

South and West Fife Area Committee

Civic Centre, Inverkeithing / Blended Meeting

Wednesday, 3 September 2025 - 9.30 am



AGENDA

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1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST** – In terms of Section 5 of the Code of Conduct, members of the Committee are asked to declare any interest in particular items on the agenda and the nature of the interest(s) at this stage.
3. **MINUTE** – Minute of meeting of the South and West Fife Area Committee of 11 June 2025. 4 - 7
4. **SAFER COMMUNITIES TEAM UPDATE REPORT** – Report by the Head of Housing Services. 8 – 31
5. **SUPPORTING THE LOCAL COMMUNITY PLAN - OPERATIONAL BRIEFING ON POLICING ACTIVITIES WITHIN SOUTH AND WEST FIFE AREA** – Report by Inspector Cheryl Young, Community Inspector, South and West Fife. 32 – 44
6. **SCOTTISH FIRE AND RESCUE SERVICE ANNUAL SCRUTINY REPORT 2024/25** – Report by Station Commander, Dunfermline Community Fire Station, Scottish Fire and Rescue Service. 45 – 59
7. **SUPPORTING THE LOCAL COMMUNITY PLAN - AREA CAPITAL BUDGET REQUEST - DALGETY BAY PUMP TRACK** – Report by the Head of Communities and Neighbourhoods Service. 60 – 63
8. **ANTI-POVERTY ACTION FUNDING APPLICATION - WELFARE SUPPORT ASSISTANT** – Report by the Head of Communities and Neighbourhoods Service. 64 – 77
9. **ANTI-POVERTY ACTION FUNDING APPLICATION - SUMMER PROGRAMME 2025** – Report by the Head of Communities and Neighbourhoods Service. 78 – 109
10. **PROPOSED SPEED LIMITS - C19 KINNEDDAR PARK** – Report by the Head of Roads and Transportation Services. 110 – 113
11. **PROPOSED PARKING RESTRICTIONS - MORLICH CRESCENT AND MORLICH ROAD, DALGETY BAY** – Report by the Head of Roads and Transportation Services. 114 – 116
12. **PROPOSED PARKING PROHIBITION - DALGETY BAY PRIMARY SCHOOL, DALGETY BAY** – Report by the Head of Roads and Transportation Services. 117 – 119

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16. STOP UP AND DIVERSION OF CORE PATH 738 AND RIGHT OF WAY - GOATHILL QUARRY, COWDENBEATH – Report by the Head of Planning	140 – 142
17. COMPLAINTS UPDATE – Report by the Executive Director (Communities).	143 – 168
18. REVIEW OF MOSSMORRAN AND BRAEFOOT BAY COMMUNITY AND SAFETY COMMITTEE - GENERAL ANNUAL REPORT 2024 – Report by the Head of Protective Services.	169 – 186
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Members are reminded that should they have queries on the detail of a report they should, where possible, contact the report authors in advance of the meeting to seek clarification.

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27 August 2025

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BLENDED MEETING NOTICE

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

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

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

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

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

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

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

THE FIFE COUNCIL - SOUTH AND WEST FIFE AREA COMMITTEE - BLENDED MEETING

Civic Centre, Inverkeithing

11 June 2025

9.30 am - 11.25 am

PRESENT: Councillors David Barratt (Convener), Karen Beaton, Patrick Browne, Dave Dempsey, Brian Goodall, Andy Jackson, Sarah Neal, Sam Steele, Andrew Verrecchia and Conner Young.

ATTENDING: Mark Barrett, Lead Officer, Planning Services; Lesley Craig, Lead Consultant, Vivian Dyas, Co-ordinator and Cara Gourlay, Technician Engineer, Roads and Transportation Service; Alastair Mutch, Community Manager (South and West Fife), Stephen Adamson, Project Manager, Mandy MacEwan, Community Development Team Manager and David Manderson, Community Education Worker, Communities and Neighbourhoods Service; and Michelle McDermott, Committee Officer, Legal and Democratic Services, Finance and Corporate Services.

ALSO IN ATTENDANCE: Ms. Nina Patton, Scottish Environment Protection Agency (SEPA) for para. 224 only.

222. DECLARATIONS OF INTEREST

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

223. MINUTE

The committee considered the minute of the South and West Fife Area Committee of 30 April 2025.

Decision

The committee approved the minute.

224. RADIATION MONITORING AT DALGETY BAY

Ms. Patton, Scottish Environmental Protection Agency (SEPA) gave a brief update advising that SEPA had recently received the final report on the site works from the Ministry of Defence's (MoD) contractor which would now allow the contractor to apply for a permit surrender (the Environmental Authorisation (Scotland) Regulations permit).

It was noted that SEPA were currently in discussions with the MoD regarding verification monitoring and that the monthly monitoring undertaken by the MoD's contractor was still in place. Ms. Patton advised that SEPA intended to carry out further drone surveys of the area to monitor sediment movement following the remediation works. It was noted that signage was still in place and would remain in place until the end of the verification monitoring period when a decision would be made as to whether it could be removed.

Decision

The committee:-

- (1) thanked Ms. Patton for her update; and
- (2) noted the written update provided by Mr. Richard Harker, Ministry of Defence (DIO).

225. OBJECTIONS TO ROADS CONSTRUCTION CONSENT FOR HILLSIDE SCHOOL, ABERDOUR - 24/03318/RCC

The committee considered a report by the Head of Planning Services relating to objections to the Roads Construction Consent (RCC) application for the proposed roads serving a housing development at Hillside School, Aberdour. This application required to be considered by committee as there were more than five objections.

Decision

The committee agreed to defer the report to the next meeting of the committee providing more detailed information in relation to the RCC application.

226. PROPOSED 20MPH SPEED LIMIT - OAKLEY AND COMRIE

The committee considered a report by the Head of Roads and Transportation Services seeking approval to introduce a 20mph speed limit for School Grove and Station Road, Oakley and A907 Oakley and Comrie, with a 40mph speed limit from Comrie to the existing 40mph at Blairhall.

Decision

The committee, in the interests of road safety:-

- (1) agreed to the promotion of a Traffic Regulation Order (TRO) to introduce 20mph and 40mph speed limits as detailed in Drawing No. TRO25_25 (Appendix 1 of the report); and
- (2) authorised officers to confirm the TRO within a reasonable period unless there were objections.

227. SUPPORTING THE LOCAL COMMUNITY PLAN - LOCAL COMMUNITY PLANNING BUDGET REQUESTS: ABERDOUR COMMUNITY ACTION PLAN

The committee considered a report by the Head of Communities and Neighbourhoods Service seeking a contribution from the Local Community Planning Budget towards the production of an Aberdour Local Action Plan and to fund "quick win" priorities as identified through this exercise.

Decision

The committee agreed an allocation of £8,500 from the Local Community Planning Budget (Ward 6) and £8,500 from the Local Community Planning Budget Area allocation 2025/26.

228. AREA ROADS PROGRAMME 2024/25 - FINAL REPORT

The committee considered a report by the Head of Roads and Transportation Services advising on the delivery of the 2024/25 Area Roads Programme (ARP).

Decision

The committee:-

- (1) noted the contents of the report and appendices; and
- (2) welcomed incorporating thin resurfacing and active travel projects into the Area Roads Programme (ARP) process and asked officers to further explore achieving this.

229. SOUTH AND WEST FIFE AREA LOCAL COMMUNITY PLAN AND COMMUNITY LEARNING AND DEVELOPMENT PLAN - PROGRESS UPDATES

The committee considered a report by the Head of Communities and Neighbourhoods Service providing an annual progress update on the South and West Fife Local Community Plan and Community Learning and Development Plan.

Decision

The committee:-

- (1) noted the continued progress in both Plans to develop projects in response to locally identified priorities; and
- (2) agreed to continue to support both Plans as they adapted and changed to support recovery and reform.

Councillor Andrew Verrecchia left the meeting during consideration of the above item.

230. PROPERTY TRANSACTIONS

The committee considered a report by the Head of Property Services advising on action taken using the List of Officer Powers in relation to property transactions.

Decision

The committee noted the contents of the report.

231. SOUTH AND WEST FIFE AREA COMMITTEE FORWARD WORK PROGRAMME

The committee considered a report by the Executive Director (Finance and Corporate Services) relating to the Forward Work Programme of the South and West Fife Area Committee.

Decision

The committee:-

- (1) reviewed and noted the South and West Fife Area Committee Forward Work Programme (FWP);

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- (2) requested that the forthcoming report - Operational Briefing on Policing Activities within South and West Fife Area - due to be considered at the next committee meeting in September, to include the impact of abstraction rates on policing for this area compared to other areas of Fife and Scotland;
- (3) with reference to the Housing Service – Allocations Process Update, noted that two Fife-wide workshops were being organised for all elected members later in the year but that discussions on the allocations process would take place at Ward meetings; and
- (4) with reference to the request for a report on Active Travel Routes, noted that an Active Travel Plan would be presented to Cabinet Committee in September and that an elected member briefing note would be issued with a workshop being arranged for October/November, 2025.

3 September 2025

Agenda Item No. 4

Safer Communities Team Update Report

Report by: John Mills, Head of Housing Services

Wards Affected: Wards 1, 5 and 6

Purpose

The purpose of this report is to provide elected members with an update on the operational activity of the Safer Communities Team within the South and West Fife committee area during the 12-month period 1st April 2024 to 31st March 2025.

Recommendation

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

Resource Implications

None.

Legal & Risk Implications

None.

Impact Assessment

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

Consultation

Consultation has taken place with community safety partner agencies.

1.0 Background

- 1.1 The purpose of this report is to update elected members on the activity of the Safer Communities Team (SCT) within this committee area during the financial year the reporting period.
- 1.2 This report sits alongside individual updates from Police Scotland and Scottish Fire and Rescue Service (SFRS). It should be noted that the three core agencies (Police Scotland, SFRS and Fife Council's SCT) may comment on work carried out *in partnership* with each other and other agencies but cannot comment specifically on work carried out independently by other services.
- 1.3 Some information may be included on Fife-wide activity to raise awareness of the range of activities which may be of interest to members and their constituents.
- 1.4 Each activity is categorised as either People or Place focussed.

2.0 People Focussed Activity

Home Safety & Security

- 2.1 Our Fife Cares service received 44 referrals in relation to **home safety advice**, an increase on the number received in the previous year (33 referrals).
 - 2.1.1 All clients were contacted and offered the opportunity to receive a home visit.
 - 2.1.2 Work has been ongoing by officers to promote the service and to raise awareness of the benefits it can deliver to vulnerable households.
 - 2.1.3 The majority of home safety referrals (79%) related to requests for tailored home safety advice specifically for families with children under five years of age, with the remainder for home safety advice for vulnerable adults.
 - 2.1.4 Health Visitors were the main source of home safety referrals for child safety (18), whilst the remainder came from a variety of other sources such as Homestart, Housing Officers, Social Work and various NHS Services.
 - 2.1.5 Home safety referrals in relation to vulnerable adults were received mainly from Mobile Emergency Care Teams and Home Care services.
 - 2.1.6 The Fife Cares service also provides **home security advice** under the Safe, Secure and Supported at Home initiative. Referrals in this area increased slightly during the reporting period (55) compared to the previous year (45).
 - 2.1.7 Safe Secure and Supported at Home referrals were mainly received from Police Scotland and Housing services but were also received from other sources such as Fife Women's Aid, Victim Support and Social Work.

Private Space Antisocial Behaviour

- 2.2 **Fife Community Safety Support Service (FCSSS)** is a voluntary service delivered by Sacro and funded by Fife Council, offering a range of services to enhance community safety including:
 - Practical and emotional support for people experiencing hate incidents and anti-social behaviour (including support to young people)
 - Mediation

- Training
- Restorative Work
- Attendance at Community events
- Witness Support (provided for those in civil proceedings).

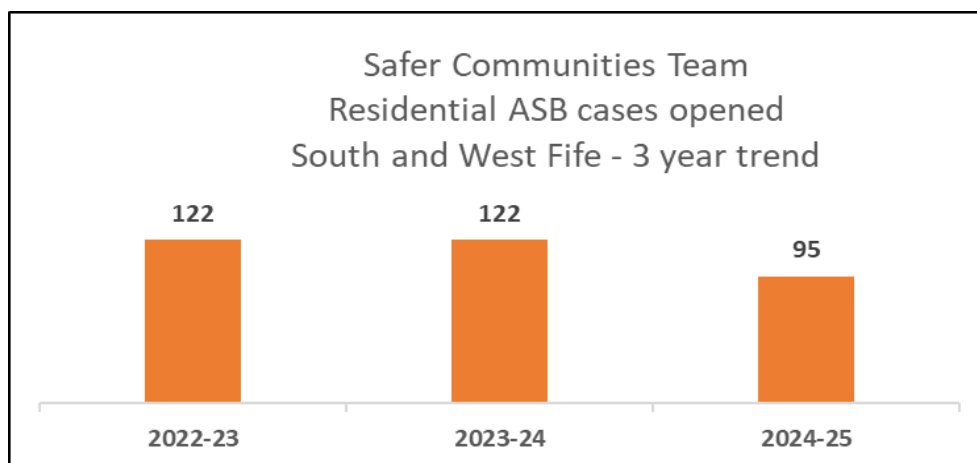
2.2.1 During 2024-25, the service received 18 referrals for the South and West Fife area, a decrease of six on the previous year. Of these, 14 involved some form of mediation between the parties involved, although all were provided emotional and/or practical support. Appendix 1 provides examples of feedback received by FCSSS plus some additional information on the service.

2.2.2 Work continues to encourage referrals to this service, and Elected Members are reminded that, where they have permission of the parties involved, they are able to refer directly to FCSSS or encourage their constituents to self-refer if they require support via the following:

- **01592 593100**
- infofifecm@sacro.org.uk

2.2.3 The Safer Communities Team is Fife Council's single point of contact for all cases of **private space (residential) antisocial behaviour (ASB)**.

2.2.4 The team opened 95 ASB cases in this area during the reporting period, a decrease of 27 on the previous year. The following graph shows the number of residential ASB cases opened by the Team in this committee area over the past three years:



2.2.5 Of the 95 cases opened, 91 (95.8%) were contacted within locally agreed timescales (see table 1 below and appendix 2 for accessible text).

Category	Target timescale: Initial contact - complainer	Target timescale: Resolution
Extreme	1 working day	12 months
Serious	3 working days	6 months
General	5 working days	2 months

Table 1: Timescales for ASB cases

2.2.6 During 2024-25, 100 cases were **resolved**, all were resolved within locally agreed timescales Please see appendix 2 for the Scottish Housing Regulator's definition of resolved cases.

2.2.7 Of the 100 cases resolved during 2024-25, resolution was achieved by the following methods:

- Five cases where appropriate advice was provided (this preceded the split in recipient following feedback received at last year's area committee meetings).
- 31 cases where appropriate advice was provided to complainer. This included cases where:
 - the perpetrator was unknown,
 - there was insufficient evidence to proceed with formal action, or
 - the complainer did not wish any further action taken.

On these occasions, advice was provided on how and when to report any further incidents, and the complainer was provided with a point of contact within the Safer Communities Team.

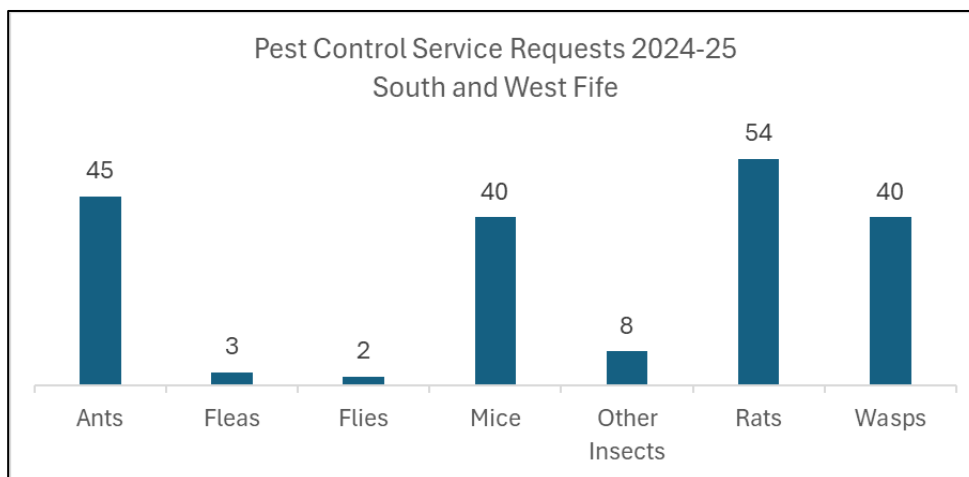
- Nine cases where appropriate advice was provided to the person responsible (where there was insufficient evidence to proceed with formal action, but advice was given in order to try to prevent further incidents occurring).
- 28 warnings were issued.
- Eight cases were investigated with appropriate action taken and were subsequently referred to another service (such as FCSSS) for further suitable action.
- Four cases were closed following either the complainer or the perpetrator moving away.
- 15 cases were closed following investigation, appropriate action taken, and subsequently returned to the referrer for further action on their part.

2.2.8 The Safer Communities Team works in partnership with Police Scotland and Housing Service colleagues through monthly meetings focused on residential antisocial behaviour. These meetings aim to strengthen joint efforts in addressing ASB issues within communities. Key outcomes and actions from these discussions are then shared with local Together groups and People/Place meetings to support coordinated responses.

Pest Control

2.3 Our **Pest Control** officers responded to 192 requests for service in this area during 2024-25.

2.3.1 The top three pests reported in this area were in relation to rats (54 requests) followed by ants (45 requests) and mice/wasps (40 requests each). The full number and type of pests dealt with are depicted in the graph below:



2.3.2 The following key performance indicators provide an overview of our effectiveness in meeting service standards and achieving organisational objectives over the reporting period in the South and West Fife area:

- Number of requests responded to within target - 140 (72.5%)
(the target response time is 3 working days)
- Number of requests resolved within target – 76.2%
(the target resolution time is 28 working days).

Stray dogs and dog control

2.4 A slight increase in the number of **stray dogs** received by the Safer Communities Dog Wardens was noted on the previous year (13 in 2024-25 compared with 11 in 2023-24). Four of the dogs were microchipped, but none reflected the correct details of their owner. Two dogs were subsequently claimed/returned to their owners, and the remaining 11 dogs were passed to an animal charity for assessment prior to being rehomed. Officers continue to raise awareness of the importance of microchipping and the legislation in force.

Take the Lead

2.4.1 This initiative builds on actions started in 2023 following a tragic dog attack in South West Fife that resulted in the deaths of one ewe and 19 lambs. Since then, we have maintained our collaboration with Police Scotland to host a series of pop-up displays at various locations across Fife, aimed at raising public awareness about the importance of keeping dogs under control in public spaces.

Dog Watch

2.4.2 This scheme continues to encourage commercial dog walkers to register with the Safer Communities Team. As part of the process, SCT staff carry out visits to inspect vehicles and review paperwork, including insurance documents and client records, to ensure everything meets required standards. Once checks are completed and the associated fee is paid, the dog walker is added to the publicly accessible Dog Watch register. This allows members of the public to see which dog walkers have been inspected by Fife Council, helping them make informed decisions. While commercial dog walkers are not currently subject to licensing or regulation, we believe this scheme offers valuable oversight.

2.4.3 During 2024-25, there were two registered Dog Walkers in this area.

Road Safety

- 2.5 The Fife Community Safety Partnership has recently reinvigorated the Road Casualty Reduction Group, in which officers from Safer Communities Team are involved.
- 2.5.1 The development of road safety activity is guided by road casualty statistics provided by Transportation Scotland and development of recent project and initiatives include the following (please see appendix 3 for more information on all of our road safety activity):
- a new Pedestrian Toolkit,
 - the Drivewise 65+ project,
 - the refresh of the Safe Drive Stay Alive initiative.
- 2.5.2 In addition to the above, our Project Officers provided a number of **Road Safety** initiatives which covered the whole life spectrum from birth onwards (see Appendix 4 for road safety activities focussed on each life stage).
- 2.5.3 Whilst many campaigns and events were delivered to a Fife-wide audience and held in more central venues, the following were delivered specifically in this area:
- Safe Drive Stay Alive (one school – 146 pupils)
 - Pass Plus – one participant from South and West Fife
 - Older Drivers – one presentation to 15 participants.

Water Safety

- 2.6 Officers from the Safer Communities Team support the Fife Water Safety Group, which is a working group set up under the Fife Community Safety Partnership's Reducing Harm priority. SCT officers have attended the Train the Trainer for **Waterside Responders Course**, and the RNLI continue to take the lead on delivering any local courses. The aim is to have local responders on hand in areas where water safety issues may occur.
- 2.6.1 Our officers also identified the gap for an emergency first aid and water safety course for **Wild and Open Water Swimmers**. SCT officers will work with RNLI to create a suitable course, with RNLI taking the lead moving forward.
- 2.6.2 Currently, water safety education in schools can be provided by teachers, using [Water Safety Scotland | Water safety advice and resources](#). However, there is ongoing discussion within the Water Safety Task Group, around the Scottish Fire and Rescue Service delivering within schools. Updates will be given to members as and when available.

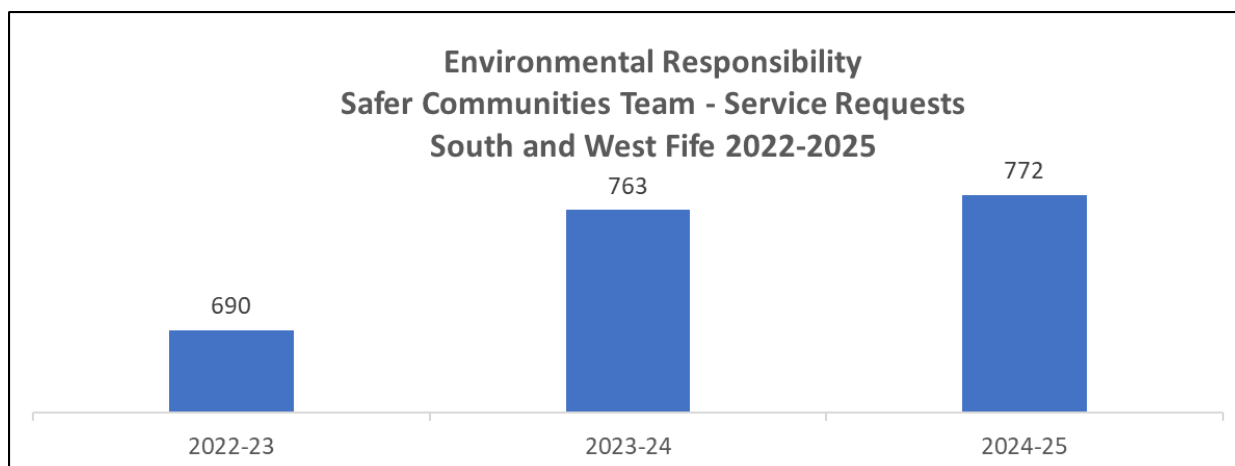
Youth Justice

- 2.7 Our **Youth Justice Officers** (YJOs) received 21 referrals about young people in this area from the Youth Offender Management Group (YOMG) during 2024-25, which is an increase on the previous year (15 referrals).
- 2.7.1 In addition to this, the YJOs also supported young people at Inverkeithing High School – both on a one-to-one basis and in groups - who were referred to them, tailoring the approach required depending on the needs of the young people involved.
- 2.7.2 During the reporting period, the YJOs have also been involved in partnership activity in response to youth antisocial behaviour in Rosyth and Inverkeithing (supporting Police, SFRS, Clued Up and CLD partners).
- 2.7.3 Appendix 5 provides more information about our youth justice activities during the reporting period.

3.0 Place Focussed Activity

Environmental Responsibility

- 3.1 In terms of **environmental responsibility**, 772 requests for service were received for this area during the reporting period, and the following graph shows how this compares to the previous two financial years. It should be noted that the figure for 2024-25 now incorporates service requests for dog barking which are now dealt with by the Safer Communities Team:



- 3.1.1 Appendix 6 provides data showing the number of service requests per type of environmental responsibility over the past three financial years.
- 3.1.2 The following key performance indicators provide an overview of our effectiveness in meeting service standards and achieving organisational objectives over the reporting period in the South and West Fife area:
- Number of requests responded to within target – 646 (83.7%)
(the target response time is 3 working days)
 - Number of requests resolved within target – 746 (96.6%)
(the target resolution time is 28 working days).

Patrols

- 3.2 Our Safer Communities Officers (SCOs) operate to a Patrol Matrix and carried out a range of patrols within the SWF area. The patrols covered a variety of community issues, including public space antisocial behaviour, dog fouling, youth issues, fire raising, noise, vandalism, motorbike vehicle misuse, littering, illegal dumping, derelict building monitoring and partnership working. Support referrals, intelligence and requests came from numerous sources including, but not limited to, public reporting, police, fire and housing colleagues, elected members, social work, education and various partnership meetings.
- 3.2.1 Our Patrol Matrix is reviewed and updated every four weeks at our Team Meeting and considers any intelligence from our partners at our monthly HUB and IMM meetings. See Appendix 8 for examples of SCO Patrols and Community Engagement.

Open (Public) Space Antisocial Behaviour

- 3.3 The Safer Communities Team engages regularly with partners through monthly area hub meetings and weekly Incident Management Meetings (IMM). These forums bring together Police, Fire, Housing Services, Fife Coast & Countryside Trust, and—where relevant—organisations such as Clued-Up, Includem, Community Learning & Development, and Education.
- 3.3.1 At IMM meetings, partner resources are coordinated in advance of weekend operations, informed by data analysis and operational intelligence identifying the most prevalent times and locations of 'hot spot' activity across Fife. This targeted planning enables effective deployment of staff to address open space ASB, with an emphasis on early engagement with young people to discourage risk-taking and poor behaviour.
- 3.3.2 Through both the area hub and IMM meetings, emerging issues are identified, resources are allocated where needed, and valuable data is shared among partners. Where joint mobilisation is not required, Safer Communities Officers focus on local patrols in their own areas. Joint patrols are also conducted, when necessary, with SCOs working closely with Police and other partners to address ongoing concerns and share intelligence to tackle ASB and community safety related incidents.

Community Engagement and Events

- 3.4 Safer Communities Officers attended a number of events and meetings within this area over the last year including Tenants and Residents meetings, Community Councils, galas and community events. Officers also actively support Community Litter Picks with equipment and advice on locations in tandem with Keep Scotland Beautiful.

4.0 Social Media Campaigns

- 4.1 Due to the success of our Facebook presence during the pandemic and in subsequent years, we continued to utilise this platform to convey community safety messages to the residents of Fife during 2024-25.
- 4.2 We provided information, advice, and assistance on a number of different campaigns, and attracted over 11,579 followers on Facebook during the reporting period.
- 4.3 We reached an overall audience of 1.6 million views, with our page being visited 38,000 times, and 22,000 people either liking, sharing or commenting on our posts.
- 4.4 Our furthest reaching post was in March this year and highlighted the importance of not allowing dogs to approach others. This post was viewed over 96,000 times.
- 4.5 In order to keep up to date with forthcoming events and activities co-ordinated by the Safer Communities Team or shared by the Team on behalf of partner agencies, members are invited to 'like' our Facebook page **Safer Communities Fife**.



5.0 Conclusions

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

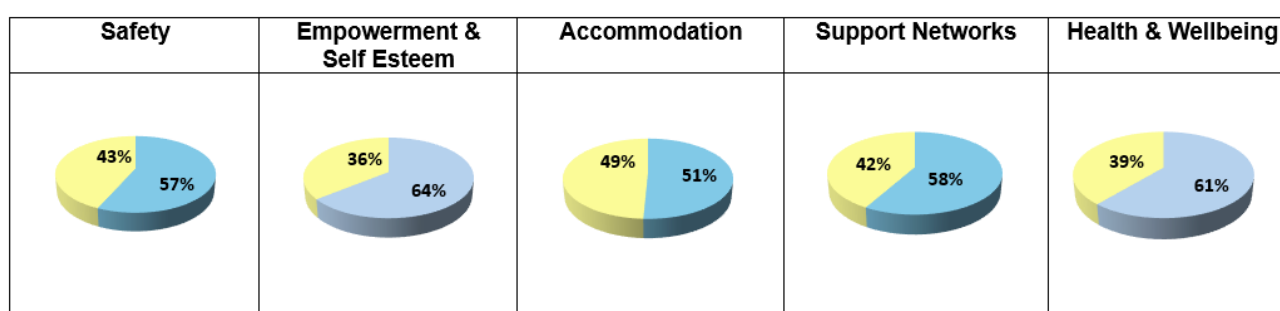
List of Appendices

1. FCSSS – further information on Fifewide services (2024-25)
2. Scottish Housing Regulator ASB Guidance (March 2023) and Locally Agreed Timescales
3. Road Safety initiatives
4. Road Safety timeline
5. Youth Justice activity
6. Environmental responsibility service requests (2022-25 graphs)
7. SCO patrols and Community Engagement

FCSSS - Further information on Fifewide services (2024-25)

- All referrals were responded to within 2 working days (100%).
- The majority of referrals were received from the Safer Communities Team (70%).
- Complaints about noise were most common (34%), followed by issues in relation to clashes of lifestyle (26%).
- A total of 457 households were involved with FCSSS during 2024-25.

Outcomes in relation to support cases are measured using the Empowerment Star assessment tool, where clients feedback on how their involvement with FCSSS has affected five different areas of their lives. The diagram below indicates the percentages of positive outcomes through FCSSS involvement:



Examples of service user feedback:

- *"Thank you so much for helping me. So glad I met you and was introduced to the service you provide"*
- *"FCSSS has been a game-changer in our community. Their prompt response and effective interventions have significantly improved our neighbourhood's atmosphere"*
- *"Thanks to FCSSS, we've noticed a marked decrease in disruptive activities. Their dedication and professionalism are truly commendable"*
- *"The team at FCSSS is exceptional. They listen attentively and take swift action, making our community a safer and more pleasant place to live."*
- *We're incredibly grateful for FCSSS. Their proactive approach and consistent follow-up have made a huge difference in reducing antisocial incidents."*
- *"FCSSS has provided us with peace of mind. Their effective strategies and support have transformed our area, making it a better place for everyone."*
- *"I've been impressed with FCSSS's commitment to resolving issues. Their efforts have led to a noticeable improvement in our neighbourhood's quality of life."*
- *The responsiveness and thoroughness of FCSSS are outstanding. They've managed to address and resolve problems that we thought were unsolvable."*

Feedback received from a support worker:

- *I have had this case for about a month that came through from Safer Communities Team, Fife Council as support required. Poor girl and family living in situation where they were getting abuse from [neighbours] and likewise within the area. Met on a home visit and kept in contact with phone calls providing emotional support, advice and guidance. She called me today informing me that she has been offered [another property...] which is also the catchment school area. She thanked me for my support and when I replied I haven't done anything she replied that I kept her sane and from losing her sanity."*

Scottish Housing Regulator Guidance for Landlords (March 2023)

Antisocial Behaviour

Indicator 15 (Updated)	<p><i>Percentage of anti-social behaviour cases reported in the last year which were resolved.</i></p> <p>(i) Number of cases of anti-social behaviour reported in the last year. Of those at (i):</p> <p>(ii) Number of cases resolved in the last year.</p>
Definition	<p>Resolved</p> <ul style="list-style-type: none"> • where the landlord has taken appropriate measures, as set out in its ASB policies and procedures, to address the cause of the anti-social behaviour complaint and has advised the complainant of the outcome; or • where the landlord does not have the authority or powers to resolve, and it has provided a full explanation of the landlord's position to the complainant. <p>A Case</p> <ul style="list-style-type: none"> • A case is opened when a tenant or service user reports an incident of ASB to their landlord. • A case can be made up of a single report/complaint of ASB; or • Multiple reports/complaints about the same party, made whilst a case is still ongoing. Such further reports/complaints would not be counted as a further new case. • Once a case is resolved and a further report/complaint of ASB is received, this should be treated as a new case.

Fife locally agreed timescales:

The illustration at 2.2.7 provides the following timescales:

- **Extreme Case** - contact with complainer 1 working day, target timescale for resolution is 12 months.
- **Serious Case** - contact with complainer 3 working days, target timescale for resolution is 6 months.
- **General Case** - contact with complainer 5 working days, target timescale for resolution is 2 months.

Road Safety Updates Annual Report April 2024 - March 2025

Overview

The last figures released were for the year 2023. These show that in Scotland there were 155 fatalities due to road traffic collisions. Although this was the fourth lowest fatality rate since records started the overall casualty stats rose due to serious and slight injuries and predictions show that the fatality stats for 2024 will be up on this. Fife had 14 fatalities during this 2023 year and although this does not seem a large number, our aim is to have no deaths on Fife roads, and this is the reason for all the preventative measures we put in place.

In Car Safety



Clinics – We continue to hold child car seat clinics during the warmer months, and this year have tried some different venues. Some have worked and some not so successful.

Pull-Overs – Along with our colleagues in Road Policing, we held clinics at Kirkcaldy Prom and Leven Prom. These are always very busy, with 28 cars being stopped and checked. More have been planned for 2025-26.



two pull-over successful and planned for



Individual Checks – These are carried out on an ad hoc basis for those individuals who contact us directly.

Partnerships – This year we worked more with SFRS, who have full training, to deliver clinics. We also will continue to work with Road Police on the pull over clinics.



basis for those

have also had with Road

Training – We continued to share our knowledge with Fife Women's Aid and trained their staff to help them feel confident with carrying children in their vehicles.

Primary

JRSO Initiative – Our team continue to support the Junior Road Safety Officer (JRSO) initiative across all Fife Schools. A number of schools have already established JRSO pupils/groups within their schools and continue to run the initiative and therefore our input is not required. However, we are still available to support schools looking to set up new JRSO's as and when required.

Individual School Inputs – Our team is unable to deliver individual inputs to all schools, but we will respond if there is a specific issue at a school. In this instance Benarty Primary had a road traffic issue in relation to cycling and in conjunction with Transportation's Bikability Officer we attended to deliver assembly inputs to P4 and P5's.

Road Safety Magic Show – We recently made contact with a company that delivers Road Safety Magic Shows and managed to secure some free sessions of this for some of our primary schools. These have now been arranged but will take place in the next financial year.

Secondary

S1 Talks – Our project officers continue to support areas where statistics are high or where a recent incident has occurred. During 2024-25 we delivered S1 talks within Kirkcaldy High School and Auchmuty High School. We carried out 17 class talks to 392 S1 Pupils at these two schools. The school guidance staff are also provided an additional resource which we encourage them to use as a follow up session to generate more discussion.

Fife Pupil Support – SCT were invited back in to Fife Pupil Support Service to deliver a road safety input based around passenger behaviour to this challenging group of pupils. Discussion is also in place to deliver an input to their younger S1/S2 pupils

SDSA

New Film Resource

In 2024 we were given the opportunity to create a new film resource for Safe Drive Stay Alive. The previous film was created in 2014 and was starting to show age with the current pupils watching it. The new film was created and donated by Simplicity Marketing and the script was written and developed in partnership with SCT, Police, SFRS, Ambulance and NHS. The launch of this was held in October 2024 and 50 partners attended.



Inputs and follow up resource – The new SDSA resource has been designed to be taken in to individual schools and this has been well received by schools as it is easier for them to timetable. This is still a partnership project but is led and co-ordinated by Safer Communities Project Officers. All 18 high schools plus 1 private school were offered the SDSA input, and it is also now part of the 5th Year PSE Curriculum. A total of 18 schools and 2292 pupils received the input during 2024-25.

We have also produced a follow up resource for the guidance staff to use within subsequent PSE classes. This enables teachers to hold more in-depth discussion with pupils and to develop the messages given in the main presentation.



College

Princes Trust – Fife College in Dunfermline requested we deliver a road safety input to their Prince's Trust Course. During 2024-25 we delivered 2 inputs to 2 separate groups covering 23 students. Dunfermline have also recommended us to the Glenrothes campus who run a similar course.

New Drivers



Pass Plus - We continued to support and fund new drivers to gain additional driving knowledge and experience. During 2024-25 we held 5 online courses with a total of 26 new drivers attending. This project continues to have support from a Fife Road Policing officer. The breakdown of attendees is as follows:

Numbers are not high in this project as funding is limited, and continuation is currently under review.

Road Traffic Offenders

Course – This 5 week course is run by Justice Social Work, although we are invited to present an input during week 1 and then present SDSA in week 5. During 2024-25, two courses took place, involving 21 participants from across Fife (no area breakdown available).

New Project – Justice Social Work contacted us to discuss the development of a new resource for Fife residents who they need to work with but are not in the system long enough to attend one of the above courses. We developed an input that JSW staff could deliver on a 1:1 basis and delivered this training to 12 JSW staff.

Driving For Work

Taxi Drivers - This course is organised by Fife Council Licensing Team, and we are an invited speaker. Safer Communities presents a generic road safety input around occupational road risk and during 2024-25 we attended 11 courses and delivered to 413 taxi drivers.

Kingdom Housing – SCT were invited by Kingdom Housing to deliver a road safety occupational road risk input to their staff. These inputs are delivered on an ad-hoc basis when they have an influx of new staff, and during 2024-25 we delivered one input to 50 staff members.

Amazon – We are currently in discussion with Amazon in Dunfermline around supporting them to develop a campaign around safety in and around their Car Park.

Older Drivers

Practical Days – In 2022, we introduced the new Drivewise 65+ days. This is a practical session for older drivers who attend a venue and go on a drive observed by a Road Policing officer. They are then given hints and tips to help keep them safe and driving for longer. We held three events during the 2024-25, as follows:

Drivewise 65+ Events in Kirkcaldy - https://youtu.be/_ygiz_n8qOQ

Drivewise 65+ Event in Cupar - <https://youtu.be/Njp8OvPMfyA>



Talks – We offer talks to older groups about how to stay driving safely for longer. During 2024-25 we gave 4 talks

Older Driver Events – In partnership with Road Police and SFRS we attended at three venues across Fife to speak to Older Drivers about driving safer for longer and to carry out quick eye sight checks. Across the three events we spoke to around 100 people.



Events

Levenmouth Schools Event @ Savoy Park – As part of the new railway station opening, an event was held for primary pupils at Savoy Park. Safer Communities were invited to have a practical fun station at this event and deliver messages around Safer Communities and Road Safety to 350 pupils who attended.



Family Fun Day at Lochore Meadows – In a follow up to the previous year's successful event, the Safer Communities Team held another family fun day event at Lochore Meadows in July 2024. Along with partners from various services, we staged a number of fun events including themes such as water safety, road safety and orienteering. The weather was lovely on this occasion, and we had a great turnout to the event.



Forget Me Not Event at Buckhaven – We were invited to attend this event in December 2024 and held a stall which provided details around the role of the Safer Communities Team, which included road safety. As part of this event, we developed a walk around treasure hunt which contained messages about what our team does.

Radio Campaigns

We formed a partnership with Fife Ford in December 2022 and, as part of this, they fund our radio campaigns for Slow Down for Schools, Winter Driving and some other subjects outside of road safety.

Slow Down for Schools – We produced this radio campaign to encourage drivers to think about their speed when they are driving near to schools when the pupils are starting and finishing. The messages were recorded by Safer Communities and Police Scotland staff and the campaign ran when the schools started back after summer holidays in August 2024. The radio audio messages were aired 56 times over the campaign dates and reached 38,000 people with each person hearing the advert/message around 3 times.

Slow Down for Schools Video - <https://youtu.be/0XULfslmkxs>

Winter Driving - This radio campaign was produced and run in December to coincide with the national Police Scotland winter driving campaign. Again, messages were written and recorded by Safer Communities and Road Policing officers. A video was also created to promote these messages. The radio audio messages were aired 56 times over the campaign dates and reached 45,990 people with each person hearing the advert/message around 5 times.

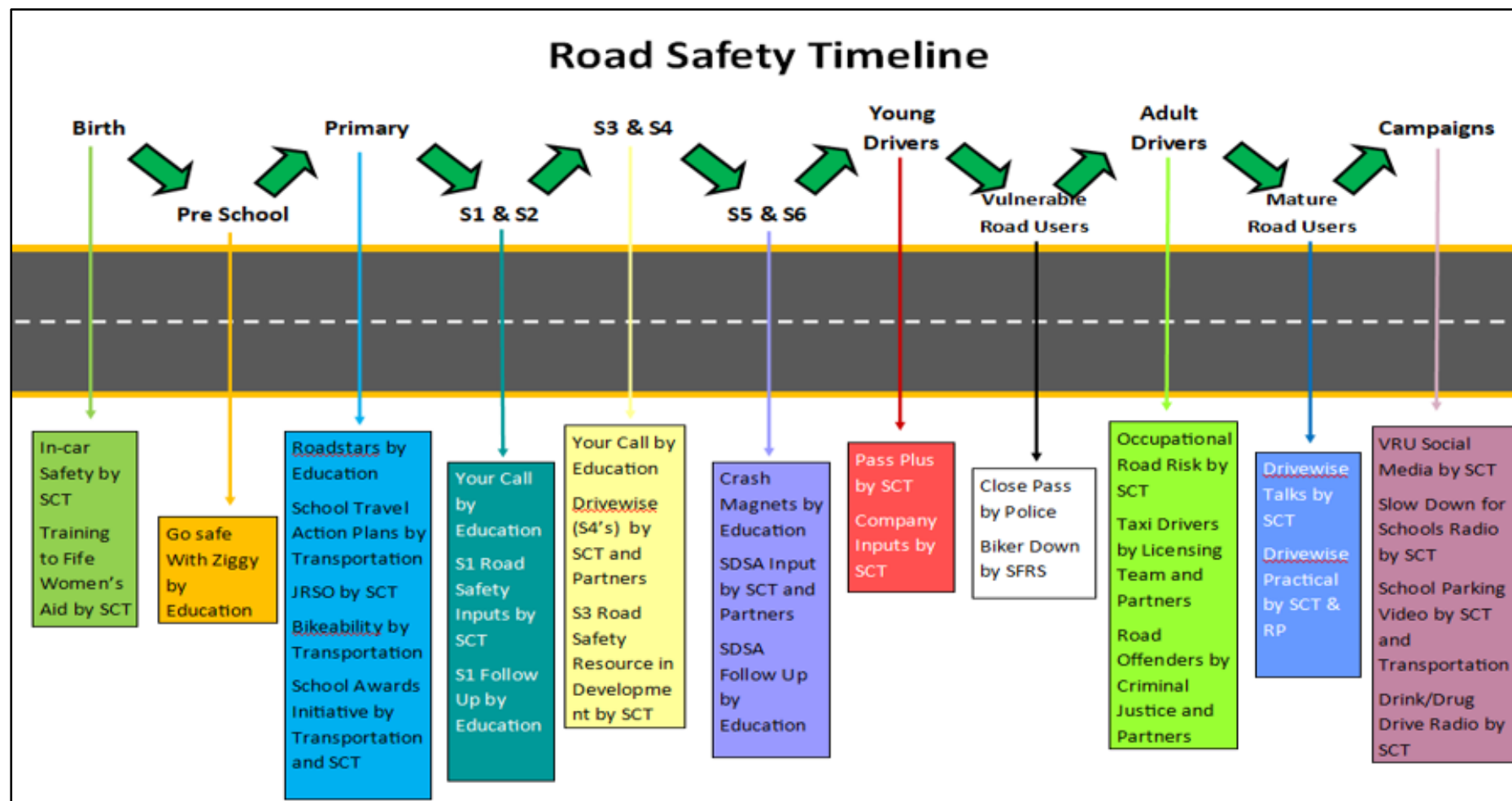
Winter Driving Video - <https://youtu.be/uIPoGDTT1mQ>

Pedestrian Social Media Campaign



During 2024-25, Safer Communities staff were tasked through the Road Casualty Reduction Group with organising the creation of a Pedestrian Social Media Campaign. This was based on a successful campaign run by Glasgow Council. A campaign toolkit was created by Safer Communities Project Officers in conjunction with Fife Council Communications Team and was launched in October 2024, with messages put out on social media to coincide with the clocks change in October. Messages shared on our Safer Communities facebook page had a reach of over 40,000 people.

Road Safety Timeline



Youth Justice Activities

This year we've been involved in supporting, delivering and/or facilitating the following:

- Delivered our own bullying input with Police at Kirkcaldy HS, Viewforth and Wade.
- Antisocial Behaviour inputs at Balwearie HS, Wade, Inverkeithing HS, Queen Anne HS, Lumphinnans PS, Pitreavie PS, St Leonards PS, Easy P at the Maxwell Centre.
- Designed a new ASB input with Police in Cupar, with others currently being developed to include online safety
- High School transition event for Inverkeithing Primary School as well Levenmouth Academy cluster groupwork with Clued Up.
- Diversifire for pupils that attended schools in Lochgelly/Cowdenbeath, Glenrothes as well as Kirkcaldy areas.
- Punch Beyond diversion at Lochgelly High School.
- Secured funding for the F24 program at Auchmuty High – resulted in the capacity to deliver three groups now with a view to offering all schools in Glenrothes.
- Supporting Active Schools with a 'Healthy Body Healthy Mind' girls' group in Glenrothes.
- Supporting Barnardo's and Clued Up with individual sessions.
- Involved in response to youth ASB in Cupar, Dunfermline, Rosyth, Inverkeithing and Glenrothes (supporting Clued Up, Cupar Youth Café and CLD partners).
- Co facilitating Ask/Tell Suicide Prevention training with Fife Health and Social Care Partnership and Under Pressure Training with VAWP.
- Attended Daring Ventures training, this explores the impact of relationships and how we seek connections. This will help inform training for early years/primary schools
- Mentors in Violence Prevention training, supported sessions at Levenmouth Academy, Glenwood HS, Kirkcaldy High and Balwearie High as well as facilitated capacity building sessions for staff throughout Fife. Also spoke at the first ever MVP conference in Fife.
- Training for Trainers - 'GBV - Early Intervention for primary and early years staff'. This is to enable a delivery of gender-based violence training to early years and primary school staff, so that we can start educating school communities in this area at a far earlier stage.

We have also supported identified young people individually and in groups at the following schools:

- Inverkeithing HS
- Woodmill HS
- St Columba's
- Auchmuty HS,
- Madras College
- Lochgelly HS
- Glenwood HS
- Glenrothes HS
- Levenmouth Academy
- Bell Baxter
- Beath HS
- Queen Anne HS
- Kirkcaldy HS.

YJOs are part of the following initiatives:

- Fife Suicide Prevention Network
- Violence Against Woman Partnership,
- Secondary Support Multiagency/SLG,
- YAP Group.

YJOs on the Spot - questions asked and answered:

Why did you get involved in an event/project?

We attend regular meetings such as YOMG, youth work meetings, strategy groups, MVP strategy group amongst others, because of attending these meetings, it allows us opportunities to offer support and offer earlier intervention/prevention.

Who asked for your help?

Partners such as Education, Police Scotland and SFRS. Other third sector partners we have approached directly, for support with their expertise, such as BRAG with their F24 experience or Barnardo's to support summer programs with inputs.

What partnership working took place?

We've launched a new partnership with the YMCA in Glenrothes to expand the F24 program. As part of this, the YMCA will deliver a digital youthwork experience, giving young people the chance to develop new skills and explore STEM in a fun and engaging way. This collaboration will not only broaden access to the program but also support its continued growth and delivery.

What was the outcome?

While it can be challenging to measure the outcomes of preventative work, our goal is to give young people the opportunity to be educated and supported in a way that helps them understand the impact of antisocial behaviour in their community and become aware of the agencies that can offer support.

The following photos are from some of the various projects mentioned above

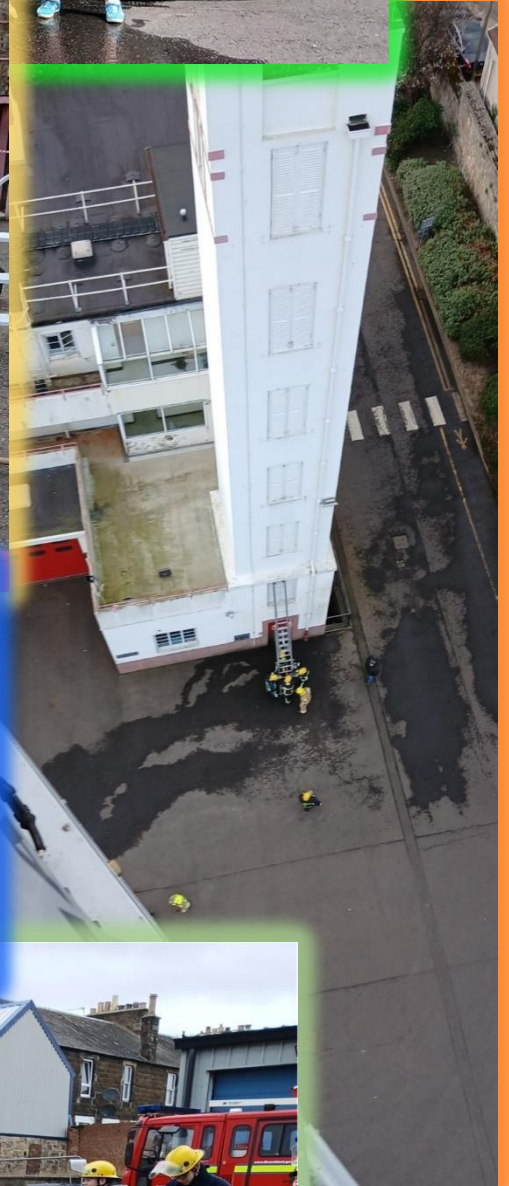
F24 2024-25

Winning the 'best team' in the Fife Schools competition as well as a group photo of all the participants

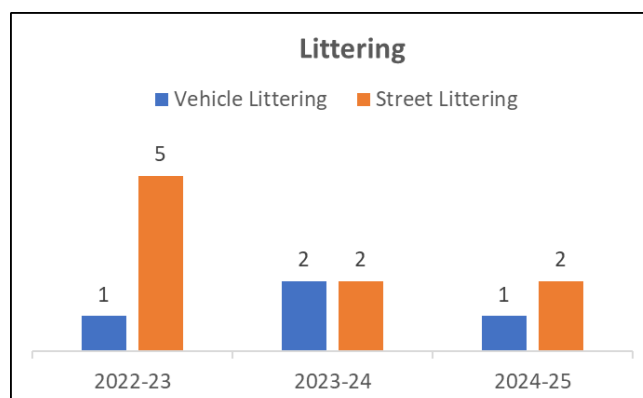
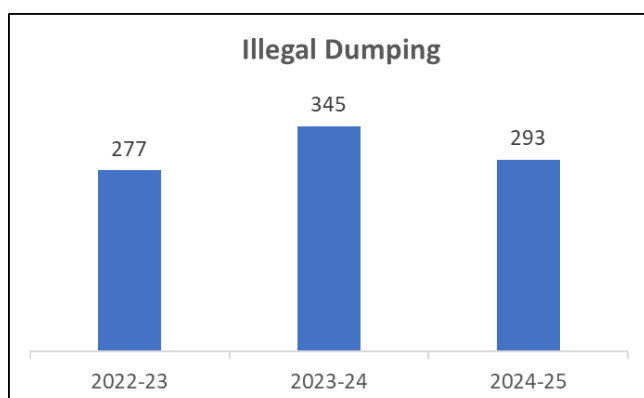
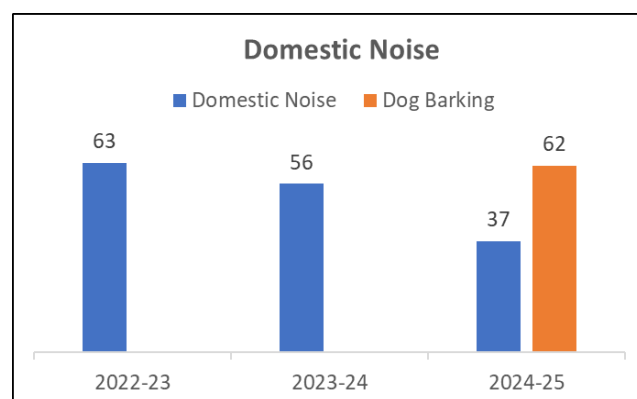
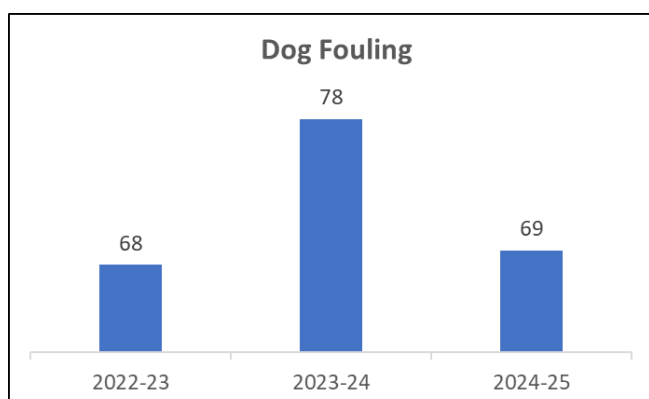
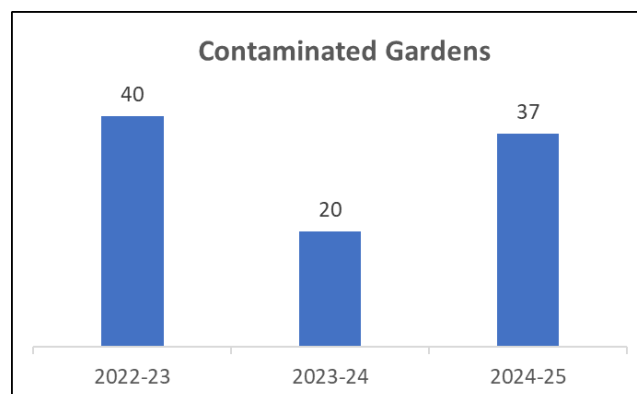
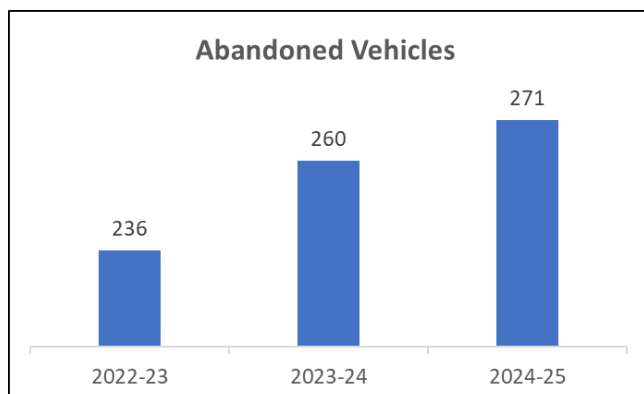


DIVERSIFIRE 2024-25

A variety of photos from the Diversifire Project during 2024-25.



Environmental Responsibility Service Requests Received by Safer Communities Team South and West Fife Committee Area 2022-25



SCO Patrols and Community Engagement

Support for No Smoking Outside Hospitals

Our officers were and continue to be involved in 'No Smoking Days of Action' taking place at NHS Hospitals in Fife. In March 2025, our officers supported a week of 'Smoking Cessation' promotion at Queen Margaret Hospital, Dunfermline. Along with NHS staff, our officers engaged with the public attending the hospital via a promotion stall within the hospital foyer. Through positive engagement and promotional materials, staff encouraged the public to consider smoking cessation. Our officers also carried out patrols within the hospital grounds, liaising with the public and giving appropriate advice around the Smoking, Health and Social Care (Scotland) Act which prohibits smoking within a 15m perimeter of Hospitals.



SCO's McHardie and Moret supporting 'No Smoking Campaign' at QMH.

Operation Twilight – to address complaints of dog fouling at identified locations in the SWF area, our officers carried out dedicated patrols, as part of Operation Twilight, at parks within the SWF Villages. The patrols consisted of public interaction and leaflet drops around the adjacent residential properties to highlight the issue and to encourage better pet responsibility.



SCO's Kerr and Moret 'Just Bin It Campaign' on Dog Fouling - Kincardine and Rosyth.

Aberdour – Silver and Black Sands

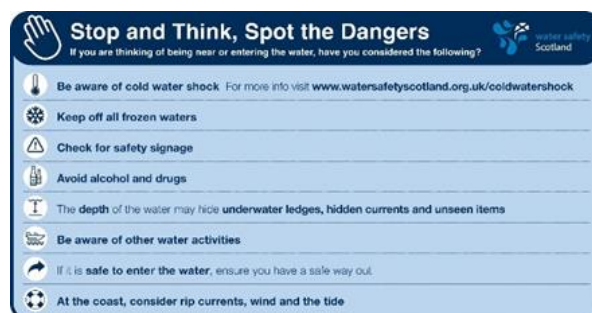
Our SCOs carried out numerous patrols at Aberdour throughout the year in an effort to support Police and Fife Coast and Countryside Trust in dealing with youth ASB at these locations. It was recognised that early intervention was needed to dissuade youths and visitors to the areas who showed disregard to the area by engaging in drinking and littering resulting in general antisocial behaviour and disregard for residents. The area is one of our default patrols during school breaks and periods of fine weather. The Safer Communities Team encourage local businesses who wish to undertake Community Litter Picks to attend Aberdour to carry out beach cleaning. Appropriate litter picking equipment and rubbish uplifts are arranged to support such activity.

SCOs Dougal and McHardie carrying out joint patrols with Community Police at Aberdour.



Inverkeithing - Prestonhill Quarry

Our SCO's also have Prestonhill Quarry as a default patrol to support the Police, Fire Service and FCCT in dealing with recognised issues at this location e.g. youth ASB and to promote to attendees the dangers associated with swimming in the quarry. To that end, our officers were involved in coordinated patrols throughout the summer months as part of the annual summer safety campaign, imparting advice around the dangers of Cold-Water Shock, Tombstoning and identifying dangers.



3 September 2025

Agenda Item No. 5

Supporting the Local Community Plan – Operational Briefing on Policing Activities within South and West Fife

Report by: Inspector Cheryl Young, Community Inspector, South and West Fife
Ward Areas

Wards Affected: 1 (West Fife Villages), 5 (Rosyth) and 6 (Inverkeithing and Dalgety Bay)

Purpose

This report is to provide elected members with information on matters impacting on or involving Police Scotland, which have relevance to community safety in the South and West Fife ward Policing area.

Recommendation(s)

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

Resource Implications

There are no additional resource implications arising from the activity outlined in this report.

Legal & Risk Implications

There are no legal or current risk implications.

Impact Assessment

No impact assessment has been undertaken specifically for this report – This report is for information only.

Consultation

No consultation has taken place regarding this report. Members will appreciate that the key to success in work of this nature is partnership – not only between the services and agencies involved but also with elected members and local communities.

1.0 Background

- 1.1 This report provides members with an update of the performance with regards to the Area Plan priorities, campaigns and other initiatives undertaken in South West Fife from 1 April 2024 to 31 March 2025. All Police activity highlighted in this report was undertaken in line with local and national objectives.

2.0 Police Scotland, South and West Fife Area Plan – Update

- 2.1 The Local Policing Plan demonstrates the commitment of local policing to ensuring the safety and wellbeing of the people and communities of Fife.

The Priorities within the Fife Local Policing Plan are:

- Violent Crime
- Acquisitive Crime
- Substance Misuse
- Threats to Public Safety
- Anti Social Behaviour
- Road Safety
- Protecting People at risk of harm

- 2.2 The priorities for the South West Fife area are determined by data from the Fife Division strategic assessment which details risk and threat, as well as from feedback from local authorities, partners and residents in the 'Your Police' survey.

- 2.3 Local community and partnership involvement in identifying priorities and scrutinising performance is integral to maintaining high levels of service delivery.

The priorities set within the Area Plan are:

- Violent Crime
- Crimes of Theft and Dishonesty
- Substance Misuse
- Anti Social Behaviour
- Road Safety

- 2.4 The South West Fife (SWF) Community Policing Team consists of a Police Inspector, Police Sergeant and six Community Police Officers. The area is also served by five response teams who work on a 24/7 rotational shift pattern.

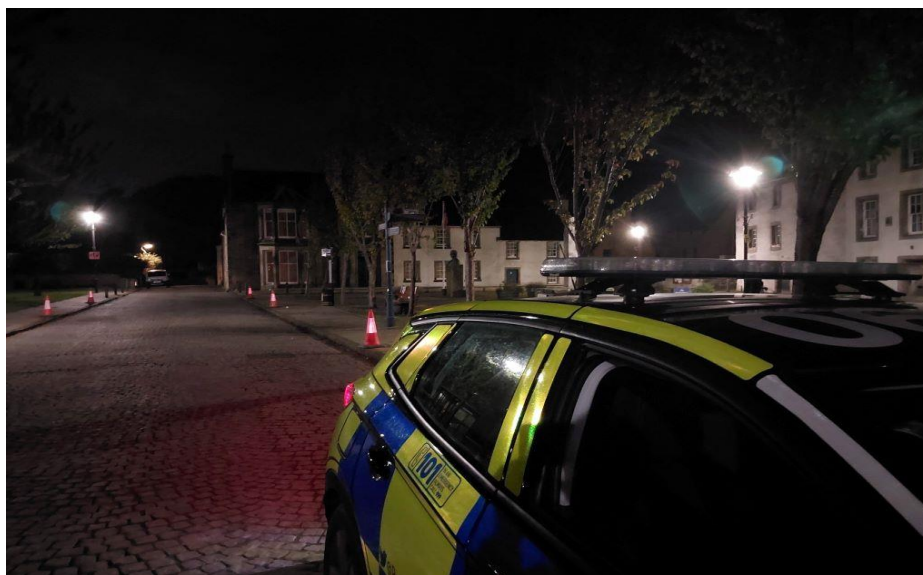
- 2.5 Official year end crime figures are ratified and published by the Scottish Police Authority and are made available to the local authority. The report contains indications of any increases or decreases crime types of note.

3.0 Violent Crime

- 3.1 The prevention, investigation and detection of all forms of violence remains a focus for Police Scotland, with our approach to tackling and reducing violence in South West Fife (SWF) continuing to be intrinsically linked to tackling anti-social behaviour and the misuse of alcohol and controlled drugs.
- 3.2 Operational Response Officers are supported by specialist departments that include the Criminal Investigation Department (CID), Public Protection Unit (PPU) and Domestic Abuse Unit (DAU), to ensure these crimes are prioritised for investigation and detection. All incidents of violence are assessed by management regarding risk, threat and harm to ensure that the best possible protection is provided to vulnerable victims and perpetrators are reported to the Crown Office and Procurator Fiscal Service (COPFS).
- 3.3 Our methods to disrupt, deter and detect Violence and Antisocial behaviour focuses on prevention and enforcement, with emphasis placed on:
- 3.4 Management of violent offenders by robustly dealing with bail conditions. Offenders who are released on specific bail conditions in relation to curfew or prohibited contact with named individuals are subject to regular checks to ensure compliance.
- 3.5 Reduction of violent crime by targeting violent individuals wanted on warrant. Prioritisation is placed upon timeously apprehending those wanted on an apprehension warrant in relation to crimes of violence.
- 3.6 Disruption of Anti-Social Behaviour and disorder leading to violence, through patrols of areas identified as repeat locations. Analytical work is carried out on a weekly basis to identify 'hotspot' locations where violent crime is being committed allowing resources to be targeted in an intelligence lead manner.
- 3.7 Management of licenced premises through pro-active visits are carried out in conjunction with Fife Division's Licensing Unit. All incidents reported to Police which occur in, or around, licensed premises are highlighted to local areas by the Licensing Unit. Visits aim to encourage licensees to manage the premises in a responsible manner and in line with the conditions of their license.
- 3.8 During the reporting period, there has been an overall decrease in incidents involving serious or grave violence. Detection rates for these offences remained high (74% detection rate at the time of writing), ensuring that those responsible are reported into the Criminal Justice System.
- 3.9 Crimes of serious violence are investigated by specialist CID and forensic resources. Local officers assist these investigations by protecting the integrity of the scene, carrying out door to door enquiries, CCTV enquiries and conducting high visibility patrols to provide public reassurance. Social Media messaging has ensured local communities are updated with the progress of these enquiries, including perpetrators apprehended.
- 3.10 Protecting victims of domestic crimes and violence within relationships remains a key priority for Police Scotland. Domestic incidents are reviewed daily by the West Fife Area Management Team, with scrutiny and tasking robustly managed to ensure assessment of risk and prioritisation of enquiries to protect and support victims and apprehend suspects. We work closely with Fife Domestic Abuse Unit and partner agencies both locally and nationally to ensure that all reported domestic incidents are robustly and timeously investigated.

- 3.11 During the review period the following are some examples of crimes of Violence which were notable:
- On 13/04/2024 Police attended the report of a robbery on the A921, Inverkeithing. The victim was a 24-year-old male, who had their electric bike stolen, after being followed by a vehicle and forcibly pulled from the bike. Four males, aged between 16 and 23 were identified and reported for this offence.
 - On the 19/04/2024, Police received reports of an assault that had occurred in the Ecobank area of Inverkeithing, whereby a 47-year-old male was attacked and assaulted with weapons, being struck repeatedly to the head and body and resulting in injuries. Two males, aged 25 and 26 were arrested in connection with this incident and were reported to COPFS for the charge of Attempted Murder.
 - In September 2024 a 29-year-old female reported being the victim of offences under section 1 of the Domestic Abuse Scotland Act for coercive, controlling and violent behaviour's spanning a number of months and across various locations in South West Fife and England. A 41-year-old male was charged with these offences and initially remanded in custody, that case is ongoing.
- 3.12 In addition to serious violent crime, it is recognised that violence among groups of young people is concerning to the local community. During this reporting period, there were instances of arranged 'fight clubs' that were highlighted to be occurring between school pupils in West Fife. Police worked closely with education to combat this trend through education and enforcement.
- 3.13 The Scottish Violence Reduction Unit (SVRU) have a violence prevention toolkit for Scotland which is available for review and use by anyone who could work with and support young people in Scotland. The toolkit promotes an ethos that violence is preventable and the pathways towards violence can be interrupted through prevention, early intervention and appropriate support for those exposed or involved in violent behaviour. Community officers have been utilising this tool kit to tackle local issues.
- 3.14 **MMA-XIMISE YOUR POTENTIAL** was an initiative that was set up in South West Fife during the reporting period, which saw a collaboration between Police, Social Work, Active Schools and the prison service. The initiative aimed to address instances of violence among young people in South West Fife, both within the grounds of Inverkeithing High School and outside of school hours in the community. Educational inputs were provided by each partner, looking at the real impact and risks that violence can have on both the victim and perpetrator. The project followed an intended pathway, so that the delivery of talks each week interlinked and could be considered more impactive, with a clear message/theme that tied the inputs together, and provided content based around responsibility, accountability, and consequences. Each week, an identified partner agency ('Clued Up', SFRS, Police, Criminal Justice Social Work and the Prison Service) delivered an input, highlighting how involvement in anti-social behaviour, drugs and/or alcohol misuse can lead on to risk taking behaviour, often at locations where risk can be heightened as well as criminality (such as fire-raising, dishonesties and violence). It aimed to highlight how agencies such as criminal justice social work become involved and the part that they play, with the final talk delivered by the Scottish Prison Service, providing insight into what prison life is like. Those participating were also taken through a fitness/MMA themed workout, with the principles of maintaining a positive **M**indset, **M**otivation and **A**ttitude. An evaluation of the project carried out by Education reported a positive impact on both the behaviours and educational attainment of attendees, as well as improved engagement between youths and local Police. Each 5-week programme culminated with a presentation event at Inverkeithing High School, where those who took part were presented with a trophy and certificate.

4.0 Crimes of Theft and Dishonesty



- 4.1 During the reporting period there has been a slight decrease in reporting of overall crimes of dishonesty, with small reductions in the number of housebreakings (including attempts). In the previous reporting year, a concern was noted of the increase in Thefts of with motor vehicles with an increasing trend in 'keyless car thefts'. Whilst this reporting year has seen a decrease in this crime type (23% reduction). Preventative work has continued, despite these reductions, with officers deployed in and around affected areas (both marked and unmarked) during the course of shifts, particularly the hours of darkness during backshift and nightshift. High visibility patrols and extra attention has been instructed through all shifts. Victims of these type of offences are offered home security surveys and personal safety advice from the area's Crime Prevention Officer.
- 4.2 The reporting period recorded a similarly high number of fraud offences to the previous year, attributed to the likely increase in online scamming techniques, which has been a national trend in recent years as the use of technology to commit crime has developed. Locally we are trying to combat this trend using protective and preventative measures, concentrating on providing this to the communities most vulnerable. PC's Cooper and Wishart organised a pilot to reach out to the local community in the Ward 1 area, by setting up a stall at a local market in Culross, allowing officers to engage with the community on a variety of issues, with particular focus on providing safety advice in Fraud prevention. This initiative was extremely well received by the local community, and opportunities are being explored to repeat this in similar settings in other villages across South and West Fife.
- 4.3 In relation to other offences of dishonesty, South West Fife saw an increase in shopliftings, which has mirrored the national trend. Analytical work is carried out locally to ascertain premises which are more regularly targeted within the area in order to provide focused crime prevention and security advice.
- 4.4 During the reporting period local business premises were also subject to break ins. In November 2024 it was reported to Police that a local Rosyth store had been broken into with a quantity of money and alcohol stolen. Through enquiries carried out with the assistance of CID officers, the person(s) responsible were identified and it was established they resided outside of Fife and were sought in relation to similar crimes in both C (Central Scotland) and Q (Lanarkshire) Divisions. Officers worked alongside C and Q Division colleagues to establish the full scale of offending, ensuring that all offences were detected and reported. Follow up was completed at the store concerned by local officers and consideration given to improved security measures.

5.0 Substance Misuse



- 5.1 Within Fife, there are continued efforts to combat the illicit possession and distribution of controlled drugs. A dedicated intelligence unit is responsible for the assessment and dissemination of intelligence, which local officers continually endeavour to collate from both members of the public and partners. Intelligence received is assessed for credibility and the possibility of developing the intelligence leading to enforcement action. When sufficient intelligence is obtained by officers, an application is then made to a Sherrif to obtain a drug search warrant for the premises concerned. Specialist departments including Method of Entry, dog handlers and search trained officers have been utilised to support local officers in the execution of these warrants.
- 5.2 Over the reporting period a number of drugs search warrants were obtained and executed across the area, with many of these cases still awaiting a full disposal at court. As a result of this action, controlled substances including cocaine and cannabis as well as weapons including a butterfly knife, axe, air rifles and other items intended or adapted to be used as offensive weapons have also been seized. Additional intelligence is gained through the execution of these warrants which continues to allow officers to target the supply chain. Through the Proceeds of Crime Act officers have the opportunity to seize monies which are believed to be obtained through the commission of crime, causing further disruption to organised crime.
- 5.2.1 Examples of note include:
- A drugs search warrant was executed alongside specialist units at a Rosyth address that saw the seizure of a number of offensive weapons, £1000 in cash and cannabis with an estimated street value of £4000.
 - Following a stop and check of a vehicle in the Rosyth area, local officers had cause to conduct a search of the vehicle and occupants, where they found quantities of cocaine, heroin and over £1500 in cash. A further vehicle stop in Rosyth saw the seizure of a large quantity of Cannabis with an estimated street value which could reach £50,000.
- 5.3 A key focus remains on how we educate and increase levels of face-to-face engagement with young people regarding the dangers of controlled substances and the sometimes-irreparable damage they can do. Engagement has taken place with partners and increased presence in educational settings has led to plans to better inform young people of current drug trends and the risks associated with drug types. This work is ongoing with education and partner agencies including Clued Up and has been built into initiatives, such as the 'MMA-XIMSE YOUR POTENTIAL' programme mentioned earlier in this report.

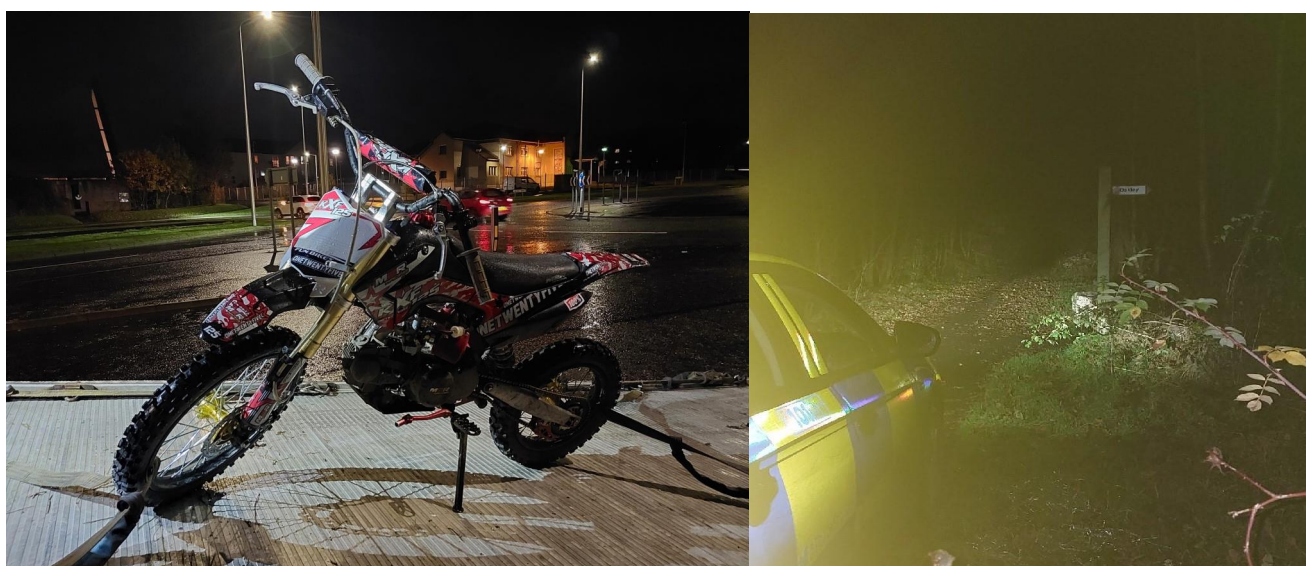
6.0 Anti-Social Behaviour

- 6.1 Local officers continue to monitor and tackle all forms of anti-social behaviour reported to Police. Analytical tools collating call reporting data and geographical locations are utilised to identify hotspots of anti-social behaviour. This is assessed along with crime recording trends, which provide officers the opportunity to react timeously to emerging locations of concern, ensuring early intervention and focused patrols in the right areas at the right times. Through engagement with Elected Members, residents and community councils, we ensure that areas of local concern are highlighted and being addressed. Community Officers use a variety of measures to tackle these issues including educational talks within schools, partnership working to encourage diversion and joint patrols with partners in effected areas to reduce anti-social behaviour. South West Fife as with all areas have various anti-social behaviour issues and locations of concern that require ongoing police attention.
- 6.2 As weather improved and daylight extended in the summer last year, it again became apparent that there was an increase in instances of youth disorder/offending and anti-social behaviour across the area. Over two weekends during late July and early August 2024, numbers were found to increase, reaching close to 100 persons at its peak at Aberdour beaches, with reports received of young people drinking alcohol and engaging in anti-social behaviour. A meeting was held with residents, members of the community council, elected members and MP Melanie Ward to discuss the issues that had been experienced. These discussions proved beneficial and resulted in a working group being created to enhance planning for Spring/Summer 2025.



- 6.3 Safer Communities Management, Police and staff from Fife Countryside Trust conducted joint patrols where possible through the months of July and August 2024, however it was recognised that the increase in ASB in Aberdour, over two specific weekends during the summer months overshadowed a lot of this good work and formed part of the reason for setting up the working group for 2025. Call volume and type on particular dates have allowed planning to focus on potential peak dates for the coming year.
- 6.4 Scheduled Preventative work was carried out, which included engagement with pupils at Inverkeithing High School and messaging passed from Police to the school for wide scale distribution to parents of pupils, highlighting the risks of unsafe behaviours at locations such as Prestonhill quarry and incidents that have previously occurred at other locations of note. The support of Fife Council – Safer Communities, SFRS, Fife Countryside Trust and other agencies such as Clued Up were key in dealing with issues and positively engaging with youths attending key areas.

- 6.5 Agreement is now in place through the Divisions Safer Transport Liaison Officer for management at Dunfermline Bus Depot and Kirkcaldy Bus Depot to highlight large groups taking public transport and travelling towards coastal villages. A similar agreement is in place with officers from BTP, who will highlight large groups travelling by train to beach locations. Introducing better alert processes with partners within transport hubs has afforded earlier indication to local community officers who have been able to provide both a visible presence and affording positive engagement with groups at or close to their time of arrival, prior to any report of disorder. Weekly monitoring of weather forecasts is also considered to assist with deployment and direction of staff.
- 6.6 Similar to previous years, a recurring issue in respect of antisocial behaviour is the use of off-road dirt bikes/quad bikes, which has been documented and recognised as a notable problem not only across the three ward areas of South West Fife but is regarded a wider issue across Fife and beyond. South West Fife experienced a very slight increase in calls related to ASB during this reporting year, with a large percentage of the demand being associated with complaints relating to off-road bikes. This remains an issue that is difficult to be reactive to, as Police will not engage in any form of pursuit with someone riding, should a rider 'make off' upon police attendance. The dangers and risks that this can present to the riders, pillion passengers and the wider public, should the rider choose to undertake higher speeds or riskier manoeuvres in an attempt to evade Police detection is too great and therefore Police are unable to pursue.
- 6.7 Options were explored throughout this reporting period to tackle this issue which resulted in a funding application being presented to Area Committee by Police (PS Stewart) and Community Learning (Mandy Conn) in April 2025. The funding that has been secured has allowed for 6 pilot education programmes to be completed by the Rural and Urban Training Scheme (RUTS). This project aims to help educate and engage young people in the topic of off-road bikes, whilst allowing them to achieve qualifications and life skills along the way. The 'Motolearn' programme focuses on legislation education around motorbikes, the mechanics/parts of a motorbike/engine and includes practical sessions on the safe use of a bike. Each programme affords 8 young people (identified by recommendations from services) the opportunity to complete the 6 weeks and gain the qualification. These programmes are being completed between May and October 2025.



- 6.8 Community officers in South West Fife continue to build an intelligence picture to identify regular 'hot spot areas' and repeat offenders, who can retrospectively be traced and charged with relevant offences.

- 6.9 We encourage all incidents to continue being reported by members of the public at the time of occurrence, providing as much information as possible in terms of vehicle description and a description of the riders to aid identification. The issue has been highlighted on Police Twitter (now referred to as the platform 'X') resulting in members of the public emailing the community team directly after social media appeals to supply police with information relating to this activity. As a result, community officers have seized dirt bikes in the Ward 6 area. Problem areas continue to include the Southern parts of Rosyth, Coastal Paths in Inverkeithing and Dalgety Bay and the cycle track in the vicinity of Oakley. Community and Response officers continue to regularly deploy in both marked and unmarked vehicles, on pedal cycle and on foot in hot spot areas to trace and identify offenders.
- 6.10 Community officers also identify the benefit of early intervention with young people and to ensure that we capture and engage with as many of the young people in our community as we can, delivering key messaging in relation to acting responsibly in the community at a young age is important and also develops relationships with Police as well as trust. Attendance has regularly taken place at primary schools, nurseries and social clubs across each of the ward areas, with the aim of affording young people the opportunity to engage positively with local officers and stimulate meaningful conversations that assist with breaking down barriers and improving relationships between Police and our younger community.
- 6.11 PC MacKay (Ward 5) is structuring a presentation for Primary 7 pupils who will transition from their final year at Primary School to High School, covering topics such as ASB/Online Safety/Use of mobile phones/Fire-raising and caring for our environment (including wildlife crime). Topics have been generated following review of local issues and discussions with management in education and an initial pilot is planned for Park Road Primary School.



7.0 Road Safety

- 7.1 Road safety and casualty reduction continues to be a priority across Fife Division. Fife's Road Policing department continue to carry out Annual Campaigns which aim to improve road safety and vehicle condition, whilst both educating and deterring drivers from driving under the influence of alcohol or controlled substances. Community and Response officers liaise closely with and have assisted in the following annual campaigns; Summer Drink Drive, Get Ready for Winter, Brake Road Safety Week and Festive Drink Drive.
- 7.2 Community officers continue to respond to specific areas of concern identified to them through public engagement, including from community councils and issues raised with local councillors. This results in a review of local calls made to Police and liaison with Local Authority to ascertain areas where it may be appropriate to carry out speed surveys or implement traffic calming measures. Community Officers and Road Policing colleagues carry out speedar deployments at identified sites which serves both as a visual deterrent and facilitates enforcement action. Deployment of 'Pop-up Police Officers' also serves to reduce the speed of traffic around key sites by acting as a visual deterrent. An increase in public concerns regarding speeding has been noted within Rosyth following the introduction of the 20mph speed limits. Road Policing colleagues and local Community officers have responded by providing a visible presence at key times, this has led to a significant increase in persons reported. Information has also been shared with Stagecoach who have carried out their own speed checks by deploying their Inspectorate team.



- 7.3 Additional deployments and patrols have also been carried out in local primary schools in response to concerns raised by school crossing patrol staff regarding the speed and manner of driving around the ward primary schools at relevant times. Although not within the 2024/25 reporting period, PC's Wishart and Cooper successfully set up and ran a 'Stand Against Speeding' campaign at five Ward 1 Primary Schools during May 2025. These involved deployments using Speedar, with signage displayed outside the five primary schools, and officers provided educational inputs to pupils on Road Safety. The

reaction and feedback from staff and pupils alike were positive and there was positive engagement from members of the public who passed by during the deployments. This will be replicated in Wards 5 and 6, with initial engagement completed and proposals made to Primary schools in both areas for the new term in August.

8.0 Protecting People at Risk of Harm

- 8.1 The protection of vulnerable people is a national policing priority and is a primary focus for the officers of South West Fife. The Public Protection Unit which covers across the whole division is made up of various departments and specialisms including Child Abuse Investigation Units (both recent and non-recent), Domestic Abuse Investigation Unit, Sex Offender Policing Unit and Rape Investigation Unit. The officers working within these departments have specialised training and capability to investigate offences under this remit.
- 8.2 The above departments are supported by local policing who will, on the majority of occasions, be the first attenders at these incidents and take the initial report of the crime. The appropriate response and allocation to specialised departments is based on an assessment of threat and risk posed as well as the nature of the offence. Local officers who attend child concern calls to the Police for example will submit the information received to ensure it is assessed at an Inter-agency Referral Discussion. Relevant information is shared between Police, Health, Social Work and Education to ensure risk to the most vulnerable in our communities is managed and mitigated. Similar processes of risk assessment and allocation of investigations occur across the various strands of Public Protection.
- 8.3 Officers across South West Fife responded to 789 'concern for calls' across the area during the reporting period, which was a 7% increase on the same period for the previous year. A large quantity of these calls relate to persons suffering from mental ill health. The support of vulnerable people in these circumstances has a significant impact on Policing.
- 8.4 Analysis of these call patterns are carried out to establish locations of concerns and Police work closely with partners including Fife Suicide Prevention NHS to establish what preventative measures can be implemented. A Pilot that was trialled in the East of Fife last reporting year has now been extended across Fife and works on a referral basis of appropriate cases where persons seek assistance with their mental health to a Distress Brief Intervention team of mental health professionals. This has seen positive results and internal guidance has been communicated to operational officers on how to make best use of this resource and ensure we are providing the best possible service, from the best placed services to members of our community. The preservation of life will always be the primary function of a Police Officers role, the work ongoing is to address the issue of support when the point of crisis is over.
- 8.5 Officers who attend incidents where there is a concern for the wellbeing of an individual submit referral reports detailing the concern on a Vulnerable Persons Database in order that this information can be assessed and shared with appropriate partners. Across South West Fife 1556 such referral reports were made during the reporting period.
- 8.6 Local officers are also regularly required to record and carry out enquiries to trace missing persons. South West Fife officers responded to, and investigated, 167 missing person enquiries throughout the reporting period.

9.0 Licensed Premises

9.1 The Licensing Scotland Act 2005 is underpinned by the following objectives:-

1. Preventing Crime and Disorder;
2. Securing Public Safety;
3. Preventing Public Nuisance;
4. Protecting and Improving Public Health; and
5. Protecting Children and Young Persons from Harm.

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

1. **Red** - Problematic Premises (highest grading)
2. **Amber** - Premises subject to formal intervention (subject to some form of monitoring & intervention where appropriate), and
3. **Green** - Monitored Premises – (all reported incidents) All incidents and crimes occurring within or linked to licensed premises are the subject of a licensed premises report that allows us to continually monitor the management of premises and assess whether enhanced measures aligned to RAG may be required.

9.2 During the reporting period no premises within South and West Fife fell into the red category.

9.3 All incidents which occur within licensed premises are reviewed by the Divisional Licensing Unit. This allows early identification of licensed premises which are not adhering to license conditions and to work with licensees to ensure improvement. Officers have continued to carry out proactive inspections at both off and on licensed premises to ensure compliance.

9.4 It is recognised that alcohol misuse is strongly linked to youth disorder and anti-social behaviour. Police visits to off-license premises forms an important part of pro-actively preventing youths from obtaining alcohol, these visits continue to be carried out in a targeted manner based on intelligence.

10.0 Policing in South and West Fife

10.1 The policing structure in SWF is focused on, and dedicated to, community policing and is structured around a collective responsibility to ensure the area is a safe place to stay, work and visit. Your Community Ward Officers are;

- Ward 1 – Constable Martin Cooper and Constable Leroy Wishart
- Ward 5 – Constable Samantha MacKay and Constable Kay Parter
- Ward 6 – Constable Dean Kennedy and Constable Garry Thomson
- Community Sergeant Barry Stewart

- Community Inspector Cheryl Young

11.0 Conclusions

- 11.1 Members are invited to endorse action taken to date and support Police Scotland moving forward in addressing priorities.

Report Contact

Cheryl Young
Community Inspector
South and West Fife
P Division
Police Scotland
Telephone: 0300 424 6087



Fife

South West Fife

2024-25

Scrutiny Report



SCOTTISH
FIRE AND RESCUE SERVICE
Working together for a safer Scotland

**Working together
for a safer Scotland**

Fife

South West Fife

Multiple selections












Fife
South West Fife
2024-25
Scrutiny Report

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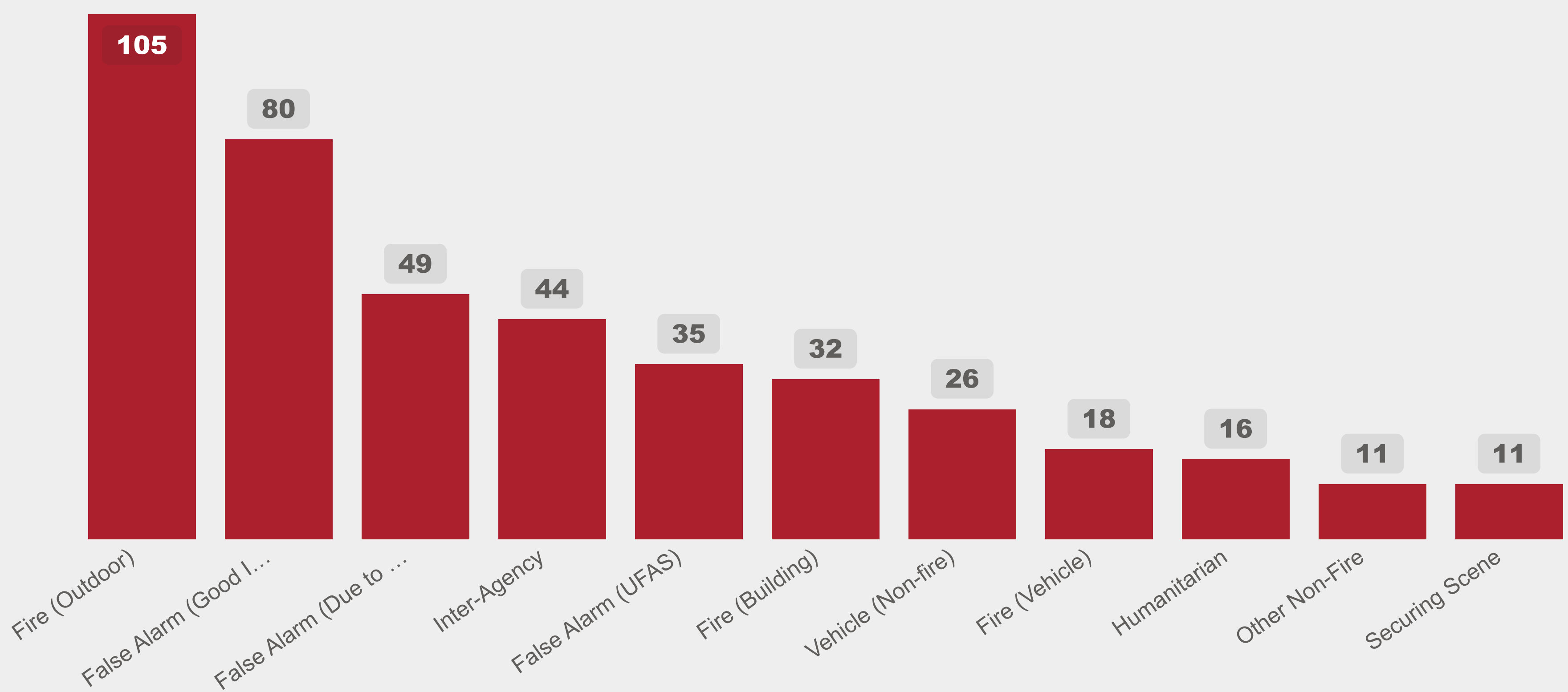
1	Summary	Page 3
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About the statistics within this report

The activity totals and other statistics quoted within this report are published in the interests of transparency and openness. They are provisional in nature and subject to change as a result of ongoing quality assurance and review. Because all statistics quoted are provisional there may be a difference in the period totals quoted in our reports after local publication which result from revisions or additions to the data in our systems. The Scottish Government publishes official statistics each year which allow for comparisons to be made over longer periods of time.

 446 Total Incidents (Incl. Incompletes)	 155 Fires	 123 Non-Fire Incidents	 168 False Alarms	 35 UFAS
 18 People Rescued by Firefighters	 4 People Receiving First Aid or Hospital Treatment (Fires)	 0 Fire Fatalities	 10 People Receiving First Aid or Hospital Treatment (Non-Fire)	 3 Non-Fire Fatalities
 Home Fire Safety Visits	 Fire Safety Audits			

Top 10 Incident Types



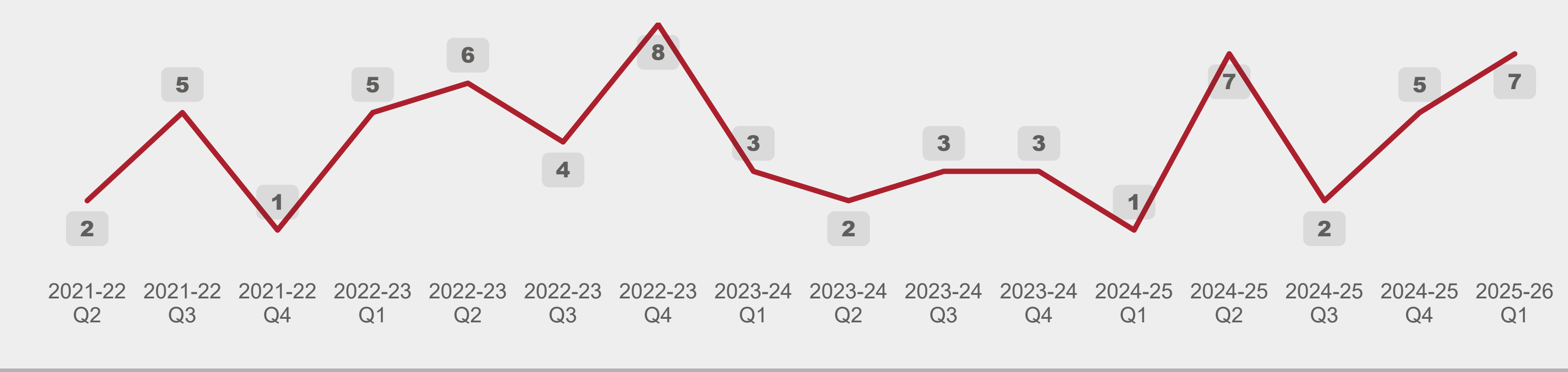
The section above provides a summary of the Annual activity from the 1 st April 2024 to the 31st March 2025 across the Southwest Fire Area. The graph shows the top three incident types are false alarms encompassing UFAS, faulty apparatus and good intent. While UFAS incidents remain high there has been a significant reduction and the trend continues to show reduction.

The figures above do not include malicious False alarms, that are not captured through UFAS, as these do not fall into the top ten incident types. Cooking remains to be the predominant cause of False alarms. Humanitarian rescues are incidents that cannot be otherwise categorised but seek to promote human welfare, this is an extensive category that includes lift rescues, non-fire related evacuations and entrapments.

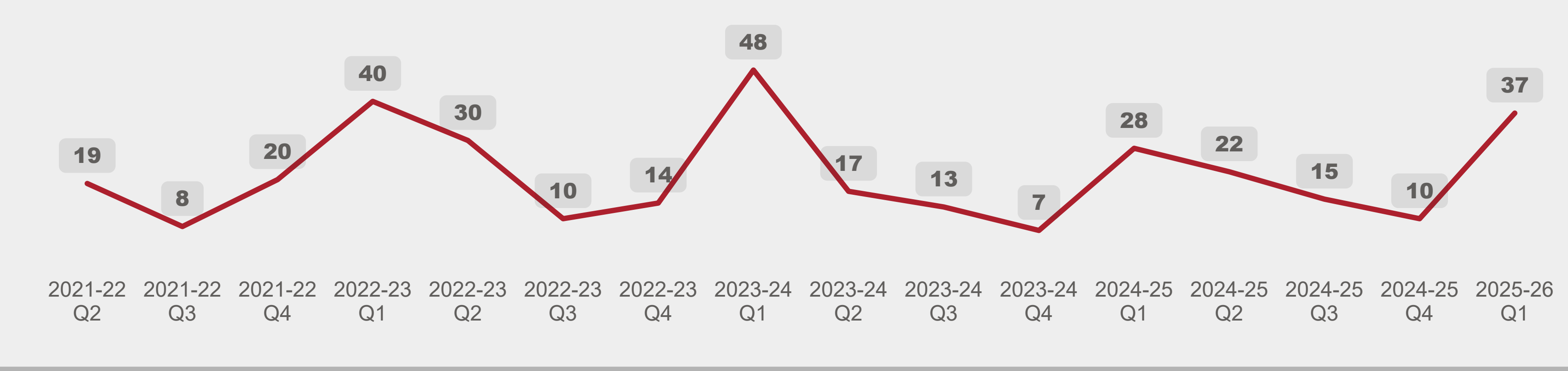
2. Trends

Previous 16 quarters (4 years)

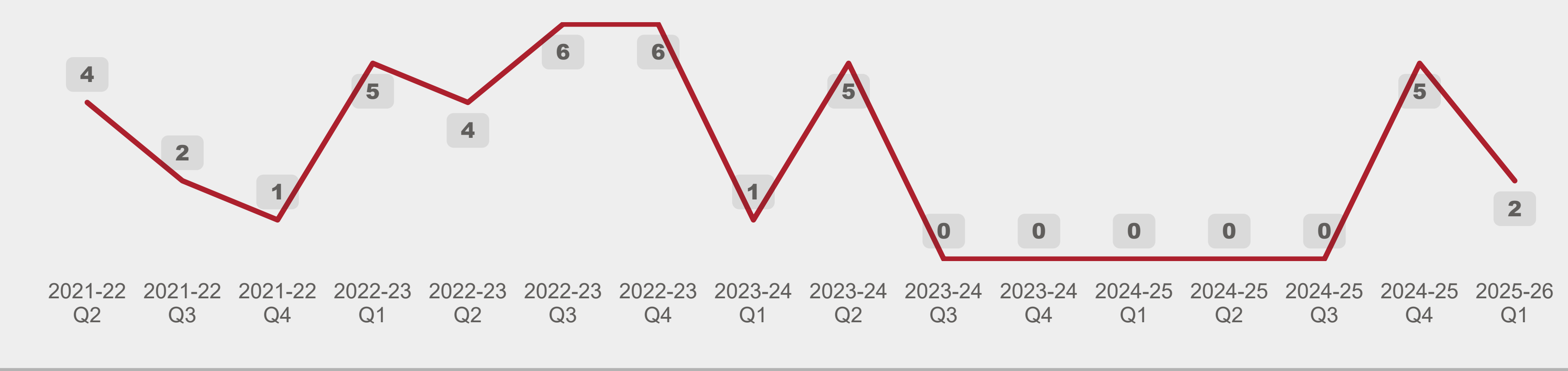
Accidental Dwelling Fires



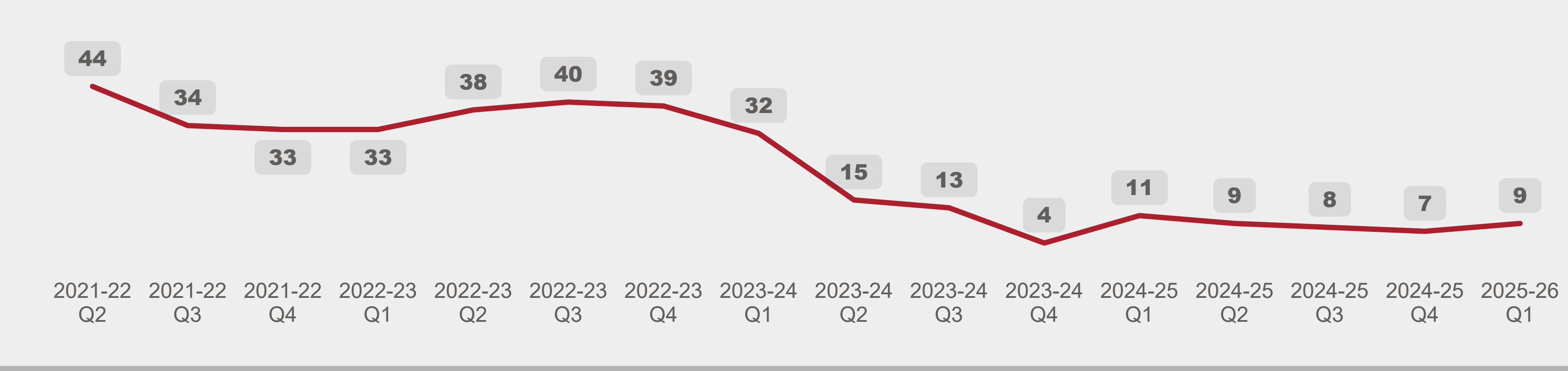
Deliberate Fires



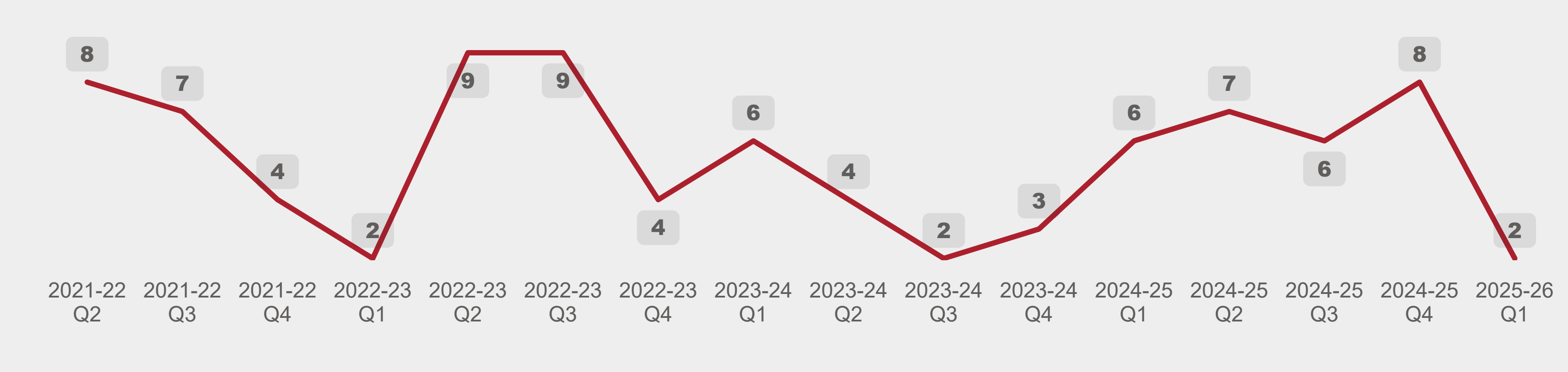
Non-Domestic Fires



Unwanted Fire Alarm Signals



Road Traffic Collisions



3. Accidental Dwelling Fires

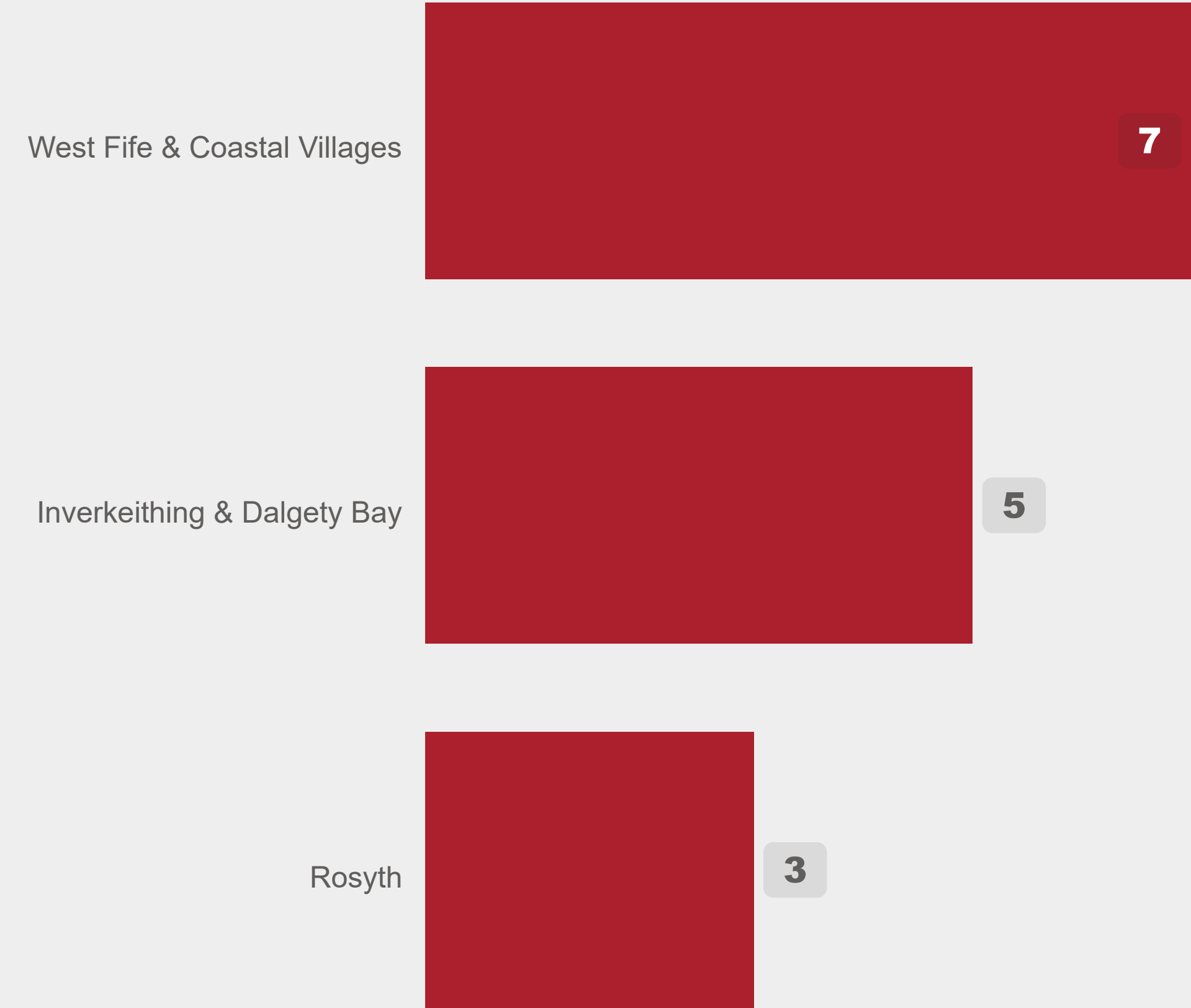
2024-25

Trend by Quarter (4 years)

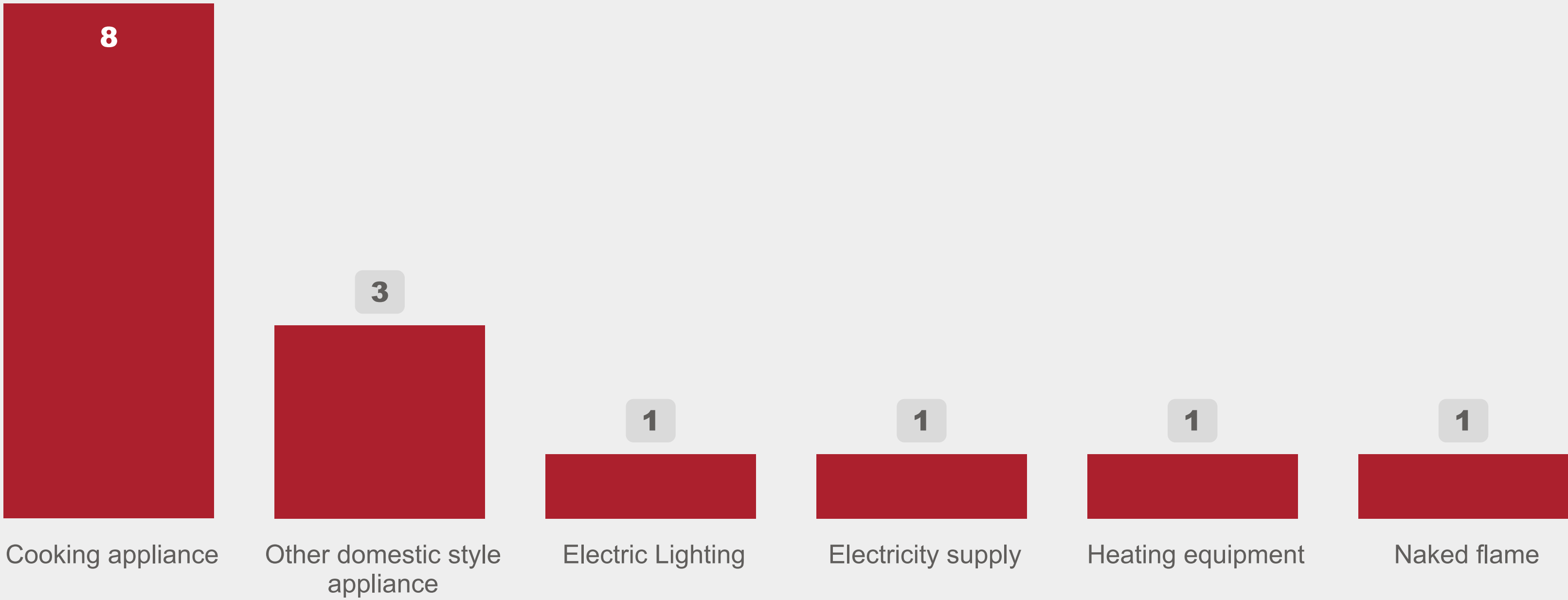


Extent of Damage	Incidents
Not applicable	7
Limited to item 1st ignited	5
Limited to 2 floors (not whole building)	1
Limited to room of origin	1
Roof space and other floors(s)	1

Incidents by Ward



Source of Ignition (Top 10)



15

Accidental Dwelling Fires in this period

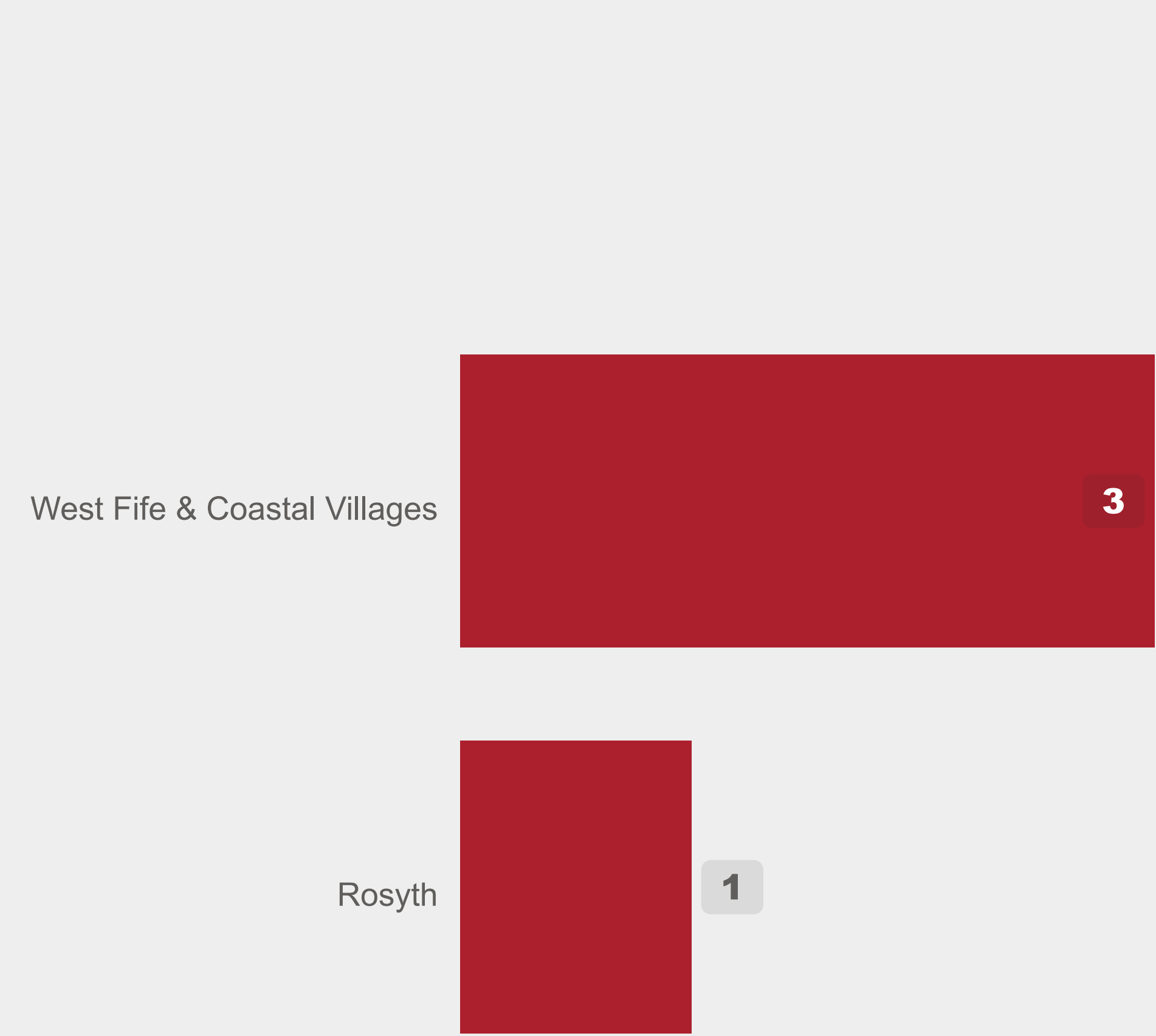
Accidental Dwelling Fires have increased to 15 from 11 (2023-2024). Cooking has been identified as the primary cause of Accidental Dwelling Fires within the area. This is an area of focus for our Community Action Teams, targeting a reduction in the number and severity of fires with many fires resulting in limited or no damage before the fire is extinguished.

Trend by Quarter (4 years)



Nature of Injury/Cause of Death	Casualties
Overcome by gas, smoke or toxic fumes; asphyxiation	3
Burns - slight	1

Casualties by Ward



4

Non-Fatal Casualties

0

Fatal Casualties

0

People Rescued by Firefighters

Extent of Harm (Non-Fatal)



2

First Aid Given at Scene



2

Hospital Slight Injuries



0

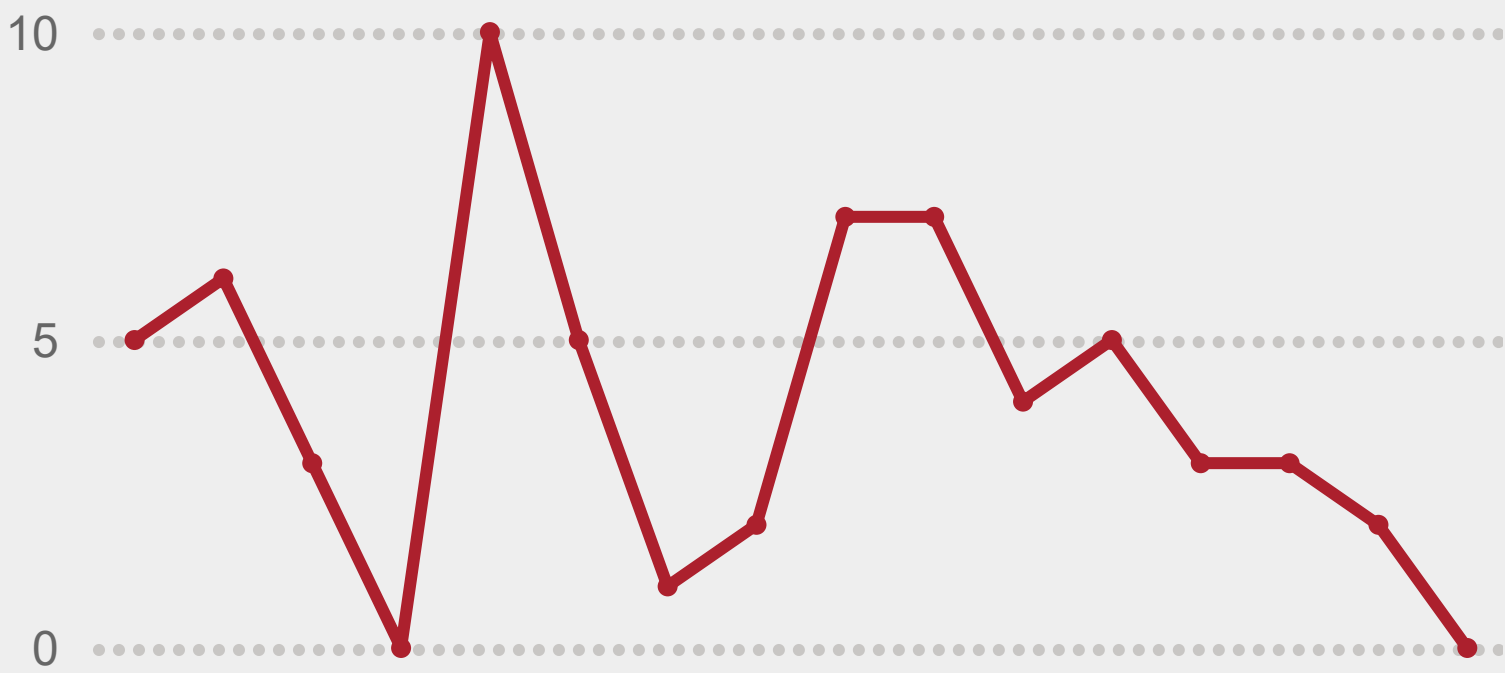
Hospital Serious Injuries

The Southwest Fife area has seen an increase in fire casualties over the reporting period by 2. We have had no fire fatalities for this reporting year.

5. Non-Fire Casualties

2024-25

Trend by Quarter (4 years)



Casualties by Ward

Inverkeithing & Dalgety Bay

7

West Fife & Coastal Villages

6

10
Non-Fatal
Casualties

3
Fatal
Casualties

18
People
Rescued by
Firefighters

Extent of Harm
(Non-Fatal)



3

First Aid Given
at Scene



7

Hospital Slight
Injuries

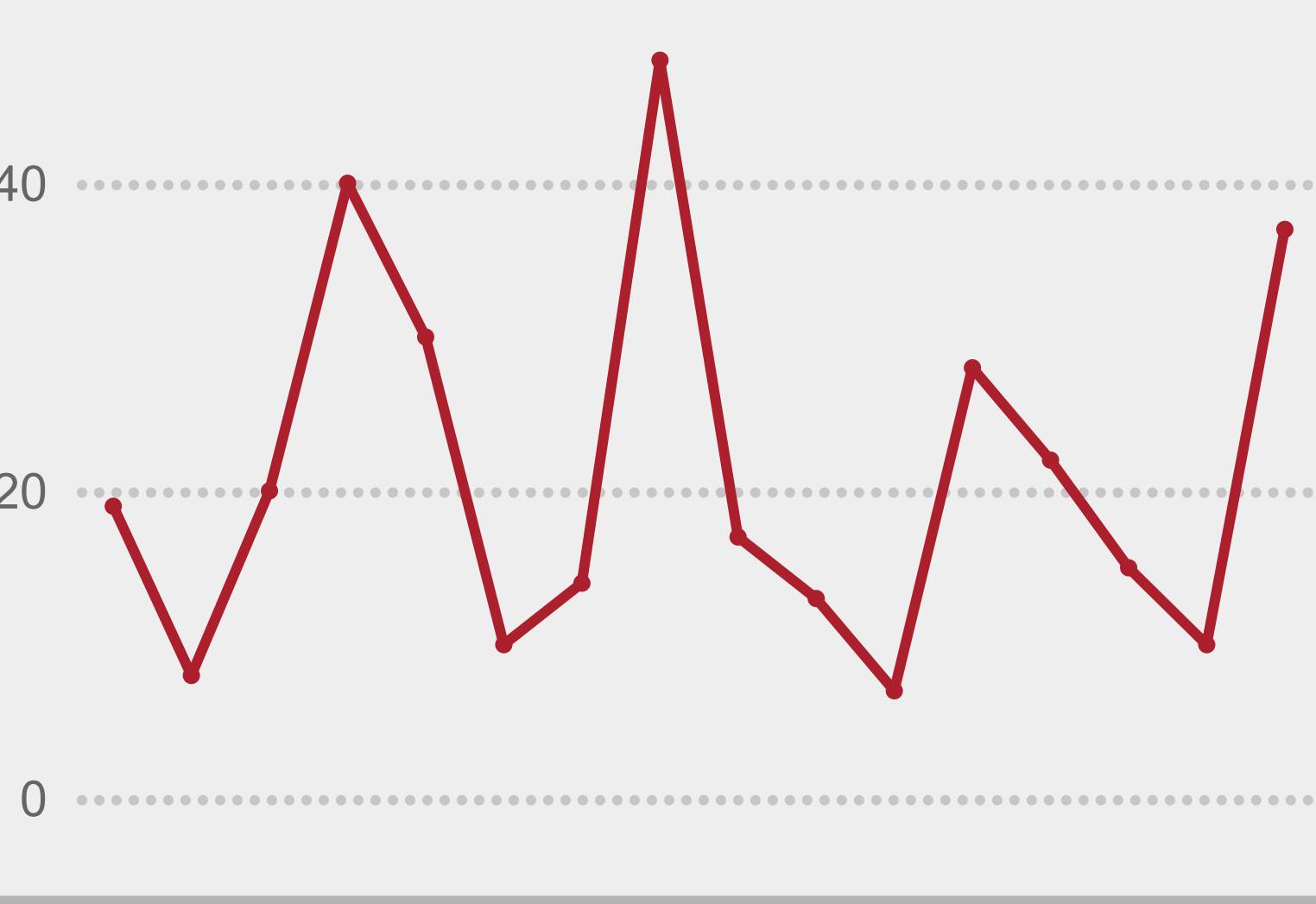


0

Hospital Serious
Injuries

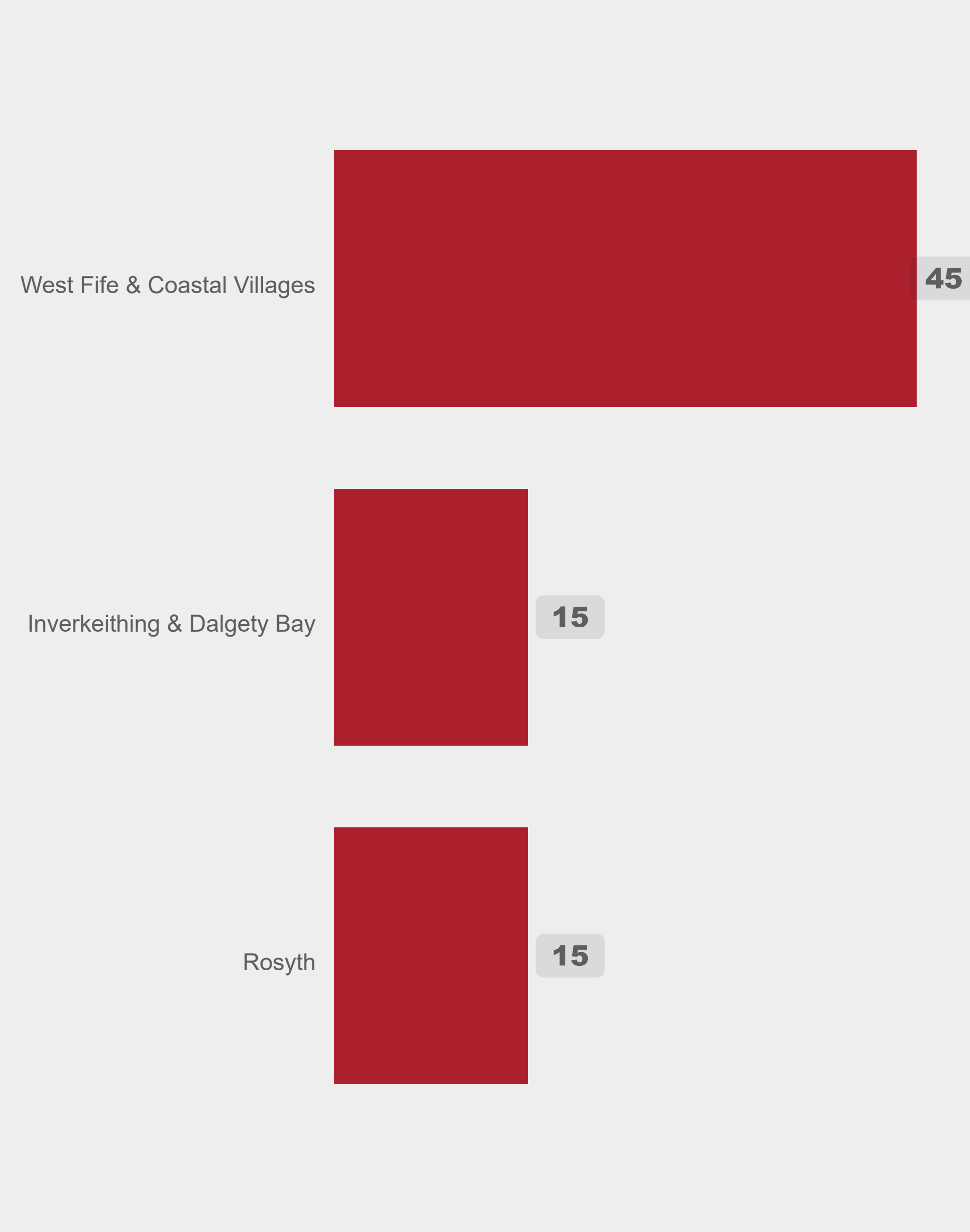
Details on request.

Trend by Quarter (4 years)



Property Type	Incident
Grassland, woodland and crops	38
Refuse	16
Other outdoors (including land)	9
Dwelling	4
Outdoor structures	4
Road Vehicle	3
Non Residential	1

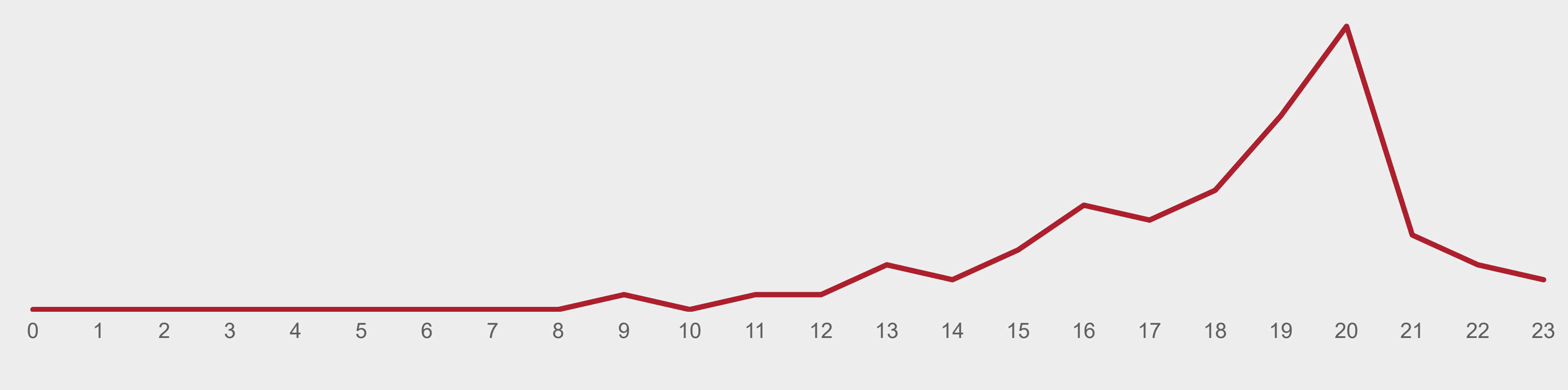
Incidents by Ward



75

Deliberate Fires
in this period

Hour of Day

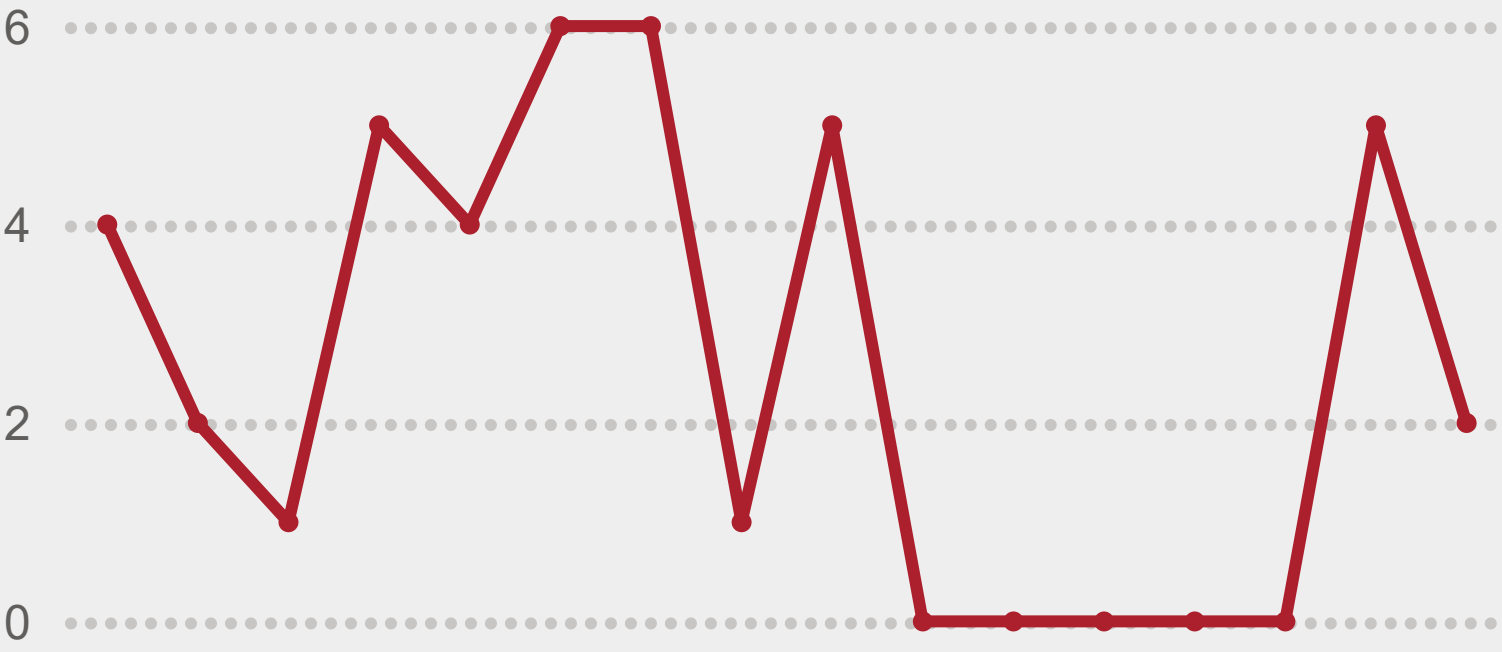


Southwest Fife reported 75 Deliberate Fires within the last 12-month period. Stirling West and Grassland and outdoor fires continue to rise as the climate in Scotland changes, this is an area of focus for SFRS with the introduction of a new Wildfire Strategy.

7. Non-Domestic Fires

2024-25

Trend by Quarter (4 years)



Top 15 Property Types

Property Type	Incidents
Boarding School accommodation	1
Industrial Manufacturing	1
Offices and call centres	1
Residential Home	1
Transport buildings	1

Incidents by Ward



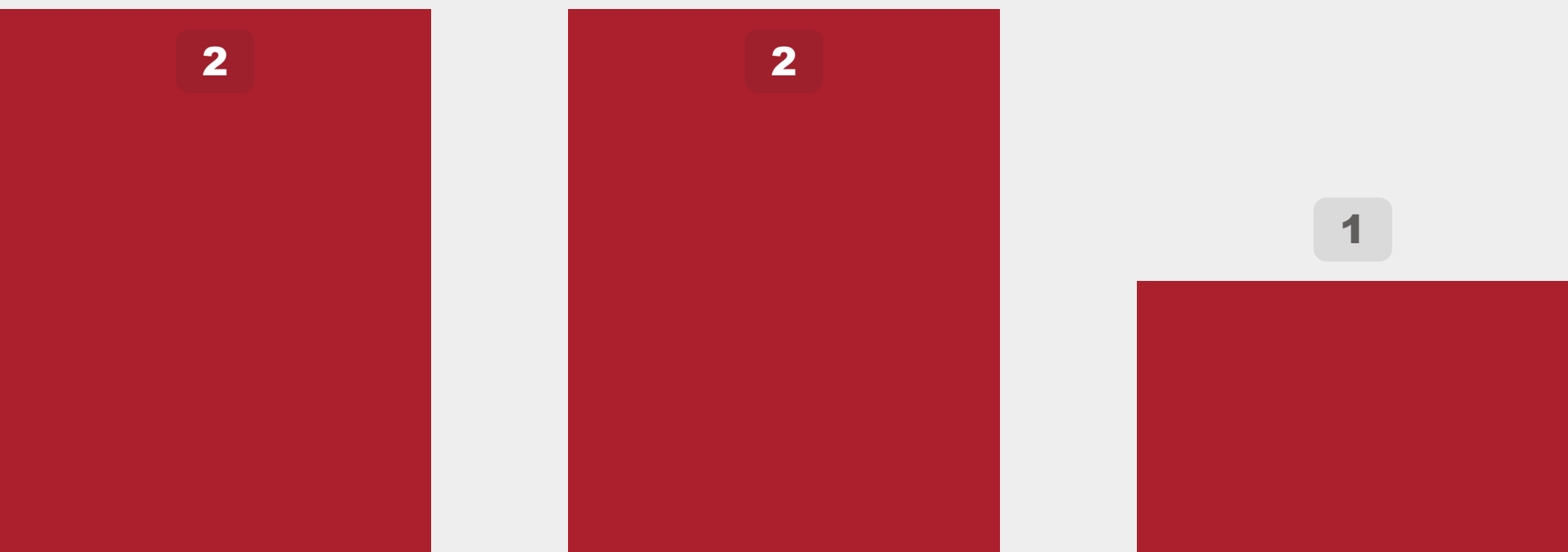
- Accidental
- Deliberate

5 (100.0%)

5

Non-Domestic
Fires in this
period

Extent of Damage



For the 12-month period, Non Domestic Fires remain relatively low and have seen a reduction by 1 from last reporting year.

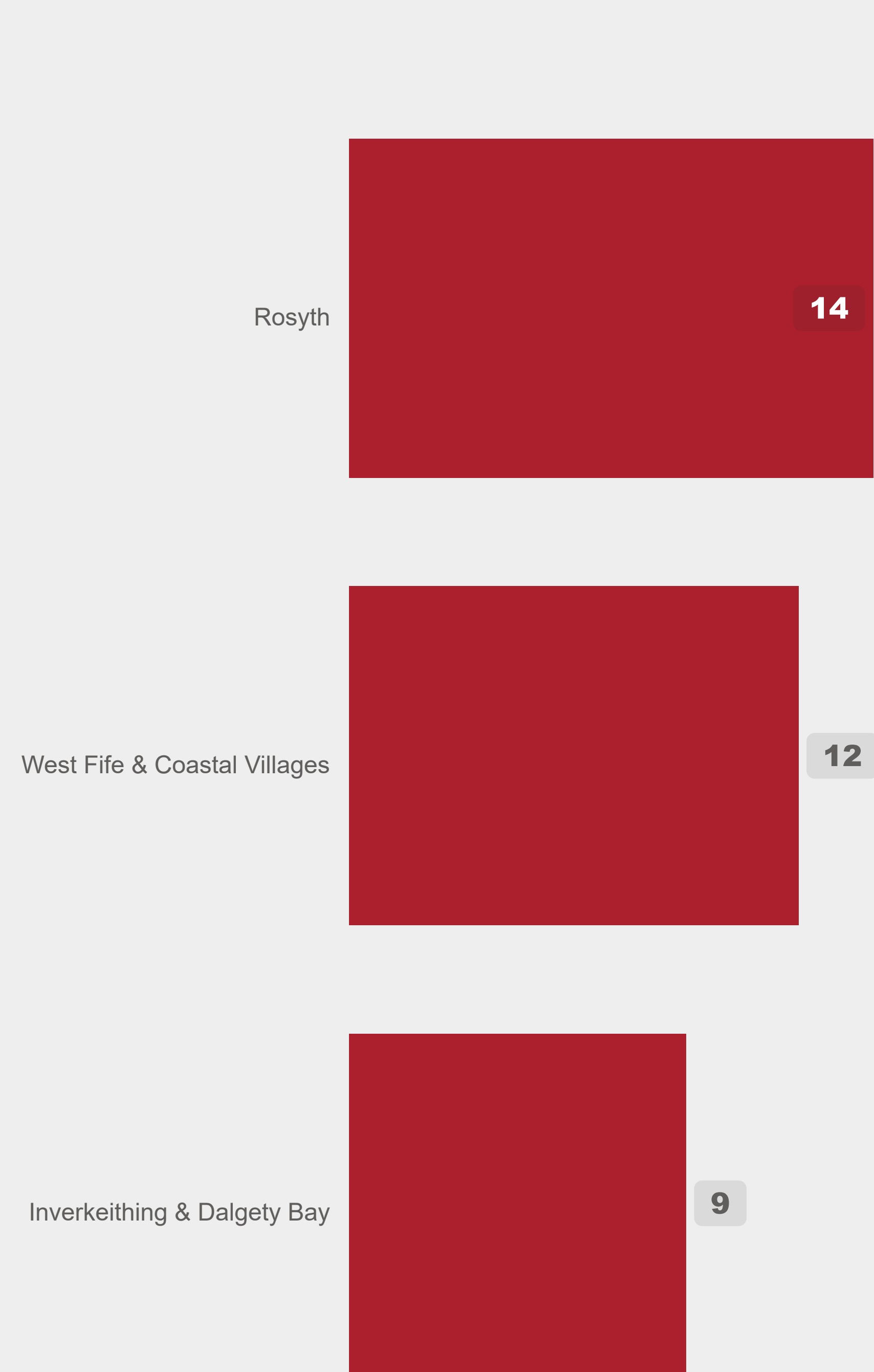
8. Unwanted Fire Alarm Signals

2024-25

Trend by Quarter (4 years)



Incidents by Ward



Top 15 Property Types

Property Type	Incidents
Residential Home	17
Sheltered Housing - not self contained	7
Offices and call centres	3
Entertainment and culture	2
Industrial Processing	2
Food and Drink	1
Military/barracks	1
Other Residential Home	1
Warehouses and bulk storage	1

35

Unwanted Fire Alarm Signals in this period

Following the introduction of our Unwanted Fire Alarm System (UFAS) Reduction Strategy, we continue to see a significant reduction in UFAS incidents, 35 down from 64 from previous year. UFAS still remain high within residential homes. Our Fire Safety Enforcement teams work closely with these premises to achieve fire safety compliance and reduce unwanted calls. We remain committed to supporting Premises Duty Holders achieve high levels of fire safety and the UFAS Champion will continue to engage robustly with residential care homes, to address spikes and drive these types of incidents down

Trend by Quarter (4 years)

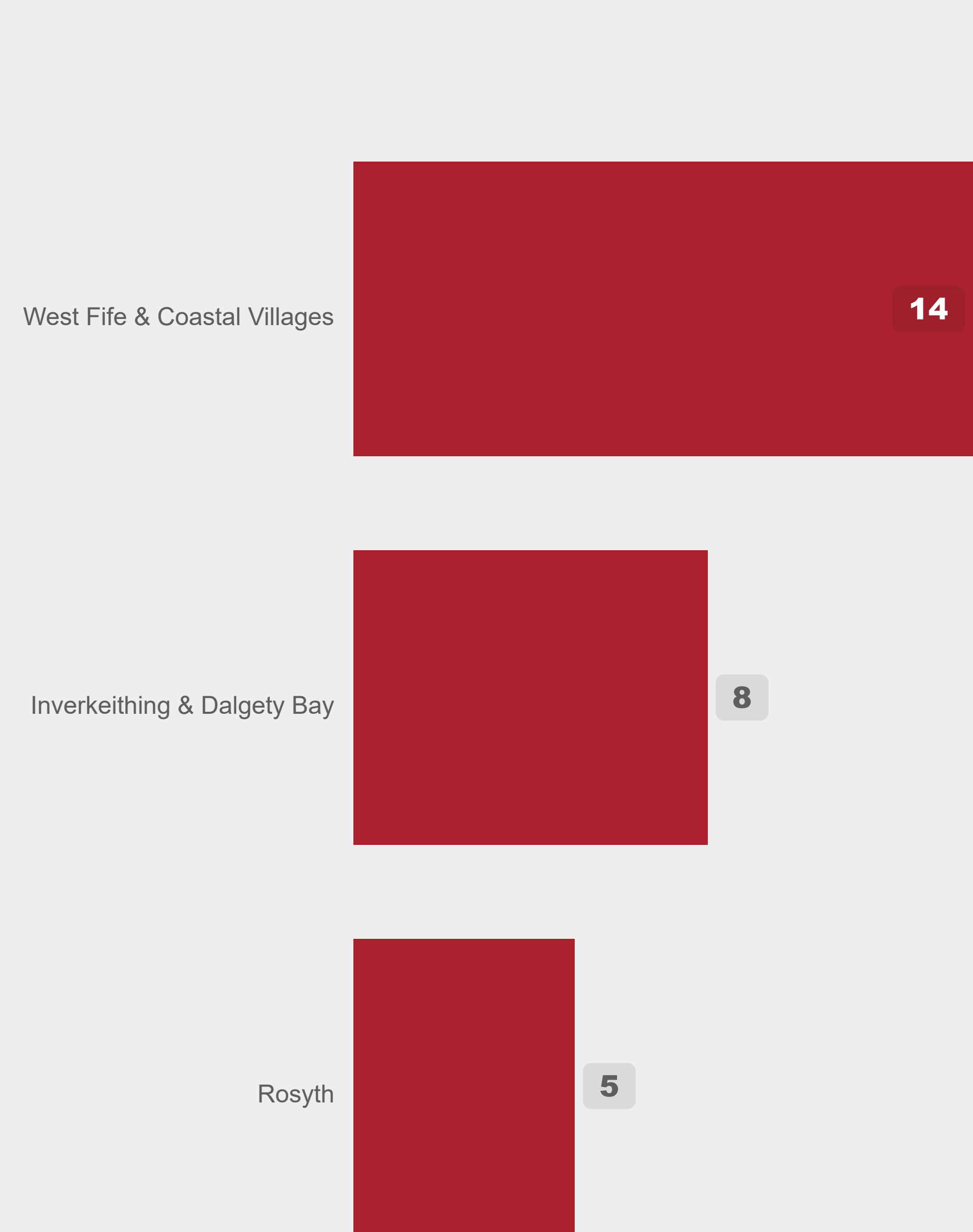


27 Road Traffic Collisions in this period

Property Type	Incidents
Car	23
House - single occupancy	1
Motorcycle	1
Multiple Vehicles	1
Van	1

Incident Type	Incidents
Vehicle (Non-fire)	25
Fire (Vehicle)	1
Other Non-Fire	1

Incidents by Ward



9 Non-Fatal Casualties 2 Fatal Casualties 4 People Rescued by Firefighters

Extent of Harm (Non-Fatal)

First Aid Given at Scene 3

Hospital Slight Injuries 6

Hospital Serious Injuries 0

Road traffic Collisions have seen an increase over the last 12 months from 14 to 27, and sadly there have been 2 fatalities recorded. SFRS have carried out several Road Safety initiatives over the last year and continue to support partners to educate and inform drivers and continue to seek avenues to work in partnership to make our roads safer. This is not always reflected in operational activity presented, due to additional factors such as visitors to the area, that we are unable to benchmark. We do however work with colleagues throughout Scotland and the wider UK to share best practices and safety messaging in a bid to capture as many people as possible and improve road related behaviour. There is no identified trend in terms of location. The age demographic of casualties involved in RTC's reveals this to be predominantly those aged between 17-29 years and 60-69 years.

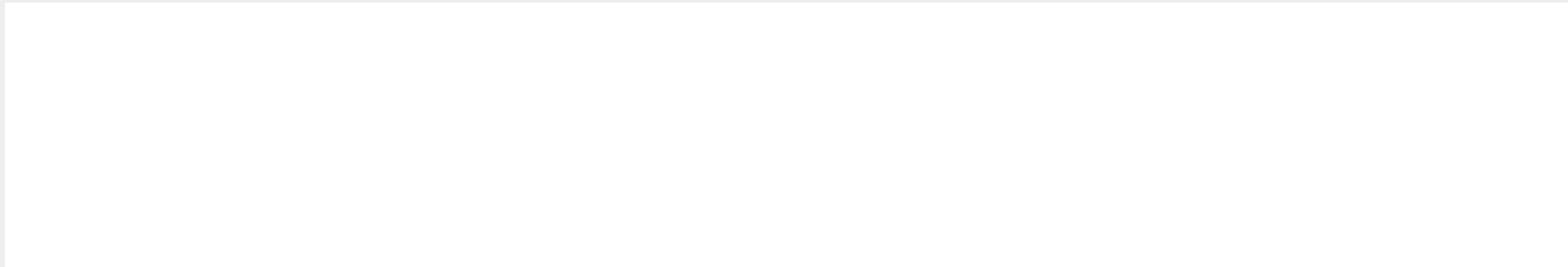
Update as of 2024-25 Q4:

Statistics for Home Fire Safety Visits are not available due to a system change. The Business Intelligence Team is actively working in collaboration with Digital and Technology Services and the Community Safety Team to ensure suitable quality for future reporting. We apologise for any inconvenience this may cause.

11. Fire Safety Enforcement

Update as of 2024-25 Q4:

Enforcement data is currently not available due to data quality issues. The Business Intelligence Team is actively working to ensure suitable quality for future reporting. We apologise for any inconvenience this may cause.



Figures for Fife Local Authority Area:

Home Fire Safety Visit Programme.

The SFRS carried on with our Home Fire Safety visit programme within the Fife Council area, visiting 744 high risk premises. This year also saw the introduction of a new home Fire Safety Visit App that will allow us to target HFSV’s to those most at risk and allow us to refer onwards to partner organisations in a more streamlined manner. Numbers include:

Total Completed 1900 (744 high risk)
Adult Protection (AP1) Referrals 147

Anti-Social Behaviour ASB and Bonfire Safety.

Ten talks to over 600 young people carried out by the Community Action Team. Some large events and some smaller more targeted events in problem areas across a range of schools and youth groups. Additionally, schools were given information for their digital boards and presentations for their own use to support delivery of ASB information and reduction initiatives.

Partnership Training.

Locally we carried out twenty partnership training sessions on risk recognition and referring into SFRS. Groups we worked with included NHS, Social work and education groups. In total 360 people received training.

Youth Volunteer Scheme.

This course has continued at Methil Community Fire Station over the year. As a national course the YVS aims to provide a safe, welcoming and enjoyable environment for young people to learn and work together.

Water Safety and Water Safety School Talks.

SFRS attended a number of events to promote water safety. These included joint patrols with Police Scotland and engaging with the public at problem areas to reassure and educate the public. Also, six talks carried out at Schools in the area to approx. 785 young people ahead of the summer holidays.

13. Glossary of Terms

Term - What it means

ADF

Accidental Dwelling Fire.

HFSV

Home Fire Safety Visit.

PDIR

Post Domestic Incident Response, a term used to indicate actions taken following attendance at a fire or other incident in the home. PDIRs include amongst things the offer of a free follow up home fire safety visit.

RTC

Road Traffic Collision.

Special Service

Calls to incidents which are not fires or false alarms such as RTCs, rescues, flooding, incidents involving hazardous materials or the provision of assistance to other agencies.

UFAS

Unwanted Fire Alarm Signals. When an automatic fire detection and alarm system is activated as a result of anything other than an actual fire the activation is classed as a false alarm. If an attendance is made to such an event by the Scottish Fire and Rescue Service, then the event is recorded as an UFAS incident.

UFAS Policy Change

In response to COVID, on the 6th May 2020, the SFRS decided to send 1 pump to UFAS premises that did not have their own Predetermined attendance (PDA).

As of 1st July 2023, the COVID interim 1 pump response was ended and a new UFAS policy was implemented.

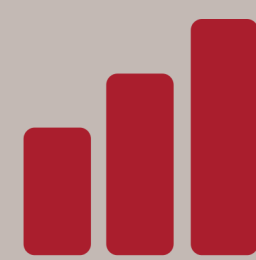
The new policy is to call challenge all UFAS incidents with the intention of non-attendance. Hospitals, care homes, and sleeping risk premises are all exempt and receive either 2 pumps or their premise specific PDA.



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BUSINESS
INTELLIGENCE

Design, figures and charts by the Business Intelligence team.

3 September 2025
Agenda Item No. 7

Supporting the Local Community Plan – Area Capital Budget Request – Dalgety Bay Pump Track

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

Wards Affected: 6

Purpose

To seek agreement from the Area Committee to allocate funds from the South and West Fife Area Capital Budget 2021 -2023.

Recommendation(s)

The committee is asked to agree a contribution of £65,000 from the Area Capital Budget for the provision of a pump track in Dalgety Bay.

Resource Implications

There is sufficient funding remaining in the South and West Fife Area Capital Budget 2021 – 2023 for this award to be made.

Legal & Risk Implications

None

Impact Assessment

An EqIA has not been completed and is not necessary as the report does not propose a change or revision to existing policies and practices.

Consultation

Ward 6 Councillors have been consulted; all are supportive of this project and are in agreement to award the amount requested.

In addition, Dalgety Community Trust have undertaken significant community engagement to ensure that the community have a say on whether they wish to see a pump track developed in Dalgety Bay. The response they have received from the local community has been overwhelmingly positive.

1.0 Background

- 1.1 The criteria for spend from the Area Capital Budget requires approval from the Area Committee. This report is to seek agreement from the Area Committee for a contribution from the Area Capital budget.
- 1.2 Colleagues within Finance have confirmed that the Area Capital Budget 2021-2023 is still available and with sufficient funds remaining.
- 1.3 To award these funds to an external organisation/third party a budget transfer request (CFCR) is required and will be submitted to the Investment Strategy Group on the 10th September 2025 for approval.
- 1.4 The Dalgety Bay Pump Track project is being led and delivered by Dalgety Community Trust (DCT). Dalgety Community Trust is charity set up in 2019 by a group of local volunteers with the aim of developing and delivering priority community projects which have a positive social, environmental and ultimately economic impact. One of the priority projects the local community has identified is the development of an open, accessible and financially sustainable cycling 'Pump Track' in Dalgety Bay. DCT is working closely with a group of young people to deliver this for the community.

2.0 Project Details

- 2.1 Dalgety Bay Community Pump Track is a group of local Dalgety Bay cycling and bike enthusiasts who are committed to creating an urban bike skills track at Dalgety Bay Sports and Leisure Centre. The group comprises mainly young people who are working in partnership with DCT who have agreed to be the legal sponsoring entity for the project. The aim of the group is to provide, maintain and operate a high-quality pump track which will be free to access, open and accessible to locals and visitors alike.
- 2.2 The pump track will be a looped sequence of rollers and berms (swoopy banked turns) and features designed to be ridden by riders 'pumping' – generating momentum by up and down body movements and with minimal pedalling or pushing. It is designed to be used by everyone, all ages and abilities, and is ideal for children and young people to learn to handle their bikes, scooters and skateboards in a safe, accessible area.
- 2.3 The track will be around 280 metres in length with different sections for riders with a range of skills. The total area of land occupied by the whole development will be around 2,850 square metres of the existing grassed area of the playing fields at the Dalgety Bay Sports and Leisure Centre with the built track taking up approximately 2,100 square metres of this.
- 2.4 The track will be built adjacent to, and connected with, the existing skate park at the sports centre. It will be enclosed by a fence consistent with the height and construction of the existing fence for the skatepark. The proposed track with its bends and humps would be typical of other similar tracks and would sit well with the existing skatepark context.
- 2.5 Pump tracks take many forms. They are both playgrounds and training facilities for bikers, skateboarders or scooter riders of all skill levels. A good pump track must flow well, be well built have a good layout and be safe. To meet these aims, we will:
 - Build an asphalted track which is hard wearing, built to last, almost all weather and low maintenance.

- Build a track that will act as a hotspot for all kinds of riders who seek a fun and action-filled sports experiences. We want our pump track to be the popular destination for people of all ages, in essence, “the hive of community activity.”
 - Contract with an experienced builder. There are several companies who are well known in the UK for creating great tracks that work, a badly built pump track can be enough to put people off, so it is essential to use a good contractor.
 - Install floodlighting into the build, making the area safer and opening the possibility for winter evening activities.
- 2.6 The current design features a track at least 2m wide over its whole length of around 280m incorporating both beginner sections and sections for more experienced riders. The track design will incorporate 9 straights and 9 corners and a variety of features including left and right hand berms, ranging from 30 degrees to 200 degrees.
- 2.7 A key aim of the pump track is to ensure it is accessible to all, regardless of their level of skill or physical ability. Our aim is to maximise inclusivity by designing the track for almost anything on wheels which is human powered, bikes of all types and sizes, boards, scooters, skates and wheelchairs. We will work closely with local organisations that support cycling related activities and will endeavour to make a range of equipment available free to use or at minimal cost for people to ‘come and have a go.’
- 2.8 Once operational, day to day access to the track will be free, with modest charges only being made for participation in organised events, coaching and competition. Limited charging for events in this way is an appropriate means of generating the income necessary to cover maintenance and running costs.
- 2.9 Dalgety Community Trust has received competitive tenders for design and construction of the pump track which have assisted with the forecasting of costs.

3.0 Funding requirements

- 3.1 The overall cost for the design, planning, consenting and construction of project is approximately £370,000. This figure has been identified by quotations through the competitive tendering processes already undertaken. DCT have had successful funding applications to various funders including Fife Environment Trust, EB Scotland and Sports Scotland. To date, the project has secured just under £305,000 from a range of funding providers.
- 3.2 Unfortunately, since the project's inception, costs have increased for materials, construction and other works. Additional costs have been experienced for the floodlighting connection to the mains power supply as well as drainage costs for SUDS compliance to meet Fife Council requirements.
- 3.3 Floodlights main connection – indicative costs are in the region of £35,000. This includes civil works, general trenching, backfilling, making good; cabling supply and connection; permissions and associated costs. The inclusion of floodlighting will ensure year round use particularly over the winter months.
- 3.4 Drainage Costs for SuDS (Sustainable Drainage System) – recent communication from Fife Council with the Trust have highlighted that, for compliance purposes, a more in-depth drainage solution for the site may be required. This will entail additional construction and material costs as well as recruiting a Drainage Consultant to advise DCT on options, designs and undertake site testing. Identified costs are in the region of £30,000.

- 3.5 Dalgety Community Trust did factor in budget allocation for some of these works; however, costs have been significantly higher than anticipated. Due to this, an approach was made by DCT to local councillors and the Community Manager to see if an additional allocation could be made from local area budgets.
- 3.6 Councillors requested officers to explore budget options to support this project. As indicated earlier in this report, a budget transfer request will also be submitted to the Investment Strategy Group.

4.0 Conclusions

- 4.1 This project will deliver a unique facility not only to Dalgety Bay but also South and West Fife. Pump tracks in other parts of Fife attract usage by young people from around the region and wider afield.
- 4.2 This project will contribute to the Plan4Fife and South and West Fife Area Local Community Plan themes.

Report Contact

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3 September 2025.
Agenda Item No. 8

Anti-Poverty Action Funding Application – Welfare Support Assistant

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

Wards Affected: 1, 5 & 6

Purpose

To request funding from members in order to extend 1 x FTE Welfare Support Assistant (WSA) Post until 31 March 2026.

Recommendation(s)

The committee are asked to agree the amount of £27,053.36 for the extension of 1 x FTE Welfare Support Assistant Post until 31 March 2026.

Resource Implications

Sufficient funds are available in the Anti-Poverty Budget to support the submitted proposal.

Legal & Risk Implications

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

Impact Assessment

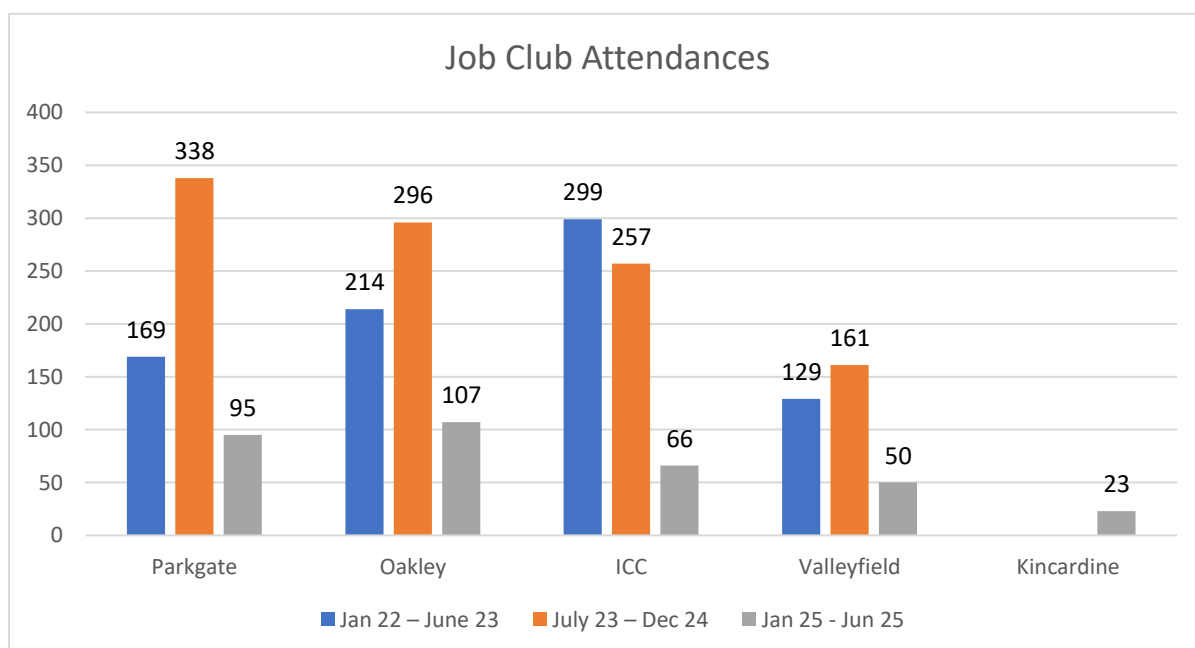
An EqIA is not required because the report does not propose a change or revision to existing policies and practices.

Consultation

Members are consulted at ward meetings on welfare support assistant post progress and updated on cases that highlight the impact and need to extend this post.

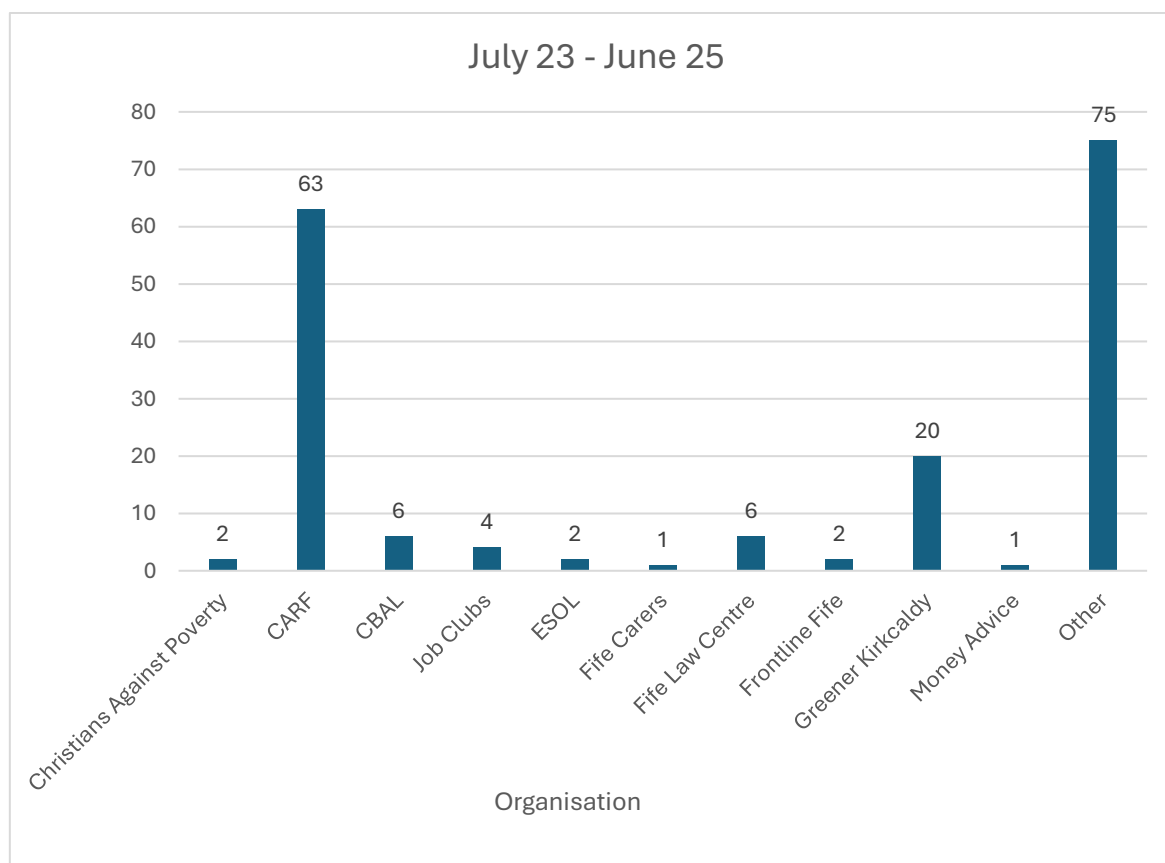
1.0 Project Information

- 1.1 South and West Fife Communities and Neighbourhoods Service managers' acknowledged that key areas of work were required to support families and individuals through the cost-of-living crisis towards recovery. This included providing information, advice, signposting to food, fuel and financial assistance as well as the ongoing development of, and enhanced wrap around support within the Community Assistance Hubs (CAHs) and warm spaces venues.
- 1.2 In order to continue to offer this support there is a requirement to extend the current temporary Welfare Support Assistant until 31 March 2026. The post was funded through Community Recovery Funding.
- 1.3 Appendix 1 Poverty Action Group Funding Application shows the breakdown in costs to extend this post.
- 1.4 To date, the post, along with the 2 mainstream posts, WSAs have provided information, advice and support to those accessing services in the four Community Assistant Hubs (CAHs) as well as the community job clubs across the area. The job clubs are delivered in Inverkeithing Civic Centre, Coalfields Regeneration Trust in Kincardine, High Valleyfield Community Centre and Parkgate Community Centre.
- 1.5 The graph below shows the attendances at each job club. The extension of this post has allowed the development of provision in Kincardine.



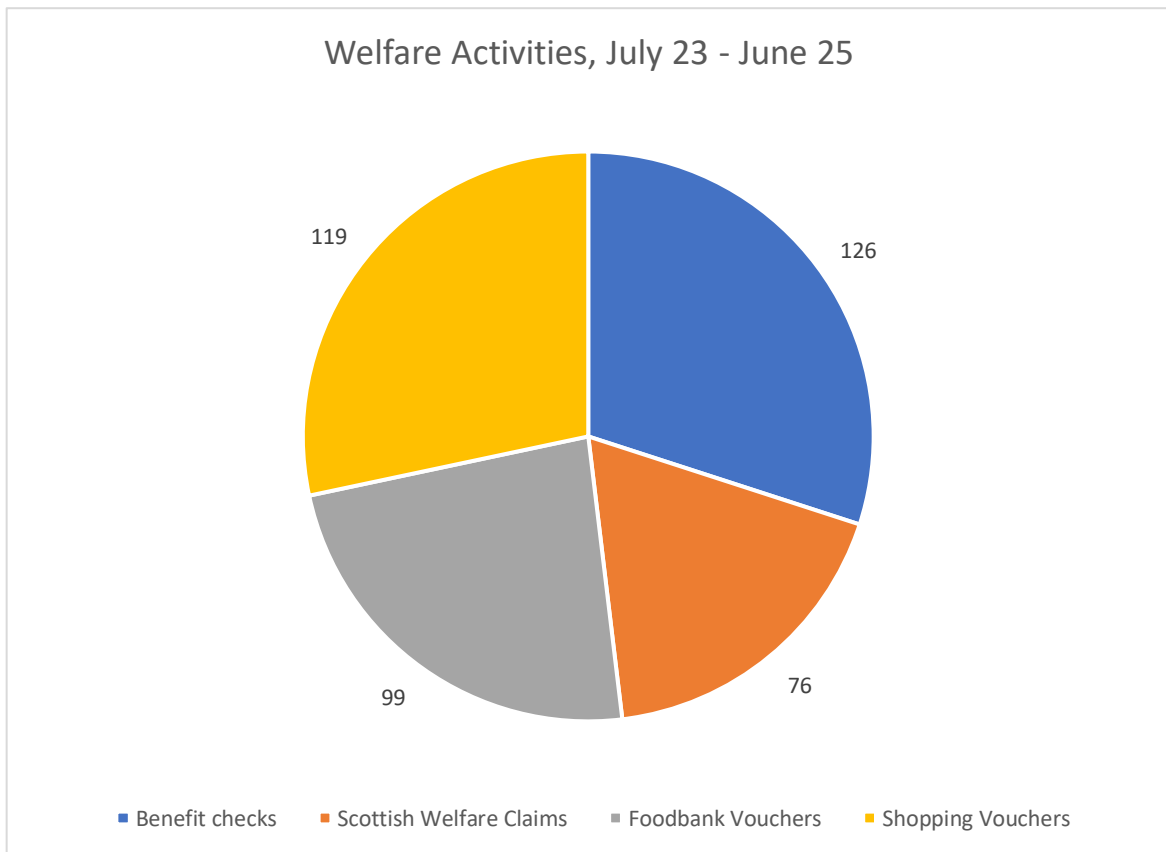
(The graph above highlights the number of attendees at Job Clubs prior to these posts being established and the rise in attendances from January 2022 until June 2025 in all venues excluding Inverkeithing Civic Centre. The first quarter of 2025 indicate that figures are trending higher than the first quarter in 2024).

- 1.6 WSAs have liaised with staff in the CAH venues to develop cost-of-living support services in response to local need. Staff have referred clients to a range of partner agencies and services who can give additional support to those coping with multiple and complex issues. The graph below highlights the range of referrals made to partner agencies.



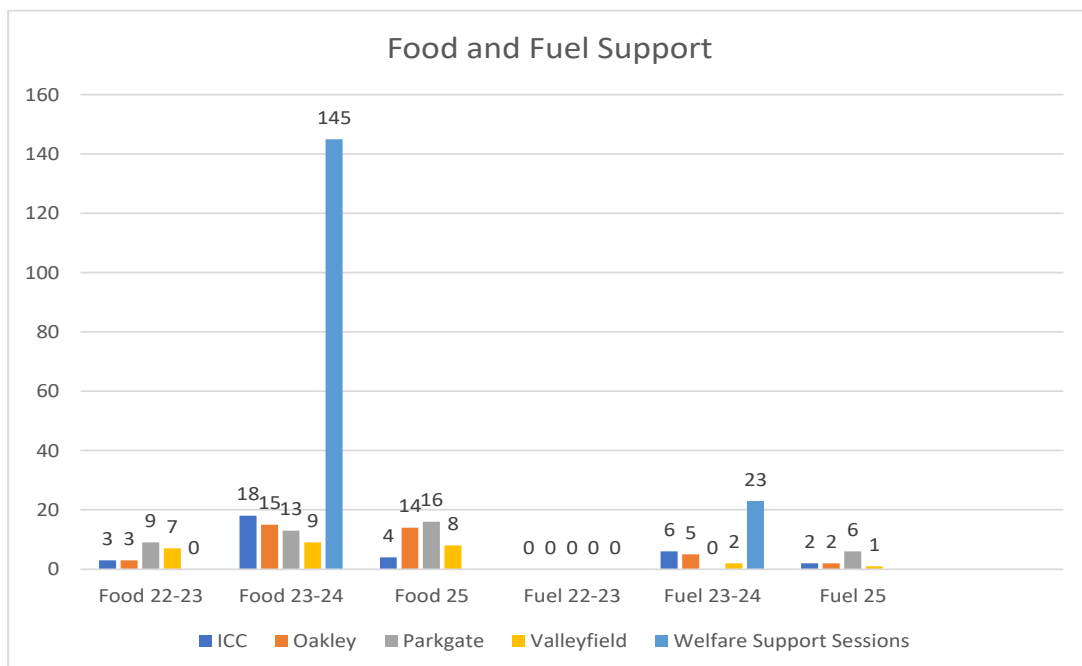
(The information above breaks down the number of referrals to partner agencies between July 2023 and December 2024. Two have been made to Christians against Poverty, 63 to Citizens Advice Rights Fife (CARF), six to Community Based Adult Learning, four to Job Clubs, two to English Speakers of Other Languages (ESOL), one to Fife Carers Centre, six to Fife Law Centre, two to Frontline Fife, 20 to Greener Kirkcaldy, one to Money Advice and 75 to other agencies.)

- 1.7 The continuation of the temporary post will be beneficial as it will allow staff to remain deployed to each of the CAHs providing consistency to clients accessing services. Each WSA will be able to continue to act as the single point of contact in the CAHs and build on the positive working relationships already established with local residents adopting a No Wrong Door approach.
- 1.8 Due to the cost-of-living crisis, individuals seeking support from the WSAs have been more complex in nature including not only benefit support but also housing, utilities and food supplies this often take significant staff time to reach a solution. The graph below indicates the nature of activities WSAs are supporting individuals with.



(This chart shows welfare staffs activities between July 2023 and June 2025. 119 benefit checks, 99 Scottish Welfare Claims, 76 referrals to the Foodbank and 126 shopping vouchers issues.)

- 1.9 Furthermore, the demand for food and fuel support has increased, demonstrated in the information below.



(The graph above shows the increase for support in relation to food and fuel before and after additional staff were employed.)

- 1.10 Appendix 2 highlights the complex and diverse nature of individual and family cases that the WSAs have supported.
- 1.11 This case study, while not representative of all participants, highlights the value of ongoing engagement with Welfare Support Assistants. It demonstrates how these interactions led to increased income, improved physical and mental wellbeing and enhanced financial stability for the participant.
- 1.12 The WSAs have supported the Scottish Government's pilot 'Cash First'. This initiative aimed to reduce the need for emergency food banks by providing cash assistance to people facing financial hardship. The goal was to improve access to cash in times of crisis, which can help maintain dignity and reduce the need for emergency food parcels. The approach uses a human rights mindset to tackle food insecurity and includes methods of small cash transfers alongside financial advice and welfare support to help people buy everyday essentials.
- 1.13 Sixteen individuals were recruited from the West Fife Villages including Kincardine, Oakley, Blairhall, Saline and High Valleyfield. The participants were identified by WSAs who either attended community job clubs and/or 1-2-1 welfare sessions.
- 1.14 WSAs worked alongside project team partners Grow West Fife and Kingdom Community Bank to provide budgeting advice as well as cookery classes. The aim was for individuals to change their attitudes and relationship towards sourcing, budgeting and cooking food, while improving their future financial security.
- 1.15 The pilot ran for 26 weeks from September 2024 to March 2025 and 14 of the 16 participants completed the project, which was deemed, by both the project team and the participants, to be a huge success. Some key findings from the evaluation of the project showed that while the extra cash was helpful to everyone:
- Nearly 60% of participants said that taking part in the project improved their ability to cook, source and budget for food for their household
 - 85% of participants reported improvements to their mental health and confidence after taking part
 - 100% of participants rated the budgeting support and advice they received through the project as either Very Good or Excellent
 - All participants said they'd feel confident about accessing support if they experienced a crisis in future – directly because of the intensive, wrap-around support offered through the project
- 1.16 The learning from Cash First will allow WSAs to continue to offer more holistic support to people, reducing the likelihood of future crisis interventions.

2.0 Conclusions

- 2.1 The establishment of the temporary staff position has assisted in developing a response to the cost-of-living crisis and will continue to support individuals and families towards recovery. Learning gained from temporary posts has highlighted the requirement for additional funding to continue to offer support in local communities.
- 2.2 Building on this, staff will continue to work with partners and peers and convey areas for development through the area People and Place Leadership Groups in a bid to ensure

that South and West Fife communities continue to receive the necessary support required.

- 2.3 If funding is not approved, the two core members of staff will be required to cover a larger locality and therefore this may result in a decline in the level of support that can be offered currently.

List of Appendices

1. Poverty Action Group Funding Application
2. Case study

Report Contact

Mandy Conn
Community Development Team Manager, South and West Fife
Inverkeithing Civic Centre
Email: Mandy.Conn@fife.gov.uk

South West Fife Area Welfare Reform/ Anti-Poverty

The South West Fife WRAAP must help people overcome barriers to engagement and support social inclusion and progression.

JRF (Joseph Rowntree Foundation) defines poverty as *when a person's resources are not enough to meet their basic needs*. This includes the need to be part of society, by being able to participate in common customs and activities

1. What is the title of your project?

Seconded Welfare Support Assistant

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

Name

Welfare Support

Address

This address will be used for any correspondence

Civic Centre
Inverkeithing

3. Who is the main contact for this application?

Name

Mike Payne

Position in Organisation

Community Education Worker

Address

(if different from above)

Contact Telephone Number

07544 656 664

Email address

Mike.payne@fife.gov.uk

For office Use only		
Project Reference:		
Amount Approved:		
Comments:		
Signed		Date:

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

Please be specific about

- what you will do
- how you will do it
- what you will spend the monies on
- how you identified the need
- how many people it will help

please state if you are seeking funding over more than one financial year and provide full details.

I am seeking funding to support the continued employment of a Welfare Support Assistant for a period of one year. The current postholder is on secondment from the Council's Contact Centre and brings a wealth of knowledge and experience that has been extremely beneficial to the team and the wider community. I would like to request funding to extend this secondment until August 2026.

I understand this extension would span two financial years and I am fully aware that a repeat application will need to be submitted in March/April next year.

This role is critical to our ongoing work with vulnerable individuals and families in our community, many of whom face complex and interconnected challenges, including poverty, social isolation, poor mental health, and difficulty accessing essential services.

Welfare Support Assistants provide practical, person-centred support, advice, and advocacy. They help individuals navigate the benefits system, access essential services, manage crises, and build the confidence needed to improve their overall wellbeing. By having an additional dedicated professional in place, we can offer consistent, dignified, and empathetic support tailored to people's unique needs.

The postholder provides direct support to those experiencing financial hardship, food insecurity, housing instability, and mental health difficulties. Through early intervention, practical assistance, and advocacy, they help prevent crisis situations, reduce demand on overstretched statutory services, and contribute to greater community resilience.

The impact of this role is clearly evidenced in the accompanying report. Over the past year, the Welfare Support Assistant has supported dozens of individuals and families, helping them achieve improved outcomes, reduce hardship, and feel more connected to their community.

Their involvement in the recent Cash First project significantly contributed to its success. The Assistant played a key role in conducting benefit checks, arranging home energy surveys, and addressing participants' needs as they arose.

Continuing this role will not only provide vital support to individuals in need but will also help relieve pressure on other local services by enabling earlier, more effective interventions. It will strengthen multi-agency collaboration and contribute directly to the priorities outlined in the **South & West Fife Local Community Plan**, particularly:

- **Section 1.1:** Developing preventative, community wealth-building approaches to tackling poverty through advice hubs that bring key support services together, ensuring timely and inclusive access to support.
- **Section 1.2:** Maintaining and expanding energy advice sessions and events, especially in targeted neighbourhoods.
- **Section 1.3:** Training energy champions to build local knowledge and improve referral pathways to appropriate services.

- **Section 1.6:** Increasing social media coverage and engaging community connectors and champions to raise awareness of poverty-related initiatives.
- **Section 5.2:** Maximising opportunities for physical and outdoor activities by promoting the use of local open spaces, leisure facilities, and community assets—supporting wellbeing and sustainability.
- **Section 5.3:** Collaborating to promote and implement the Health and Social Care Locality Plan, focusing on improving population health outcomes and reducing inequalities through targeted interventions.

This funding will enable us to continue delivering a compassionate, proactive, and professional service that helps people not just survive, but thrive.

5 When will your project or activities take place?

.

Start Date
(Month and Year)

August
2025

End Date
(Month and Year)

March 2026

6 How much will your total project or activities cost?

.

£27,053.36

7 How much will each item or activity cost?

. *Include all costs connected to running the project.*

Item or Activity	Cost (£)
Salary and on costs for 1 year	£27,053.36
Total	£27,053.36

8 How much are you requesting from the WRAAP?

.

£27,053.36

- 9 How much is your Service or organisation contributing to the project/these activities?

0

- 10 Are you applying to any other funder for this project / these activities? If yes, please list details below.

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

11 To be completed by Voluntary and Community Organisations only

- 11.1 Do you have a written governing document
e.g. a constitution, a set of rules or trust deed?

No

X

Yes

- 11.2 Please provide details of the bank account into which we would pay the money

Name of Bank

Account Name

Sort Code

Account No.

Building Society Roll Ref.

12. To be completed by Public Bodies only

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

Communities and Neighbourhoods

12.2 If Fife Council please provide details of full financial code (36 digits) or if other Public Body please provide bank details to pay money

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Terms and Conditions

- Organisations must provide proof of match funding where applicable.
- The monies must only be used for the purpose stated above and approved by Fife Council. You must inform Fife Council immediately of any proposed changes to the project.
- The project must start on the agreed date or as soon as possible after that date. If the timescale of a project slips, Fife Council must be notified and a progress report submitted.
- The project must not start before the monies are awarded except in exceptional circumstances
- The applicant may not transfer any part of the monies to any other organisation or individual.
- No aspect of the activity being funded should be party political in intention, use or presentation.
- At the end of a project, or in any case where the organisation ceases to exist, or where there is a breach of conditions, any unspent monies or equipment purchased will be repaid/returned to Fife Council.
- Community Organisations are required to have a constitution or other appropriate governance. Organisations without such governance may apply, but no monies shall be paid out until a constitution/appropriate governance is in place.
- The whole amount of monies or part of that amount, at the discretion of the appropriate Council Committee, shall be repaid to Fife Council if any information given in connection with the application is found to be false or misleading, or fails to disclose a material fact bearing upon the consideration of the application.
- It is a requirement that an Evaluation/Monitoring Form is completed at the end of the project or after six months. Failure to do so may result in a request for the monies to be returned to Fife Council. Checks will also be carried out to ensure the monies were spent as stated in the application. Future applications will not be considered unless a satisfactory Evaluation/ Monitoring Form is received by Fife Council.
- The applicant/organisation shall agree to the organisation's main contact details being publicly listed on the Fife Direct website.
- Any monies received from Fife Council should be acknowledged in the organisation's publicity, reports and relevant communications.
- All organisations should ensure that in carrying out the activity for which the grant has been given that they shall not commit any act of discrimination rendered unlawful by the Equality Act 2010. In particular, they should ensure they are open to all who could benefit or wish to take part and have an equality of approach throughout project delivery.
- All organisations working with children, young people or vulnerable adults should ensure that in carrying out their activities, they meet the requirements of the Health and Safety at Work Act 1974 and the Protection of Children (Scotland) Act 2003. In particular for all activities involving children, young people and adults at risk, safeguarding policies and procedures should be in place, with staff and volunteers holding an appropriate PVG Certificate.
- Organisations who are applying for monies to hold events should ensure that they have public insurance cover and any other relevant permissions.
- The applicant may share information about our funding award with parties and anyone who may make a request for information under the Freedom of Information Act 2000.

To be completed by applicant

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

Signed: Mike Payne

Date: 25/02/2025

Before you submit your application, please complete the following checklist

You must be able to tick every box

You have answered all the relevant questions in this application	<input type="text" value="Y"/>
You, the main contact named in Q.2 of this application form, is authorised to apply to the Local Community Planning Budget on behalf of your organisation.	<input type="text" value="Y"/>
You have signed the Application Form (electronic signature will be accepted along with a confirmation email).	<input type="text" value="Y"/>
You understand that if you make any seriously misleading statements (whether deliberate or accidental) at any stage during the application process, or knowingly withhold any information, this could make your application invalid and you could be liable to repay any funds to us.	<input type="text" value="Y"/>
You are able to comply with the WRAAP Budget's Terms & Conditions.	<input type="text" value="Y"/>
If you are a community or voluntary organisation, you have enclosed a copy of your governing document	<input type="text" value="N/A"/>
and	
a copy of your latest signed, audited/independently examined accounts (if you do not have signed audited accounts please provide an income and expenditure statement)	<input type="text" value="N/A"/>
and	
proof of funding from other sources if applicable	<input type="text" value="N/A"/>

**The information included in this publication can be made available in any language, large print, Braille, audio CD/tape and British Sign Language interpretation on request by calling
03451 55 55 00 BT Text Direct 18001 01592 55 11 91**

Case Study Report

The participant was referred by the Oakley Campus Family Worker and was already known to Welfare Support due to assistance provided during a previous crisis.

Prior to starting the project, all participants completed questionnaires and a survey of benefits currently being claimed. This participant was receiving all benefits to which she was entitled. Both she and her husband were unemployed and receiving Universal Credit, Child Benefit, Personal Independence Payment (PIP), Kinship Care payment for their grandchild, the Scottish Child Payment and her husband was claiming the Carer's Element of Universal Credit.

During the initial assessment, it was identified that the participant was in rent arrears. The Welfare Support Assistant (WSA) completed a Discretionary Housing Payment (DHP) application, which was successful and fully backdated.

The participant was referred to Kingdom Community Bank for budgeting advice.

She reported that the additional financial support from the Safe Project enabled her to purchase a variety of fresh fruit, vegetables and meats—items she previously would not have considered due to cost.

Through regular check-ins, the WSA discovered that the participant had significant utility debts. A referral was made to Cosy Kingdom who advocated on her behalf with Scottish Power. An affordable repayment arrangement was established. Cosy Kingdom also conducted a home energy survey, resulting in the participant receiving energy-saving advice, LED bulb replacements, thermal curtains and radiator reflectors. Additionally, Cosy Kingdom referred her to Furniture Plus for a replacement cooker, as her existing one was not working. Welfare Support also provided a slow cooker and air fryer.

The participant attended Grow West Fife cooking sessions, where she formed a supportive relationship with another participant. She reported that this positively impacted her mental wellbeing and confidence.

She also attended the "Make Ends Meet" session, run in partnership with Kingdom Community Bank. This session covered topics such as the cost of living, affordable loans and included a blind taste test. The participant enjoyed the session and has since implemented some of the suggested changes in her daily life.

Later, the participant contacted Welfare Support again due to issues with the Carer's Element of Universal Credit, which had resulted in a significant deduction from her payments. With the support of the WSA, this issue was resolved.

The participant expressed concern about her granddaughter moving out, which would affect her entitlement to the Child Element of Universal Credit, Kinship Care payment, Child Benefit and Scottish Child Payment. She was offered a further budgeting session with Kingdom Community Bank.

During a conversation about her biggest expenditure—smoking—the WSA suggested attending a smoking cessation clinic. The participant agreed and a session was organised in partnership with Kingdom Community Bank. She attended the information session and was motivated to quit immediately. Although aids were not available until the following week, she decided to attend the Smoking Cessation clinic at her local pharmacy and successfully stopped smoking. Her husband did not quit but significantly reduced his smoking, resulting in a daily saving of £25.

3 September 2025
Agenda Item No. 9

Anti-Poverty Action Funding Application – Summer Programme 2025

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

Wards Affected: 1, 5 & 6

Purpose

To seek agreement from the Area Committee for a contribution from the Anti-Poverty Budget towards the Summer Programme of activities for individuals, children, young people and families.

Recommendation

The committee are asked to agree the amount of £40,053.69 from the Anti-Poverty Action Fund towards the Summer Programme of activities for individuals, children, young people and families.

Resource Implications

Sufficient funds were available in the Anti-Poverty Budget to support the submitted proposal.

Legal & Risk Implications

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

Impact Assessment

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

Consultation

The programme has been developed in collaboration with young people, adults and families. The summer programme partnership group has developed activities spanning across the 6-week holiday period. Local elected members have been briefed either verbally or by email on the development of the programme and subsequent request for approval for a contribution to the cost.

1.0 Background

- 1.1 Due to the cost-of-living crisis, many families and individuals are struggling to meet their basic needs and are living in poverty, struggling to afford fun, engaging, educational activities. Also, affordability of providing food during the school holiday period is an additional pressure on families.
- 1.2 Officers from Communities and Neighbourhoods Service (C&N), along with partners, have worked collaboratively to offer individuals, children, young people and families a range of engaging learning opportunities in the summer holidays.
- 1.3 This year, the partnership will offer a range of activities across the locality which will be free to all participants. All activities will have food attached where people will have access to hot and/or cold meals as part of their engagement.
- 1.4 The partnership consists of a variety of organisations including Community Learning & Development, Fife Young Carers, Community Use Schools, Active Schools, Safer Neighbourhoods, Social Work and Education.
- 1.5 C&N do not have access to mainstream budgets to offer any holiday activities or provision. Operational and front-line staff are contracted to 39 weeks of the year (school term time). Therefore, members of the Poverty Action Group were asked to support the holiday programme by approving the funding request.

2.0 Project Information

Youth Work

- 2.1 Universal Youth Work - provision and clubs will take place over 5 of the 6 weeks school holiday period. This will provide each area and age group (8 years – 18 years) with one session per week in North Queensferry, Inverkeithing, Rosyth and the West Fife Villages. There will be a mix of daytime and some evening activities. The activities will be of a similar format in each area with a mixture of community centre-based options with the addition of a trip away included in the programme.
- 2.2 EASYP/Next Steps – this programme will also be delivered over five weeks in the summer, condensed into two longer days rather than the usual three days per week. The young people attending these programmes have, during term time, planned and costed out their summer programme as part of their Youth Achievement Awards. The longer days allows the group to travel further afield and explore new, interesting and educational places. Independent travel can be an issue for some of the young people attending these programmes therefore exploring unfamiliar places can break down barriers and explore different places in a safe environment.

Adult and Family Learning

- 2.3 Fun Days – During the holiday period, the adult learning planning and delivery group will be delivering 8 fun days throughout South and West Fife. Each session will run between 11am – 2pm. Activities on offer will include;
 - Defibrillator Awareness
 - Sewing classes
 - Balloon modelling
 - Facepainting
 - Air Fryer cooking

- Outdoor sports
- Nature walks
- Bookbug sessions
- Circus skills

- 2.4 Sessions will take place in Rosyth, Dalgety Bay, Aberdour, Inverkeithing, Kincardine, Blairhall, Oakley and High Valleyfield.
- 2.5 Summer at The Wing – This year there will be activities available for young people and families throughout all six weeks of the school holidays. Activities range from Young Ambassador Summer Camps, sport sessions, arts and craft weekly sessions as well as public swimming sessions.
- 2.6 Family Residential - After the success of the last two years' family residential, the adult learning planning and delivery group have planned another residential for this year. The residential is held over three nights and four days at Lagginlia near Kingussie. Fifteen families will take part in the residential and will work with the team prior to leaving to build confidence and relationships. Taking part in a residential trip can support and enhance personal and physical development. These types of experiences can help build character, enhance self-esteem and even spark interest for future learning opportunities. It also provides an opportunity for families to experience unfamiliar places and build memories.
- 2.7 Families will take part in a variety of classroom led and outdoor learning experiences and will also be offered support for any materials they may need while there, this can include outdoor clothing. Sleeping bags and all food will be provided.
- 2.8 Appendix 1 demonstrates the full 6 week summer programme of activities.

3.0 Funding

- 3.1 To offer the above activities free for individuals, children, young people and families, there is a request for committee to approve funding from the Anti-Poverty Budget. The total cost of the summer programme is £47,259.69.
- 3.2 C&N service budget will match fund £7,206.
- 3.3 The Anti-Poverty Funding Application can be seen in Appendix 2.
- 3.4 Appendix 3 breaks down youth work costs.
- 3.5 Appendix 4 breaks down adult and family learning costs.

4.0 Conclusion

- 4.1 This is an excellent opportunity to provide free activities for individuals, children, young people and families in the summer holiday period where additional pressures are put on families.
- 4.2 This programme supports the Local Community Planning Priorities:
- Area Priority - Increase employment, training, learning and volunteering opportunities to support sustained economic growth in the area.

- Action – 2.3 *Increase the number of individuals engaging in community-based adult learning (CBAL) programmes who are supported or referred by other agencies from the People Leadership Group. Use community wealth building approaches to improve the pathways from these local learning/training opportunities to employment, further education, both for adults and school leavers.*
- Action – 2.4 *To promote the newly refreshed CLD plan, which prioritises the most disadvantaged learners living in the most deprived areas for adult learning opportunities. The CLD plan also has flexibility to adapt and change depending on community need*

List of Appendices

1. Summer Programme
2. Anti-Poverty Funding Application
3. Youth Work Costs
4. Adult and Family Learning Costs

Report Contact

Mandy Conn
 Community Development Team Manager, South and West Fife
 Inverkeithing Civic Centre
 Email: Mandy.Conn@fife.gov.uk

South & West Fife Summer 2024

Guide - Youth Work CBAL CUS@Wing Active Schools

Week 1	WFVs	Rosyth
Monday 7th July	RUTs (venue tbc) 10am - 3pm HVF Seniors 5.30pm - 8.30pm	
Tuesday 8th July	Festival day at Oakley Centre RUTs (venue tbc) 10am - 3pm	Roller Disco at Parkgate Centre Gaming Café at Camdean 5pm - 8.30pm
Wednesday 9th July	Festival day at HVF Centre RUTs (venue tbc) 10am - 3pm	
Thursday 10th July	RUTs (venue tbc) 10am - 3pm	
Friday 11th July	RUTs (venue tbc) 10am - 3pm	

Inverkeithing & Dalgety Bay

All Wards

Summer Fun Day - Ballast Bank

Public Swimming at IKHS 11.45 - 12.45

Summer Fun Day - Aberdour

Drop in Sports at IKHS 1pm - 3pm

Racket Rally at IKHS x 2 sessions 10am and 11am

Roller Disco at Ballast Bank

NQF youth club festival day

Free Arts & Crafts with Lorraine - 1pm - 3pm

South & West Fife Summer 2024

Guide - Youth Work CBAL CUS@Wing Active Schools

Week 2	WFVs	Rosyth
Monday 14th July	HVF Seniors 5.30pm - 8.30pm	
Tuesday 15th July	Oakley/Blairhall trip to the cinema	Nerf Wars at Camdean Centre Gaming Café at Camdean 5pm - 8.30pm
Wednesday 16th July	Nerf Wars at HVF Centre	Summer Fun Day - Parkgate
Thursday 17th July	Kincardine Youth Club trip to Laser Tag	
Friday 12th July		
Friday 18th July		

Inverkeithing & Dalgety Bay

All Wards

Summer Fun Day - Dalgety Bay

Young Ambassador Summer Activity Camp 1pm - 3pm (IKHS)

Young Ambassador Summer Activity Camp 1pm - 3pm (IKHS)

Young Ambassador Summer Activity Camp 1pm - 3pm (IKHS)

Nerf Wars at Ballast Bank

Nerf Wars at NQF youth club

Free Arts & Crafts with Lorraine - 1pm - 3pm

South & West Fife Summer 2024

Guide - Youth Work CBAL CUS@Wing Active Schools

Week 3	WFVs	Rosyth
Monday 21st July	PUBLIC HOLIDAY	PUBLIC HOLIDAY
Tuesday 22nd July	Nerf Wars at Oakley Centre	Camdean Centre trip to the Cinema Gaming Café at Camdean 5pm - 8.30pm
Wednesday 23rd July	Summer Fun Day - Kincardine HVF trip to Cinema	
Thursday 24th July	Kincardine Youth Club trip to the cinema	
Friday 25th July		

Inverkeithing & Dalgety Bay

All Wards

PUBLIC HOLIDAY

PUBLIC HOLIDAY

Public Swimming at IKHS 11.45 - 12.45

Inverkeithing High Transition days

Drop in Sports at IKHS 1pm - 3pm

Youth Club trip to Cinema

NQF youth club Karaoke trip

Free Arts & Crafts with Lorraine - 1pm - 3pm

South & West Fife Summer 2024

Guide - Youth Work CBAL CUS@Wing Active Schools

Week 4	WFVs	Rosyth
Monday 28th July	Summer Fun Day - Oakley Gala float decorating at HVF HVF Seniors 5.30pm - 8.30pm	
Tuesday 29th July	Roller Disco at Oakley Centre	Festival Day at Camdean Centre Gaming Café at Camdean 5pm - 8.30pm
Wednesday 30th July	Summer Fun Day - Blairhall Roller disco at HVF centre	
Thursday 31st July	Kincardine youth club trip to Jump-n-Joy	
Friday 1st August	Gala float decorating at HVF centre	

Inverkeithing & Dalgety Bay

All Wards

Public Swimming at IKHS 11.45 - 12.45

Inverkeithing High transition days

Drop in Sports at IKHS 1pm - 3pm

Athletics Extravaganza at IKHS x 2 sessions 10am and 11am

Festival Day at Ballast Bank

NQF bowling at Fountain Park

Free Arts & Crafts with Lorraine - 1pm - 3pm

South & West Fife Summer 2024

Guide - Youth Work CBAL CUS@Wing Active Schools

Week 5	WFVs	Rosyth
Monday 4th August	HVF Seniors 5.30pm - 8.30pm	
Tuesday 5th August	Oakley/Blairhall trip to Safari Park	Camdean Centre trip to Safari Park Gaming Café at Camdean 5pm - 8.30pm
Wednesday 6th August	HVF youth clubs trip to Safari Park	
Thursday 7th August	Kincardine youth club trip to Safari Park	
Friday 8th August		

Inverkeithing & Dalgety Bay

All Wards

Public Swimming at IKHS 11.45 - 12.45

Laganllia

Inverkeithing High transition days

Laganllia

Drop in Sports at IKHS 1pm - 3pm

Inverkeithing youth clubs trip to Safari Park

Laganllia

NQF youth club trip to Safari Park

Free Arts & Crafts with Lorraine - 1pm - 3pm

South & West Fife Summer 2024

Guide - Youth Work CBAL CUS@Wing Active Schools

Week 6	WFVs	Rosyth	Inverkeithing & Dalgety Bay	All Wards
Monday 11th August				
Tuesday 12th August	Summer Fun Day - HVF		Public Swimming at IKHS 11.45 - 12.45	
Wednesday 13th August			Drop in Sports at IKHS 1pm - 3pm Ball Bonanza at IKHS x 2 sessions 10am and 11am	
Thursday 14th August				
Friday 15th August			Free Arts & Crafts with Lorraine - 1pm - 3pm	

South West Fife Area Welfare Reform/ Anti-Poverty

The South West Fife WRAAP must help people overcome barriers to engagement and support social inclusion and progression.

JRF (Joseph Rowntree Foundation) defines poverty as *when a person's resources are not enough to meet their basic needs*. This includes the need to be part of society, by being able to participate in common customs and activities

1. What is the title of your project?

Summer Programme 2025

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

Name

Mandy Conn

Address

This address will be used for any correspondence

Civic Centre
Inverkeithing

3. Who is the main contact for this application?

Name

Mandy Conn

Position in Organisation

Community Development Team Manager

Address

(if different from above)

Contact Telephone Number

Email address

Mandy.Conn@fife.gov.uk

For office Use only		
Project Reference:		
Amount Approved:		
Comments:		
Signed		Date:

- 4 What project or activities do you want us to fund? (Max. 250 words)
- . Please be specific about
 - what you will do
 - how you will do it
 - what you will spend the monies on
 - how you identified the need
 - how many people it will help
- please state if you are seeking funding over more than one financial year and provide full details.

I am seeking funding to support the partnership summer programme of activities across South and West Fife.

The programme will allow officers from Communities and Neighbourhoods Service (C&N) to work collaboratively with partners to offer children, young people, families, and individuals a range of engaging learning opportunities in the summer holidays.

The partnership consists of a variety of organisations including Community Learning & Development, Fife Young Carers, Community Use Schools, Active Schools, Safer Neighbourhoods, Social Work and Education.

C&N do not have access to mainstream budgets to offer any holiday activities or provision. Operational and front-line staff are contracted to 39 weeks of the year (school term time). Therefore, members of the PAG are asked to support the holiday programme by approving the funding request.

This year the partnership will offer a range of activities across the locality which will be free to all participants. All activities will have food attached where people will have access to hot and/or cold meals as part of their engagement.

Youth Work

Universal Youth Work - provision and clubs will take place over 5 of the 6 weeks school holiday period. This will provide each area and age group with 1 session per week in North Queensferry, Inverkeithing, Rosyth, and the West Fife Villages. There will be a mix of daytime and some evening activities. The activities will be of a similar format in each area with a mixture of community centre based options with the addition of a trip away.

EASYP/Next Steps – this programme will also be delivered over 5 weeks in the summer, condensed into 2 longer days rather than the usual 3 days per week. The young people attending these programmes have, during term time, planned and costed out their summer programme as part of their Youth Achievement Awards. The longer days allows the group to travel further afield and explore new, interesting and educational places. Independent travel can be an issue for some of the young people attending these programmes therefore exploring unfamiliar places can break down barriers and explore different places in a safe environment.

Adult and Family Learning

Fun Days – During the holiday period the adult learning planning and delivery group will be delivering several fun days throughout South and West Fife. Each session will run between 11am – 2pm. Activities on offer will include;

- Debibulator Awareness
- Sewing classes
- Balloon modelling
- Facepainting
- Air Fryer cooking
- Outdoor sports
- Nature walks
- Bookbug sessions
- Circus skills

Sessions will take place in Rosyth, Dalgety Bay, Aberdour, Inverkeithing, Kincardine, Blairhall and High Valleyfield.

Summer at The Wing – This year there will be activities on for young people and families throughout all 6 weeks of the school holidays. Activities range from Young Ambassador Summer Camps, sport sessions, arts and craft weekly sessions as well as public swimming sessions.

Family Residential - After the success of the last 2-year family residential the adult learning planning and delivery group have planned another residential for this year. The residential is held over 3 nights and 4 days at Lagginlia near Kingussie. 15 families will take part in the residential and will work with the team prior to leaving to build confidence and relationships. Taking part in a residential trip can support and enhance personal and physical development. These types of experiences can help build character, enhance self-esteem and even spark interest for future learning opportunities. It also provides an opportunity for families to experience unfamiliar places and build memories.

Families will take part in a variety of classroom led and outdoor learning experiences and will also be offered support for any materials they may need while there, this can include outdoor clothing. Sleeping bags and all food will be provided.

Funding

To offer the above activities free for individuals, children, young people and families there is a request for PAG members to approve funding. The total cost of this is £47,259.69. Funding will allow partners to offer free sessions and pay for tutors, youth workers, hire costs and pay volunteer expenses as well as offer participants food as part of their experience.

Service budgets will be utilised and there is in kind costs that are being factored in. This includes venue costs, some staff costs and contributions from local management committees. The total cost of in kind contributions is approx. £7,206.00.

Delivering a summer programme aligns with the S&WF Local Community Plan, in particular:

1. Economic Growth

Area Priority - Increase employment, training, learning and volunteering opportunities to support sustained economic growth in the area.

Action – 2.3 Increase the number of individuals engaging in community-based adult learning (CBAL) programmes who are supported or referred by other agencies from the People Leadership Group. Use community wealth building approaches to improve the pathways from these local learning/training opportunities to employment, further education, both for adults and school leavers.

Action – 2.4 To promote the newly refreshed CLD plan, which prioritises the most disadvantaged learners living in the most deprived areas for adult learning opportunities. The CLD plan also has flexibility to adapt and change depending on community need

5 When will your project or activities take place?

.

Start Date
(Month and Year)

July 2025

End Date
(Month
and
Year)

August 2026

6 How much will your total project or activities cost?

.

£47,259.69

7 How much will each item or activity cost?

. Include all costs connected to running the project.

Item or Activity	Cost(£)
------------------	---------

Please see attached weekly programme of activities and breakdown of costs	
Adult and Family Learning	£17,856.00
Fife Young Carers	£494.40
The Wing	£975.00
Youth Work	£27,934.29
Total	£47,259.69

8 How much are you requesting from the WRAAP?

.

£40,053.69

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

.

£7,206

10 Are you applying to any other funder for this project / these activities? If yes, please list details below.

.

Source of Funding	Amount £	Is this sec ure d? (plea se provi de proof)	If not, when will this be secured?	Can your project go ahead without this?

11 To be completed by Voluntary and Community Organisations only

11.1 Do you have a written governing document
e.g. a constitution, a set of rules or trust deed? No ☒ Yes ☐

11.2 Please provide details of the bank account into which we would pay the money

Name of Bank

Account Name

Sort Code

Account
No.

Building Society Roll Ref.

To be completed by Public Bodies only

12.

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

Communities and Neighbourhoods

12.2 If Fife Council please provide details of full financial code (36 digits) or if
other Public Body please provide bank details to pay money

Terms and Conditions

- Organisations must provide proof of match funding where applicable.
- The monies must only be used for the purpose stated above and approved by Fife Council. You must inform Fife Council immediately of any proposed changes to the project.
- The project must start on the agreed date or as soon as possible after that date. If the timescale of a project slips, Fife Council must be notified and a progress report submitted.
- The project must not start before the monies are awarded except in exceptional circumstances
- The applicant may not transfer any part of the monies to any other organisation or individual.
- No aspect of the activity being funded should be party political in intention, use or presentation.
- At the end of a project, or in any case where the organisation ceases to exist, or where there is a breach of conditions, any unspent monies or equipment purchased will be repaid/returned to Fife Council.
- Community Organisations are required to have a constitution or other appropriate governance. Organisations without such governance may apply, but no monies shall be paid out until a constitution/appropriate governance is in place.
- The whole amount of monies or part of that amount, at the discretion of the appropriate Council Committee, shall be repaid to Fife Council if any information given in connection with the application is found to be false or misleading, or fails to disclose a material fact bearing upon the consideration of the application.
- It is a requirement that an Evaluation/Monitoring Form is completed at the end of the project or after six months. Failure to do so may result in a request for the monies to be returned to Fife Council. Checks will also be carried out to ensure the monies were spent as stated in the application. Future applications will not be considered unless a satisfactory Evaluation/ Monitoring Form is received by Fife Council.
- The applicant/organisation shall agree to the organisation's main contact details being publicly listed on the Fife Direct website.
- Any monies received from Fife Council should be acknowledged in the organisation's publicity, reports and relevant communications.
- All organisations should ensure that in carrying out the activity for which the grant has been given that they shall not commit any act of discrimination rendered unlawful by the Equality Act 2010. In particular, they should ensure they are open to all who could benefit or wish to take part and have an equality of approach throughout project delivery.
- All organisations working with children, young people or vulnerable adults should ensure that in carrying out their activities, they meet the requirements of the Health and Safety at Work Act 1974 and the Protection of Children (Scotland) Act 2003. In particular for all activities involving children, young people and adults at risk, safeguarding policies and procedures should be in place, with staff and volunteers holding an appropriate PVG Certificate.
- Organisations who are applying for monies to hold events should ensure that they have public insurance cover and any other relevant permissions.
- The applicant may share information about our funding award with parties and anyone who may make a request for information under the Freedom of Information Act 2000.

<i>To be completed by applicant</i>
--

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

Signed: Mike Payne

Date: 25/02/2025

Before you submit your application, please complete the following checklist

You must be able to tick every box

You have answered all the relevant questions in this application

Y

You, the main contact named in Q.2 of this application form, is authorised to apply to the Local Community Planning Budget on behalf of your organisation.

Y

You have signed the Application Form
(electronic signature will be accepted along with a confirmation email).

Y

You understand that if you make any seriously misleading statements (whether deliberate or accidental) at any stage during the application process, or knowingly withhold any information, this could make your application invalid and you could be liable to repay any funds to us.

Y

You are able to comply with the WRAAP Budget's Terms & Conditions.

Y

If you are a community or voluntary organisation, you have enclosed a copy of your governing document

N/A

and

a copy of your latest signed, audited/independently examined accounts (if you do not have signed audited accounts please provide an income and expenditure statement)

N/A

and

proof of funding from other sources if applicable

N/A

**The information included in this publication can be made available in any language, large print, Braille, audio CD/tape and British Sign Language interpretation on request by calling
03451 55 55 00 BT Text Direct 18001 01592 55 11 91**

Date	What?	Cost	paid by
6/5/2025	Rollerbeats	£1,852.00	pd Oracle
6/5/2025	Cineworld	£832.50	pd LB p/c
6/5/2025	Safari Park x125 yp and 20 adults	£2,489.52	Pd Oracle
6/5/2025	Cineworld for Camdean	£212.23	pd CM p/c
6/5/2025	buses	£4,650.00	Oracle
6/9/2025	Active Schools Coach x 12 hours	£300.00	to be paid
6/9/2025	Next Steps/EasyP	£9,600.00	to be paid
12/6/2025	Jump n Joy	£500.00	pd LB p/c
12/6/2025	Tenpin	£144.00	pd Oracle
1/7/2025	Fordell Firs	£230.00	pd Oracle
2/7/2025	Tenpin Karaoke and bowling for NQF	£168.45	pd CM p/c
3/7/2025	Xtreme Combat	£365.00	pd CM p/c
12/8/2025	bus to Xtreme	£360.00	pd Oracle
4/7/2025	GRA Wolves Events (Nerf Wars)	£575.00	pd Oakley cc
4/7/2025	Amazon	£536.86	pd LB p/c
4/7/2025	Amazon	£638.10	pd LB p/c
8/7/2025	Cineworld	£174.00	pd LB p/c
22/07/25	Cineworld for Camdean	£14.98	pd LB p/c
23/07/25	Flip out	£389.65	pd LB p/c
25/07/25	GRA Wolves Events (Nerf Wars)	£625.00	pd Oakley cc
31/7/25	bus from HVF to Dunbar	£395.00	pd Oracle
31/7/25	bus from HVF to Glasgow	£340.00	pd Oracle
15/07/25	Refreshment	£9.00	pd LB p/c
24/07/25	Amazon	£70.22	pd LB p/c
24/07/25	McDonalds	£96.80	pd LB p/c
28/07/25	Amazon	£6.99	pd LB p/c
28/07/25	cash withdrawal	£130.00	pd LB p/c
30/07/25	Fox lake	£376.00	pd LB p/c

533.52 paid by LB purchase card

included in £9,600 above

included in £9,600 above

included in £9,600 above

invoice sent to Tessa

invoice sent to Tessa

29/07/25	Primark	£76.00	pd LB p/c
31/07/25	Amazon	£21.32	pd LB p/c
31/07/25	Hobbycraft	£53.00	pd LB p/c
1/8/2025	The Works	£12.00	pd LB p/c
1/8/2025	co-op	£4.60	pd LB p/c
1/8/2025	Primark	£35.15	pd LB p/c
4/8/2025	Safari Park	£177.84	pd LB p/c
4/8/2025	Safari Park	£246.24	pd LB p/c
4/8/2025	Safari Park	£109.44	pd LB p/c
5/8/2025	Safari Park	£21.40	pd LB p/c
5/8/2025	safari park	£3.00	pd LB p/c
5/8/2025	safari park	£24.50	pd LB p/c
5/8/2025	safari park	£50.20	pd LB p/c
5/8/2025	co-op	£19.00	pd LB p/c
5/8/2025	Safari Park	£126.40	pd LB p/c
6/8/2025	co-op	£2.70	pd LB p/c

£27,064.09

Date	What?	Cost	paid by	
30/07/25	Asda	£ 98.19	LB PC	
31/07/25	Tesco	£ 17.26	LB PC	
4/7/2025	Booker	£ 166.46	LB PC	
7/7/2025	Asda	£ 80.00	LB PC	could be cash withdrawal
7/7/2025	Asda	£ 125.67	LB PC	
7/7/2025	Asda	£ 44.70	LB PC	
9/7/2025	Asda	£ 100.90	LB PC	
11/7/2025	Asda	£ 145.40	LB PC	
14/07/25	Asda	£ 107.70	LB PC	
14/07/25	Asda	-£ 0.17	LB PC	
16/07/25	Tesco	£ 44.14	LB PC	
17/07/25	Asda	£ 51.57	LB PC	
18/07/25	Asda	£ 130.73	LB PC	
22/07/25	Tesco	£ 58.53	LB PC	
23/07/25	Tesco	£ 103.20	LB PC	
24/07/25	Tesco	£ 77.16	LB PC	
25/07/25	Booker	£ 112.44	LB PC	
25/07/25	Asda	£ 130.43	LB PC	
28/07/25	Asda	£ 155.00	LB PC	
28/07/25	Asda	£ 85.69	LB PC	
29/07/25	Tesco	£ 37.26	LB PC	
1/8/2025	Asda	£118.82	LB PC	
4/8/2025	Asda	£114.59	LB PC	
5/8/2025	Asda	£111.88	LB PC	
7/8/2025	Asda	£116.92	LB PC	
15/8/25	petty cash	£53.30	LB PC	given to vols for out of pocket funds

£ 2,387.77

Name	Total hours	amount per hour	total
Beth	15	£16.00	£240.00
Bethany	77	£16.00	£1,232.00
Cami	96	£16.00	£1,536.00
Charlene	38.5	£17.00	£654.50
Chloe	105.5	£16.00	£1,688.00
Ellie	55	£16.00	£880.00
Ewan	33	£16.00	£528.00
Isla	73.5	£16.00	£1,176.00
Lindsey	15	£16.00	£240.00
Louise	42.5	£16.00	£680.00
Michelle	5.5	£16.00	£88.00
Rebecca	16.5	£16.00	£264.00
Ryan	98	£16.00	£1,568.00
Sophie	105.5	£16.00	£1,688.00
Steven	27.5	£17.00	£467.50
Thomas	139	£16.00	£2,224.00
Erik	80	£17.00	£1,360.00
Lily	33	£16.00	£528.00
total hours	1056		£17,042.00

Actual hours

claimed	July	August	total (both months)	per hour	total £
Beth	8.5	28.75	37.25	16	596
Bethany	59	48	107	16	1712

Cami	36	68.75	104.75	16	1676
Charlene	34	32	66	17	1122
Chloe	71	67.5	138.5	16	2216
Ellie	9	42	51	16	816
Ewan	12	26.5	38.5	16	616
Isla	47	25.5	72.5	16	1160
Lindsey	10.5	43.75	54.25	16	868
Louise	21	29	50	16	800
Michelle	7.5		7.5	16	120
Rebecca	6	22	28	16	448
Ryan	46.5	58.5	105	16	1680
Sophie	35	82.5	117.5	16	1880
Steven	5.25	35	40.25	17	684.25
Thomas	43.5	64	107.5	16	1720
Erik		10	10	17	170
Lily	18	27.25	45.25	16	724

Total amount staff wages =

£ 19,008.25

South & West Fife Young Carer Holiday Provision Funding Bid.

Looking to offer the Young Carers of Fife especially the young people in the Rosyth area where there are a high number of young people registered as young carers, an opportunity to access some sport and physical activity in their local area as travel seems to be a barrier to access provision. (this is on feedback for pupils and parents not accessing holiday provision offered in Inverkeithing previously).

Proposal

2 x 2hrs weekly session over 3 weeks of the summer holidays.

Week 2 10:00 – 12:00 15th & 17th July

Week 3 10:00 – 12:00 22nd & 24th July

Week 4 10:00 – 12:00 26th & 31st July

Dependant on uptake would be looking to have 2 paid experienced coaches deliver the sessions.

Costings

Venue- Kings Rd Primary School no cost (in partnership with school)

Café In venue so young people could get lunch

Coaches (FC6 rate)

24 hrs @20.60 per hr Total cost £494.40

Summer 2025 - Costings (CLD)

FAMILY FUN DAYS

DATE	LOCATION	TIMES	ACTIVITY	COST - FOOD	CONSUMABLES (CUPS, PLATES ETC)	FACE PAINTER (3hrs)	ARTS AND CRAFTS	SALINE FIRST AIDERS CONTRIBUTION	2 YOUTH WORKER WAGES (4hrs)	PETROL	TOTAL	IN KIND HIRE OF CENTRE (4hrs)
7th July	Ballast Bank	11am - 2pm	Various	£200.00	£100.00	£180.00	£100.00	£200.00	-	£60.00	£840.00	£150.00
09th July	Aberdour	11am - 2pm	Various	£200.00	£100.00	£180.00	£100.00	-	£160.00	£60.00	£800.00	£150.00
14th July	Dalgety Bay	11am - 2pm	Various	£200.00	£100.00	£180.00	£100.00	-	-	£60.00	£640.00	£150.00
16th July	Parkgate CC	11am - 2pm	Various	£200.00	£100.00	£180.00	£100.00	-	£160.00	£60.00	£800.00	£170.00
28th July	Oakley	12nn - 2pm	Various	£200.00	£100.00	£120.00	£100.00	-	-	£60.00	£580.00	£50.00
30th July	Blairhall	11am - 2pm	Various	£200.00	£100.00	£180.00	£100.00	-	£160.00	£60.00	£800.00	£50.00
12th August	High Valleyfield	11am - 2pm	Various	£200.00	£100.00	£180.00	£100.00		-	£60.00	£640.00	£170.00
TOTALS				£1,400.00	£700.00	£1,200.00	£700.00	£200.00	£480.00	£420.00	£5,100.00	£890.00

7 HABITS RESIDENTIAL

DATE	LOCATION	TIMES	ACCOMMODATION and ACTIVITY (GORGE WALK)		PARTICIPANT WORKBOOKS	COST - FOOD	EQUIPMENT HIRE (JACKETS, TROUSERS AND BOOTS) 10 max/£15/head	CONSUMABLES (RUCKSACKS, FIRST AID, ETC)		PETROL	TOTAL	FC STAFF WAGES IN KIND
04th - 07th August	Lagganlia	9.30am - 5.30pm	£2,650.00		£400.00	£2,000.00	£150.00	£500.00		£300.00	£6,000.00	£2,116.00
TOTALS			£2,650.00		£400.00	£2,000.00	£150.00	£500.00		£300.00	£6,000.00	£2,116.00

SUMMER ACTIVITIES IN KIND	£	6,756.00
SUMMER ACTIVITIES ESTIMATED COST		£11,100.00
OVERALL SUMMER TOTAL	£	17,856.00

The Wing Summer 2025 Activities (CUS)

Free crafts on Fridays

Instructor for 2.5 hours per week, for six weeks @ £19 per hour = £285

This will pay for free two-hour, drop-in arts/crafts activities. Children of primary school age will be welcome to come along and get creative in a fun and relaxed environment with our experienced instructor.

Match funding/support in kind:

Community Use will contribute crafts materials (approximately £10 per week = £60)

Facility cost usually £13.20 per hour x 12 hours = £158.40

Summer sports sessions

Instructor for 3 hours per week, for three weeks @ £20 per hour = £180

This funding will enable us to offer free, instructor-led summer sports sessions for children aged approximately 4–15 years (split into age-appropriate sessions). In partnership with Active Schools, we will deliver three themed weekly sessions designed to introduce young people to a variety of sports in a fun, inclusive, and slightly competitive environment. Each week will focus on a different theme, e.g. racket sports, ball sports, athletics. This will give participants the opportunity to try new activities, build confidence, and stay active during the summer. These sessions will be accessible, encouraging physical activity, teamwork, and fun in a supportive setting.

Match funding/support in kind:

Facility cost (games hall) usually £38.60 per hour x 6 hours = £231.60

Total funding requested = £525

FIFE COUNCIL WAGES IN KIND (4 CEW + 2 TUTORS) (4hrs)	HIRE OF BUSES IN KIND	IN KIND TOTAL	OVERALL TOTAL
£450.00	£50.00	£650.00	£1,490.00
£450.00	£50.00	£650.00	£1,450.00
£450.00	£50.00	£650.00	£1,290.00
£450.00	£50.00	£670.00	£1,470.00
£450.00	£50.00	£550.00	£1,130.00
£450.00	£50.00	£550.00	£1,350.00
£450.00	£50.00	£670.00	£1,310.00
£3,150.00	£350.00	£4,390.00	£9,490.00

HIRE OF BUS IN KIND	IN KIND TOTAL	OVERALL TOTAL
£250.00	£2,366.00	£8,366.00
£250.00	£2,366.00	£8,366.00

3 September 2025.

Agenda Item No. 10

Proposed Speed Limits – C19 Kinneddar Park

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

Wards Affected: Ward 1 – West Fife and Coastal Villages

Purpose

The purpose of this report is to allow the South and West Fife Area Committee to consider a proposal to introduce a 40 mph speed limit on the C19 Saline to Comrie.

Recommendation(s)

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

- (1) agrees to the promotion of a Traffic Regulation Order (TRO) to introduce a 40 mph speed limit as detailed in drawing no. TRO25_78 (Appendix 1) with all ancillary procedures; and
- (2) authorises officers to confirm the Traffic Regulation Order within a reasonable period unless there are objections.

Resource Implications

The cost to formally promote this TRO will be approximately £5,000 which covers Roads & Transportation Services' and Legal Services' staff costs, advertising and delivery of the new infrastructure. This will be met from approved Service budgets.

Legal & Risk Implications

There are no known legal or risk implications.

Impact Assessment

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

Consultation

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

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

1.0 Background

- 1.1 Concerns have been raised by local residents with regard to speeds on the C19 especially around the entrance to Kinneddar Park where residents are crossing to get to the bus stop on the west side of the road.
- 1.2 Traffic exits the 20mph of Oakley Road, Saline onto the C19, a narrow, undulating road with many bends and national speed limit / 60mph. A 20mph speed limit has been proposed for Main Street, Comrie where the C19 joins the A907.

2.0 Issues and Options

- 2.2 It is proposed to introduce a 40 mph on the C19 from the existing gateway on Oakley Road, Saline southwards past Kinneddar Park, to the gateway with Comrie as shown in Appendix 1 (Drawing no. TRO25_78). This will improve safety on the C19.

3.0 Conclusions

- 3.1 It is considered, in the interests of road safety, that this Traffic Regulation Order be promoted.

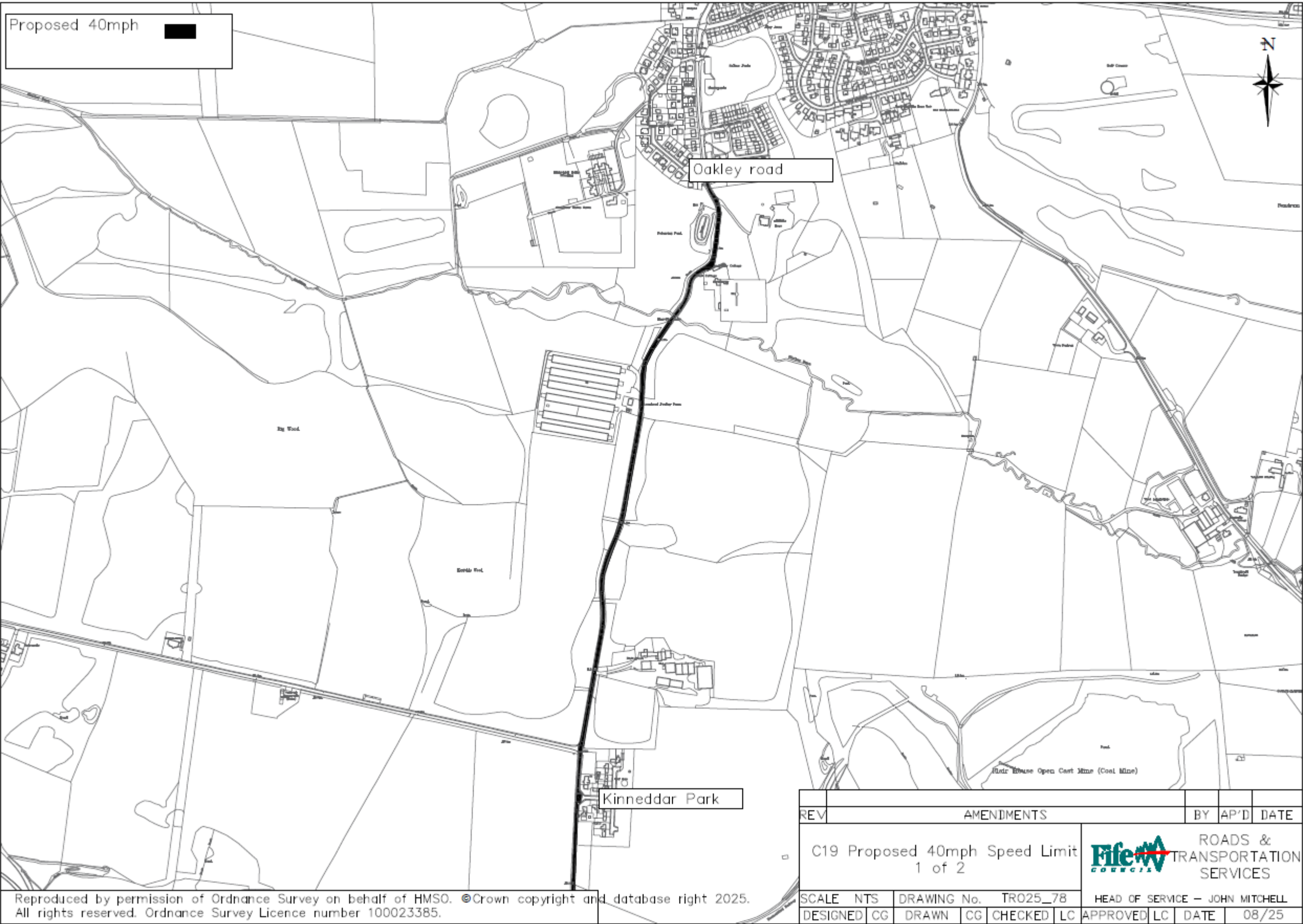
List of Appendices

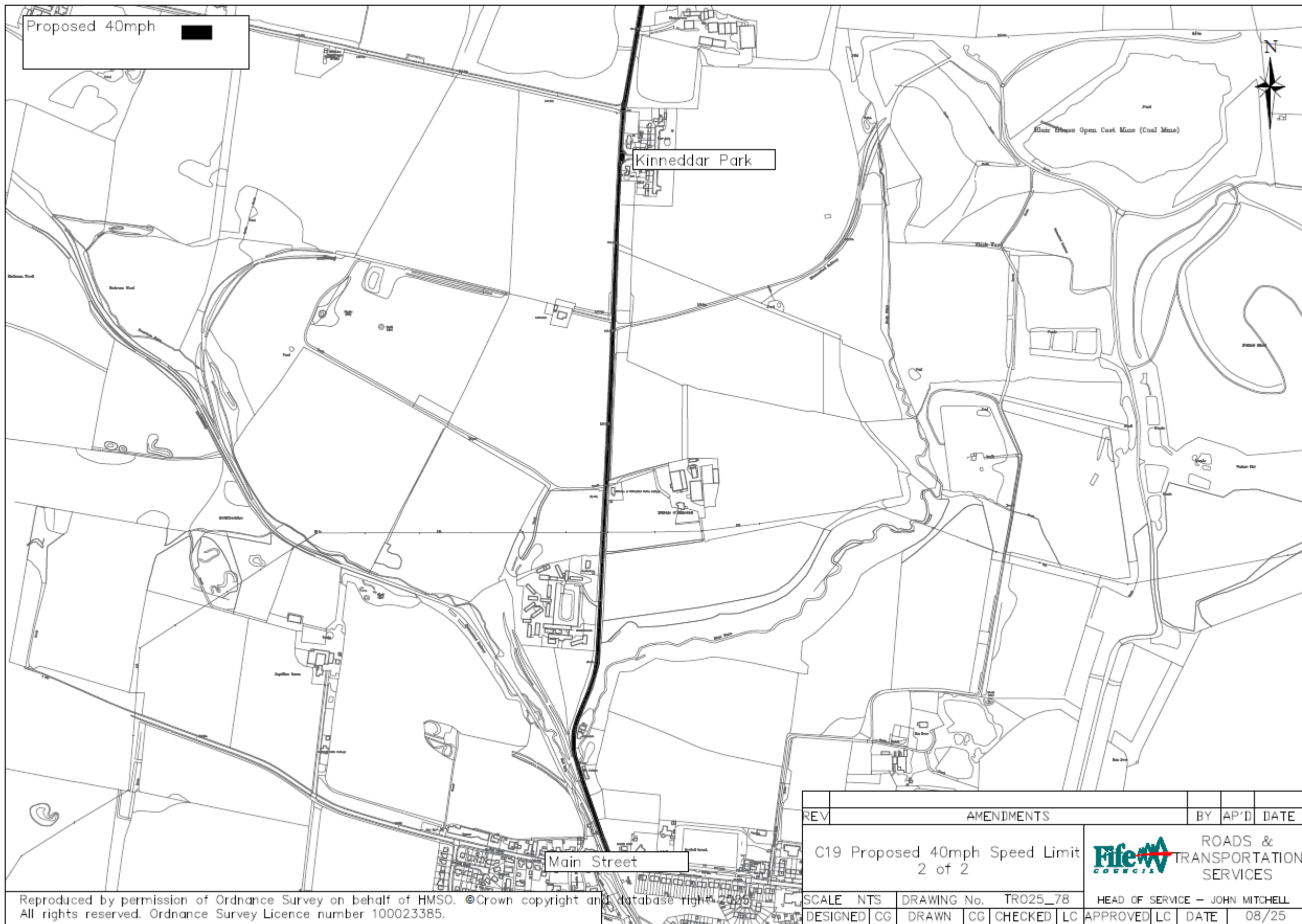
- 1. Drawing no. TRO25_78

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3 September 2025
Agenda Item No. 11

Proposed Parking Restrictions – Morlich Crescent, and Morlich Road, Dalgety Bay

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

Wards Affected: Ward 6 – Inverkeithing & Dalgety Bay

Purpose

The purpose of this report is to allow the South and West Fife Area Committee to consider a proposal to introduce a “No Waiting” restrictions on the junction of Morlich Crescent and Morlich Road, Dalgety Bay.

Recommendation(s)

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

- (1) agrees to the promotion of a Traffic Regulation Order (TRO) to introduce the parking restriction as detailed in drawing no. TRO25_19 (Appendix 1); and
- (2) authorises officers to confirm the Traffic Regulation Order within a reasonable period unless there are objections.

Resource Implications

The cost to formally promote this TRO will be approximately £4,000 which covers Roads & Transportation Services’ and Legal Services’ staff costs, advertising, and installation of the new infrastructure. This will be met from approved Service budgets.

Legal & Risk Implications

There are no known legal or risk implications.

Impact Assessment

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

Consultation

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

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

1.0 Background

- 1.1 Morlich Crescent has a 20mph speed limit and junctions with Morlich Court, Morlich Grove and Morlich Road.
- 1.2 Donibristle Primary school is about 120m north of the junction of Morlich Crescent and Morlich Road. There are historic issues with school run traffic parking in front of residential driveways on Morlich Road which have resulted in white h-bars being marked.
- 1.3 There is a bus stop to the east of the junction of Morlich Crescent and Morlich Road.
- 1.4 A footpath runs to the school near the bus stop and the junction of Morlich Crescent and Morlich Road.

2.0 Issues and Options

- 2.1 Complaints have been received about vehicles parking and dropping off students at Morlich Crescent and Morlich Road junction on the raised table. This is mainly between the drop off times between 8:15am - 9:15am and pick up times of 2:15pm – 3:15pm.
- 2.2 Vehicles waiting around the junction reduce the sight of children while carers are navigating the junction after dropping off and picking up, increasing the risk to their safety.
- 2.3 Drivers should not be parking on the junction.
- 2.4 To address the requests to remove the parking and mitigate the safety risks, it is proposed to introduce:-
 - “No Waiting At Any Time” prohibition (double yellow lines) on the corners of the junction of Morlich Road; and
 - “No Waiting, Monday to Friday, 8.15am-9.15am and 2.15pm – 3.15pm” (single yellow line) prohibition on the straight of Morlich Crescent to allow residents visitors to park outwith the school run times;

as shown in Appendix 1.

3.0 Conclusions

- 3.1 It is considered, in the interests of traffic management and road safety, that this Traffic Regulation Order be promoted.

List of Appendices

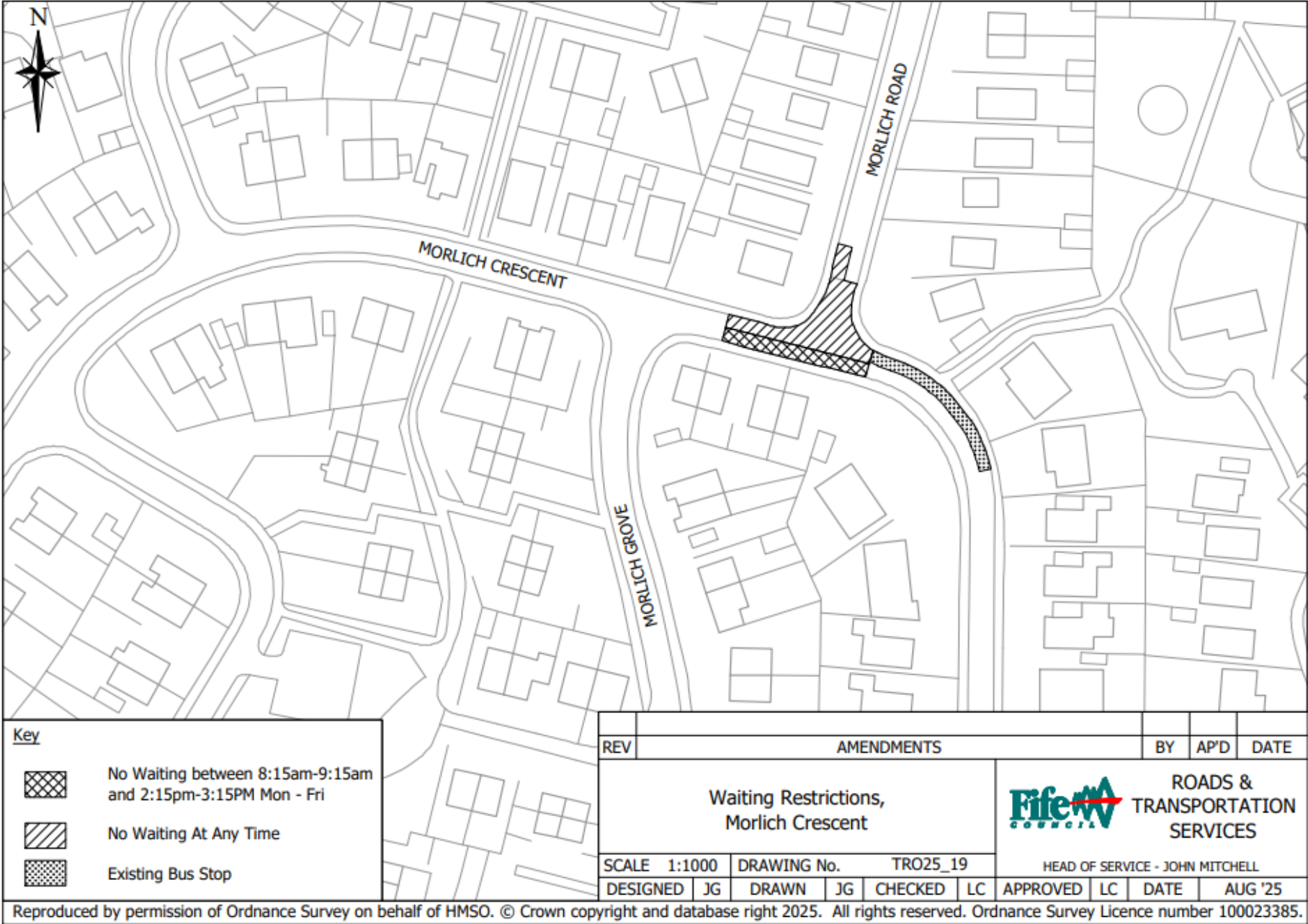
1. Drawing no. TRO25_19

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Appendix 1 – Drawing no. TRO25_19



3 September 2025

Agenda Item No. 12

Proposed Parking Prohibition – Dalgety Bay Primary School, Dalgety Bay

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

Wards Affected: Ward 6 – Inverkeithing & Dalgety Bay

Purpose

The purpose of this report is to allow the South and West Fife Area Committee to consider a proposal to introduce a “No Waiting at Any Time” parking prohibition at Dalgety Bay Primary School at the junction of St Bridget’s Brae and Inchview Gardens.

Recommendations

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

- (1) agrees to the promotion of a Traffic Regulation Order (TRO) to introduce the parking prohibition as detailed in drawing no. TRO25_80 (Appendix 1); and
- (2) authorises officers to confirm the Traffic Regulation Order within a reasonable period unless there are objections.

Resource Implications

The cost to formally promote this TRO will be approximately £2,400 which covers Roads & Transportation Services’ and Legal Services’ staff costs, advertising, and installation. This will be met from approved Service budgets.

Legal & Risk Implications

There are no known legal or risk implications.

Impact Assessment

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

Consultation

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

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

1.0 Background

- 1.1 St Bridget's Brae and Inchview Gardens are residential streets within a 20mph zone and are used as drop off areas for Dalgety Bay Primary School.
- 1.2 Vehicles turn from St Bridget's Brae onto Inchview Gardens for other drop off areas but there is a dedicated drop-off area on Moray Way South.

2.0 Issues and Options

- 2.1 Complaints have been received regarding vehicles waiting around the junction reduce sight of children while carers are navigating the junction after dropping off and picking up, increasing the risk to their safety.
- 2.2 As stated in the Highway Code, Rule 243, drivers should not stop or park opposite or within 10 metres (32 feet) of a junction, except in an authorised parking space.
- 2.3 To address the requests for lines to remove the parking and mitigate the safety risks, it is proposed to introduce a "No Waiting At Any Time" (double yellow lines) prohibition as shown in Appendix 1.

3.0 Conclusions

- 3.1 It is considered, in the interests of traffic management and road safety, that this Traffic Regulation Order be promoted.

List of Appendices

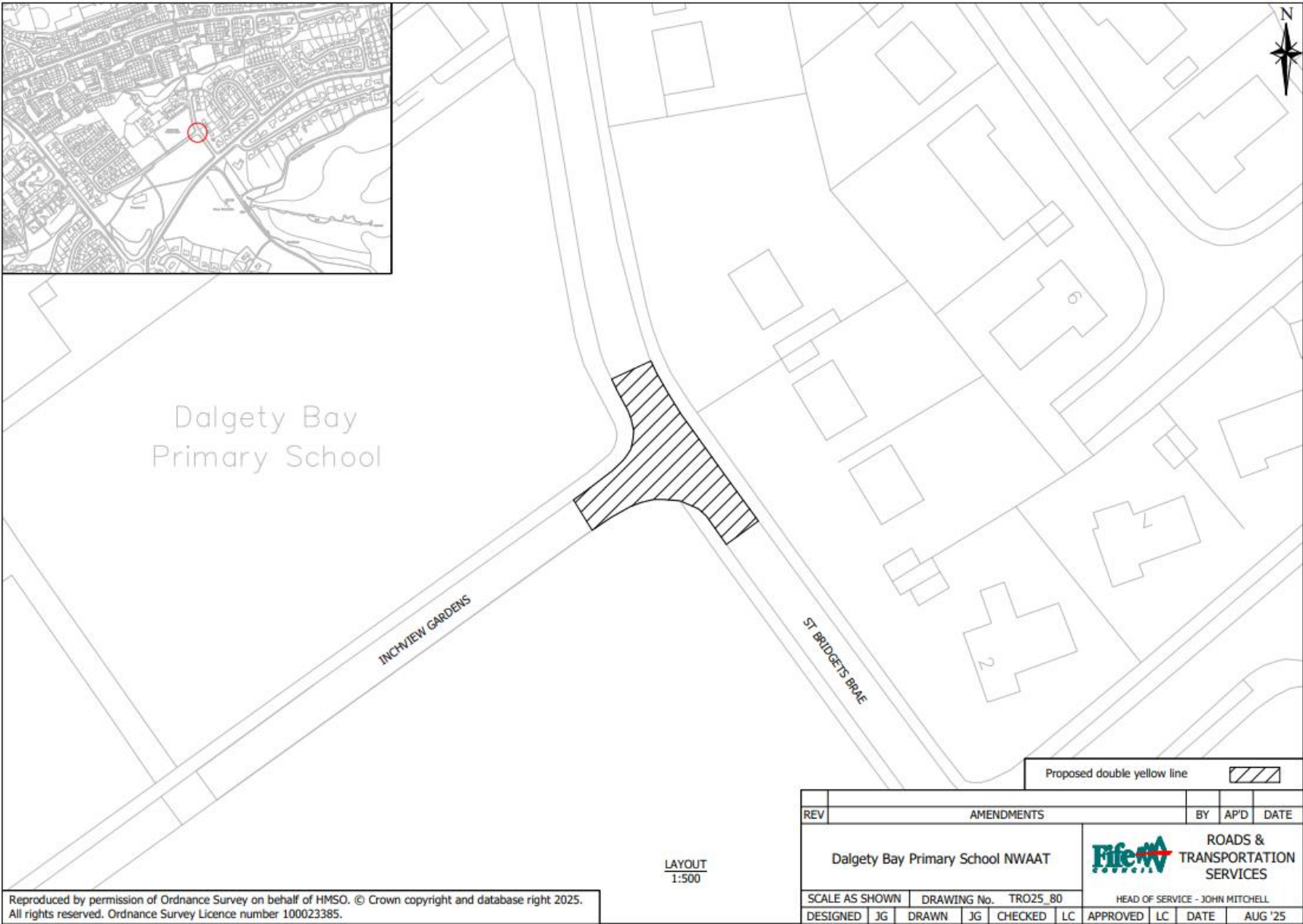
- 1. Drawing no. TRO25_80

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Appendix 1 – Drawing no. TRO25_80



3 September 2025

Agenda Item No. 13

Proposed Parking Prohibition – Dunfermline Road, Limekilns

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

Wards Affected: Ward 5 – Rosyth

Purpose

The purpose of this report is to allow the South and West Fife Area Committee to consider a proposal to introduce a “No Waiting at Any Time” parking prohibition on Dunfermline Road, Limekilns.

Recommendations

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

- (1) agrees to the promotion of a Traffic Regulation Order (TRO) to introduce the parking prohibition as detailed in drawing no. TRO25_79 (Appendix 1); and
- (2) authorises officers to confirm the Traffic Regulation Order within a reasonable period unless there are objections.

Resource Implications

The cost to formally promote this TRO will be approximately £2,800 which covers Roads & Transportation Services’ and Legal Services’ staff costs, advertising, and installation. This will be met from approved Service budgets.

Legal & Risk Implications

There are no known legal or risk implications.

Impact Assessment

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

Consultation

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

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

1.0 Background

- 1.1 Dunfermline Road is a 20mph speed limit past the junctions of Upper Wellheads, The Wellheads, Brucehaven Road/Sandilands and The Old Orchard towards Church Street and The Promenade.
- 1.2 There is a full width speed hump east of the Brucehaven Road junction and a boundary wall runs along the south side of the road where it terminates at a left-hand bend around the corner of property no. 5 Dunfermline Road.
- 1.3 The Church sits on the north side of Church Street, west of the Brucehaven Road junction and The Old Orchard.
- 1.4 The Old Orchard and The Wellheads are not adopted to the List of Regional Roads.
- 1.5 The Community Council letter-dropped the residents in the vicinity of the Brucehaven Road junction regarding traffic issues, sightline/visibility and a request for double yellow lines.

2.0 Issues and Options

- 2.1 Complaints have been received about vehicles parking on the north side of Dunfermline Road opposite the Brucehaven Road junction and round the blind bend causing visibility issues for vehicles heading east or trying to exit Brucehaven Road. This can be particularly serious when there are activities happening in the Church.
- 2.2 With vehicles parked on the north side, many drivers are meeting oncoming traffic at the bend when having to use the opposite lane. This can be unnerving if vehicles are not adhering to the 20mh speed limit.
- 2.3 To address the requests for lines to remove the parking and mitigate the safety risks, it is proposed to introduce a “No Waiting At Any Time” (double yellow lines) prohibition as shown in Appendix 1.

3.0 Conclusions

- 3.1 It is considered, in the interests of road safety, that this Traffic Regulation Order be promoted.

List of Appendices

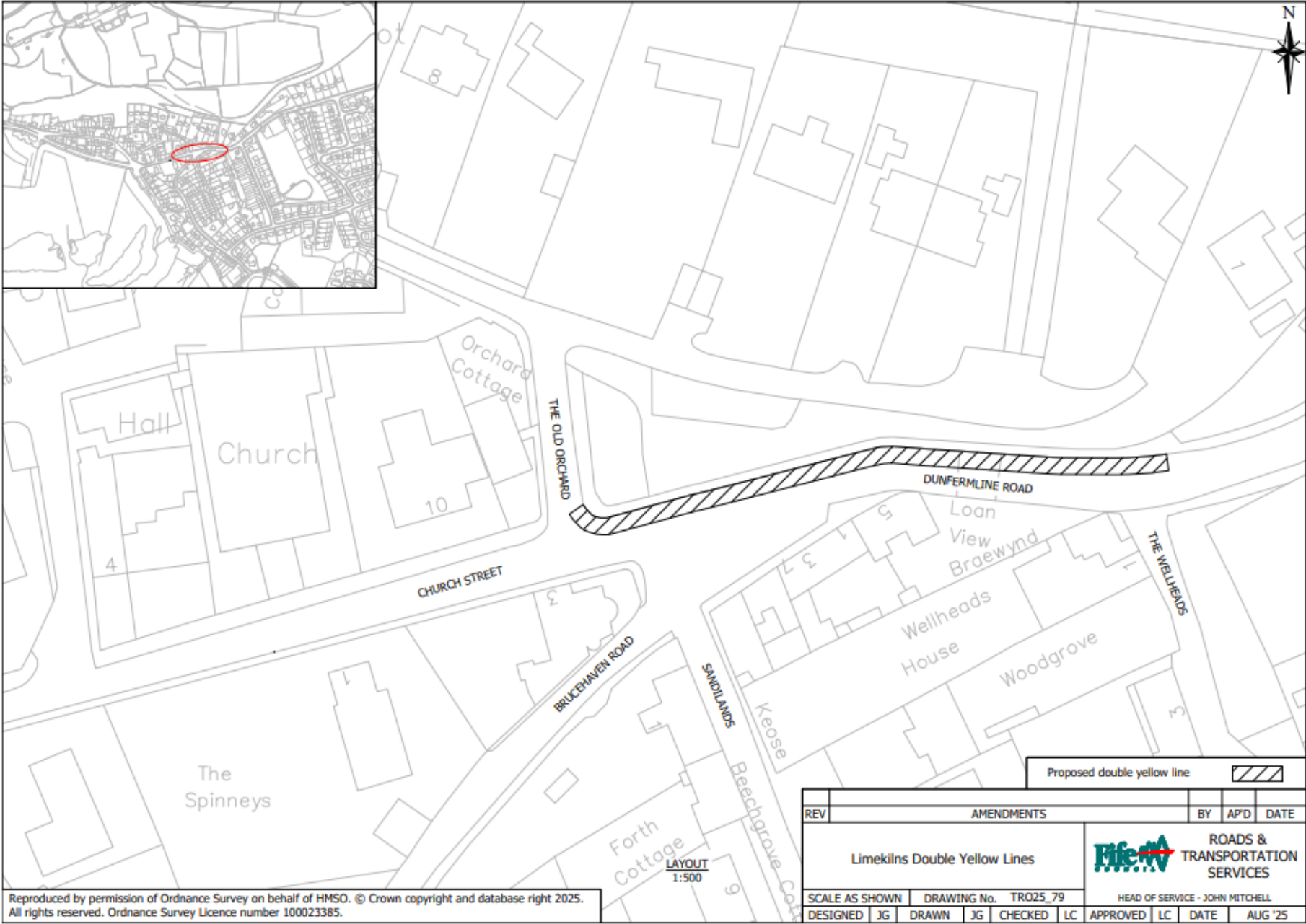
1. Drawing no. TRO25_79

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Appendix 1 – Drawing no. TRO25_79



3 September 2025

Agenda Item No. 14

Objections to Roads Construction Consent for Hillside School, Aberdour – 24/03318/RCC

Report by: Head of Planning

Wards Affected: 6 – Inverkeithing and Dalgety Bay

Purpose

The report is to allow the South and West Area Committee to consider objections to the Roads Construction Consent application for the proposed roads serving a housing development at Hillside School, Aberdour.

The application requires to be considered by Committee as there are more than five objections.

The committee considered the report at the meeting of 11th June 2025 and agreed to defer the decision to the next meeting of the committee providing more detailed information in relation to the RCC application.

The requested additional information is within Appendix A.

Recommendation(s)

It is recommended that the Committee agree to set aside the objections and allow the Roads Construction Consent to be granted subject to the standard conditions.

Resource Implications

There are no resource implications

Legal & Risk Implications

There are no legal & risk implications

Impact Assessment

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

Neighbour notification has been carried out in accordance with Section 21 of the Roads (Scotland) Act 1984.

1.0 Background

- 1.1 Planning permission (24/03098/ARC) was granted subject to conditions on 21 May 2024 for approval of matters specified in conditions of planning permission in principle 24/01423/PPP for residential development with associated landscaping, open space, access, drainage and other infrastructure and the relocation of existing school with associated playing fields, pavilions, workshops/business units, residential blocks, landscaping, parking, servicing and access, Hillside School, 3 Main Street, Aberdour.
- 1.2 On 20 December 2024 an application for Roads Construction Consent was submitted on behalf of Cala Homes East of Scotland for the construction of the roads associated with the development approved under planning permission 24/03098/ARC.
- 1.3 A total of 9 objections have been received.
- 1.4 The detailed drawings submitted in support of the Roads Construction Consent application are to the satisfaction of Transportation Development Management and comply with Making Fife's Places Planning Policy Guidance – Appendix G: Transportation Development Guidelines.
- 1.5 Resolution of the objections is the only impediment to the progress of the Roads Construction Consent application.

2.0 Issues and Options

- 2.1 Section 21(1) of The Roads (Scotland) Act 1984 states “A person other than a roads authority who wishes to construct a new road or an extension of an existing road shall before commencing such construction obtain the consent (in this section and in sections 22 and 23 of this Act referred to as “construction consent”) thereto of the local roads authority.”
- 2.2 Section 21(3)(b) of The Roads (Scotland) Act 1984 states “before granting the consent subject to a condition (other than the condition mentioned in subsection (4) below) or refusing consent, the authority shall allow the person applying for the consent an opportunity to be heard by them as regards his application.” The applicant has confirmed they do not wish to be heard.
- 2.3 A Roads Construction Consent (RCC) is the technical approval process to ensure the prospectively adoptable roads, footways, verges, street lighting, etc. are constructed to an acceptable standard suitable for adoption by Fife Council.

- 2.4 The RCC process does not consider the merits of the proposal, house types, or provide an opportunity to request significant changes to a street layout. These matters are dealt with through consideration of the planning application. The Transportation Development Management team was a consultee during consideration of planning application 24/03098/ARC.
- 2.5 Once the works have been completed in accordance with the approved Roads Construction Consent a maximum one-year maintenance period commences. Following a final inspection and subject to satisfactory completion of outstanding remedial works, the roads and footways covered by the Construction Consent are added to the Fife Council List of Public Roads.
- 2.6 An objection to Roads Construction Consent application must be relevant to the **technical** nature of the road construction details. Objections relating to the site layout and principle of the development are appropriate to the planning application process – not the RCC process. Objection correspondence can be viewed at the Fife Council e-planning web page. A summary of the points raised and responses to them are noted below.

Comment	Response
Proximity of A921 Site access and The Glebe.	TDM considered this during the planning application consultation. The vehicular access from the A921 is the upgrading of the existing school access. The vehicular access could not be relocated westwards due to retention of the gate house and requirement for additional crossing of Dour Burn. The vehicular access and The Glebe could not be combined into a single vehicular access due to The Glebe being private; not within the control of the applicant; and within unknown ownership.
Streets within the site are too narrow.	The proposed streets have varied carriageway widths all complying with Making Fife's Places Planning Policy.
Substandard visibility at junction of proposed vehicular access with Mill Farm Road.	Evidence submitted in support of application showing the required visibility splay of 2.4m x 43m can be provided.
Substandard visibility at junction of upgraded vehicular access with A921.	Evidence submitted in support of application showing the required visibility splay of 2.4m x 25m can be provided.
Increase in vehicle trips on Mill Farm Road and B9157/Mill Farm Road Junction.	Not relevant to consideration of RCC. However, considered by TDM during planning application consultation process.

Comment	Response
Noise pollution during construction.	Not relevant to consideration of RCC.
Impact of carbon footprint.	Not relevant to consideration of RCC.
Impact on air quality	Not relevant to consideration of RCC.
Impact/disruption on wildlife.	Not relevant to consideration of RCC.
Increase in flooding risk.	Not relevant to consideration of RCC.
Increase in number of proposed dwellings from 125 to 186.	Not relevant to consideration of RCC.
No guarantee that replacement school will be built.	Not relevant to consideration of RCC.
Roads Construction Consent application is premature and should not have been submitted until after planning application had been determined.	The requirement to obtain a Road Construction Consent in accordance with Section 21 of The Roads (Scotland) Act 1984 and is an entirely separate process from consideration of the planning application. There is no requirement for planning permission to be granted prior to a Roads Construction Consent application being submitted. Scottish Government Designing Street Policy states "Street design should run planning permission and Roads Construction Consent (RCC) processes in parallel."
Affordable housing should be built first.	Not relevant to consideration of RCC.

3.0 Conclusions

3.1 It is considered that the issues raised and relevant to the Roads Construction Consent have been addressed and that the objections should be set aside to allow the draft Roads Construction Consent to be issued (the Roads Construction Consent will be granted when the required Road Bond is lodged with the Council), subject to the following standard conditions:

- 1 The whole of the Works shall be carried out at the Developer's own expense in a consistent and workmanlike manner and in accordance with:-
 - (a) the said drawings;
 - (b) the Council's "Transportation Development Guidelines" (details of which can be obtained from the Council's Head of Planning Services) and as regards road lighting, the design provided or approved by the Head of Roads and Transportation Services a working street lighting system shall be retained throughout the construction period; and
 - (c) such other requirements or measures as the Head of Planning Services may at any time specify to ensure the satisfactory progress of the Works; and

- (d) the relevant provisions of the Roads (Scotland) Act 1984; declaring that the Head of Planning Services' prior written approval shall be required for any amendments to the approved drawings and specifications.
- 2 In carrying out the Works and prior to their completion, the Developer shall –
 - (a) provide carriageways and footways to basecourse level, including operating roads lighting, on all roads and footways leading to and fronting occupied properties; and
 - (b) provide and erect at its expense such street nameplates as the Head of Planning Services may direct; and
 - (c) carry out roads lining and signing according to a scheme previously submitted to and approved by the Head of Planning Services.
 - 3 In carrying out the Works, the Developer shall comply with all health and safety requirements, including Chapter 8 of the Scottish Development Department's "Traffic Signs Manual" where appropriate, and shall carry out all repairs, reinstatements and remedial measures necessary to ensure public safety diligently.
 - 4 "Building works" as defined the in the Security for Private Road Works (Scotland) Regulations 1985 must not commence until security for the construction of the Works has been lodged with the Council in accordance with those Regulations.
 - 5 The Developer shall always allow the Head of Planning Services' staff access for the purpose of inspecting the Works and shall meet the Council's costs of inspection.
 - 6 The areas proposed for adoption shown coloured red and green on drawing no HS-120-1 Rev D and HS-120-2 Rev B shall be considered for addition to the Council's List of Public Roads upon receipt by the Head of Planning Services of written intimation from the Developer that the Works have been completed. In terms of section 16(2) of the Roads (Scotland) Act 1984, such addition shall take place within 12 months of satisfactory completion of the Works.
 - 7 The whole of the Works shall be completed within the period of three years from this date. Any request for an extension of that period must be made in writing to the Head of Planning Services, giving reasons, at least three months prior to the expiry of the period. A further charge for inspections shall be payable to the Council in respect of any extension granted.
 - 8 Grit-bins shall be provided within the site at locations determined by the Head of Planning Services. The grit-bins shall be yellow, UPVC or similar, minimum capacity of 0.3m³ and top loading. The Developer is responsible for ensuring there is an adequate supply of grit within the bin until such time as the roads are added to the Council's List of Public Roads.

Report prepared by

Mark Barrett
Lead Officer Transportation Development Management
Planning Services
Fife House
Glenrothes

Report agreed and signed off by

Kevin Treadwell
Service Manager – Strategic Development & Infrastructure
Planning Services
Fife House
Glenrothes

3 September 2025

Agenda Item No. 14 (Appendix A)

Objections to Roads Construction Consent for Hillside School, Aberdour – 24/03318/RCC

Appendix A – Technical Report

Report by: Head of Planning

Wards Affected: 6 – Inverkeithing and Dalgety Bay

Purpose

- 1.0 The action note of the 11th June 2025 meeting requires a “Report to be brought back to the meeting on 3 September 2025 providing further information on how TDM addressed objections raised; more information on how the road access point was going to be addressed; more information on EV charging points and street lighting design; and how the developer has addressed concerns detailed in the objections received.”
- 1.1 This report provides further information on how TDM assessed the application and how concerns raised have been responded to.
- 2.0 Transportation Development Management letter of 25th March 2025.**
- 2.1 The above letter raised concerns with the Roads Construction Consent application submission, that required to be addressed prior to the draft Roads Construction Consent and request for Road Bond being issued. The documents referred to below can be viewed on the following link.
- [24/03318/RCC | Roads Construction Consent | Hillside School 3 Main Street Aberdour Burntisland Fife KY3 0RH](#)
- 2.2 TDM comment - There is no information submitted in support of the proposed road crossing of the Dour Burn. The only reference to it is shown on drawing HS-100-1 Rev F – Proposed Site Levels – Sheet 1, which would appear to be a culvert encroaching onto the flooding zone. The crossing would require the approval of SEPA, and the structure would have to go through the (Approval in Principle) AiP process with Roads and Transportation Services Structures colleagues.”

Response – The Approval in Principle application was submitted by Cala Homes on 5th February 2025 as part of the Roads Construction Consent application. Consideration of the AiP is dealt with by the Coastal, Bridges & Structures Team in Roads and Transportation Services. The form of the crossing of the Dour Burn has

H.A.W APPROVED WATER PROOFING SYSTEM EG "ELIMINATOR" OSA. WATER PROOFING TO BE TAKEN ALONG TOP OF CULVERT & DOWN SIDES .

PROPOSED ROAD PROFILE

CLASS 6M BACKFILL

50mm SAND

2No COATS BITUMINOUS PAINT TO SIDE WALLS

29.2m
7000

400

2360

400

4H20 BARS

2000x700 DEEP C28/35 CONCRETE GROUND BEAM
12H20 BARS TOP
12H20 BARS BTM
H10 LINKS AT 200 CTRS

T.o.F = 26.70m

26.64m

T.o.F = 26.70m

4H20 BARS

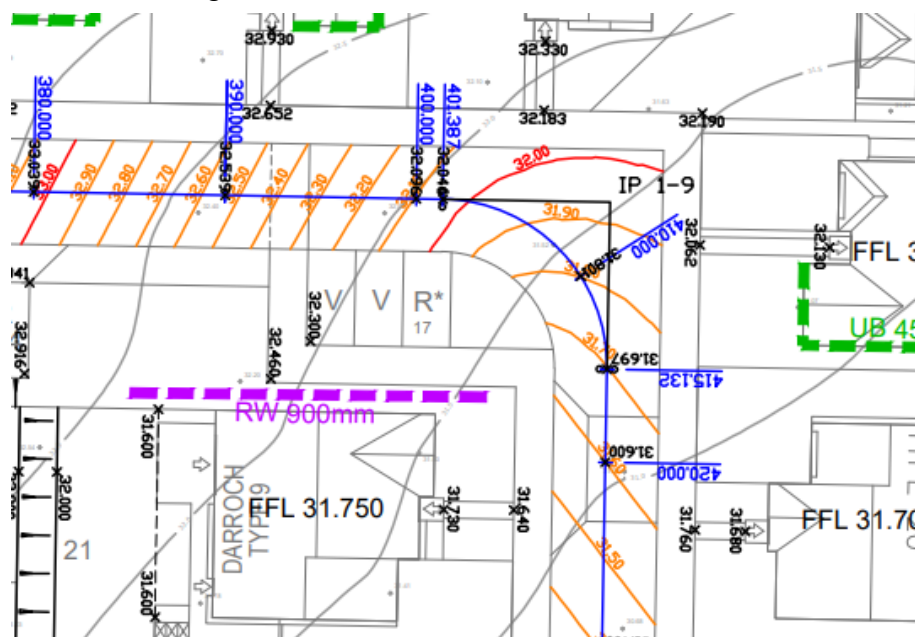
2000x700 DEEP C28/35 CONCRETE GROUND BEAM
12H20 BARS TOP
12H20 BARS BTM
H10 LINKS AT 200 CTRS

SWL PILES:
450kN VERTICAL
25kN HORIZONTAL
PILES INFILLED WITH CONCRETE

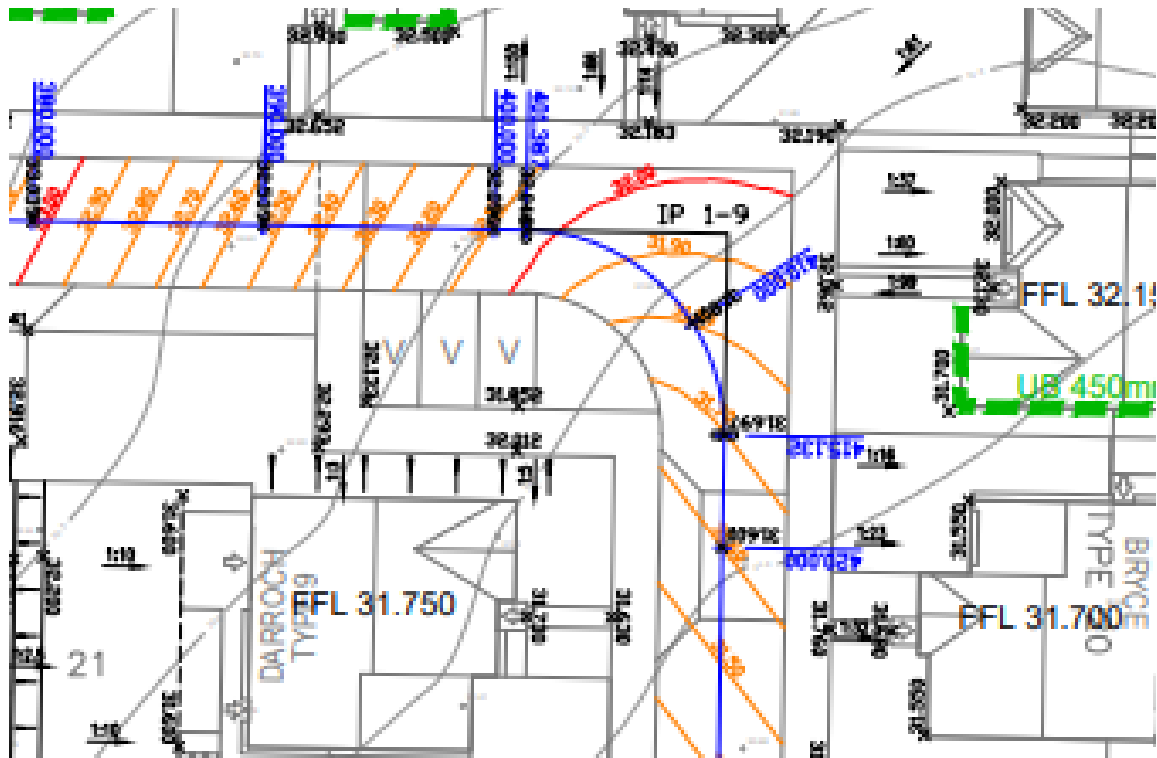
TYPICAL CULVERT SECTION

SCALE 1:50

- Response** – amended drawings submitted on 2nd April 2025 show the retaining walls being designed out/removed – refer to documents 44B and 45B on above link – extracts from drawings below.



130



Extract from amended drawing (document 44B) above showing retaining wall replaced by embankment adjacent to footway.

2.4 TDM comment - **Drawings HS-111 Rev B & HS-112 Rev A – Road Longitudinal Sections**

2.4.1 Road 7 Section Continuation should be Road 8 Section Continuation.

Response – corrected – refer to document 10B on above link.

2.4.2 Provide a longitudinal section drawing for the prospectively adoptable remote active travel routes and paths.

Response – drawing submitted – refer to document 58A on the above link.

2.5 TDM comment - **Drawings HS-120-1 Rev B & HS-120-2 – Surface Finishes**

2.5.1 Parking spaces located to the rear of prospectively adoptable footways would not be considered for adoption – these are clearly being allocated to dwellings.

Response – amended drawings show the allocated parking spaces **not** being proposed for adoption – refer to documents 46B and 47B on the above link.

2.5.2 Parking spaces annotated 'R' and 'V' that include EV charging points would not be considered for adoption – these shall be located behind the prospective public road boundary. Fife Council does not currently consider the provision of EV charging points and infrastructure within prospectively adoptable roads.

Response – the amended drawings do not show any EV charging points and infrastructure within prospectively adoptable roads – refer to documents 46B and 47B on the above link. Extracts from drawings below.



Extract above from superseded drawing (document 46) showing allocated EV charging points as prospectively adoptable (red).



Extract from amended drawing (document 46B) showing allocated EV charging points as private (not shaded red).

- 2.5.3 There are several parking spaces within the prospectively adoptable carriageway annotated 'R', for example R17, R61, R101, etc. Parking spaces located within the prospectively adoptable cannot be allocated to dwellings or individuals. These spaces must be shown 'V' or relocated behind the public road boundary and remain private.

Response – there are no parking spaces annotated ‘R’ shown as prospectively adoptable within the amended drawings – refer to documents 46B and 47B on the above link.

- 2.5.4 The 8 no. parking spaces annotated ‘R’ to the east of plot A7 would not be considered for adoption. It would not be possible to convert the 3 no. southern parking spaces to EV charging points.

Response – the parking spaces annotated ‘R’ to the east of plot A7 are **not** shown as prospectively adoptable within the amended drawings – refer to documents 46B and 47B on the above link.

- 2.5.5 The parking spaces fronting both sides of Road 11 would not be considered for adoption. The end user (housing association/FC Affordable Housing) tend to allocate parking spaces to residents.

Response – the parking spaces fronting both sides of Road 11 are **not** shown as prospectively adoptable within the amended drawings – refer to documents 46B and 47B on the above link.

- 2.5.6 Road 12 – the change from HRA (hot rolled asphalt) to concrete blocks shall be moved to the northern kerb line of the footway fronting plots A27 – A34.

Response – corrected on the amended drawing – refer to document 47B (light blue line) on the above link.

- 2.5.7 The location of dropped kerb pedestrian crossing points shall be clearly shown. The crossing points shall be located opposite each other.

Response – dropped kerb pedestrian crossing points clearly shown within the amended drawings – refer to documents 46B and 47B (annotated ‘DK’) on the above link.

- 2.5.8 Vehicular crossings of grass verges shall be provided with 45° splay kerbs.

Response – vehicular crossings of grass verges with 45° splay kerbs clearly shown within the amended drawings – refer to documents 46B and 47B on the above link.

- 2.5.9 Pairs of 20mph repeater signs mounted back-to-back will be required on several street lighting columns within the site. The locations will be identified after the street lighting design is approved.

Response – 20mph repeater signs required on columns 17, 41, 53, 69, 79, 84, 95 and 105. A pair of 20mph Zone/ 30mph signs required at the site access/ Mill Farm Road junction. The signs shall be provided following approval of the Traffic Regulation Order and as the site builds out and dwellings are occupied – refer to document 52B on the above link.

- 2.5.10 For clarity, provide a detailed layout (1:200) of the Road 8/A921/The Glebe junction showing the following. (1) The existing pillar and gate fronting the gatehouse on the west side of the Hillside School access to be removed. (2) Reconstruct the existing vehicular crossing between the dotted lines to the full carriageway construction specification, including a tight radius on the west side of the junction. The existing channel kerb shall be removed. (3) The separation between the two vehicular

accesses being highlighted by means of road markings. (4) Provide dropped kerb pedestrian crossing points.

Response – additional drawing showing the above requirements submitted – refer to document 59A on the above link.

2.6 TDM comment – **Drawings HS-200-1 Rev E & HS-200-2 – Drainage Layout**

- Road 4 – provide an additional gully at the tangent point (Ch 10). Road 7 – provide an additional gully close to the tangent point (Ch 230). Road 11 – the gully (Ch 10 approx.) shall be moved to the channel line/prospectively adoptable road limit. Response – above changes shown on amended drawings – refer to documents 50B and 51B.

2.7 TDM comment - **Drawing HS-131 Rev A – Road Construction Details – Sheet 1**

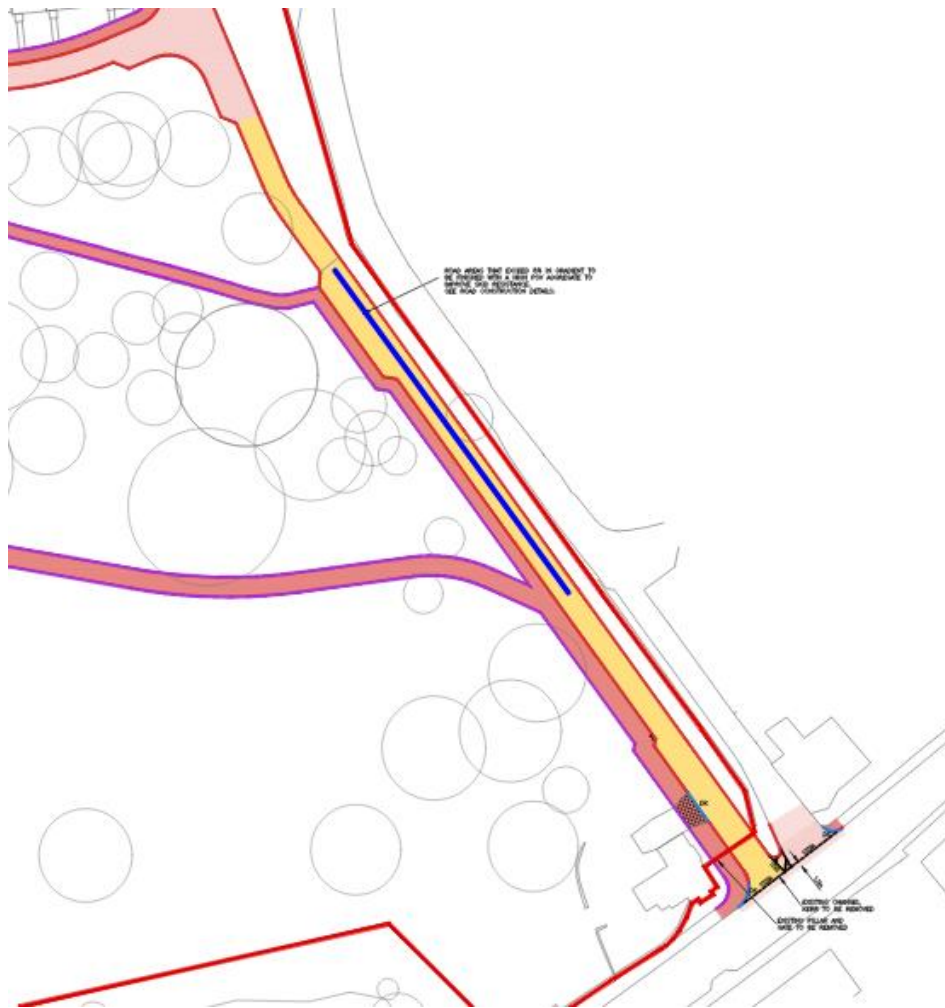
2.7.1 Is there a “Sheet 2”?

Response - the applicant has confirmed there is no Sheet 2.

2.7.2 Road 8 has a long gradient of 10% over a length of 100 metres or so. The maximum permissible gradient on a prospectively adoptable road is 8%. However, I accept that the long gradient is dictated by the existing private access and proximity to The Glebe. Please include a typical detail for the reconstruction/upgrade of the private access including measures to increase friction/grip on the final surface.

Response – the standard details drawing includes an “Asphalt Carriageway Construction with High PSV Aggregate” typical section. The high polished stone value (PSV) refers to the aggregate used within the final surface that provides a strong resistance to polishing under traffic and therefore a high degree of skid resistance. The surface will be used on the carriageway shown shaded yellow on documents 47B and 59A. The typical detail is shown on document 17B on the above link. The submitted proposals are acceptable.

The existing maximum gradient on Road 8 is 11.4% which will be reduced to a maximum of 10%. The maximum gradient on The Glebe is 11.5%.



Extract from amended drawing (document 47B) showing extent of High PSV Aggregate surfacing shaded yellow. The extent of proposed 10% long-gradient (reduced from existing 11.4% gradient) is shown by the blue line.

- 2.7.3 Road Construction Type A – If no capping is required the minimum construction depth shall be 495mm. Increase the surface course thickness to 45mm and the subbase thickness to 290mm. Road Construction Type B – If no capping is required the minimum construction depth shall be 495mm. Increase the DBM base course thickness to 135mm.
- 2.7.4 Response – typical construction details amended as requested – refer to document 17B on the above link.
- 2.8 TDM comment – **Drawings ALD.41.95 Rev C (Sheet 1 & 2) – Street Lighting**
- The street lighting layout shall be amended to remove lighting from the areas not being considered for adoption. Lighting of private areas must be from a system separate from the public lighting system.
 - **Response** – an amended street lighting drawing showing the lighting of the prospectively adoptable works only has been submitted. The proposed street lighting drawing is acceptable to Roads and Transportation Services – refer to document 52B (Sheet 1 & 2) on the above link. Please note that the approval of a street lighting

design generally follows issuing of the draft RCC when the street layout is fixed and to avoid abortive design work.

- 2.9 An objection to Roads Construction Consent application must be relevant to the **technical** nature of the road construction details. Concerns raised by TDM during the assessment of the application have been satisfactorily addressed by the applicant. TDM responses to relevant concerns raised by objectors are within section 2.6 of the main report.

Section 21(3) of The Roads (Scotland) Act 1984 requires “The local roads authority shall consider any written representations, made to them within 28 days of the date of intimation”. The Act does not require the applicant to negotiate directly with objectors. The TDM letter of 25th March 2025 summarises the objections received and notes “it would be in your client’s interest to address the above concerns, which may lead to objections being withdrawn.” As noted, the applicant has satisfactorily addressed the concerns with the initial submission, but the objections remain. The applicant did not negotiate directly with objectors.

Report prepared by

Mark Barrett
Lead Officer Transportation Development Management
Planning Services
Fife House
Glenrothes

Report agreed and signed off by

Kevin Treadwell
Service Manager – Strategic Development & Infrastructure
Planning Services
Fife House
Glenrothes

3 September 2025
Agenda Item No. 15

Stop Up of Footpath and Right of Way – Goathill Quarry, Cowdenbeath

Report by: Pam Ewen, Head of Planning Services

Wards Affected: 6

Purpose

The purpose of this report is to request approval to promote and (if unopposed confirm) an Order under S208 of the Town and Country Planning (Scotland) Act for the stopping up of a section of footpath, including a section with claimed right of way, at Goathill Quarry, Easter Bucklyvie, Cowdenbeath in order to allow development to proceed.

Recommendation(s)

It is recommended that Members approve the proposed stop up of the footpath and right of way and under Section 208 Town and Country Planning (Scotland) Act 1997; delegating its confirmation to officers if no objections are received. Members should also note that should objections be received the Order will require to be referred to Scottish Government for confirmation.

Resource Implications

There are no resource implications as the applicant for the stop up will bear any costs.

Legal & Risk Implications

The stop up of the path must be advertised, including notices posted at the ends of the impacted section of path, and the public given the opportunity to object. There are no other legal obligations.

Consultation

In line with guidance approved by Fife Council in November 2012, the following people or organisations will be consulted during the promotion of the Order:

- Any affected residents -
- Fife Access Forum -
- Nature Scot -
- Community Council -
- Scotways (Scottish rights of way society) -
- Fife Walking Club -
- Rambler's Association -
- British Horse Society -

1.0 Background

- 1.1 The route is identified as an unnamed footpath linking to Core Path 738. The route forms a circuit linking back to the Core Path and a link to The Wilderness area of woods to the west. The footpath is located at the southern extent of the area approved for the expansion to Goathill Quarry workings under 19/03702/EIA.
- 1.2 Planning permission reference 19/03702/EIA, for the extension of Goathill Quarry was granted in April 2023, with works beginning in May 2023. The stopping up of the section of footpath which is the subject of the Order is necessary in order to enable the development to be carried out in accordance with the provisions of the planning permission.
- 1.3 The stop up would be required while the quarry is in operation, with the quarry restoration plan attached to 19/03702/EIA having provision for improved access at the end of the quarry workings.

2.0 Issues and Options

- 2.1 Fife Council must consider whether the stopping up of the footpath and right of way is reasonable to enable the development as outlined in the planning application to go ahead.

3.0 Conclusions

- 3.1 The stopping up of the footpath and right of way would enable the development 19/03702/EIA to proceed as detailed in the planning permission. Though no alternate route is proposed, the site restoration plan makes provision for improved access at the end of life of the quarry operations.
- 3.2 It is therefore recommended that the promotion of an Order to secure the stopping up of the footpath and right of way be approved.

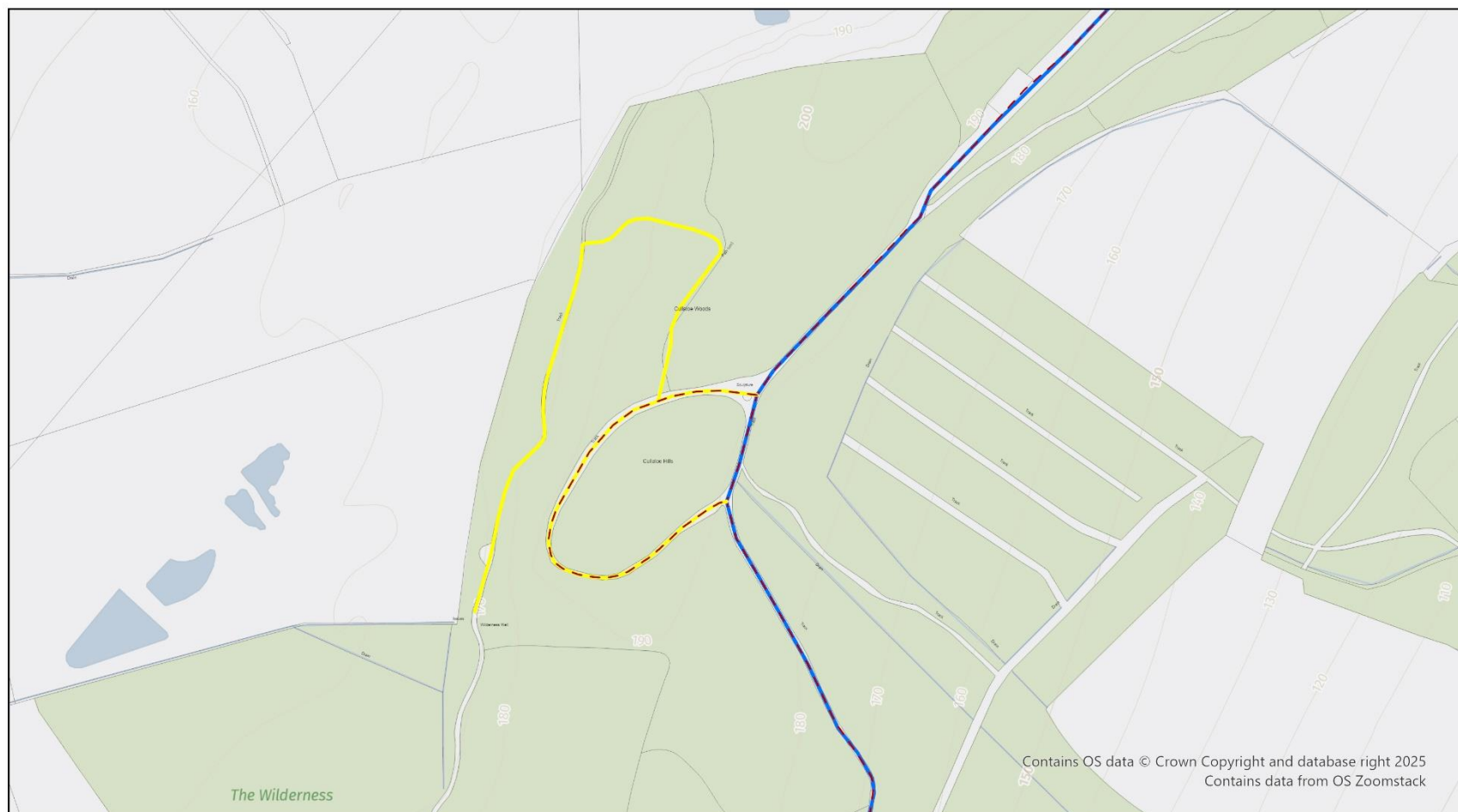
List of Appendices

1. Location map and stop up details

Report Contact

Benet Davis, Planning Assistant

Appendix 1: Location map and stop up details



Restoration Plan for Section 208 Order for Goathill Quarry

- Core Path - 738
- Footpath to be stopped up
- - - Footpath/Right of Way to be stopped up
- - - Right of Way

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Scale: 1:4,000



3 September 2025
Agenda Item No. 16

Stop Up and Diversion of Core Path 738 and Right of Way – Goathill Quarry, Cowdenbeath

Report by: Pam Ewen, Head of Planning Services

Wards Affected: 6

Purpose

The purpose of this report is to request approval to promote and (if unopposed confirm) an Order under S208 of the Town and Country Planning (Scotland) Act for the stopping up and diversion of a section of Core Path 738 and right of way at Goathill Quarry, Easter Buckleyvie, Cowdenbeath in order to allow development to proceed.

Recommendation(s)

It is recommended that Members approve the proposed diversion of the Core Path 738 and right of way under Section 208 Town and Country Planning (Scotland) Act 1997; delegating its confirmation to officers if no objections are received. Members should also note that should objections be received the Order will require to be referred to Scottish Government for confirmation.

Resource Implications

There are no resource implications as the applicant for the diversion will bear any costs.

Legal & Risk Implications

The stopping up and diversion of the path must be advertised, including notices posted at the ends of the impacted section of path, and the public given the opportunity to object. There are no other legal obligations.

Consultation

In line with guidance approved by Fife Council in November 2012, the following people or organisations will be consulted during the promotion of the Order:

- Any affected residents -
- Fife Access Forum -
- Nature Scot -
- Community Council -
- Scotways (Scottish rights of way society) -
- Fife Walking Club -
- Rambler's Association -
- British Horse Society -

1.0 Background

- 1.1 The route is identified as Core Path 738 running northeast to southwest through the Cullaloe Woods and adjacent to the southern boundary of Goathill Quarry. The right of way follows the same route. The route run through an area of woodland part way up the southeast slope of Cullaloe Hill. The section to be stopped up runs into the area consented for the expansion of quarry operations under 19/03702/EIA.
- 1.2 The diversion would continue to provide a direct link along the existing Core Path and right of way. The new section of path would be provided in a straight line between the points before the path enters the quarry area, consisting of approximately 200 metres. The proposed diversion is within land in the ownership of Forestry and Land Scotland.
- 1.3 Planning permission reference 19/03702/EIA, for the extension of Goathill Quarry was granted in April 2023, with works beginning in May 2023. The stopping up and diversion of the section of path which is the subject of the Order is necessary in order to enable the development to be carried out in accordance with the provisions of the planning permission.
- 1.4 In late 2024 a site visit was arranged with a representative of the Rambler's Association in order to assess the impact of the development on the existing route and review options for a suitable replacement route. The proposed route was agreed as reasonable in maintaining access along the Core Path.

2.0 Issues and Options

- 2.1 Fife Council must consider whether the alternative route for the Core Path and right of way is reasonable and expedient in terms of improving the local path network and enable the development as outlined in the planning application to go ahead.

3.0 Conclusions

- 3.1 The Core Path will continue to link the same two public places and shorten the length of route by approximately 270 metres. The surface will be of the same quality (or higher) and the replacement section of path will be legally protected. The diversion will enable the development to proceed as detailed in the planning permission.
- 3.2 It is therefore recommended that the promotion of an Order to secure the diversion of the Core Path 738 and right of way and be approved.

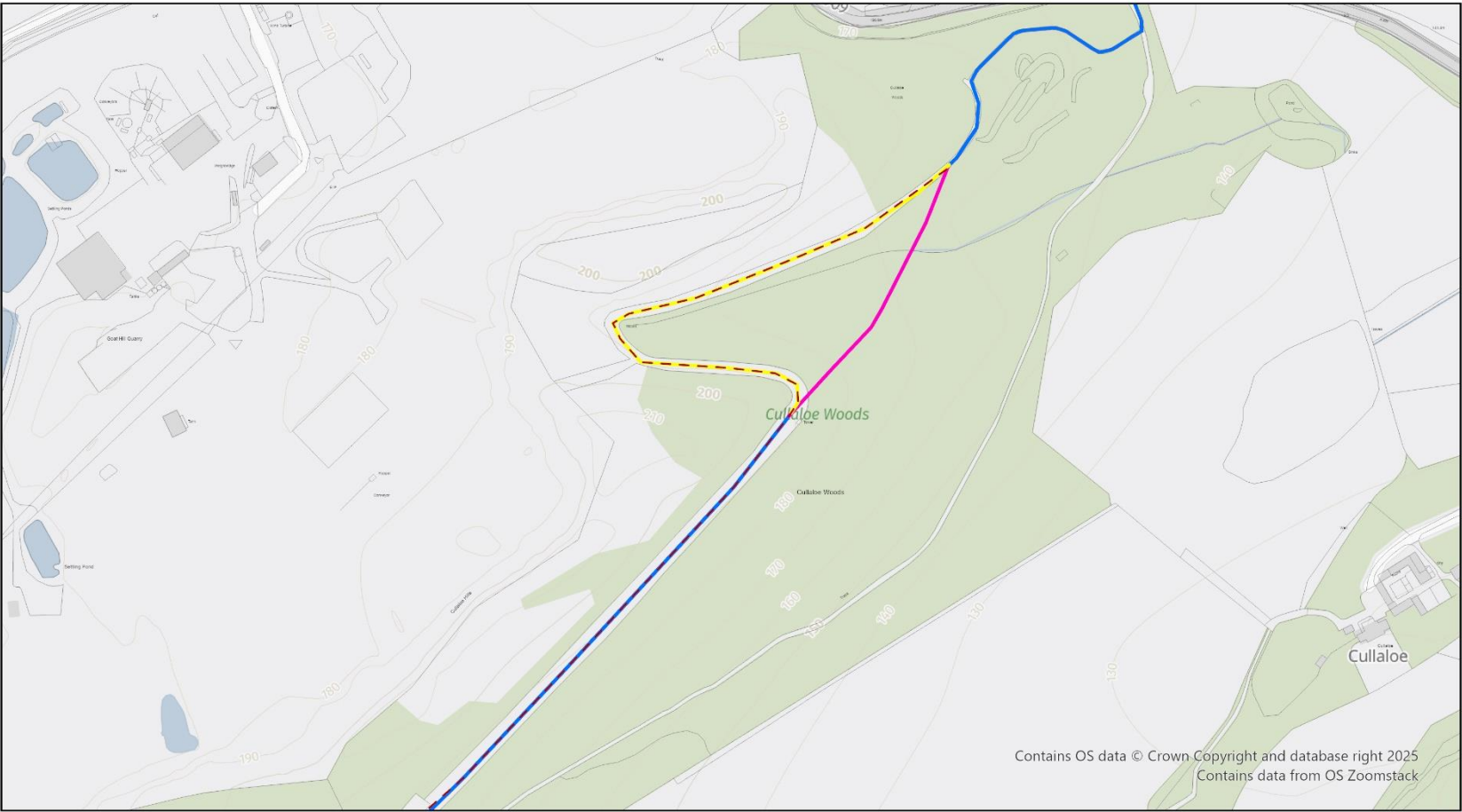
List of Appendices

1. Location map and diversion details

Report Contact

Benet Davis, Planning Assistant

Appendix 1: Location map and diversion details



Restoration Plan for Section 208 Order for Goathill Quarry

- Core Path - 738
- Core Path Diversion
- Core Path/Right of Way to be stopped up
- Right of Way

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Scale: 1:4,200

Fife
COUNCIL
PLANNING SERVICES

3 September 2025.
Agenda Item No: 17

Complaints Update

Report by: Mike Enston, Executive Director – Communities

Wards Affected: All South & West Fife Wards

Purpose

To provide an overview of complaints received relating to the South & West Fife area for the year from 1 April 2024 to 31 March 2025.

Recommendation(s)

The committee is asked to consider the report on complaints received noting the complaints responded to in target timescales and the proportionality of Service complaints.

Resource Implications

There are no direct resource implications arising from this report.

Legal & Risk Implications

There are no direct legal and risk implications arising from this report.

Impact Assessment

An EqIA has not been completed and is not necessary for the following reasons: It is not required because the report does not propose a change or revision to existing policies and practices.

Consultation

No public consultation has been carried out in relation to this report however there is on-going consultation with key staff in Council services on complaint handling performance.

1.0 Background & explanatory notes

- 1.1 Reports on customer complaints to the council are presented annually to Standards and Audit Committee. In November 2013, that committee agreed to refer the report to Area Committees for consideration, with the addition of area-based complaints information.
- 1.2 This is now the twelfth annual report to Area Committees, this report covering complaints relevant to the South and West Fife Committee area.
- 1.3 Scottish councils must follow the model complaint handling procedure developed by the Scottish Public Services Ombudsman (SPSO). The model was designed to provide a simpler, more consistent process for customers to follow and encourages local authorities to make best use of lessons learned from complaints. A revised version of the procedure with minor changes was launched in April 2021.
- 1.4 The analysis by area in this report is based upon the address of the complainant rather than the geographic location of the complaint itself. It should be noted that this may occasionally give odd results, e.g. complaints concerning beaches in Dunfermline.
- 1.5 The council responds to over 7 million contacts (includes web page hits) from customers across Fife every year. This figure then puts into context the comparatively small number of corporately defined complaints received. When received, we aim to resolve quickly and to employ corrective and preventative action appropriately to upheld cases.

2.0 Area Complaints

Volume & Responsiveness – South & West Fife Area

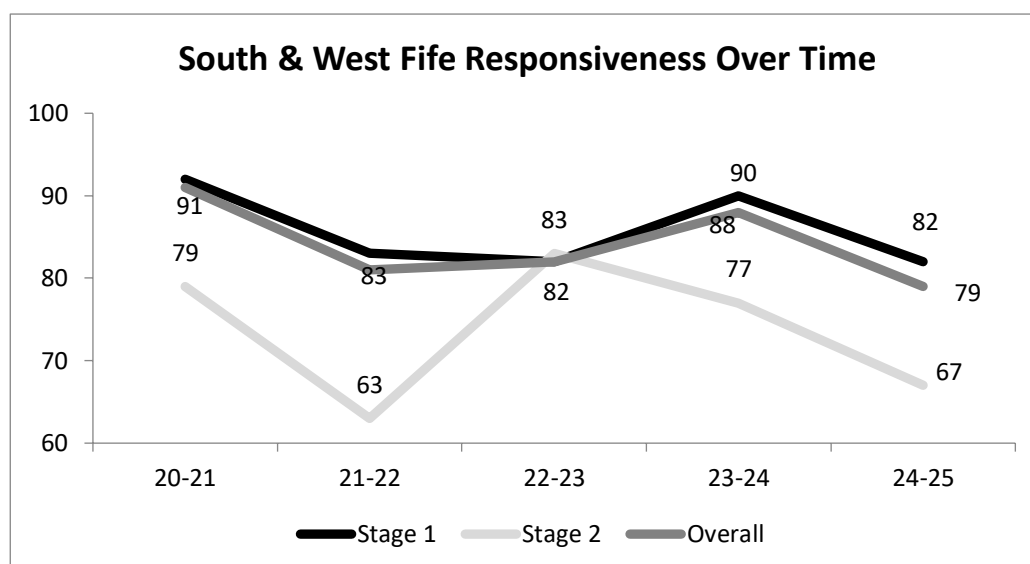
Stage	Total No. of complaints closed	No. closed in target timescales	% closed in target timescales
	244	192	79% (88% 23-24)
Stage 1 (5 days)	186	153	82% (90% 23-24)
Stage 2 (20 days)	58	39	67% (77% 23-24)

Volume & Responsiveness – Fife Council Overall

Stage	Total No. of complaints closed	No. closed in target timescales	% closed in target timescales
	2,969	2,423	82% (84% in 23-24)
Stage 1 (5 days)	2,405 (82%)	1,999	83% (86% in 23-24)
Stage 2 (20 days)	564 (18%)	424	75% (75% in 23-24)

- 2.1 241 complaints were received relating to the South and West Fife area in 2024-25 of which 244 were closed (additional cases rolling in from the previous year). Complaints are currently categorised in the system (reason for complaint, channel, root cause, etc.) after complaints are closed.

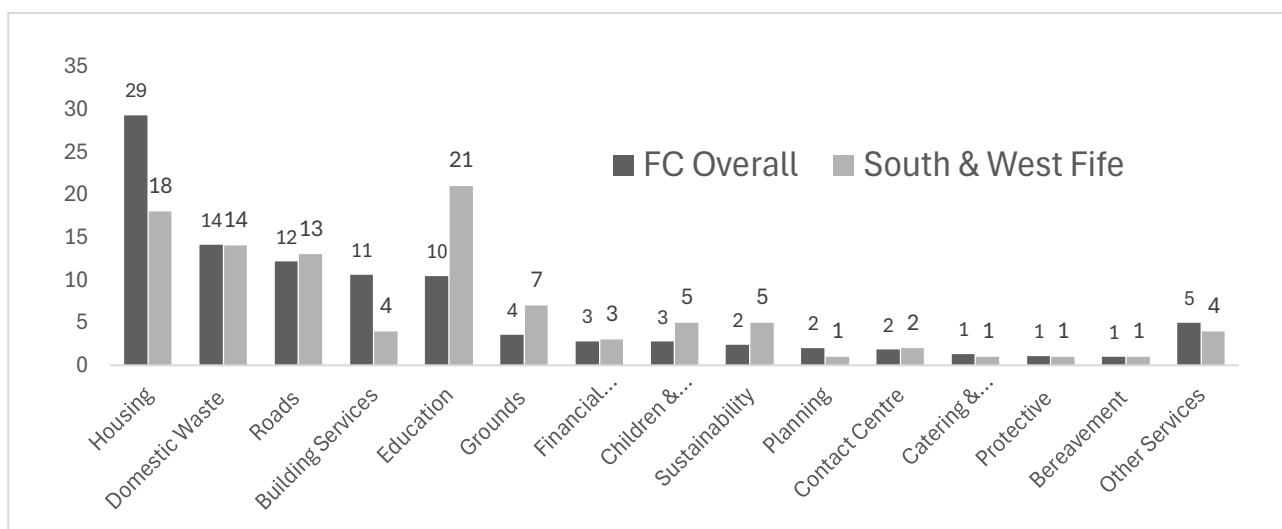
- 2.2 In line with procedure, we aim to deal with stage 1 complaints immediately if we can but at least within five working days. Stage 2 should be dealt with in 20 working days, with updates if investigations will take longer. The procedure allows for extensions to these timescales and these are frequently applied, particularly in more complex cases.
- 2.3 Responsiveness to target timescales has worsened from last year, however, procedural extensions have been used (see paras. 2.10 & 2.11). The average time to close all complaints has taken longer at 7.4 working days compared with 6.1 working days from last year. This is worse than the council average of 6.6 working days.
- 2.4 The trend is broadly a general decline in complaints responded to in target timescales from 2020-21.



- 2.5 The contact channel used for complaints can be seen in the following table. There has been a reduction in the use of the website (was previously 66%) however growth in email complaints (previously 11%).

Receipt Channel	South & West Fife	FC Overall
Web	61.1%	65.8%
Email	20.9%	17.3%
Contact Centre	8.6%	7.2%
F2F	2.9%	2.9%
Tel	1.6%	3.8%
Letter / Form	4.1%	3.1%

- 2.6 The following graph provides the proportionality of Service complaints (upheld as well as not upheld) compared with Fife Council as a whole.



2.7 To assist with accessibility the following table is provided that details the main differences in proportionality between Fife Council Service complaints as a whole and those made from residents with a South & West Fife Committee area postcode.

Service	FC Overall	Local Area
Housing	29%	18%
Education	10%	21%
Building Services	11%	4%
Grounds Maintenance	4%	7%
Sustainability (recycling centres)	2%	5%

2.8 Differences of note include that there were proportionally more complaints concerning Education and Grounds Maintenance and less complaints concerning Housing and Building Services (possible causes are the proportion of council tenants in the South and West Fife Committee Area postcodes). The largest category of complaint for Education was “Poor communications including lack of notice consultation engagement” and for Grounds Maintenance was “Grass Cutting”. For Education, see example detailed in the table at para. 2.13.

2.9 The following table shows complaint responsiveness by Services. Ordered by % all in timescale worst to best.

	Vol Stage 1	Stage 1 In Time	Vol Stage 2	Stage 2 In Time	Total	All in Time
Audit & Risk	1	0.0%	0	100.0%	1	0.0%
Planning	0	100.0%	2	0.0%	2	0.0%
Children Family	9	44.4%	4	25.0%	13	38.5%
Catering	1	100.0%	1	0.0%	2	50.0%
Democratic	1	100.0%	1	0.0%	2	50.0%
Education	25	68.0%	27	66.7%	52	67.3%

	Vol Stage 1	Stage 1 In Time	Vol Stage 2	Stage 2 In Time	Total	All in Time
Housing	35	68.6%	10	90.0%	45	73.3%
Building	9	77.8%	1	100.0%	10	80.0%
Roads	29	89.7%	2	50.0%	31	87.1%
Grounds	14	92.9%	2	50.0%	16	87.5%
Domestic Waste	33	93.9%	2	100.0%	35	94.3%
Bereavement	2	100.0%	0	100.0%	2	100.0%
CLD	3	100.0%	0	100.0%	3	100.0%
Contact Centre	4	100.0%	1	100.0%	5	100.0%
Cust Service	1	100.0%	0	100.0%	1	100.0%
Financial	1	100.0%	0	100.0%	1	100.0%
Fin Wellbeing	7	100.0%	1	100.0%	8	100.0%
Legal	0	100.0%	1	100.0%	1	100.0%
Protective	0	100.0%	2	100.0%	2	100.0%
Sustainability	11	100.0%	1	100.0%	12	100.0%
Grand Total	186	82.3%	58	67.2%	244	78.7%

- 2.10 Please note that from the 52 cases that ran over timescale, 40 of those cases had extensions agreed with customers (77%). This means that 95% of cases were completed in agreed procedural timescales rather than target timescale (extensions are a valid application of the complaints procedure).
- 2.11 Taking account of the valid extension greatly improves the tabled results e.g. Planning, adjusting for the extension, would then have 100%, Children & Families would have 85%, Education would have 98% and Housing would have 91% of all complaints in procedurally agreed rather than target timescale.

2.12 Table showing the “root cause” category of main complaints received to the top x8 Services (by volume) and compared with previous year (ordered alphabetically).

Service	Category3	2022-23	2023-24	2024-25
Building Services	Council vehicle - driving behaviour/standards	1	0	1
	Council vehicle - parking	0	1	1
	Failure to attend at time advised / agreed	1	1	0
	Failure to fix first time	5	3	1
	Inappropriate staff attitude / behaviour	3	2	0
	Noise levels from work activities	0	1	0
	Poor communications - advance notice of work not given	1	0	1
	Poor communications - internal breakdown with other council areas	1	0	0
	Poor communications - poor regarding work being/to be undertaken	5	9	2
	Standard of workmanship - damage	1	1	2
	Standard of workmanship - mess	3	2	0
	Standard of workmanship - tenant unhappy with work	3	5	1
	Unsatisfactory response to previous complaint / request for service / enquiry / FOI request / reported fault	2	2	0
	Unsatisfactory response to previous complaint / request for service / enquiry / reported fault	0	0	1

Service	Category3	2022-23	2023-24	2024-25
Building Services Total		26	27	10
Domestic Waste and Street Cleansing	Bin not returned properly / bin is missing	0	5	1
	Bulky not collected / only part collected	6	1	2
	Collection has left spilt waste in street / at property	0	1	2
	Damage to vehicles / property during bin collection	2	1	0
	Dissatisfaction with policy / collection arrangements e.g., number of bins; frequency of collection etc	29	5	1
	Dissatisfaction with policy / organisational arrangements (includes frequency of street cleaning, routes, methods etc)	0	1	1
	Dissatisfaction with policy / organisational arrangements including charging policy	1	5	2
	Dissatisfaction with policy / organisational arrangements including opening times, collection frequency etc	0	0	1
	Dissatisfaction with standard of street cleanliness	0	1	3
	Dissatisfaction with Take Out & Return TOR service	2	1	1
	Failure to collect / empty bin	5	6	11
	Failure to respond to previous complaint / request for service / enquiry / reported fault	1	0	4
	Inappropriate staff attitude / behaviour	0	1	2

Service	Category3	2022-23	2023-24	2024-25
	Inconsiderate / inappropriate use of council vehicle	1	0	1
	Poor communications including lack of notice, consultation & engagement	0	0	1
	Unsatisfactory response to previous complaint / request for service / enquiry / reported fault	2	4	2
Domestic Waste and Street Cleansing Total		49	32	35
Children & Families	Delays in completion of assessment - Child or Young Person	0	0	1
	Dissatisfaction with assessment outcome - Child or Young Person	0	1	1
	Dissatisfaction with assessment outcome - Parent/Carer	0	6	2
	Inappropriate staff attitude / behaviour	5	3	3
	Poor communications including lack of notice, consultation & engagement	1	2	3
	Unsatisfactory response to previous complaint / request for service / enquiry / reported fault	0	1	3
Children & Families Total		6	13	13
Education	Accidents Injuries e.g., Physical education fights etc	0	1	1
	Anything that doesn't fit within other categories. To be reviewed regularly by the service	0	1	0
	Behaviour/actions of a pupil impacting on the safety/ emotional wellbeing/ educational provision of others.	0	1	4

Service	Category3	2022-23	2023-24	2024-25
	Bullying By Pupil	1	3	2
	Bullying By Staff	0	0	1
	Content of subject including religious education, sex education etc.	0	0	1
	Discrimination race gender religion etc	1	0	0
	Dissatisfaction with class allocation	0	0	4
	Dissatisfaction with closure following industrial action	1	0	0
	Dissatisfaction with policy current arrangements	3	1	6
	Failure to safeguard and follow risk assessment	0	0	1
	Inappropriate parent behaviour	0	1	0
	Inappropriate staff attitude behaviour	0	2	7
	Overall standard of service and treatment of family	0	0	7
	Poor communications including lack of notice consultation engagement	1	7	13
	Poor Condition of Toilet Area	0	2	0
	Pupil Attendance	0	0	1
	Standard of supervision	1	2	0
	Unsatisfactory response to previous complaint / request for service / enquiry / reported fault	1	1	3

Service	Category3	2022-23	2023-24	2024-25
	Withdrawal of Subject	0	0	1
Education Total		9	22	52
Note: Education impacted with repeat themed complaints around the removal of a local primary school's breakfast club and the ability of a local high school to manage a workable timetable for pupils (accounting for 36% of the Committee area's Education complaints).				
Grounds Maintenance	Damage to Private Property	0	1	2
	Dissatisfaction with work carried out	0	0	1
	Failure to respond to previous complaint / request for service / enquiry / reported fault	0	0	1
	Footpath Clearance	1	0	0
	Grass Cutting	6	6	4
	Grounds Maintenance Policy	2	0	0
	Inappropriate staff attitude / behaviour	1	1	0
	Overhanging / Damaged Trees & Shrubs	2	0	3
	Poor communications including lack of notice, consultation & engagement	1	1	2
	Unsatisfactory response to previous complaint / request for service / enquiry / reported fault	0	0	1
	Untidy / Overgrown vegetation	0	0	2
	Weed Killing Areas	1	0	0

Service	Category3	2022-23	2023-24	2024-25
Grounds Maintenance Total		14	9	16
Housing	ASB neighbour dispute	1	0	0
	Assessment of FHR – Dissatisfaction with Common assessment of need/points awarded	1	1	2
	Assessment of FHR - Dissatisfaction with time taken	1	1	0
	Damp Team	0	2	2
	Delays in Start / Completion	1	6	0
	Discrimination race, gender, religion etc	0	1	0
	Dispute with Neighbours	0	3	1
	Dissatisfaction with policy / current arrangements	1	2	1
	Dissatisfaction with policy / current arrangements including allocations criteria	1	2	0
	Dissatisfaction with policy / current delivery arrangements e.g., rent levels, rent increases, collection	1	0	0
	Dissatisfaction with policy / current delivery arrangements e.g., timescales, priorities, criteria	6	8	4
	Dissatisfaction with tenancy support policy or current delivery arrangements	0	1	0
	Dog Issues	0	1	0

Service	Category3	2022-23	2023-24	2024-25
	Failure to respond to previous complaint / request for service / enquiry / reported fault	6	2	2
	Fencing	1	0	3
	FHR process – Dissatisfied as process not meeting applicants needs	1	1	1
	FHR Process - dissatisfied with time on housing list waiting to be made a fair offer	0	2	2
	Housing land maintenance	0	0	1
	Housing Technical Officer	0	1	0
	Inappropriate staff attitude / behaviour	5	8	7
	Maintenance of garages / lock-ups	0	0	1
	Management of Communal Areas includes grass cutting, overgrown trees & bushes	0	2	1
	Mutual repairs	1	0	3
	Noise	0	0	1
	Pest control issues	0	1	4
	Poor communications (including lack of notice, consultation & engagement)	0	1	0
	Poor communications including lack of notice, consultation & engagement	2	8	3
	Poor Condition / Standard of Housing	4	1	2

Service	Category3	2022-23	2023-24	2024-25
	Poor standard/condition of property at start of tenancy	0	1	0
	Quality of Workmanship including mess/damage, unsatisfactory completion, quality of products etc	2	3	0
	Resettlement Programme	1	0	0
	Unsatisfactory response to previous complaint / request for service / enquiry / FOI request / reported fault	1	1	0
	Unsatisfactory response to previous complaint / request for service / enquiry / reported fault	4	7	4
	Waiting Times	1	1	0
Housing Total		42	68	45
Roads & Transportation	Anything that doesn't fit within other categories. To be reviewed regularly by the service	0	3	1
	Application process such as timescale/proofs/photographs/ Mobility Assessment	0	2	0
	Bad attitude of Drivers	0	1	0
	Card not received by customer	1	1	1
	Commercial and Subsidised Bus Service issues lack of provision, timetable changes, driver conduct, accessibility	1	0	0
	Compensation claims	1	0	0

Service	Category3	2022-23	2023-24	2024-25
	Damage to vehicles / property	0	1	1
	Dissatisfaction with car parking provision / charging policy	5	1	3
	Dissatisfaction with emergency response to flooding	1	0	0
	Dissatisfaction with gritting / snow clearing policy including gritting routes, priorities etc	1	0	0
	Dissatisfaction with service provided	1	0	0
	Dissatisfaction with service provision	1	0	1
	Escalated to stage 2 based on timescale	1	0	0
	Failure to respond to previous complaint / request for service / enquiry / reported fault	0	2	4
	Grit bin damaged / displaced / not replaced	2	0	0
	Grit bin empty / not refilled	0	0	1
	Inadequate notice of road and footpath works including road closures	0	1	0
	Inconsiderate / inappropriate use of parking provision including blocking footpath, driveways etc	0	2	2
	Insufficient number of grit bins provided	1	0	0
	Localised flooding due to blocked gullies / drainage eg roads, footpaths, gardens, property etc	1	1	0

Service	Category3	2022-23	2023-24	2024-25
	Noise / disruption / delays / inconvenience including restrictions in place, but no work ongoing	3	0	1
	Opposition to traffic calming measures including humps, build-outs & 20mph zones	2	0	1
	Poor communications including lack of notice, consultation & engagement	1	2	2
	Poor condition of footpath / cycle path	2	0	2
	Poor condition of road markings e.g., white lining	0	0	2
	Poor or inappropriate road signage/other street furniture unlit signs, unlit bollards, vehicle safety barriers, pedestrian guardrails, street nameplates, bus shelters, grit bins, trees, verge marker posts, weather stations	1	0	0
	Poor site management barriers, cones, temporary signs, materials, equipment, and site plant/vehicles	1	0	0
	Poor standard of footpath / cycle path repairs / maintenance work including incomplete work	0	1	1
	Poor standard of road repairs / maintenance work including incomplete work	0	2	2
	Potholes / poor condition of road surface	9	10	1
	Road and pavement permits - Dropped kerb for vehicle access	0	0	1
	Scheme of Eligibility criteria	0	1	0

Service	Category3	2022-23	2023-24	2024-25
	School transport operation of Service i.e. late / did not arrive/condition of vehicle/driver conduct/behaviour of other passenger/route issues/timetable issues	0	2	0
	Street light repairs	0	0	1
	Structures damaged and not repaired promptly resulting in extended Road Closure	1	0	0
	Traffic concerns including traffic noise / volume / speed	2	0	1
	Traffic Signals/Controlled Crossing Not Working Correctly	0	1	0
	Unsatisfactory response to previous complaint / request for service / enquiry / reported fault	1	2	1
	Use / provision of disabled parking including on-street and off-street disabled parking bays	1	0	1
Roads & Transportation Total		41	36	31
Sustainability	Customer turned away / refused entry	0	1	0
	Dissatisfaction with booking policy	2	1	8
	Dissatisfaction with policy / current organisational arrangements including opening times	2	2	2
	Inappropriate staff attitude / behaviour	0	1	1
	Inconsiderate / inappropriate use of council vehicle	1	1	0

Service	Category3	2022-23	2023-24	2024-25
	Mess / Litter around recycling point	0	0	1
Sustainability Total		5	6	12

Complaint examples

2.13 The following table provides summarised examples of actual complaints made:

Service	Category	Complaint (summarised / redacted)
Education	Poor communications including lack of notice consultation engagement	<p>I am a very disheartened, upset & angry parent who feels that they have no other option but to highlight the following lack of support in my child's education at their Primary School.</p> <p>I had highlighted to the school from the age of 3, when they started nursery, that my fear was they would have dyslexia. This continued to be highlighted at EVERY parents' night from P1 onwards & I was always told not to worry.</p> <p>On 6th June 2024, my child (then P5) was FINALLY diagnosed with Dyslexia and Dyscalculia. At which point I was sent an email from Education to advise and told that my child would come home with a pack for each diagnosis. When this email was sent, it also informed me that the teacher was starting her maternity leave that afternoon!!!!</p> <p>We have had constant excuses as to why we haven't had any contact or meetings - first was teacher 1 is pregnant and reduced working hours, then it was teacher 2 is new to the role & needs time to find her feet!!!</p> <p>During parents' night in term 1 of 24/25 (now P6) I was advised that my child would be seen & spend time with teacher 3 in term 2. To date (3wks into term 3) my child has not had any additional support or time spent with teacher 3 and has struggled and continues to struggle with their learning due to these difficulties.</p> <p>I have not had any communication from the school regarding further support and/or why my child hasn't had any support thus far.</p> <p>I refer to the Dyslexia Guidance 2018 - Guidance for teachers and parents & on page 19 'Evidence gathered supports identification of Dyslexia as defined by Scottish Government' where it states: 'Meet with parents' - no meeting has taken place 'Ensure appropriate supports are in place' - NO support has been given so far 'Monitor & review (termly)' - no monitoring or reviews can take place if nothings been done in the first place.</p>

Service	Category	Complaint (summarised / redacted)
		<p>In my opinion as per Fife Council GIRFEC policy, the Primary School AREN'T getting it right for my child and are failing my child more & more.</p> <p>My child did have a Chromebook from Fife Council but was given back due to issues with the batteries but has not been given any alternative to help.</p> <p>This for me as a parent is ridiculous, unacceptable and unfair.</p> <p>Outcome: Complaint upheld, and apology offered. The HT and DHT met with parents to go over the Dyslexic supports in place for their child and next steps. Agreed that these supports should have been made clearer to the parent from the outset of P6. The parents are happy with this plan and given details of how to contact the school directly on any follow-up as necessary.</p>
Housing	Inappropriate staff attitude / behaviour	<p>A Housing person came to my house without letting me know and was banging on my doors and shouting open the door when I was getting changed shouting and demanding that I open the door.</p> <p>I haven't heard from Housing in a couple months, and this person just appeared at my door. While I was getting changed this person opened it so they could see in and then closed it still shouting, 'open the door'</p> <p>The visit was about complaints about dogs barking and dog faeces. The dogs don't stay here they stay with my boyfriend, and I take them sometimes during the day as I am not working at the moment. They were being so rude to me and the way they were speaking and raising their voice at me wasn't fair at all. They said that if this happens again there will be a second warning and an investigation, and I will lose my home even though I have stayed here for a year now and never had any complaints with the neighbours as we all get along so good.</p> <p>They also complained about a car that's parked in-front of the garage underneath my home which belongs to a nice old man who lives about 5 minutes along the road, I have already spoken to the man who said he is more than happy with the car being there and has no problem with me parking it there but they said that they don't care what the man said and told me to move the car as it is not allowed to be there and I need to move it immediately. I have never encountered anything</p>

Service	Category	Complaint (summarised / redacted)
		<p>like this, never seen someone be so unprofessional especially working under Fife Council.</p> <p>Outcome: Complaint upheld, and apology offered. Line manager made a personal call to address and talked through the complaint where the complainant was happy at the outcome. Line management able to address directly with the employee.</p>
Domestic Waste	Failure to collect / empty bin	<p>Our blue household waste bin was not completely emptied during the collection today. I was aware that the collection had been made but, when I later went to put my bin away, I realised that it was heavier than it should have been. The reason for this was that there were still full bin bags inside the bin. I understand that it may not be your employees practice to visually check bins once they have been emptied, but it was very obvious from the weight of the bin that it was not empty, and I would have expected your staff to detect this and rectify it. My husband or I will now have to take time off from our jobs to dispose of the remaining bags at the waste disposal centre as the capacity of the blue bin is very limited and the gap between collections is too long to leave the bags in the bin. As household waste collection is a service that we pay for via our council tax, this falls far short of the service standard that we expect.</p> <p>Outcome: Complaint was upheld, and apology offered. Customer was visited and bin serviced. Issues highlighted to bin crew.</p>

3.0 Learning from Complaints

- 3.1 One key element of handling complaints is using customer feedback to rectify or improve upon the service provided. It has previously been reported that the improvements introduced allowed for more and better corrective actions to be captured.
- 3.2 Every upheld or partially upheld complaint presents an opportunity for the council to address the failings identified and this is also a requirement of the procedure. Previous complaint update reports to this committee have described gaps in the volume and quality of corrective actions.
- 3.3 A few instances remain where corrective action statements refer simply to the outcome of the complaint rather than specific actions that would potentially prevent future reoccurrence.
- 3.4 There are good examples when the council listens to customer feedback and makes improvements to future service provision. Where complaints were about the actions of employees (behaviour, poor driving, wrong information provided, process / procedure not followed etc.), the complaint has been addressed directly with employees so they are aware of the impact on their customers.

- 3.5 One of the reasons for creating the new Communities Directorate was to increase customer responsiveness and this included setting up the Escalation and Resolution team.
- 3.6 To date, the team have focussed upon key aims, including:
- Improving upon current responsiveness rates, such as targeting poorer performing Services (more effective queue management and professional administrative support).
 - Improving the standard of customer communication, by increasing the volume of qualitative checks and supporting Services by peer review of resolution letters / emails.
- 3.7 Escalation & Resolution continue to support elected members, MPs and MSPs to resolve issues for constituents when the 'business as usual' process has not worked effectively. Support in the main has been to the local MP and MSP politicians that represent Fife. The team are resourced to have capacity to respond to local area elected members on constituents' cases and advise accordingly or, indeed, log any enquiry or complaint raised on behalf of members.
- 3.8 The following tables provide the details of complaint decisions in the South and West Fife area compared with the Fife Council overall results.

South & West Fife	Not Upheld	Partially Upheld	Resolved	Upheld
Overall	35%	21%	20%	24%
Stage 1	32%	16%	26%	26%
Stage 2	45%	38%	0%	17%

Comparison to the Fife Council overall results.

FC Overall	Not Upheld	Partially Upheld	Resolved	Upheld
Overall	36%	19%	17%	28%
Stage 1	33%	16%	20%	31%
Stage 2	50%	28%	4%	18%

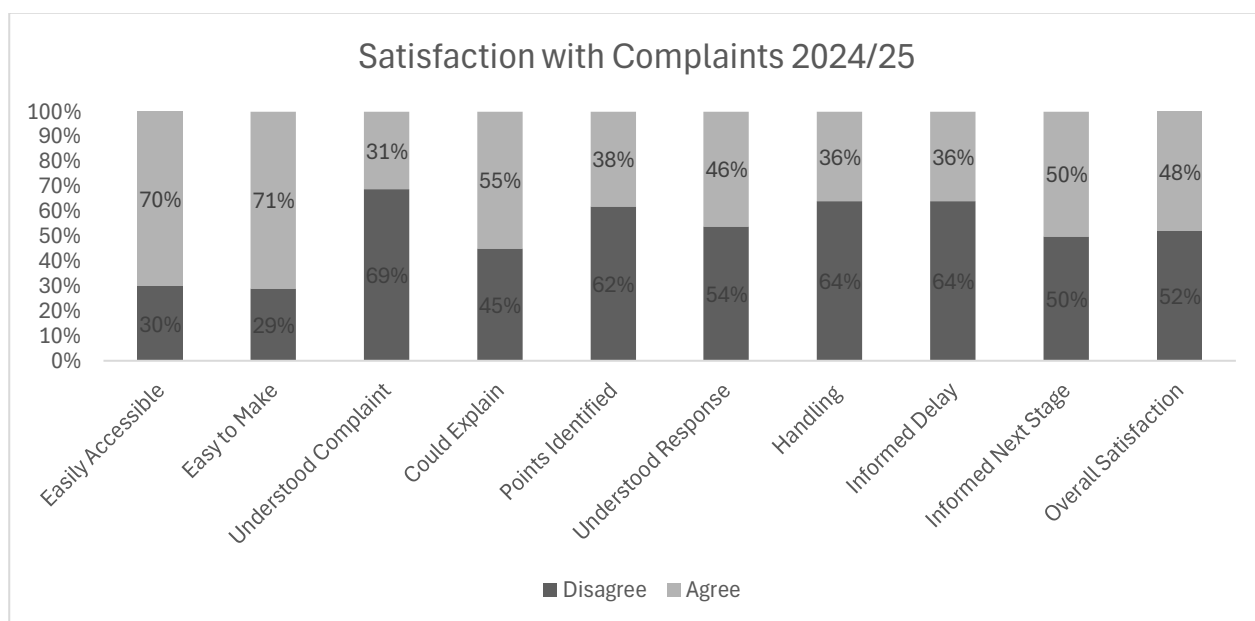
4.0 Complaint Satisfaction

- 4.1 In historic reports to this committee, the data used to provide satisfaction with complaint handling amongst more general satisfaction was obtained from a generic transactional survey of four questions emailed out on a four-weekly basis. Following changes to both the council's website and the customer management system, this transactional survey became obsolete.
- 4.2 The complaints procedure requires that complainants are surveyed so the previous generic survey was replaced in January 2022 with a bespoke version that covers standard questions as agreed from the Local Authority Complaint Handlers Network. These questions will ultimately allow benchmarking amongst network members.

- 4.3 The replacement complaint satisfaction survey methodology has us ask customers how much they agree or disagree with the following statements generally four weeks after their complaint has closed.
- Information about the complaint procedure was easily accessible.
 - I found it easy to make my complaint.
 - I was happy that the person considering the matter fully understood my complaint.
 - I was given the opportunity to fully explain my complaint.
 - The points of my complaint were identified and responded to.
 - The response to my complaint was easy to understand.
 - Overall, I was satisfied with the handling of my complaint.
 - I was told if the response was going to take longer than the set timescales (five working days at stage 1 and 20 working days at stage 2).
 - I was clearly told what the next stage of the complaints process was for me.
- 4.4 This replacement survey now requires a manual issue of these questions by email, however, has added benefit over the previous generic transaction survey as the text from a complainant's actual complaint is given as a reminder to make the survey more focussed.
- 4.5 There were 16 replies from complainants claiming residency in the South and West Fife Committee area and a breakdown of some general comments follows. Like last year, some of the comments in some manner alleged the council's failure to respond.
- 4.6 Given the methodology used to gather this information, it remains impossible to evidence the accuracy of such statements. The survey was therefore modified slightly into 2024-25 with the following additional question included. *If you consider that you have had no response to your complaint, please in your own words explain the Council area or function that caused you to complain e.g. Housing, repairs, bins, roads, grounds, schools, planning etc.*
- We were happy with the final outcome which has now been resolved to our satisfaction. Thank you once again. Can't fault complaint process or how it was handled and rectified.
 - I was never contacted by someone from the council
 - Waste of time. Fife council never listens
 - Very hard to find. I had phoned twice, got polite response but nothing happened. Eventually I randomly found escalation process online and only then did anything happen
- 4.7 The results from the additional question that covered the perceived failure to respond had two responses that could be considered useful. The areas highlighted were Grounds Maintenance and Education.
- 4.8 There is no complaint system evidence to suggest that these respondents received no response as the survey is generated from the record of the complaint that regularly contains details of the response (copies of emails, letters, etc.). The inclusion of comments that reflect matters that would not be covered by the complaint procedure perhaps indicates that respondents, on occasion, do not fully read the invitation email that contains a copy of their complaint.
- 4.9 A further possible explanation behind respondent's claims of receiving no response is that the response provided did not adequately address the matters raised from the complaint and, on occasion, the matters raised have not been resolved or improved. This would align with the result that 62% of respondents disagreed with the question "the

points of my complaint were identified and responded to". Services should therefore be careful to cover all matters raised and to ensure, as far as is practical, that responses are accurately delivered.

- 4.10 Overall satisfaction was 48% and is better than last year's figure of 42% noting that the response volumes are slightly lower than the previous year. Satisfaction with each question is as shown on the following graph.



- 4.11 To assist with the graph's accessibility the data contained is tabled as follows:

Survey Question	Disagree	Agree
Information about the complaint procedure was easily accessible.	30%	70%
I found it easy to make my complaint.	29%	71%
I was happy that the person considering the matter fully understood my complaint.	69%	31%
I was given the opportunity to fully explain my complaint.	45%	55%
The points of my complaint were identified and responded to.	62%	38%
The response to my complaint was easy to understand.	54%	46%
Overall, I was satisfied with the handling of my complaint.	64%	36%
I was told if the response was going to take longer than the set timescales (five working days at stage 1 and 20 working days at stage 2).	64%	36%
I was clearly told what the next stage of the complaints process was for me.	50%	50%

Survey Question	Disagree	Agree
Overall satisfaction	52%	48%

- 4.12 It would appear from the result that improvement is required in identifying and responding to all complaint points raised, keeping complainants updated with any delay and being clear to explain the next steps in the complaint process.
- 4.13 The methodology used for the survey does not align a complaint reference number back to any responses received. This is due to GDPR and the storage method used for satisfaction as the data is captured using Microsoft Forms against a single officer's account. It would not be considered secure or an appropriate place to store a customer's personal data. The survey is therefore fit for wider organisational learning in contrast to the previous version where Services could see satisfaction with their own complaint handling.

5.0 Scottish Public Services Ombudsman Cases

- 5.1 The SPSO are the last part of the procedure for all council complaints and therefore all stage 2 resolution letters must offer formal recourse to this organisation.
- 5.2 In 2024-25 there were three cases for the South and West Fife area that reached this final stage of the procedure.
- 5.3 The following table provides a list of Services and outcomes following the SPSO's consideration of the complaints. Not taken forward for investigation by the SPSO refers to where the SPSO consider the matter outside of their jurisdiction, the SPSO are satisfied that the council have done all they can with the matter raised or that the SPSO are unlikely to achieve the desired outcome of the complainant.

Service	Complaint Summary	SPSO Decision
Housing	Fencing placement	Withdrawn
Housing	Overgrown plant removal	Withdrawn
Legal	Overhanging branches	Withdrawn

6.0 Other Customer Issues

- 6.1 The SPSO complaints procedure adopted by Fife Council includes a clear definition of a complaint which means that some customer issues are simply recorded as service requests rather than as complaints. Some of these issues may have been previously recorded as complaints (before April 2013) as the Fife Council definition at the time allowed issues to be considered as a 'complaint' where a customer requested this.
- 6.2 Historically, the following table included data on street cleaning requests, reports of illegal dumping, dog issues and abandoned vehicles amongst others. Data provided has always come with the caveat that this was a very simple database extract and likely different data from what would be expressed by owning Services. The only data now available to the author is the volume of missed bins.

Enquiry Type	21/22	22/23	23/24	24/25	Note
Missed bins	1211	1077	836	848	Actual complaints around missed bins will overlap with service requests.

- 6.3 Annual figures for customer issues such as illegal dumping, abandoned vehicles, dog issues, etc. are available and likely to be included in this committee's diet, many provided by Safer Communities.

7.0 Compliments

- 7.1 By adding a database marker we can now report compliments by Area Committee level. Again, this analysis is based upon the address of the complainant rather than the geographic location of the Service being complimented. From the examples obtained, it doesn't appear that this distinction matters.
- 7.2 The following table provides some details of the 11 compliments received from customers in the South and West Fife area, the Service areas complimented and some typical (redacted) examples of the type of compliments received.

Service	Vol	Example
Building Services	5	I would just like to say Thank you very much to the electricians that were out to my property. They were courteous, well-mannered and did a really good job. Pass on my thanks to them
Domestic Waste	2	I would like to commend the Bin men who were emptying my grey bin in Inverkeithing. My little boy was so excited to see them and the bin trucks! The me. Couldn't have been kinder and asked if my little boy wanted to watch which of course he said yes! They all took time to wave, say hello and wave goodbye! An absolute credit and I wanted to say thank you! It made his year! X
Local Office	1	Compliment for Rebecca. I should be grateful if Rebecca to whom I reported yesterday of my missing blue bin has today arranged the supply of a new bin in replacement. I thank all concerned
Safer Communities	2	Frances would like to thank David Kench for his help with her rat infestation. David was very nice and professional although she does not want to see him again unless it is in the Supermarket.
Street Cleaning	1	Crew who came to clean the road came, there was about 5 guys that came down and worked diligently and the place is now immaculate, and they worked very hard to make the place look good.

8.0 Conclusions

- 8.1 Responsiveness (complaints in target timescales) is worse when compared with last year's performance and worse than the council average. The average working days to respond to all complaints increased from last year and, again, is worse than the council average. These figures are important as we consider responsiveness as a key driver of customer satisfaction. When figures are compiled to include extensions valid under the procedure, the local area responds to 95% of complaints within target or extension agreed timescale. It is however worth noting that the complaint procedure states that, for stage 2 cases, an extension should be the exception and that extended delays may have a detrimental effect on the customer.
- 8.2 Insight from the customer complaint survey suggests that complaint handlers should focus on picking up all substantive matters arising from customer complaints, being as responsive as possible and explaining any delays as soon as is practical. The next steps (particularly escalation to stage 2) should be properly set out in any written correspondence.
- 8.3 The issues customers complained about within the South and West Fife area are broadly similar to those made across Fife as a whole, however, there were proportionally more complaints for Education and Grounds Maintenance and proportionally less for Housing and Building Services. For Education complaints, the main category was "poor communications including lack of notice, consultation & engagement" and for Grounds Maintenance the main category was "grass cutting".

Background Papers

- 1. SPSO revised model complaint handling procedure – [Link](#)

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

Report by: Nigel Kerr, Head of Protective Services

Wards Affected Inverkeithing and Dalgety Bay

Purpose

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

Recommendation

Members are asked to:

- (i) note the contents of the general report (Appendices A-D) and, in particular, the continued large reduction in complaints following investment in improvement technologies at the complex,
- (ii) note the ongoing noise and air quality monitoring arrangements introduced around the complex and
- (iii) provide feedback on what additional information could be included for future annual general reports.

Resource Implications

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

Legal & Risk Implications

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

Impact Assessment

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

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

Consultation

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

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

1.0 Background

- 1.1 Members are referred to the background section of the Review of Mossmorran and Braefoot Bay Community and Safety Committee – General Annual Report 2024 as reported to Environment, Transportation & Climate Change Scrutiny Committee of Tuesday 27th May 2025 available at:
https://www.fife.gov.uk/__data/assets/pdf_file/0029/675452/Agenda-and-Papers-Environment,-Transportation-and-Climate-Change-Scrutiny-Committee-of-27-May-2025.pdf
- 1.2 This latest general report for 2024 provides a relevant update to the operation and monitoring of the Mossmorran and Braefoot Bay facilities. This was presented to the Environment, Transportation & Climate Change Scrutiny Committee of Tuesday 27th May 2025 and was well received. It is now being provided to South West Fife Area, Cowdenbeath and Kirkcaldy Area Committees for noting.

2.0 Mossmorran and Braefoot Bay 2024 General Report

General

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

2.3 Fife Expert Advisory Groups (EAGs) - Appendix A

Summary

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

- 2.3.1 The Independent Air Quality Report for 2022 (February 2023) and 2023 (April 2024) are finalised and elected members briefing notes produced for these. Both reports conclude that overall, based on the data available from the Scottish Environment Protection Agency for 2023 and 2024, emissions from the Shell and ExxonMobil facilities at Mossmorran and Braefoot Bay have not resulted in exceedances of the Scottish air quality objectives for the monitored pollutants, indicating that air pollution in the region has not reached levels considered harmful to the community.
- 2.3.2 Fife Council Protective Services attended Environment, Transportation and Climate Change Scrutiny Committee on Tuesday 19th March 2024 at which the Mossmorran and Braefoot Bay General Annual Progress Report 2022 was well received and was subsequently presented to South West Fife Area, Cowdenbeath and Kirkcaldy Area Committees in June 2024 for noting.
- 2.3.3 Fife Council Protective Services also attended Environment, Transportation and Climate Change Scrutiny Committee on Tuesday 3rd September 2024 to present the Mossmorran and Braefoot Bay General Annual Progress Report 2023. Again, this report was well received. Thereafter it was presented to each of the three Area Committees (Cowdenbeath, Kirkcaldy and South/West Fife Area Committee) in October 2024 for noting.

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

2.4 **ExxonMobil - Appendix B**

Summary

2.4.1 During 2024, there was one planned flaring event and one unplanned flaring event. Two events in total – one using a small amount of elevated flaring followed by the Enclosed Ground Flare (EGF) alone. The second event was entirely within the ground flare.

2.4.2 Over the next two years the site will conduct a rolling programme to upgrade and install new technology on the furnaces and gas turbine to secure benefits including improved energy efficiency and reduced emissions to air (including Green House Gases (GHGs) and Nitric Oxides (NOx)).

2.4.3 The Enclosed Ground Flare (EGF) was commissioned in June last year, and since then has been proven to significantly reduce disturbance to local communities compared to the elevated flare. The unit itself is a new design and the only one of its kind and size currently operating in Europe.

2.4.4 In addition to Liaison Committee Members, ExxonMobil continue their engagement with key local stakeholders as listed in Appendix B.

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

Summary

2.5.1 In 2024, Shell Fife NGL had one planned flaring event (1 event – using a mixture of a small amount of elevated flaring and majority ground flaring).and no unplanned flaring events.

2.5.2 Shell continued their programme of steam outages to enhance and improve their steam pipelines across systems. The latest short outage commenced on Monday 18 November. A community notice was issued and SEPA were informed.

2.5.3 Shell started Phase 1 of the new Fife NGL Ground Flare project (Enclosed Ground Flare) and started preparing the site for the 'construction village.

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

2.5.5 Shell reviewed the draft MMBB 2022 Independent Air Quality report and provided comments to Fife Council

2.5.6 SEPA issued the site with a Pollution Prevention Control (PPC) permit variation covering a number of areas, including a change to the definition of major flaring at the site to make it more consistent with similar oil/gas and petrochemical sites. Shell will report all instances of major flaring to SEPA in accordance with this definition - flaring of 15 tonnes or more for a continuous period of 60 minutes or more under the requirements of their permit. This is likely to be an infrequent event for the site.

- 2.5.7 In 2024 Shell received and responded to five queries from local stakeholders including:
- (1) two land maintenance requests,
 - (2) a complaint from a local community group relating to their community fund portal,
 - (3) a ground flaring query which was not attributed to operations at Fife NGL, and
 - (4) a complaint relating to a burst water main that was passed to Scottish Water to repair.

2.6 Scottish Environment Protection Agency SEPA - Appendix D

Summary

2.6.1 Complaints - 36 received in 2024

- (1) Use of Fife Ethylene Plant (FEP) Enclosed Ground Flare between 6 to 8 February 2024 – 3
- (2) General flaring complaints – 30
- (3) FNGL Emergency shutdown test – 1
- (4) Odour complaint – 1 and
- (5) Fly tipping on Fife Ethylene Plant Land – 1

2.6.2 Air Quality Monitoring – SEPA continued air quality monitoring in 2024 using the network of eight indicative analysers (AQMesh analysers) deployed in local communities around the Mossmorran Complex and the reference analyser located in Auchtertool. SEPA's dedicated air quality webpages continued to share the data from the indicative and reference analysers with the public, in near real time.

2.6.3 Noise Monitoring – SEPA maintained continuous unattended noise monitoring at two locations in 2024.

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

2.6.5 Communications – SEPA continued to update the SEPA Mossmorran Hub with details of SEPA's work and community updates in 2024

2.6.6 Conclusion – SEPA are satisfied that there were no significant impacts from the Mossmorran and Braefoot Bay facilities on local communities during 2024

2.7 Complaints

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

Year Number of Complaints

2019	-	1421
2020	-	1671
2021	-	32
2022	-	42
2023	-	45
2024	-	41

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

3.0 Conclusion

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

List of Appendices

- A – Fife Council Update
- B – ExxonMobil Update
- C – Shell Fife NGL Update
- D – SEPA Update

Background Papers

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

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

Report Contact

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Appendix A – Fife Council

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

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

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

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

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

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

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

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

Appendix B – ExxonMobil

Mossmorran & Braefoot Bay

Fife Council Scrutiny Committee Report

Report covering operations at Fife Ethylene Plant 2024

Personnel Safety

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

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

Operations & Regulatory Updates

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

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

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

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

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

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

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

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

One complaint received via SEPA regarding cabling waste left on ExxonMobil owned land. It was concluded that this waste was not associated with any maintenance work conducted by either

ExxonMobil or Shell, and we suspect this was a result of fly-tipping. We raised the concern with the Site Security Team to increase vigilance around such an activity to prevent a repeat. Our maintenance team has organised the safe and responsible disposal of the waste.

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

Enclosed Ground Flare (EGF) engineering assessment

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

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

New Emergency Response Vehicle for FEP and Braefoot Bay

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

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

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

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

Process Safety Award Nomination

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

ExxonMobil Operational Excellence Award

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

Stakeholder Engagement

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

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

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

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

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

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

Real jobs, real skills

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

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

500 skilled staff and contractors 70+ qualified engineers

100+ different skills

40 years of apprentices 17 contracting companies

120 supply chain companies

Workforce as of 26 August

- Approximately 400 ExxonMobil and Contractor personnel
- 11 ExxonMobil apprentices

Investing in our people and site

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

Recruitment

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

Three new apprentices join FEP.

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

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

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

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

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

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

New Safety Security Health and Environment Manager

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

Fife Students Technology Challenge

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

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

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

Supporting Our Community

As part of our site safety initiative, we are proud that our valued contractors from Altrad achieved zero safety incidents during almost one hundred days delivering a major maintenance project on one of our furnaces, enabling an amazing contribution of £4800 to the Kelty-based charity, Gordon Cottage.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Appendix C – SHELL FIFE NGL

Fife Council Scrutiny Committee Report

Annual Operations Report – 2024

Shell Fife NGL

Mossmorran and Braefoot Bay

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

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

About us

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

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

Safety & Environmental

Operational updates

Fife NGL had a steady period of operations throughout 2024.

January – February 2024

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

March – May 2024

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

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

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

June – August 2024

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

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

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

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

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

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

September – December 2024

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

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

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

Process and personal safety.

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

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

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

Environmental

January – February 2024

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

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

September – December 2024

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

Flaring

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

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

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

Emergency planning exercises

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

January – February 2024

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

March – May 2024

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

June – August 2024

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

September – December 2024

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

Fife NGL Activities

2024 NGL Processed (Tonnes)

January

NGL Processing (Tonnes) – 162,421

Planned – 16,106

Average/ Day – 5,239

February

NGL Processing (Tonnes) – 181,978

Planned – 176,757

Average/ Day – 6,275

March

NGL Processing (Tonnes) – 198,870

Planned – 206,206

Average/ Day – 6,254

April

NGL Processing (Tonnes) – 204,493

Planned – 226,797

Average/ Day – 6,597

May

NGL Processing (Tonnes) – 194,392

Planned – 218,295

Average/ Day – 6,271

June

NGL Processing (Tonnes) – 214,240

Planned – 221,434

Average/ Day – 7,141

July

NGL Processing (Tonnes) – 192,648

Planned – 206,589

Average/ Day – 6,214

August

NGL Processing (Tonnes) – 170,598

Planned – 174,356

Average/ Day – 5,503

September

NGL Processing (Tonnes) – 144,475

Planned – 169,220

Average/ Day – 4,816

October

NGL Processing (Tonnes) – 190,081

Planned – 196,724

Average/ Day – 6,132

November

NGL Processing (Tonnes) – 194,518

Planned – 206,416

Average/ Day – 6,484

December

NGL Processing (Tonnes) – 188,036

Planned – 195,280

Average/ Day – 6,066

Braefoot Bay Activities

2024 Shipping (number of vessels)

January

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

February

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

March

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

April

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

May

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

June

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

July

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

August

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

September

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

October

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

November

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

December

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

Average Workforce numbers for 2024

Shell employees: 63

Contractors: 158

Trainees (Shell): 8

Total: 229

Community, including notices and feedback.

Community Notices 2024

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

Feedback and complaints in 2024

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

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

Social Investment & community development

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

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

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

Appendix D – Scottish Environment Protection Agency



SEPA 2024 Summary

Complaints - 36 received in 2024:

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

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

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

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

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

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

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

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

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

3 September 2025

Agenda Item No. 19

Delegated Property Transactions

Report by: Alan Paul Head of Property Services

Wards Affected: 1, 5 & 6

Purpose

The List of Officer Powers forms part of the council's governance scheme, it provides officers with delegated authority to undertake certain property transactions, with details of the use of those powers to be reported subsequently to the appropriate Area Committee for information.

This report sets out a variety of transactions within the South and West Fife area covering the period 2017 to March 2025 which may not have been reported to committee.

Recommendations

Committee is asked to note the transactions set out in this report and note the future reporting proposals.

Resource Implications

There are no resource implications arising from this report.

Legal & Risk Implications

There are no legal or risk implications arising from these transactions.

Impact Assessment

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

Consultation

Housing, Legal and Finance Services have been consulted in the preparation of this report.

1.0 Background

- 1.1 As a result of a query at the People and Communities Scrutiny Committee in May 2025 in respect of affordable housing acquisitions, a subsequent investigation determined that not all delegated transactions had been reported to the various Area Committees for information as required under the List of Officer Powers.
- 1.2 Though annual reconciliation exercises are undertaken ensuring that the legal status of assets, both acquisitions and disposals, are accurately recorded in the relevant systems, historically there has not been a check on committee reporting.

2.0 Delegated Transactions

- 2.1 Analysis has determined that over the eight-year period from 2017 to date, details of 19 acquisitions and 19 disposals appear not to have been reported to this committee. A full breakdown of individual transactions is provided in the Appendices.
- 2.2 As some transactions may have been reported and authorised by Cabinet Committee (or predecessors) as part of a larger project, e.g. a single regeneration project may have multiple individual property acquisitions, the list of transactions appended is considered to overstate the under reporting.

3.0 Future reporting

- 3.1 To avoid the risk of repetition in the future, an annual reconciliation of transactions and reporting is to be undertaken. Proposals for a combined Estates and Legal case management system are well advanced and it is anticipated that the preferred system will enable automated processes to be introduced following procurement of the system.
- 3.2 Some members have expressed a desire for additional information on the individual transactions to be included in the committee reporting to provide context, as often the reporting of the transaction is many months after the member consultation which takes place in advance of acquisition/disposal. In future, it is proposed that a short descriptor will be included alongside the core transaction details.

4.0 Conclusion

- 4.1 Members are invited to review the transactions detailed and note the future reporting arrangements.

List of Appendices

1. Acquisitions from July 2019 to February 2025
2. Disposals from February 2017 to April 2024

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Acquisitions

Appendix 1

Description	Town	Acquired	Price	Acquired From	Purpose
Play Area at Jubilee Park, Moray Way South, Dalgety Bay	Dalgety Bay	09 Jul 2019	£0	James Harrison (Contracts) Limited	Acquisition of play area,
112, 122, 134 & 136 Fraser Avenue, Inverkeithing	Inverkeithing	31 Jul 2019	£0	Mohammed Irshad	Acquired for demolition
124 Fraser Avenue, Inverkeithing	Inverkeithing	01 Aug 2019	£0	PARS Group Limited	Acquired for demolition
110 Fraser Avenue, Inverkeithing	Inverkeithing	07 Aug 2019	£0	Amir Saleem	Acquired for demolition
Housing Units & 2 Water Pumps, Spencer Fields, Inverkeithing	Inverkeithing	05 Dec 2019	£0	Taylor Wimpey UK Ltd	New Affordable Housing
13 Gillway, Rosyth	Rosyth	17 Mar 2020	£112,000	Ronald and Mary Neilson	Add to Housing Stock
50 Rintoul Avenue, Blairhall	Blairhall	02 Oct 2020	£75,000	Ms Flora MacDonald	Add to Housing Stock
13 Eglinton Place, Inverkeithing, KY11 1PX	Inverkeithing	01 Jul 2022	£143,000	Neil and Claire McKinnon	Add to Housing Stock
16 Wood Place, Rosyth, KY11 8SU	Rosyth	16 Aug 2022	£57,000	William Graham	Add to Housing Stock
Land for Footbridge at Aberdour Harbour, The Shore, Aberdour	Aberdour	27 Oct 2022	£1,000	Trustees of The Dalmahoy Estate Trust	Acquisition of land for bridge replacement.
Affordable Housing Site, West Road, Saline	Saline	27 Mar 2023	£680,000	Shieldrum Limited	New Affordable Housing
179 Sir George Bruce Road, Oakley	Oakley	04 Apr 2023	£97,000	Jessica Campbell	Add to Housing Stock
21 Forth View, Dalgety Bay	Dalgety Bay	10 May 2023	£160,000	Alexander & Dianne Horne	Add to Housing Stock
50 Dewar Avenue, Kincardine	Kincardine	15 Jun 2023	£130,000	Stuart Malcolm	Add to Housing Stock
Flat, 16 Station Road, Oakley	Oakley	22 Sep 2023	£88,500	Connor Griffiths	Add to Housing Stock
Amenity ground, 32 Gorse Wynd, Inverkeithing	Inverkeithing	11 Oct 2023	£0	Taylor Wimpey UK Limited	Acquisition of garden ground.
71a Spittalfield Road, Inverkeithing	Inverkeithing	30 Nov 2023	£70,000	William Daniels	Add to Housing Stock
Flat, 4 Greig Court, Inverkeithing	Inverkeithing	28 Mar 2024	£75,000	Stuart Cranston	Add to Housing Stock
Three areas of land to the north east of Conscience Bridge, Cairneyhill	Cairneyhill	20 Feb 2025	£0	Ogilvie Homes Limited	New Affordable Housing

Disposals

Appendix 2

Description	Town	Disposed	Price	Purchaser	Purpose
1.58ha of Land at Fraser Avenue, Inverkeithing	Inverkeithing	24 Feb 2017	£0	Kingdom Housing Association Limited	Affordable Housing Site
Servitude at Main Road, Crombie	Crombie	16 Feb 2018	£0	SP Distribution plc	Right of Servitude
Servitude, West Way, Hillend Industrial Park, Dalgety Bay	Dalgety Bay	30 Oct 2018	£0	Scotland Gas Networks plc	Right of Servitude
Shop Unit, 6 Hillend Road, Inverkeithing	Inverkeithing	29 Jul 2019	£0	PARS Group Limited	Excambion of property.
Shop Unit, 4 Hillend Road, Inverkeithing	Inverkeithing	31 Jul 2019	£0	Mohammed Irshad	Excambion of property.
Shop Unit, 2 Hillend Road, Inverkeithing	Inverkeithing	02 Aug 2019	£0	Amir Saleem and Mrs Shamshad Saleem	Excambion of property.
1.93 ha of land at Fraser Avenue, Inverkeithing	Inverkeithing	06 Mar 2020	£0	Kingdom Housing Association Ltd	Affordable Housing Site
Former Council Office, 2 Park Road, Rosyth	Rosyth	02 Apr 2020	£212,500	Inver Property Group Ltd	Disposal of asset
0.39 hectare of land at Fraser Avenue, Inverkeithing	Inverkeithing	07 Aug 2020	£0	Kingdom Housing Association Limited	Affordable Housing Site
Stephen Memorial Hall, Back Street, Culross	Culross	26 Mar 2021	£64,000	Gardenfield Properties Limited	Disposal of asset
953sqm to rear of 10/12 Wardlaw Way, Oakley	Oakley	28 May 2021	£25,000	Kashif Mahmood & Asif Mahmood	Development Site
43sqm of Land at 142 Park Road West, Rosyth	Rosyth	11 Jun 2021	£3,000	Mr & Mrs McLachlan	Additional Land (Domestic)
45qm at 1 Forth Crescent, Dalgety Bay	Dalgety Bay	27 Aug 2021	£3,800	Emma Parker	Additional Land (Domestic)
Servitude for drainage, Hawkraig Road, Aberdour	Aberdour	07 Feb 2022	£10,000	Turcan Connell (Trustees) Limited	Right of Servitude
Land to rear of 14/16 Wardlaw Way, Oakley	Oakley	22 Feb 2022	£30,000	Barrie Dear Limited	Disposal of asset
Servitude at West Way, Hillend Industrial Park, Dalgety Bay	Dalgety Bay	25 Mar 2022	£0	SP Distribution PLC	Right of Servitude
316sqm of Land, south side of A994, Cairneyhill	Cairneyhill	01 Mar 2023	£1,500	Muir Homes Limited	Additional Land (Non-domestic)
41sqm Land at Main Road, North Queensferry	North Queensferry	10 Mar 2023	£3,800	Peter Dean & Gillian Dean	Additional Land (Domestic)
26sqm at 26 Marksfield Road, Dalgety Bay	Dalgety Bay	19 Apr 2024	£3,800	Marion Alan and Graham Alan	Additional Land (Domestic)

3 September 2025

Agenda Item No. 20

Property Transactions

Report by: Alan Paul, Head of Property Services

Wards Affected: 1

Purpose

The purpose of this report is to advise members of action taken using the List of Officer Powers in relation to property transactions.

Recommendation

The committee is asked to note the contents of this report.

Resource Implications

There are no resource implications arising from these transactions, as any expenditure is contained within the appropriate Service budget.

Legal & Risk Implications

There are no legal or risk implications arising from these transactions.

Impact Assessment

An EqIA is not required and is not necessary for the following reasons: the items in this report do not propose a change or revision to existing policies and practices.

Consultation

All consultations have been carried out in relation to this report.

1.0 Background

- 1.1 In dealing with the day-to-day business of the council, there are a number of matters relating to the purchase, disposal and leasing of property and of property rights. This report advises of those transactions dealt with under powers delegated to council officers.

2.0 Transactions

2.1 Acquisitions

2.2.1 35 Eastercraig Gardens, Saline

Date of Acquisition: 23 May 2025
Price: £125,000

2.2 Leases by the Council – New Leases

2.2.1 Office 8a Fife Council Business Centre, Forthview Industrial Estate, Low Valleyfield

Term: 3 years from 29 May 2025
Rent: £945 per annum
Tenant: Nicole Konstanze Fraser

2.2.2 Office 7 Fife Council Business Centre, Forthview Industrial Estate, Low Valleyfield

Term: 3 years from 29 May 2025
Rent: £882 per annum
Tenant: Chilli Bird Ltd

2.2.3 Pitdinnie Playing Field, Pitdinnie Road, Cairneyhill

Term: 20 years from 14 April 2025
Rent: £750 per annum
Tenant: Cairneyhill Athletic Football Club

2.2.4 Office 12, Fife Council Business Centre, Forthview Industrial Estate, Low Valleyfield

Term: 3 years from 1 July 2025
Rent: £2,688 per annum
Tenant: Bryant Richards t/a Geminii Labs

3.0 Conclusions

- 3.1 These transactions are reported back in accordance with the List of Officer Powers.

Report Contact

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3 September 2025
Agenda Item No. 21

South and West Fife Area 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 work programme for future meetings of the committee.

Recommendation(s)

It is recommended that the committee review the work programme and that members come forward with suggestions for specific areas they would like to see covered in any of the reports.

Resource Implications

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

Legal & Risk Implications

Committee should consider seeking inclusion of future items on the Work Programme 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 Area Committee operates a work programme which contains items which fall under three broad headings: items for decision, supporting the Local Community Plan and scrutiny/monitoring. These items will often lead to reactive rather than proactive scrutiny. Discussion on the Work Programme 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 Work Programme is included as Appendix 1 and should be reviewed by the committee to help inform scrutiny activity.

List of Appendices

1. South and West Fife Area Committee Forward Work Programme

Report Contact

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South and West Fife Area Committee

5th November, 2025			
Title	Service(s)	Contact(s)	Comments
Annual Report on Outcomes of Care Inspectorate Inspection and Grading Process	Health and Social Care	Alan Adamson	Annual report – last update 30th October, 2024
South and West Fife Area Housing Plan 2024-25 and Local Lettings Plan 2024-27	Housing Service	Claire MacKinlay	Annual report - last update 30th October, 2024
Inverkeithing Civic Centre Kitchen Area Update	Communities and Neighbourhoods	Alastair Mutch	As agreed at 30th April, 2025 meeting
Play Parks Implementation Plan (including Place Sufficiency Assessment update)	Communities and Neighbourhoods Service	Louise Whyte / Kevin O'Kane	As requested by Councillor Goodall at 14th February, 2024 committee meeting
OnFife Update Report	Fife Cultural Trust	Sheona Small	Annual update
Welfare Support and Anti-Poverty Annual Report 2024-25	Communities and Neighbourhoods	Stephen Adamson	Annual report - last update 4th September, 2024
Summer Provision Activities	Communities and Neighbourhoods	Mandy Conn	Annual report – last update 30th October, 2024
Justice Social Work Service – Community Payback: Unpaid Work Scheme	Children and Families	Joan Gallo	Annual report – last update 30th April, 2025 (annual reporting changed to November)

10th December, 2025			
Title	Service(s)	Contact(s)	Comments
Radiation Monitoring at Dalgety Bay	SEPA / MoD	Nina Patton / Dick Harker	Six monthly update – last update 11th June, 2025
Nuclear Submarine Dismantling Project - Update from Babcock and MoD	MoD / Babcock	Alastair Mutch	As requested by Councillor Goodall at 5th February, 2025 meeting.

South and West Fife Area Committee

10th December, 2025			
Title	Service(s)	Contact(s)	Comments
Common Good and Settlement Trust Funds Annual Report 2024-2025	Finance and Corporate Services	Eleanor Hodgson	Annual report - last update 11th December, 2024
Gypsy Travellers' Working Group Update	Housing	Paul Short	As requested by Councillor Steele at 5th February, 2025 committee

4th February, 2026			
Title	Service(s)	Contact(s)	Comments
Local Area Economic Profile 2024/25	Business and Employability	Alison Laughlin / Pamela Stevenson	Annual report – last update 5th February, 2025
Health and Social Care Partnership Locality Planning – South and West Fife	Health and Social Care	Audrey Valente / Jacquie Stringer	Annual report – last update 30th April, 2025
Grounds Maintenance Service / Domestic Waste and Street Cleansing Service Annual Review	Environment and Building Services	Sandy Anderson / Scott Clelland	Annual report – last update 5th February, 2025
Area Roads Programme 2026-27	Roads and Transportation Services	Vicki Storrar	Annual Report - last update 5th February, 2025
Patching Performance Report (Carriageway Repairs)	Roads and Transportation	Gordon Henderson	Annual report - last update 5th February, 2025
Community Recovery Fund Update	Communities and Neighbourhoods Service	Mandy Conn	

29th April, 2026			
Title	Service(s)	Contact(s)	Comments
Report on Educational Outcomes 2024/25	Education and Children's Services	Sarah Else / Alan Cumming	Annual report – last update 30th April, 2025

South and West Fife Area Committee

29th April, 2026			
Title	Service(s)	Contact(s)	Comments
Area Capital Update Report 2025/26	Finance and Corporate Services	Eleanor Hodgson	Annual report - last update 30th April, 2025
South and West Fife Area Local Community and CLD Plan	Communities and Neighbourhoods	Alastair Mutch / Stephen Adamson / Mandy Conn	Annual report - last update 11th June, 2025

10th June, 2026			
Title	Service(s)	Contact(s)	Comments
Radiation Monitoring at Dalgety Bay	SEPA / MoD	Nina Patton / Dick Harker	Six monthly update – last update 10th December, 2025
Area Roads Programme 2025-26 - Final Report	Roads and Transportation	Vicki Storrar	Annual report - last update 11th June, 2025
OnFife Update Report	Fife Cultural Trust	Sheona Small	Annual update – last update 11th June, 2025

2nd September, 2026			
Title	Service(s)	Contact(s)	Comments
Safer Communities Team Update Report	Communities and Neighbourhoods Service	Michael Collins	Annual report – last update 3rd September, 2025
Operational Briefing on Policing Activities within South and West Fife Area	Police Scotland	Chief Inspector Kathryn Fairfield / Inspector Cheryl Young	Annual report – last update 3rd September, 2025
Scottish Fire and Rescue Service Annual Performance Report 2025/26	Scottish Fire and Rescue Service	Station Commander Craig Robertson	Annual report – last update 3rd September, 2025

South and West Fife Area Committee

2nd September, 2026			
Title	Service(s)	Contact(s)	Comments
Complaints Update	Customer Services Improvement	David Thomson	Annual report - last update 3rd September, 2025
Welfare Support and Anti-Poverty Annual Report 2025-26	Communities and Neighbourhoods	Stephen Adamson	Annual report - last update 5th November, 2025
Education - Pupilwise and Parentwise Surveys	Education and Children's Services	Karen Lees	Biennial report – Last update 4th September, 2024

4th November, 2026			
Title	Service(s)	Contact(s)	Comments
Annual Report on Outcomes of Care Inspectorate Inspection and Grading Process	Health and Social Care	Alan Adamson	Annual report – last update 5th November, 2025
South and West Fife Area Housing Plan 2024-25 and Local Lettings Plan 2024-27	Housing Service	Claire MacKinlay	Annual report - last update 5th November, 2025
Review of Mossmorran and Braefoot Bay Community and Safety Committee - General Annual Report 2025	Protective Services	Kenny Bissett	Annual report - last update 3rd September, 2025
Summer Provision Activities	Communities and Neighbourhoods	Mandy Conn	Annual report – last update 5th November, 2025
Justice Social Work Service – Community Payback: Unpaid Work Scheme	Children and Families	Joan Gallo	Annual report – last update 5th November, 2025

South and West Fife Area Committee

9th December, 2026			
Title	Service(s)	Contact(s)	Comments
Radiation Monitoring at Dalgety Bay	SEPA / MoD	Nina Patton / Dick Harker	Six monthly update – last update 10th June, 2026
Common Good and Settlement Trust Funds Annual Report 2025-2026	Finance and Corporate Services	Eleanor Hodgson	Annual report - last update 10th December, 2025

27th January, 2027			
Title	Service(s)	Contact(s)	Comments
Local Area Economic Profiles 2025/26	Business and Employability	Alison Laughlin / Pamela Stevenson	Annual report – last update 4th February, 2026
Grounds Maintenance Service / Domestic Waste and Street Cleansing Service Annual Review	Environment and Building Services	Sandy Anderson / Scott Clelland	Annual report – last update 4th February, 2026
Area Roads Programme 2027-28	Roads and Transportation Services	Vicki Storrar	Annual Report - last update 4th February, 2026
Patching Performance Report (including carriageway repairs)	Roads and Transportation	Gordon Henderson	Annual report - last update 4th February, 2026

24th March, 2027			
Title	Service(s)	Contact(s)	Comments
Report on Educational Outcomes 2025/26	Education and Children's Services	Sarah Else / Alan Cumming	Annual report – last update 29th April, 2026
Area Capital Update Report 2026/27	Finance and Corporate Services	Eleanor Hodgson	Annual report - last update 29th April, 2026

24th March, 2027			
Title	Service(s)	Contact(s)	Comments
South and West Fife Area Local Community and CLD Plan	Communities and Neighbourhoods	Alastair Mutch / Stephen Adamson / Mandy Conn	Annual report - last update 29th April, 2026

Unallocated			
Title	Service(s)	Contact(s)	Comments
Housing Service – Allocations Process Update	Housing Services	Gavin Smith	To be invited to a meeting of the Committee to provide an update on the allocations process undertaken in relation to new builds as agreed at 1st March, 2023 meeting Agreed May 2025 - Workshop and ward discussions
Active Travel Routes	Roads and Transportation Services	John Mitchell / Susan Keenlyside	As requested by Councillor Dempsey at 6th February, 2025 committee meeting Agreed May 2025 - Briefing and workshop will be arranged for November 2025
Report detailing what changes were required to incorporate carriageway thin surfacing / patching schemes into the Area Roads Programme.	Roads and Transportation	Alastair Mutch	As requested at 5 February, 2025 meeting
Flooding Update within South and West Fife Area	Roads and Transportation	Michael Anderson	As requested by Councillor Goodall at 14th February, 2024 committee meeting (Updates to be provided to Convener when available.)
1-2-1 Devices Project Update	Education	Sarah Else	As agreed at 30th April, 2025 meeting

Unallocated			
Title	Service(s)	Contact(s)	Comments
Dunfermline Learning Campus (DLC) Update	Education	Sarah Else	As agreed at 30th April, 2025 meeting