 7.63 |
| VICTORIA HALL COALTOWN OF BALGONIE | 7.57 |
| YMCA 3 MAXWELL PLACE FARMHOUSE (SAP) | 7.48 |
| CASKIEBERRAN PRIMARY SCHOOL AND NURSERY | 7.47 |
| DUNMORE NURSERY | 7.43 |
| INVERKEITHING NURSERY | 7.41 |
| LESLIE PRIMARY SCHOOL | 7.37 |
| WOODSIDE COMMUNITY CENTRE | 7.24 |
| FALKLAND VILLAGE HALL | 7.21 |
| KIRKCALDY OFF CAMPUS | 6.94 |
| SHELTERED HOUSING BALFOUR COURT | 6.93 |
| METHIL HERITAGE CENTRE | 6.83 |
| 10 RAMSAY GARDENS | 6.82 |
| BUCKHAVEN LIBRARY | 6.82 |
| ABERDOUR PRIMARY SCHOOL AND NURSERY | 6.79 |
| MOSSBANK (GRP HOME) | 6.77 |
| 5 ROTHESAY PATH (SAP) | 6.77 |
| VALLEY ACCOMODATION UNIT | 6.67 |
| LL SUPPLY 1-86 RAVENSCRAIG | 6.53 |
| HAYFIELD COMMUNITY CENTRE | 6.48 |
| LL SUPPLY 87-172 RAVENSCRAIG | 6.31 |
| STENHOUSE STREET GROUP HOME | 6.22 |
| FORTH CO-OP HALL | 6.21 |
| ST MARIES PRIMARY SCHOOL | 6.05 |
| 25 ALLAN PARK (GRP HOME) | 5.96 |
| 130 GOLFDRUM STREET (SAP) | 5.90 |
| PITTENWEEM ROAD GROUP HOME ALKEVAL | 5.89 |
| ST ANDREWS AMBULANCE | 5.67 |
| HOLLY HOUSE GROUP HOME | 5.65 |
| FIFE CYCLE CENTRE | 5.61 |
| 26 HENRYSON ROAD (GRP HOME) | 5.54 |
| SHELTERED HOUSING THE ROUND HOUSE | 5.52 |
| CHAPEL NEIGHBOURHOOD CENTRE | 5.46 |
| PITTENWEEM NEW TOWN HALL | 5.31 |
| VILLAGE INSTITUTE COALTOWN OF WEMYSS | 5.28 |
| FIFE CLIMBING CENTRE LOCHGELLY | 5.27 |
| 7 KELSO COURT (GRP HOME) | 5.27 |
| JESSAMINE COTTAGE | 5.24 |

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| 108 BANK PLACE (SAP) | 5.20 |
| EDEN PARK RESPITE UNIT | 5.16 |
| NEWCASTLE PRIMARY SCHOOL | 5.14 |
| 256 WEST HIGH STREET (SAP) | 5.12 |
| 34 GREENLAW CRESCENT (SAP) | 5.08 |
| 12 PROVOSTS LAND (SAP) | 5.00 |
| STRATHMIGLO HALL | 4.76 |
| ROXBURGH ROAD SOCIAL WORK | 4.73 |
| KINGSKETTLE MEMORIAL HALL | 4.71 |
| BURNSIDE COTTAGE | 4.69 |
| ROWANLEA (GRP HOME) | 4.67 |
| BENARTY PRIMARY SCHOOL JANITORS HOUSE | 4.64 |
| 118 ALEXANDER ROAD HOSTEL (SAP) | 4.60 |
| 1 ELM GROVE (GRP HOME) | 4.55 |
| 134 ALEXANDER ROAD HOSTEL (SAP) | 4.53 |
| 34 MARYFIELD CRESCENT (SAP) | 4.51 |
| METHILHILL OAP AND COMMUNITY CENTRE | 4.47 |
| MEMORIAL PARK CENTRE | 4.45 |
| 4 CORONATION STREET (GRP HOME) | 4.44 |
| 6 WHITELAW CRESCENT GROUP HOME | 4.42 |
| ELIE AND EARLSFERRY LIBRARY | 4.37 |
| KINCARDINE FCT LIBRARIES AND MUSEUM HQ | 4.34 |
| METHVEN ROAD (GRP HOME) | 4.31 |
| STATIONHEAD ROAD GROUP HOME | 4.26 |
| ELIE AND EARLSFERRY TOWN HALL | 4.23 |
| BLALOWAN PARK DAY CENTRE | 4.18 |
| 100 KEITH DRIVE (SAP) | 4.13 |
| 45 UNION STREET GROUP HOME | 4.07 |
| 1 COCHRANE WALK (CORE HOUSE) | 3.97 |
| SHELTERED HOUSING MOIR COURT | 3.92 |
| 68 ADAMSON CRESCENT (SAP) | 3.84 |
| 126 ALEXANDER ROAD HOSTEL (SAP) | 3.83 |
| SHELTERED HOUSING DOLLAR COURT WARDEN | 3.82 |
| GLEBE ROAD GROUP HOME COWDENBEATH | 3.75 |
| 35 GOLFDRUM STREET (CORE HOUSE) | 3.75 |
| 23 LANSBURY STREET (SAP) | 3.73 |
| 130 ALEXANDER ROAD HOSTEL (SAP) | 3.71 |
| MOORE PARK PAVILION | 3.69 |
| MADRAS COLLEGE SPORTS PAVILION 1 | 3.68 |
| FALKLAND LIBRARY | 3.67 |
| KIRKCALDY EAST LOCAL SERVICES CENTRE | 3.65 |
| 6 RAITH GROVE | 3.60 |
| 20 SKIBO AVENUE (SAP) | 3.60 |
| 364 MAGNUS DRIVE (SAP) | 3.60 |
| 120 ALEXANDER ROAD HOSTEL (SAP) | 3.59 |

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| 116 ALEXANDER ROAD HOSTEL (SAP) | 3.57 |
| 76 TEMPLEHALL AVENUE (SAP) | 3.57 |
| 25 GREENLAW CRESCENT (SAP) | 3.53 |
| CORN EXCHANGE HOUSE YOUTH CAFE CUPAR | 3.53 |
| 183 ALEXANDER ROAD (SAP) | 3.46 |
| 50 PATERSON PARK | 3.36 |
| 1 DURIE PARK (SAP) | 3.36 |
| 1 RANDOLPH COURT (SAP) | 3.34 |
| 90 KIRKE PARK (SAP) | 3.31 |
| SHELTERED HOUSING METHILHAVEN SEA ROAD | 3.31 |
| BURNSIDE BUSINESS CENTRE - SUITE 2-4 | 3.30 |
| LL SUPPLY 105-113 NICOL STREET | 3.27 |
| TEMPLEHALL LEARNING CENTRE | 3.26 |
| COMRIE COMMUNITY CENTRE | 3.25 |
| 56 TEMPLEHALL AVENUE (SAP) | 3.24 |
| 132 ALEXANDER ROAD HOSTEL (SAP) | 3.16 |
| 124 ALEXANDER ROAD HOSTEL (SAP) | 3.16 |
| 124 ST KILDA CRESCENT (SAP) | 3.16 |
| 136 ALEXANDER ROAD HOSTEL (SAP) | 3.15 |
| 206 VALLEY GARDENS (SAP) | 3.14 |
| 171 FORRES DRIVE (CORE HOUSE) | 3.13 |
| BANKHEAD CENTRAL VEHICLE WASH | 3.07 |
| CITIZENS ADVICE AND RIGHTS FIFE COWDENBEATH (CARF) | 3.06 |
| 57 HERRIOT CRESCENT (SAP) | 3.01 |
| 117 SIMON CRESCENT (SAP) | 2.98 |
| 47 SIMON CRESCENT (SAP) | 2.97 |
| 6 BAIRD CRESCENT (SAP) | 2.96 |
| KIRKHILL (GRP HOME) | 2.91 |
| 42 KEIR HARDIE STREET (SAP) | 2.90 |
| DUNNIKIER BUSINESS UNITS - 28 MIDFIELD DR | 2.90 |
| DUNNIKIER BUSINESS UNITS - 30 MIDFIELD DR | 2.90 |
| DUNNIKIER BUSINESS UNITS - 29 MIDFIELD DR | 2.90 |
| DUNNIKIER DUSINESS UNITS - 27 MIDFIELD DR | 2.90 |
| SEAL DUNFERMLINE | 2.89 |
| 122 ALEXANDER ROAD HOSTEL (SAP) | 2.89 |
| 16 MARION STREET (SAP) | 2.89 |
| 64 WATT CRESCENT GROUP HOME | 2.84 |
| 18 PEIRSON ROAD (CORE OFFICE) | 2.81 |
| 65 WESTWOOD AVENUE (SAP) | 2.81 |
| 59 LAWSON STREET (SAP) | 2.80 |
| 43 UNION STREET (GROUP HOME) | 2.75 |
| MARKINCH TRADING STANDARDS OFFICE | 2.74 |
| 61 ROSSEND TERRACE (SAP) | 2.71 |
| LL SUPPLY 23 ROSS GARDENS | 2.71 |
| PITCOUDIE PRIMARY SCHOOL AFTER SCHOOL CLUB | 2.64 |

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| 29 MELROSE CRESCENT (SAP) | 2.63 |
| SHELTERED HOUSING STRATHYRE PLACE | 2.60 |
| 138 ALEXANDER ROAD HOSTEL (SAP) | 2.54 |
| LL SUPPLY 111-121 OVERTON MAINS | 2.52 |
| RIMBLETON PRIMARY SCHOOL | 2.51 |
| 102 ST KILDA CRESCENT (SAP) | 2.46 |
| WARDENS OFFICE 12 GLEBE ROAD ST ANDREWS | 2.46 |
| LL SUPPLY 7-11 CAITHNESS PLACE | 2.38 |
| 23 LAWSON STREET (SAP) | 2.37 |
| PITTENCRIEFF OUTDOOR NURSERY | 2.36 |
| BOWHILL BOWLING CLUB | 2.35 |
| TORBAIN PRIMARY SCHOOL | 2.29 |
| LL SUPPLY 37-49 NICOL STREET | 2.29 |
| 9 KEIR HARDIE WYND (GRP HOME) | 2.25 |
| 2 TIREE PLACE (SAP) | 2.25 |
| 11 MEIKLE SQUARE (CORE & CLUSTER) | 2.25 |
| 11 AUCHMUTY DRIVE (SAP) | 2.24 |
| PITTEUCHAR WEST PRIMARY SCHOOL | 2.23 |
| LL SUPPLY 149-161 NICOL STREET | 2.23 |
| ROTHES HALLS | 2.23 |
| LL SUPPLY PRIME GILT BOX STREET | 2.22 |
| ST MARGARETS PRIMARY SCHOOL | 2.21 |
| 240 WEST HIGH STREET (SAP) | 2.20 |
| THE AVENUE - UNIT 7 | 2.17 |
| 13 HARRIS DRIVE (SAP) | 2.17 |
| LL SUPPLY 3 CROSS STREET | 2.16 |
| 75 GILFILLAN ROAD (SAP) | 2.16 |
| LL SUPPLY 361-373 LINKS STREET | 2.14 |
| 75 LAWSON STREET (SAP) | 2.10 |
| 106 CAIRNS STREET EAST (SAP) | 2.07 |
| ST CLAIR TAVERN | 2.02 |
| SHELTERED HOUSING MELVILLE COURT | 2.02 |
| LL SUPPLY 1 - 3 SMEATON GARDENS | 2.02 |
| NEWPORT PRIMARY SCHOOL AND NURSERY | 1.97 |
| 110 CAIRNS STREET EAST (SAP) | 1.92 |
| OAKLEY COMMUNITY HUB | 1.87 |
| LL SUPPLY 14-25 OVERTON MAINS | 1.86 |
| 62 MASSERENE ROAD (CORE HOUSE) | 1.86 |
| LL SUPPLY 30 BROOMSIDE | 1.86 |
| SHELTERED HOUSING OTTERSTON PLACE | 1.84 |
| COMMUNITY SERVICES WORKSHOP 19 WOODGATE WAY | 1.84 |
| SHELTERED HOUSING 23 MACFARLANE COURT | 1.78 |
| 43 LETHAM AVENUE (SAP) | 1.75 |
| GREIG INSTITUTE WINDYGATES | 1.74 |
| CUPAR RECYCLING CENTRE COAL ROAD | 1.71 |

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| LOCHORE MEADOWS COUNTRY PARK GOLF AND FOOTBALL PAVILION | 1.70 |
| SOUTHWOOD PRIMARY SCHOOL - NURSERY | 1.66 |
| SHELTERED HOUSING TARVIT GREEN | 1.65 |
| SHELTERED HOUSING WARDENS HOUSE 16 CASTLE PARK | 1.60 |
| PITTENWEEM UPPER HALL AND LIBRARY | 1.57 |
| CARNEGIE LEISURE CENTRE | 1.57 |
| CANMORE PRIMARY SCHOOL | 1.56 |
| 43 WAVERLEY DRIVE (CORE HOUSE) | 1.52 |
| LL SUPPLY 20 BERWICK PLACE | 1.50 |
| LL SUPPLY 65-79 NICOL STREET | 1.48 |
| 39 THE RIGGS (SHELTERED HOUSING) | 1.45 |
| LL SUPPLY 6-16 HIGH STREET DYSART | 1.38 |
| DUNSHALT VILLAGE HALL | 1.33 |
| LL SUPPLY 44-50 BUCHANAN COURT | 1.30 |
| 8 KEIR HARDIE WYND (GRP HOME) | 1.29 |
| ELMWOOD HOUSE | 1.28 |
| LL SUPPLY 14-16 SMEATON GARDENS | 1.26 |
| SHELTERED HOUSING TURRIFF PLACE | 1.20 |
| LL SUPPLY 43-47 ORKNEY PLACE | 1.19 |
| 27 ANCRUM COURT | 1.17 |
| LL SUPPLY 32-35 SHETLAND PLACE | 1.17 |
| SHELTERED HOUSING WARDENS OFFICE 9 PROVOST SCOTT COURT | 1.16 |
| LL SUPPLY 46-48 SUTHERLAND PLACE | 1.12 |
| LL SUPPLY 35-37 SMEATON GARDENS | 1.11 |
| LL SUPPLY 7-11 BUCHANAN COURT | 1.11 |
| 151 DEN WALK (SAP) | 1.09 |
| LL SUPPLY 57-60 CAITHNESS PLACE | 1.07 |
| 113 KATRINE CRESCENT (SAP) | 1.06 |
| LL SUPPLY 72-76 HIGH STREET DYSART | 1.03 |
| DUNNIKIER BUSINESS UNITS - 26 MIDFIELD DR | 0.98 |
| COMMERCIAL PRIMARY SCHOOL | 0.98 |
| LL SUPPLY 52-56 CAITHNESS PLACE | 0.97 |
| DUNNIKIER BUSINESS UNITS - 32 MIDFIELD DR | 0.97 |
| FIFE HOUSE | 0.96 |
| DALGETY BAY PRIMARY SCHOOL AND NURSERY | 0.93 |
| WESTPORT BUSINESS CENTRE | 0.92 |
| CROSSFORD PRIMARY SCHOOL | 0.92 |
| LL SUPPLY 118-128 HIGH STREET DYSART | 0.91 |
| LL SUPPLY 220-230 OVERTON MAINS | 0.90 |
| LL SUPPLY 55-56 ORKNEY PLACE | 0.90 |
| 2 KIRKINCH ROAD (GRP HOME) | 0.87 |
| THORNTON OAP CLUB | 0.81 |
| PITTENWEEM FOOTBALL PARK PAVILION | 0.80 |
| SILVER SANDS PUBLIC TOILETS | 0.68 |
| LOCHORE MEADOWS OUTDOOR EDUCATION CENTRE | 0.65 |

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| SHELTERED HOUSING 8 TOLBOOTH CLOSE WARDEN | 0.63 |
| MELVILLE WOOD DEPOT LANDFILL SITE | 0.55 |
| DYSART CENTRE | 0.51 |
| LEUCHARS PRIMARY SCHOOL | 0.48 |
| YOUNG COMMUNITY HALL | 0.48 |
| LISMORE COURT GROUP HOME | 0.44 |
| LL SUPPLY 20-25 CAITHNESS PLACE | 0.44 |
| TOWNHILL COUNTRY PARK- PAVILION | 0.40 |
| CITIZENS ADVICE AND RIGHTS FIFE DUNFERMLINE (CARF) | 0.35 |
| PUBLIC CONVENIENCE FLUTHERS | 0.35 |
| SHELTERED HOUSING 25 BLAIRADAM COURT | 0.33 |
| LL SUPPLY 1-3 SUTHERLAND PLACE | 0.32 |
| DUNNIKIER BUSINESS UNITS - 31 MIDFIELD DR | 0.31 |
| KIRK STREET FOOTBALL PAVILION | 0.29 |
| LL SUPPLY 9-15 SHETLAND PLACE | 0.28 |
| MILTON OF BALGONIE PRIMARY SCHOOL | 0.28 |
| PITREAVIE FACILITES | 0.28 |
| SHELTERED HOUSING 2 ELM PLACE WARDENS OFFICE | 0.26 |
| LEVEN BUS STATION | 0.26 |
| PUBLIC CONVENIENCE THE CROSS BOW BUTTS | 0.25 |
| PUBLIC CONVENIENCE THE TEMPLE | 0.24 |
| WILLIAM PATH GROUP HOME | 0.24 |
| PUBLIC CONVENIENCE THE LINKS BURNTISLAND | 0.23 |
| CHILDRENS WATER FEATURE | 0.22 |
| ROTHESAY HOUSE | 0.22 |
| ALLOTMENTS THE BARONY - EAST WEMYSS | 0.21 |
| DUNNIKIER GOLF COURSE | 0.21 |
| BEVERIDGE PARK DEPOT | 0.21 |
| PUBLIC CONVENIENCE SALE RING - HARBOUR SHORE STREET | 0.21 |
| DUNFERMLINE BUS STATION | 0.20 |
| HEATHERYWOOD TRAVELLING PERSONS SITE | 0.19 |
| PUBLIC CONVENIENCE CHURCH SQUARE | 0.19 |
| KIRKCALDY BUS STATION | 0.18 |
| LL SUPPLY MEADOWFIELD IND EST | 0.17 |
| GLENROTHES GOLF COURSE | 0.17 |
| THORNTON TRANSFER STATION | 0.17 |
| LL SUPPLY ALEXANDER ROAD HOSTEL (SAP) | 0.17 |
| PUBLIC CONVENIENCE HARBOUR ELIE | 0.16 |
| LUNDIN MILL PRIMARY SCHOOL | 0.16 |
| RAVENSCRAIG PARK FOOTBALL PAVILION | 0.15 |
| CRAIGTOUN COUNTRY PARK | 0.14 |
| ROBERTSON ROAD PAVILION | 0.14 |
| TOWNHILL COUNTRY PARK SKI CENTRE | 0.14 |
| LL SUPPLY 57-58 SHETLAND PLACE | 0.13 |
| TULLIALLAN PRIMARY SCHOOL | 0.13 |

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| SPORTS PAVILION STATION ROAD CARDENDEN | 0.13 |
| PUBLIC CONVENIENCE HARBOUR-INN STREET | 0.13 |
| WORMIT PRIMARY SCHOOL | 0.12 |
| PUBLIC CONVENIENCE BEACH KINGSBARNS | 0.12 |
| PUBLIC CONVENIENCE THE PENDS | 0.11 |
| PUBLIC CONVENIENCE STENTON ROW | 0.11 |
| HOPE PLACE PUBLIC CONVENIENCE | 0.11 |
| FALKLAND PRIMARY SCHOOL | 0.11 |
| 1A - 1B KIRKINCH ROAD (GRP HOME) | 0.11 |
| INNOVATION CENTRE (FRIC) | 0.11 |
| KING GEORGE V PARK LEVEN | 0.10 |
| JOHN DIXON PARK | 0.10 |
| DUNFERMLINE CEMETERY AND STORE | 0.10 |
| GLENROTHES BUS STATION | 0.10 |
| 3 KIRKINCH ROAD (GRP HOME) | 0.09 |
| ST NINIANS PRIMARY SCHOOL | 0.09 |
| HALBEATH PARK AND RIDE FACILITY | 0.09 |
| BRUCE EMBANKMENT PUBLIC CONVENIENCE | 0.09 |
| JOHN FERGUS SCHOOL | 0.09 |
| PUBLIC CONVENIENCE EAST SANDS | 0.08 |
| LOMOND COMMUNITY CENTRE | 0.08 |
| COWDENBEATH DORA GOLF CLUB | 0.08 |
| PUBLIC CONVENIENCE ST JAMES PLACE | 0.07 |
| 12 LAUDER ROAD (SAP) | 0.07 |
| CADHAM COMMUNITY CENTRE | 0.07 |
| BURNSIDE BUSINESS CENTRE - SUITE 1-3 | 0.07 |
| ST SERFS PRIMARY SCHOOL | 0.07 |
| METHILHAVEN DEPOT WORKSHOPS | 0.07 |
| ABBEYVIEW LOCAL SERVICES CENTRE | 0.07 |
| BALMAISE COMMUNITY CENTRE | 0.07 |
| LETHAM GLEN PC | 0.07 |
| PUBLIC CONVENIENCE PROMENADE LEVEN | 0.07 |
| ST CLAIR CENTRE | 0.07 |
| PUBLIC CONVENIENCE ESPLANADE | 0.07 |
| ROBERTSON ROAD (GRP HOME) | 0.06 |
| FERRYTOLL PARK AND RIDE - BUS STAND OFFICE | 0.06 |
| DAIRSIE PRIMARY SCHOOL | 0.06 |
| BALMULLO PRIMARY SCHOOL | 0.06 |
| ANSTRUTHER HARBOUR | 0.06 |
| CULROSS PRIMARY SCHOOL | 0.06 |
| TARVIT MILL TRAVELLING PERSONS SITE AND HOSTEL | 0.06 |
| KINGLASSIE PARK | 0.06 |
| BURNTISLAND NURSERY | 0.06 |
| ALLOTMENTS FACTORY ROAD | 0.06 |
| LOCHORE PAVILION KING GEORGE V PARK | 0.05 |

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| LESLIE CEMETERY | 0.05 |
| WEST SLIPWAY ST MONANS | 0.05 |
| EAST WEMYSS SENIOR CITIZENS CENTRE | 0.05 |
| PUBLIC CONVENIENCE THE HARBOUR CRAIL | 0.05 |
| PUBLIC CONVENIENCE WEST BRAES | 0.05 |
| WAR MEMORIAL PARK PAVILION | 0.05 |
| HAYFIELD CEMETERY | 0.05 |
| PITTENCRIEFF STREET GROUP HOME AND STAFF HOUSE | 0.05 |
| HARLEY STREET PADDLING POOL | 0.05 |
| BEVERIDGE PARK SPORTS PAVILLION | 0.05 |
| ANSTRUTHER DEPOT AND RECYCLING STATION | 0.04 |
| 6 FERGUS PLACE (GRP HOME) | 0.04 |
| CARLETON PARK PAVILION | 0.04 |
| QUARRY PARK PAVILION | 0.04 |
| 10 WHITELAW ROAD (GROUP HOME) | 0.04 |
| 19 SCHOOL GROVE (CORE & CLUSTER) | 0.04 |
| SCOONIE GOLF COURSE | 0.04 |
| ALLOTMENTS DALLAS DRIVE | 0.03 |
| BEVERIDGE PARK PC | 0.03 |
| PUBLIC CONVENIENCE BALGONIE WEST | 0.03 |
| SCOONIE CEMETERY | 0.03 |
| ROOME BAY PARK (PUBLIC CONVENIENCE) | 0.03 |
| ELIE PRIMARY SCHOOL | 0.03 |
| METHIL RECYCLING CENTRE | 0.03 |
| PITTENWEEM HARBOUR FISHMARKET AND GRANARY | 0.03 |
| PUBLIC CONVENIENCE WESTGATE | 0.03 |
| PUBLIC CONVENIENCE KINGHORN ROAD | 0.03 |
| ALLOTMENTS WHIRLBUT STREET | 0.02 |
| RANDOLPH FOOTBALL PAVILION | 0.02 |
| ALLOTMENTS WEMYSS ROAD | 0.02 |
| KINGSEAT COMMUNITY LEISURE CENTRE | 0.02 |
| FOOD RESOURCE BASE - FIFE FOOD CENTRE | 0.02 |
| LOCHHEAD PARK SPORTS PAVILION | 0.02 |
| P3950929 TEMP SITE OFFICE WESTWAY | 0.02 |
| LOCHGELLY RECYCLING CENTRE | 0.02 |
| STRATHKINNESS PRIMARY SCHOOL | 0.02 |
| RAVENSCRAIG PARK TOILET | 0.02 |
| ST ANDREWS WESTERN CEMETERY | 0.02 |
| MEMORIAL PARK DEPOT | 0.02 |
| 27 BLEACHFIELD COURT (CORE & CLUSTER) | 0.02 |
| 44 JOHNSTON CRESCENT (GRP HOME) | 0.02 |
| HALBEATH NURSERY AND COMMUNITY SPACE | 0.02 |
| ALLOTMENTS GLAMIS ROAD | 0.02 |
| BURNTISLAND LIBRARY | 0.01 |
| TEMP SITE OFFICE DUNNIKIER | 0.01 |

| | |
|---|---|
| OVERTON COMMUNITY CENTRE | 0.01 |
| KENNOWAY COMMUNITY CENTRE | 0.01 |
| CULROSS CEMETERY | 0.01 |
| 17 SCHOOL GROVE (CORE & CLUSTER) | 0.01 |
| LUMPHINNANS SPORTS FACILITY | 0.01 |
| AF4 - UNIT 4-5 | 0.01 |
| CRAIL CEMETERY | 0.01 |
| DALGAIRN ADULT TRAINING CENTRE | 0.01 |
| ESPLANADE-THISTLE STREET MULTI-STOREY CAR PARK | 0.01 |
| ST ANDREWS RECYCLING CENTRE | 0.01 |
| ALLOTMENTS MANSE LANE | 0.01 |
| LESLIE LIBRARY | 0.01 |
| BANKHEAD SALT STORAGE FACILITY | 0.01 |
| CRIMINAL JUSTICE DICKSON STREET | 0.01 |
| GLENROTHES CRICKET CLUB | 0.01 |
| 13 BLEACHFIELD COURT (CORE & CLUSTER) | 0.01 |
| KIRKCALDY ENTERPRISE CENTRE - LL | 0.01 |
| RAVENSCRAIG OUTDOOR NURSERY | 0.01 |
| ALLOTMENTS ST COLMES CRESCENT | 0.01 |
| LOCHHEAD LANDFILL SITE | 0.01 |
| DALGETY BAY RECYCLING CENTRE | 0.01 |
| ALLOTMENTS EAST MARCH STREET | 0.01 |
| ST ANDREWS TOWN HALL | 0.01 |
| KING GEORGE V PARK - MILTON OF BALGONIE | 0.01 |
| CRAIL HARBOUR | 0.01 |
| PUBLIC CONVENIENCE SHORE ROAD PLAYPARK | 0.01 |
| DYSART REGENERATION OFFICE | 0.01 |
| PUPIL SUPPORT SERVICE CENTRAL RIMBLETON | 0.01 |
| 41 DROVERHALL AVE (GROUP HOME) | 0.01 |
| AUCHTERMUCHTY FOOTBALL PAVILLION | 0.01 |
| GLENROTHES PARKS DEPOT | 0.01 |
| KIRK OF BEATH CEMETERY STORE | 0.01 |

# A Vision for Low Carbon Construction in Fife

**Vision, Values and Focus Areas**

## Vision

All Fife Council led construction projects to develop new buildings or refurbish existing properties shall enable our objective to reach Net Zero targets by 2045 at the latest.

We will consider the carbon impact of our construction activities, minimising embodied carbon emissions associated with construction materials and operational carbon emissions from our buildings in use. In doing so we aim to be a leading authority in delivering carbon conscious design and construction. We will do this by adhering to the following:

- Ensure no work completed now will negatively impact a buildings ability to transition to net zero operational carbon by 2045.
- Reduce energy consumption through careful fabric design and detailing and selection of energy efficient equipment.
- Wherever feasible, maximise the use of low embodied carbon materials.
- Develop and support local skills and suppliers through a consistent standard of specification.
- Provide healthy and attractive spaces in which people can learn, work and enjoy.
- Consider emerging technologies and processes to ensure appropriate solutions are appraised as the sector and market evolves.
- Support climate change targets through the decarbonisation of our buildings
- Attract external investment to progress our vision.

The vision supports government ambitions by delivering projects which positively contribute towards current targets:

**Scottish Government:** the Climate Change (Emissions Reduction Targets) (Scotland) Act requires all buildings in Scotland to be net zero by 2045.

**UK Government:** all buildings in the UK are to be net zero by 2050.

Our vision brings together all our key priorities into one concise list, it makes clear the outcomes Fife Council expects from the projects we construct and substantiates the decisions made to achieve these goals.

## Values

**Place:** We will take a place-based approach to the projects we work on, maximising benefits for local communities.

**Ambition:** We are committed to scaling up our decarbonisation plans, acknowledging that initially this will be a steep learning curve whilst maintaining a key focus on the long-term benefits.

**Pragmatic:** We will continue to deliver practical, realistic, and best value solutions following data based and industry best practice approaches, accepting that focus may need to shift as markets and technology develop.

**Enabling:** We recognise the need to decarbonise our own property estate, in doing so we must implement solutions that don't create barriers to neighbouring buildings which are following similar decarbonisation strategies and we will support local projects which help Fife transition to net zero.

**Collaborative:** We will build on existing partnership working, sharing experiences, and learning from others to enhance the benefits realised in Fife.

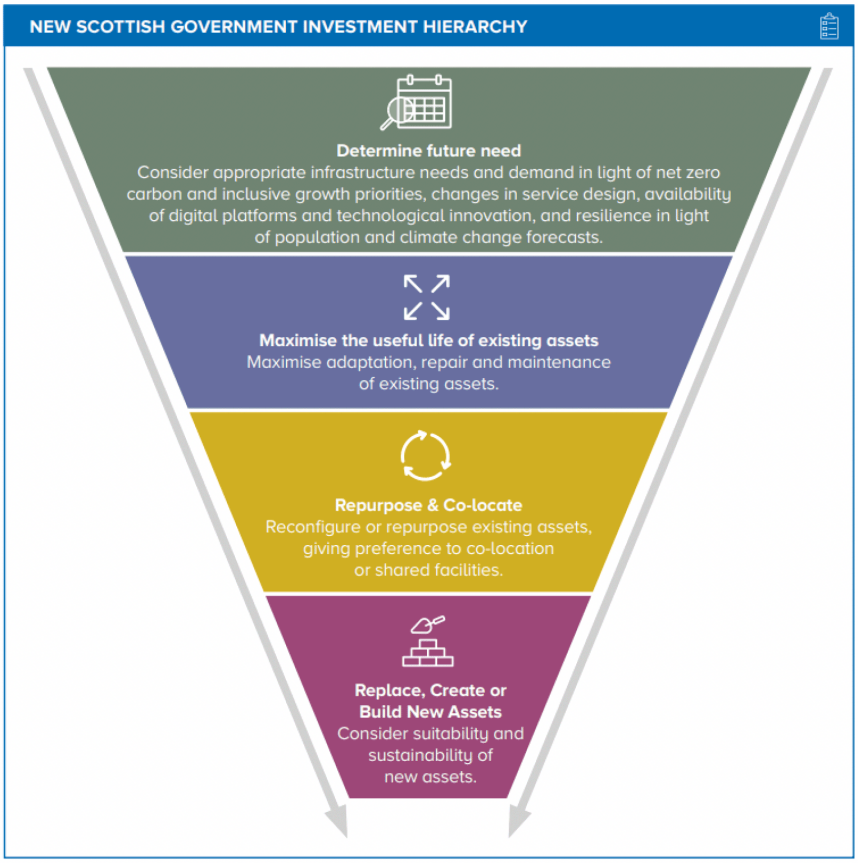
Our values set out the core beliefs that shape the work we do in Property Services, they reflect the behaviours and considerations we promote that will help us to achieve our vision.

## Focus Areas


Our focus areas are high level categories that we will concentrate on. They reinforce existing good practices and support areas where we can make strategic changes to the way we deliver projects to align with our vision.

# Supporting Information

The starting point for any new project should be the Scottish Government Investment Hierarchy, it focuses on reducing embodied carbon from the outset:




Following the investment hierarchy, we first need to determine if it is necessary to retain the building or if it's function could be delivered by other means, for example could staff work remotely or share facilities available elsewhere within the council estate?

If an existing building is utilised to its full potential and provides ongoing essential services in an effective manner, then it should be well maintained to maximise its useful life. As plant and building fabric elements come to end of life these should be replaced with efficient alternatives to enhance the building performance. In the case of fossil fuel heating systems these should be replaced with low carbon heating replacements wherever viable.

If an existing building no longer meets the functional needs of the building users, however it could be reconfigured to do so then this is a preference to demolition and rebuild. Embodied carbon can be offset by retaining as much of the original building fabric as possible during a refurbishment project. If the project can facilitate the wider use of the building by other services or user groups without affecting the core function this should be considered as part of the project planning process. Following a defined 'standard for net zero construction' should be considered to support this project type.

If the only option available is to build a new asset, then achieving net zero shall be considered from the start of the project. Following a defined 'standard for net zero construction' is strongly recommended to support the decision-making process for this project type.

## Applicable standards for construction


Building Regulations – The Scottish Building Regulations must be followed on all projects and they represent a minimum standard in terms of building energy efficiency.

If there is potential on a project to improve upon the Building Regulations standards through enhanced fabric and/or building services performance upgrades where these have minimal impact on upfront costs or follow the recommendations of a whole life cycle costing analysis, then we should progress on that basis. It's more cost effective and less disruptive to improve a buildings performance when undertaking a wider package of works than it is to retrofit energy efficiency solutions in isolation.

## Applicable standards for net zero construction

Passivhaus – Focusses primarily on creating ultra-low energy use buildings that will meet net zero targets, limited consideration for embodied carbon in current version of the standard.


Net Zero Public Sector Buildings Standard – Focusses on achieving net zero by 2045 by setting standards for energy efficient buildings, also with a focus on embodied carbon and whole life cost outcomes. There are two versions of this standard, one for new builds and the other for refurbishments. The standard focusses on routes to net zero; a project may target net zero on completion of the works or set out subsequent works which should be completed prior to 2045 to achieve the net zero target.

Alternative standards are available and providing they support our vision they can also be used to develop a project. These are all voluntary standards so there is no obligation for full compliance, a pragmatic approach would be to follow and evidence a designated low carbon standard on large projects and simply follow the principles on smaller projects. Frequently on larger projects funding will be conditional on a suitable low carbon standard being followed, to evidence work undertaken to reduce the carbon impact of the project. For smaller projects the additional resources required to evidence these standards are unlikely to present value for money and funding may be better directed to low carbon measures incorporated into the project.

We are not stipulating here what constitutes a large or small project, the Contract Administrator should make a judgement at project inception whether there is added benefit in targeting a low carbon certified design for their specific project. Some things to consider:

- Is external funding sought or approved for the project?
- Is there potential to significantly reduce operational energy consumption?
- Are considerable quantities of new materials required to complete the project?
- Is the building likely to be part of the council estate post 2045?

**If the answer to any of the above questions is 'Yes' then following a certified standard for net zero construction will benefit the project.*

## Whole life carbon and cost assessment

To assess the whole life carbon and life cycle costing associated with a project, the following standards and tools may be used, again the decision on whether to adopt one of these methods on a project will depend on the balance between resource time and the overall carbon/cost benefits which can be realised.

As a guide all new builds and deep retrofit projects are likely to benefit from this analysis and if following a certified net zero construction standard it will be a prerequisite for compliance. For larger refurbishments, where the work is likely to have an impact on the running costs of the building, i.e. involving the external fabric or upgrading building services, then these tools will add benefit to the project irrespective of whether a certified net zero construction standard is being followed. For refurbishment works which don't impact on the external fabric or building services then only a whole life carbon assessment should be considered.

## Whole life carbon assessment standard

BS EN 15978:2011 Sustainability of construction works - assessment of environmental performance of buildings - calculation method.

RICS Whole life carbon assessment (WLCA) for the built environment – standard framework for calculating the whole life carbon emissions associated with projects.

-

*Alternative assessment standards and tools are available and providing they offer a similar level of accuracy to the BS EN 15978:2011 they can be used to develop a project.*

## Whole Life cycle cost assessment

As well as considering whole life carbon there should be a strong focus on whole life cost outcomes over capital cost prioritisation, operational expenditure for buildings will be 5-10 times as much as the capital cost measured over the life of the asset. Some sample tools / methodologies are listed below for reference:

Scottish Futures Trust tool

RICS Lifecycle costing tool

### Overview of the study findings guiding the bivalent heating solution

A bivalent system in this context is one that relies on most of a buildings heating coming from low carbon air source heat pumps with the remainder provided by the existing gas boilers. This keeps capital and maintenance costs down as we can reduce the number of heat pumps required to heat a building by focusing on the base heat load, avoiding expensive heat pumps sitting idle for much of the year. It also helps to ease pressure on electricity grid capacity.

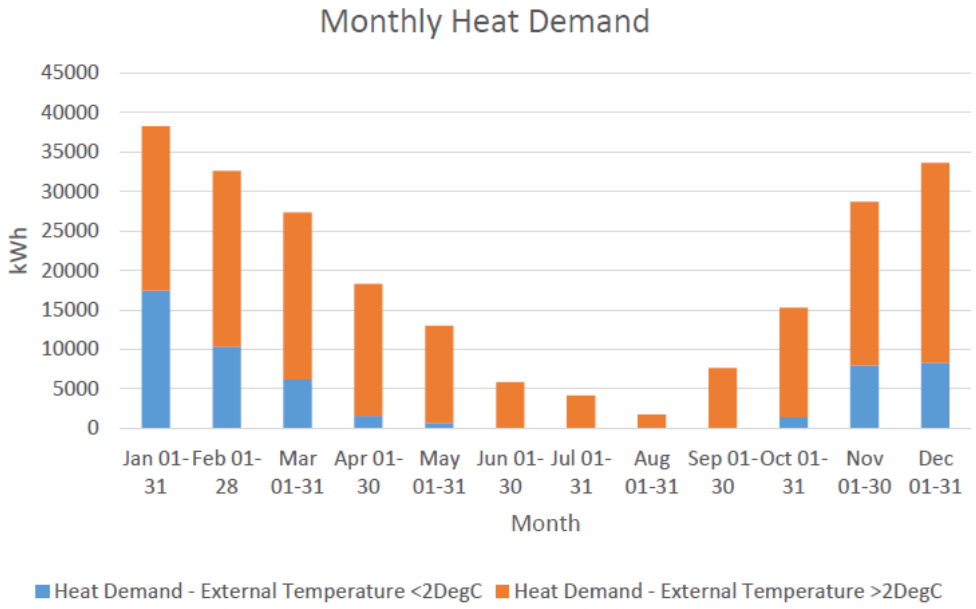



Figure 1 - The above chart is an example of the typical share of heating by heat pumps in orange (80%) and gas boilers in blue (20%) over a year.

We commissioned a study to analyse different retrofit options for 8 schools, these covered a range of building types from listed buildings to more recently built schools within the estate. The study stress tested 6 options:

1. Do nothing *baseline case*
2. Add low carbon heating plant only (keeping existing gas boilers)
3. Option 2 plus light fabric improvements
4. Option 3 with additional intrusive fabric improvements
5. Option 4 with LED lighting
6. Deep retrofit to EnerPHit (Passivhaus refurbishment) standard

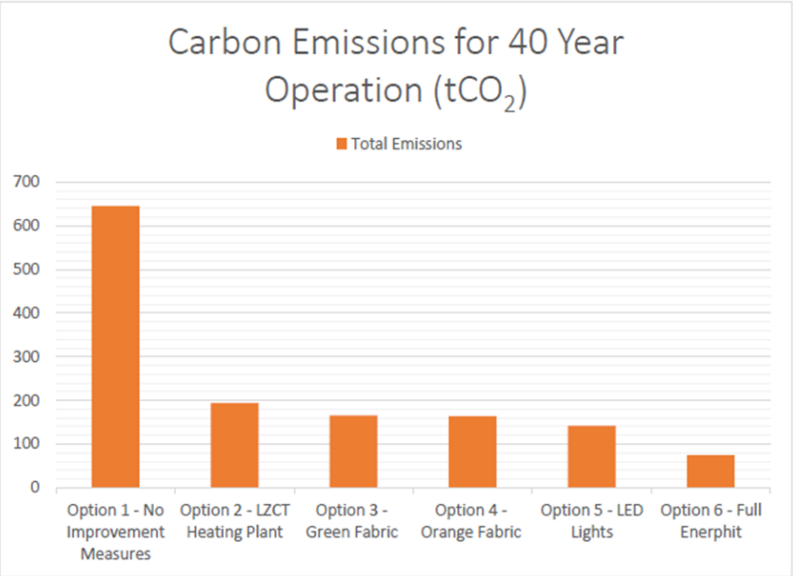



Figure 2 - The above chart shows the carbon reduction for each of the options. The single biggest carbon saving comes from the decarbonised heat source with fabric and lighting improvements making a smaller impact (Source Limekilns PS report)

| Option | Estimated cost in 2022/2023 terms (£) | Estimated cost saving in 2022/2023 terms (£/year) | Projected cut in CO2 in 2030 terms (tCO2/year) |
|---|---|---|---|
| 1 | - | - | - |
| 2 | £149,904.00 | £50.40 | 36.1 |
| 3 | £182,178.37 | £2035.58 | 37.22 |
| 4 | £224,562.85 | £2253.10 | 37.34 |
| 5 | £234,562.85 | £5100.55 | 38.17 |
| 6 | £4,032,000.00 | £9205.93 | 40.84 |

Figure 3 – This table looks at comparative costs between the different measures and the carbon savings associated with each. Option 3 is preferred in terms of balancing cost, energy savings, disruption to building users and CO2 reduction. LED lighting can contribute a significant saving in terms of energy costs so is being looked at as a parallel piece of work. Note Option 6 (deep retrofit) has been discounted as the level of disruption would require building to be decanted during works and the simple payback is more than 400 years. (Source Limekilns PS report)

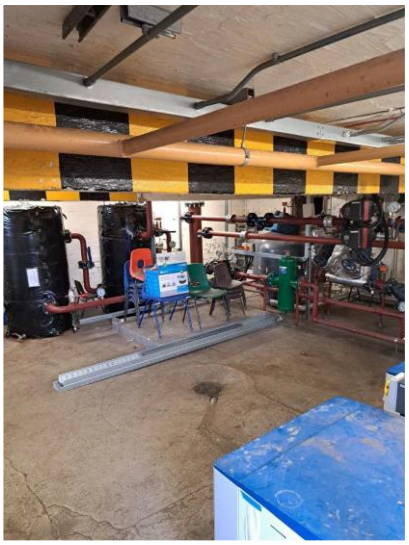
The outcome of this study influenced the direction of our program, the focus being on decarbonising heat and implementing energy efficiency measures and less disruptive insulation upgrades where viable.

**Pictures of carbon reduction projects**



The above images show the installation at Limekilns Primary School. L-R ASHP mounted on new concrete base, protective cage installed (note no fixings to building structure as it is listed), integration with the existing gas boilers in the plantroom.





The above images show work close to completion at North Queensferry Primary School. L-R ASHP being piped up, heat pump compound, plantroom connection works.

Example of a larger heat pump installation part way through construction at Carleton Primary School, now complete awaiting new power supply from Scottish Power Energy Networks.

Heat pumps located on concrete base at Hill of Beath Primary School part way through construction. This site is now nearing completion.

3D render of the proposed installation at St Andrews RC High School which will be supported by Scottish Government funding.

Link to drone footage of Dunfermline Learning Campus

https://vimeo.com/941418744

28 May 2024

Agenda Item No.10

# Environment, Transportation and Climate Change Scrutiny Committee Forward Work Programme

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

**Wards Affected:** All

## Purpose

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

## Recommendation(s)

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

## Resource Implications

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

## Legal and Risk Implications

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

## Impact Assessment

None required for this paper.

## Consultation

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

# 1.0 Background

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

# 2.0 Conclusions

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

**List of Appendices**

1. Workplan

**Background Papers**

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

None

**Report Contact**

Helena Couperwhite
Committee Services Manager
Telephone: 03451 555555 Ext. No. 441096
Email- helena.couperwhite@fife.gov.uk

**Environment, Transportation and Climate Change Scrutiny Committee**

**Forward Work Programme as of 17/05/2024 1/4**

| **Environment, Transportation and Climate Change Scrutiny Committee of 3 September 2024** | | | |
|---|---|---|---|
| **Title** | **Service(s)** | **Contact(s)** | **Comments** |
| Environment, Transportation & Climate Change Scrutiny Committee Forward Work Programme | | | |
| Management of Vacant Buildings Annual Report | | Michael Ogorman | |
| Place Directorate Performance Report 2022 - 2023 | | Nigel Kerr, John Mitchell, John Rodigan, Alan Paul, Pam Ewen | |
| 2023/24 Revenue Provisional Outturn | | Ashleigh Allan | |
| 2023/24 Capital Provisional Outturn | | Ashleigh Allan | |
| 2024/25 Revenue Projected Outturn – June | | Ashleigh Allan | |
| 2024/25 Capital Projected Outturn - June | | Ashleigh Allan | |
| Review of Mossmorran and Braefoot Bay community safety committee - general annual report - 2023 | Place | Nigel Kerr | |

| **Environment, Transportation and Climate Change Scrutiny Committee of 12 November 2024** | | | |
|---|---|---|---|
| **Title** | **Service(s)** | **Contact(s)** | **Comments** |
| Active Travel Strategy | Roads & Transportation | Susan Keenlyside, Allan Maclean | |
| Decriminalised Parking Enforcement Annual Performance Report 2023 - 2024 | | Susan Keenlyside | |
| Fife's Air Quality Strategy 2021-2025 - Annual Progress Report | | Kenny Bisset | |

**Environment, Transportation and Climate Change Scrutiny Committee**

**Forward Work Programme as of 17/05/2024 2/4**

| **Environment, Transportation and Climate Change Scrutiny Committee of 12 November 2024** | | | |
|---|---|---|---|
| **Title** | **Service(s)** | **Contact(s)** | **Comments** |
| Environment, Transportation & Climate Change Scrutiny Committee Forward Work Programme | | | |
| 2024/25 Revenue Projected Outturn – August | | Ashleigh Allan | |
| 2024/25 Capital Projected Outturn – August | | Ashleigh Allan | |
| Asset Management Annual Report | | Michael Ogorman | |
| Proposed Climate Fife- Big Resilience Move paper for Nov 24 | | Shona M Cargill | |

| **Environment, Transportation and Climate Change Scrutiny Committee of 21 January 2025** | | | |
|---|---|---|---|
| **Title** | **Service(s)** | **Contact(s)** | **Comments** |
| Environment, Transportation & Climate Change Scrutiny Committee Forward Work Programme | | | |
| Enforcement Policy (tbc) | | Lisa Mccann | |
| 2024/25 Revenue Projected Outturn – October | | Ashleigh Allan | |
| 2024/25 Capital Projected Outturn – October | | Ashleigh Allan | |

| **Environment, Transportation and Climate Change Scrutiny Committee of 25 March 2025** | | | |
|---|---|---|---|
| **Title** | **Service(s)** | **Contact(s)** | **Comments** |
| Environment, Transportation & Climate Change Scrutiny | | | |

**Environment, Transportation and Climate Change Scrutiny Committee**

**Forward Work Programme as of 17/05/2024 3/4**

| **Environment, Transportation and Climate Change Scrutiny Committee of 25 March 2025** | | | |
|---|---|---|---|
| **Title** | **Service(s)** | **Contact(s)** | **Comments** |
| Committee Forward Work Programme | | | |
| Mossmorran Annual Report | | | |
| 2024/25 Revenue Projected Outturn – December | | Ashleigh Allan | |
| 2024/25 Capital Projected Outturn – December | | Ashleigh Allan | |
| Fife Road Casualty Statistics 2024 | Roads & Transportation | Steven Sellars | |

| **Environment, Transportation and Climate Change Scrutiny Committee of 27 May 2025** | | | |
|---|---|---|---|
| **Title** | **Service(s)** | **Contact(s)** | **Comments** |
| Environment, Transportation & Climate Change Scrutiny Committee Forward Work Programme | | | |
| Service Delivery Plan for Environmental Health (Food & Workplace Safety) Annual Report | | Lisa Mccann | |

| **Unallocated** | | | |
|---|---|---|---|
| **Title** | **Service(s)** | **Contact(s)** | **Comments** |
| Kinnessburn, St Andrews Flood Study Update | Roads & Transportation | Michael Anderson, Rick Haynes | |
| Scotland's Proposed Deposit Return Scheme (Including Recycling Points Review) | Enterprise and Environment | Ross Spalding | |
| Management of Vacant Buildings - Report on Internal Audit Findings/Improvement Actions | Enterprise and Environment | Michael Ogorman | |

**Environment, Transportation and Climate Change Scrutiny Committee**

**Forward Work Programme as of 17/05/2024 4/4**

| **Unallocated** | | | |
|---|---|---|---|
| **Title** | **Service(s)** | **Contact(s)** | **Comments** |
| Provisional Item - Summer 2023 Water Shortages | | | |
| Annual Performance Report (Climate Change) | | Ross Spalding | |
| Joint Health Protection Plan 2024 - 2026 | | Lisa Mccann | |
| Review of Mossmorran and Braefoot Bay community and safety committee - Annual General Report - 2024 | | Nigel Kerr | |
| Pedestrian Access at Fife Recycling Centres | | | |
| Community Safety Partnership | | | |
| environmental impact in relation to current fleet provision used for domestic waste collection and road repairs | | | |
| Fife Council Catering Facilities and increased offering of vegetarian and plant based options | | | |
| New food strategy for Fife | | | |
| Climate Change (Standing Item Every Meeting) | | | |
| Property Flood Resilience Grant - Capital Funding | Roads & Transportation | Michael Anderson | |
| Climate Change | | | |