

## People and Communities Scrutiny Committee

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



Thursday 16 January 2025 - 10.00 am

---

### AGENDA

#### Page Nos.

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST** – In terms of Section 5 of the Code of Conduct Members of the Committee are asked to declare any interest(s) in particular items on the agenda and the nature of the interest(s) at this stage.
3. **MINUTE** – Minute of People & Communities Scrutiny Committee Meeting of 14 November 2024 4 – 7
4. **CALL IN- CABINET COMMITTEE DECISION OF 7 NOVEMBER 2024 RELATING TO " SOUTH & WEST FIFE COMMUNITY USE FACILITIES" MINUTE REFERENCE PARAGRAPH 302 OF 2024 CC 159** – Report by the Head of Communities and Neighbourhoods
  - a) Call In request relating to a report considered by the Cabinet Committee of 7 November 2024. 8
  - b) Extract of Minute of 2024 CC. 159 (Paragraph 302) of the Cabinet Committee of 7 November 2024. 9 – 10
  - c) Report considered by the Cabinet Committee of 7 November 2024. 11 – 27
5. **FIFE SPORTS & LEISURE TRUST ANNUAL REPORT** – Report by the Chief Executive of Fife Sports & Leisure Trust 28 – 31
6. **FIFE GOLF TRUST ANNUAL REPORT** – Report by the Fife Golf Trust Business Manager 32 – 35
7. **ONFIFE (FIFE CULTURAL TRUST) PERFORMANCE REPORT** – Report by the Chief Executive, Fife Cultural Trust 36 – 39
8. **ELECTRICAL SAFETY COMPLIANCE - ELECTRICAL INSTALLATION CONDITION REPORTS (EICR'S) AND FIRE DETECTION COMPLIANCE** – Joint Report by the Head of Housing Services and the Head of Environment and Building Services 40 – 54
9. **2024-25 REVENUE MONITORING PROJECTED OUTTURN – COMMUNITIES SERVICE** – Joint Report by the Executive Director Finance & Corporate Services and the Executive Director - Communities 55 – 61
10. **2024-25 CAPITAL PLAN PROJECTED OUTTURN – COMMUNITIES** – Joint Report by the Executive Director Finance & Corporate Services and the Executive Director - Communities 62 – 69

- |     |  |         |
|-----|--|---------|
| 11. | <b>2024-25 REVENUE BUDGET PROJECTED OUT-TURN – HEALTH &amp; SOCIAL CARE</b> – Joint Report by the Executive Director Finance & Corporate Services and the Director, Health and Social Care Partnership | 70 – 77 |
| 12. | <b>2024-25 CAPITAL PLAN PROJECTED OUTTURN – HEALTH &amp; SOCIAL CARE</b> – Joint Report by the Executive Director Finance & Corporate Services and the Director, Health and Social Care Partnership    | 78 – 82 |
| 13. | <b>PEOPLE &amp; COMMUNITIES SCRUTINY COMMITTEE FORWARD WORK PROGRAMME</b> - Report by the Executive Director Finance & Corporate Services  | 83 – 86 |

The Committee is asked to resolve, under Section 50(a)(4) of the Local Government (Scotland) Act 1973, as amended, to exclude the public and press from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in paragraphs 8 & 9 of part 1 of schedule 7a of the Act.

- |     |   |         |
|-----|---|---------|
| 14. | <b>FIRST ENDEAVOUR LLP AND TECLA HOLDINGS LTD - AFFORDABLE HOUSING SITES PROGRESS UPDATE</b> – Report by the Head of Housing Services | 87 – 94 |
|-----|---|---------|

**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

9 January, 2025

If telephoning, please ask for:  
Michelle Hyslop, Committee Officer, Fife House 06 ( Main Building )  
Telephone: 03451 555555, ext. 445279; email: [Michelle.Hyslop@fife.gov.uk](mailto:Michelle.Hyslop@fife.gov.uk)

Agendas and papers for all Committee meetings can be accessed on  
[www.fife.gov.uk/committees](http://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 have cameras switched on during meetings and mute microphones when not speaking. During any breaks or adjournments please switch cameras off.

**THE FIFE COUNCIL - PEOPLE AND COMMUNITIES SCRUTINY COMMITTEE –  
BLENDED MEETING**

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

**14 November 2024**

**10.00 am – 2.00 pm**

**PRESENT:** Councillors Gary Holt (Convener), Blair Allan, Lesley Backhouse, Ken Caldwell, Alistair Cameron, Alex Campbell, Altany Craik, Peter Gulline, Gary Holt, Donald Lothian, Lynn Mowatt, Lynn Ballantyne -Wardlaw (substituting for Cllr Bailey-Lee Robb), Sam Steele, Jonny Tepp, Ann Verner, Darren Watt and Patrick Browne, (Substituting for Cllr Jan Wincott).

**ATTENDING:** Michael Enston, Executive Director – Communities, Paul Vaughan, Head of Communities and Neighbourhoods, Gill Musk, Policy Officer, Community Investment, Communities and Neighbourhoods Service; Jeremy Harris, Chief Executive Officer, Fife Coast and Countryside Trust; John Mills, Head of Housing Services; James Ross, Head of Children & Families & Criminal Justice Services; Fiona McKay, Head of Strategic Planning Performance & Commissioning Manager, Health and Social Care Partnership; Helen Guthrie, Accountant, Lesley Kenworthy, Finance Business Partner and Michelle Hyslop, Committee Officer, Legal and Democratic Services.

**ALSO  
ATTENDING:** David Redpath, Chief Executive and Sarah Somerville, Business Development Manager, Citizens Advice and Rights Fife (CARF).

**146. DECLARATIONS OF INTEREST**

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

**147. MINUTE**

The committee considered the minute of the meeting of the People and Communities Scrutiny Committee of 26 September 2024.

**Decision**

The committee agreed to approve the minute.

**148. FIFE COAST & COUNTRYSIDE TRUST ANNUAL REPORT**

The committee considered a report by the Head of Communities and Neighbourhoods presenting the annual performance report for Fife Coast and Countryside Trust (FCCT) for 2023/24.

**Decision**

The committee noted: -

- (1) the contents of the report;

- (2) the progress made by the Fife Coast and Countryside Trust for 2023/24; and
- (3) the effective delivery of Fife Council priorities through Fife Coast and Countryside Trust activity.

**149. COMMUNITIES & NEIGHBOURHOODS ANNUAL REPORT**

The committee considered a report by the Head of Communities and Neighbourhoods presenting an overview of the service. The report outlined the service planning, change and improvement work undertaken in 2023/24 and provided an assessment of the performance to inform scrutiny of future service planning.

**Decision**

The committee: -

- (1) considered and acknowledged the remodeled annual service review report format;
- (2) reviewed the progress and performance of the Communities and Neighbourhoods Service for 2023/24 and the activity undertaken in 2024/25 to date; and
- (3) noted the service planning objectives for 2024/25 and the three- year direction of travel.

**150. CITIZENS ADVICE & RIGHTS FIFE – ANNUAL PERFORMANCE REPORT 2023/2024**

The committee considered a report by the Head of Communities and Neighbourhoods providing information on the performance of Citizens Advice and Rights (CARF) during 2023/24.

**Decision**

The committee: -

- (1) considered and noted the content of the report;
- (2) considered the pro-active steps taken by CARF to meet the needs of demand; and
- (3) noted CARF's role in income maximisation activity across Fife, particularly in coordinating benefit campaigns and organisational capacity building.

*The meeting adjourned at 11.55am and reconvened at 12:40pm*

**151. CHIEF SOCIAL WORK ANNUAL REPORT**

The committee considered a report by the Head of Children and Families and Criminal Justice Services presenting the Chief Social Work Officer report for the period 2023/24.

**Decision**

The committee: -

- (1) noted the contents of the report; and
- (2) agreed that an information session would be arranged with elected members to discuss the services offered by the Social Work and Criminal Justice Services.

**152. 2024-25 REVENUE MONITORING PROJECTED OUTTURN – COMMUNITIES SERVICE**

The committee considered a report by the Executive Director, Finance and Corporate Services and Executive Director, Communities providing an update on the projected outturn financial position for the 2024-25 financial year for the Communities Directorate and the Housing Revenue Account (HRA) which are areas in scope of the People and Communities Scrutiny Committee.

**Decision**

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

**153. 2024-25 CAPITAL PLAN PROJECTED OUTTURN – COMMUNITIES**

The committee considered a report by the Executive Director, Finance and Corporate Services and Executive Director, Communities providing an update on the Capital Investment Plan and advised on the projected financial position for the 2024-25 financial year.

**Decision**

The committee noted the current performance and activity for the 2024-25 Capital Monitoring as detailed in the report.

**154. 2024-25 REVENUE BUDGET PROJECTED OUT-TURN – HEALTH & SOCIAL CARE**

The committee considered a report by the Interim Director, Health and Social Care Partnership and Executive Director, Finance and Corporate Services providing an update on the 2024-25 projected out-turn as at August 2024 and the movement from June 2024 for the Fife Council Social Care Services for Adults and Older people.

**Decision**

The committee: -

- (1) noted the current financial performance and activity as detailed in the report; and
- (2) agreed that an information session would be arranged with officers from the Health and Social Care Partnership to discuss the Health and Social Care recovery plan and the revenue budget.

**155. 2024-25 CAPITAL PLAN PROJECTED OUTTURN – HEALTH & SOCIAL CARE**

The committee considered a report by the Executive Director, Finance and Corporate Services and Interim Director, Health and Social Care Partnership providing an update on the Health and Social Care Capital Investment Plan and advised on the projected out-turn for the 2024-25 financial year for the areas in scope of the Peoples and Communities Scrutiny Committee.

**Decision**

The committee noted the current performance and activity across the 2024-25 Financial Monitoring as detailed in the report.

**156. PEOPLE & COMMUNITIES FORWARD WORK PROGRAMME**

The committee considered a report by the Executive Director, Finance and Corporate Services, asking members to consider the future workplan for the People and Communities Scrutiny Committee.

**Decision**

The committee: -

- (1) noted the future workplan of the People and Communities Scrutiny Committee;
- (2) agreed that Housing Services would submit a report on 1<sup>st</sup> Endeavor LLP and affordable housing to the next meeting of this committee on 16 January 2025; and
- (3) agreed that the call in decision from the cabinet committee of 7 November 2024 relating to the South West Fife community use facilities would be submitted for consideration to the next meeting of this committee on 16 January 2025.

**CALL IN REQUEST**

Further to the publication of the minute for Cabinet on the 7<sup>th</sup> of November and in relation to the decision on item 7 (South and West Fife – Community Use Arrangements), I would like to request the decision is called in to the People and Communities Scrutiny Committee, in line with SO 34.1.

Councillor David Barratt

Councillor Lesley Backhouse

Councillor Dave Dempsey

Councillor Brian Goodall

Councillor Andy Jackson

Councillor Sarah Neal

Councillor Sam Steele

Councillor Craig Walker

**EXTRACT OF MINUTE OF THE CABINET COMMITTEE - BLENDED MEETING**

**7 November 2024**

**10.00 am - 3.10 pm**

**PRESENT:** Councillors Linda Erskine (Convener), Tom Adams (substituting for Councillor Cara Hilton), David Alexander, David Barratt, John Beare, Patrick Browne (substituting for Councillor David Ross), James Calder, Altany Craik, Derek Glen, Brian Goodall, Peter Gulline, Judy Hamilton, Gary Holt, Allan Knox, Kathleen Leslie, Rosemary Liewald, Carol Lindsay, Donald Lothian (substituting for Councillor Fiona Corps), Sarah Neal, Ross Vettraino, Craig Walker and Jan Wincott.

**ATTENDING:** Ken Gourlay, Chief Executive, Chief Executive; Eileen Rowand, Executive Director (Finance and Corporate Services), Elaine Muir, Head of Finance, Tracy Hirst, Finance Operations Manager, Emma Lennon, Accountant, Lindsay Thomson, Head of Legal and Democratic Services, Helena Couperwhite, Committee Services Manager and Michelle McDermott, Committee Officer, Legal and Democratic Services, Finance and Corporate Services; Michael Enston, Executive Director (Communities), Paul Vaughan, Head of Communities and Neighbourhoods Service, Craig Waddell, Service Manager, Alastair Mutch, Community Manager (South and West Fife), Communities and Neighbourhoods Service, Paul Short, Service Manager and Carole Kennedy, Lead Officer, Housing Services, Communities Directorate; Carol Connolly, Executive Director (Place), Ross Spalding, Service Manager and Craig Walker, Lead Officer, Planning Service.

**APOLOGIES FOR ABSENCE:** Councillors Fiona Corps, Cara Hilton and David Ross.

**ALSO IN ATTENDANCE:** Paul Wilson, Associate Director, Link Market Services, Link Group (for para. 308 only).

**APPOINTMENT OF CONVENER** - In the absence of the Convener, Councillor Linda Erskine was appointed to chair the meeting.

**302. SOUTH AND WEST FIFE - COMMUNITY USE ARRANGEMENTS**

The committee considered a report by the Head of Communities and Neighbourhoods Service presenting the findings of the options appraisal requested by the Cabinet Committee in March 2024.

Motion

Councillor Altany Craik, seconded by Councillor Patrick Browne, moved the recommendations as detailed in the report.

Amendment

Councillor David Barratt, seconded by Councillor Sarah Neal, moved as follows:-

"Replace recommendation 3 with,

- 3) Agrees that none of the options presented fully reflect the ambitions of the community and asks Officers to engage with stakeholders including elected members, Inverkeithing United and West Fife Aquatics to further develop options for community, sports and swimming facilities on the existing Inverkeithing High School site.
- 4) Agrees to consider the affordability of proposals through the council's capital planning and budget setting process.

Roll Call Vote

**For the Motion - 13 votes**

Councillors Tom Adams, Patrick Browne, James Calder, Altany Craik, Linda Erskine, Peter Gulline, Judy Hamilton, Gary Holt, Allan Knox, Kathleen Leslie, Mary Lockhart, Donald Lothian and Jan Wincott.

**For the Amendment - 10 votes**

Councillors David Alexander, David Barratt, John Beare, Derek Glen, Brian Goodall, Rosemary Liewald, Carol Lindsay, Sarah Neal, Ross Vettraino and Craig Walker.

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

Decision

The committee:-

- (1) noted the option appraisal;
- (2) noted the review of activity across South and West Fife; and
- (3) agreed to consider the affordability of the six options detailed in the report through the council's capital planning and budget setting process.

7 November 2024

Agenda Item No. 7

---

## **South and West Fife – Community Use Arrangements**

---

**Report by:** Paul Vaughan, Head of Communities & Neighbourhoods

---

**Wards Affected:**

---

### **Purpose of Report**

---

This report presents the findings of the options appraisal requested by Cabinet in March 2024.

### **Recommendation**

---

The Committee is asked to:

- (1) Note the option appraisal.
- (2) Note the review of activity across South and West Fife.
- (3) Agree to consider the affordability of the six options through the council's capital planning and budget setting process.

### **Resource Implications**

---

The technical appraisal work that has been undertaken shows whole life costings between £3.162m to £27.753m before other running costs and NDR, and any additional inflation. Demolition Costs and Operating Model require further consideration as part of a business case. Initial estimates showed a potential requirement for a revenue budget of up to £540k for a new centre against a current community use budget of £148k. Capital Expenditure is estimated for the second quarter of 2026 based on surveyors' estimates.

There is currently a £1m budget in the approved capital plan that could contribute to this project.

### **Legal & Risk Implications**

---

There are risks to a future project because of the listed status of the existing Inverkeithing High School Building and its location near a World Heritage site. Engagement with Historic Environment Scotland will be required. The option appraisal has not included planning requirements and as part of any business case these will need to be considered including access, residential amenity, trees, flood

risk, protected open space etc and would be addressed in any planning application. Contracting and Project Delivery have been noted as risks.

A new swimming pool could have a significant impact on the Council's Partial Exemption calculation for VAT. The risk is that this would take the Council over the Partial Exemption limit and there would be a financial cost to the council.

## Impact Assessment

---

An Equality Impact Assessment is not required as the report is not proposing any changes to existing policies and practices. However, the development of a business case would include an Equality Impact Assessment along with an assessment of impacts on sustainability and climate change.

## Consultation

---

Education and Children Services have undertaken Statutory Consultation, in terms of the Schools (Consultation) (Scotland) Act 2010. In respect of the proposal to relocate Inverkeithing High School from the existing school site of Hillend Road, Inverkeithing, to a new site, south of the A985 (Admiralty Road, Rosyth), The Fleet Grounds, Rosyth. A report was considered by Cabinet and agreed to proceed with the recommendations.

C&N Service has undertaken usage analysis of the existing Inverkeithing Community Wing and customer consultation with existing users.

Analysis undertaken by SportScotland using their facilities planning model.

## 1.0 Background

---

- 1.1 Cabinet agreed options to be assessed for community use in South and West Fife at its meeting of 7 March 2024.
- 1.2 These options were:
  1. Retention and refurbishment of The Wing (including pool, community facilities, grass and synthetic pitches) at the existing Inverkeithing High School.
  2. Construction of a new pool with community facilities at Inverkeithing High School site.
  3. Construction of a new stand-alone pool at the Inverkeithing High School site.
  4. Construction of a new pool at the replacement High School on the Fleet Grounds site.
  5. Construction of community facilities without a pool within Inverkeithing.
  6. Provision of grass and synthetic turf pitches within Inverkeithing.
- 1.3 Community Use at Inverkeithing High School supports a range of community learning and development, physical activity and sport and cultural provision. Within the existing Inverkeithing High School the range of community use facilities include a sports hall, gym and 22 m by 4 lane swimming pool. Investment in the new Southwest High School at Fleet Grounds includes, 2 new all-weather Synthetic Turf

sports pitches, 2 grass pitches, 2 sports halls, a dance studio and gymnasia and multi-use games areas.

- 1.4 SportScotland Facilities Planning Model has provided an overview of available facilities in Fife. The facilities planning model has explored the impact on swimming provision with no replacement pool and modelling with a replacement pool for the pool at Inverkeithing High School. The modelling used available projections of population estimates and housing growth. The results from the modelling looked at travel time, met demand for swimming within Fife and overall utilisation of pools across Fife.
- 1.5 The results of the facilities planning model showed that with no replacement swimming pool 21% of Fife's population would be within a 20-minute walk of a swimming pool, that the proportion of demand for swimming pools that is met is 86% and that the total demand for swimming that is met is 93%. The overall utilisation is estimated at 62% although with variations across sites.
- 1.6 The inclusion of a new pool to replace that at Inverkeithing High School estimated a 2 percentage point increase to 23% of the Fife population who would be within a 20-minute walk of a swimming pool, an increase of 1 percentage point to 87% for the demand for swimming that would be met in Fife and a 1 percentage point increase to 94% of the total satisfied demand. Within the inclusion of a replacement pool, the overall utilisation rate of pool space was estimated to reduce to 58%. The study noted that the utilisation rate for a replacement pool for Inverkeithing High School would be 74%, which would be above the Fife average.
- 1.7 More generally the study stated that unmet demand for swimming across Fife is largely due to the need to travel, that the majority of Fife's exported demand went to Dundee and that imported demand was low and came primarily from Edinburgh. In both scenarios, the area of swimming pools per 1000 of population is lower than the Scottish Average.
- 1.8 The existing timetabling of the swimming pool at Inverkeithing High School shows that outside of the school use and from 4pm weekdays that for between 40-46 weeks each year the pool is used for Learn to Swim provision and local swimming club and aquatics clubs. During school holidays some additional use is made of the pool between 10am to 4pm for holiday swimming, activity camps and learn to swim. At weekends there are aquatics clubs and learn to swim activity in the mornings and early afternoon period. The use by the school of the pool is only 18% of the school week by Inverkeithing High School pupils. The school curriculum does not require any further use of the pool, as pupils are not choosing swimming as a core activity within Physical Education.
- 1.9 With the dryside offerings at Woodmill Community Use moving to the Dunfermline Learning Campus, the main publicly provided and accessible wet facility in West Fife is Carnegie Leisure Centre. Carnegie is accommodating the Woodmill learn-to-swim scheme; however, it has limited capacity to support programming from Inverkeithing. Table 1 shows the learn to Swim Numbers across venues catering for South and West Fife.

<i>Venue</i>	<i>Attendances</i>	<i>Totals spaces</i>	<i>Occupancy</i>	<i>Waiting Lists</i>
Carnegie	1939	2072	93.58%	421
Cowdenbeath	462	586	78.84%	68
Inverkeithing	255	285	89.47%	181
Lochgelly	132	145	91.03%	66

*Table 1*

1.10 At Carnegie Leisure Centre, there is a capacity issue at peak times Monday to Friday 4 pm to 8.30 pm and over the weekend. This is due to the demand from the following groups and activities:

- The largest learn-to-swim scheme within Fife.
- There are five aquatics clubs over three different disciplines requiring pool time. No other venue within Fife has as many aquatics groups using one venue.
- Due to the growing population of West Fife, there is a growing demand for public swimming.

1.11 With the above demand at Carnegie, there is no opportunity to offer any of the above groups or activities to develop beyond their current pool times. Fife Sports and Leisure Trust have been able to offer five aquatics clubs' other opportunities for pool time, however, this is now outwith South and West Fife, with groups taking up pool time at Michael Woods in Glenrothes.

1.12 The Community Use Team conducted a survey with users of The Wing in 2023 receiving 184 responses. From that survey some of the highlights included:

- 48% of users travelled under 2 miles to attend
- 33% of users travelled 3 - 5 miles
- 19% of users travelled 6 miles plus
- 88% of users travelled by car
- 28% of users we were not willing to travel more than 10 mins to attend
- 65% of users were willing to travel 11 - 30 mins
- 7% of users willing to travel more than 30 mins

1.13 The Facilities Planning Model also provided some insights into Halls used for physical activity and sport and synthetic turf pitches.

1.14 Fife's halls used for sport have an average build date of 1988 which is slightly older than the Scottish average of 1990. Courts per head of population (7 per 10,000) is the same as the national average with nearly all the council area within the drivetime of a 3-court sports hall. The model suggests that walking accessibility is better for those living in the most deprived areas (69-70% are within a 20 minute walk) compared with 51% across the wider council area. However, less demand comes from people in the most deprived areas of Fife than the national average, and of those people broadly the same level of demand is unmet as at a national

level. The used capacities of halls at peak periods varies at individual centres but with Kirkcaldy projected over the planning time to be at capacity.

- 1.15 For full size synthetic turf pitches Fife has 0.6 per 10000 head of population which is lower than the national average of 1.0 per 10000 head of population. Nearly all the council area is within a 20-minute drivetime of a full-size synthetic pitch. Not everyone can walk to a synthetic turf pitch although walking accessibility is slightly higher for those living in more deprived areas (where 43% are within a 20-minute walk) compared with 35% across the Council area. Demand for synthetic turf pitches is expected to be met mostly (around 95% of demand) with unmet demand mainly due to people living outside the catchment of a synthetic pitch. The study shows that more demand comes from people in the most deprived areas than the national average but that those in more deprived areas have a higher unmet demand than the national and council area average. Used capacity of pitches at peak periods is predicted to vary between centres but is not particularly busy overall.
- 1.16 Following completion of the new South West High School, the facilities available within the South and West Fife will have an increase in one 2-court hall, one dance studio and four full size synthetic turf pitches, the same number of 4-court halls, single-court halls and assembly halls and a decrease of one small synthetic turf pitch and two swimming pools. Additional halls are also being included within the Fife College Building at the Dunfermline Learning Campus.

## 2.0 Options Appraisal

- 2.1 The report commissioned by the council provides a high-level option appraisal of the six options agreed by Cabinet.
- 2.2 A summary of the options is presented in the following tables. Table 2 compares the high level specifications for each of the options.

Option	Flexible Learning Space	Social Space with dining	Café, Servery, training kitchen	Meeting room, rehearsal space	3 court sports hall and changing	6 lane pool and changing	Grass pitch	3G Pitch	New Car Park	Other
1	Repurpose space	Repurpose space	Repurpose space	Repurpose space	Existing 4 court hall refurb	Existing pool	106m x66m	New	Extend existing parking	Existing 3G pitch removed
2	New	New	New	New	New	New	106m x66m	Use existing	New	
3A&B						New			New	
4	Provided by new school	Provided by new school	Provided by new school	Provided by new school	Provided by new school	New	Provided by new school	Provided by new school	New	Loss of one grass pitch
5A&B	New	New	New	New	New		Use existing	New 7 a-side pitch	5A extend existing, 5B - New	Retain, skate park, play park and athletics track
6A	New	New	New	New			Use existing or increase	Use existing	Extend existing	New dry changing

6B							Use existing or increase	Use existing	Extend existing	New dry changing
----	--	--	--	--	--	--	--------------------------	--------------	-----------------	------------------

Table 2

2.3 Table 3 compares the costs of each of the options excluding staffing and some other running costs e.g. Non-Domestic Rates.

	Option	Gross Internal Floor Area m <sup>2</sup>	Capital Expenditure	25 Year Maintenance, Lifecycle, Cleaning & Energy Costs	TOTAL 25 Year Whole life Cost*
1	Inverkeithing High School site – retain / remodel the Wing, improved pitches and parking. Cost varies depending on pitch location	2,443	£13.595m up to £14.851m	£1.156m up to £1.365m (10 Years Lifecycle Costs only)	£14.751m up to £16.216m (10 year Whole Life Cost only)
2	Inverkeithing High School site – new pool, community facilities, pitches and parking	2,940	£23.927m	£3.826m	£27.753m
3A	Inverkeithing High School site – new pool and parking	1,491	£13.135m	£2.043m	£15.178m
3B	Inverkeithing High School site – new pool and shared existing parking	1,491	£12.724m	£2.043m	£14.767m
4	Fleet Grounds site – new pool and parking	1,491	£11.817m	£2.043m	£13.860m
5	Ballast Bank Park site – new community facilities and parking. 5B cost shown	1,518	£10.663m	£1.882m	£12.545m
6A	Inverkeithing High School site – community rooms, new changing facilities, enhanced pitches and parking	937	£5.926m	£1.562m	£7.488m
6B	Inverkeithing High School site – Pavilion for Dry Sport Team Changing	185	£2.733m	£0.429m	£3.162m

Table 3

\*25 year whole life cost excludes staffing and some other running costs e.g. NDR  
Capital Expenditure: required capital expenditure at expected 2026 prices. A 10 year figure has been provided for Option 1 because refurbishment is estimated to only add 10 years to the future of the building.

**Option1**

- 2.4 The first option appraised is the retention and refurbishment of The Wing (including pool, community facilities, grass and synthetic pitches) at the existing Inverkeithing High School. To allow the appraisal the assumptions were made to limit demolition and adaptation of the structure, to limit risk and cost and to upgrade the building condition to condition 'B' or better. This would include essential works, e.g. those needed to ensure meeting requirements under the Equality Act 2010 and addressing health and safety issues.
- 2.5 This option also provided for upgrades to building fabric, elements and services, where essential, in line with the requirements defined by the Scottish Building Regulation Technical Standard, upgrades the narrow one-way access and ensured the building can operate independently of the school, e.g. electrical power supply whilst continuing to share a car park with the neighbouring Nursery.
- 2.6 The building's new internal layout was planned so to:
- Cluster community facilities around new cafe dining space with a view to the outdoors.
  - Locate the café / training kitchen to act as both a community facility and/or commercial enterprise.
  - Provide the entrance with passive surveillance from staff areas.
  - More legible dry circulation to the main hall.
  - Wet changing village reduced relative to new pool options; justified by the pool being smaller than other options.
  - Dry team changing located for good proximity to pitches and for out of hours use.
- 2.7 As noted in Table 2 the 10 Year Whole Life Cost of this option is between £14.751m and £16.216m depending on location of pitches. This option presents a risk in that the remodelling would only extend the usable lifespan of the building by 10 years.

**Option 2**

- 2.8 Option 2 is the construction of a new pool with community facilities at Inverkeithing High School site with parking and grass pitches and for assessment purposes parking on the East side of the existing school. This option assumes the existing synthetic pitch is retained and that dry sport changing for the pitches would be independently accessible from the pitches for out of hours use.
- 2.9 The proposed building layout is a variation of a Sport England precedent for a facility that combines dry and wet sports. Community facilities include a flexible learning space; a meeting room and training kitchen/ café and to improve the use of the space a level change between the community rooms and the sport facility improving the view for pool spectators and for cafe dining users.
- 2.10 The 25 Year Whole Life Cost of this option is £27.753m.

**Option 3**

- 2.11 Option 3 is the construction of a new stand-alone pool at the Inverkeithing High School site with car parking and, as in option 2, the new building located on the East side of the site. This became Option 3A. Option 3B tests a similar building on a site connected to the existing car park shared with the Tree Tops Nursery. The buildings

for Options 3A and 3B were assumed to be identical. Sport England design guidance for pool building designs influenced the building layout.

- 2.12 The building in Option 3B was noted in the study to be typically 1.5m below the level of its car park and the design of the building would need further consideration but that there is sufficient space to cope.
- 2.13 The 25 Year Whole Life Cost of this option is between £15.178m and £14.767m, with Option 3B being the least costly.

#### **Option 4**

- 2.14 Option 4 was the construction of a new pool at the replacement High School on the Fleet Grounds site. The building brief was identical as Option 3. Given the nature of the site, the building positions the entrance as close to the street Wilson Way as possible to promote active travel and a community facing facility. The site would require an access road and turning head to be provided for occasional maintenance and replacement of plant given the location of these within the building design.
- 2.15 The 25 Year Whole Life Cost of this option is £13.860m.

#### **Option 5**

- 2.16 Option 5 is the construction of community facilities without a pool within Inverkeithing. The site considered is at Ballast Bank Park and would involve the construction of new community facility; with a 7-a-side synthetic pitch, and retention of the skate park, play park and the athletics track. This would be a replacement to the existing Community Centre. To allow flexibility, dry sport changing is positioned so that it can be independently accessed from the existing pitches for out of hours use and it was assumed that the design would facilitate a tandem build allowing the existing community centre to be demolished following the completion of a new facility.
- 2.17 Options were explored for the existing site (5A) at Ballast Bank but also to the North of the site (Option 5B).
- 2.18 A further option (5c) for reusing the former Inverkeithing Primary School was considered. However, the team concluded that the technical challenges and amount of additional investigation required to properly appraise pointed to the likelihood of a significant development premium and as such this option has not been progressed further.
- 2.19 The 25-year Whole Life Cost of option 5 is estimated at £12.545m.

#### **Option 6**

- 2.20 Option 6 is the provision of grass and synthetic turf pitches within Inverkeithing. The location is to the east of the existing Inverkeithing High School. An option 6A and 6b were assessed. Option 6A is similar to the Ballast Bank facility but without the sports hall whilst Option 6B is the most modest of all options and is essentially just a pavilion for dry sport team changing.
- 2.21 The 25 year Whole Life Cost of option 5 is estimated at between £3.162m and £7.488m.

## 3.0 Conclusions

---

- 3.1 The research undertaken by the council and the SportScotland Facilities Planning Model provide a baseline position for facilities. The opening of Dunfermline Learning Campus and the dryside facilities at the new South West High School when open provide a modern set of dryside facilities for the West of Fife.
- 3.2 This Option Appraisal highlights that the range of designs tested is extensive and, perhaps naturally, concludes that the greater the scale and nature of the design the higher the relative budget required to deliver it.
- 3.3 The Council requires to develop a clear business case and establish available budget to meet any development using the capital cost estimates as an indicative guide. There are significant pressures on the council's Capital Programme. The Council can also consider partnership opportunities. Inverkeithing United are exploring options for the existing Inverkeithing High School, HMS Caledonia may present an opportunity but will require engagement with the Ministry of Defence and the locally based Aquatics Clubs might also present partnering opportunities.
- 3.4 The options as presented are not directly comparable and as such provide a menu from which choices can be made to meet specific community need.
- 3.5 The Inverkeithing High School site retains and enhances functionality in its existing location and is only materially constrained by topographical challenges which can be overcome technically.
- 3.6 Fleet Grounds offers the opportunity to introduce a high-quality community pool into a masterplan alongside that of the new high school provision but effectively relocates all functionality from one location to another and changes the design of the agreed High School with the potential loss of an outside pitch and replacement with a pool. It potentially also extends building works on the Fleet Grounds site during which the school would be operational.
- 3.7 Development at Ballast Bank Park whilst positively enhancing and complementing existing services, is faced with significant challenges associated with flood risk and should only be considered further if that location is considered a priority, sufficient funding is available and further, more detailed analysis recommends it is safe and appropriate to do so.
- 3.8 For those options including a pool (Options 1, 2, 3 & 4), these are deliverable in both the retained building (The Wing), and new build form at the Inverkeithing High School and Fleet site locations. However, functionality is maximised to current best practice under the new build options, whilst pool size and facilities in the retained building option is constrained by its structure, form and composition and would require further obtrusive survey work.
- 3.9 The indicative capital cost estimates for options 1 through 4 range from £11.817m - £23.927m (2Q26) and reflect scale and nature of pool provision as well as the different levels of functionality, accompanying community facilities / pitches and other costs.

- 3.10 The options not including a pool (5 & 6) are deliverable on the Inverkeithing High School site and potentially in a specific location only on the Ballast Bank Park site (sub-option 5B). Their indicative capital cost estimates for options range from £2.733m to £10.663m (2Q26) and reflect different levels of scale, nature provision and other site related costs.
- 3.11 There is currently £1m in the approved capital plan and the capital plan review would need to test affordability of the six options.

## **List of Appendices**

- 1- Option Appraisal - Graphics

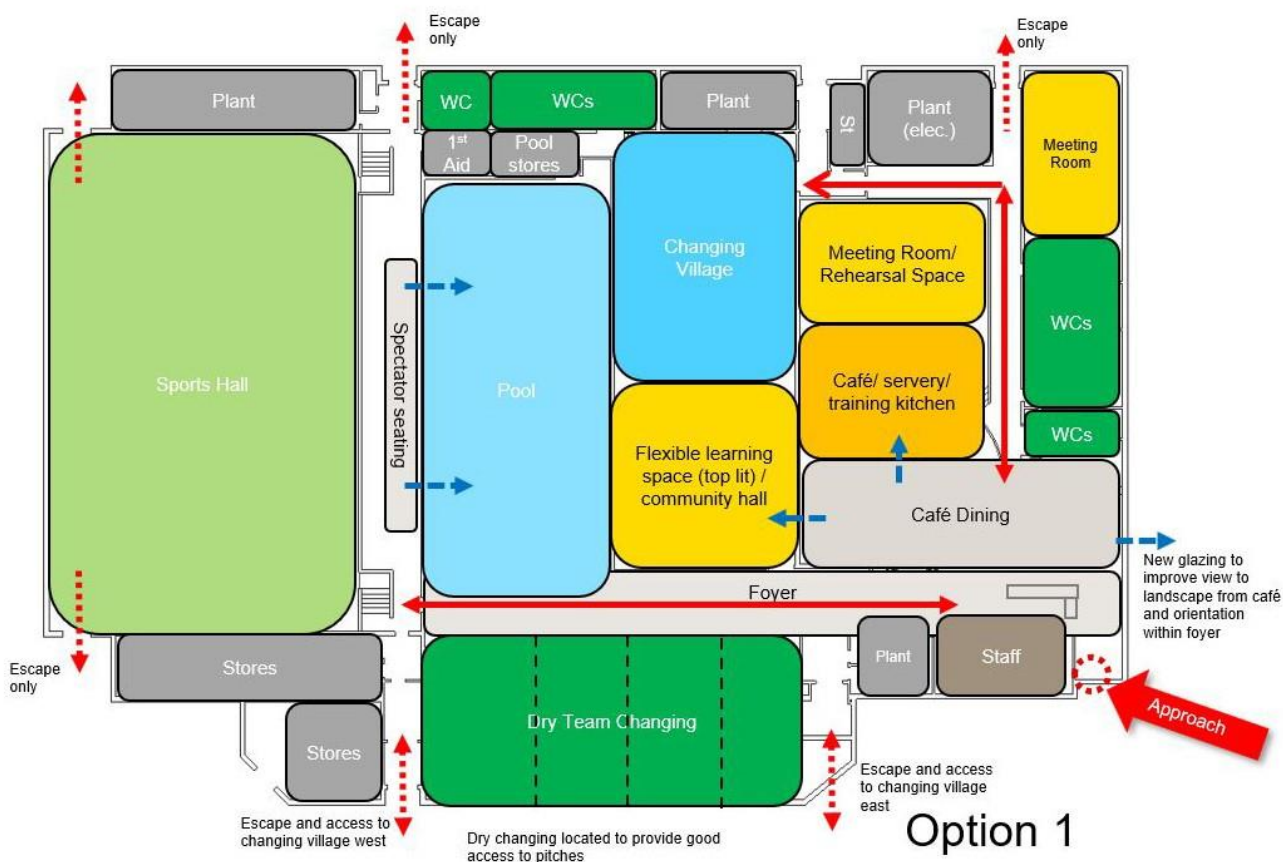
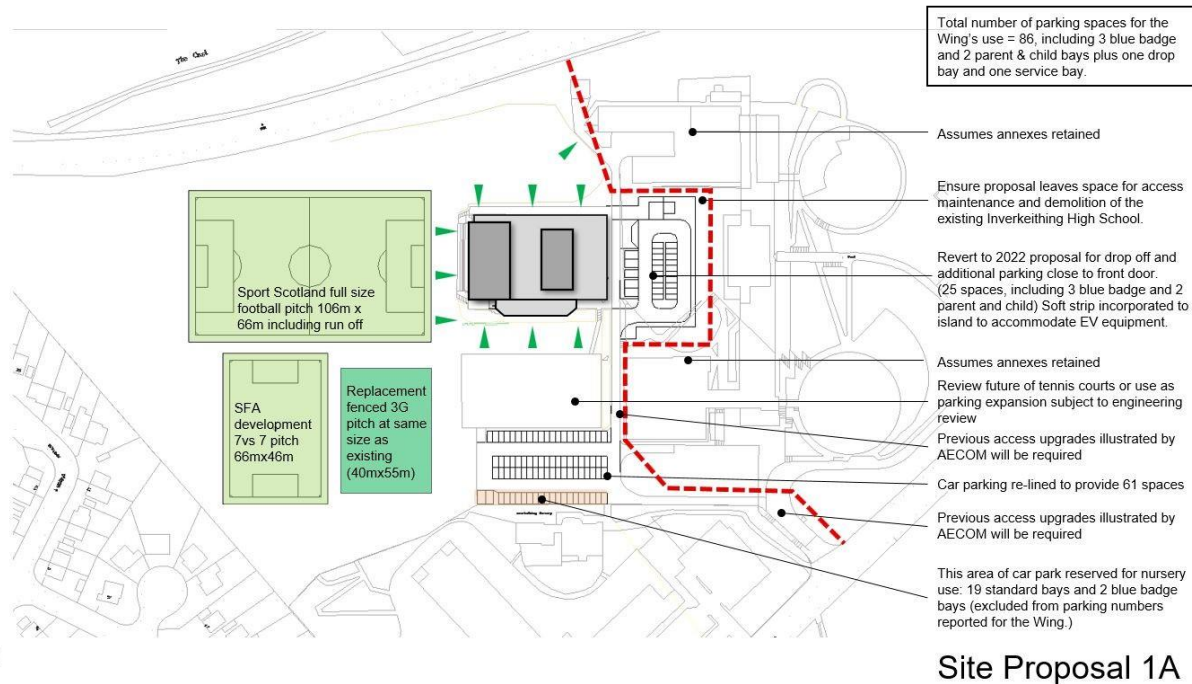
## **Background Papers**

- Council Capital Investment Plan 2023 agreed in June 2023
- Community Use – South and West Fife, Cabinet Paper, March 2024
- SportScotland Facilities Planning Model - 2023
- Sports Scotland Facilities Planning Model – Swimming Analysis

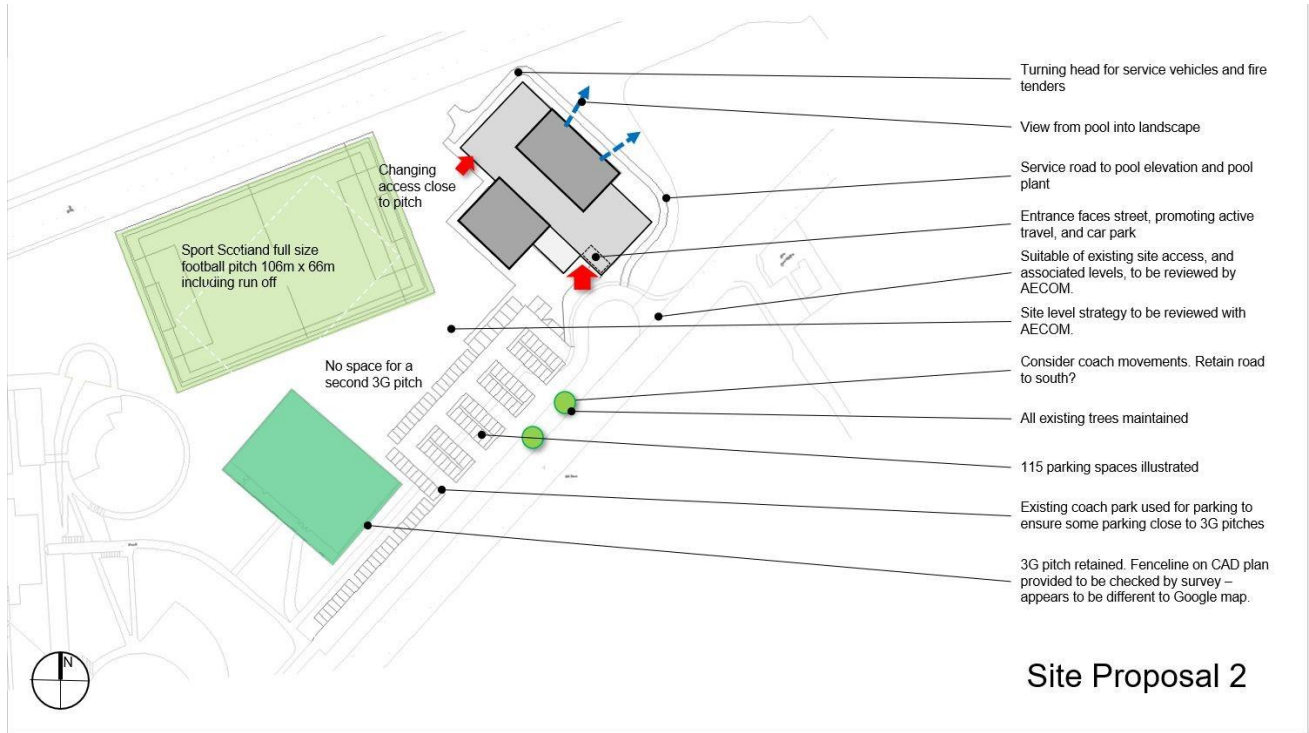
## **Report Contacts:**

Paul Vaughan  
Head of Communities and Neighbourhoods  
paul.vaughan@fife.gov.uk

## Appendix 1

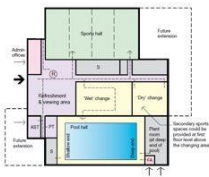


## OPTION 2

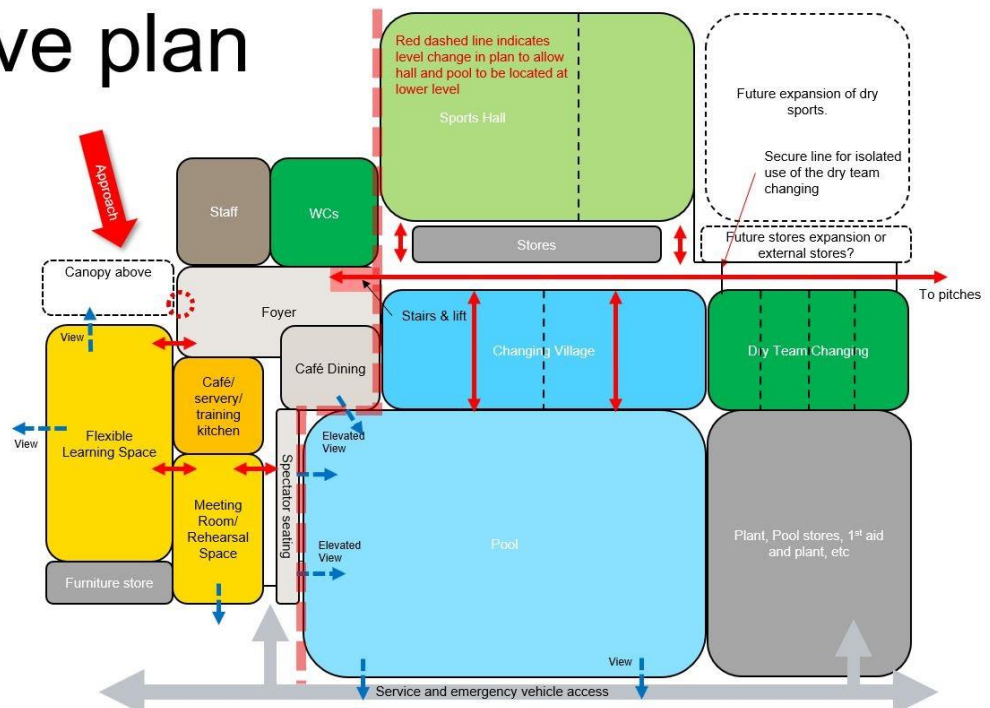


## Indicative plan

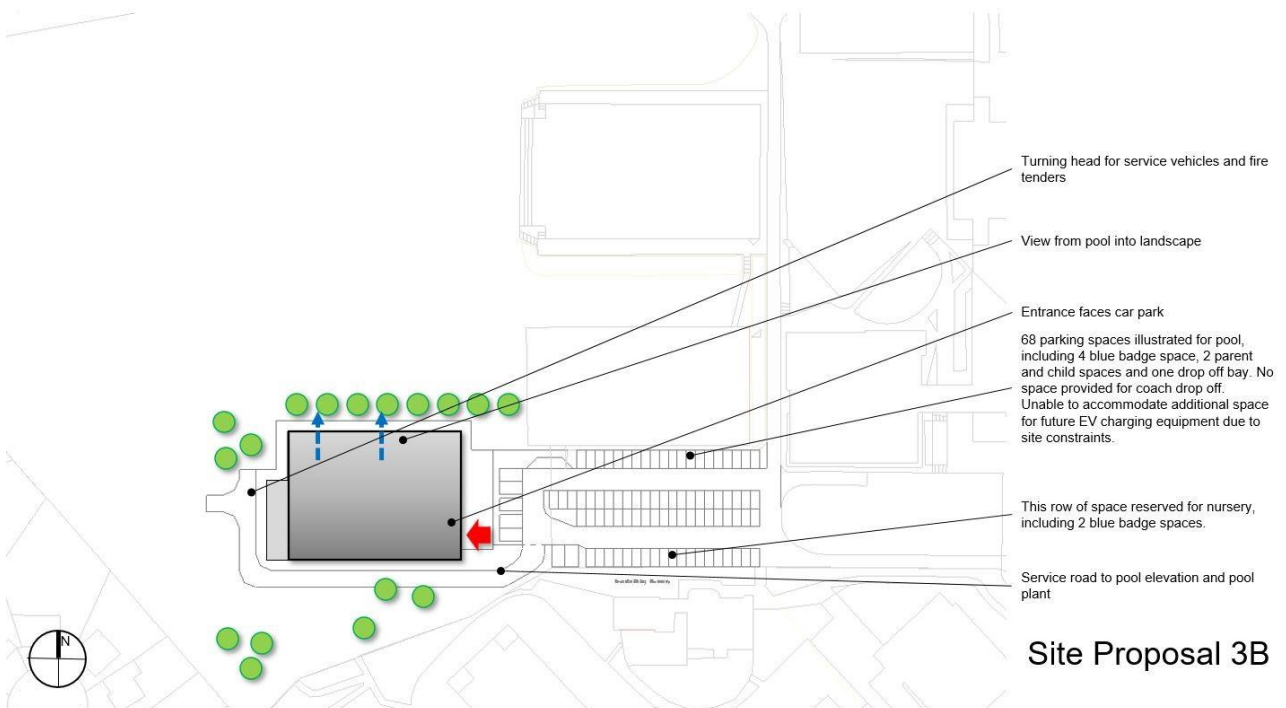
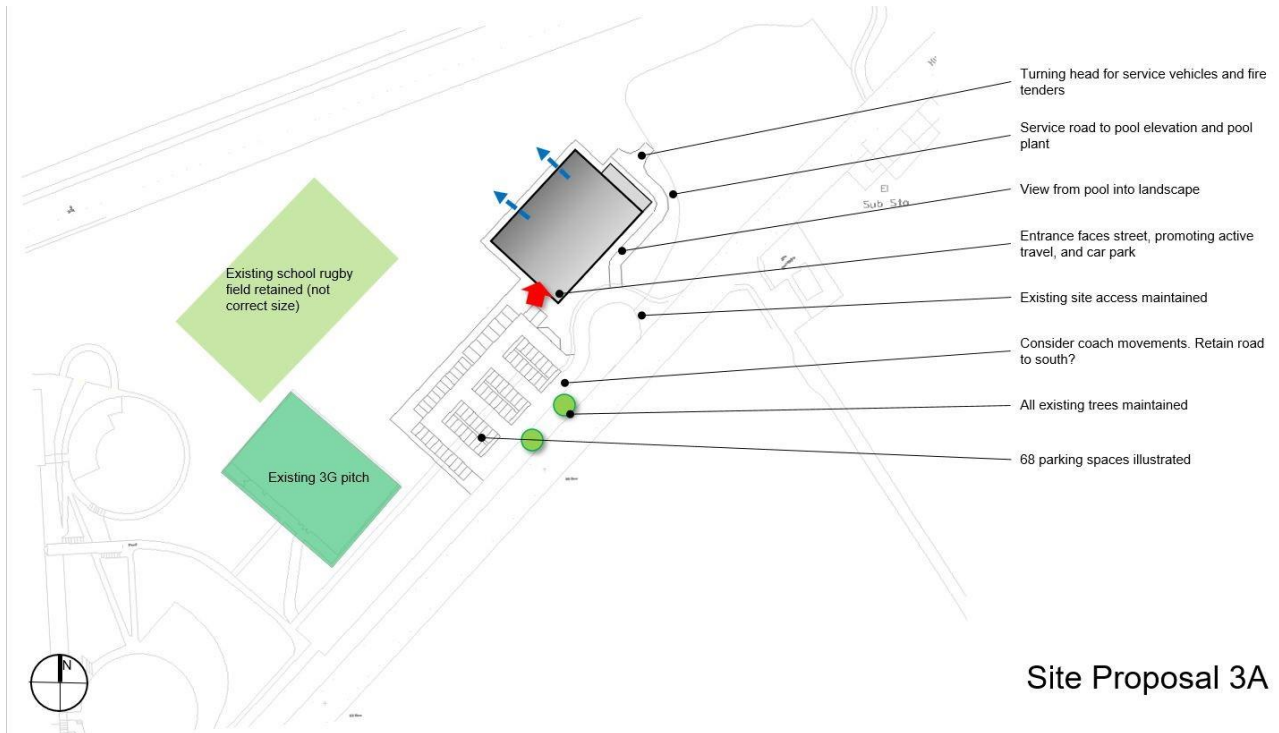
- Sport England Precedent for mixed sport facility

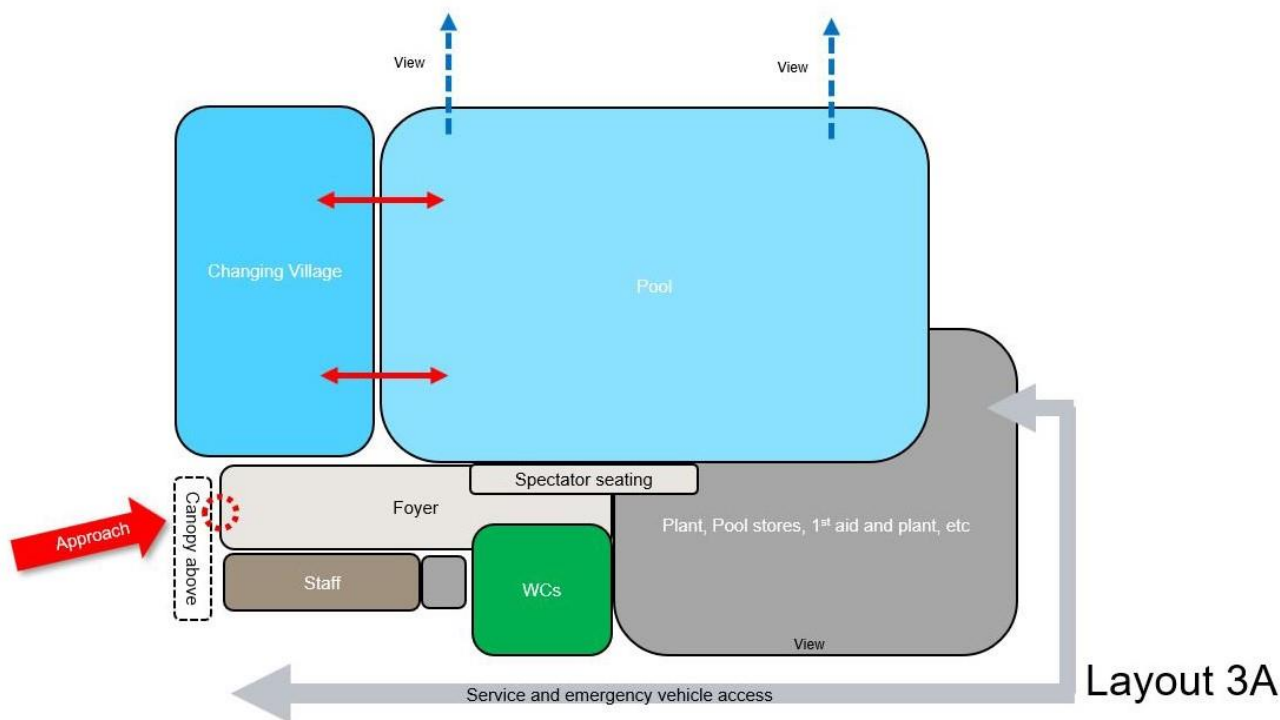


- Community facilities clustered with highly visible location at front.
- Café / training kitchen located to act as both community facility and/or commercial enterprise.
- Passive surveillance of entrance from staff areas.
- Service edge for pool plant, first aid access, kitchen deliveries and pool window cleaning.
- Opportunity for picture window to pool.

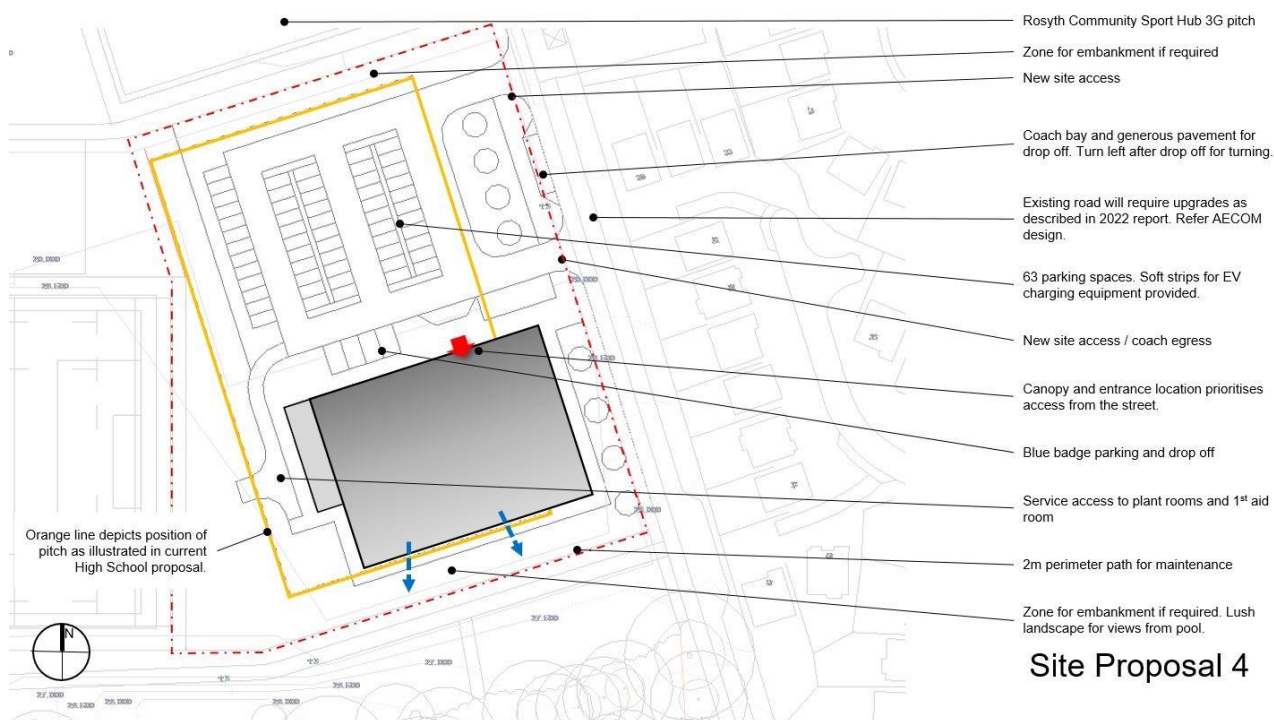


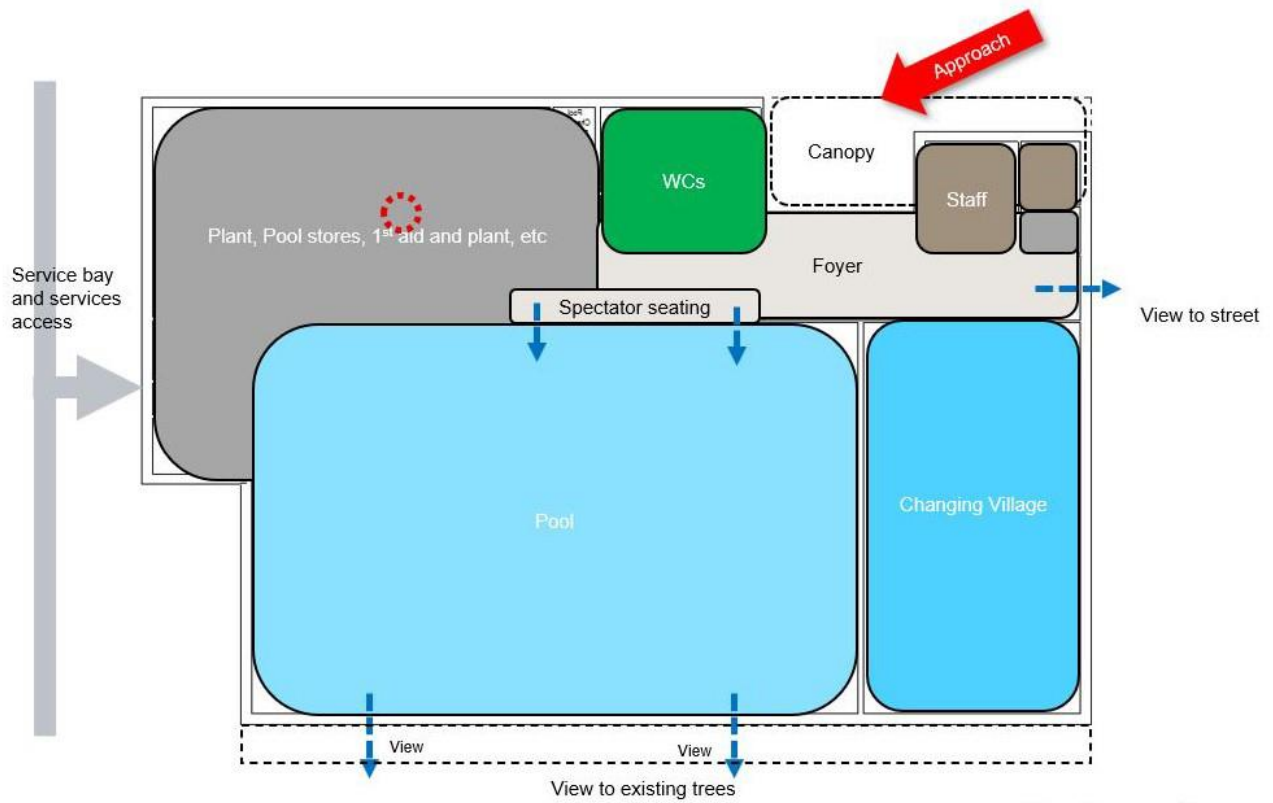
## OPTION 3





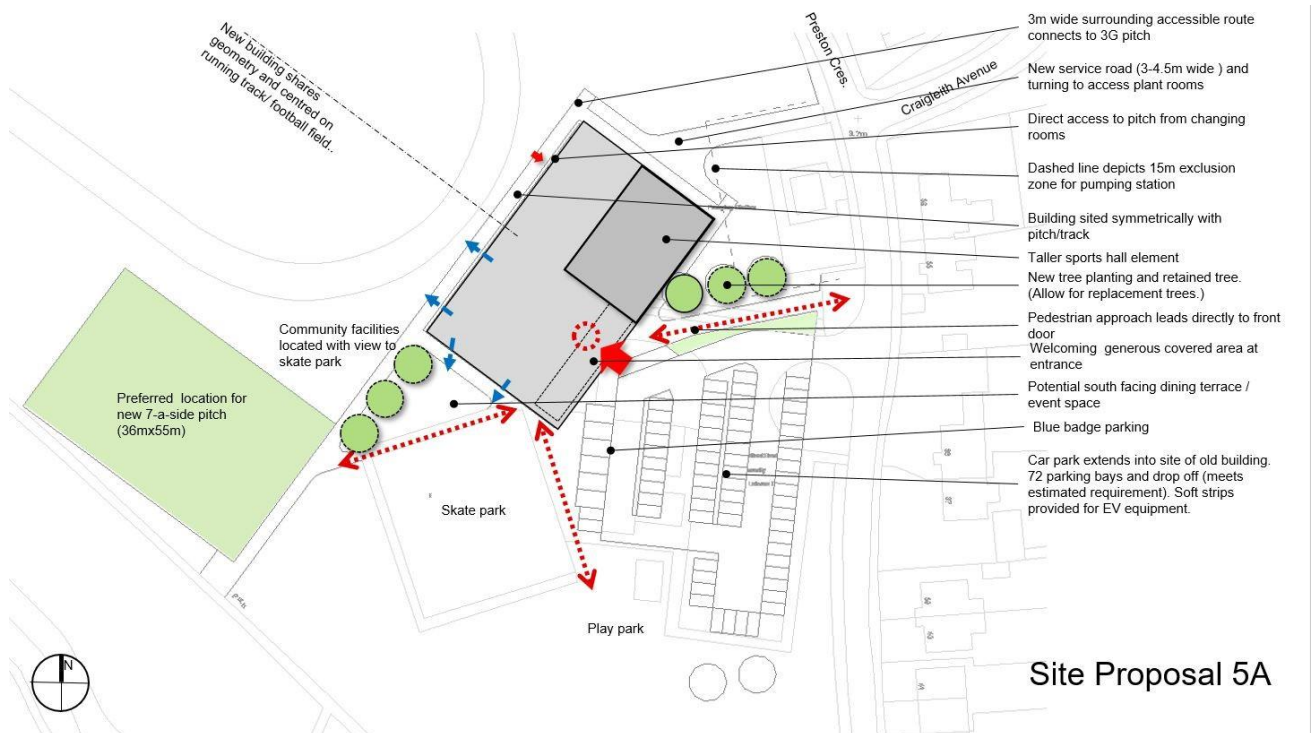
## OPTION 4





Option 4

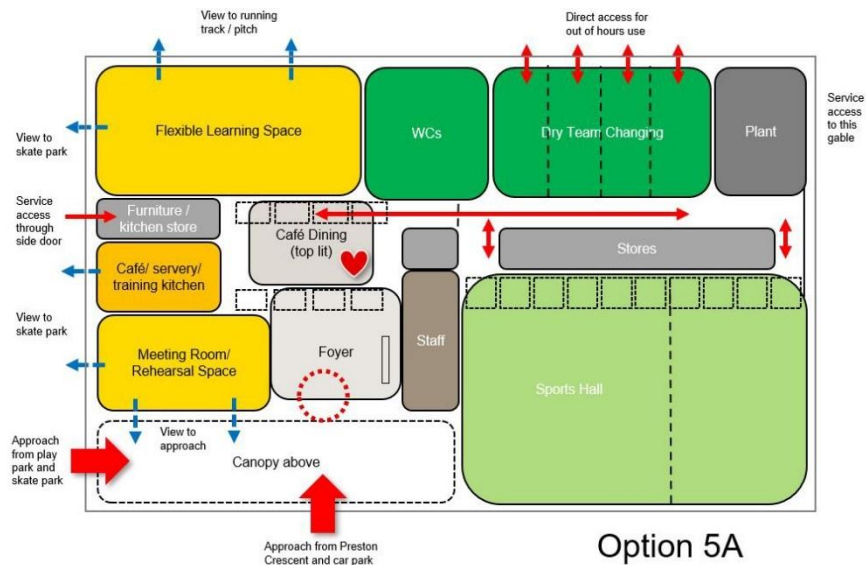
## OPTION 5



Site Proposal 5A

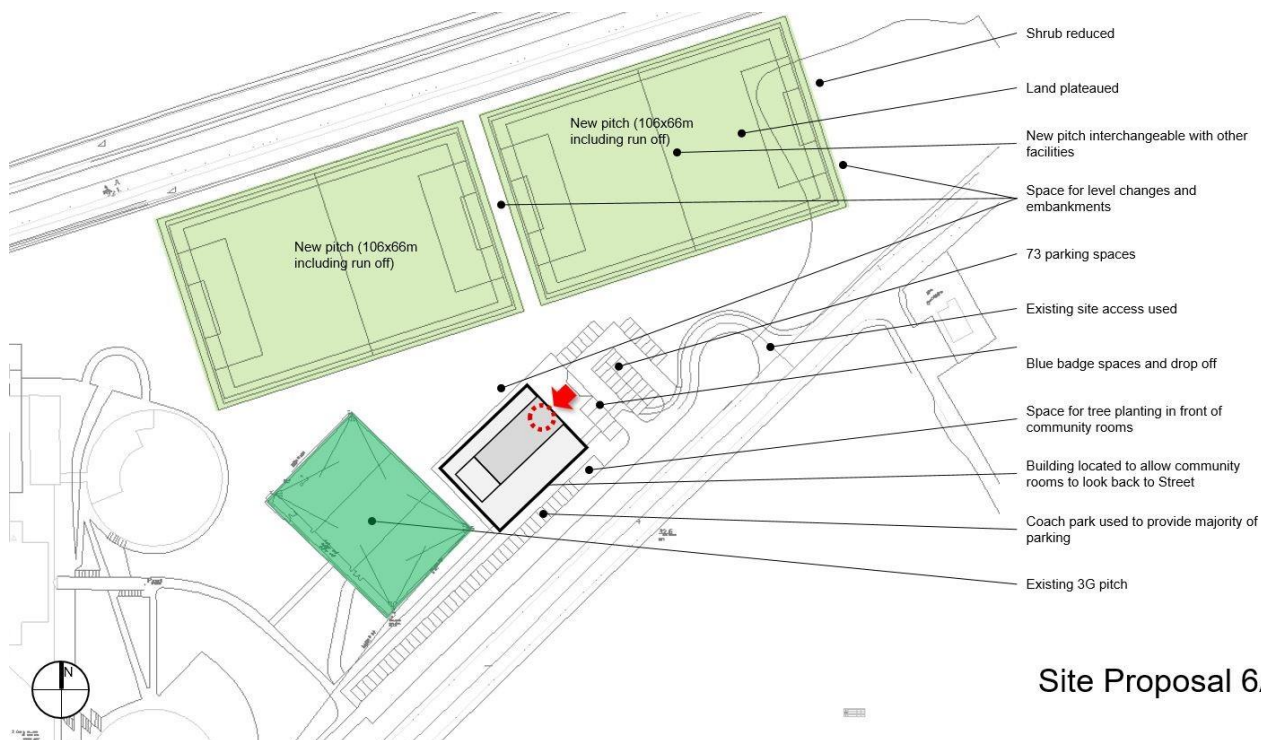
Offers an efficient form factor, creating a rational building shape to sit on axis with the existing athletics track.

- Community facilities clustered around café dining providing highly welcoming and visible location at front.
- Café / dining provided with roof light from above
- Passive surveillance of entrance from staff areas.
- Dry changing located to face pitches with direct access for out of hours use.
- Flexible Learning Space looks toward pitches and skate park.
- Most glazing faces south to maximise solar gains.
- Evening sun in flexible learning space.
- Planning allows secure partial access to isolated parts of facility.
- Entrance canopy large enough to create event space.
- Service road provides access to north gable. Also allows for event set up in Sports Hall for community events etc.

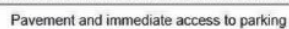
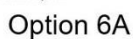


Option 5A

## OPTION 6



Site Proposal 6A



Option 6B

16 January 2025

Agenda Item No. 5

---

## Fife Sports & Leisure Trust Performance Report

---

**Report by:** Emma Walker, FSLT CEO

---

**Wards Affected:** All

---

### Purpose

---

To present the annual performance report for Fife Sports and Leisure Trust (FSLT) for 2023/24 in its sixteenth year of operation.

### Recommendation(s)

---

Members are asked to note and comment on the performance of FSLT during 2022/23 and the work undertaken to maximise the recovery of attendance and income in the post-pandemic period.

### Resource Implications

---

There are no specific resource implications as FSLT is in receipt of an annual services fee.

### Legal & Risk Implications

---

There are no legal and risk implications.

### Impact Assessment

---

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

### Consultation

---

FSLT's Annual Report and Accounts for 2023/24 was approved by the FSLT Board and subsequently accepted by the Council, as the sole member of FSLT, at its Annual General Meeting on 26<sup>th</sup> September 2024.

## 1.0 Background

---

- 1.1 FSLT commenced trading on 1<sup>st</sup> April 2008, as a company limited by guarantee, with charitable status. Fife Council is the sole member of the registered company.
- 1.2 FSLT is a non-profit distributing company which has a Services Agreement to deliver services from the fourteen facilities it manages on behalf of the Council in three key strategic areas:
  - Widening the level of participation in sports and active recreation.
  - Developing opportunities and pathways for people to take up and fulfil their potential in sport.
  - Providing good quality, adequately resourced facilities and services, which meet the needs and aspirations of the people of Fife.
- 1.3 The continued funding support from Fife Council, in addition to the Core Services Fee, allowed FSLT to open its facilities, including all of its pools, and during 2023/24 return to full operating hours during this pandemic recovery period. This allowed FSLT to continue to thrive and progress to full recovery of previous attendance levels, a position not widely replicated across the Scottish Public Leisure Sector. This support is vital to serve the needs of the community to allow them to become more active more often, in the aftermath of a pandemic.

## 2.0 Key highlights during 2023/24

---

- 2.1 For 2023/24 the main focus of the Business plan was “Back to 100”, recovering previous attendances levels and putting the building blocks in place for financial as well as operational recovery.
- 2.2 Details of all the performance highlights can be found [in FSLT's Performance Review 2023/24](#) (Appendix 1), with the major achievements as follows:
  - FSLT achieved almost 2.4 million attendances, 95% of the target set of approximately 2.5 million, a fantastic result due to the closures encountered in the year.
  - The formal transfer of swimming lessons from Community Use Schools took place with the learn to swim programme going from strength to strength achieving in excess of 8,200 members by the end of the year, making it the largest swimming programme in Scotland.
  - FSLT was awarded the “Scottish Water Learn to Swim Provider of the Year 2023” at the annual Scottish Swimming awards in recognition of the excellence of delivery of the programme.
  - The launch of new gym and fitness membership packages in January contributed to record breaking member numbers with growth in the year of almost 3000 members achieving over 15,600 members by the end of the year, a growth rate of 24%, and 14% above the target set.
  - Developing programmes to increase participation in junior activities has gone well, achieving over 1,600 members in our junior dry-side programmes by the end of the year, supported by the launch of Rise Gymnastics. FSLT also delivered programmes in partnership with schools to increase engagement with health and fitness activities.

- A new campaign “Together we can” focused on how FSLT health and wellbeing services impact on the health outcomes of the people of Fife, and the benefits the tailored support from these programmes provide.
- A falls prevention programme, “Active Stability”, was introduced and new pathways for referral into the health programmes were developed, a GP referral scheme for Parkinson’s disease and self-referral programmes widened out to supporting all people with long term health conditions and those who require additional support to become and stay active. Over 47,000 attendances were achieved across all programmes.
- “Active for Leisure” project funding was also secured from Fife Council to enable free access to facilities to support families on low incomes to access the facilities or for individuals to gain free access to health programmes.

### 3.0 Supporting the Ambitions of the Plan4Fife

---

3.1 As well as the key highlights above FSLT delivers on a number of the desired outcomes across all ambitions within the plan and supports Fife Council’s journey towards a Fairer Fife, the main areas being:

- Thriving Places - Ensuring access to high quality leisure opportunities within communities is the main driver within our organisation and our business plan focusses on driving up participation both within our facilities and also outreach in the communities with our health programmes delivering on all the desired outcomes. In particular this year, increase in membership, expansion of junior activity programmes and customer satisfaction have been key areas. A quality assurance programme was launched encompassing mystery visits, customer surveys and our “talk to us” platform was introduced for customer feedback and we achieved a customer satisfaction score of 8.7 for the year – a fantastic result.
- Opportunities for all – supporting concessionary access and also providing free access where we have received funding to do so for targeted groups such as those on low incomes, carers etc. Our health and wellbeing services are also vital in ill health prevention with our referrals scheme and giving confidence to those.
- Inclusive Jobs and Growth – we delivered initiatives such as “Take the Opportunity” programme to create a pathway for young people and adults into leisure and work with key teams to promote leisure opportunities with our business. We improved our Employee Value Proposition and are working with key stakeholders to target groups to support employability outcomes.

### 4.0 Financial Review

---

4.1 The full financial statements and review of the financial position can be found in the Annual Report and financial statements for 2023/24 which is provided as background information to this report. A high-level financial overview can also be found in the [Annual Performance Review 2023-24](#) in appendix 1 of this report.

4.2 FSLT achieved generated income of £9.0m from customers and grant funding, exceeding the income targets by £0.7m, an 8% increase over the previous year. As a result of this and also containment of expenditure, the level of support required from Fife Council was reduced to £5.3m from the £6.2m anticipated at the start of the year which reduced the additional recovery support required to £0.233m.

## 5.0 Investment in Facilities

---

- 5.1 Facility investment by Fife Council has been vital to FSLT's recovery in growing and sustaining the levels of recovery and ensuring facilities run effectively. Key capital investments for recovery in 2023/24 were replacement of synthetic pitches at Cupar and Michael Woods centres and significant works were carried out at Michael Woods Sports & Leisure Centre for the replacement of the sports hall floor and improvements to the ventilation in the pool hall. Without this level of investment FSLT would not be able to provide the quality of service to our customers and achieve the success it does.
- 5.2 FSLT has also invested in facilities where it has been possible in providing up to date studios spaces, with cost effective updates that reflect the needs of customers in the current marketplace, ensuring the growth of our membership offering and increase footfall within centres.
- 5.3 Preparation works were ongoing during the year with Fife Council and Fife Cultural Trust on the transformational refurbishment of Cowdenbeath Leisure Centre, to create a modern integrated community hub for leisure and cultural space by the end of Summer 2025 which further embeds the partnership working and delivery of the "one door" approach for communities.

## 6.0 Conclusion

---

- 6.1 2023/24 was a successful year for FSLT, and thanks to the ongoing support and partnership working with Fife Council, with full operational recovery and attendances of almost restored to pre-pandemic levels achieving 2.4million attendances. It is well on its way to recovering financially with income generation of £9 million due to the focus on quality assurance and service delivery, and the work being undertaken to transform the business as part of the Business Plan to make the business fit to address future challenges.
- 6.2 Both Fife Council and FSLT are continuing to invest in those facilities and provide the infrastructure to grow the business into the future with the purpose of making the communities of Fife, more active more of the time and improving overall health and wellbeing across Fife.

### List of Appendices

---

1. [Fife Sports & Leisure Trust Annual Performance Review 2023/24](#)

### Background Papers

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

- The Annual Report and Financial statements for the year ended 31st March 2024 can be viewed online [About - Fife Sports and Leisure Trust](#)

Report Contact: **Emma Walker**  
Author's Job Title: Chief Executive Officer  
Email: [Emma.Walker-sl@fifeleisure.org.uk](mailto:Emma.Walker-sl@fifeleisure.org.uk)

16 January 2025

Agenda Item No. 6

---

## Fife Golf Trust Performance Report

---

**Report by:** Iain Evans, FGT Business Manager

---

**Wards Affected:** All.

---

### Purpose

---

To present the annual performance report for Fife Golf Trust for 2023/24

### Recommendation(s)

---

Members are asked to:

- (1) Note the contents of the report and the progress made by FGT in 2023/24 and;
- (2) Note the effective delivery of Fife Council priorities through FGT activity.

### Resource Implications

---

Increased demand on Fife's outdoor spaces requires sustained investment if the benefits of high-quality, accessible, affordable golf courses are to be realised and Fife is to continue to provide golf courses maintained to highest standards of environmental stewardship to the benefit of local communities and visitors alike.

### Legal & Risk Implications

---

There are risk implications pertaining to the provision of service, and delivery of targets in alignment with the Council's obligation to improve local services and local outcomes whilst demonstrating best value.

### 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 Fife Golf Trust (FGT) has been asked to submit high level covering reports to accompany our published annual report. Please refer to the [LINK TO FULL REPORT](#) for further detail including a summary of audited financial statements for the year ending 31<sup>st</sup> March 2024.

## 2.0 Report Summary

---

### 2.1 FGT Structure

2.1.1 FGT (SC042206) is a registered charity established on 30 March 2011 to manage and operate Fife Council's seven Golf Courses. The seven courses are:

- Auchterderran Golf Course, Cardenden
- Dora Golf Course, Cowdenbeath
- Dunnikier Park Golf Course, Kirkcaldy
- Glenrothes Golf Course, Glenrothes
- Kinghorn Golf Course, Kinghorn
- Lochore Meadows Golf Course, Lochore
- Scoonie Golf Course, Leven

Fife Golf Trust FGT took over the operation of the courses on 1st April 2011.

FGT manage and operate the golf courses on behalf of Fife Council, who are their sole shareholder. We are one of the biggest public golf facilities in Scotland with more than 150,000 rounds played every year and we have approximately 3000 season ticket holders, the vast majority of which hold our 7 course 'Rover' ticket which enables unlimited play over all the courses.

As a registered charity, we have a strong focus on our stated charitable objectives to provide as many accessible and affordable opportunities for as many members of the general public in Fife as possible to participate in the sport of golf. We aim to have a positive impact on the lives of people in the communities that we serve and do this by presenting quality golf courses that are maintained with a strong focus on environmental stewardship.

#### **Fife Golf Trust's Stated Charitable Objectives:**

1. To advance the public participation in the sport of golf in Fife.
2. To provide and assist in the provision of recreational activities within Fife, with such facilities / activities being made available to the public with the objective of improving their quality of life.
3. To provide as many accessible and affordable opportunities for as many members of the general public in Fife as possible to participate in the sport of golf
4. To provide, establish, operate and /or support other similar schemes and projects which further this charitable purpose

FGT tests all key plans and actions against these objectives, so that there is not divergence away from them, and so our activity is continuously aligned to helping the Trust achieve its charitable aims.

#### 2.1.2 *Environmental Stewardship*

In 2023, the Trust applied for and was successfully awarded £191,294.67 grant funding from Scottish Government's Nature Restoration Fund, managed by NatureScot, for 'Seven Golf Courses for Nature'. This ambitious, landscape-scale project is taking place between August 2023 and March 2025.

It will further the conservation of biodiversity by enhancing, creating and connecting habitat. The Trust is particularly driven to support threatened pollinators, bats and amphibians.

The aspiration is to maximise biodiversity potential on the courses to create rich, multi-functional spaces for wildlife and people.

The Golf Environmental Organisation (GEO) accreditation is a recognition of environmental stewardship, sustainability, ecology, climate action and community values within the golf industry.

Fife Golf Trust achieved GEO certification in 2017 and in 2022 achieved recertification which takes us through to 2025. FGT were the first 7 course municipal site in the world to achieve GEO certification which was a recognition of the work carried out to promote and protect our environment with strong sustainable practices. FGT continues to implement the supporting action plan for this second award.

### 2.1.3 *Golf Development*

FGT's strategy in terms of golf development is to work with partners such as golf clubs and other 3<sup>rd</sup> parties to deliver golf development programs to their communities. FGT, as part of partnership discussions, seeks to support clubs to deliver participation initiatives and will support with budget and course access and set up. This is in particular to target underrepresented groups including: children, women, older people and those economically disenfranchised.

### 2.1.4 *Operations*

FGT continues to operate with just enough staff due to budgetary and FC organisational structure oversight constraints. Staff being unexpectedly unavailable for work can occasionally leave us exposed to a lack of personnel capacity in key roles such as starters and greens staff.

FGT continues to successfully implement a new, innovative and market leading integrated membership CRM, ePOS and tee booking system. This has enabled us to: have access to far superior management information than previously, offer spread payments linked to a customer's membership, increase operational agility significantly and for us to solve customer issues quickly and efficiently.

### 2.1.5 *Affordability and Inclusion*

Closely linked to our golf development activity, FGT places a strong importance on affordability and access for all. We passionately believe that golf in Fife should be an affordable game for all. Accordingly, we have raised prices significantly less than inflation over the past 2 years, making up the difference with increased efficiencies and improved trading. We have also implemented a standing order spread payment option to increase affordability. We continue to maintain comparatively generous concession prices to: those over the age of 62, younger people, children, those on income support or those with disabilities.

### 2.1.6 *Financial Performance*

Total Golfer income from Season Ticket Sales and "Pay as you Play" increased by 13% from £988k to £1,122k which in turn was 8% more than the budgeted figure for the year. Generated income (Golf and Secondary) increased by 15% to £1,195,450. The results for the year before accounting for pension cost adjustments of £8k show an operating surplus of £174k for the year. This outcome continues to build on the significant improvement in performance in 2022-2023 and sets a good platform for FGT to achieve its goals for the future.

## 2.2 **Summary of select outputs**

- Secured £191k grant funding from Scottish Government's Nature Restoration Fund, managed by NatureScot.
- Continue to implement 2022-2025 action plan of Golf Environmental Organisation (GEO) accreditation.
- Continued and increased golf development activity targeting underrepresented groups.
- Continued defence of concession price categories.

- Improved member experience via implementation of new integrated membership CRM and online booking system enabling members to book tee times and pay fees either in full or on a standing order payment plan via the same user friendly app.
- Improved management information and internal operational efficiency via our new integrated membership CRM and ePOS system.
- Strong financial performance building on improved performance of previous years with increased season ticket sales and pay and play revenue.
- Various improved governance policies, procedures and outcomes including increasing female representation on our board to 25%.
- Strengthened partnership working namely with: partner clubs adjacent to our courses, Fife Council, Professional Golf contractors and 3<sup>rd</sup> sector organisations such as Dunnikier Park Community Golf.
- Increased golf course utilisation across the board.

## 2.3 Full report

A link to the full report produced by Fife Golf Trust can be found here: [LINK TO FULL REPORT](#)

## 3.0 Conclusions

---

- 3.1 Numerous credible reports in recent years point to playing golf being very good for people's mental and physical wellbeing. It is also a game that can be played right across the age spectrum. Fife is the 'home of golf', and it is important that members of the public living here have access to affordable, inclusive, and accessible golfing opportunities on courses that are maintained to the highest standards of environmental stewardship.
- 3.2 This cover note, in conjunction with the published annual report and audited accounts provides information that demonstrates a commitment to best value through the transparent reporting of activity undertaken by FGT on behalf of Fife Council.
- 3.3 FGT on the whole is performing well with a positive financial performance compared to previous years. This can be put down to strong demand for golf in Scotland and the business and governance improvements of the Trust, detailed in the full report. Trading conditions are still challenging, with competition from other providers, the cost of living crisis putting pressure on non-critical personal expenditure and the surging cost of course maintenance consumables and machinery. FGT will continue to focus on delivering its charitable objectives and implementation of its annually updated business plan.

## List of Appendices

---

1. Fife Golf Trust Annual Report for year ending 31<sup>st</sup> March 2024

**Report Contact:** Iain Evans  
**Author's Job Title:** Business Manager  
**Telephone:** 07790074139, Email: [iain.evans@fife.gov.uk](mailto:iain.evans@fife.gov.uk)

16 January 2024

Agenda Item No. 7

---

## OnFife (Fife Cultural Trust) Performance Report

---

**Report by:** Heather Stuart, FCT CEO

---

**Wards Affected:** All

---

### Purpose

---

To present the annual performance report for OnFife (Fife Cultural Trust) for 2023/24

### Recommendation(s)

---

Members are asked to:

- (1) Note the contents of the report and the progress made by OnFife in 2023/24
- (2) Note the effective delivery of Fife Council priorities through OnFife activity.

### Resource Implication

---

The content of the report relates to the performance year 2023/24, and related performance and no direct resource implications therefore arise directly.

### Legal & Risk Implications

---

There are risk implications pertaining to the provision of service, and delivery of targets in alignment with the Council's obligation to improve local services and local outcomes whilst demonstrating best value.

### 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 OnFife has been asked to submit a high-level covering report to accompany our published annual report. Please refer to the [ANNUAL PERFORMANCE REPORT](#) for further detail and to our [AUDITED REPORT](#) for our audited financial statements and financial performance information for the year ending 31<sup>st</sup> March 2024.

OnFife (Fife Cultural Trust/FCT) manages, operates and delivers the following services on behalf of Fife Council:

- 29 libraries, two mobile libraries
- 7 museums, 3 heritage venues and 2 heritage sites
- Four theatre and community venues
- Collections Centre at Bankhead, Glenrothes
- Fife's historical archives
- Maintenance and development of library services within Fife Council's six integrated customer service facilities
- Stewardship and care for the objects and archives in Fife Council's Collections.

OnFife's main aim is to deliver cultural activity with the purpose of enriching lives in Fife. This is intrinsically linked to the aims and objectives set out in the services agreement with Fife Council, which requires OnFife to deliver in four key strategic areas:

- To provide, or assist in the provision of cultural facilities and to organise cultural activities, with such facilities and activities being made available to members of the public at large with the object of improving their quality of life
- To provide accessible and affordable opportunities for all members of the public in Fife to participate in cultural activities and access the cultural facilities
- To advance education and learning particularly as it relates to cultural activities
- To advance citizenship and community development through cultural activities, via the provision of services (including those entrusted to it by the Council), which contribute to advancing well-being including:
- The operation, management and development of facilities for the delivery of cultural activities including arrangements to facilitate access to facilities by those on lower incomes or with special needs and to encourage wider participation in cultural activities
- The development and delivery of cultural activities and events directed towards wider participation in such activities
- The delivery of services focused on social renewal and the needs of young people.

## 2.0 Report Summary

---

- 2.1 2023/4 was the first full year of operation post-Covid for OnFife. This brought a range of operational challenges as the organisation adjusted to a different business environment post the pandemic. For theatres in particular, customer behaviours have changed markedly in terms of programming expectations, and last-minute ticket buying. Across other services, footfall and usage is coming back strongly but took time to recover.

The organisation remains focused on engaging with current and new customers and their needs and during 2023/24 opportunities were created to support those most impacted by the cost of living crisis through, in particular, the Warm Spaces initiative, but also through promoting the range of free-to-access venues and services operated by OnFife across Fife. With over 70,000 people through the doors every month, OnFife is uniquely positioned to engage with local people providing support where needed to address challenges being faced.

Performance overall saw significant improvement with 1 million visits in total to libraries, museums and galleries, a 54% increase in theatre attendances, a 20% increase to museums and heritage venues, and visits to libraries and to mobile libraries both up by 15%, and access to our electronic resources up by 98%. 74 professional theatre shows were staged during this performance year in addition to the 60 shows delivered by local amateur companies, and 19 Warm Spaces were developed to support local communities with the cost of living crisis.

2023/24 saw the re-opening of the Adam Smith Theatre in Kirkcaldy. A large-scale piece of engagement involving 4,500 people in the Kirkcaldy area helped to develop and deliver a new vision for the theatre.

Similar in-depth community engagement took place in Lochgelly and Levenmouth, all funded by the Creative Scotland Recovery Fund, focused on identifying key priorities for those communities. In Lochgelly, a Community Vision Day engaging with the local community and including local young people gave rise to a number of key projects and initiatives which will strengthen our local partnership working. This includes a theatre production with the National Theatre of Scotland and Beath High School. In Levenmouth, with additional support from the Fife Council Community Recovery Fund, a community engagement co-ordinator based in Methil Heritage Centre has been working with the local community to identify and deliver on key local priorities.

Investment in Cupar Library transformed the reference room into a space for wider community events and talks, creating opportunities for social interaction, informal learning, and engagement.

Other highlights included the delivery of the highest grossing panto to date with The Little Mermaid at Adam Smith Theatre; working with local amateur drama and musical venues to deliver 60 shows across OnFife venues; the launch of the musical instrument library at Lochgelly with over 100 instruments now available to children and adults to support greater access to music; and a major Flooring the World exhibition at Kirkcaldy Galleries welcoming over 7,000 visitors following two years of extensive research and engagement and the donation of over 1,000 linoleum objects from Forbo.

A major customer engagement survey was conducted during 2023/24 with over 2,000 responses, and over 3,000 individual comments within the survey submissions. The results are invaluable and are already informing service development and delivery. 96% of library users are satisfied or very satisfied with their experience, with 83% satisfied or very satisfied with theatres. 83% feel welcome and included at OnFife venues.

## 2.2 Finance

The work and reach of OnFife, which is felt across Fife's communities, is largely possible due to the unique way we are funded. The management fee from Fife Council ensures we can sustain essential public services that are mostly free of charge, and provide cultural and creative experiences that support wellbeing, community connection and tackle social isolation across our 40 venues. The funding model ensures we can continue to contribute to the Plan4Fife outcomes and meet community needs, preventing crisis whilst supporting people to thrive.

We continue to work with Fife Council to address the financial challenges that are being felt across the public sector with a view to seeking innovative solutions that can protect essential public services whilst achieving necessary savings and enables us to meet escalating community need. Alongside this we have continued to exercise careful financial stewardship which is evident in our detailed audited accounts.

## 2.3 Full reports

Links to the full performance and financial reports produced by OnFife can be found in the List of Appendices.

# 3.0 Conclusions

---

- 3.1 In line with the Statutory Performance Indicator of the Local Government Act 1992, OnFife (FCT) plays an important role in supporting the Local Authority to deliver a range of high quality cultural and creative services and opportunities across Fife.
- 3.2 This cover note, in conjunction with the published annual report and audited accounts, and published summary annual report provides information that demonstrates a commitment to best value through the transparent reporting of activity undertaken by OnFife (FCT) on behalf of Fife Council.

## List of Appendices

---

- 1. [OnFife Annual Performance Report for year ending 31<sup>st</sup> March 2024](#)
- 2. [Fife Cultural Trust \(OnFife\) Audited Report for year ending 31<sup>st</sup> March 2024](#)
- 3. [Fife Cultural Services Trading Limited Annual Report and Accounts 2023/24](#)

**Report Contact:** Heather Stuart  
**Author's Job Title:** Chief Executive Officer  
**Telephone:** 01592 611101  
**Email:** [heather.stuart@onfife.com](mailto:heather.stuart@onfife.com)

16 January 2025

Agenda Item No.8

---

## Electrical Safety Compliance - Electrical Installation Condition Reports (EICR's) and fire detection compliance

---

**Report by:** John Mills, Head of Housing Services  
John Rodigan, Head of Environment & Building Services.

---

**Wards Affected:** All

---

### Purpose

This report provides an action plan devised to ensure full compliance with legislative requirements in respect of the completion of Electrical Installation Condition Reports and fire detection compliance.

### Recommendation(s)

Committee is asked to:

- Note the proposed revision to the existing Electrical No Access process and enhanced support to staff and tenants in achieving full compliance with all health and safety requirements in respect of electrical installations and fire suppressant measures.

### Resource Implications

There are no staffing resource implications. The process will be managed through existing resources.

### Legal & Risk Implications

Legal Services colleagues have reviewed the process and confirmed there are no legal impediments to the electrical access procedure being implemented. The procedure mirrors the existing gas access procedure.

### Impact Assessment

An impact assessment is not necessary at this point as no change to existing policy is being proposed.

### Consultation

Fife Council Legal Services, Area Housing staff and the Housing and Building Services spokesperson have been consulted.

## 1.0 Introduction

---

- 1.1 There is a requirement to conduct an Electrical Installation Condition Report in each Fife Council domestic housing property to meet the regulatory requirements of Repairing Standard housing (Scotland Act 2006) and UK Safety Standard BS7671. This check consists of a thorough inspection and assessment of the fixed electrical installations within a property. It evaluates the safety and performance of electrical systems and identifies any potential hazards or deficiencies. Conducted by qualified electricians, Electrical Installation Condition Reports provide an in-depth analysis of the condition of electrical installations, wiring, distribution boards, sockets, switches, and other relevant components., Minor repairs are completed during the check, with any potential major corrective works like electrical rewire and the installation of an isolator where none has already been fitted requiring a further visit. Smoke detectors and carbon monoxide detectors (where fitted) are also checked to ensure that they meet the legislative requirements.
- 1.2 The above outlined checks are currently required to be conducted every five years across Council housing stock (31,121 properties).
- 1.3 The Fife Engagement Plan produced by the Scottish Housing Regulator highlights the need for the Council to ensure the safety of tenants in relation to gas safety, electrical safety and fire detection. The Council's Annual Assurance Statement for 2024/25, agreed by this Committee in October 2024 provided a commitment that the Council would strive to address these areas of concern.
- 1.4 The Head of Housing submitted an updated position to the Scottish Housing Regulator at a meeting in Glasgow on 3<sup>rd</sup> December 2024. The following Fife Council performance was noted by the Regulator.
  1. Gas Safety – 99.9% compliant
  2. Smoke Detectors – 97% compliant.
  3. Electrical safety – 89.5% compliant.
- 1.5 The Regulator highlighted that the Council's performance on electrical safety compliance was still short of the Scottish Local Authority average of 94-95% and that the Council needed to take further action to narrow the gap to the Scottish average.
- 1.6 This report and action plan has been produced for Committee to consider the draft action plan to improve the Council's compliance on electrical safety.

## 2.0 Electrical Compliance Delivery

---

- 2.1 Housing Services and Building Services work in partnership to achieve full compliance across all HRA housing stock.
- 2.2 Whilst the initial checks are conducted in one home visit, any follow up works require further appointments to be made with the tenant. This results in an average of three

visits per property. This includes the initial inspection, installation of an isolator where required, and a rewire or wiring upgrade.

- 2.3 The compliance rate achieved for the period 2024-25, as of 6 December 2024 is shown below.

#### Current compliance numbers

<u>Item</u>	<u>Total</u>	<u>In date total</u>	<u>Out of date total</u>
<b>No access</b>	<b>2420</b>		
<b>Tests completed</b>	<b>4029</b>		
<b>EICR</b>	<b>31121</b>	<b>27945</b>	<b>3176</b>
<b>Smoke Alarms</b>		<b>29141</b>	<b>1980</b>

- 2.4 Housing Services and Building Services programme 6,200 properties per annum to achieve full compliance. However, the issue of non-access to properties, mainly through tenant refusal to allow entry or to keep appointments, is becoming increasingly prohibitive to ensuring the safety of occupants and achieving a position of full compliance. It is recognised that action must be taken to address this situation.
- 2.5 Similar issues were experienced in relation to the annual gas safety check. To address the issue a “Gain Access” process was introduced some years ago to supplement the existing No Access process and procedures. This process sits within Fife Council as the Landlord’s right of access to properties and is outlined in the Scottish Secure Tenancy Agreement under Sections 4.26, 4.27, and 4.28.
- 2.6 The implementation of the “Gain Access” process to gas safety has been very successful. For the period 2024-25 there have been two cases of failing to complete a gas safety check within the required 12-month period. Both cases were due to a process misunderstanding and not due to failed access. The level of access to tenanted properties has remained consistently high under the current process.

### 3.0 Proposed Action to Address No Access

---

- 3.1 Given the success of the enhanced gas no access process, it is proposed to adapt this and introduce it for electrical safety checks across all HRA domestic stock and to replicate the level of access gained.
- 3.2 Work has been underway across Housing Services, Building Service and Legal Services partners to develop an appropriate version of the process, with procedures for staff and tenant guidance and support. The process and procedures documents have been distributed for wider comment.
- 3.3 Scrutiny Committee is asked to note the proposed revision to the existing Electrical No Access process and enhanced support to staff and tenants in achieving full compliance with all health and safety requirements in respect of electrical installations and fire suppressant measures.

- 3.4 The proposed process incorporates two on site visits by Building Services colleagues, additional contact, by Housing Services HTO No Access Team, by phone, text, letter, and visits to properties.
- 3.5 The process would then escalate to notification of the intention to gain access under the terms of the tenancy agreement. The next stage would be confirmed in writing, with clear appointment details given, and a further opportunity to make contact to avoid a forced entry to the property.
- 3.6 All of the above is in line with the current process for gas safety no access cases. Building Services and Housing Services have identified sufficient resources to manage, monitor and report on each stage of this process. Building Services has also given a commitment to ensuring adequate resources will be available to conduct all checks and subsequent works.
- 3.7 A copy of the proposed process, and associated standard letters is attached for information. (Appendix 1)

## 4.0 Conclusions

---

- 4.1 Housing Services and Building Services are committed to fulfilling the obligations of electrical safety compliance requirements in all HRA domestic properties.
- 4.2 The increasing problem of no access is a barrier to achieving and maintaining full compliance. It is recognised that this issue needs to be resolved.
- 4.3 The implementation of a No Access (including gain entry) process, mirroring that used for gas safety access is essential in addressing the current electrical test difficulties.
- 4.4 The proposed process would be delivered from the existing resources across Housing Services and Building Services.

**John Mills**  
**Head of Housing Services**

### List of appendices

Appendix 1 -Process for gaining access to undertake the completion of Electrical Installation Condition Reports, fire detection compliance inspections and required follow on works.

### Report Contacts

John Mills  
Head of Housing Services  
Fife Council  
E-mail – john.mills@fife.gov.uk

Helen Wilkie  
Service Manager (Housing Condition & Supply)  
Fife Council  
Email – helen.wilkie@fife.gov.uk

## **Appendix 1 - Procedure for no access / Gain of access- Electrical Testing**

**Issue Date 1<sup>st</sup> February 2025**

### **1. Introduction**

- 1.1 The Housing (Scotland) Act 1987 authorises Fife Council to enter a council tenancy to inspect the property. The Housing (Scotland) Act 2001 authorises Fife Council to enter a council tenancy to inspect the property and carry out necessary repairs. Sections 4.26 & 4.27 of the Council's tenancy agreement also confer powers of access. UPDATE\*\*

(Refer to Appendix 6 for details of the Housing Acts and Tenancy Agreement)

- 1.2 These instructions must be adhered to by all Housing Services and Building Services staff Fife wide.

### **2. Definitions**

BS: Building Services  
HTO: Housing Technical Officer  
HMO: Housing Management Officer  
CSA: Customer Service Advisor

### **3. Qualifying persons**

- 3.1 Qualifying persons who are entitled to gain access are:

- HTO – To carry out no access procedure in order gain entry for Component replacement (If unsuccessful Appendix 4.1)
- HMO/HTO – to carry out inspection of the property and identify repairs.
- BS – Authorised contractors to carry out the works specified.

Before a Gain Entry is carried out (Appendix 4)., the Council officers and contractor will be issued with a Letter of Authorisation by the relevant Housing Professional.

### **4. Procedure for gaining access to council tenancies:**

#### **4.1 Proposed Procedure for Electrical Test Access:**

1. BS Supervisor identifies addresses to be programmed for testing by last test date and forwards the list onto business support.
2. Business support sends postcards to the addresses advising of the date the test will be carried out and also that our contractor will be in touch. A telephone number is provided for the tenant to call the contractor should they need to reschedule.
3. Framework contractor (currently MPF) letters tenant's advising it will be them coming on the already given date to carry out the test and gives further information of the requirements on the test date. Their

contact details are on this letter should the tenant need to reschedule at that point.

4. Framework contractor sends a reminder letter that they will be arriving on the already given date. Their contact details are on this letter should the tenant need to reschedule at that point.
5. If no access on the test date the contractor cards the address to advise they were there, and it is marked up as a 1<sup>st</sup> no access.
6. BS Supervisor will reprogramme the address and steps 1-4 are followed again.
7. If there is no access a second time the address is carded by the contractor again and it is marked up as a 2<sup>nd</sup> no access.
8. Double no access addresses are sent in batches as requested to Housing no access team.
9. If there is still no contact from the tenant after the 2<sup>nd</sup> no access carding, a Housing Technical Officer from the No Access team will arrange Forced entry into the property.

The Police would be contacted in the instance of an emergency situation or if any known risk with the tenant. The HMO/HTO should also be in attendance if possible. We will ensure the property is resecured. (Refer to 4.5)

**NB:** It may be that a gain entry is not required however scheduling for Building Services to be prepared (2 weeks) will further reduce the costs/labour with being scheduled and it will be at no cost to drop the joiner only due to the other trades completing works.

#### **4.4 Police – forced entry procedure**

Where we have reason to request Police attendance (e.g. where HMO /HTO foresee any problem with a tenant or owner/violent marker)

- 4.4.1 Contact Building Services and co-ordinate date/time (approx. 3 weeks)
- 4.4.2 *Advise police with a reasonable lead in time (approx. 3 weeks) giving reasons for gaining entry and request attendance at the co-ordinated time as above 4.4.1 Risk assessment to be carried out to confirm reason.*

#### **4.5. If forced entry has been made**

- 4.5.1 If entry has been gained and the locks have been put on a 101/103 lock the HTO will fix a notice on the tenant's front door explaining that FC have gained access to carry out essential works (as indicated within RA1/RA2) and for the tenant to telephone the contact centre in order to have locks returned to a standard lock and a customer service advisor will go over the recharge. HTO must raise a job ticket for the joiner to gain access

## Appendix 1

Name  
Address  
Town  
Postcode

Forename Surname  
03451 555555 ext.  
Forename.Surname@fife.gov.uk

Your Ref:  
Our Ref:

Date:

Dear **(Tenant's Name)**,

### **Entry to Your Tenancy at (address of tenancy)**

As Fife Council is your landlord, we require entry to your property for **(description of why entry is required)** but despite trying on numerous occasions we have not been successful in order to arrange this.

For the **(description of why entry is required (as above))** to be carried out, a visit to your property has been arranged for myself and the necessary tradesperson/council officer for **(date & time (2 weeks from letter date))** to gain access in order to carry out component replacement.

Under the terms of your tenancy agreement sections 4.26 & 4.27, Fife Council has the right to enter your council tenancy to inspect it and its fixtures/fittings or to carry out repairs/improvements to it.

**If we are required to gain entry to your property to carry out the necessary inspection/work. You will be recharged any costs involved in gaining entry to your property.**

Yours sincerely,

[Sender's Name & Job Title]

Name  
Address  
Town  
Postcode

Forename Surname  
03451 555555 ext.  
Forename.surname@fife.gov.uk

Your Ref:  
Our Ref: RA2

Date:

Dear (Tenant's Name),

**Entry to Your Tenancy at (address of tenancy)**

A letter was issued to you on **(date)** letting you know that Fife Council, as your landlord, needed entry to your tenancy for **(description of why entry is required)** scheduled access will continue as previous letter RA1 **(date & time as week RA1)** for this work to be carried out.

To prevent scheduled entry please be present at the time detailed above or have a family member attend on your behalf.

Under the terms of your tenancy agreement sections 4.26 & 4.27, Fife Council has the right to enter your council tenancy to inspect it and its fixtures and fittings or to carry out repairs or improvements to it.

**If you are not at home or refuse to let us in at this time, we WILL gain entry to your property to carry out the necessary inspection/work. You will be recharged any costs involved in gaining entry to your property.**

Yours sincerely,

[Sender's Name & Job Title]

**CERTIFICATE OF SERVICE**

I \_\_\_\_\_, of Fife Council, hereby certify that upon the (\*date) \_\_\_\_\_  
 I duly served a notification to Gain Access in terms  
 of Sections 4.26 & 4.27 of the Fife Council Tenancy Agreement on the said (\*name of  
 tenant/qualifying occupier) [\*score through as appropriate..... a copy of  
 which notification is attached.

This I did by:

Please tick appropriate box and  
 score through \* as appropriate

- ☐ Delivering it to \*him/her personally at \_\_\_\_\_  
 being the \*tenant's/\*qualifying occupier's address.
- ☐ Leaving it for \*him/her at the house at \_\_\_\_\_  
 being the \*tenant's/\*qualifying occupier's address, in the hands of (name and  
 relationship to tenant).
- ☐ Leaving it for \*him/her at the house at \_\_\_\_\_  
 being the \*tenant's/\*qualifying occupier's last known address.
- ☐ Sending it to \*him/her by Recorded Delivery Post at \_\_\_\_\_  
 being the \*tenant's/\*qualifying occupier's address.

All of which was done before and in the presence of (name of witness)

\_\_\_\_\_

**Served by:**

Name (block capitals) \_\_\_\_\_

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Witnessed by:**

Name (block capitals) \_\_\_\_\_

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name  
Address  
Town  
Postcode

Forename Surname  
03451 555555 ext.  
Forename.surname@fife.gov.uk

Your Ref:  
Our Ref:

Date:

**Letter of Authorisation**

Dear Sir/Madam

On behalf of Fife Council I hereby authorise **(Name, Company)** to enter the dwelling house known as and forming the above said property owned by The Fife Council and let to **(name of tenant/s)** in terms of the Tenancy Agreement dated **(start of tenancy date)** for the purposes of carrying out improvements or inspections i.e. **(state which and relevant item)** on the date of **(Date)**

This authorisation has been granted to the above named under Sections 4.26 & 4.27 of the Tenancy Agreement and the tenant being notified within letters RA1/RA2 that were hand delivered.

Yours faithfully,

(Name)  
(Job Title)



## Housing Services

DATE.....

Dear Sir/Madam

### Right of Access

The Council's \*maintenance contractor / \*Housing Management Officer / \*Housing Technical Officer has informed us that they have issued letters to advise you that they required to carry out an \*inspection/\*improvement of the ..... in your home but have been unable to gain access.  
[Score through \* as appropriate]

**In terms of your Tenancy Agreement Sections 4.26 & 4.27 you must allow Council employees, or any other persons authorised by us to access the house to carry out improvements and or inspections. Additionally, this provides the Council with the right to gain entry if you do not allow us access voluntarily.**

Due to gaining access, your new keys are available at ..... Local Services Centre, during office opening hours.

If you have arrived home after the normal closing time, please telephone the numbers below to arrange delivery of your new keys. At this time, you will be required to provide means of identification.

- Contact Centre                      03451 55 00 11              8.00 a.m. – 8.00 p.m.
- Emergency Support Line        03451 55 00 99 after 6.00 pm (Mon – Fri & PH's)

Please note **you may receive an invoice for the costs incurred in gaining entry and/or change of lock.**

**Fife Council's Tenancy Agreement (sign ups prior to May 2019 will have different sections numbered for Right of Access, previously 4.27 & 4.28, all new tenancies will be under these sections below).**

- 4.26 - You must allow Council employees, or any other persons authorised by the Council access to your house for the purpose of carrying out repairs, improvements or inspections. Access will normally be between the hours of 8.00 am and 5.00 pm or by mutual consent.
- 4.27 - We have the right to come into your house to inspect it and its fixtures and fittings or to carry out repairs or improvements to it, or adjoining property, during reasonable times of the day. We will give you at least 24 hours' notice in writing. We have the right of access to your house in order to lay wires, cables and pipes for the purposes of telecommunications, water, gas and electricity, providing we give you reasonable notice in writing.  
We have the right of access to the common parts at any reasonable time. If you refuse us entry, we will have the right to make forcible entry provided we have given you every reasonable opportunity to let us in voluntarily. If we have to make forcible entry, in this situation, you are liable for the costs of any damage reasonably caused. In an emergency, whether you are at home or not, the Council or any employees or persons authorised by the Council may enter your house by whatever means necessary.  
We will deem access to be required as an emergency where action, including entry to the house, is necessary to remove or prevent danger to life, personal injury or health, or to prevent damage or further damage to any property.

**Section 317 of the Housing (Scotland) Act 1987 (is up to date with all changes known to be in force on or before 19 March 2023)**

- 317 Power of entry for survey, etc.
- (1) Subject to the provisions of this section, any person authorised by a local authority or by the Secretary of State may at all reasonable times enter any house, premises or building—
- (a) for the purpose of survey and examination, where it appears to the local authority or the Secretary of State that survey or examination is necessary in order to determine whether any powers under this Act should be exercised in respect of any house, premises or building.
- (b) for the purpose of survey and examination, in the case of any house in respect of which a notice under this Act requiring the execution of works has been served or a closing order, or a demolition order has been made.
- (c) For the purpose of survey or valuation, in the case of houses, premises or buildings which the local authority are authorised to purchase compulsorily under this Act.
- (d) For the purpose of measuring the rooms of a house in order to ascertain for the purposes of Part VII the number of persons permitted to use the house for sleeping.
- (e) For the purpose of ascertaining whether there has been a contravention of any regulation or direction made or given under Part VIII.

(f) For the purpose of ascertaining whether there has been an offence under section 165.

(2) Any person so authorised shall, except where entry is only for the purpose mentioned in paragraph (e) or paragraph (f) of subsection (1), give 24 hours' notice of his intention to enter any house, premises or building to the occupier thereof and to the owner, if the owner is known.

(3) An authorisation under this section shall be in writing and shall state the particular purpose or purposes for which the entry is authorised

**Housing (Scotland) Act 2001 (is up to date with all changes known to be in force on or before 19 March 2023)**

*Schedule 4.4*

1 The landlord in a Scottish secure tenancy must—

- (a) ensure that the house is, at the commencement of the tenancy, wind and watertight and in all other respects reasonably fit for human habitation, and
- (b) keep the house in such condition throughout the tenancy.

2 The landlord must, before the commencement of the tenancy—

- (a) inspect the house and identify any work necessary to comply with the duty in paragraph 1(a), and
- (b) notify the tenant of any such work.

3 The landlord must—

- (a) ensure that any work necessary to comply with the duty in paragraph 1(b) is carried out within a reasonable time of the tenant notifying the landlord, or the landlord otherwise becoming aware, that it is required, and
- (b) make good any damage caused by the carrying out of the work.

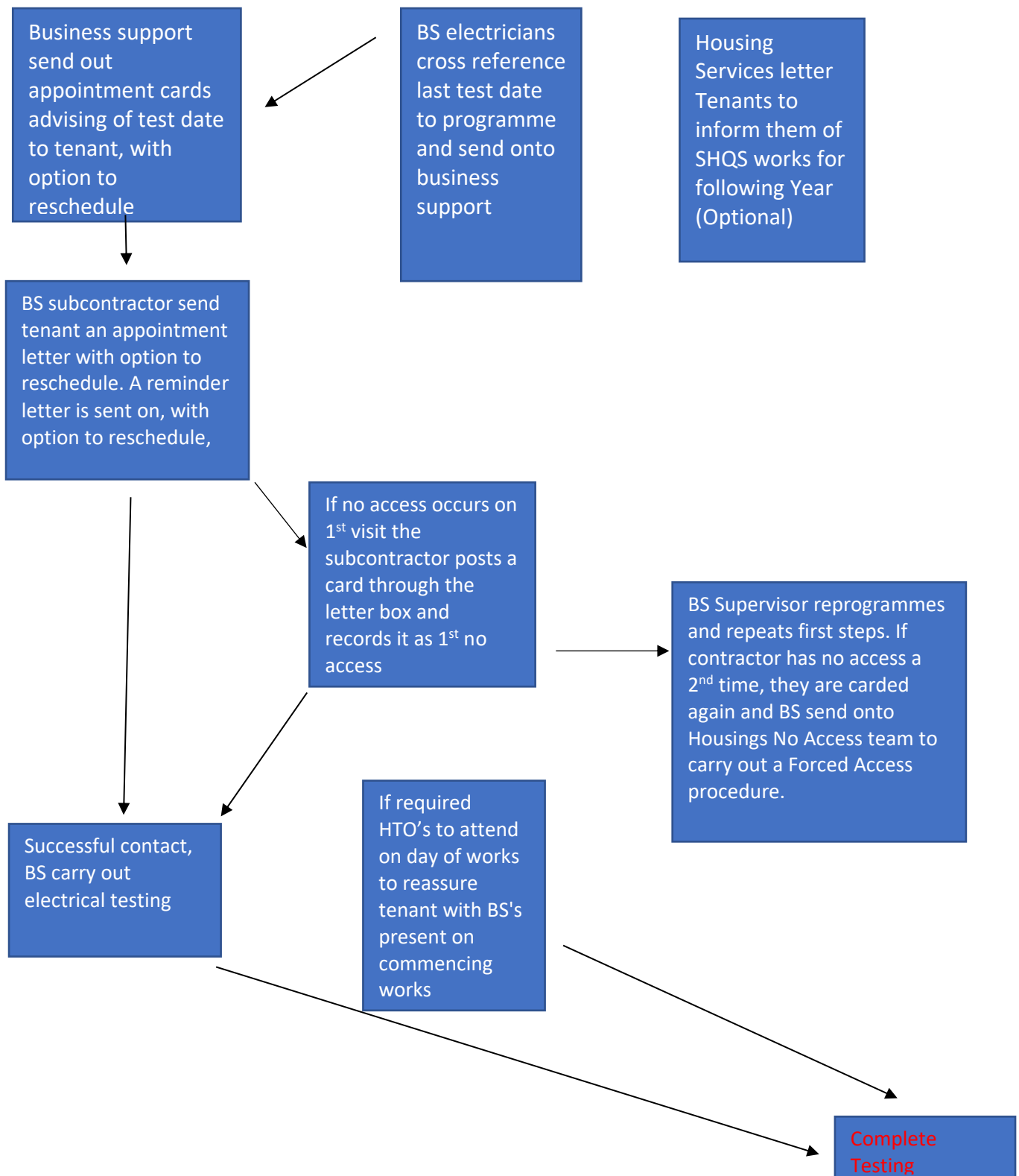
4 The landlord, or any person authorised by it in writing, may at any reasonable time, on giving 24 hours' notice in writing to the tenant or occupier, enter the house for the purpose of—

- (a) viewing its state and condition,
- (b) carrying out any work necessary to comply with the duty in paragraph 1(b) or 3.

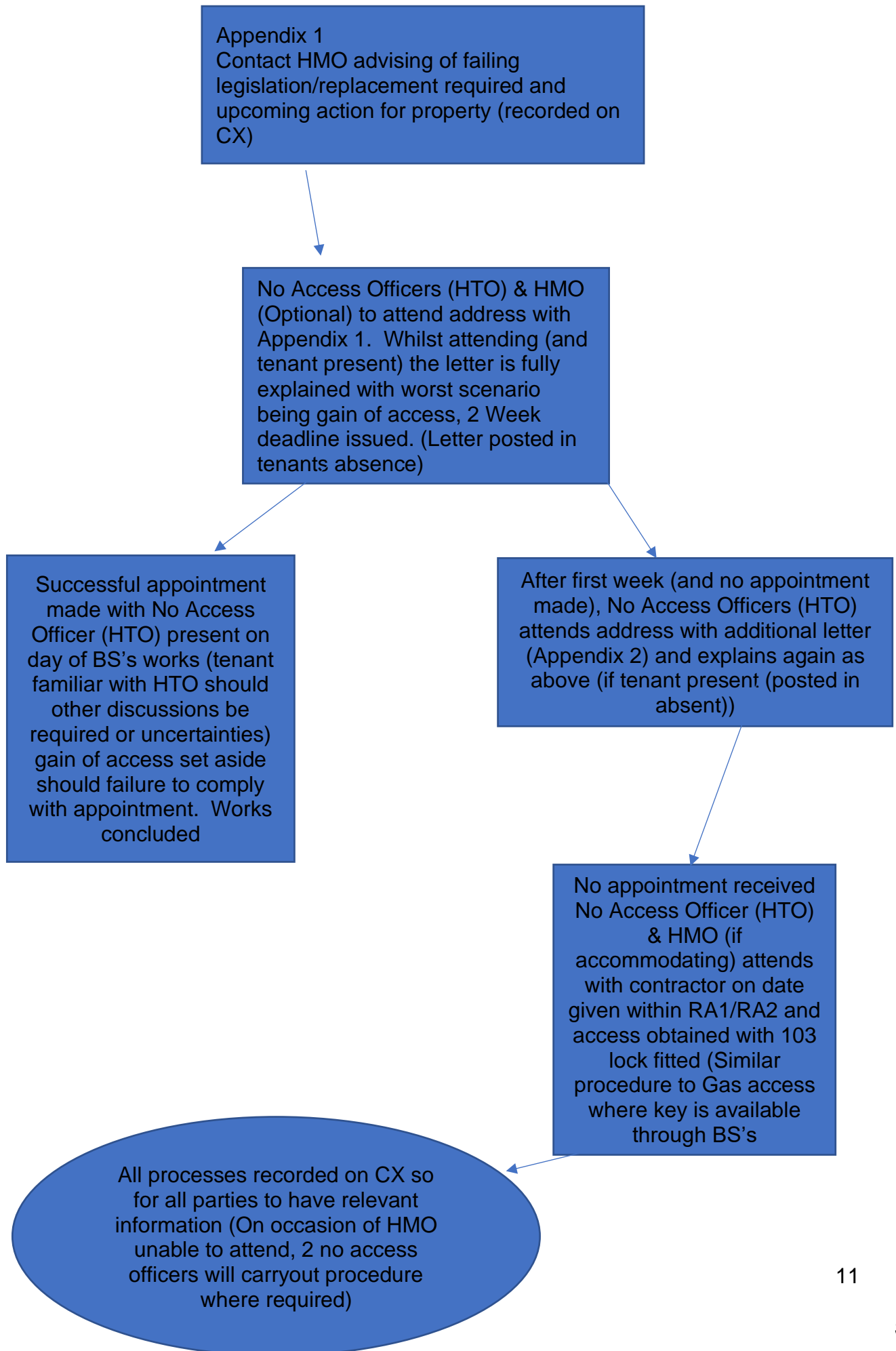
5 (1) In determining for the purposes of paragraph 1 whether a house is fit for human habitation, regard is to be had to the extent, if any, to which by reason of disrepair or sanitary defects the house falls short of the provisions of any building regulations in force in the area.

6 In paragraph 5, “sanitary defects” includes lack of air space or of ventilation, lack of lighting, dampness, absence of adequate and readily accessible water supply or of sanitary arrangements or of other conveniences, and inadequate paving or drainage of courts, yards or passages.

## No Access Procedure



## Gain access procedure



16 January 2025  
Agenda Item No. 9

---

## 2024-25 Revenue Monitoring Projected Outturn – Communities Service

---

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

---

**Wards Affected:** All

---

### Purpose

---

The purpose of this report is to give members an update on the projected outturn financial position for the 2024-25 financial year for the Communities Directorate & the Housing Revenue Account (HRA) which are areas in scope of the People & Communities 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 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 The purpose of this report is to advise Members of the projected outturn for the Communities Directorate and the HRA for the 2024-25 Revenue Budget, and to highlight the major variances as at August 2024.
- 1.2 For 2024-25 no specific savings proposals were approved by the Council as part of the Revenue Budget. There is therefore no requirement to include a Savings Tracker as part of financial reporting for the 2024-25 financial year.

## 2.0 Projected Outturn

---

### 2.1 Projected Outturn

- 2.1.1 There is a projected variance of £1.653m for the Communities Directorate, this is a movement of (£2.416m). A summary of the 2024-25 projected out-turn for the areas under the scope of this committee is detailed in Appendix 1. Where there are significant variances (+/-£0.250m) to budgets a brief explanation is provided at Section 3.
- 2.1.2 The HRA is projecting nil net balances for 2024-25. There is a planned withdrawal from balances of £2.722m which has been approved at Cabinet Committee and Full Council.

## 3.0 Major Variances

---

Communities & Neighbourhoods - Projected Overspend £0.361m, movement of (£0.609m)

- 3.1 Fife Sports and Leisure Trust and Fife Cultural Trust have an estimated total deficit £0.744m. Council officers continue to review and work with the Trusts to reduce these deficits. Community Use and Halls and Centres where there is an under-recovery of income of £0.540m. Work continues to develop and implement a more targeted approach to marketing and consultation with communities to ensure they are offering what communities want and that there are no barriers preventing the community from accessing these services.
- 3.2 Unachieved historical savings of £0.339m are being offset by a projected underspend of (£0.398m). This underspend is due to a reduction in the level of funding required by the Opportunities for All programme. The remaining overspend is offset by (£0.271m) external funding received for expenditure incurred in 2023/24, staff vacancies across the service and Area Budget underspend of (£0.637m) due to lower than anticipated funding being committed to date.
- 3.3 The movement of (£0.609m) relates to the reduced support required from FSLT of (£0.242m), inclusion of the Area Budget underspend of (£0.637m), offset by an increase in overspends across the service including within the Sports Development budget on under achievement of income higher instructor fees.

#### General Fund Housing – Projected Overspend £0.330m, movement of (£0.047m)

- 3.4 There is an overspend of £0.309m, movement £0.135m relating to the cost of maintaining and servicing Disability Adaptations equipment installed in customers' homes. The cost of maintaining and servicing equipment has grown over time as the both the volume of equipment and the price of maintenance and servicing contracts has increased. The service is carrying out a review to determine how this cost can be mitigated without impacting the delivery of adaptations into customers' homes.
- 3.5 The movement noted in para 3.4 is partially offset by a movement of (£0.167m) for Homelessness which is projected to breakeven. This is a result of the service working to maximise the use of any temporary funding from either internal or external sources to help further mitigate anticipated costs.

#### Children and Families – Projected Overspend £1.800m, movement of (£1.571m)

- 3.6 The dominant factor in the projected overspend is £4.331m on purchased placements, which is due to the full year effect of placements made during the previous year. Projected overspends of £0.488m on continuing care, £0.420m on Direct Payments, and £0.252m on throughcare rents, all in line with last year's spend are also included. Overspend on £0.787m on Children Affected by Disability (CABD) respite due to a new ongoing high-cost package,
- 3.7 These projected overspends are partially offset with projected underspends of (£0.340m) overachievement of income for Unaccompanied Asylum Seeking Children, (£2.397m) staffing due to staff turnover and budget for permanent posts/staff who are currently undertaking other work, and (£1.268m) Whole Family Wellbeing (WFW) funding which will be carried forward into 2025/26 to support the planned spend for next year.
- 3.8 The movement is due to a reduction of (£0.241m) in forecasted pay costs due to staff turnover and continued vacancies, (£0.281m) in family placements foster care & kinship placements and (£1.034m) in purchased placements which is due to a number of ended packages since August (net reduction of 6 residential and 10 foster care).

#### Criminal Justice Service (CJS) – Projected Underspend (£0.813m), movement of (£0.100m)

- 3.9 The projected underspend of (£0.813m) has arisen on the permanent flexible element of CJS funding and is due to staff turnover creating vacant substantive posts as staff have been redeployed to undertake Covid and Bail Funded work. The funding for this work is temporary. There may be a requirement for the Service to fill some of these posts going forward and this may reduce the level of underspend in future reports. A further factor in the underspend is that, whilst this report covers service managed budget, a proportion of the underspend is in respect of central support services, which are allowable within the grant funding, but are not charged to services within this report.

#### Housing Revenue Account - Net Balance nil, movement nil

##### *Repairs & Maintenance – Projected Underspend (£0.071m), movement (£0.745m)*

- 3.10 The movement of (£0.745m) relates to Fencing. An annual budget of £1.7m for the installation and repair of fencing was approved at Cabinet in September 2024. As this was approved mid-year it is anticipated that the level of works commissioned in 24-25 will not be sufficient to fully spend the budget of £1.7m. It is anticipated that this will fully spend in 25-26.

*Revenue Contribution (Including CFCR) – Projected Underachievement (£2.417m), movement (£0.265m)*

- 3.11 The CFCR is projected to underachieve in year as a result of overspends projected across the HRA. The result is a lower than planned contribution to the HRA Capital Programme. There will be an impact on the Capital Plan and the funding required to support the HRA Capital Programme as a result of the reduced CFCR.

*Voids – Projected Underachievement (£0.290m), movement £0.018m*

- 3.12 Improvements in the Change of Tenancy process has resulted in a reduction in the number of days which properties are empty for, resulting in a reduction in voids rent loss for dwelling rents anticipated in year. The service is working to reduce dwelling rents voids to 1% by the end of 24-25 which will help to offset pressures across the HRA.

*Bad or Doubtful Debts – Projected Overspend £0.891m, movement £0.891m*

- 3.13 The overspend and movements relates to bad debts of mainstream rents due to an increase in the level of rent arrears for both current and former tenants in recent years. This is partially a result of a restrictions placed on debt control methods such as evictions during the Covid-19 pandemic. These restrictions have now been lifted and the service are working to improve levels of rent collection moving forward.

*Other Expenditure – Projected Overspend £2.160m, movement (£0.062m)*

- 3.14 The overspend mainly relates to hostels which is projecting an overspend of £1.555m. Hostels have a high operating cost which has continued to represent a pressure for the HRA. The Homelessness service are working on delivery models which will look to reduce or eliminate the hostels overspend. This will include measurements proposed in the Fife's Homelessness Reduction Plan 2023-25 presented to Cabinet Committee on 5th October 2023.
- 3.15 There is an overspend of £0.253m relating to High Rise Costs, the majority of this overspend relates to additional staffing and security costs at Swan & Memorial Court whilst works are underway to make improvement to the cladding on the building.
- 3.16 The remaining overspend mainly relates to Property Insurance which is projected to overspend by £0.218m. Property insurance costs are estimated to be 20% higher than the previous financial year which has resulted in the overspend in year. Consideration is being given to the potential further pressure that Property Insurance may put on the HRA in future years.

## 4.0 Conclusions

---

- 4.1 There is a projected variance of £1.653m for the Communities Directorate, this is a movement of (£2.416m).
- 4.2 The HRA is projecting nil net balances for 2024-25. There is a planned withdrawal from balances of £2.722m which has been approved at Cabinet Committee and Full Council.

### List of Appendices

- 1 Projected Outturn 2024-25 Summary Communities Directorate
- 2 Projected Outturn 2024-25 Housing Revenue Account

### Background Papers

None

**Report Contact**

Lesley Kenworthy  
Finance Business Partner  
Finance Service  
Fife House  
North Street  
Glenrothes

Telephone: 03451 55 55 55 (Ext. 442621)

Email: [lesley.kenworthy@fife.gov.uk](mailto:lesley.kenworthy@fife.gov.uk)

BUDGET MONITORING REPORT SUMMARY PEOPLE AND COMMUNITIES								Appendix 1	
COMMUNITIES	CURRENT BUDGET 2024-25 £m	COVID FORECAST 2024- 25 £m	NON-COVID FORECAST 2024 -25 £m	FORECAST 2024 - 25 £m	VARIANCE £m	VARIANCE %	PREVIOUS REPORTED VARIANCE £m	MOVEMENT FROM PREVIOUS REPORTED VARIANCE £m	
TOTAL COST OF SERVICES	173.871	0.004	175.520	175.524	1.653	0.95%	4.069	(2.416)	
LESS: CORPORATELY MANAGED ITEMS	11.502	0.000	11.502	11.502	0.000	0.00%	0.000	0.000	
SERVICE MANAGED NET BUDGET	162.370	0.004	164.019	164.023	1.653	1.02%	4.069	(2.416)	
ANALYSIS OF SERVICE MANAGED BUDGET									
COMMUNITIES & NEIGHBOURHOODS	56.998	0.004	57.355	57.359	0.361	0.63%	0.970	(0.609)	
GFH - HOUSING & NEIGHBOURHOOD SERVICES	17.946	0.000	18.277	18.277	0.330	1.84%	0.378	(0.047)	
COMMUNITIES EXECUTIVE DIRECTOR	0.239	0.000	0.264	0.264	0.025	10.52%	0.001	0.024	
CHILDREN & FAMILIES	70.626	0.000	72.426	72.426	1.800	2.55%	3.371	(1.571)	
CRIMINAL JUSTICE SERVICE	0.458	0.000	(0.355)	(0.355)	(0.813)	-177.47%	(0.713)	(0.100)	
CUSTOMER & ONLINE SERVICES	16.102	(0.000)	16.052	16.051	(0.050)	-0.31%	0.063	(0.114)	
	162.370	0.004	164.019	164.023	1.653	1.02%	4.069	(2.416)	
SUBJECTIVE GROUPING	CURRENT BUDGET 2024-25 £m	COVID FORECAST 2024- 25 £m	NON-COVID FORECAST 2024 -25 £m	FORECAST 2024 - 25 £m	VARIANCE £m	VARIANCE %	PREVIOUS REPORTED VARIANCE £m	MOVEMENT FROM PREVIOUS REPORTED VARIANCE £m	
SERVICE MANAGED NET BUDGET	162.370	0.004	164.019	164.023	1.653	1.02%	4.069	(2.416)	
INCOME	(41.789)	(0.000)	(45.487)	(45.487)	(3.698)	8.85%	(4.022)	0.324	
EXPENDITURE									
EMPLOYEE COSTS	87.584	(0.001)	84.396	84.395	(3.188)	-3.64%	(2.228)	(0.960)	
PREMISES RELATED EXPENDITURE	18.797	0.000	19.586	19.586	0.789	4.20%	0.550	0.239	
TRANSPORT RELATED EXPENDITURE	2.288	0.000	2.263	2.263	(0.025)	-1.09%	0.121	(0.146)	
SUPPLIES & SERVICES	20.926	0.005	19.689	19.694	(1.233)	-5.89%	(0.727)	(0.505)	
THIRD PARTY PAYMENTS	66.297	0.000	75.349	75.349	9.051	13.65%	9.364	(0.313)	
TRANSFER PAYMENTS	5.343	0.000	5.275	5.275	(0.068)	-1.27%	0.964	(1.032)	
SUPPORT SERVICES CHARGES	2.923	0.000	2.947	2.947	0.024	0.84%	0.047	(0.023)	
	204.159	0.004	209.505	209.509	5.351	2.62%	8.091	(2.740)	
TOTAL	162.370	0.004	164.019	164.023	1.653	1.02%	4.069	(2.416)	

HOUSING REVENUE ACCOUNT (HRA) 2024-25					Appendix 2 MOVEMENT FROM PREVIOUS REPORTED VARIANCE	
	CURRENT BUDGET 2024-25 £m	FORECAST 2024 - 25 £m	VARIANCE £m	VARIANCE %	PREVIOUS REPORTED VARIANCE £m	PREVIOUS REPORTED VARIANCE £m
Budgeted Expenditure						
Repairs & Maintenance	47.217	47.146	(0.071)	-0.15%	0.674	(0.745)
Supervision & Management	21.779	21.825	0.046	0.21%	(0.118)	0.165
Funding Investment:						
Cost of Borrowing	39.153	39.151	(0.003)	-0.01%	(0.105)	0.102
Revenue Contribution (including CFCR)	23.490	21.077	(2.414)	-10.27%	(2.047)	(0.367)
	131.639	129.199	(2.440)	-1.85%	(1.596)	(0.845)
Voids	2.571	2.281	(0.290)	-11.27%	(0.308)	0.018
Housing Support Costs	(0.467)	(0.474)	(0.007)	1.45%	0.000	(0.007)
Garden Care Scheme	0.446	0.387	(0.059)	-13.14%	(0.059)	0.000
Bad or Doubtful Debts	2.908	3.798	0.891	30.64%	0.000	0.891
Other Expenditure	12.261	14.421	2.160	17.62%	2.222	(0.062)
	149.357	149.612	0.255	0.17%	0.259	(0.004)
Financed By:						
Dwelling Rents (Gross)	(139.112)	(139.141)	(0.029)	0.02%	0.000	(0.029)
Non Dwelling Rents (Gross)	(3.774)	(3.711)	0.063	-1.66%	0.052	0.011
Hostels - Accommodation Charges	(2.257)	(2.441)	(0.183)	8.13%	(0.183)	0.000
Other Income	(1.492)	(1.597)	(0.105)	7.03%	(0.128)	0.023
Budgets transferred to/(from) Balances (previous years carry forwards etc)	(2.722)	(2.722)	0.000	0.00%	0.000	0.000
	(149.357)	(149.612)	(0.255)	0.17%	(0.259)	0.004
Net Balance	0.000	0.000	0.000	0.00%	0.000	0.000

16 January 2025

Agenda Item No. 10

---

## 2024-25 Capital Plan Projected Outturn – Communities

---

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

Michael Enston, Executive Director, Communities Directorate

---

**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 2024-25 financial year.

### Recommendation(s)

---

Committee is asked to consider the current performance and activity for the 2024-25 Capital Monitoring 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 areas falling under the scope of this Committee for 2024-25. At this stage it is forecast that the projected expenditure will be £137.562m, resulting in a variance of (£15.517m).
- 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 actual expenditure and income against budget for each project. A brief explanation of any significant forecast variances is provided at section 3 within this report.

## 2.0 Governance

---

- 2.1 On 21 June 2016 the Executive Committee approved revised governance and scrutiny arrangements for major capital projects. At that meeting the Committee agreed an enhanced level of reporting on capital projects through the quarterly capital expenditure monitoring report.
- 2.2 Major projects are defined as projects with a value of £5m and over. Projects with a value of less than £5m may also be subject to enhanced governance and scrutiny arrangements where there may be greater risk of overspend against budget, a risk of overrun on timescales or where expected benefits may not be delivered. The Investment Strategy Group is currently working to identify these projects as part of a review of the Capital Plan. Elected members will also be able to suggest when a particular project should be scrutinised in more detail.

## 3.0 Issues, Achievements & Financial Performance

---

### Key Issues / Risks

- 3.1 Appendix 1 details the total cost projected position for all capital projects within the areas under the scope of the Committee with an overall value of £1m and over. At this stage of the financial year there are no key issues associated with the major projects.
- 3.2 Across the Capital Investment Plan there continues to be risk that both the timing and the costs of projects are adversely affected by the current economic climate. Throughout the programme, issues are continuing to be identified in relation to the supply of construction materials, the consequences of which have been considered and reflected in the Capital Investment Plan review which was approved by Fife Council on 22 June 2023. Monitoring of the impact of any additional costs on projects still in their infancy will continue and any significant impact on timescales and associated risks will be reported to this committee. Where appropriate, any 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 considered as part of the review of the Capital Investment Plan.

- 3.3 These potential risks cover all aspects of the capital plan including both General Fund and the HRA.

#### **Major Projects – Potential Risks and Actions**

- 3.4 There is a variance of £0.500m on Glenwood Regeneration project as a result of the Compulsory Purchase Orders being higher than anticipated.
- 3.5 Abbeyview Integrated Hub is projecting an underspend of (£1.500m) due to lower than anticipated tender costs. The underspend has reduced by £0.873m due to snagging issues and the estimated final account.
- 3.6 The Golf Depot Hub is projecting an underspend of £0.621m at present but discussions are ongoing in relation to this project with expenditure expected in 2024-25 and 2025-26.
- 3.7 Reprovision Glenmar Childrens Home underspend is £0.625m due to the dynamics of the project changing from a new build proposal to a refurbishment of a purchased property.

#### **Financial Performance – 2024-25 Projected Outturn**

- 3.8 Appendix 2 provides a summary of the projected outturn for each project for the financial year 2024-25. The appendix shows a projected outturn of £137.562m against a Capital Investment plan of £153.079 m, a spending level of 90%.
- 3.9 The reasons for significant variances (+/-£0.500m) are detailed below.
- 3.10 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.

#### **Significant Variances**

##### *Area Community & Corporate Development – Variance of (£5.982m)*

- 3.11 Countryside Programme has slippage of (£0.551m), (£0.366m) relates to Nature Restoration funding however this has been retracted by the Scottish Government. Sports and Golf Programme has an underspend of (£0.716m) due to the Golf Depot costs being less than anticipated. Community Facilities has an advancement of £0.747m, due to the advancement of enabling works on site for Templehall Integrated Community Hub.
- 3.12 Improving Health Through Leisure and Sport has slippage of (£0.623m) within approved projects relating to several playpark projects across Fife, these projects are delayed aligning with the outcome of the play space strategy which is to be agreed by

each area committee and the desire to involve communities to seek match funding against council and Scottish Government funding for play parks. (£0.158m) remains unallocated.

- 3.13 Sport & Leisure Facilities has slippage of (£2.593m), (£1.009m) is enabling works issues causing a delay to starting on site for Cowdenbeath Leisure centre. (£0.470m) remains unallocated. The remaining slippage is due to Synthetic Turf Pitch costs being less than anticipated alongside securing external funding.
- 3.14 Plant & Machinery Replacement programme has slippage of (£0.466m), this is a result of a delay to the replacement of machinery with Fife Golf Trust. Discussions are ongoing to identify additional budget to enable the replacement programme to commence. Parks development projects have slippage of (£1.031m) due to the utilisation of the Play Park Renewal funding over core budget.

*Countryside Programme Income – variance £0.683m*

- 3.15 The variance relates to Back Burn Restorations project income. Income is drawn down once expenditure has been incurred.

*Children & Families – slippage (£0.500m)*

- 3.16 There has been delays in the detail design stage of Glenmar House as design and procurement had taken longer than expected. This has pushed the start date for the work to commence on until end of January.

*Housing Revenue Account – variance (£8.958m)*

*Specific Needs/Sheltered Housing – slippage (£3.512m)*

- 3.17 There is slippage of (£3.512m) relating to the Property Acquisition Programme. Spend is limited to the subsidy available and it is anticipated that 41 properties will be purchased this financial year. The slippage will be used to fund the acquisition of more properties in future years.

*Affordable Housing – slippage (£5.468m)*

- 3.18 This slippage relates to (£1.437m) for Phase 3 and the Transitional Affordable Housing Programme (TAHP) and (£4.031m) for Phase 4. The total budget for all phases in 24-25 is £73.624m. The slippage is mainly due to delays at some sites with spend slipping into future years. Due to the high level of spend per site, a delay in project start date start dates can cause a material level of slippage.

*Structural Works Specialist – advancement £0.582m*

- 3.19 The advancement in Structural Works of £0.582m relates to a high retaining wall project in Newburgh which had health and safety concerns.

*Major Projects – slippage (£0.534m)*

- 3.20 Major Projects has slippage of (£0.534m) and this is mainly due to a project at Glamis Road Kirkcaldy being delayed.

## 4.0 Conclusions

---

- 4.1 The total 2024-25 approved programme for the areas in scope of this Committee is £153.079m. The projected level of expenditure is £137.562m, which represents 90% of the total programme, resulting in a variance of (£15.517m).
- 4.2 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 by Service

### Background Papers

None

### Report Contact

Lesley Kenworthy  
Finance Business Partner  
Finance Service  
Fife House  
North Street  
Glenrothes

Telephone: 03451 55 55 55 (Ext. 442621)

Email: [lesley.kenworthy@fife.gov.uk](mailto:lesley.kenworthy@fife.gov.uk)

Project	Theme	Current Project Budget £m	Total Projected Outturn £m	Variance £m	Variance %	Current Project Status	Expected Project Completion Date
Abbeyview Integrated Hub	Thriving Places	9.506	8.006	(1.500)	-15.78%	Current Project	2024-25
Templehall Community Hub	Thriving Places	15.304	15.304	-	0.00%	Current Project	2026-27
Cowdenbeath Leisure Centre - Phase 2	Thriving Places	7.407	7.407	-	0.00%	Current Project	2025-26
East Sands Redevelopment Project	Thriving Places	6.000	6.000	-	0.00%	Future Project	2026-27
Affordable Housing	Housing Revenue Account	205.092	205.092	-	-	Future Project	2027-28
<b>Total Major Projects over £5.000m</b>		<b>243.310</b>	<b>241.810</b>	<b>(1.500)</b>	<b>-0.62%</b>		
Silverburn	Thriving Places	4.000	4.000	-	0.00%	Current Project	2025-26
Glenwood Regeneration	Thriving Places	2.529	3.029	0.500	19.77%	Current Project	2024-25
Back Burn Restoration	Thriving Places	1.513	1.513	-	0.00%	Current Project	2025-26
Beacon Leisure Centre - Upgrade Enhancements	Thriving Places	1.000	1.000	-	0.00%	Future Project	2026-27
Inverkeithing Community Swimming Pool	Thriving Places	1.000	1.000	-	0.00%	Future Project	2028-29
Lochgelly Community Hub	Thriving Places	1.000	1.000	-	0.00%	Future Project	2026-27
River Leven Restoration	Thriving Places	2.161	2.161	-	0.00%	Current Project	2025-26
Rockgelly	Thriving Places	1.186	1.186	-	0.00%	Current Project	2024-25
Lochore Meadows Phase 2	Thriving Places	1.141	1.141	-	0.00%	Completed Project	2024-25
Golf Depot Hub Glenrothes	Maintaining Our Assets	1.650	1.029	(0.621)	-37.65%	Future Project	2025-26
Affordable Housing	Housing Revenue Account	17.514	17.514	-	-	Ongoing Project	On-going
Reprovision Glenmar Childrens Home	Opportunities for All	2.525	1.900	(0.625)	-24.75%	Future Project	2025-26
<b>Total Major Projects over £1.000m</b>		<b>37.218</b>	<b>36.472</b>	<b>(0.746)</b>	<b>-2.01%</b>		
<b>Total Major Projects</b>		<b>280.528</b>	<b>278.282</b>	<b>(2.246)</b>	<b>-0.80%</b>		

Expenditure	Current Budget £m	Projected Outturn £m	Projected Variance £m	Projected Outturn as % of Plan
Community Facilities Programme	3.210	3.410	0.200	106%
Countryside Programme	2.789	2.238	(0.551)	80%
Libraries, Museums, Galleries & Theatres	0.030	0.030	-	100%
Plant & Machinery Replacement Programme	0.466	-	(0.466)	0%
Major Parks Programme	0.040	0.000	(0.040)	0%
Allotments Programme	0.309	0.223	(0.085)	72%
Parks Development Projects	3.624	2.593	(1.031)	72%
Future of Leisure	0.011	-	(0.011)	0%
Sports & Golf Programme	0.841	0.125	(0.716)	15%
Improving Health Through Leisure & Sport	0.950	0.328	(0.623)	34%
Area Community Facilities	3.951	4.698	0.747	119%
Area Capital Investment	0.456	0.065	(0.391)	14%
Sport and Leisure Facilities	7.473	4.881	(2.593)	65%
Fife Tourism Infrastructure Programme	0.512	0.132	(0.381)	0%
Sports, Leisure and Community Assets	0.148	0.107	(0.042)	72%
<b>TOTAL AREA COMMUNITY &amp; CORPORATE DEVELOPMENT</b>	<b>24.812</b>	<b>18.829</b>	<b>(5.982)</b>	<b>76%</b>
Disability Adaptations	1.200	1.200	-	100%
<b>TOTAL GENERAL FUND HOUSING</b>	<b>1.200</b>	<b>1.200</b>	<b>-</b>	<b>100%</b>
Minor Works	1.025	1.025	-	100%
Policy Options	1.588	1.606	0.018	101%
Regeneration/Estates Action	1.547	1.502	(0.045)	97%
Component Replacement	34.500	34.500	-	100%
Specific Needs/Sheltered Housing	10.798	7.285	(3.512)	67%
Structural Works (Specialist)	1.381	1.963	0.582	142%
Affordable Housing	59.046	57.610	(1.437)	98%
Major Projects	1.455	0.921	(0.534)	63%
Affordable Housing Phase 4	14.578	10.547	(4.031)	72%
<b>TOTAL HOUSING REVENUE ACCOUNT</b>	<b>125.917</b>	<b>116.959</b>	<b>(8.958)</b>	<b>93%</b>
Looked After Children Homes Reprovision	0.800	0.300	(0.500)	38%
Looked After Children	0.350	0.273	(0.077)	78%
<b>CHILDRENS CAPITAL</b>	<b>1.150</b>	<b>0.573</b>	<b>(0.577)</b>	<b>50%</b>
<b>TOTAL EXPENDITURE</b>	<b>153.079</b>	<b>137.562</b>	<b>(15.517)</b>	<b>90%</b>

Income	Current Budget £m	Projected Outturn £m	Projected Variance £m	Projected Outturn as % of Plan
Community Facilities Programme	(2.000)	(2.000)	-	100%
Countryside Programme	(2.620)	(1.937)	0.683	74%
Allotments Programme	(0.095)	(0.095)	-	100%
Parks Development Projects	(0.694)	(0.694)	-	100%
Improving Health Through Leisure & Sport	(0.112)	(0.112)	-	100%
Sport and Leisure Facilities	(0.050)	(0.050)	-	100%
Fife Tourism Infrastructure Programme	(0.007)	(0.007)	-	100%
Affordable Housing Phase 4	(0.013)	(0.013)	-	100%
<b>TOTAL AREA COMMUNITY &amp; CORPORATE DEVELOPMENT</b>	<b>(5.592)</b>	<b>(4.909)</b>	<b>0.683</b>	<b>88%</b>

FIFE COUNCIL  
PEOPLE & COMMUNITIES SCRUTINY COMMITTEE  
COMMUNITIES DIRECTORATE  
CAPITAL INVESTMENT PLAN 2024-33  
MONITORING REPORT 2024-25

Appendix 2

Regeneration/Estates Action	-	-	-	0%
Component Replacement	-	(0.076)	(0.076)	0%
Specific Needs/Sheltered Housing	(1.848)	(1.848)	-	100%
Affordable Housing	(17.498)	(17.498)	-	100%
<b>TOTAL HOUSING REVENUE ACCOUNT</b>	<b>(19.346)</b>	<b>(19.422)</b>	<b>(0.076)</b>	<b>100%</b>
Looked After Children Homes Reprovision	-	-	-	0%
Looked After Children	-	-	-	0%
<b>CHILDRENS CAPITAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>TOTAL INCOME</b>	<b>(24.938)</b>	<b>(24.330)</b>	<b>0.607</b>	<b>98%</b>

16 January 2024  
Agenda Item No. 11

---

## 2024-25 Revenue Budget Projected Out-turn – Health & Social Care

---

**Report by:** Lynne Garvey, Director, Health & Social Care Partnership  
Eileen Rowand, Executive Director, Finance & Corporate Services

---

**Wards Affected:** All

---

### Purpose

---

The purpose of this report is to give members an update on the 2024-25 projected out-turn at October 2024 and the movement from August 2024 for Fife Council Social Care Services for Adults and Older People.

### Recommendation(s)

---

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

### Resource Implications

---

None

### Legal & Risk Implications

---

The Service requires to manage the risk to individual clients and the community in Fife whilst undertaking its statutory duties within the budget approved by the Council for 2024-25.

### 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 purpose of this report is to advise Members of the Health & Social Care projected outturn for 2024-25, taking in to account the actual expenditure incurred. Explanations of major variances are highlighted at Section 3. This is the third monitoring report to the Scrutiny Committee for the 2024-25 financial year.
- 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 the savings target.
- 1.3 Section 5 of the report summarises the Risk share apportionment for each Partner.

## 2.0 IJB

---

### 2.1 IJB Budget

- 2.1.1 The Health & Social Care Partnership (H&SCP) consists of parts of NHS, Social Care for Adults and Older People and an element of Fife Council Housing, specifically adaptations to houses. It does not include any social care expenditure incurred through Education & Children's Services. The budget is managed by the Integration Joint Board (IJB).
- 2.1.2 The IJB budget was approved on 31 March 2024. The cost to deliver services at existing levels required more funding than was currently available from both partner organisations and therefore a £39m package of savings plan to close the funding gap was presented and approved at that meeting. Additional allocations are awarded in year through Health budget allocations and the current budget for 2024-25 as at October is £728.496m.
- 2.1.3 Total reserves of £4.731m are held by Fife Council on behalf of the IJB. This is made up of £3.496m reserves that are ear-marked for specific use e.g. Mental Health, Community Living Change Plan etc. and, £1.235m of committed reserves which is to cover the cost of replacing existing Analogue Community alarms with Digital alarms. There are no general reserves available for use in 2024-25.

### 2.2 IJB Integration Scheme

- 2.2.1 To reflect the partnership working between the NHS and Fife Council through the Health & Social Care Partnership, an agreement has been reached on how any overspends should be shared between the partners. This is known as the risk share agreement and is part of the Integration Scheme. The share is Fife Council funds 38% and NHS funds 62% of any overall H&SCP overspend, regardless of where the overspend is incurred.
- 2.2.2 The H&SC Partnership is managed by the Integration Joint Board (IJB). Included in the budget is the recognition that resources will transfer from the NHS as more care is moved from a hospital setting to a home or homely setting. The budget and

projected outturn to October 2024 includes projected income from NHS of £4.049m for this transfer of resources.

- 2.2.3 Expenditure of £1.613m on adaptations to houses by Fife Council Housing Services is included in the overall budget for IJB. Housing expenditure is reported to this Committee in the Communities Finance reports and is therefore out with the scope of this report.
- 2.2.4 Part of the budget within Fife Council Social Care is excluded from the overall budget managed by IJB. The excluded element is the Contracts team, who manage the commissioning of services. The budget for this area is £1.935m, forecasted expenditure of £2.305m resulting in a overspend of £0.369m. The overspend relates to unachieved staff turnover and additional maintenance costs for the SWIFT system. As this is not part of the budget managed by IJB, 100% of any over- or under-spend is funded by Fife Council.

### 3.0 Major Variances for Social Care

---

- 3.1 The budget allocated to Fife Council for Social Care for Adults and Older People is £233.150m which includes the budget for Contracts Team of £1.935m.
- 3.1.1 The projected overspend prior to risk share for Social Care for Adults and Older People within Fife Council is £16.299m or 7% of the net service managed budget which, is an increase of £3.528m from the projected August position. A summary is detailed in Appendix 1. As per the Integration Scheme a recovery plan was agreed at IJB Committee in September to reduce the overspend by £13m, this reduction is not reflected in this report as we need to see actual reductions from the effect of the recovery plan before adjusting the forecast.
- 3.2 **Integrated Complex and Critical Care** has a projected overspend of £3.096m, movement of £0.676m. The main variances and reasons for movement are detailed as follows:

- 3.2.1 Adults Placements – overspend £5.163m, movement £0.378m

£3.400m relates to the under achievement of Commissioning and Transforming Overnight Care savings. The Commissioning saving of £2.4m is forecasting an under achievement of £0.7m in the current year, a resource to review Commissioning has been allocated and is progressing. The under achievement of £2.7m of the £3m Transforming overnight care saving is due to scoping out what the model will look like and delays in allocating a dedicated resource which has now been resolved.

£0.822m relates to a greater number of adult packages having been commissioned than the budget available £0.833m is due to increased demand for taxis transporting service users to college or day care provision and a reduction of £0.194m in Housing Benefit Income with the move to Universal Credit.

The movement relates to an increase in the commissioning of adult's packages

partially offset by an increase in Housing Benefit Income received.

### 3.2.2 Adults Supported Living – underspend (£0.907m), movement (£0.008m)

Within Community Support Services – vacancies are being held whilst the future design of the service is established

### 3.2.3 Social Care Fieldwork Teams – underspend (£1.043m), movement £0.179m

The underspend mainly relates to staffing due to delays in recruitment.

## 3.3 **Integrated Community Care Services** has a projected overspend of £11.532m, movement £1.936m. The main variances and reasons for movement are detailed as follows:

### 3.3.1 Care at Home (CAH) – overspend £4.707m, movement £0.569

The main variance is due to £2.886m overspend on Care at Home packages due to more packages being commissioned than budgeted. £1.189m on Self Directed Support Payments. £0.872m overspend on Travel and Fleet, £0.260m overspend on Meals on Wheels and £0.074m on Community Alarms.

The position is partially offset by underspends due to vacancies in Internal Homecare and capacity in the community funding of (£1.564m). The capacity in the community was planned to be used for recruitment, however the increase in uptake of Direct Payments has utilised this funding.

£0.750m relates to the under achievement of the Single-Handed Care saving £1.5m in total. Single handed Care training is being rolled out to CAH staff; it is estimated that savings will only be achievable from October to March 2025.

The movement is due to an increase in external CAH packages.

### 3.3.2 Older People Residential & Daycare – overspend £2.007m, movement £0.195m

The main variance is due to projected costs for Agency across Care Homes of £2.152m and £0.757m on Catering and Cleaning charges. This cost is partially offset by vacancies (£0.911m) and over-recovery of income (£0.209m) which is in line with last year. Close monitoring of Agency is ongoing.

The movement is due to a short-term rise in Agency to assist with complex care requirements.

### 3.3.3 Older People Nursing & Residential – overspend £4.137m, movement £1.039m

There is a projected overspend in Long Term care beds £6.8m and Assessment beds of £1m due to a greater number of beds being utilised than budget available. This is partly offset by (£4.2m) over recovery on Income.

£0.500m relates to the under achievement on re-provision of Care Home beds saving which totals £2.5m.

The movement is related to an increase in the National Care Home Contract rate for nursing placements and an increase in long term care beds. The demand on beds continues to increase due to the needs of the people of Fife and hospital discharges.

3.3.4 Occupational Therapy & Fife Equipment Loan Store – overspend of £0.670m, movement £0.133m

The overspend is mainly due to the increased cost of equipment in the Loan Store. Equipment such as beds, dynamic mattresses, riser recliner chairs, toileting and bathing equipment have all increased in price as has shipping costs and are all essential to support hospital discharge and prevent admission into hospital or long-term care.

3.4 **Integrated Professional & Business Enabling** has a projected overspend of £1.301m, movement £0.760m.

The overspend is related to a shortfall in the pay award, an increase in maintenance costs for SWIFT system and an overspend on Carers Act.

The movement is mainly due to the shortfall on the pay award due to the pay award being more than anticipated.

## 4.0 Progress on Budget Savings

---

4.1 This section details revenue budget savings for Social Care for Adults and Older People, detailing achievements against the current year approved budget savings as at March.

4.2 Of the overall IJB savings plan £39m, £27m is expected to be achieved overall, leaving a shortfall of £12m unachieved. Fife Council Health and Social Care's allocation was £11.170m along with previously unmet savings of £5m (£4m was funded by reserves last year and £1m made on a temporary basis), giving total savings of £16.170m which require to be met in 2024-25 to balance the IJB budget. The service expects £10.870m (66% of target) to be achieved leaving unachieved savings of £5.550m.

## 5.0 Position after Risk Share

---

5.1 The risk share agreement means that the council is obligated to meet 38% of the overall IJB overspend. The overall projected position of the IJB at October, both NHS and Fife Council, is an overspend of £29.067m.

Per the Integration Scheme a recovery plan has been agreed to reduce the projected overspend by £13m however, the reduction of £13m is not reflected in this report as we need to see actual reductions from the effect of the recovery plan before adjusting the forecast.

The risk share stipulates that any remaining overspend is to be funded 62% (£18.022m) from NHS and 38% (£11.045m) from Fife Council. The terms of this agreement mean that Health will transfer £4.864m to Fife Council per Appendix 2.

## 6.0 Conclusions

---

- 6.1 The projected outturn for Social Care for Adults and Older People for the 2024-25 financial year as at October 2024 is an overspend of £16.299m.

Per the Risk Share agreement Fife Council will pick up 38% of the overall IJB overspend of £29.067m, giving an overspend of £11.045m for Fife Council per Appendix 2.

### List of Appendices

Appendix 1: Social Care – Revenue Budget 2024-25

Appendix 2: Risk Share

### Report Contacts:

Ashleigh Allan

Finance Business Partner

Financial Services

Fife House

Glenrothes, KY7 5LT

E-mail: [ashleigh.allan@fife.gov.uk](mailto:ashleigh.allan@fife.gov.uk)

BUDGET MONITORING REPORT SUMMARY AUGUST 2024 PEOPLE AND COMMUNITIES					Appendix 1	
HEALTH AND SOCIAL CARE	CURRENT BUDGET 2024-25 £m	FORECAST 2024 - 25 £m	VARIANCE £m	VARIANCE %	PREVIOUS REPORTED VARIANCE £m	MOVEMENT FROM PREVIOUS REPORTED VARIANCE £m
TOTAL COST OF SERVICES	233.465	249.764	16.299	6.98%	12.771	3.528
LESS: CORPORATELY MANAGED ITEMS	0.315	0.315	0.000	0.00%	0.000	0.000
SERVICE MANAGED NET BUDGET	233.150	249.449	16.299	6.99%	12.771	3.528
ANALYSIS OF SERVICE MANAGED BUDGET						
INTEGRATED COMMUNITY CARE SERVICES	114.445	125.977	11.532	10.08%	9.596	1.936
INTEGRATED COMPLEX AND CRITICAL SERVICES	115.230	118.326	3.096	2.69%	2.420	0.676
H&SC PROFESSIONAL AND BUSINESS ENABLING	1.540	2.841	1.301	84.50%	0.541	0.760
FC CONTRACTS	1.935	2.305	0.369	19.09%	0.214	0.156
HEALTH AND SOCIAL CARE	233.150	249.449	16.299	6.99%	12.771	3.528
H&SC PAYMENT FROM HEALTH PER RISK SHARE	0.000	(4.864)	(4.864)	0.00%		
TOTAL	233.150	244.585	11.435	4.90%		
SUBJECTIVE GROUPING	CURRENT BUDGET 2024-25 £m	FORECAST 2024 - 25 £m	VARIANCE £m	VARIANCE %	PREVIOUS REPORTED VARIANCE £m	MOVEMENT FROM PREVIOUS REPORTED VARIANCE £m
SERVICE MANAGED NET BUDGET	233.150	249.449	16.299	6.99%	12.771	3.528
INCOME	(98.810)	(102.287)	(3.478)	3.52%	(3.103)	(0.374)
EXPENDITURE						
EMPLOYEE COSTS	110.800	108.940	(1.860)	-1.68%	(2.481)	0.622
PREMISES RELATED EXPENDITURE	4.200	4.124	(0.077)	-1.83%	0.066	(0.142)
TRANSPORT RELATED EXPENDITURE	2.545	4.349	1.804	70.87%	1.612	0.192
SUPPLIES & SERVICES	9.277	11.632	2.355	25.39%	2.351	0.004
THIRD PARTY PAYMENTS	195.220	210.094	14.874	7.62%	11.783	3.091
TRANSFER PAYMENTS	9.905	12.587	2.682	27.07%	2.546	0.136
SUPPORT SERVICES CHARGES	0.012	0.010	(0.001)	-10.95%	(0.001)	(0.000)
	331.959	351.736	19.777	5.96%	15.875	3.902
HEALTH AND SOCIAL CARE	233.150	249.449	16.299	6.99%	12.771	3.528
H&SC PAYMENT FROM HEALTH PER RISK SHARE	0.000	(4.864)	(4.864)	0.00%		
TOTAL	233.150	244.585	11.435	4.90%		

Risk Share allocation between Fife Council and NHS  
October 2024 Monitoring

Overall Position	Budget	Forecast	Actual Overspend by Partnership	Risk Share Contribution	Overspend Adjusted for Risk Share	Reallocation between Partners
	£m	£m	£m	%	£m	£m
<b>Total H+SC - per ledger (incl Risk Share)</b>	<b>233.150</b>	<b>249.449</b>	<b>16.299</b>			
<b>Total Fife Council H+SC - before Risk Share</b>	<b>233.150</b>	<b>249.449</b>	<b>16.299</b>			
<b>Less:</b>						
Fife Council Contracts Team (not included in IJB)	1.935	2.305	0.370			
<b>Fife Council H+SC (relevant to IJB)</b>	<b>231.215</b>	<b>247.144</b>	<b>15.929</b>			
<b>Add:</b>						
Total Housing	1.633	1.613	-0.020			
Resource Transfer	51.888	51.888	0.000			
<b>Total relevant to Risk Share agreement</b>	<b>284.736</b>	<b>300.645</b>	<b>15.909</b>			
Fife Council position for Risk Share agreement	284.736	300.645	15.909	38.0%	11.045	-4.864
NHS Position for Risk Share agreement	443.760	456.918	13.158	62.0%	18.022	4.864
<b>IJB Total</b>	<b>728.496</b>	<b>757.563</b>	<b>29.067</b>	<b>100%</b>	<b>29.067</b>	<b>0.000</b>

16 January 2025

Agenda Item No. 12

---

## 2024-25 Capital Plan Projected Outturn – Health & Social Care

---

**Report by:** Eileen Rowand, Executive Director, Finance and Corporate Services  
Lynne Garvey, Director, Health and Social Care Partnership

---

**Wards Affected:** All

---

### Purpose

---

The purpose of this report is to provide an update on the Health and Social Care Capital Investment Plan and advise on the projected out-turn for the 2024-25 financial year for People and Communities Scrutiny Committee.

### Recommendation(s)

---

The Committee is asked to consider the current performance and activity across the 2024-25 Financial Monitoring 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 as at 31 October 2024 for the areas falling under the scope of this Committee. Total expenditure is expected to be £3.729m, representing 44% of the approved capital programme for 2024/25.
- 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.
- 1.4 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.

# 2.0 Issues, Achievements & Financial Performance

---

## 2.1 Major Projects – Potential Risks and Actions

- 2.1.1 Appendix 1 shows an overspend of £3.742m on H&SC Major Projects.

Anstruther Care Home is projecting a £3.342m overspend, this is due to the latest Stage Two Cost Plan reporting increased costs on Individual components e.g. internal walls and partitions have more than doubled in cost at 166.3% and windows and doors at 71.6%. In addition, Cabinet agreed to bring forward the programme budget to meet the increases for Methilhaven and Cupar which has also impacted the budget remaining for Anstruther.

Methilhaven is projecting a £0.400m overspend which is the last part of the estimated final bill and relates to various elements including an emergent requirement regarding Legionella, enhanced drainage and commercial kitchen adjustments prior to opening last year.

The overspends for both Methilhaven and Anstruther will be considered as part of the forthcoming Capital Plan Review.

## 2.2 Progress/Achievements

- 2.2.1 Methil Site – operational from July 23, awaiting final billing.
- 2.2.2 Cupar Site – the current programme position as of 5<sup>th</sup> November is 30 weeks on site, approx. 39% progress of the build. Timber kit works have commenced with soleplate installation and wall panels. Slab work is 70% complete. The full timber kit and roof installation are targeted for the end of March 2025. The delay of 8–12 weeks, previously reported due to steel structure issues remains unchanged. The delivery team continues to work to mitigate these delays and reduce their impact on the project timeline. Construction is still expected to be completed by September 2025,

followed by an 8-week fit-out period.

2.2.3 Anstruther Site – no change since last report in August.

2.2.4 Glenrothes Respite Provision – the next stage will be to develop a business case.

## **2.3 Financial Performance – 2024-25 Provisional Outturn**

2.3.1 The significant variances (+/- £0.500m) are explained below-

Re-provision of Care for Older People – (£4.496m) slippage is mainly due to the reprofiling of the construction spend on Cupar Care Home which reflects the delay in the on-site works. There is no change to the agreed overall budget envelope for the project or timescale, the main spend will now be in the early part of 2025-26 rather than late 2024-25.

## **3.0 Conclusions**

---

3.1 The total 2024-25 approved programme for the areas in scope of the Health & Social Care Scrutiny Committee is £8.474m. The level of projected expenditure is £3.729m, resulting in slippage of (£4.745m) which is mainly due to the Care Homes and slippage in the minor works programme.

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

E-mail: [ashleigh.allan@fife.gov.uk](mailto:ashleigh.allan@fife.gov.uk)

FIFE COUNCIL  
PEOPLE & COMMUNITIES SCRUTINY COMMITTEE  
HEALTH & SOCIAL CARE  
CAPITAL INVESTMENT PLAN 2024-33  
TOTAL COST MONITOR - MAJOR CAPITAL PROJECTS

Appendix 1

Project	Service	Original Approved Budget £m	Current Project Budget £m	Total Projected Outturn £m	Variance £m	Variance %	Current Project Status	Expected Project Completion Date
Methil Care Home	Opportunities for All	6.620	8.876	9.276	0.400	4.50%	Current Project	2024-25
Cupar Care Home	Opportunities for All	5.580	10.254	10.254	0.000	0.00%	Current Project	2025-26
Anstruther Care Home	Opportunities for All	6.145	8.864	12.206	3.342	37.70%	Feasibility	2026-27
<b>Total Major Projects over £5.000m</b>		<b>18.345</b>	<b>27.995</b>	<b>31.736</b>	<b>3.742</b>	<b>13.37%</b>		
Glenrothes Respite Provision	Opportunities for All		2.003	2.003	0.000	0.00%	Feasibility	2026-27
<b>Total Major Projects over £1.000m</b>		<b>-</b>	<b>2.003</b>	<b>2.003</b>	<b>0.000</b>	<b>0.00%</b>		
<b>Total Major Projects</b>		<b>18.345</b>	<b>29.997</b>	<b>33.739</b>	<b>3.742</b>	<b>12.47%</b>		

Expenditure	Current Budget £m	Actual to Date £m	Projected Outturn £m	Projected Variance £m	Projected Outturn as % of Plan
Adult Services (Resources)	0.335	0.014	0.086	(0.249)	26%
Older People's Residential/Day Care	0.070	0.071	0.070	0.000	100%
Re-Provision Of Care For Older People	7.769	0.898	3.273	(4.496)	42%
Telehealth Care	0.300	-	0.300	0.000	100%
TOTAL EXPENDITURE	8.474	0.983	3.729	(4.745)	44%

16 January 2025

Agenda Item No. 13

---

## People & Communities Scrutiny Committee Workplan

---

**Report by:** Eileen Rowand, Executive Director Finance & 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 which fall under three broad headings: performance reporting, planning; and improvement work. These items will often lead to reactive rather than proactive scrutiny. Discussion on the workplan agenda item will afford members the opportunity to shape, as a committee, the agenda with future items of business it wishes to review in more detail.

## 2.0 Conclusions

---

- 2.1 The current workplan is included as Appendix 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](mailto:helena.couperwhite@fife.gov.uk)

People and Communities Scrutiny Committee of 13 March 2025			
Title	Service(s)	Contact(s)	Comments
Fife Community Safety Partnership	Housing Services	Patricia Spacey	
Police Scotland Local Policing Plan - Annual Report	Police Scotland		
Fife Duty of Candour Annual Report	Health and Social Care	Avril Sweeney	
Affordable Housing	Housing Services	John Mills	
Allotment & Community Growing Strategy 2024-2029	Communities and Neighbourhoods Service	Paul Vaughan	
Review of Dampness, Condensation and Black Mould in Council Properties	Housing Services	Helen Wilkie	
Armed Forces Covenant Report	Place	Carol Connolly	
Scottish Fire and Rescue Service Local Plan Annual Performance Report	Scottish Fire & Rescue Service		
Public Protection Annual Report		James Ross-fc-d1	

People and Communities Scrutiny Committee of 15 May 2025			
Title	Service(s)	Contact(s)	Comments
Outcomes of Care Inspectorate Inspection and Grading Process	Health and Social Care	Alan Adamson, Fiona Mckay	
Fife Corporate Parenting Board	Education	Fiona Balloch	
2025 Equality & Diversity Outcomes Report		Zahida Ramzan	

People and Communities Scrutiny Committee of 25 September 2025			
Title	Service(s)	Contact(s)	Comments
Cafe Inc update report - on review of changes from 2024	Communities and Neighbourhoods Service	Paul Vaughan	
2025 Health & Social Care Annual Performance Report	Health and Social Care	Lynne Garvey	
Annual Assurance Statement	Housing Services	Mhairi Mullen	
2025 Customer & Online Services Annual Report	Customer and Online Services	Diarmuid Cotter	
Housing - Garden Fencing Policy Update	Housing Services	John Mills	

People and Communities Scrutiny Committee of 20 November 2025			
Title	Service(s)	Contact(s)	Comments
2025 Chief Social Work Annual Report	Children and Families and Criminal Justice Services	James Ross-fc-d1	
2025 Citizen Advice & Rights Fife Performance Report	Communities and Neighbourhoods Service	Ashley Birrell	

Unallocated			
Title	Service(s)	Contact(s)	Comments
Housing Adaptations	Housing Services, Health and Social Care	Audrey Valente, John Mills	
Workshop on Gypsy Traveller Encampments in Fife		Paul Short	
Grenfell Update Report following cabinet committee	Housing Services	John Mills	