

AGENDA

	<u>Page Nos.</u>
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(s) in particular items on the agenda and the nature of the interest(s) at this stage.	
3. MINUTE – Minute of the meeting of the Finance, Economy and Corporate Services Scrutiny Committee of 3 rd November, 2022.	5 – 9
4. BUDGET WORKING GROUP - NOTE OF MEETING - 17TH JANUARY, 2023 – Report by the Executive Director Finance and Corporate Services.	10
5. PLANNING PERFORMANCE FRAMEWORK 11 (2021-2022): MINISTER'S FEEDBACK – Report by the Head of Planning.	11 – 24
6. BUSINESS AND EMPLOYABILITY: SERVICE PERFORMANCE REPORT – Report by the Head of Business & Employability.	25 – 37
7. 2022/23 REVENUE MONITORING PROJECTED OUTTURN – PLANNING SERVICE, BUSINESS AND EMPLOYABILITY SERVICE – Joint Report by the Executive Director, Finance and Corporate Services and the Executive Director, Enterprise and Environment.	38 – 41
8. 2022/23 CAPITAL MONITORING PROJECTED OUTTURN – BUSINESS AND EMPLOYABILITY SERVICE – Joint Report by the Executive Director, Finance and Corporate Services and the Executive Director, Enterprise and Environment.	42 – 46
9. 2022/23 REVENUE MONITORING PROJECTED OUTTURN - FINANCE AND CORPORATE SERVICES DIRECTORATE – Report by the Executive Director, Finance and Corporate Services.	47 – 52
10. 2022/23 CAPITAL MONITORING PROJECTED OUTTURN - FINANCE AND CORPORATE SERVICES DIRECTORATE – Report by the Executive Director, Finance and Corporate Services.	53 – 57
11. FINANCE, ECONOMY AND CORPORATE SERVICES SCRUTINY COMMITTEE WORK PLAN	58 – 61

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

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

Fife House
North Street
Glenrothes
Fife, KY7 5LT

19th January, 2023

If telephoning, please ask for:

Wendy MacGregor, Committee Officer, Fife House 06 (Main Building)
Telephone: 03451 555555, ext. 442178; email: Wendy.MacGregor@fife.gov.uk

Agendas and papers for all Committee meetings can be accessed on
www.fife.gov.uk/committees

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 mute microphones and switch cameras off when not speaking. This includes during any scheduled breaks or adjournments.

THE FIFE COUNCIL - FINANCE, ECONOMY AND CORPORATE SERVICES SCRUTINY COMMITTEE – REMOTE MEETING

3rd November, 2022

10.00 a.m. – 12.35 p.m.

PRESENT: Councillors Allan Knox (Convener), Alistair Bain, Lynn Ballantyne-Wardlaw, Ian Cameron, Rod Cavanagh, Eugene Clarke, Colin Davidson, Sean Dillon, Graeme Downie, Stefan Hoggan-Radu, Robin Lawson, James Leslie, Gordon Pryde, Alistair Suttie and Ann Verner.

ATTENDING: Eileen Rowand, Executive Director (Finance and Corporate Services), Charlie Anderson, Head of Business Technology Solutions, Elaine Muir, Head of Finance, Les Robertson, Head of Revenue and Commercial Services, Caroline Macdonald, Service Manager (Category Management), Derek Hamilton, Category Manager (Procurement), Donna Grieve, Accountant, Jackie Johnstone, Accountant, Heather Honeyman, Assessor, Sharon McKenzie, Head of Human Resources, Barbara Cooper, Service Manager (Human Resources), Susan Harris, Health and Safety Lead Officer, Human Resources Service, Kerry Davie, BMIU Business Change Manager, BMIU Business Management Innovation Unit, Lindsay Thomson, Head of Legal and Democratic Services, Helena Couperwhite, Manager (Committee Services) and Wendy MacGregor, Committee Officer, Legal and Democratic Services, Finance and Corporate Services; Pam Ewen, Head of Planning, Gordon Mole, Head of Business and Employability Services, Pamela Stevenson, Service Manager (Economic Development) and Morag Millar, Programme Manager (Economy Tourism and Town Centre), Business and Employability Services.

14. DECLARATIONS OF INTEREST

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

15. MINUTE

The Committee considered the minute of the meeting of the Finance, Economy and Corporate Services Scrutiny Committee of 8th September, 2022.

Decision

The Committee agreed

- (1) to approve the minute; and
- (2) that the amended report on the Local Government Benchmarking Framework Performance, detailed at paragraph 8 on the minute, would be circulated to members.

16. BUDGET WORKING GROUP - NOTE OF MEETING - 13TH OCTOBER, 2022

The Committee considered the Budget Working Group note of meeting of 13th October, 2022, outlining areas of potential interest raised by members for scrutiny. The General Fund Revenue Budget 2023-24 Draft Timetable was also included in the report to assist in informing the future work of the Working Group.

Decision

The Committee noted the Budget Working Group meeting note and the General Fund Revenue Budget 2023-23 Draft Timetable.

17. ANNUAL REPORT FOR THE EDINBURGH AND SOUTH EAST SCOTLAND CITY REGION DEAL

The Committee considered a report by the Executive Director (Enterprise and Environment) providing the Annual Report for the Edinburgh and South East Scotland City Region Deal, including the Fife Industrial Innovation Investment (i3) Programme, funded through the Deal.

Decision

The Committee:-

- (1) noted the Annual Report for the Edinburgh and South East Scotland City Region Deal, which included the Fife Industrial Innovation Investment (i3) Programme, detailed in Appendix 1 to the report; and
- (2) requested a report on the Benefits Realisation Plan be submitted to the meeting of the Committee on 15th June, 2023.

18. BAD DEBTS 2021-22

The Committee considered a joint report by the Head of Revenue and Commercial Services and the Head of Housing Services which summarised the irrecoverable bad debts that were written off during 2021-22 by the Finance and Corporate Services Directorate and Housing Services.

Decision

The Committee noted the contents of the report.

19. FINANCE AND CORPORATE SERVICES DIRECTORATE PERFORMANCE REPORT

The Committee considered a report by the Executive Director (Finance and Corporate Services) presenting the 2021/22 performance scorecard for the Finance and Corporate Services Directorate.

Decision

The Committee:-

- (1) noted the arrangements set out in Section 1.0 to fulfil the Council's obligation to comply with Audit Scotland's 2021 SPI Direction;
- (2)/

2022 FECSS 8

- (2) noted the Finance and Corporate Services Directorate performance information detailed in Appendix 1 to the report; and
- (3) requested that a report detailing staff absence and the management of staff absence/workforce planning across the Council be submitted to a future meeting of the Committee, in spring 2023.

20. BUSINESS GATEWAY FIFE ANNUAL PERFORMANCE

The Committee considered a report by the Head of Business and Employability Services providing an annual overview of the performance of Business Gateway Fife Ltd in delivering services during the period April 2021 to March 2022, including Fife Council's financial assistance to businesses scheme. The report provided information on performance and highlighted areas of ongoing service adjustments that had taken place to support business grant funding across Fife, during the latter phases of COVID impact.

Decision

The Committee noted :-

- (1) the performance, expenditure and activity information on Business Gateway Fife for 2021/22;
- (2) the repositioned delivery focus to support Fife businesses during the latter phases of COVID impact; and
- (3) the transition of ERDF Programme to UK Shared Prosperity Funding from 1st April, 2023.

The Committee adjourned at 11.35 a.m. and reconvened at 11.45 a.m.

21. ENTERPRISE AND ENVIRONMENT DIRECTORATE: PLANNING SERVICES PERFORMANCE REPORTING

The Committee considered a report by the Executive Director (Enterprise and Environment) presenting the 2021/22 performance scorecard for Enterprise and Environment Directorate, Planning Services.

Decision

The Committee noted:-

- (1) the arrangements set out in Section 1.0 to fulfil the Council's obligation to comply with Audit Scotland's 2021 SPI Direction;
- (2) the Enterprise and Environment Directorate, Planning Service's performance information presented in Section 2.0 and detailed in Appendix 1 to the report; and
- (3) that a report on Planning Performance Framework would be submitted to a future meeting of the Committee.

22./

22. ANNUAL HEALTH AND SAFETY REPORT 2021-22

The Committee considered a report by the Head of Human Resources updating members on Health and Safety activity since the report to Assets and Corporate Services Sub-Committee on 4th November, 2021. The report provided high level information and a headline summary was detailed in Appendix 1 to the report.

Decision

The Committee:-

- (1) noted the performance and activity for the 2021–2022 financial year;
- (2) noted the progress made regarding improving workforce practices and performance in the organisation; and
- (3) endorsed the continued focus on the priorities identified.

23. ANNUAL PROCUREMENT REPORT

The Committee considered a report by the Head of Revenue and Commercial Services providing a summary of Procurement activity and its impact during the financial year 2021/2022.

Decision

The Committee noted the Annual Procurement Report, detailed in Appendix 1 to the report, which would be published online and notified to Scottish Ministers.

24. REVENUE MONITORING PROJECTED OUTTURN 2022/23

The Committee considered a joint report by the Executive Director (Finance and Corporate Services) and the Executive Director (Enterprise and Environment) updating members on the projected outturn financial position for the 2022/23 financial year, at August 2022, for the areas in scope of the Finance, Economy and Corporate Services Scrutiny Committee.

Decision

The Committee noted the current financial performance and activity detailed in the report.

25. CAPITAL MONITORING PROJECTED OUTTURN 2022/23

The Committee considered a joint report by the Executive Director (Finance and Corporate Services) and the Executive Director (Enterprise and Environment) updating members on the Capital Investment Plan and advising on the projected financial position for the 2022/23 financial year at August 2022, for the areas in scope of the Finance, Economy and Corporate Services Scrutiny Committee.

Decision

The Committee noted the current financial performance and activity detailed in the report.

26./

26. REVENUE MONITORING PROJECTED OUTTURN 2022/23 - FINANCE AND CORPORATE SERVICES

The Committee considered a report by the Executive Director (Finance and Corporate Services) updating members on the projected outturn financial position for 2022/23 for the Finance and Corporate Services Directorate.

Decision

The Committee noted the current financial performance and activity detailed in the report.

Councillor Colin Davidson left the meeting during consideration of the above item.

27. CAPITAL MONITORING PROJECTED OUTTURN 2022/23 - FINANCE AND CORPORATE SERVICES

The Committee considered a report by the Executive Director (Enterprise and Environment) updating members on the Capital Investment Plan and advising on the projected financial position for the 2022/23 financial year for the Finance and Corporate Services Directorate.

Decision

The Committee noted the current financial performance and activity detailed in the report.

28. FINANCE, ECONOMY AND CORPORATE SERVICES SCRUTINY COMMITTEE FORWARD WORK PROGRAMME

The Committee considered the Finance, Economy and Corporate Services Scrutiny Committee Workplan.

Decision

The Committee:-

- (1) noted the Finance, Economy and Corporate Services Work Plan and members were encouraged to contact the Convener with any relevant topics suitable for scrutiny within the remit of the Committee; and
 - (2) agreed to add the following reports to the Forward Work Programme with future Committee meeting dates to be advised:-
 - Benefits Realisation Plan, including Fife Innovation Investment (i3) Programme
 - Staff absence and workforce planning/management of staff absence across Fife Council, expected Spring 2023; and
 - Planning Performance Framework.
-

Finance, Economy and Corporate Services Scrutiny Committee

Budget Working Group

Thursday 17 January 2023

Present: Cllr Alan Knox
Cllr Robin Lawson
Cllr Lynn Ballantyne-Wardlaw
Cllr Graeme Downie
Cllr Alistair Suttie

Attending: Eileen Rowand, Executive Director Finance and Corporate Services
Elaine Muir, Head of Finance

Eileen outlined where we were with the current budget process that was underway referencing the work to update the budget gap in light of the updated financial circular received last week. Reference was made to a potential report to the scrutiny committee on the budget process in June. This would likely influence how we deal with a few areas of interest from the last budget working group meeting.

Elaine provided an update on the Capital Plan and how it is funded. Discussion followed on the scope to extend the plan and the flexibility around Section 75 developer contributions. Elaine then gave a summary of the approach adopted for the Capital Plan Review that is underway referring to the report shared with Cross Party Leaders in December that the group had received in advance of the meeting. This covered items such as inflation, pressures, income, developer contributions, Capital Funded from Contributions from Revenue (CF CR), borrowing, affordability and the background to loans fund accounting arrangements.

The group recognised the role of the political groups in making choices to make the capital plan affordable. Eileen updated that some Councils do this through a cross party approach and others through each political group. The Section 95 officer has a statutory duty to ensure the plan is affordable and financially sustainable. The complexity of the area was recognised and that it would be easier to scrutinise once the council had completed a capital plan cycle.

The revenue budget was then considered with Eileen providing the background to the context and Elaine updating on the budget strategy. Main items of discussion included staff turnover, substitute funding and areas of underspend linked to budget realignment.

Eileen referred to estimated budget gap for 2023-24 that was circulated to group leaders in December and the group recognised the scale of the challenge in 2024-25 and 2025-26.

It was agreed that the group would continue to observe how the budget process was implemented and to reconvene in late Spring/early Summer to focus on a review of the completed process. The aim is to make suggestions on areas for improvement. A request was made for a cross party approach going forward to be considered.

26th January 2023

Agenda Item No. 5

Planning Performance Framework 11 (2021-2022): Minister's Feedback

Report by Pam Ewen, Head of Planning, Planning Services

Wards Affected: All

Purpose

The purpose of this report is to brief members on the performance of the Planning Authority as set out in Planning Performance Framework (PPF 11) over the period 2021/22 and the feedback received from the Scottish Government (Appendix 1).

Recommendation(s)

It is recommended that the Committee:

1. Scrutinise the performance of the Planning Authority as set out within PPF11 and provide feedback.

Resource Implications

There are no cost implications arising from this report.

Legal & Risk Implications

There are not considered to be any direct legal or risk implications related to the implementation and submission of the PPF11 for Fife Council. The publication of the PPF is not a legislative requirement but this approach to performance management and measurement is agreed by Heads of Planning Scotland (HOPS), Scottish Government, COSLA and other key stakeholders.

Impact Assessment

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

Consultation

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

1.0 Background

- 1.1 Following submission of the Planning Performance Framework 11 (PPF11) to the Scottish Government, feedback has been received on the 15 performance markers contained therein. The PPF11 covers the period of 1st April 2021 to 31st March 2022, which was submitted to the Scottish Government in July 2022 with the feedback being received from the Scottish Government in December 2022. The PPF11 was the eleventh annual submission to Scottish Ministers fulfilling the obligation placed on Fife Council to produce and submit its PPF aligned with the guidance and templates published by the Scottish Government and Heads of Planning Scotland. The implications of COVID 19 on the service delivered by planning and the changes made to continue to provide that service are reflected in PPF11.
- 1.2 The PPF provides a comprehensive summary of the performance achieved and provides an opportunity to contextualise the performance and services delivered by Fife Council Planning Authority as well identifying new initiatives implemented and opportunities where further improvement can be made to both performance and service delivery. The PPF feedback gives Planning Authorities the context against which they can identify the opportunities for improvement and develop a program to implement process improvements.

2.0 Issues and Performance

- 2.1 The Minister for Public Finance, Planning and Community Wealth Tom Arthur MSP reported that considerable progress has been made since the introduction of the PPF's and key markers. The Minister recognised that challenges continued to be experienced by people working in planning, in the development sector and across Scotland's communities during the PPF11 reporting period. The Minister emphasised the need to ensure that the system is properly resourced; he considers this to be key to improving the performance of planning. He notes that in April 2022 he implemented the biggest change to planning fees for 8 years with most application fees increasing by between 25% and 50%. Recruitment remains challenging across the planning profession and within the development sector more generally. This is also recognised and acknowledged by the Minister, and he notes that supporting a pipeline of knowledgeable and skilled planners is essential to delivering on the ambitions set out in National Planning Framework 4 (NPF4).
- 2.2 The High-Level Group on Performance agreed a set of performance markers based upon a Red, Amber, Green (RAG) rating and assess each authority's PPF against those markers to give an indication of priority areas for improvement action. The High-Level Group monitor and evaluate how the key markers have been reported and the value which they have added at a national level. (The High-Level Group considers planning performance and related matters. The Scottish Government and COSLA co-chair the group which includes Heads of Planning Scotland) Of 15 Areas reported in the Fife PPF11, 13 performance markers were allocated Green, and 2 were allocated Amber and none red. In terms of the RAG markers this is an improvement on the feedback for PPF10 with 1 marker moving from Amber to Green, and another two moving from not applicable to Green. Marker 4 moved from Green to Amber. This is the Service's best performance equalling the result of the PPF report in 2015-2016.

- 2.3 Performance in relation to the determination of Local and Householder applications slowed in the PPF 11 reporting period largely arising from the impact of a large increase in applications and challenges with staff capacity during that period. It is a key objective to improve on this performance to reduce decision timescales back to the quicker timescales achieved previously. The Service is achieving an increase in decision making on these applications within the current performance period. The timescale for Major applications improved significantly. Work also continues to improve and streamline the processing of legal agreements following determination of these large-scale applications this is a particular focus for the PPF 12 reporting period.
- 2.4 Continuous review of the Service's processes and systems particularly using LEAN business process improvement tools and techniques has achieved steady embedded improvements and shifted the balance to green for most performance markers. In 2012 -13 (PPF2) the first year that the RAG marker system was introduced the service achieved 7 amber and 7 green markers, with 1 red. Over the next two PPFs the Service reported no red markers with a further improvement in performance reflected in the reduction to 6 amber and 7 red markers for 2014/16 (PPF 4). The Service best marking was in 2015-16 for PPF 5 where we had 11 green markers and 2 amber. While there was a reduction in green markers in 2016-17 for PPF7 the Service has again in PPF 11 achieved the level of performance when measured in terms of RAG rating as attained in 2015-16 Further details on these markers are provided in the tables within the Minister's letter in Appendix 1. The main PPF11 RAG summary table is copied below for ease of reference.

No.	Performance Marker	RAG rating	Comments
1	Decision-making: continuous reduction of average timescales for all development categories [Q1 - Q4]	Amber	<p>Major Applications Your timescales of 34.1 weeks are faster than the previous year and faster than the Scottish average of 44.6 weeks. RAG = Green</p> <p>Local (Non-Householder) Applications Your timescales of 15.7 weeks are slower than the previous year and the Scottish average of 13.5 weeks. RAG = Red</p> <p>Householder Applications Your timescales of 11 weeks are slower than the previous year and the Scottish average of 8.7. RAG = Red</p> <p>Overall RAG = Amber</p>
2	Processing agreements: <ul style="list-style-type: none"> offer to all prospective applicants for major development planning applications; and availability publicised on website 	Green	<p>Processing agreements are available for all applications. 4% of major applications were subject to processing agreements during the reporting period. RAG = Green</p> <p>Processing agreement information is available on your website. RAG = Green</p> <p>Overall RAG = Green</p>
3	Early collaboration with applicants and consultees <ul style="list-style-type: none"> availability and promotion of pre-application discussions for all prospective applications; and clear and proportionate requests for supporting information 	Green	<p>Pre-application discussions are available to applicants with clear information provided on your website. RAG = Green</p> <p>You have a clear and proportionate approach to requesting additional information which includes the validation checklist, SUDS guidance and HOPS guidance. RAG = Green</p> <p>Overall RAG = Green</p>

No.	Performance Marker	RAG rating	Comments
4	Legal agreements: conclude (or reconsider) applications after resolving to grant permission reducing number of live applications more than 6 months after resolution to grant (from last reporting period)	Amber	Your average timescales for determining applications with legal agreements are slower than last year and the Scottish average of 33.2 weeks. We note however you actively engage in S75 process early have measures in place to keep applicants and developers fully informed in the process including discussion on timescales.
5	Enforcement charter updated / re-published within last 2 years	Green	Your enforcement charter was updated in March 2020
6	Continuous improvement: <ul style="list-style-type: none"> progress ambitious and relevant service improvement commitments identified through PPF report 	Green	You have completed 1 out of 6 service commitments, with the remaining ongoing. Three additional improvement commitments for 2022-23 are set out in the PPF report alongside the ongoing commitments carried over from last year.
7	Local development plan less than 5 years since adoption	Green	Your LDP was adopted in September 2017 and therefore it has been less than 5 years since adoption. The new LDP will not be replaced by the 5-year mark as it is being reviewed under the provisions in the Planning (Scotland) Act 2019 which operates a 10-year cycle.
8	Development plan scheme – next LDP: <ul style="list-style-type: none"> project planned and expected to be delivered to planned timescale 	Green	Your report states that work on the LDP Evidence Report commenced at end of 2021, and FIFEplan2 timescales will be provided in a future Development Plan Scheme.
9 & 10	LDP Engagement: <ul style="list-style-type: none"> stakeholders including Elected Members, industry, agencies, the public and Scottish Government are engaged appropriately through all key stages of development plan preparation. 	Green	As noted above, participation has commenced with various bodies to help inform your next LDP.
11	Policy Advice: <ul style="list-style-type: none"> Production of relevant and up to date policy advice 	Green	Case studies 1 and 2 both illustrate how clear policy advice provided early in the application process led to positive planning outcomes. Supplementary guidance was also reviewed/updated during the reporting period including the enforcement charter being updated twice within the two year required period.
12	Corporate working across services to improve outputs and services for customer benefit (for example: protocols; joined-up services; single contact arrangements; joint pre-application advice)	Green	The PPF report provides evidence of the authority working across service areas including property, housing, education and economic development. This arrangement assists with the provision of pre-application advice. It is clear from case study 4 that such cross-service working between the planning authority and university have been integral to the early phased development of the Eden Campus.
13	Sharing good practice, skills and knowledge between authorities	Green	The PPF report notes that the Council actively participates in in-house and external facilitated training through its Continuous Professional Development (CPD), programme; Royal Town Planning Institute (RTPI), Heads of Planning Scotland (HoPS), Society of Local Authority Chief Executives, (SOLACE), National Association of Planning Enforcement (NAPE) and work with other planning authorities and key agencies.
14	Stalled sites / legacy cases: conclusion or withdrawal of old planning applications and reducing number of live applications more than one year old	Green	You have cleared 75 cases during the reporting year, with 9 cases still awaiting conclusion – a decrease of 5

No.	Performance Marker	RAG rating	Comments
15	Developer contributions: clear and proportionate expectations <ul style="list-style-type: none"> • set out in development plan (and/or emerging plan); and • in pre-application discussions 	Green	LDP and supplementary guidance set out expectations RAG = Green Pre-application guidance on developer contributions is set out to applicants wherever possible. RAG = Green Overall RAG = Green

2.5 The areas which achieved Green performance markers in PPF 11 related to the following topics:

Marker 2: Processing agreements. The Scottish Government noted that Processing Agreements are available for all applications. Irrespective of a processing agreement, all applications are subject to project management. Processing agreement information is available on the website. A Processing Agreement is a formal arrangement between the applicant or agent involved with a planning application to agree an extended time period for determining their application. Often this will arise as a result of negotiations or resolving issues arising from consultee responses.

Marker 3: Early collaboration with applicants and consultees. The Scottish Government commented that Pre-application discussions are available to applicants with clear information provided on your website this has resulted in an increase in applicants who are taking up this service. There is a clear and proportionate approach to requesting additional information which includes the validation checklist, SUDS guidance and HOPS guidance.

Marker 5: Enforcement Charter. The Scottish Government reflected that the Planning Enforcement Charter was updated in March 2020. (March 2020 is stated in the Ministers report but additional updates were undertaken during the reporting period, the most recent being March 2022)

Marker 6: Continuous Improvement. The Scottish Government noted that work continues on the Planning Services' service improvement commitments with three additional commitments for 2022-23 set out in the PPF along with ongoing commitments carried over from last year.

Marker 7: Local Development Plan (LDP). The Scottish Government commented that the LDP was less than 5 years old at the end of the reporting period and noted that the new LDP will not be replaced by the 5-year mark as it is being reviewed under the provisions in the Planning (Scotland) Act 2019 which operates a 10-year cycle.

Marker 8: Local Development Plan Scheme-next LDP. The Scottish Government noted that the PPF 11 report states that work on the LDP Evidence Report commenced at end of 2021, and FIFEplan2 timescales will be provided in a future Development Plan Scheme.

Marker 9 and 10: LDP Engagement. The Scottish Government note that participation has commenced with various bodies to help inform your next LDP

Marker 11: Regular and proportionate policy advice. The Scottish Government reflected that Case studies 1 and 2 both illustrate how clear policy advice provided early in the application process led to positive planning outcomes. Supplementary

guidance was also reviewed/updated during the reporting period including the enforcement charter being updated twice within the two-year required period.

Marker 12: Corporate working across services. The Scottish Government highlighted that there is broad evidence of the authority working across service areas including property, housing, education, and economic development. It was noted that this holistic approach particularly assists with the provision of pre application work, and the Scottish Government noted that this was clear from case study 4 in the PPF 4 that such cross-service working between the planning authority and university have been integral to the early phased development of the Eden Campus.

Marker 13: Sharing good practice, skills and knowledge between authorities. The Scottish Government noted that Fife Council actively participates in in-house and external facilitated training through its Continuous Professional Development (CPD), programme; Royal Town Planning Institute (RTPI), Heads of Planning Scotland (HoPS), Society of Local Authority Chief Executives, (SOLACE), National Association of Planning Enforcement (NAPE) and work with other planning authorities and key agencies.

Marker 14: Stalled sites/legacy cases. The Scottish Government noted that Fife Council had cleared 75 cases during the reporting year, with 9 cases still awaiting conclusion – a decrease of 5 from the number outstanding reported in PPF 10.

Marker 15: Developer contributions: clear and proportionate expectations. The Scottish Government commented that Fife Council had Supplementary Guidance in place which sets out expectations and that pre-application guidance on developer contributions is set out to applicants wherever possible.

- 2.6 Whilst these areas have achieved a Green rating in the PPF11 positive effort will be afforded to each area to ensure the highest rating is maintained and where appropriate elements of the Performance Marker improved upon for submission of PPF12 (2022/23). As is recognised by the minister in his feedback on PPF11, PPF 10 will capture the impacts of COVID 19. This however is considered to be an opportunity to demonstrate the flexibility and agility of the planning service to meet the challenges presented by this situation and how it has assisted and supported businesses, facilitated continued investment and ensured a continuity of service across our customer base.
- 2.7 The two Performance Marker Areas which achieved an Amber rating are areas where greater focus is required to achieve or continue positive movement towards the higher Green rating in PPF12 This however also needs to be set against the prioritisation of maintaining service delivery and securing investment to assist and support green recovery in the context of the challenges presented by Covid-19. Fife Planning Services has implemented further improvements across a number of processes including project managing all planning applications which has resulted in increased performance in the speed of determining major applications within the 2021/22 period. The areas where an Amber rating was achieved, and a Green rating sought are set out below with Scottish Government's comments and information on what measures have been put in place to improve performance in these areas.
- 2.8 With regards to **Marker 1: Decision-making: continuous reduction of average timescales for all development categories of planning applications.** We achieved a green marker in terms of our improvement for major applications which reduced from 39.7 weeks in PPF 10 to 34.1 weeks in PPF11 which is also faster than the Scottish

average of 44.6 weeks. The Scottish Government noted however that the determination period for Local (non-householder) and Householder applications had reduced from the performance reported in PPF10. For non-householder applications performance was 15.7 weeks which was slower than that reported in PPF 10 and the Scottish average of 13.5 weeks. For Householder applications performance slowed from that reported in PPF10 as well; reducing to 11 weeks which is also slower than the reported Scottish average of 8.7 weeks.

- 2.9 Considering the feedback and comments from Scottish Government on this marker while the Service is pleased to report the continuing improvement in performance relating to major applications; the average timescale reported for Local (non-householder) and Householder applications is disappointing; nevertheless all efforts are made to ensure applications are determined as quickly and efficiently as possible and applicants and agents are kept informed of progress and likely determination timescales.
- 2.10 With regard to **Marker 4: Legal agreements: conclude (or reconsider) applications after resolving to grant permission reducing number of live applications more than 6 months after resolution to grant (from last reporting period)**; was also marked as amber. The Scottish Government reflected that Fife Council's average timescales for determining applications with legal agreements are slower than last year and slower than the Scottish average. It was also noted however that Fife Council actively engage in S75 process early and have measures in place to keep applicants and developers fully informed in the process including discussion on timescales. The timescales reported reflect a number of complex cases and the Planning Service collaborates with Legal Services to improve the speed of legal agreements.
- 2.11 Considering the feedback from Scottish Government on this marker the Service continued its commitment to ensure officers in Legal and Planning Services meet regularly to review the ongoing legal agreement workload and performance. Meetings are held with services involved in securing contributions delivered through the Council's Planning Obligations Framework.

3.0 Resources

- 3.1 Reflecting on the Minister's comments in relation to securing new investment into planning services in Scotland arising from the income generated from the increase in planning fees; Fife Council Planning Services has taken the opportunity to invest in key posts to ensure that sufficient resources are in place to deliver statutory requirements and pursue key strategic projects across Fife; particularly in relation to the delivery of the Strategic Development Areas and key infrastructure. Recruitment remains challenging across the planning profession and within the development sector more generally. This is also recognised and acknowledged by the Minister, and he notes supporting a pipeline of knowledgeable and skilled planners is essential to delivering on the ambitions set out in NPF4. Fife Council Planning Services is actively involved in working with the RTPi and Heads of Planning Scotland in assisting with the Minister's commitment to deliver on that objective. Fife Council has been particularly proactive in securing trainee and student posts to create gateway opportunities for people interested in planning as a career.

- 3.2 Future Planners Project (July 2022) (HoPS, RTPI Scotland, Improvement Service)
Provides background to the challenges for the recruitment of planners into local government nationally, and related actions which are currently being taken forward through a national working group.

4.0 Conclusions

- 4.1 PPF 11 demonstrated the continuous improvement on performance across the planning service and highlighted through case studies, projects, workforce development, and process improvement positive outcomes, all of which contribute to the Plan for Fife, and the Local Outcome Improvement Plan.
- 4.2 In PPF11, the Service continued to significantly improve performance in the major applications reflecting investment in that area in recent years. Following the recent increase in planning fees the Service has invested in new posts and created posts to secure training opportunities to widen the opportunities to bring new talent into the profession and develop the planners of the future. This is also having an impact in the performance with our recent householder performance in the last 2 quarters being faster than the Scottish average recorded in last year's PPF. The Service continues to proactively manage workloads and develop officers to ensure that there is a positive impact on the performance of Local applications to strive to match the Scottish average. Overall, The Service continues to strive to increase the Green ratings achieved and delivering change including continuous improvement as set out in PPF11.
- 4.3 Performance reporting will remain important in the PPF 12 but more so will be how the Planning Service has demonstrated agility and flexibility through the application of new technology; implementation of innovative approaches; and provided service continuity to meet the challenges presented by COVID 19; moreover the Service will be able to reflect on how the learnings have shaped and positively impacted on the ways of working and meeting wider objectives related to climate change as well as performance improvement.

List of Appendices

1. Letter from Tom Arthur MSP with feedback on PPF11

Background Papers

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

- [Planning Performance Framework 2021/22 \(PPF11\) – July 2022](#)
- [Future Planners Project \(July 2022\) \(HoPS, RTPI Scotland, Improvement Service\)](#)
- [HOPS Briefing Paper Resourcing the Planning System \(Nov 2021\) \(HoPS\)](#)

Report author

Pam Ewen (Head of Planning)
03451 55 55 55 ext. 442288
pam.ewen@fife.gov.uk

Report agreed and signed-off by Ken Gourlay, Executive Director, Enterprise and Environment



T: 0300 244 4000
E: scottish.ministers@gov.scot

Steve Grimmond
Chief Executive
Fife Council

22 December 2022

Dear Steve Grimmond

I am pleased to enclose feedback on your authority's eleventh Planning Performance Framework (PPF) Report, for the period April 2021 to March 2022.

The reporting period which these reports cover has continued to present challenges for people working within planning, in the development sector and across Scotland's communities.

Ensuring the system is appropriately resourced is key to improving the performance of planning, which is why in April I implemented the biggest change to planning fees in 8 years, with fees for most types of development increasing by between 25% and 50%. At the time I said I would expect to see this additional money invested in delivering improvements in Planning Services. It is too early to know whether that has occurred, however, I have heard positive feedback from some authorities who have managed to recruit or retain staff as a result of the additional income. I also committed to working with Heads of Planning and COSLA to identify how we could move planning fees closer to covering the full cost of their determination. That work is ongoing and I expect to receive some conclusions/recommendations early in the new year.

I am also encouraged to see the fees for applications made under the Electricity Act also increasing on 13th December and the voluntary contribution of 50% of the fee, for certain types of application, being passed to planning authorities being maintained.

However, I recognise that resourcing is about more than just money and having a pipeline of knowledgeable and skilled planners is essential to delivering on our ambitions set out in NPF4. This is why I supported the RTPI and Heads of Planning Scotland's Future Planners Project which looked at proposals to help increase the numbers of people entering the planning profession. We recognise the importance of delivering on this vision and the resourcing and skills challenges for planning authorities, which we are taking steps to address.

Scottish Ministers, special advisers and the Permanent Secretary are covered by the terms of the Lobbying (Scotland) Act 2016. See www.lobbying.scot



Work is also progressing on

- the introduction of mandatory training for elected members in the planning system;
- the implementation of statutory annual reports by planning authorities; and
- the appointment of a Planning Improvement Coordinator for Scotland.

Turning to the 2021-22 PPF reporting year, although, as expected, there have been some minor changes overall in the markings awarded, the figures indicate that performance has remained relatively stable. This is a testament to the hard work and flexibility of authorities during challenging times and I believe that overall, good progress continues to be made by Scotland's planning authorities.

If you would like to discuss any of the markings awarded below, please email chief.planner@gov.scot and a member of the team will be happy to discuss these with you.



TOM ARTHUR

CC: Pam Ewen, Head of Planning

Scottish Ministers, special advisers and the Permanent Secretary are covered by the terms of the Lobbying (Scotland) Act 2016. See www.lobbying.scot

St Andrew's House, Regent Road, Edinburgh EH1 3DG
www.gov.scot

INVESTORS IN PEOPLE
We invest in people Silver



PERFORMANCE MARKERS REPORT 2021-22

Name of planning authority: **Fife Council**

The High Level Group on Performance agreed a set of performance markers. We have assessed your report against those markers to give an indication of priority areas for improvement action. The high level group will monitor and evaluate how the key markers have been reported and the value which they have added.

The Red, Amber, Green ratings are based on the evidence provided within the PPF reports. Where no information or insufficient evidence has been provided, a 'red' marking has been allocated.

No.	Performance Marker	RAG rating	Comments
1	Decision-making: continuous reduction of average timescales for all development categories [Q1 - Q4]	Amber	<p>Major Applications Your timescales of 34.1 weeks are faster than the previous year and faster than the Scottish average of 44.6 weeks. RAG = Green</p> <p>Local (Non-Householder) Applications Your timescales of 15.7 weeks are slower than the previous year and the Scottish average of 13.5 weeks. RAG = Red</p> <p>Householder Applications Your timescales of 11 weeks are slower than the previous year and the Scottish average of 8.7. RAG = Red</p> <p>Overall RAG = Amber</p>
2	Processing agreements: <ul style="list-style-type: none"> offer to all prospective applicants for major development planning applications; and availability publicised on website 	Green	<p>Processing agreements are available for all applications. 4% of major applications were subject to processing agreements during the reporting period. RAG = Green</p> <p>Processing agreement information is available on your website. RAG = Green</p> <p>Overall RAG = Green</p>
3	Early collaboration with applicants and consultees <ul style="list-style-type: none"> availability and promotion of pre-application discussions for all prospective applications; and clear and proportionate requests for supporting information 	Green	<p>Pre-application discussions are available to applicants with clear information provided on your website. RAG = Green</p> <p>You have a clear and proportionate approach to requesting additional information which includes the validation checklist, SUDS guidance and HOPS guidance. RAG = Green</p> <p>Overall RAG = Green</p>
4	Legal agreements: conclude (or reconsider) applications after resolving to grant permission reducing number of live applications more than 6 months after resolution to grant (from last reporting period)	Amber	<p>Your average timescales for determining applications with legal agreements are slower than last year and the Scottish average of 33.2 weeks.</p> <p>We note however you actively engage in S75 process early have measures in place to keep applicants and developers fully informed in the process including discussion on timescales.</p>
5	Enforcement charter updated / re-published within last 2 years	Green	Your enforcement charter was updated in March 2020

6	Continuous improvement: <ul style="list-style-type: none"> progress ambitious and relevant service improvement commitments identified through PPF report 	Green	You have completed 1 out of 6 service commitments, with the remaining ongoing. Three additional improvement commitments for 2022-23 are set out in the PPF report alongside the ongoing commitments carried over from last year.
7	Local development plan less than 5 years since adoption	Green	Your LDP was adopted in September 2017 and therefore it has been less than 5 years since adoption. The new LDP will not be replaced by the 5-year mark as it is being reviewed under the provisions in the Planning (Scotland) Act 2019 which operates a 10-year cycle.
8	Development plan scheme – next LDP: <ul style="list-style-type: none"> project planned and expected to be delivered to planned timescale 	Green	Your report states that work on the LDP Evidence Report commenced at end of 2021, and FIFEplan2 timescales will be provided in a future Development Plan Scheme.
9 & 10	LDP Engagement: <ul style="list-style-type: none"> stakeholders including Elected Members, industry, agencies, the public and Scottish Government are engaged appropriately through all key stages of development plan preparation. 	Green	As noted above, participation has commenced with various bodies to help inform your next LDP.
11	Policy Advice: <ul style="list-style-type: none"> Production of relevant and up to date policy advice 	Green	Case studies 1 and 2 both illustrate how clear policy advice provided early in the application process led to positive planning outcomes. Supplementary guidance was also reviewed/updated during the reporting period including the enforcement charter being updated twice within the two year required period.
12	Corporate working across services to improve outputs and services for customer benefit (for example: protocols; joined-up services; single contact arrangements; joint pre-application advice)	Green	The PPF report provides evidence of the authority working across service areas including property, housing, education and economic development. This arrangement assists with the provision of pre-application advice. It is clear from case study 4 that such cross-service working between the planning authority and university have been integral to the early phased development of the Eden Campus.
13	Sharing good practice, skills and knowledge between authorities	Green	The PPF report notes that the Council actively participates in in-house and external facilitated training through its Continuous Professional Development (CPD), programme; Royal Town Planning Institute (RTPI), Heads of Planning Scotland (HoPS), Society of Local Authority Chief Executives, (SOLACE), National Association of Planning Enforcement (NAPE) and work with other planning authorities and key agencies.
14	Stalled sites / legacy cases: conclusion or withdrawal of old planning applications and reducing number of live applications more than one year old	Green	You have cleared 75 cases during the reporting year, with 9 cases still awaiting conclusion – a decrease of 5

15	<p>Developer contributions: clear and proportionate expectations</p> <ul style="list-style-type: none"> • set out in development plan (and/or emerging plan); and • in pre-application discussions 	Green	<p>LDP and supplementary guidance set out expectations RAG = Green</p> <p>Pre-application guidance on developer contributions is set out to applicants wherever possible. RAG = Green</p> <p>Overall RAG = Green</p>
----	---	-------	---

Fife Council

Performance against Key Markers

Marker		2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22
1	Decision making timescales	Amber	Amber	Amber	Red	Amber	Amber	Amber	Amber	Amber
2	Processing agreements	Green								
3	Early collaboration	Amber	Amber	Amber	Green	Green	Green	Green	Green	Green
4	Legal agreements	Amber	Amber	Green	Amber	Amber	Amber	Amber	Green	Amber
5	Enforcement charter	Green								
6	Continuous improvement	Amber	Amber	Green	Amber	Amber	Amber	Green	Amber	Green
7	Local development plan	Green	Green	Green	Amber	Green	Green	Green	Green	Green
8	Development plan scheme	Green	Green	Green	Amber	Green	Green	Green	Amber	Green
9 & 10	LDP Early Engagement	N/A	Green							
11	Regular and proportionate advice to support applications	Amber	Green							
12	Corporate working across services	Green								
13	Sharing good practice, skills and knowledge	Amber	Green							
14	Stalled sites/legacy cases	Amber	Amber	Green	Red	Red	Red	Amber	Green	Green
15	Developer contributions	Amber	Amber	Green						

Overall Markings (total numbers for red, amber and green)

	Red	Amber	Green
2013-14	0	8	5
2014-15	0	6	7
2015-16	0	2	11
2016-17	2	4	7
2017-18	1	3	9
2018-19	1	3	9
2019-20	0	3	10
2020-21	0	3	10
2021-22	0	2	12

Decision Making Timescales (weeks)

	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2021-22 Scottish Average
Major Development	49.7 <i>Green</i>	45.0 <i>Green</i>	28.2 <i>Green</i>	38.1 <i>Red</i>	31.0 <i>Green</i>	51.2 <i>Red</i>	64.9 <i>Red</i>	39.7 <i>Green</i>	34.1 <i>Green</i>	44.6 Grey
Local (Non-Householder Development)	19.5 <i>Amber</i>	15.8 <i>Amber</i>	15.2 <i>Amber</i>	15.9 <i>Red</i>	13.1 <i>Amber</i>	10.8 <i>Amber</i>	9.4 <i>Green</i>	13.0 <i>Red</i>	15.7 <i>Red</i>	13.5 Grey
Householder Development	8.1 <i>Red</i>	8.6 <i>Red</i>	8.5 <i>Amber</i>	8.6 <i>Red</i>	8.9 <i>Red</i>	7.5 <i>Green</i>	7.3 <i>Green</i>	8.2 <i>Red</i>	11.0 <i>Red</i>	8.7 Grey

26th January, 2023

Agenda Item No. 6

Business and Employability: Service Performance Report

Report by: Gordon Mole, Head of Business & Employability

Wards Affected: All

Purpose

To present the performance scorecard for Business & Employability for 2021/22.

Recommendation(s)

Members are asked to:

1. Note the arrangements set out in **Section 1.0** to fulfil the Council's obligation to comply with Audit Scotland's 2021 SPI Direction; and,
2. Consider and review the Business & Employability performance information in **Appendix 1**, including current Challenges, Priorities and Risks. A high-level overview of Business & Employability KPIs is attached in Appendix 1, covering four lenses of performance: Local Government Benchmarking Framework (LGBF) / Plan4Fife (P4F) indicators; Customer; Resources; and Service Operations.

Resource Implications

None

Legal & Risk Implications

There are legal requirements highlighted within this report, linked to a risk of regulatory interventions if the Council does not adhere to the standards and expectations set by Audit Scotland.

Impact Assessment

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

Consultation

None required

1.0 Background

- 1.1 Audit Scotland published an update on Statutory Performance Direction in December 2021. The Council is required to report a range of information setting out:
- i. Its performance in improving local public services, provided by both (i) the council itself and (ii) by the council in conjunction with its partners and communities
 - ii. Its progress against the desired outcomes agreed with its partners and communities
 - iii. Its performance in comparison (i) over time and (ii) with other similar bodies including information drawn down from LGBF in particular and from other benchmarking activities
 - iv. Its assessment of how it is performing against its duty of Best Value, and how it plans to improve against this assessment.

Below is a Link to the Statutory Performance Indicators Direction published in Dec 2021:

[SPI Direction - December 2021 \(revised\)](#)

2.0 Performance Reporting

- 2.1 Appendix 1 to this report is presented in the form of a balanced scorecard covering the areas of LGBF/P4F, Customer, Resources and Service Operations. A current snapshot of Service Challenges is included along with a section on Risks.

List of Appendices

Appendix 1 – Business & Employability Performance Scorecard 2020-21

Report Contact: Peter Corbett, Lead Officer (Economy)
Email: Peter.Corbett@fife.gov.uk

Current Challenges & Priorities

CURRENT CHALLENGES

- Whilst unemployment in Fife has fallen to a record low, employment has yet to return to pre-pandemic levels and there has been a significant increase in economic inactivity. Claimant Rates in Levenmouth, Kirkcaldy and Cowdenbeath remain higher than the rest of Fife and the under-performance of the Mid-Fife economy remains a concern.
- The changing dynamics of high street retail in our key town centres continues to pose a significant challenge. Renewed local identity, drawing upon our coastline, parks, cultural and heritage assets all provide opportunities to re-purpose and revitalise our communities. A renewed focus on town-centre housing and ongoing creative investment in built heritage regeneration and public realm improvements is helping to address this issue.
- In 2022 the tourism and hospitality sector enjoyed the first full season since 2019. Figures for 2021 showed that visitor numbers to Fife had yet to return to pre-pandemic levels. Whilst the number of tourism-related businesses has grown, the sector continues to face significant pressures from staff shortages and the cost-of-living / cost-of-doing-business crisis. Major events, including golf tourism, allied to our outstanding natural and cultural assets continue to provide the platform to grow visitor numbers to Fife – but with an increased focus on promoting sustainable tourism.
- Securing positive destinations for 16-24 year olds remains a priority, as does targeted support to help those who are most disadvantaged to access and sustain fair and meaningful employment.
- Providing ongoing support for business start-ups and early survival and business growth and resilience – with a focus on digital innovation, support for alternative business models, guidance to businesses on the just transition to net zero, and emerging opportunities within the green, blue and circular economies.

PRIORITIES

The draft Fife Economic Strategy 2023-28 identifies six key economic priorities:

- **Supporting & Encouraging Enterprise**
- **Supporting Sustainable Business Growth & New Opportunities**
- **Promoting Place-Based Investment in Infrastructure**
- **Supporting Skills Development & Progression**
- **Promoting Fair & Inclusive Access to Work**
- **Ensuring Effective Collaboration & Delivery**

Within the context of these six priorities, the Fife Economic Strategy is also committed to:

- **Addressing the Climate Emergency** by embedding appropriate actions within economic development activity. This includes sustainable investment in our economic property portfolio, consideration of future employment land requirements and links to local development planning and transportation; business support for the just transition to net zero; and workforce development in relation to green, blue and circular economy needs and opportunities.
- **Tackling Poverty & Preventing Crisis** through support to help those most disadvantaged and furthest from the labour market to secure and sustain meaningful employment; and,
- Promoting the key principles of **Community Wealth Building**, particularly in relation to progressive procurement practices, local supply chain development, support for alternative business models, repurposing and revitalising our key town centres, and returning vacant & derelict land and buildings within our communities to productive use.

RISKS / EMERGING RISKS

- There is a significant risk of business failures as a result of the Cost-of-Living / Cost-of-Doing-Business crises, with a potential increase in unemployment and further detrimental impact to town centres.
- Energy prices and energy sustainability continue to be key drivers of these crises, exacerbated by the ongoing conflict in the Ukraine.
- On 15 Dec 2022 the Bank of England further raised interest rates from 3% to 3.5% (the ninth consecutive increase and the highest level seen for 14 years). Announcing the latest rise, the Bank indicated that it was likely to continue to increase interest rates in 2023. The Bank has previously warned the UK faces a 2-year recession with unemployment likely to double to around 6.5% by 2025.
- Economic Inactivity in Fife (ie the proportion of Fife's working aged population (aged 16-64 years) neither in employment nor actively seeking employment) for the 12 months to June 2022 was 26.9% (60,900 people). This is the highest rate ever recorded in Fife and is above the Scottish rate (22.9%) and higher than the pre-pandemic rate in Fife (23.9%). Around 30% (18,200 people) of those economically inactive in Fife cited long-term ill-health as the reason. Cowdenbeath area has the highest rate of economic inactivity in Fife.
- Figures from the Office of National Statistics (ONS) also show that Fife has fewer working households than almost any other part of the UK, with 28,170 households (23.1%) having no working-age occupants in employment last year.
- The Times 2022 League Table of Scotland's High Schools saw only one Fife school in the Top 100 (Madras College at 31). Levenmouth Academy (331) and Beath High School (332) were ranked bottom of the list of 332 schools. The rankings are based on percentage of pupils achieving the 'gold standard' of 5 Highers in 2021.
- In a letter to Scottish Government Finance Minister John Swinney, the Directors of Finance from all 32 local authorities have warned there would be "significant consequences" unless more money was allocated to local government services, with the most vulnerable members of society likely to be worst affected if tough choices have to be made on stopping or reducing public services.
- There remain uncertainties and risks in relation to the UK Government Levelling Up agenda and associated funding streams and to how well these replace former European funding streams post-EU exit.
- Officers continue to monitor developments and economic implications in relation to the Scottish Government's proposals for an independent Scotland.

KEY OUTCOMES

[Local Government Benchmarking Framework (LGBF) and Plan4Fife (P4F) Indicators]

P4F / LGBF KEY OUTCOME MEASURES	2018/19	2019/20	2020/21	2021/22
Employment Rate – Fife (%) (P4F)	74.0%	71.6%	71.5%	69.3%
Unemployment Rate - Fife (%) (P4F)	4.6%	4.1%	5.0%	3.7%
% of the Working Age Population in Fife claiming out-of-work benefits (LGBF)	3.6%	3.8%	6.4%	4.9%
Number of VAT/PAYE-registered enterprises in Fife	9,785	9,900	9,535	9,155
New businesses surviving at least 3 years (%) - Fife (P4F)	57.9%	60.3%	58.7%	55.5%
New businesses surviving at least 3 years (%) - Scotland (P4F)	55.6%	58.7%	58.5%	59.0%
Total Visitor Numbers to Fife (All Visitors) (STEAM*) (P4F)	2.87m	2.80m	1.14m	1.75m
Economic Impact of Tourism in Fife (All Visitors) (£m in 2021 prices) (STEAM*) (P4F)	£378m	£372m	£144m	£278m
Total FTE Employment Supported by Tourism in Fife (STEAM*) (P4F)	5,564	5,487	3,080	4,343
Median Weekly Workplace Earning – Fife (P4F)	£544.30	£558.80	£597.80	£573.50
Median Weekly Resident Earnings – Fife (P4F)	£564.60	£579.40	£610.60	£604.00
Median Weekly Earnings - Work in Scotland (P4F)	£577.00	£592.20	£620.70	£640.50
Proportion of employee jobs paid less than the Real Living Wage (%) – Fife (P4F)	18.9%	14.9%	16.8%	12.3%
% land immediately available for employment purposes in Fife (LGBF)	4.6%	4.6%	5.7%	3.3%
% residential and commercial properties receiving superfast broadband in Fife (LGBF)	95.0%	95.2%	95.3%	95.9%

*Note: STEAM is a tourism economic impact modelling tool used by most Tourism Destination areas in the UK

Continued /

P4F / LGBF KEY OUTCOME MEASURES (continued)	2018/19	2019/20	2020/21	2021/22
Retail vacancy rate (% floorspace) – Kirkcaldy (P4F)	31.1%	33.2%	35.3%	31.1%
Retail vacancy rate (% floorspace) – Leven (P4F)	18.7%	19.8%	22.6%	14.9%
Retail vacancy rate (% floorspace) – Dunfermline (P4F)	17.3%	17.3%	28.1%	29.1%
Retail vacancy rate (% floorspace) – Glenrothes (P4F)	20.8%	20.6%	26.5%	25.0%
Retail vacancy rate (% floorspace) – Cowdenbeath (P4F)	20.5%	15.2%	18.4%	16.3%
Retail vacancy rate (% floorspace) – Lochgelly (P4F)	28.6%	21.8%	20,9%	17,7%
Retail vacancy rate (% floorspace) - St Andrews (P4F)	6.1%	10.5%	11.7%	8.8%
Retail vacancy rate (% floorspace) – Cupar (P4F)	19.7%	16.8%	15.8%	10.8%

KEY OUTCOME MEASURES: COMMENTARY

Employment / Unemployment / Economic Inactivity

- Fife’s employment rate fell from 73.7% in 2019 to 68.7% in the 12 months to June 2022, meaning that more than three in ten of the region’s working age population were either unemployed or economically inactive. The highest falls in employment were seen in the Cowdenbeath, Glenrothes, and South & West Fife committee areas. In the Dunfermline and North East Fife committee areas, employment rates have returned to 2019 levels. The Kirkcaldy and Levenmouth committee areas were the only areas to see their employment rates increase to above the 2019 pre-pandemic levels.
- At a national level, it is worth noting that the employment rate for women of working age in Scotland hit a record high of 75.6% between August and September 2022 – the highest level recorded since the labour force survey began in 1992. Scotland's overall employment rate for all people of working age for the same period rose by 0.7% to match its highest ever level of almost 76%.
- The latest unemployment figures for Fife are for the 12 months to June 2022. Between 2020/21 and 2021/22, Fife’s unemployment rate fell below its pre-pandemic level to a record low as the estimated number of people who were unemployed fell by 2,100 to 6,600. Although Fife’s latest unemployment rate of 3.9% is higher than the Scottish rate of 3.4%, the gap is narrower than before the pandemic.
- Over a quarter (26.9%) of Fife’s working aged population (aged 16-64 years) was economically inactive (ie neither in employment nor actively seeking employment) in the 12 months to June 2022. Fife’s inactivity rate is higher than the Scottish rate (22.9%) and also higher than the rate in Fife before the Covid-19 pandemic (23.9%). Around 30% (18,200 people) of those who are economically inactive in Fife cited long-term ill-health as the reason. Figures for economic inactivity below the Fife level are less reliable, but suggest Cowdenbeath area has the highest rate of economic inactivity in Fife.

Continued /

- The percentage of Fife's working age population claiming out-of-work benefits in November 2022 was 3.4%, compared with 3.1% for Scotland as a whole. There were 129 more people in Fife claiming benefits compared to the previous month, but the Fife rate remains below the pre-Covid February 2020 rate (3.8%). Claimant rates in the Kirkcaldy Area (5.4%) and Levenmouth (5.2%) are consistently the highest in Fife.

Fife Business Base

- Between March 2020 (at the start of the Covid19 pandemic) and March 2022, the number of registered businesses in Fife fell by 745 (-7.5%). This compared to a decline of -2.3% in the number of businesses in Scotland as a whole. Micro businesses (employing 9 people or less) account for 87.7% of Fife's business base and saw the worst decline, with a loss of 740 enterprises over this 2-year period.

Earnings & Cost of Living

- The median weekly earnings of people living in Fife in April 2022 (£604.00) was significantly lower than the figure for Scotland as a whole (£640.00) and lower than the year before (£610.60). The Dunfermline & West Fife UK Parliamentary Constituency (UKPC) area had the highest Median Weekly Resident Earnings in Fife at £622.00, and the Glenrothes UKPC the lowest at £554.90.
- The median weekly earnings of people working in Fife (£573.50) was also significantly lower than that for Scotland as a whole (£640.50) and lower than the year before. The highest level of Median Weekly Workplace Earnings in Fife was in the Kirkcaldy & Cowdenbeath UKPC area (£634.00), and the lowest was in the NE Fife UKPC area (£512.20).
- Following on from the Making Glenrothes a Living Wage Town initiative in 2019-20, the percentage of employee jobs paid less than the real Living Wage in Fife has continued to decrease. This has partly been down to greater appreciation of key low-paid workers during the Covid19 pandemic, ongoing staff recruitment and retention pressures across all sectors, and a narrowing of the gap between the UK government living wage and the Real Living Wage in recent years. There are now 100 accredited Living Wage employers in Fife compared to 87 last year and 37 five years ago. At a national level, ONS figures show that 91% of employees in Scotland aged 18yrs+ earn at least the Real Living Wage. This is up from 85.5% in the previous year and is the highest rate in the UK.
- Figures from the Office for National Statistics (ONS) show that workers in the private sector saw their average pay rise by 6.9% between August and October 2022, compared to wage growth of just 2.7% for public sector employees. This 4.2% gap between wage growth in the public and private sector is close to a record high. Overall, the ONS figures show that regular pay grew by 6.1% in the 3 months to October 2022, but that when taking rising prices into account, wages fell in real terms by -2.7%.
- Although price rises slowed in November, the cost of living remains close to its highest level for 40 years. ONS figures show UK inflation fell to 10.7% in the year to November from 11.1% in October. Despite a recent fall in prices, the cost of petrol and diesel prices in November 2022 was still significantly higher than the same time last year. Food prices have continued to rise, with annual food inflation hitting 16.5% in Nov 2022 - the highest rate for 45 years.
- The percentage of school leavers in Fife achieving at least one SCQF Level 6 (Higher) qualification (58.7%) 2020-21 was significantly below the figure of 66.0% for Scotland as a whole. The figures for the percentage of Fife school leavers achieving a positive initial (93.9%) and follow-up (89.8%) destination are below the figures for Scotland as a whole, with the gap being seen to widen. The proportion of Fife 16-19 year olds participating in education, training or employment has improved slightly on the previous year, however participation in the Kirkcaldy area continues to be significantly and consistently lower than in other parts of Fife and there has been a significant decline in the participation rate in the Cowdenbeath area.

CUSTOMER

Performance Indicator	2018/19	2019/20	2020/21	2021/22	Q1 2022/23	Q2 2022/23
Number of new business start-ups supported by Business Gateway Fife	550	615	518	603	127	250
% new businesses surviving at least 3 years - Fife (P4F)	57.9%	60.3%	58.7%	55.5%	N/A	N/A
% new businesses surviving at least 3 years - Scotland (P4F)	55.6%	58.7%	58.5%	59.0%	N/A	N/A
Number of businesses supported by FC Economic Development activities	979	1,105	4,974	963	N/A	N/A
Number of participants progressing from FC funded/operated employability programmes into employment	1,158	865	457	1,455	N/A	N/A
Modern Apprenticeship starts – Fife	1,820	1,794	1,205	1,756	268	958
Foundation Apprenticeship starts - Fife	167	204	238	TBC	N/A	N/A
Graduate Apprenticeship starts – Fife	72	83	78	70	N/A	N/A

COMMENTARY ON CUSTOMER MEASURES

Business Start-Ups & Early Survival

- During 2021-22 Business Gateway Fife, alongside Fife Council Economic Development, provided advice, signposting and support to over 600 local start-up businesses. This is the highest number for the year across all Scottish local authority areas. In total, almost 3,000 businesses in Fife received advisory support.
- A soft launch of the new Culture of Enterprise (CoE) 'Race to Zero' interactive simulation game based on economy, energy & social management was held with a P7 transition pupils at St Columbus RC High School in June and is being showcased to all Fife high schools from autumn 2022.
- 45 senior phase pupils have participated in a CoE Windfarm Project that included 3 days on site to construct a working windfarm. The project was funded by DYW Fife and Interreg RIGHT as a pilot project for scoping future delivery options, including a geothermal energy project delivered in schools.
(Note: DYW= Developing the Young Workforce Initiative; Interreg RIGHT= EU-funded Right Skills for the Right Future Project)

Employability

- Fife Council-funded / operated employability programmes supported 1,455 people into employment during 2021/22 – the highest annual figure ever recorded in Fife.
- The 20th Fife Business Diversity Awards took place in Dec 2022 to recognise and celebrate achievements of adults and young people overcoming multiple barriers to employment in Fife.
- DYW Careers & Pathways events with Fife high schools take place between Nov 2022 and Feb 2023.
- The new Chair of Opportunities Fife Partnership (OFP) will take up the role in Feb 2023. Dorothee Leslie (Fife College) will take over from previous chair Gordon MacDougall (SDS) who retired in July.

Continued /

- No One Left Behind (NOLB) activity commissioned in April 2022 is progressing well. Delivery partners are on track to meet and exceed target registrations ahead of schedule and job outcome performance is strong.
- An approach for funding from Fife's UK SPF People & Skills allocation was approved by the OFP in Oct 2022 to expand / add value to provision commissioned under NOLB, specifically to support inactive adults and vulnerable young people (16-18) who have left school to a negative / unknown destination.

Skills Development

- Fife College has been named the Enterprising College of the Year at the Young Enterprise Scotland Bridge 2 Business Awards 2022. Hundreds of school pupils from across the region Fife visited Fife College during April to take part in the Big Ideas Roadshow aimed at providing insights into working in digital industries. The College also launched a free 3-week 'Preparing for Higher Education' course aimed at helping prepare school leavers and older learners starting a course at college or university.
- The number of Modern Apprenticeship (MA) starts in Fife steadily increased throughout 2021/22, as Covid restrictions were lifted and the economy continued to strengthen. Start figures for the year were 97.9% of what they had been in 2019/20 and Fife saw a greater growth in MA starts than Scotland as a whole (+45.7% compared with +36.2%). In 2021/22, 14.8% of Fife's 16-24 year olds in employment were Modern Apprenticeships; a higher proportion than the previous year (12.0%) and higher than the figure of 8.5% for Scotland.
- MA starts continued to grow in 2022/23 and by 30 September Fife had 958 MA starts, 100 more than the same point in 2019/20. At the end of Q2 2022/23, 75.1% of Fife's MA leavers had completed their training, a higher achievement rate than that for Scotland as a whole (72.4%) and 4.0 percentage points higher than the same point last year (71.1%).
- As part of the Edinburgh City Region Integrated Regional Employability & Skills (IRES) Programme, a Net Zero Accelerator Hub proposal has been developed by West Lothian College, Borders College, Fife College and the University of Edinburgh. This would support skills training linked specifically to retrofitting in order to support the push towards our carbon neutral targets. Each local authority is looking to make funds available from their UK Shared Prosperity Fund (UK SPF) allocation in 2023-24 and 2024-25 to support the activity, with Borders College investing in pilot activity during 2022-23 to kick off delivery and provide a basis for other local authority partners to build on in future years. University of Edinburgh is also looking to attract inward investment from elsewhere to support the capital elements of the proposal.

SERVICE OPERATIONS

Performance Indicator	2018/19	2019/20	2020/21	2021/22	Q1 2022/23	Q2 2022/23
Jobs created / safeguarded through inward investment supported by FC	130	219	50	1,539	470	6
No. of businesses supported by FC Economic Development activities	979	1,105	4,974	963	N/A	N/A
No. of Fife businesses registered with the Supplier Development Programme	692	845	923	1,007	N/A	N/A
No. of Fife businesses participating in the Supplier Development Programme	139	74	55	53	N/A	N/A

COMMENTARY ON SERVICE OPERATIONS

Business Support & Supplier Chain Development

- At the height of the Covid-19 pandemic, Fife Council administered 10,241 grants, totalling over £106m to Fife businesses from the Scottish Government's Coronavirus Business Support Schemes.
- The Fife Council Business Property Portfolio of around 400 units is currently 93% let.
- In 2021/22, the Supplier Development Programme helped 663 Fife businesses improve their tendering skills, 219 more than the previous year, with a healthy balance of 39.7% of Fife Council procurement contracts being awarded to Fife businesses in 2021-22.
- Fife Council Economic Development business services are actively promoted on the national government business support website findbusinesssupport.gov.scot - providing businesses with a one-door approach for all support services across Fife and Scotland.
- The 2022 Fife Business Awards took place at The Old Course Hotel, St Andrews in May, with 400 people in attendance to celebrate the 24 finalists.
- The 'Fit For Defence' supplier development programme launched in Nov 2022.
- The 13th Fife Business Week took place 7-11 Nov 2022 with around 30 events for Fife businesses.
- A new Net Zero Transition Fund offers a non-repayable grant of up to £3,000 for businesses in Fife.
- A third window of the £34m Scottish Industrial Energy Transformation Fund is now open to businesses.

Town Centres & Built Heritage Regeneration

- Dunfermline was successful in being granted city status as part of the Queen's Platinum Jubilee celebrations in 2022, the award officially marked by a visit by King Charles & the Queen in October.
- The new Maygate Exchange in Dunfermline opened on 31 Oct 2022 with all five office units let.
- Phase1 works are underway at St Margaret's House, Dunfermline. This marks the start of the process of securing the long-term future of the building.
- Work is ongoing on the Inverkeithing built heritage programme, with the contract to restore and refurbish the Grade A listed Town House building now on site.

Continued /

- The Buckhaven Area Heritage Regeneration proposal has been invited to progress a Round 1 application to both Historic Environment Scotland and the National Lottery Heritage Fund.
- Fife Council has agreed a lease renunciation and external funding to facilitate the demolition/clearance of the Kirkcaldy Centre (formerly The Postings shopping centre).
- Work on Kirkcaldy Waterfront Ph2 Improvements is underway with completion expected by Sept 2023.
- £2.75 million has been approved for eight town centre place-based investment projects to be taken forward in 2022-23. These include St Margaret's House in Dunfermline, a Leven place-making project between the new railway station and existing bus station and site enabling for a major project in Kirkcaldy. Work is also ongoing on the heritage-led £3 million Inverkeithing Regeneration programme, with work underway on the Grade A-listed Town House.
- The Scotland Loves Local Gift Card (Fife) is continuing for a further year to encourage support for local businesses linked to the community wealth building and anti-poverty workstreams.
- A report by Place Informatics suggests Glenrothes is one of the best performing towns in Scotland, with footfall in July 2022 showing only a -1% decline on 2019 figures compared to a UK average of -9%.

Strategic Investment

- Fife's ten-year £50m Industrial Innovation Investment programme (i3), being delivered as part of the Edinburgh & SE Scotland City Region Deal's innovation theme, is providing much-needed serviced employment land and new industrial, office and business space across the Kingdom. The programme aims to create 1,000 new skilled permanent jobs and almost 600 short-term construction jobs. Recent progress has seen the completion of 7 single-story business units at Dunnikier Business Park in Kirkcaldy and 8 new units at West Way in the Hillend & Donibristle Industrial Estate, Dalgety Bay. Ground remediation works have been completed at Lochgelly Industrial Park. Planning permission has also been granted for the construction of 10 new business units at Fife Interchange North, next to Amazon's fulfilment centre, with completion expected in summer 2024.
- Almost £715k has been allocated from the £10m Levenmouth Reconnected Programme fund towards the £3m development of 7 new employment units at Levenmouth Business Park.
- A major £300k internal refurbishment of Iona House at John Smith Business Park (JSBP), Kirkcaldy has been completed in advance of the arrival of new tenants in Nov 2022.
- Proposals to develop a global centre of excellence aimed at transforming large-scale manufacturing through innovation and skills development was launched at Babcock International in Rosyth in April 2022. The Arrol Gibb Innovation Campus (AGIC) will serve a range of small to medium-sized enterprises in the marine, nuclear and energy-transition sectors, offering access to the latest industrial techniques and technology, industrial and office space, innovation advice and skills development. AGIC is a collaboration between Babcock International, the University of Edinburgh, the University of Strathclyde, Fife College, Fife Council and Scottish Enterprise and Skills Development Scotland. Officially opened in May 2022, the first facility on the new campus is FASTBLADE, the world's first test facility that uses regenerative hydraulic technology to offer high-quality, low-cost fatigue testing of lightweight composite structures for research and product development.
- In July, the University of St Andrews unveiled its new one-megawatt solar photovoltaic farm at the Eden Campus development in Guardbridge that forms part of the Tay Cities Region Deal Programme. Development of the solar array was backed by a Scottish Funding Council loan and supported by vacant & derelict land funding from the Scottish Government and Fife Council.

Continued /

- A visionary bid for a Forth Green Freeport for Scotland which will re-industrialise the area and create large scale economic development has been confirmed by the UK and Scottish governments for delivery by a public and private sector consortium led by Forth Ports Limited. The bid has the potential to generate 50,000 new green jobs and act as a catalyst for new green technologies and renewable energy manufacturing, unlocking £6 billion of private and public investment for Scotland. The bid encompasses three key ports on the Forth (Grangemouth, Leith and Rosyth); industrial facilities and logistics centres along the north and south shores of the Firth of Forth; and Edinburgh Airport. Led by Forth Ports, the bid consortium includes: Babcock International, Edinburgh Airport; Falkirk Council; Fife Council; INEOS; Scarborough Muir Group; and City of Edinburgh Council.
- A report on next steps recommendations for Fife's Digital Connectivity was considered by Cabinet Committee on 17 Nov 2022.
- Fife Council successfully submitted its Shared Prosperity Fund Investment Plan covering £13.428m allocation of UK government SPF funding for the period 2022/23 to 2024/25.
- Fife Council has also submitted five bids to Round 2 of the UK Government Levelling Up Fund, comprising four (UKPC) place-based bids and a Fife-wide transportation bid. A UK Government decision on successful projects is still awaited and is anticipated shortly.
- Figures from Amazon's 2022 Economic Impact Hub show the company has invested over £1.9bn in Eastern Scotland since 2010. This has led to the production of goods and services that have contributed an estimated £2bn to the region's GDP over that period, the creation of 2,500 full and part-time jobs in Scotland and support for around 1,000 small businesses in west/central Scotland to sell on Amazon.
- Independent research carried out by Oxford Economics shows that between March 2021 and March 2022, Babcock International contributed (directly and indirectly) £370m to GDP in Scotland and £3.3bn to the UK as a whole. Babcock supports around 6,300 jobs in Scotland, including 1,700 at Rosyth.

Tourism

- In July 2022, Fife hosted one of the biggest events in the region's history as The Open returned to St Andrews for its milestone 150th event. A record-breaking 290,000 fans attended the Championships, and the event showcased Fife to a global TV audience.
- Fife College has delivered the first of six new World Host training cohorts running through to Mar 2023.
- A new Scottish Government Tourism & Hospitality Industry Leadership Group has been established
- A final report for the Strategic Tourism Infrastructure Development Plan is due at the end of 2022.
- A sustainable tourism action plan has been developed and a working group will be formed early 2023.
- A multi-agency hospitality & careers day is taking place in Jan 2023, with 6 Fife high schools taking part.
- The new 'Welcome to Fife' QR code was launched in June with local tourist associations and businesses
- Research by VisitScotland as part of the 'Scotland is Calling' campaign asked holiday-goers from across the UK how they felt about their adventures in Scotland, looking to pinpoint the emotions felt most in each region. The survey revealed that 'happiness' was the strongest emotion felt by those taking a break in Scotland, and that Fife was the region tourists feel happiest in, accounting for 30% of the national vote, a considerable marker of the success of Fife's destination marketing.

RESOURCES

Performance Indicator	2018/19	2019/20	2020/21	2021/22	Q1 2022/23	Q2 2022/23
Business & Employability: Average WDL per FTE	N/A	N/A	N/A	8.65	9.38	9.56
Business & Employability: Long Term WDL per FTE	N/A	N/A	N/A	6.99	7.27	7.12
Business & Employability: Workforce who are Female (%)	47%	49%	50.30%	45.10%	N/A	N/A
Business & Employability: Workforce who are Full-time (%)	83.40%	81.50%	80.70%	76%	N/A	N/A
Business & Employability Workforce who are Permanent Employees (%)	71.80%	65.60%	65.20%	77.70%	N/A	N/A
Business & Employability: Employees aged 24 and under (%)	5.50%	3.80%	4.30%	13.70%	N/A	N/A
Business & Employability: Employees aged 29 and under (%)	10.50%	9.60%	9.90%	22.30%	N/A	N/A
Business & Employability: Employees aged 55 and over (%)	28.20%	32.50%	32.90%	31.40%	N/A	N/A
Business & Employability: No. of Voluntary Redundancies (FTEs)	2	0	0	0	N/A	N/A
Business & Employability: No. of WYI Bids	0	3	0	0	N/A	N/A
Business & Employability: No. of WYI Programme new starts	0	1	0	0	N/A	N/A

COMMENTARY ON RESOURCES

For 2023/2024, the service will continue to develop succession planning measures to account for the age demographic of the workforce and ensure a pipeline for new entrants into professions within the service. Over the reporting period, the service has seen changes at Service Manager level, with new Service Managers appointed for Economic Development and Employability, with a further vacancy following the retirement of the Service Manager for Economy, Tourism and Town Centres being appointed to in early 2023. Below this level, there have been a number of management and supervisory changes, largely drawn from existing service staff being promoted to these posts.

The table below provides information on Business & Employability workforce data by Budgeted (FTE) for the current year and the last 3 years.

Budgeted (FTE) April 2019	Budgeted (FTE) April 2020	Budgeted (FTE) April 2021	Budgeted (FTE) April 2022	Difference in FTE 2021-2022
156.87	156.84	160.35	171.66	11.31

Following a period of stability in staff numbers during the pandemic, the service has seen an increased number of posts linked to external funding (predominantly in Employability for Scottish Government funding through No One Left Behind and investment from the Council in Covid recovery funding. The service has a relatively high proportion of temporary funded posts linked to external funding.

END

26th January, 2023
Agenda Item No. 7

2022/23 Revenue Monitoring Projected Outturn – Planning Service, Business and Employability Service

Report by: Eileen Rowand, Executive Director, Finance and Corporate Services
Ken Gourlay, Executive Director, Enterprise & Environment

Wards Affected: All

Purpose

The purpose of this report is to give members an update on the projected outturn financial position for the 2022/23 financial year as at October, for the areas in scope of the Finance, Economy & Corporate Services Scrutiny Committee.

Recommendations

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

Resource Implications

None.

Legal & Risk Implications

There are no direct legal implications arising from this report.

Impact Assessment

An EqlA has not been completed and is not necessary as no change or revision to existing policies and practices is proposed.

Consultation

None.

1.0 Background

- 1.1 The report summarises the projected outturn position for 2022/23, taking into account the actual expenditure incurred, and provides an explanation of the main budget variances at section 3.
- 1.2 Section 4 of the report summarises the progress on delivery of approved budget savings and provides an explanation of any variances to the delivery of savings target.
- 1.3 Variances occur for a number of reasons and variances in budget are not always correlated to delivery of savings targets.

2.0 Issues

2.1 Projected Outturn

- 2.1.1 The projected underspend for the areas falling under the scope of this committee is £0.912m. A summary of the 2022/23 projected out-turn for the areas under the scope of this committee is detailed in Appendix 1. This shows projected expenditure against budget across the service headings within the Directorate. It should be noted that the balances are extracted from the ledger system and are shown as rounded thousands. This may mean that there are some rounding differences contained within the appendices, but these are immaterial values that do not impact on the overall financial position. The following paragraphs provide a brief explanation of the main areas where there are significant variances (+/-£0.250m) to budgets.

3.0 Major Variances

3.1 Planning underspend of (£0.303m), movement of (£0.019m)

The underspend is mainly due to part year vacancies (£0.233m) and recruitment is progressing to relieve pressure on the workforce of increased volume of Planning applications and related work. Other underspend mainly relates to over recovery of statutory fee income of (£0.160m), this is offset by increased expenditure on background assessments to inform the review of the Local Development Plan and related policies of £0.100m.

3.2 Business & Employability underspend of (£0.585m), movement of (£0.043m)

The variance is mainly due to an underspend on Employability of as a result of focussed delivery on short term externally funded projects linked to the economic recovery from Covid-19 (£0.347m). Other underspend of (£0.233m) is a contribution to accrued administrative costs from participation in various externally funded programmes.

4.0 Progress on Budget Savings

- 4.1 This section usually details revenue budget savings for the areas falling under the scope of the Finance, Economy and Corporate Services Scrutiny Committee, detailing achievements against the current year approved budget savings.
- 4.2 There are currently no service savings to manage within the financial year 2022/23.

5.0 Conclusions

- 5.1 The projected outturn position for the areas under the scope of the Finance, Economy and Corporate Services Scrutiny Committee is a net underspend of £0.912m (34.17%).

List of Appendices

- 1 Projected Outturn 2022/23 Summary

Background Papers

None

Report Contact

Ashleigh Allan
Finance Business Partner
Finance Service
Email: Ashleigh.allan@fife.gov.uk

BUDGET MONITORING REPORT SUMMARY 2022-23 FINANCE, ECONOMY & CORPORATE SERVICES					Appendix 1	
ENTERPRISE & ENVIRONMENT	CURRENT BUDGET 2022-23 £m	FORECAST 2022-23 £m	FORECAST VARIANCE £m	FORECAST VARIANCE %	PREVIOUS REPORTED VARIANCE £m	MOVEMENT FROM PREVIOUS REPORTED VARIANCE £m
TOTAL COST OF SERVICES	38.761	37.849	(0.912)	-2.35%	(0.828)	(0.084)
LESS: CORPORATELY MANAGED ITEMS	26.864	26.864	0.000	0.00%	0.000	0.000
SERVICE MANAGED NET BUDGET	11.897	10.984	(0.913)	(0.000)	(0.828)	(0.084)
<u>ANALYSIS OF SERVICE MANAGED BUDGET</u>						
EE EXECUTIVE DIRECTOR	0.558	0.533	(0.024)	-4.33%	(0.002)	(0.022)
PLANNING SERVICE	1.260	0.957	(0.303)	-24.03%	(0.284)	(0.019)
BUSINESS & EMPLOYABILITY SERVICE	10.080	9.494	(0.585)	-5.81%	(0.542)	(0.043)
	11.897	10.984	(0.912)	-34.17%	(0.828)	(0.084)

26th January, 2023

Agenda Item No. 8

2022/23 Capital Monitoring Projected Outturn – Business and Employability Service

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

Ken Gourlay, Executive Director, Enterprise & Environment

Wards Affected: All

Purpose

The purpose of this report is to provide an update on the Capital Investment Plan and advise on the projected financial position for the 2022/23 financial year as at October, for the areas in scope of the Finance, Economy & Corporate Services Scrutiny Committee.

Recommendation(s)

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

Resource Implications

None.

Legal & Risk Implications

None.

Impact Assessment

An EqIA has not been completed and is not necessary as no change or revision to existing policies and practices is proposed.

Consultation

None.

1.0 Background

- 1.1 Based on current information, this report summarises the projected capital outturn for the areas falling under the scope of this Committee for 2022/23. At this stage projected expenditure is £8.520m, representing 85% of the approved capital programme for 2022/23.
- 1.2 Appendix 1 shows an analysis of specific projects in the current capital investment plan which have a budget greater than £1.000m and analyses total project cost rather than only in year spend.
- 1.3 Appendix 2 details the forecast expenditure against budget for each project, along with any associated income.

2.0 Issues, Achievements & Financial Performance

2.1 Key Issues / Risks

- 2.1.1 Appendix 1 details the total cost forecast position for all capital projects within the areas under the scope of the Committee with an overall value of £1.000m and over. The key risks associated with the major projects are noted below.
- 2.1.2 There is a risk across the Capital Investment Plan that both the timing and the costs of projects continue to be adversely affected as a result of the current economic climate following the response to COVID-19, EU-Exit and current geo political risks in Europe. Throughout the programme issues are continuing to be identified in relation to the supply of construction materials which are resulting in delays to projects, which in turn could lead to increased slippage and increased costs. However, the overall future impact of this is difficult to predict with any degree of certainty and the projected outturn in this report for 2022-23 relate to projects that are currently in progress with contracts that are already agreed. That said, monitoring of the impact of any additional costs, impact on timescales and associated risks is ongoing. The known impact on timing of delivery of projects has been built in to the rephased plan and the overall scale of any additional costs or further delays will be kept under review in future reports and also through the upcoming review of the Capital Investment Plan.
- 2.1.3 COVID-19 restrictions have eased, however, there remains a risk that new variants emerge which could impact on project delivery in future years. These potential risks cover all aspects of the capital plan including both General Fund and the HRA.

2.2 Major Projects – Potential Risks and Actions

- 2.2.1 There are no additional or new risks arising in the current reporting period from any of the major projects being progressed.

2.3 Financial Performance – 2022/23 Projected Outturn

- 2.3.1 Appendix 2 provides a summary of the projected outturn for each project for the financial year 2022/23. The appendix shows a projected outturn of £8.520m against a Capital Investment plan of £10.078m, a spending level of 85%. The variance of £1.558m is mainly slippage which relates to delays in delivery and projects are still expected to be delivered in full and within budget, albeit over a longer timeframe.

2.3.2 Appendix 2 also provides a summary of the projected outturn for each project for the financial year 2022/23 for capital income. The appendix shows a projected outturn of £5.369m against a capital income budget of £5.493m.

2.3.3 The reasons for significant variances (+/-£0.500m) are detailed in paragraph 2.4.

2.3.4 Slippage is the term used to describe projects that are expected to spend less than the budget allocation in a particular year due to a delay in timing on the delivery of the project. This is not uncommon in the capital programme and the reasons for this can be wide and varied. Advancement is the term used to describe projects that are expected to spend more than the budget allocation in a particular year due to an acceleration of the budget from future years.

2.4 Significant Variances

2.4.1 Regeneration Town Centres – slippage of (£0.604m)

Project for monument at Volunteers Green, Kirkcaldy has slipped by £0.175m to 2023-24 as priority is placed on delivering Phase 2 of Kirkcaldy Esplanade improvements. Externally funded improvements at Cowdenbeath Town House are currently on hold pending decision on future use of the building, resulting in slippage of £0.112m. There has also been delay in Inverkeithing Regeneration projects of £0.294m due to complex tenders at these sites and resulting external funder approvals process.

2.4.2 Growing the Economy – slippage of (£0.825m)

Slippage on council funded contribution to Levenmouth Business Units is mainly a result of advancing the externally funded phase of the project to maximise grant funding opportunity in this financial year.

3.0 Conclusions

3.1 The total 2022/23 approved programme for the areas in scope of the Finance, Economy and Corporate Services Scrutiny Committee is £10.078m. The projected level of expenditure is £8.520m, which represents 85% of the total programme, resulting in slippage of £1.558m.

3.2 The management of capital resources require us to look across financial years, as well as within individual years. The current year performance is only a snapshot of the existing plan and the Directorate will adjust expenditure levels within future years of the plan to accommodate the advancement or slippage of projects.

List of Appendices

1. Total Cost Monitor
2. Capital Monitoring Report

Report Contact

Ashleigh Allan

Finance Business Partner

Finance Service

Email: ashleigh.allan@fife.gov.uk

FIFE COUNCIL
 FINANCE, ECONOMY AND CORPORATE SERVICES SCRUTINY COMMITTEE
 ENTERPRISE AND ENVIRONMENT - BUSINESS AND EMPLOYABILITY SERVICE
 CAPITAL INVESTMENT PLAN 2021-31
 TOTAL COST MONITOR - MAJOR CAPITAL PROJECTS

Project	Service	Original Approved Budget £m	Current Project Budget £m	Total Projected Outturn £m	Variance £m	Variance %	Current Project Status	Expected Project Completion Date
Fife Interchange Business Units - Phase 1 & 2	Inclusive Growth and Jobs	8.130	11.068	11.068	-	0.00%	Current Project	2024-25
John Smith Business Park Business Units	Inclusive Growth and Jobs	3.644	5.517	5.517	-	0.00%	Current Project	2026-27
Total Major Projects over £5.000m		11.774	16.585	16.585	-	0.00%		
Levenmouth Business Units - Phase 1	Inclusive Growth and Jobs	1.602	1.736	1.736	-	0.00%	Current Project	2023-24
Queensway Development Site	Inclusive Growth and Jobs	2.113	3.376	3.376	-	0.00%	Current Project	2023-24
Dunnikier Business Units	Inclusive Growth and Jobs	2.140	2.268	2.268	-	0.00%	Complete	2022-23
Queensway Refurbishment	Inclusive Growth and Jobs	1.380	2.000	2.000	-	0.00%	Current Project	2025-26
Fife Interchange North Site Servicing	Inclusive Growth and Jobs	3.046	1.453	1.453	-	0.00%	Current Project	2022-23
Levenmouth Business Units - Phase 2	Inclusive Growth and Jobs	2.898	4.310	4.310	-	0.00%	Current Project	2025-26
Dalgety Bay Business Units - Phase 2	Inclusive Growth and Jobs	2.853	4.410	4.410	-	0.00%	Current Project	2023-24
Kirkcaldy Esplanade Phase 2	Inclusive Growth and Jobs	1.500	1.843	1.843	-	0.00%	Current Project	2024.25
Total Major Projects over £1.000m		17.532	21.397	21.397	-	0.00%		
Total Major Projects		29.306	37.982	37.982	-	0.00%		

Expenditure	Current Budget £m	Actual to Date £m	Projected Outturn £m	Projected Variance £m	Projected Outturn as % of Plan
Regeneration - Town Centres	1.693	0.500	1.089	(0.604)	64%
Business Premises Refurbishment Programme	0.407	0.045	0.392	(0.015)	96%
Growing the Economy	1.250	0.054	0.425	(0.825)	34%
Place Based Investment Programme	1.618	0.649	1.878	0.260	116%
Vacant/Derelict Land	0.050	0.017	0.050	0.000	101%
Industrial Investment Programme	5.060	2.362	4.686	(0.374)	93%
TOTAL BUSINESS & EMPLOYABILITY SERVICE	10.078	3.628	8.520	(1.558)	85%
TOTAL EXPENDITURE	10.078	3.628	8.520	(1.558)	85%

Income	Current Budget £m	Actual to Date £m	Projected Outturn £m	Projected Variance £m	Projected Outturn as % of Plan
Regeneration - Town Centres	(1.080)	(0.170)	(1.197)	(0.117)	111%
Growing the Economy	-	0.170	-	-	0%
Place Based Investment Programme	(0.218)	(2.746)	(0.218)	-	0%
Industrial Investment Programme	(4.195)	(0.632)	(3.954)	0.241	94%
TOTAL BUSINESS & EMPLOYABILITY SERVICE	(5.493)	(3.378)	(5.369)	0.125	98%
TOTAL INCOME	(5.493)	(3.378)	(5.369)	0.125	98%

26th January, 2023
Agenda Item No. 9

2022/23 Revenue Monitoring Projected Outturn – Finance and Corporate Services Directorate

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

Wards Affected: All

Purpose

The purpose of this report is to give members an update on the projected outturn financial position for 2022/23 for the Finance and Corporate Services Directorate.

Recommendations

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

Resource Implications

None.

Legal & Risk Implications

There are no direct legal implications arising from this report.

Impact Assessment

An EqlA has not been completed and is not necessary as no change or revision to existing policies and practices is proposed.

Consultation

None.

1.0 Background

The report summarises the projected outturn position for 2022/23, taking into account the actual expenditure incurred, and provides an explanation of the main budget variances at section 3.

2.0 Issues

2.1 Projected Outturn

2.1.1 Based on current information for the Finance and Corporate Services Directorate, of a service managed net expenditure budget of £48.805m the position across all Services is a projected expenditure of £49.360m resulting in a projected net overspend of £0.556m (1.14%). This projected overspend includes COVID-19 financial pressures of £0.560m.

2.1.2 Also, within the Finance and Corporate Services Directorate, there is a net expenditure budget of £2.113m for Benefits & Council Tax and Miscellaneous Services which is currently forecasting a net underspend of £1.172m (55.46%). This budget sits within the Directorate but is managed corporately. Therefore, the Services within Finance and Corporate Services do not have a direct influence on these budgets.

Within the net expenditure budget of £2.113m there is an expenditure budget of £84.111m, mainly for Housing Benefit (HB) payments, and income targets of (£82.124m) which includes the corresponding HB subsidy claim and the eligible HB Administration Fee. Therefore the projected underspend (£1.172m) is 1.39% of the gross expenditure budget.

2.1.3 Appendix 1 shows projected expenditure against budget across the various Services within the Finance and Corporate Services Directorate. Section 3 provides a brief explanation of the main areas where there are significant variances (+/-£0.250m) between planned and projected expenditure and income across service managed budgets.

2.1.4 The Policy and Co-ordination Committee has previously instructed Services to contain expenditure within the approved budget provision and noted that Executive Directors were actively considering the corrective action that required to be taken to eliminate overspends in their area of responsibility.

3.0 Major Variances

3.1 Directorate position – Variance (£0.616m) underspend

3.1.1 Directorate Service Managed position £0.556m overspend, movement £0.379m

Business Technology Solutions (BTS) are projecting an overspend of £0.512m which is mainly due to the delayed delivery of previously agreed savings. There has been an increased demand on BTS and therefore a decision was made not to advance the planned reduction in staff. This was linked to the agreement of the new ICT

Investment Strategy to allow new technology to be implemented across the Council. Revenue and Commercial Services are projecting an underspend of (£0.254m) which mainly relates to staffing vacancies due to recruitment issues.

Included in the projected overspend, there are COVID-19 pressures in relation to home and remote working (£0.190m), additional staffing resources (£0.167m) and delayed delivery of previously agreed savings (£0.173m). COVID-19 pressures are being funded corporately on a temporary basis from balances. Actions are being taken within Services to address the future financial impact of the delayed savings.

The movement is due to ring fenced funding for Digital Inclusion (£0.201m) and a reduction in COVID-19 pressures (£0.196m).

3.1.2 Housing Benefits (£1.172m) underspend, movement (£0.001m)

The underspend mainly relates to a projected reduction in Housing Benefit costs due to the incremental movement of benefit claimants nationally from Housing Benefits to Universal Credit.

4.0 Progress on Budget Savings

4.1 Appendix 2 provides details of revenue budget savings for the areas falling under the scope of the Finance and Corporate Services Directorate, detailing achievements against the current year approved budget savings. The appendix details:

- the 3 year budget period for which the savings were approved
- the title of each saving
- the savings target relevant to the current financial year
- the value of saving forecast as deliverable for the financial year
- a Red/Amber/Green Status for each saving
- details of any substitute savings

4.2 All savings have been categorised using a Red/Amber/Green status and these are described as follows:

Green – No issues and saving is on track to be delivered

Amber – There are minor issues or minor reduction in the value of saving, or delivery of the saving is delayed

Red – Major issues should be addressed before any saving can be realised

4.3 Where a saving is no longer deliverable in the current year it is expected that substitute savings are identified to ensure that costs remain within budget overall. Where this is the case, the original saving will be categorised red or amber and a substitute saving will be identified. The substitute saving will be categorised as green and identified in the tracker as a substitute.

4.4 There is one saving for Finance & Corporate Services which relates to Revenue & Commercial Services and is currently at green status (£0.040m).

5.0 Conclusions

- 5.1 The projected outturn position for the service managed budget within the Finance and Corporate Services Directorate is a net overspend of £0.556m (1.14%), which includes COVID-19 financial pressures of £0.560m. The projected outturn position for Benefits & Council Tax and Miscellaneous Services is a net underspend of £1.172m (55.46%).

List of Appendices

- 1 Projected Outturn 2022/23 - Detail
- 2 Approved 2022/23 Savings

Background Papers

None

Report Contact

Tracy Hirst
Finance Business Partner
Finance Service
Fife House
North Street
Glenrothes

Email: Tracy.Hirst@fife.gov.uk

BUDGET MONITORING REPORT SUMMARY 2022-23 FINANCE, ECONOMY & CORPORATE SERVICES						Appendix 1	
FINANCE AND COPORATE SERVICES	CURRENT BUDGET 2022-23 £m	FORECAST 2022- 23 £m	FORECAST VARIANCE £m	FORECAST VARIANCE %	PREVIOUS REPORTED VARIANCE £m	MOVEMENT FROM PREVIOUS REPORTED VARIANCE £m	
TOTAL COST OF SERVICES	61.611	60.994	(0.616)	-1.00%	(0.236)	(0.380)	
LESS: CORPORATELY MANAGED ITEMS	10.693	10.693	(0.000)	-0.00%	0.000	(0.000)	
SERVICE MANAGED NET BUDGET	50.918	50.301	(0.616)	(0.000)	(0.236)	(0.380)	
<u>ANALYSIS OF SERVICE MANAGED BUDGET</u>							
FINANCE & CORPORATE SERVICES MANAGEMENT	1.450	1.637	0.187	12.90%	0.118	0.069	
ASSESSORS SERVICE	1.761	1.708	(0.053)	-3.02%	(0.039)	(0.015)	
FINANCE	2.679	2.676	(0.003)	-0.10%	0.018	(0.021)	
AUDIT & RISK MANAGEMENT SERVICE	0.774	0.686	(0.088)	-11.34%	(0.088)	0.000	
REVENUE & COMMERCIAL SERVICES	14.626	14.371	(0.254)	-1.74%	(0.208)	(0.047)	
HUMAN RESOURCES	6.313	6.414	0.101	1.60%	0.171	(0.070)	
BUSINESS TECHNOLOGY SOLUTIONS	16.325	16.837	0.512	3.13%	0.813	(0.301)	
LEGAL & DEMOCRATIC SERVICES	4.877	5.032	0.154	3.16%	0.150	0.005	
	48.805	49.360	0.556	1.14%	0.935	(0.379)	
BENEFITS & COUNCIL TAX	1.986	0.815	(1.172)	-59.00%	(1.171)	(0.001)	
MISCELLANEOUS SERVICES	0.127	0.127	0.000	0.00%	0.000	0.000	
	2.113	0.941	(1.172)	-55.46%	(1.171)	(0.001)	
FINANCE AND CORPORATE SERVICES	50.918	50.301	(0.616)	-1.21%	(0.236)	(0.380)	

FIFE COUNCIL
TRACKING APPROVED 2022-23 SAVINGS
FINANCE & CORPORATE SERVICES
OCTOBER 2022

Area	Approved Budget Year	Savings Reference	Title of Savings Proposal	Savings Target £m	Forecast £m	(Under) / Over £m	Rag Status
Finance & Corporate Services	2021-24	2021-FC-04	Business Management Innovation Unit - Reduce Staff	0.040	0.040	0.00	Green
Grand Total				0.040	0.040	0.00	

Rag Status Key:-

Green - No issues and saving is on track to be delivered

Amber - There are minor issues or minor reduction in the value of saving, or delivery of the saving is delayed

Red - Major issues should be addressed before any saving can be realised

Summary			
Rag Status	Savings Target £m	Forecast £m	(Under)/ Over £m
Green	0.040	0.040	0.000
Amber	0.000	0.000	0.000
Red	0.000	0.000	0.000
Total	0.040	0.040	0.000

26th January, 2023
Agenda Item No. 10

2022/23 Capital Monitoring Projected Outturn – Finance and Corporate Services Directorate

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

Wards Affected: All

Purpose

The purpose of this report is to provide an update on the Capital Investment Plan and advise on the projected financial position for the 2022/23 financial year for the Finance and Corporate Services Directorate.

Recommendation(s)

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

Resource Implications

None.

Legal & Risk Implications

None.

Impact Assessment

An EqlA has not been completed and is not necessary as no change or revision to existing policies and practices is proposed.

Consultation

None.

1.0 Background

- 1.1 Based on current information, this report summarises the projected capital outturn for the Finance and Corporate Services Directorate for 2022/23. At this stage, it is forecast that expenditure will be £3.519m against a budget of £3.173m, representing 111% of the approved capital programme for 2022/23.
- 1.2 Appendix 1 shows an analysis of specific projects in the current capital investment plan which have a budget greater than £1m and analyses total project cost rather than only in year spend.
- 1.3 Appendix 2 details the forecast expenditure against budget for each project. A brief explanation of any significant forecast variances is provided at section 2 within this report.

2.0 Issues, Achievements & Financial Performance

2.1 Key Issues / Risks

- 2.1.1 Appendix 1 details the total cost forecast position for all capital projects within the Finance and Corporate Services Directorate with an overall value of £1m and over. The key risks associated with the major projects are noted below.

2.2 Major Projects – Potential Risks and Actions

- 2.2.1 There is a risk across the Capital Investment Plan that both the timing and the costs of projects continue to be adversely affected as a result of the current economic climate following the response to COVID-19, EU-Exit and current geo political risks in Europe. Throughout the programme issues are continuing to be identified in relation to the supply of construction materials which are resulting in delays to projects, which in turn could lead to increased slippage and increased costs. However, the overall future impact of this is difficult to predict with any degree of certainty and the projected outturn in this report for 2022-23 relate to projects that are currently in progress with contracts that are already agreed. That said, monitoring of the impact of any additional costs, impact on timescales and associated risks is ongoing. The known impact on timing of delivery of projects has been built in to the rephased plan and the overall scale of any additional costs or further delays will be kept under review in future reports and also through the upcoming review of the Capital Investment Plan.
- 2.2.2 COVID-19 restrictions have eased, however, there remains a risk that new variants emerge which could impact on project delivery in future years. These potential risks cover all aspects of the capital plan including both General Fund and the HRA.
- 2.2.3 There are no additional or new risks arising in the current reporting period from any of the major projects being progressed. There is one major project with a budget of over £1m for Finance and Corporate Services. This project relates to the Local Area Network (LAN) as detailed in Appendix 1. The total budget is £7.308m over the life of the project. The projected spend for this project is on budget.

2.3 Financial Performance – 2022/23 Projected Outturn

- 2.3.1 Appendix 2 provides a summary of the projected outturn for each project for the financial year 2022/23.
- 2.3.2 Slippage is the term used to describe projects that are expected to spend less than the budget allocation in a particular year due to a delay in timing on the delivery of the project. This is not uncommon in the capital programme and the reasons for this can be wide and varied. Advancement is the term used to describe projects that are expected to spend more than the budget allocation in a particular year due to an acceleration of the budget from future years.
- 2.3.3 Previously, there have been issues with long lead times to procure IT kit, but this has reduced in some areas. In respect of the Local Area Network (LAN), the profile of spend was based on the longer lead times, but the reduction in these lead times has now resulted in the advancement of expenditure on this project.

3.0 Conclusions

- 3.1 The total 2022/23 approved programme for the Finance and Corporate Services Directorate is £3.173m, with a forecasted level of expenditure of £3.519m.
- 3.2 The management of capital resources require us to look across financial years, as well as within individual years. The current year performance is only a snapshot of the existing plan and the Directorate will adjust expenditure levels within future years of the plan to accommodate the advancement or slippage of projects.

List of Appendices

1. Total Cost Monitor
2. Capital Monitoring Report

Report Contact

Tracy Hirst
Finance Business Partner
Finance Service
Fife House
North Street
Glenrothes

Email: Tracy.Hirst@fife.gov.uk

FIFE COUNCIL
 FINANCE, ECONOMY AND CORPORATE SERVICES SCRUTINY COMMITTEE
 FINANCE & CORPORATE SERVICES
 CAPITAL INVESTMENT PLAN 2021-31
 TOTAL COST MONITOR - MAJOR CAPITAL PROJECTS

Project	Service	Original Approved Budget £m	Current Project Budget £m	Total Projected Outturn £m	Variance £m	Variance %	Current Project Status	Expected Project Completion Date
Local Area Network	Maintaining Our Assets		7.308	7.308	-	0.00%	Current Project	2022-23
Total Major Projects over £5.000m		-	7.308	7.308	-	0.00%		

**FIFE COUNCIL
 FINANCE, ECONOMY AND CORPORATE SERVICES SCRUTINY COMMITTEE
 FINANCE & CORPORATE SERVICES
 CAPITAL INVESTMENT PLAN 2021-31
 MONITORING REPORT 2022-23**

Appendix 2

Expenditure	Current Budget £m	Actual to Date £m	Projected Outturn £m	Projected Variance £m	Projected Outturn as % of Plan
BTS Capital	2.000	0.560	2.500	0.500	125%
BTS Rolling Programme	1.173	0.715	1.019	(0.153)	87%
TOTAL FINANCE & CORPORATE SERVICES	3.173	1.274	3.519	0.347	111%
TOTAL EXPENDITURE	3.173	1.274	3.519	0.347	111%

26th January, 2023

Agenda Item No. 11

Finance, Economy and Corporate Services Scrutiny Committee Workplan

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

Wards Affected: All

Purpose

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

Recommendation(s)

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

Resource Implications

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

Legal & Risk Implications

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

Impact Assessment

None required for this paper.

Consultation

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

1.0 Background

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

2.0 Conclusions

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

List of Appendices

1. Workplan

Background Papers

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

None

Report Contact

Helena Couperwhite
Committee Services Manager
Telephone: 03451 555555 Ext. No. 441096
Email- helena.couperwhite@fife.gov.uk

Finance, Economy and Corporate Services Scrutiny Committee of 30 March 2023			
Title	Service(s)	Contact(s)	Comments
Revenue Monitoring Report	Finance and Corporate Services		
Capital Monitoring Report	Finance and Corporate Services	Jackie Johnstone, Donna Grieve, Ashleigh Allan	
Digital Progress in Local Government - Update on Fife Position	Business and Employability	Morag Millar	Update report in 12 months - agreed at meeting 1/6/21. - from Environment, Finance and Communities Scrutiny
Tay Cities Region Deal	Business and Employability	Morag Millar	Update report
Capital Overspends	Finance and Corporate Services	Elaine Muir, Alan Paul	Report to cover all capital projects, pricing and fixed price contracts.

Finance, Economy and Corporate Services Scrutiny Committee of 15 June 2023			
Title	Service(s)	Contact(s)	Comments
Revenue Monitoring Report	Finance and Corporate Services	Jackie Johnstone, Ashleigh Allan, Donna Grieve	
Capital Monitoring Report	Finance and Corporate Services	Jackie Johnstone, Donna Grieve, Ashleigh Allan	
Managing Staff Absence	Human Resources	Sharon McKenzie	Report requested at meeting on 03.11.22, following report to CET in January/February 2023, report to Scrutiny Committee expected Spring 2023.
Benefits Realisation Plan Fife Innovation Investment i3 Project	Business and Employability	Gordon Mole	Report expected June 2023 - See Minute of meeting 03.11.22 para 17 (2).

Unallocated			
Title	Service(s)	Contact(s)	Comments
Annual Report - Bad Debts	Finance and Corporate Services, Housing Services	Les Robertson, John Mills	Bad Debts 2022/23 report Expected approx Sept 23.
Annual Report - Finance and Corporate Services Directorate Performance Report	Finance and Corporate Services	Eileen Rowand	Annual Report 2022/23 Expected approx Sept 2023

Unallocated			
Title	Service(s)	Contact(s)	Comments
Annual Report - Business Gateway Fife Annual Performance Report	Business and Employability	Pamela Stevenson	Annual Report 2022/23 - Expected approx Sept 2023
Annual Report - Enterprise and Environment Directorate: Planning Services Performance Report	Enterprise and Environment	Pam Ewen	Annual Report 2022/23 expected approx Sept 2023
Annual Report - Health and Safety Performance Report	Human Resources	Sharon McKenzie	Annual Report 2022/23 - Expected approx Sept 2023
Annual Report - Procurement Performance Report	Finance and Corporate Services	Caroline Macdonald	Annual Report 2022/23 - Expected approx Sept 2023
Planning - Section 75 Developers Contribution	Planning	Pam Ewen	Request from Councillor Pryde at meeting on 03.11.22 - consider matters of interest to Committee for Scrutiny?
Security of Vacant Property	Assets, Transportation and Environment	Gordon Strang	Previously covered by Assets Committee.
Property Asset Strategy - Annual Update	Assets, Transportation and Environment	Alan Paul	Previously covered by Assets Committee
Annual Report - Business and Employability: Service Performance Report	Business and Employability	Peter Corbett	Annual Report 2022/23 - expected approx Sept 2023
Annual Report - Edinburgh and South East Scotland City Region Deal	Business and Employability	Morag Millar	Annual Report - reported to Committee Nov 2022, expected approx Nov 2023