

## Cabinet Committee

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



Thursday, 20th October, 2022 - 10.00 a.m.

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### AGENDA

Page Nos.

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST** – In terms of Section 5 of the Code of Conduct, members of the Committee are asked to declare any interest in particular items on the agenda and the nature of the interest(s) at this stage.
3. **MINUTES**
  - (i) Cabinet Committee of 22nd September, 2022. 3 – 9
  - (ii) Minutes of the Education Appointment Committee of 22nd February, 22nd April and 14th September, 2022. 10 - 12
4. **STRATEGIC HOUSING INVESTMENT PLAN 2023-2028** – Report by the Head of Housing Services. 13 – 58
5. **VOLUNTARY SECTOR RECURRING GRANT 6 MONTHS EXTENSION: FRONTLINE FIFE (1ST OCTOBER, 2022 - 31ST MARCH, 2023)** – Report by the Head of Housing Services. 59 – 62
6. **RAPID REHOUSING TRANSITION PLAN PROGRESS AND SCALING UP HOUSING FIRST** – Report by the Head of Housing Services. 63 – 93
7. **ECONOMIC CO-OPERATION AGREEMENT - FIFE AND KUJAWSKO-POMORSKIE, POLAND** – Report by the Head of Business and Employability Services. 94 – 99

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 and 9 of part 1 of Schedule 7A of the Act.

8. **THE KIRKCALDY CENTRE, KIRKCALDY - PROPOSED LEASE RENUNCIATION AND REDEVELOPMENT** – Joint report by the Head of Business and Employability Services and the Senior Manager, Property Services. 100 – 150
9. **SITE SALE - ADMIRALTY ROAD, ROSYTH** – Report by the Executive Director (Enterprise and Environment). 151 - 154
10. **LEASE VARIATION - PITREAVIE PLAYING FIELDS, DUNFERMLINE** – Report by the Executive Director (Enterprise and Environment). 155 - 159

11./

11. **AFFORDABLE HOUSING PROGRAMME - 30 NEW HOUSES - MANSE ROAD, SPRINGFIELD** – Report by the Head of Housing Services. 160 - 167

**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

13th October, 2022.

If telephoning, please ask for:

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**THE FIFE COUNCIL - CABINET COMMITTEE – BLENDED MEETING**

**22nd September, 2022.**

**10.10 a.m. – 1.50 p.m.**

**PRESENT:** Councillors David Ross (Convener), David Alexander, Lesley Backhouse, David Barratt, John Beare, James Calder, Fiona Corps, Altany Craik, Dave Dempsey, Linda Erskine, Derek Glen, David Graham, Peter Gulline, Judy Hamilton, Cara Hilton, Gary Holt, Rosemary Liewald, Carol Lindsay, Jonny Tepp, Ross Vettraino, Craig Walker and Jan Wincott.

**ATTENDING:** Steve Grimmond, Chief Executive; Eileen Rowand, Executive Director (Finance and Corporate Services), Lindsay Thomson, Head of Legal and Democratic Services, Laura Robertson, Finance Operations Manager, Calum Ross, Solicitor, Legal Services, Michelle McDermott, Committee Officer and Lesley Robb, Lead Officer, Legal and Democratic Services, Finance and Corporate Services; Michael Enston, Executive Director (Communities), John Mills, Head of Housing Services and Mhairi Mullen, Service Manager (Income, Poverty and Private Housing), Housing Services; Ken Gourlay, Executive Director (Enterprise and Environment), Gordon Mole, Head of Business and Employability Services, Nigel Kerr, Head of Protective Services, Pamela Stevenson, Service Manager (Economic Development) and John Rodigan, Senior Manager (Environment and Building Services); and Shelagh McLean, Head of Education and Children's Services (Early Years and Directorate Support), Education and Children's Services.

**APOLOGY FOR ABSENCE:** Reverend Brian Blanchflower, Religious Representative.

**19. DECLARATIONS OF INTEREST**

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

**20. MINUTE**

The Committee considered the minute of the Cabinet Committee meeting of 25th August, 2022.

**Decision**

The Committee agreed to approve the minute.

**21. REVENUE MONITORING 2022-23**

The Committee considered a report by the Executive Director (Finance and Corporate Services) providing members with a strategic overview of Fife Council's finances and the current forecast position for 2022-23.

**Decision/**

**Decision**

The Committee noted:-

- (1) the ongoing financial impacts arising from recovery from the pandemic which continued to be managed using one off additional funding and from underspends;
- (2) the high level financial position as detailed in the report; and
- (3) that detailed monitoring reports would be submitted to the relevant Scrutiny Committees.

**22. CAPITAL INVESTMENT PLAN UPDATE - PROJECTED OUTTURN 2022-23**

The Committee considered a report by the Executive Director (Finance and Corporate Services) providing members with a strategic financial overview of the Capital Investment Plan and the projected outturn for the 2022-23 financial year.

**Decision**

The Committee:-

- (1) approved the proposed Capital Investment Plan re-profiling, as contained within Appendix 1 of the report, which dealt with carry forward budgets from 2021-22 into later years of the Plan;
- (2) noted the projected outturn position, that the level of financial risk appeared to be increasing and also noted the mitigating actions for the major projects within the Capital Investment Plan;
- (3) noted that more detailed capital outturn reports for 2022-23 would be submitted to relevant Scrutiny Committees of the Council, in accordance with agreed financial reporting arrangements; and
- (4) noted that budget variances would be managed by the appropriate Directorate in conjunction with the Investment Strategy Group.

**23. HELP WITH COST OF LIVING: EXTENDING COMMUNITY SUPPORT**

The Committee considered a report by the Executive Director (Communities) proposing an extension to existing community support provision and the delivery of a co-ordinated programme of targeted support to help vulnerable people and communities through the cost of living crisis over the coming winter months. The report also proposed criteria for the delivery of the Community Recovery Fund agreed at the previous Cabinet meeting.

**Motion**

Councillor David Ross, seconded by Councillor Linda Erskine, moved as follows:-

“In/

## 2022 CC 14

“In addition to agreeing recommendations 1 and 2, the Committee also agrees the following:-

1. To increase the school clothing grant this year by £50 per pupil for those eligible, as a ‘winter coat’ supplement funded from workforce change cost balance at a cost of approximately £870k
2. Directs officers to undertake further work:
  1. To continue monitoring the uptake of the various hardship grants administered by the Council and bring reports back to the Committee on pressures and the possible need to allocate further additional funding to such grant schemes;
  2. To review the practicality and cost of extending eligibility for free school meals, in particular to those families in receipt of Council Tax Reduction;
  3. To undertake an urgent rapid review of the Council’s support for mental health, particularly for young people through schools, and bring a report back to the Committee as soon as possible;
  4. In preparation for Council budget setting for 2023/24, to consider and bring forward options for a full or partial freeze of the Council Tax next year, taking account of the financial settlement from the Scottish Government and the impact on Council finances;
  5. In preparation for Council budget setting for 2023/24, to consider options and implications for a full or partial freeze on Council house rents next year, and to incorporate such options in the annual tenant consultation on rent levels.

### Amendment 1

Councillor David Alexander, seconded by Councillor Craig Walker, moved as follows:-

“In addition to the motion proposed by Councillor Ross we wish to add "and UK Government" to the motion recommendation 4 after Scottish Government and to add a new number 6 - "to look at the example of the Levenmouth Academy project where the cost of the school day has been eliminated with a view to implementing this model elsewhere in Fife, subject to local leadership agreement.”

### Amendment 2

Councillor Craig Walker, seconded by Councillor David Alexander, proposed a further amendment as follows:-

“We wish to add the following additional recommendation to the report:

Officers will liaise and engage with all Councillors at Area Committee level in relation to the Community Recovery Fund”.

The mover of the motion agreed to conjoin the amendments and the conjoined motion was agreed as follows:-

The/

## 2022 CC 15

The Committee:-

- (1) noted the current provision and agreed plans to extend this into a co-ordinated winter programme of targeted support for vulnerable individuals and families;
- (2) agreed the allocation and criteria for the £10m Community Recovery Fund;
- (3) agreed to increase the school clothing grant this year by £50 per pupil for those eligible, as a 'winter coat' supplement funded from workforce change cost balance at a cost of approximately £870k; and
- (4) directed officers to undertake the following additional work:
  1. To continue monitoring the uptake of the various hardship grants administered by the Council and bring reports back to the Committee on pressures and the possible need to allocate further additional funding to such grant schemes;
  2. To review the practicality and cost of extending eligibility for free school meals, in particular to those families in receipt of Council Tax Reduction;
  3. To undertake an urgent rapid review of the Council's support for mental health, particularly for young people through schools, and bring a report back to the Committee as soon as possible;
  4. In preparation for Council budget setting for 2023/24, to consider and bring forward options for a full or partial freeze of the Council Tax next year, taking account of the financial settlement from the Scottish Government and UK Government and the impact on Council finances;
  5. In preparation for Council budget setting for 2023/24, to consider options and implications for a full or partial freeze on Council house rents next year, and to incorporate such options in the annual tenant consultation on rent levels;
  6. To look at the example of Levenmouth Academy project, where the cost of the school day has been eliminated, with a view to implementing the model elsewhere in Fife, subject to local leadership agreement; and
  7. Liaise and engage with all Councillors at Area Committee level in relation to the Community Recovery Fund.

### **Decision**

The Committee agreed the amended motion unanimously.

*The meeting adjourned at 11.40 a.m. and reconvened at 11.50 a.m.*

## **24. LOCAL HOUSING STRATEGY (LHS) 2022- 2027**

The Committee considered a report by the Head of Housing Services seeking agreement of the final draft Local Housing Strategy 2022-2027 which was provided as a five year strategy to meet the requirements of the housing legislation and Scottish Government guidance.

### **Decision/**

**Decision**

The Committee:-

- (1) agreed the content of the draft Local Housing Strategy (LHS) 2022-2027 including the actions embedded in the outcome plan;
- (2) delegated final approval of the LHS to the Executive Director (Communities) following Fife Housing Partnership approval after public consultation and the Scottish Government review was completed; and
- (3) approved the 2022 Scheme of Assistance.

**25. LICENSING OF SHORT-TERM LETS**

The Committee considered a joint report by the Head of Housing Services, Head of Legal and Democratic Services and Head of Protective Services seeking approval of the Short-Term Let Licensing Policy for implementing the licensing scheme for short-term lets under the Civic Government (Scotland) Act 1982 (Licensing of Short-term Lets) Order 2022 which came into effect on 1st March, 2022.

**Decision**

The Committee:-

- (1) approved the Short-term Let Licensing Policy for implementation on 1st October, 2022;
- (2) agreed the 2022/23 proposed fees for Short-term licences as detailed in section 6.3 of the report;
- (3) noted that a review was scheduled for November 2023 but agreed that a provisional review be undertaken by March 2023 to allow for an earlier view on the operation of additional conditions; and
- (4) agreed that a full review be completed on the initial implementation of the policy and operation of the scheme with a report to the relevant scrutiny Committee in November, 2023, pending a full review after three years of operation in 2025.

*Councillor Craig Walker left the meeting during consideration of the above item.*

**26. FORTH GREEN FREEPORT BID – FIFE COUNCIL AND FORTH PORTS JOINT WORKING FOR ROSYTH AND BURNTISLAND**

The Committee considered a report by the Head of Business and Employability Services advising members that a Forth Green Freeport (FGFP) designation submission had been made by Forth Ports with the support of Fife Council. Endorsement of this, and the continued Fife Council involvement in the prospective FGFP designation, was sought if the submitted bid was successful. The/

The report also sought agreement of the proposed governance arrangements for the FGFP including noting that detailed arrangements would be subject to outline and full business planning processes.

**Decision**

The Committee:-

- (1) endorsed and approved Fife Council involvement in the prospective Forth Green Freeport (FGFP) designation;
- (2) approved, in principle, the proposed FGFP designation governance arrangements;
- (3) noted that the Council was subject to a Memorandum of Understanding signed on behalf of the Council by Legal Services, requiring commercial confidentiality of the FGFP Bid document to reflect the competitive nature of the Green Freeport bidding process; and
- (4) noted that two Scottish locations would be announced in Autumn, 2022 with outline and full business planning then required to occur.

**27. DOMESTIC WASTE OPERATIONS - BULKY UPLIFTS – FREE OF CHARGE SERVICE**

The Committee considered a report by the Executive Director (Enterprise and Environment) to consider the removal of charges for bulky uplifts across Fife.

**Decision**

The Committee:-

- (1) agreed to remove the charge for bulky uplifts from April, 2023, subject to the consideration of additional resources being funded through the budget process; and
- (2) noted that a review of the current criteria for the bulky uplift service would be undertaken prior to April 2023 to assess recycling and landfill implications and qualifying criteria for uplifting goods. Any proposed changes to the current policy would be brought to the Cabinet Committee for approval.

*Councillor Craig Walker re-joined the meeting during consideration of the above item.*

**28. DOMESTIC WASTE SERVICE - SINGLE SHIFT PATTERN**

The Committee considered a report by the Executive Director (Enterprise and Environment) outlining the potential benefits of returning to a single shift system for domestic waste collection.

**Decision**

The Committee supported the consideration of an alternative shift pattern for the Domestic Waste Service and agreed to allow management to develop proposals and engage with the Trade Unions accordingly.

**29./**



**29. STATUTORY CONSULTATION FOR PROPOSED CHANGES TO THE SCHOOL ESTATE AND CATCHMENT AREAS**

The Committee considered a report by the Executive Director (Education and Children's Services) which presented the statutory consultation proposal papers relating to the proposals to: close Milton of Balgonie Primary School and to rezone the catchment areas of Coaltown of Balgonie, Pitteuchar East and Thornton Primary Schools; rezone the secondary catchment areas of Bell Baxter High School and Madras College; rezone the catchment areas of Carnegie Primary School and Touch Primary school; to seek approval of their content and to authorise officers to proceed to statutory consultation.

**Decision**

The Committee:-

- (1) agreed to defer a decision on the Statutory Consultation Proposal paper, in terms of the Schools (Consultation) (Scotland) Act 2010, relating to the proposed closure of Milton of Balgonie Primary School and rezoning of the catchment areas of Coaltown of Balgonie, Pitteuchar East and Thornton Primary Schools until the next scheduled meeting of the Cabinet Committee on 20th October, 2022 and that, in relation to the proposed closure of Milton of Balgonie Primary School, agreed that the report would outline the legal position regarding the previous decision to mothball the proposed closure of the school and would clarify the position regarding any previously approved planning applications;
  - (2) approved the content of the Statutory Consultation Proposal paper, in terms of the Schools (Consultation) (Scotland) Act 2010, relating to the proposed rezoning of the catchment areas of Bell Baxter High School and Madras College;
  - (3) approved the content of the Statutory Consultation Proposal paper, in terms of the Schools (Consultation) (Scotland) Act 2010, relating to the proposed rezoning of the catchment areas of Carnegie Primary School and Touch Primary School;
  - (4) authorised officers to proceed to statutory consultation in terms of each Consultation Proposal;
  - (5) authorised officers to make such amendments to the Consultation Proposal papers (including the timeline) as may be necessary; and
  - (6) noted that the Consultation Reports would be brought forward to a future Committee of the Council.
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**THE FIFE COUNCIL – EDUCATION & CHILDREN'S SERVICES  
COMMITTEE – EDUCATION APPOINTMENT COMMITTEE – GLENROTHES**

**22 February 2022**

**9.30am – 12.00pm**

**PRESENT:** Councillors Rosemary Leiwald, Alistair Suttie, Maria Lloyd, Head of Service, Karen Lees, Education Manager, Katharine Isherwood, Chair, Parent Council, Joanna McFarlane, Parent Council.

**153. EXCLUSION OF PUBLIC AND PRESS**

**Decision**

The Committee resolved that under Section 50(A)(4) of the Local Government (Scotland) Act 1973, the public be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 7A to the Act.

**154. HEADTEACHER – LIMEKILNS PRIMARY SCHOOL**

The Committee interviewed 2 applicants on the short list for this post.

**Decision**

Agreed to recommend the appointment of Claire McCallum, previously Depute Headteacher at Torryburn Primary School, Dunfermline .

**THE FIFE COUNCIL – EDUCATION & CHILDREN'S SERVICES  
COMMITTEE – EDUCATION APPOINTMENT COMMITTEE – GLENROTHES**

**22 April 2022**

**9.00am – 12.30pm**

**PRESENT:** Councillors Lesley Backhouse, Colin Davidson, Angela Logue,  
Head of Service, Jackie Funnell, Education Manager, Victoria  
Stokoe, Chair, Parent Council, Laura Frew, Parent Council.

**155. EXCLUSION OF PUBLIC AND PRESS**

**Decision**

The Committee resolved that under Section 50(A)(4) of the Local Government (Scotland) Act 1973, the public be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 7A to the Act.

**156. HEADTEACHER – KIRKCALDY HIGH SCHOOL**

The Committee interviewed 3 applicants on the short list for this post.

**Decision**

Agreed to recommend the appointment of Nicky Grant, previously Executive Chief Officer for Education and Learning, Highland Council.

**THE FIFE COUNCIL – CABINET COMMITTEE – EDUCATION  
APPOINTMENT COMMITTEE – GLENROTHES**

**14 September 2022**

**13.45-17.00**

**PRESENT:** Councillor Colin Davidson, Mary Caldwell , Church Representative, Angela Logie, Head of Service, Jackie Funnell, Education Manager, Yvonne Gillespie, Parent Council Chair, Claire Mackinlay, Parent Council.

**1. EXCLUSION OF PUBLIC AND PRESS**

**Decision**

The Committee resolved that under Section 50(A)(4) of the Local Government (Scotland) Act 1973, the public be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 7A to the Act.

**2. HEADTEACHER – ST PAULS PRIMARY SCHOOL**

The Committee interviewed 2 applicants on the short list for this post.

**Decision**

Agreed to recommend the appointment of Nadine MacPhee, currently Deputy Headteacher at St Kenneth's Primary School.

20th October, 2022.  
Agenda Item No. 4

## Strategic Housing Investment Plan 2023-2028

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Report by: John Mills, Head of Housing Services

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Wards Affected: All

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### Purpose

The report is to seek authority for the submission of Fife's Strategic Housing Investment Plan (SHIP) 2023/24 – 2027/28 to the Scottish Government. The plan is revised and updated annually for a rolling 5-year period.

### Recommendation(s)

Members are asked to:

- (i) agree the Strategic Housing Investment Plan (SHIP) 2023/24 – 2027/28 based on the priorities and principles outlined in the report; and
- (ii) authorise the Head of Housing Services, in consultation with the Spokesperson for Housing and Building Services, to amend or substitute projects within the SHIP as and when required.

### Resource Implications

The Council has already approved £220.435m Housing Revenue Account capital expenditure to support the Affordable Housing Programme to 2024. Availability of funding is dependent on meeting HRA Business Plan assumptions, particularly around rent setting and collection. Additional funding to support the delivery of affordable houses beyond 2024 is yet to be agreed.

The Fife Housing Association Alliance (FHAA) partners have all confirmed they have secured capital borrowing capacity to continue to invest in the delivery of the SHIP.

The Scottish Government has confirmed the Resource Planning Assumptions on grant availability for the first 3 years of the SHIP and has advised that the final 2 years should be assumed the same as year 3.

### Legal & Risk Implications

The Council has taken a positive attitude to managing legal and risk issues arising from working with private housing developers to deliver the affordable housing programme. Development risks and other constraints for projects have been assessed and considered in the prioritisation of projects.

Procurement compliance is a requirement that needs recognised as part of delivery.

Funding risks include the need to maintain the HRA Business Plan rent assumptions over the life of the SHIP and effective management of the consequences of rising construction costs. As construction costs continue to increase, the number of affordable homes that can be delivered over a set timescale will be impacted.

## Impact Assessment

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An Equalities Impact Assessment has been undertaken and a summary is shown in Appendix 1. No negative impacts have been identified and there will be access to new affordable housing and subsequent housing through chain of lets properties for those with protected characteristics.

An environmental assessment has been carried out using the Fife Environmental Assessment Tool (FEAT) for the SHIP and Transitional Affordable Housing programme 2022-24 and no negative environmental impacts were assessed. Overall, long-term benefits were identified resulting from the provision of high quality, energy efficient affordable homes resulting in lower carbon emissions and increased health and well-being for tenants. A Strategic Environmental Assessment (SEA) screening request has been submitted to the SEA gateway for consideration and it is anticipated that a full environmental assessment will not be required.

## Consultation

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Consultation has been carried out in respect of the SHIP with the Scottish Government, Fife Housing Association Alliance, Scottish Water, various Council Services including Education and Children's Services, Economy, Planning & Employability Services, Health and Social care Services, Assets, Transportation and Environment Services and various teams within Housing Services, including Affordable Housing, Area Teams as appropriate, Older Persons and Specific Needs.

Fife Councillors, Fife Tenants Forum and Fife Federation of Tenants and Residents Associations were sent a draft copy of the SHIP and invited to provide any feedback or comments. A virtual information session was held on 6th October 2022.

## 1.0 Background

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- 1.1 The SHIP is an important document which is submitted annually to the Scottish Government and sets out how investment in affordable housing should be directed over the next 5 years, in this case April 2023 to March 2028, to achieve the priorities and outcomes set out in the Local Housing Strategy (LHS).
- 1.2 Fife Council and Fife Housing Association Alliance (FHAA) conduct a joint working exercise to ensure the successful planning and development of the SHIP each year.
- 1.3 Fife Council and the FHAA have a strong record in the delivery of new affordable housing through three phases of the affordable housing programme since 2010. A further Transitional Affordable Housing Programme (TAHP) has been agreed to provide 1,200 affordable homes from 2022-24, with potential for a Phase 4 programme to be considered thereafter.
- 1.4 The draft SHIP is to be submitted to the Scottish Government by Friday, 28th October 2022.

## 2.0 Affordable Housing Programme Update

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- 2.1 The Council has approved £220.435m Housing Revenue Account capital expenditure to support the affordable housing programme to 2024. Up to the end of 2021/22 £59.549m has been spent on delivering phase 3. There is currently £160.886m approved budget available with £60.886m for completion of phase 3 and £100m for completion of the TAHP. This is expenditure before subsidy from the Affordable Housing Supply Programme has been applied.

- 2.2 At the time of the HRA 2020 Business Plan the assumed cost per unit for the Affordable Housing Programme was £0.155m. The average unit cost has risen significantly since then with 300 units for phase 3 recently being contracted for through SCAPE at £0.245m per unit, an increase of £0.090m per unit. In light of the increase officers are reviewing whether the TAHP can be completed within the £100m allocated budget. The current business plan testing includes assumptions on affordability for completing the TAHP at a higher cost per unit of £0.245m per unit (original modelling at £0.200m per unit) combined with various rent increases for 2022-23 including a rent freeze. The results will be fed back to members once available. Any requirement for additional borrowing will be brought back to Cabinet for approval.
- 2.3 At the point of the HRA 2020 Business Plan the assumed level of Scottish Government subsidy was £0.059m per unit. The current assumed subsidy is £0.075m per unit, an increase of £0.016m per unit. Although this partially offsets the increase in cost per unit the net cost to the HRA after subsidy has still increased by £0.074m which has a material impact on the level of borrowing potentially required to fund the Affordable Housing Programme.
- 2.4 A report on the additional investment capacity required to fund a phase 4 affordable housing programme is anticipated to be presented to Cabinet in April 2023 once testing of the 2023 business plan has been finalised.

### **3.0 Issues and Options**

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- 3.1 The SHIP is a bid proposal to the Scottish Government for funding through the Affordable Housing Supply programme (AHSP). The SHIP includes an average over provision of 32.6% across the 5year period in line with Scottish Government's guidance which is to accommodate unforeseen slippage of the programme. Members should note this means that projects listed in the SHIP Projects Table are not at this stage guaranteed to go ahead.
- 3.2 The SHIP identifies the potential to deliver 3,217 affordable units during 2023-2028. Available funding levels are assumed at £174.989m through the AHSP and £11.8m through Second Homes Council Tax (2HCT) monies totalling £186.789m for Fife. Based on new grant benchmark levels, this level of funding could potentially deliver 2,746 units.
- 3.3 It is considered that the proposed level of potential projects puts Fife in a strong position to ensure full spend of its own grant allocation. It also prepares us to take advantage of any additional funding that may arise across the AHSP nationally or if other local authorities fail to spend their allocation.
- 3.4 The projects included within the Fife SHIP have the potential to deliver 3,217 affordable units over the 5-year SHIP period. This exceeds the need identified through the combined Tayside and South-East Scotland Housing Need and Demand Assessments (HNDAs) of 2,005 units over 5 years by 1,212 units. A further 50 units are estimated to be delivered through the Scottish Government's Open Market Shared Equity scheme, taking the potential total to 3,267 units between 2023/24 –2027/28. Fife Council has the potential to deliver 1,902 affordable units through the proposed SHIP. This would require Scottish Government subsidy of around £123m which is in line with that currently identified.
- 3.5 The breakdown of the potential affordable units that can be delivered between different tenures and house types is shown in table 1 below:

Table 1: Tenure Breakdown of Affordable Units in the SHIP

	<b>General Needs</b>	<b>Specific Needs*</b>	<b>Total</b>
Social Rented (all providers)	2,070	946	3,016 (94% of total)
Mid Market Rent (MMR)	156	45	201 (6% of total)
<b>Total</b>	<b>2,226</b> (69% of total)	<b>991</b> (31% of total)	<b>3,217</b> (100%)

- All specific Needs Units including wheelchair units

- 3.6 The SHIP demonstrates the Council's commitment to provide 30% of all new affordable housing as Specific Needs properties. It also reflects the current priority of social rented units, with 94% of the units provided as social rented units and 6% identified for Mid-Market Rent (MMR). Presently, all MMR properties will be delivered by our housing association partners.
- 3.7 The submission of LHS 2022-2027 currently depends on the approval of the Tayside responsibility to the Fife Housing Partnership to endorse the Strategy after the conclusion of the public consultation and Scottish Government review.
- 3.8 The Council will continue to work with the members of the Fife Housing Association Alliance (FHAA) to deliver the housing association component of the SHIP. As part of the development of the Fife Transitional Affordable Housing Programme (TAHP) during 2022-2024, and following a review of their business plans, to determine their capacity to respond in both financial and development capacity, the Council signed a revised preferred developer agreement with FHAA in July 2021 for the delivery of 700 units within the Council's 1,200 affordable homes target for the TAHP.

## 4.0 Conclusions

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- 4.1 Fife's SHIP 2023/24 – 2027/28 sets out the investment priorities for affordable housing over a 5 year period to achieve the housing outcomes set within Fife's LHS and shows the possibility to deliver 3,217 affordable units, thus ensuring that Fife has a robust delivery plan to meet housing needs in line with LHS priorities

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

### List of Appendices

1. Equality Impact Assessment Summary Report
2. Fife Strategic Housing Investment Plan 2023/24-2027/28

### Report Contact

Helen Wilkie  
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Housing Services  
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## Equality Impact Assessment Summary Report

**Which Committee report does this EqIA relate to (specify meeting date)?**

Cabinet Committee Thursday 20th October 2022  
Strategic Housing investment Plan 2023/24 – 2027/28

**What are the main impacts on equality?**

There are no negative impacts on equality. There will be access to new affordable housing and subsequent housing from chain of let properties for those with protected characteristics.

**What are the main recommendations to enhance or mitigate the impacts identified?**

The main recommendation is to ensure the appropriate mix of housing for those in need is included in new build developments and that these new properties are allocated appropriately. .

**If there are no equality impacts on any of the protected characteristics, please explain.**

N/A

**Further information is available from: Name / position / contact details:**

Carole Kennedy  
Interim Lead Officer Affordable Housing & Regeneration  
Mobile: 07712 549362  
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# STRATEGIC HOUSING INVESTMENT PLAN

2023/24 – 2027/28



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## Foreword

I am pleased to present Fife's Strategic Housing Investment Plan (SHIP) 2023/24–2027/28 on behalf of the Fife Housing Partnership, setting out how the Local Housing Strategy's priorities for affordable housing investment will be delivered across Fife.

This Strategic Housing Investment Plan reinforces the priorities and outcomes of our new draft Local Housing Strategy (LHS) 2022-2027 which is currently out for consultation and is expected to be approved by the end of 2022. Our proposals for affordable housing over the coming five years reflect Fife Council's vision for our community to be able to access a home that is warm, affordable, accessible and meets their needs. The Plan is a key document for targeting affordable housing investment at a local level.

The Strategic Housing Investment Plan reflects that we are in a period of transition, with partners in Fife continuing to be committed to the delivery of new housing to meet a range of community needs. The Partnership recognises the importance of self-provided housing and is committed to ensuring opportunities for self-help housing solutions are supported, including self-build, community-led and co-operative housing efforts by Fife residents.

Our plan focuses on the delivery of programmes for affordable and some mixed tenure housing by Fife Council, the Fife Housing Association Alliance, the Scottish Government and private developers. Our strength and history of partnership working will support us through this transitional period and ensure we can be responsive to any change in Fife's housing requirements.

I remain absolutely committed to providing high quality, affordable housing for people in Fife. The Strategic Housing Investment Plan details a mix of potential development projects, providing Fife with a realistic and practical plan to deliver against our aim for improving housing choices.

I thank all our partners for their continued commitment to this programme.



Cllr Judy Hamilton

Chair of the Fife Housing Partnership

## Alternative Formats

The information included in this document can be made available in large print, braille, audio CD/tape and British Sign Language interpretation on request by calling: 03451 55 55 00 / Textphone: 18001 01383 44 11 77 / SMS for Deaf people 07985 761908 / Language Lines:

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03451 55 55 66 پر درخواست کرنے سے اس تحریر میں دی گئی معلومات بڑے پرنٹڈ بریل، آڈیو سی ڈی/ٹیپ پر اور ترجمانی والی برطانوی اشاراتی زبان (برٹش سائن لینگویج) میں مہیا کی جاسکتی ہیں۔

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## Abbreviations

The following abbreviations have been used throughout the report:

<b>FC</b>	Fife Council
<b>FEAT</b>	Fife Environmental Assessment Tool
<b>FHAA</b>	Fife Housing Association Alliance
<b>FHR</b>	Fife Housing Register
<b>HMA</b>	Housing Market Area
<b>HNDA</b>	Housing Need and Demand Assessment
<b>HRA</b>	Housing Revenue Account
<b>LHA</b>	Local Housing Allowance
<b>LHS</b>	Local Housing Strategy
<b>LHSA</b>	Local Housing Strategy Area
<b>MATHLR</b>	Minimum All-Tenure Housing Land Requirement
<b>NPF4</b>	National Planning Framework 4
<b>PSP</b>	Public Social Partnership
<b>R RTP</b>	Rapid Rehousing Transitional Plan
<b>RSL</b>	Registered Social Landlord
<b>SEA</b>	Strategic Environmental Assessment
<b>SHIP</b>	Strategic Housing Investment Plan
<b>TAHP</b>	Transitional Affordable Housing Programme

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## 1.0 Introduction, Purpose and Summary

### 1.1 Introduction

The Fife Housing Partnership (FHP) has developed the Strategic Housing Investment Plan (SHIP) for 2023/24 - 2027/28 to set out how investment in affordable housing should be directed to achieve the priorities and outcomes set out in the draft five-year Fife Local Housing Strategy (LHS) 2022-2027. It is anticipated that the Fife LHS will be approved by the end of 2022.

Five priorities have been identified within the LHS, 'priority 2:- More homes in the right places' demonstrates how local partners will meet housing supply targets over the term of the LHS. There are close links between the SHIP, LHS and the FIFEplan. In combination, these frameworks play a pivotal role in addressing homelessness, delivering equality and reducing child poverty.

### 1.2 Purpose

The SHIP is a working tool produced each year to support longer-term strategic planning. It provides a practical plan detailing how LHS investment priorities can be delivered, forms the basis for more detailed programme planning and provides a focus for partnership working. The SHIP is used by the Scottish Government to inform the allocation of resources from a national to a local level. The SHIP consists of two elements, firstly the context of the SHIP is detailed in this document and secondly the proposed affordable housing projects expected to require Scottish Government funding and / or complete during the five year SHIP period are detailed within the separate SHIP Projects Table.

### 1.3 Summary

The combined TAYside and South-East Scotland Housing Needs and Demand Assessments (HNDAs) indicate that there is a requirement for an additional supply of 401 affordable homes per annum from 2021-30 – a total of 2,005 homes over the five-year period of the SHIP.

The 2023/24 - 2027/28 SHIP demonstrates the potential to deliver 3,217 affordable homes equating to around 643 units per annum. There is an over provision of around 32.6% included to prepare for any slippage in the programme and to take advantage of any additional funding that may be available. A further 50 units are estimated through other Scottish Government affordable housing options, taking the total to 3,267 units, an average of around 653 units per annum. This demonstrates the potential to meet the affordable housing need as set out in the combined HNDAs.



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## 2.0 Strategy, Consultation and Equalities

### 2.1 Strategic Links

The Fife Housing Partnership formed in 2002, has delegated responsibility on behalf of Fife Council for progressing work to address housing need, demand and conditions across all tenures. The membership of the partnership includes Fife Council, NHS Fife, the Scottish Government, the Fife Housing Association Alliance, Scottish Association of Landlords, Fife Tenants' and Residents Federations and the Scottish Rural Property & Business Association.

The Fife Housing Partnership has prepared Fife's Strategic Housing Investment Plan 2023/24 – 2027/28 to set out how investment in affordable housing can be targeted to support the priorities, outcomes and actions of Fife's Local Housing Strategy 2022-2027. The Partnership has established a robust strategic planning framework which directly supports the delivery of housing outcomes within the Plan for Fife 2017-2027 and the Plan for Fife Recovery and Renewal 2021-2024 through the LHS, FIFEplan and the SHIP.

The partnership supports the Scottish Government's housing to 2040 vision for everyone in Scotland to have a safe, high-quality home that is affordable and meets their needs in the place they want to be.

### 2.2 Local Outcome Improvement Plan

The Plan for Fife 2017-2027 through the 'Thriving Places' theme identifies the challenge of a rapidly changing population with around 20,000 new homes needed over ten years. The Recovery and Renewal Plan for Fife 2021-24 is a three-year review of the Plan for Fife to help kick start Fife's recovery following the Covid-19 pandemic and to contribute to longer ambitions, with priorities for leading economic recovery, tackling poverty and preventing crisis, reducing the impact of the climate emergency and building community wealth and well-being.

### 2.3 Local Development Plan

The FIFEplan was adopted in September 2017 to replace Fife's three Local Plans. It complements and supports the Plan for Fife in supporting the Council's aims of providing more homes in the right places. The FIFEplan's 'Policy 2: Homes' shows how housing development, including affordable housing, will be supported into the future to meet strategic housing land requirements and to provide a continuous five-year housing land supply.

The new National Planning Framework (NPF4) for Scotland has been published in draft / consultative format. A detailed work programme is currently being worked up for a review of the FIFEplan, but when certain elements commence will depend on the timescales for NPF4 and all the required secondary legislation being finalised. Further details will be available in future Development Plan Schemes and the Planning Service's E-Bulletin as Scottish Government timescales become clearer. The FIFEplan will be revised following publication of the new National Planning Framework (NPF4) for Scotland.

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## 2.4 Local Housing Strategy (LHS)

The Fife Housing Partnership has successfully delivered four Fife LHSs and is now implementing the fifth strategy for recovery from the Covid-19 pandemic. Fife’s Local Housing Strategy 2022-2027 is currently in draft and it is anticipated this will be approved by the end of 2022 following the conclusion of public consultation and a Scottish Government review.

The LHS 2022-2027 is a five-year strategy, informed by updated housing need and demand assessments for the South-East Scotland and Tayside regions. A key role of the LHS will be to maintain recovery from the Covid-19 pandemic, particularly to mitigate any increase in homelessness, promote equality in housing and help eradicate poverty in Fife.

The high-level aim of the LHS is to ‘provide housing choices for people in Fife’. Table 1 shows the five priorities that have been established for the LHS 2022-2027. Affordable housing investment relates primarily to ‘Priority 2 – More homes in the right places’.

**Table 1: LHS Priorities 2022-2027**

<b>1.</b>	<b>Ending Homelessness</b>
<b>2.</b>	<b>More Homes in the Right Places</b>
<b>3.</b>	<b>A Suitable Home</b>
<b>4.</b>	<b>A Quality Home</b>
<b>5.</b>	<b>A Warm Low Carbon Home</b>

The Fife Housing Partnership has carefully considered the priorities for affordable housing delivery by type and tenure. Prioritising investment is dependent upon a range of factors including relative need, land availability and development constraints. The approach has evolved through close working between regional and local partners, particularly through strong relationships with the development sector. The priorities of the LHS are translated into the SHIP scoring methodology (see Section 6.0 and Appendix 1) which considers these factors.

## 2.5 Consultation

The Fife Housing Partnership recognises that the success of the LHS depends on effective engagement with Fife’s residents, community representatives, community planning partners and statutory bodies. Although consultation methods were severely restricted during the Covid-19 pandemic, the partnership has undertaken and contributed to a programme of regular consultations, exploring key housing issues, generating options and prioritising actions for the LHS. The consultations informing the LHS 2022-27 include conferences, workshops, surveys and area-based activities.

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LHS workshops were also held during June 2022 to provide elected members, housing partners and stakeholders with an opportunity to review and validate the LHS priorities, outcomes and actions. Various stakeholders attended the event including housing market partners, partner social landlords, partner council services, Health and Social Care partnership representatives and third sector organisations & advocacy groups. Stakeholders were supportive of the continued drive to increase the supply of new affordable housing. Discussions were held around the changing needs of households and potential delivery challenges in building more homes. These discussions helped inform and review the LHS outcome plan.

The draft LHS has been considered by Committee and final approval has been delegated to the FHP following public consultation and Scottish Government review. Fife Council's Housing Services and Fife Housing Association Alliance have led in the development of the annual SHIP updates to successfully deliver the LHS outcomes including for 'priority 2 – more homes in the right places'.

## 2.6 Equalities and Impacts

An equalities impact assessment has been conducted to inform proposals in the SHIP and no negative impacts have been identified. The delivery of new housing is expected to deliver positive impacts for people with protected characteristics under the Equalities Act 2010, for example in providing specialist housing for older people or people with a physical disability.

Another positive impact will be that the affordability of the new housing provided will benefit people on low / limited incomes. This ties in with the Child Poverty (Scotland) Act 2017- Local Child Poverty Action Report which aims to reduce housing costs for families in Scotland. New housing will be targeted to reduce the number of children in situations of homelessness, offering stability and contributing to improved health, educational and social outcomes.

A Strategic Environmental Assessment (SEA) screening request has been submitted to the SEA Gateway for consideration as per Section 9(3) of the Environmental Assessment (Scotland) Act 2005. It is anticipated that a full environmental assessment will not be required.

An Environmental Assessment has been carried out using the Fife Environmental Assessment Tool (FEAT) for the SHIP and Transitional Affordable Housing programme 2022-2024 and no negative environmental impacts were identified. The provision of high quality, energy efficient affordable homes resulting in lower carbon emissions and increased health and well-being were identified as long term positive impacts.

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## 3.0 Identifying Housing Need

### 3.1 Local Housing Strategy (LHS)

Due to Fife’s unique link to two city regions, two separate Housing Need and Demand Assessments (HNDAs) have been developed to inform the LHS and FIFEplan - the local Development Plan, both following the methodology set within Scottish Government guidance:

- TAYside HNDA – assesses housing need and demand for North-East Fife, Angus, Dundee and Perth and Kinross. The first appraisal was received on 12<sup>th</sup> August 2022 with some final adjustments being progressed by partners. It is anticipated this will be approved by Autumn 2022.
- South-East Scotland HNDA – assesses housing need and demand for Fife (West and Central), the City of Edinburgh, East Lothian, Midlothian, Scottish Borders and West Lothian, this being concluded in July 2022 when the Scottish Government confirmed it a ‘robust and credible’ assessment.

The combined HNDAs indicate that 2,441 households are in housing need and require social rented housing to meet that need. Table 2 below outlines the categories of need by area:

**Table 2: Existing Housing Need**

Households	Fife (West & Central)	Fife (North)	Fife Total
Homeless / housing insecurity	1,295	485	1,780
Both overcrowded and concealed	171	157	328
Requiring specialist housing	263	70	333
<b>Total existing need</b>	<b>1,729</b>	<b>712</b>	<b>2,441</b>

Source: TAYside HNDA (2021) and South East Scotland HNDA (2021)

These figures informed a range of HNDA scenarios and Tayside and South-East Scotland authorities agreed a preferred HNDA scenario of steady growth over 20 years from 2021 to 2040. Table 3 overleaf provides details on the average annual housing estimates by tenure between 2021-25, 2026-30 and 2021-2030.

**Table 3: Housing Estimates by steady growth scenario and housing market area**

Housing Market Area	St Andrews and North-East Fife	Cupar and North-West Fife	Dunfermline and West Fife	Glenrothes, Kirkcaldy and Central Fife	Fife
Household Distribution	10%	8%	39%	43%	100%
Affordable housing p.a 2021-25	59	47	231	254	592
Affordable housing p.a 2026-30	21	17	82	91	211
Affordable housing p.a 2021-30	40	32	156	172	401
Market housing p.a 2021-25	35	28	137	152	352
Market housing p.a 2026-30	19	15	74	82	191
Market housing p.a 2021-30	27	22	106	117	272
Total p.a. 2021-25	94	76	368	406	944
Total p.a. 2026-30	40	32	157	173	402
Total p.a. 2021-30	67	54	262	289	673

Source: TAYside HNDA (2021) and South East Scotland HNDA (2021) (Some totals affected by rounding)

The combined HNDAs identified that 944 new homes including 592 affordable homes are required in each year from 2021-25 under the steady growth scenario, and from 2026-30 this reduces to 402 new homes and 211 affordable homes each year. Across the ten years from 2021-30 the average annual requirement in Fife is for 673 new homes which includes 401 new affordable homes. A breakdown of these housing estimates by tenure is shown in tables 4 & 5 below. The figures are provided by category of affordable housing (social rented and below market rented housing) and market housing (private rented and market purchase).

**Table 4: Annual Housing Need and Demand 2021-2030 – Affordable Housing**

Area	Social Rented	Below Market Rent	Total
TAYside	83	14	97
South-East Scotland	238	66	304
<b>Fife</b>	<b>321</b>	<b>80</b>	<b>401</b>

**Table 5: Annual Housing Need and Demand 2021-2030 – Market Housing**

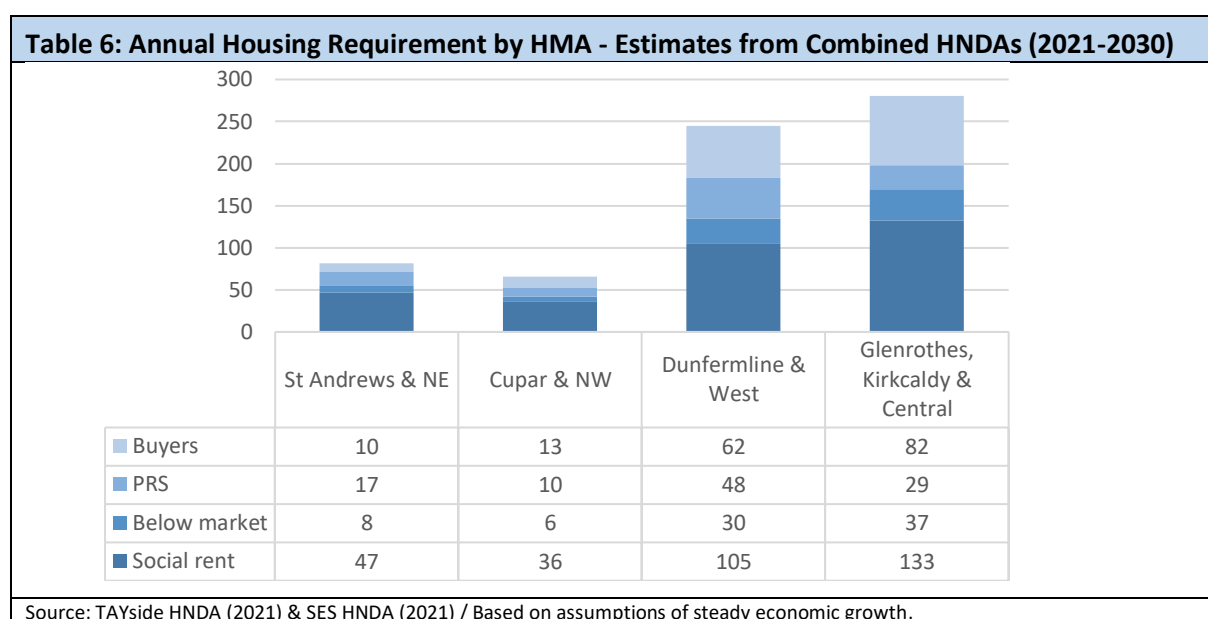
Area	Private Rented	Owner Occupied	Total
TAYside	27	23	50
South-East Scotland	77	145	222
<b>Fife</b>	<b>104</b>	<b>168</b>	<b>272</b>

Source: TAYside HNDA (2021) and South East Scotland HNDA (2021) / Averaged across ten years

The combined HNDAs assess a need for 401 affordable homes per annum from 2021-30 (321 social rented plus 80 below market rented homes). The demand for market housing is assessed at 272 homes per annum from 2021-30 (104 private rented plus 168 owner occupier). The combined total housing demand is assessed as 673 homes per annum.

The current HNDAs thus indicate a requirement for 59.6% affordable and 40.4% market housing. This compares to a requirement of 52% affordable and 48% market housing detailed in previous assessments, indicating an increasing need for affordable housing as a proportion of global housing need and demand.

The combined HNDAs show how the annual housing requirement is distributed by tenure across Fife’s four housing market areas, see table 6 below.



Some key observations are noted below:

- The Glenrothes, Kirkcaldy & Central Fife HMA requires the highest number of new homes each year, this being 280 homes per annum or 42% of the overall requirement for Fife.
- The combined Tayside HMAs (Cupar & North-West Fife and St Andrews & North-East Fife) require 22% of Fife’s overall annual housing requirement which is in line with the 21% of households located within the area.
- The Glenrothes, Kirkcaldy, & Central Fife HMA requires the highest number of social rented homes at 133 (41%) each year followed by the Dunfermline & West Fife HMA at 105 (33%) social rented homes each year.
- Demand for additional private rented homes is highest in the Dunfermline & West Fife HMA (48 per annum), although pressure of demand is most acute in the St Andrews & North-East Fife HMA which requires 21% of new homes in the area to be private rented each year.
- The Glenrothes, Kirkcaldy & Central Fife HMA and the Dunfermline & West Fife HMA demonstrate need for the highest number of below market rented homes each year with a requirement of 37 and 30 respectively.

## 3.2 Specialist Housing

While the combined HNDAs provided the overall housing estimates for Fife, a range of specialist housing requirements have also been identified in Fife. These are summarized in Table 7 below.

**Table 7: Specialist Housing requirements in Fife**

Specialist Housing Type	Provision	Need / Gap	Source
Accessible housing	22% of households say their home is accessible to a wheelchair user visiting the property	2,689 accessible homes required across private and social housing tenures	Wheelchair & Accessible Housing Study including household survey 2022. Carried out by Arneil Johnston consultants
Wheelchair housing	1% of homes are wheelchair adapted housing	612 wheelchair homes required across private and social housing tenures	Wheelchair & Accessible Housing Study including household survey 2022. Carried out by Arneil Johnston consultants
Adapted housing	18.5% of homes have adaptations / 35% of social housing	2% of homes require adaptations / 8% in social housing. Low level of adaptations in private housing	Scottish House Condition Survey 2017-19
Non-permanent housing	969 households in temporary accommodation Around 4,100 purpose-built student bedspaces St Andrews for 10,535 students	2,502 households presenting as homeless Identified need for around 1,000 additional bed spaces in St Andrews	Fife Council April 2021-March 2022  University of St Andrews / online information
Supported provision	1,106 sheltered 387 very sheltered 237 community alarm	1,093 households requiring sheltered housing (nil points excluded)	Scottish Housing Regulator 2020-21  Fife Housing Register February 2022
Care and support for independent living at home	5% of households have one or more members receiving care	Low provision of care services in private housing	Scottish House Condition Survey 2017-19
Site provision	50 pitches for Gypsy/ Travellers across 3 sites	Site improvements required / underway	Fife Council February 2022

Source: Fife's Local Housing Strategy 2022-2027

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## 4.0 Housing Supply

### 4.1 Overview

The Scottish Government in Housing to 2040 set out its ambition to build 100,000 new homes from 2022-32, 70% of which would be for social rent. Developers in Fife have a strong track record in the delivery of new affordable housing through three ‘phases’ of the affordable housing programme since 2010. A further Transitional Affordable Housing Programme (TAHP) has been agreed to provide 1,200 affordable homes from 2022-24, with the potential for a Phase 4 programme to be considered thereafter. Fife partners continue to prioritise the delivery of new affordable housing as a key element in meeting the LHS vision for improved housing choices. However, future programmes will be faced with the challenges of maintaining supply at current levels with wider pressures on budgets including requirements to retrofit existing housing in the context of climate change.

### 4.2 Housing Supply Targets

A target for housing supply has been agreed based on the HNDA steady growth scenario and the National Planning Framework 4 (NPF4) Minimum All-Tenure Housing Land Requirement. See Table 8 below for details.

**Table 8: NPF4 minimum all-tenure Housing Land Requirement (MATHLR) – 10 Years**

	Existing Housing Need	Newly Forming Households	Flexibility Allowance 25%	MATHLR
Fife (North)	650	700	350	1,700
Fife (West & Central)	1,750	2,750	1,150	5,650
<b>Fife</b>	<b>2,400</b>	<b>3,450</b>	<b>1,500</b>	<b>7,350</b>

Figures in NPF4 were round up or down to the nearest 50

The HNDA scenario for steady growth estimates that 673 new homes will be required in each of the years from 2021-30 or 6,730 across ten-years. The minimum all-tenure housing land requirement (MATHLR) is 7,350 units over ten-years, higher than the HNDA steady growth estimate, principally due to the 25% flexibility allowance in the calculation.

The target for housing supply in Fife ranges from 6,730-7,350 homes across ten-years. However, there will be less emphasis on pursuing housing targets with a greater focus on creating sustainable places, responding to demographic changes, regenerating estates, improving town centres and providing more homes in rural areas. Delivery of new housing will be taken forward in both the LHS and through land allocations in the FIFEplan.



### 4.3 Housing Investment Priorities

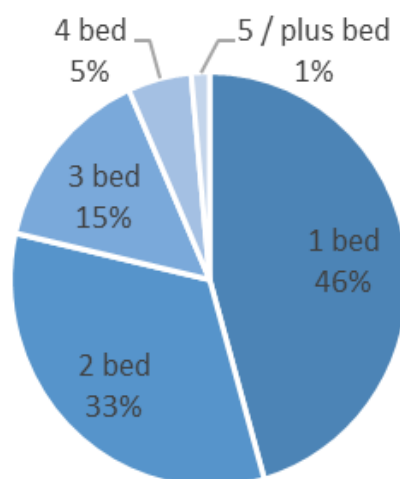
The priorities for housing investment are informed by the findings of the combined HNDA and are detailed in the LHS.

In the first five years of the HNDA steady growth scenario, 83% of the affordable housing requirement is for social rented housing and 17% for below market housing. Across ten years, this proportion adjusts to around 80% social rented housing and 20% below market housing. The current priority of the TAHP is to maximise the delivery of social rented housing, however, future phases of the Affordable Housing Programme will need to ensure that housing supply is balanced to meet the tenure requirements emerging from the HNDA.

The HNDA housing estimates under the steady growth scenario have been disaggregated by household distribution across Fife's Housing Market Areas - refer to table 4 above. Glenrothes, Kirkcaldy, & Central Fife requires the highest number of social rented homes at 133 (41%) each year followed by Dunfermline & West Fife at 105 (33%), St Andrews and North East Fife at 47 (15%) and Cupar and North West Fife at 36 (11%).

HNDA estimate the amount of new housing required but not the property size that should be delivered. The need for specific property sizes can be identified through the bedroom entitlement for applicants on the Fife Housing Register with 79% of 14,753 households requiring one or two-bedroom homes and 21% for 3 bedrooms or more, diagram 1 below details the breakdown of applicants. However, the requirement varies across Fife depending on need, existing stock and turnover so the global figures need to be treated with caution.

**Diagram 1: Fife Housing Register Applicants by Bedroom Entitlement**



Source: Fife Housing Register - February 2022 / Applicants by bedroom entitlement

Around 6% of FHR applicants require a larger property of 4 or more bedrooms. Due to a lack of stock and limited turnover a target for the delivery of new affordable homes suitable for larger families with 5 bedrooms or more has been set at 5% within the LHS 2022-2027.

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In addition, household projections can be used to highlight a broad trend in need and demand across tenures. The National Records for Scotland 2018-based household projections indicate a reducing household size for Fife, more single person households, fewer family households, more households headed by people over 75 years and fewer headed by people aged 16-29 years. Future Housing Supply needs to reflect this changing demographic profile.

#### 4.4 Specialist Housing

Since 2017, a target of 30% has been set for specific needs housing provision within affordable housing programmes, inclusive of a 5% wheelchair housing target. Following the conclusion of HNDA3, Fife Council commissioned consultants to carry out a wheelchair and accessible housing study to review these targets. The study was informed by extensive primary and secondary research on the supply and unmet need for wheelchair and accessible housing in Fife. Research outcomes have helped develop estimates for wheelchair and accessible homes which have formed an evidence base for setting tenure specific targets within the LHS and SHIP for future housing delivery.

A range of housing solutions will be explored to meet the social housing net annual need identified through the study rather than relying solely on the affordable housing programmes to deliver new build accessible and wheelchair housing. The targets for new affordable housing delivery for specific needs will remain at 30% for the duration of the LHS as evidence suggest this is adequate to meet the outlined need. This is inclusive of wheelchair, accessible, amenity and extra care housing. The subsequent wheelchair target will however increase from 5% to 6.5% for all new affordable housing developments. The revised target of 6.5% will not result in an immediate increase in the supply of new wheelchair homes as developments due to be completed up to the 2025-26 period have been agreed at 5%. For this reason, it is anticipated the 6.5% target will come into effect from year 4 of the LHS. The outlined need and targets for wheelchair housing will be reviewed alongside the development of phase 4 of the Affordable Housing Programme as well as on an annual basis through the LHS.

#### 4.5 Future Delivery

The current plan through the TAHP is to deliver 1,200 new affordable homes from 2022-24. Which will meet the identified need for 592 new affordable homes per annum in the first two years of the LHS. Further discussions will be held around the potential for a phase 4 Affordable Housing Programme from 2024 to meet housing need in the remaining term of the LHS.

Fife's SHIP has the potential to deliver 3,217 affordable units over the 5-year SHIP period. The individual projects are detailed within the SHIP Projects Table. The projects selected for inclusion in the SHIP Projects Table show what could be delivered in Fife over the next 5 years. Their inclusion is a result of the assessment of housing need within the area and consideration of the deliverability of the projects. It may not always be possible to deliver the exact housing mix and tenure currently specified, until full consideration of project viability, land availability, funding etc. has been given. Table 9 below provides details on the housing provider and tenure across each housing market area that could potentially be delivered.

**Table 9: Tenure Mix of Proposed SHIP Projects**

Housing Market Area	Social Rented Units		MMR Units		Total in HMA
	FC	HA	FC	HA	
Fife Wide	500	0	0	0	500
Glenrothes, Kirkcaldy & Central Fife	416	254	0	27	697
Dunfermline and West Fife	682	473	0	113	1,268
St Andrews & North East Fife (incl Greater Dundee)	155	295	0	42	492
Cupar & North West Fife	149	92	0	19	260
<b>Totals</b>	<b>1,902</b>	<b>1,114</b>	<b>0</b>	<b>201</b>	<b>3,217</b>

Source: SHIP Projects Table

The high proportion of social rented properties currently reflected within the SHIP is indicative as every site will be subject to further design work and refinement. The LHS has identified an affordable housing requirement for 80% social rented housing and 20% below market rented housing across the first 10 years of the HNDA steady growth scenario. The projects within the SHIP propose 94% for social rent and 6% for MMR reflecting both the Scottish Government's and Fife Council's priority for social rented housing. Opportunities to increase the supply of below market rented housing will continue to be explored.

There is an over provision of around 32.6% included to prepare for any slippage in the programme and to take advantage of any additional funding that may be available. The ability to take advantage of any investment opportunities arising from slippage elsewhere is part of managing the programme. This has been successful in the past and provides some flexibility.

Whilst the projects within the SHIP provide a target for meeting housing need, further analysis is required to agree the exact housing mix for size and tenure. This will be based on information from the combined HNDAs, analysis of Fife Housing Register housing applications, and consultation with the Housing Associations, the Health & Social Care Partnership, the Specific Needs Team and other groups as appropriate, ensuring the best strategic and local solutions to meet Fife's housing needs. In general, all projects are expected to meet the specific needs, wheelchair and larger houses targets as detailed in sections 4.6 and 4.7. Any exceptions must be discussed and agreed with Fife council at the earliest opportunity.

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## 4.6 Specific Needs and Wheelchair Targets

Following completion of the wheelchair and accessible housing study to review specific needs and wheelchair targets the target to achieve specific needs housing through the SHIP remains at 30%. This is inclusive of wheelchair, accessible, amenity and extra care housing. A new target for the delivery of wheelchair housing has been set at 6.5% for all new developments, however as most developments due to be completed up to 2025-26 have been agreed at 5% this will not have an immediate impact on the number of new wheelchair homes to be delivered. It is estimated that the projects within the SHIP will provide 31% of the properties to meet specific needs and 5% of the properties to wheelchair standard, with the wheelchair delivery increasing when the new target of 6.5% comes into effect.

## 4.7 Larger Houses Target

A target to deliver 5% of the affordable housing programme as larger family homes has been set. It is estimated that the projects within the SHIP will provide 4% of the properties as 5 and 5 plus bedroom houses. It is anticipated that this will increase in future years as housing mixes provided for new housing developments will be based on this new target.

## 4.8 Property Acquisitions

Fife Council has allocated £15 million from 2022-25 for open market housing purchases that will be transferred into social housing. This budget has the potential to deliver an additional 250 council homes. The acquisition of properties will be targeted to meet local housing needs, support area-based regeneration, prevent homelessness and return empty homes back into use.

## 4.9 Town Centres

Fife Council agreed a town centre housing approach to meet housing need and demand, identifying sites for new homes in town centres across Fife to facilitate regeneration. The approach is led by the Council's Town Centre Development Unit supported by housing partners. To date this has included the repurposing of commercial buildings and land in Kirkcaldy and Cupar. There are future developments in Lochgelly, Cupar, Kirkcaldy and Cowdenbeath included in the SHIP.

## 4.10 Regeneration

Fife Council and partners are progressing several regeneration projects across Fife. Each project is at a different stage. From initial consultation with residents, rehousing tenants, undertaking demolitions and developing new homes. A current example is the regeneration project taking place in Southwest Inverkeithing involving Kingdom Housing Association. Future developments included in the SHIP include projects in Anstruther, Kirkcaldy, Dysart and Glenrothes.

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## 5.0 Other Relevant LHS Priorities

### 5.1 Rapid Rehousing Transition Plan

Fife's first Rapid Rehousing Transition Plan (RRTP) was submitted in December 2018 in collaboration with a range of local partners across the Council, Health, RSLs and voluntary sector through Fife's Housing Support and Homelessness Public Social Partnership (PSP). The Plan is housing led and embedded within Fife's Health and Social Care strategic planning framework. Implementation of the Plan is overseen by the RRTP Programme Board which is Chaired by the Executive Director for Communities.

The RRTP was positively evaluated by Scottish Government as the basis for positive transformational change affecting one of the largest homelessness populations and services in the country. The RRTP is subject to an annual funding and monitoring framework with best practice shared through the Housing Options Hub Framework. Fife's RRTP is reviewed annually with priorities re-established on an ongoing basis. The RRTP sets out a range of actions to improve outcomes for households that are homeless or potentially homeless to establish rapid rehousing by default through:

- Increasing focus on prevention and early intervention by re-modelling frontline service structures and commissioned services.
- Establishing and scaling up Housing First in fidelity with the national model
- Enabling Rapid Rehousing approaches for households in temporary accommodation using the Kirkcaldy Sheriff Court decision on temporary accommodation Occupancy Agreements as a catalyst and platform for change.
- Remodelling and reconfiguring temporary accommodation to provide more supportive accommodation options, repurposing existing buildings and a redistribution of resources.
- Enabling access to a wider range of housing and accommodation options based around more person-centred customer journeys.
- Improving access to services as part of a 'no wrong door' approach.
- Improving housing support and outreach services for the most vulnerable customers to promote tenancy sustainment across the sectors.

The Plan is based on promoting a rapid rehousing approach as a default position, however, improvements in services will rely on cross-government and sector commitment to:

- Provide long term investment in new affordable housing supply beyond 2021 linked to Housing to 2040.
- Improve standards, security and affordability within the private rented sector where this is an appropriate housing option.
- Improve outcomes for households facing all forms of poverty, exclusion and disadvantage.
- Respond to the needs of those households adversely affected by welfare reform, economic austerity and other forms of financial or social hardship.
- Close the gap for households with complex and challenging support and care needs that fall between housing support and wider statutory service provision.

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The RRTP Programme Board have committed to rewriting the Plan in 2023 in recognition of the impact of Covid-19 on the factors driving homelessness and the impact on homelessness services. This will also reflect plans for the implementation of the Homelessness Prevention Duty and the future funding framework for rapid rehousing.

## 5.2 Empty Homes Services

Fife Council's Empty Homes service has been in place since 2014. Currently Fife Council funds a part time Empty Homes Officer post to focus solely on this work. Primarily the service offers advice and assistance to owners in bringing their long-term empty properties back into use, but also attempts to apply pressure to those owners who may be reluctant to do this. It offers advice on renting, selling and the refurbishment of properties.

Various routes to bring empty homes back into use are being used including the following:

- The Empty Homes Matchmaker scheme which puts owners in touch with potential buyers.
- The Empty Homes Loan scheme, funded by the Scottish Government, which provides funding for the purchase or sale of an empty property.
- Collaboration with the Housing Service Property Acquisitions team to identify empty properties for purchase by the Council.
- Working with the YMCA Glenrothes on a project which assists them in identifying long term empty properties for purchase.
- Roll out of a successful pilot project undertaken in 2021 where an in-depth look at private sector residential properties in one specific area identified empty properties.
- A pilot project is underway involving working with a genealogist company to track down missing owners.

An overview of the numbers of empty homes brought back into use over the last 3 years is included in Appendix 2.

Additional initiatives which are being considered and developed for the future include:

- Use of Compulsory Purchase Orders where necessary and as a last resort – research / discussion is ongoing as to whether Fife Council would consider this option and in what circumstances.
- Working with Temporary Accommodation and Homelessness teams to explore how Empty Homes could have role in the prevention of homelessness / RRTP.
- Linking in with Town Centre Redevelopment and regeneration projects.

## 5.3 Gypsy / Traveller Sites

Fife Council is committed to raising standards across all 3 of its Gypsy Traveller sites. Funding is in place for the next 2 years to create new pitches and establish Residential Mobile Homes (chalet style) accommodation at 2 sites - Tarvit Mill at Cupar and Heatherwood at Thornton. We are developing

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further plans for Residential Mobile Homes at our other site Thorntonwood at Kelty. Funding is currently being identified to allow this third site to go ahead.

The Council has allocated £2.4 million of HRA capital to undertake this work. The Council was successful in its bid to the Scottish Government capital funding programme for Gypsy / Traveller accommodation. This funding is being used to supplement the Council capital monies to provide communal meeting spaces, digital infrastructure and environmental improvements. Work has commenced at Tarvit Mill where– decant pitches have been created, temporary amenity units are being built and the Residential Mobile Homes are currently being constructed for delivery to site. Plans have started for the work at Heatherywood.

A further bid has been submitted to the Scottish Government for the next phase of the Gypsy Traveller Capital Fund – this is to support the work being undertaken at Tarvit Mill. The result of this bid should be decided in the Autumn of 2022.

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## 6.0 Prioritising Projects

It is important that the SHIP provides a robust framework for prioritising projects so that the funding is utilised efficiently and in the areas of need.

Representatives from Housing Services and the Fife Housing Association Alliance reviewed and updated the scoring methodology used for the previous SHIP to ensure the priorities of the draft LHS 2022–2027 are reflected in the scoring. The Scottish Government has previously recognised that the on-going use of the scoring methodology has enhanced the SHIP process.

A summary of the scoring methodology is provided in table 10 below. More detail on the scoring process is included in Appendix 1.

**Table 10: Scoring Summary**

<b>Item</b>	<b>Points Range</b>
Housing Need	25 - 100
Development Deliverability	0 - 160
Strategic Fit	10 - 50
<b>Minimum to maximum points range</b>	<b>35 - 310</b>

All the projects in the SHIP Projects Table have been scored under this system and were given a high, medium or low (H/M/L) priority, depending on their score.

It is important to note that the prioritisation reflects the current position of the status of projects for the SHIP. Projects will continue to be progressed and their priority will be reviewed on an ongoing basis.



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## 7.0 Available Resources

### 7.1 Resources Programme

The optimal management of available resources is essential for maximising the delivery of affordable housing. The main funding resources and delivery mechanisms available to support affordable housing delivery in Fife are as follows:

- Affordable Housing Supply Programme (AHSP)
- Second Homes Council Tax (2HCT)
- Private Developer Contributions through the affordable housing policy
- Private finance through Fife Housing Association Alliance (FHAA)
- Fife Council Housing Revenue Account Capital Budget
- Fife Council and Housing Association Land
- Vacant and Derelict Land Fund
- Housing Infrastructure Fund.

### 7.2 Affordable Housing Supply Programme

The Scottish Government has confirmed the Resource Planning Assumptions (RPAs) on grant availability for the first 3 years of the SHIP with the final 2 years to be assumed as the same as year 3. The RPAs are detailed in table 11 below.

**Table 11: Resource Planning Assumptions**

Year	2023/24	2024/25	2025/26	2026/27	2027/28	Total
<b>RPA</b>	£34.556m	£34.677m	£35.252m	£35.252m	£35.252m	<b>£174.989m</b>

The Scottish Government has recommended that the SHIP should include a substantial over provision (at least 25%) to allow for slippage and or additional capacity. This will ensure the Council and partners can spend the base allocation and allow advantage to be taken of any additional funding should it become available. This SHIP provides an average over provision of 32.6% across the 5-year period.

A review of Affordable Housing Investment Benchmarks was undertaken, and the revised benchmarks were introduced on 29 October 2021 as detailed in a letter from Shona Robison MSP, Cabinet Secretary for Social Justice, Housing and Local Government. It is anticipated that an updated 'Affordable Housing Supply Programme: Process and Procedures' Guidance Note will be available during Autumn 2022. For the purposes of this SHIP the benchmark assumptions detailed in the letter have been used.

The Baseline benchmark grant funding available to Fife Council per social rented unit is £71,500 (3pe) with additional funding available for various additional quality measures as detailed in the letter referred to above. The Council will also be looking to maximise grant subsidies and where applicable will seek to request above benchmark grant, this will usually be on non-standard or specific needs projects. Full details on increased grant subsidy levels and project cost information will be included at

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tender approval stage of each individual project, however, we will be looking to request approximately £20,000 above the benchmark.

In addition, it is estimated that around 50 passports for Open Market Shared Equity (OMSE) homes will be issued in Fife over the next 5 years. The funding to support these purchases is in addition to Fife's RPA allocation.

### 7.3 Second Homes Council Tax (2HCT)

Funding received from 2HCT has been committed to affordable housing projects to further enhance Scottish Government funding programmes. Since this was introduced, £23.977m has been collected between 2005/06 and 2021/22, with a further estimated £1.1m expected to be generated each year from 2022/23 – 2027/28. Much of this has been and will continue to be allocated to support affordable housing projects.

Table 12 details the amount of 2HCT that has been collected and how it has contributed to the provision of affordable housing in Fife.

**Table 12: Second Homes Council Tax**

Year	Tax Raised (£m)	Tax Spent (£m)	Units Assisted
Pre 2020/21	£20.130m	£14.977m	1,253
2020/21	£1.935m	£1.100m	78
2021/22	£1.913m	£1.450m	129

There is around £6.3m unspent 2HCT monies and this will be carried on into future years, much of this has already been allocated to specific projects but cannot be drawn down fully until all Scottish Government grant has been claimed on the project. The SHIP assumes a 2HCT contribution of £1.1m over the five-year timeframe totalling £5.5m. The use of 2HCT monies will assist the affordable housing programme in allowing more projects to be delivered than would otherwise be possible. In 2018, the Council decided to allocate future 2HCT to council social rented projects only.

The estimated number of units that could be delivered based on the funding available from the combined AHSP and 2HCT funding is shown in table 13 overleaf.

**Table 13: No of units deliverable**

Tenure	Funding Available RPAs & 2HCT (£m)	Benchmark Grant Per Unit	Units Deliverable	% of total units
FC SR	£65.732m	£71,500	919	34%
FC (OMT)	£12.096m	£40,000	302	10%
HA SR	£87.223m	£78,000	1,118	41%
HA MMR	£21.738m	£53,500	406	15%
<b>Totals</b>	<b>£186.789m</b>	-	<b>2,746</b>	<b>100%</b>

Assumptions:-

1. Proportionate split of units delivered (56% – HAs; 44% – FC)
2. New Benchmark grants at 3-pe as detailed in the letter dated 29/10/21
3. Target of 20% MMR as per LHS identified need (section 4.3)

## 7.4 Affordable Housing Requirement – Private Developers

Developer Contributions are negotiated on Affordable Housing Policy sites where an on-site provision is not required or practical to deliver. Once agreed through the planning application process, the requirement for a commuted sum is detailed within the associated Section 75 Agreement. Fife Council can allocate funds once Developer Contributions are received. These accumulated funds should be spent in the same Local Housing Strategy Area or Housing Market Area in which they are collected.

Table 14 details the amount of Commuted Sums that have been collected and how they have contributed to the provision of affordable housing in Fife.

**Table 14: Commuted Sums**

Year	Sums Raised	Sums Spent	Units Assisted
<b>Pre 2020/21</b>	£2.045m	£0.897m	619
<b>2020/21</b>	£0.096m	£0.106m	38
<b>2021/22</b>	£0.000m	£0.000m	0

There is £1.137m in Commuted Sums unspent and this will be carried on into future years, most of this has been allocated to specific projects. Monies received through Developer Contributions will continue to be allocated to projects and approved by Fife Council and the Scottish Government. Commuted sums are not included in funding assumptions due to not being able to predict how much may be available in future years.

The Affordable Housing Supplementary Guidance requires that housing sites should contribute the relevant number of affordable units based on the local percentage and site threshold. In Fife, the preference and first priority is to provide social rented units in conjunction with the Council or a

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Registered Social Landlord. It continues to be recognised that engagement with the private sector to deliver affordable housing is necessary. Fife Council and the FHAA have successfully delivered projects with private developer partners and discussions will continue with developers who hold sites in areas of housing need.

## 7.5 Private Finance through the Housing Associations

Kingdom Housing Association, the lead developer within the Fife Housing Association Alliance (FHAA), continues to access private finance from a range of complementary and flexible finance options. The other RSL partners within FHAA, Fife Housing Group, Ore Valley HA and Glen HA, have all secured financing commitments to continue to invest in the delivery of new affordable housing that meets the needs of their local communities.

## 7.6 Fife Council's Housing Revenue Account (HRA) Capital Budget

Since December 2015 Fife Council has committed a total of £120.435m HRA capital expenditure to complete phase 3 of the Affordable Housing Programme. Up to the end of 2021/22 £59.549m has been spent on delivering phase 3 and the remaining £60.886m is available from 2022/23 onwards for the completion of phase 3.

The proposals for the delivery of a Transitional Affordable Housing Programme (TAHP) 2022-2024 were agreed in principle at the Policy and Coordination Committee on 24th June 2021. A further £100m capital expenditure was approved by Fife Council on 24th February 2022 to fund the TAHP. There is potential that funds in addition to the £100m will be required to complete the TAHP and this is under review. Further funding to support the delivery of the affordable housing programme beyond the transitional programme is yet to be agreed and a report on the additional investment capacity required to fund a Phase 4 programme is anticipated to be considered by the Cabinet Committee in April 2023.

There is an additional £13.519m identified in the current HRA Capital Budget to support the acquisition of privately owned properties on the open market. This should fund the acquisition of an estimated 135 units. This will contribute towards the 500 Fife wide units included in the SHIP Projects Table. A review of the HRA Investment Plan will take place in the future to identify additional HRA Capital Budget to fund the balance of 335 units.

## 7.7 Fife Council and Housing Association Land

Fife Council land has contributed greatly towards the delivery of new affordable housing in previous years, largely from the Housing Revenue Account. This has helped substantially in the delivery of affordable housing. Fife Council continues to support the investment programme through the supply of sites both on the Housing Revenue Account and the Council's General Account with land transfers from other services agreed at 50% of Open Market Value. Housing Associations also

maximise use of land in their ownership to deliver affordable housing. Council land to support future affordable housing programmes is in short supply as the majority of the available and more deliverable sites have now been utilised but efforts continue to look for opportunities and overcome constraints.

## 7.8 Vacant and Derelict Land Investment Programme Funding

Currently Fife Council do not intend to seek any Scottish Government Vacant and Derelict Land Investment Programme (VDLIP) funding in relation to any potential affordable housing projects.

Fife Council has secured funding from the Vacant and Derelict Land Fund (VDLF) and approvals are in place to support the delivery of 3 affordable housing projects included in the SHIP. These are High Street/Factory Road, Cowdenbeath; Bonnygate/Inner Court, Cupar and Hall Street (Fab-tek phase 1), Lochgelly.

## 7.9 Housing Infrastructure Funding

A Business Case to part fund the Dunfermline Strategic Growth Transportation Infrastructure Programme, as part of the Edinburgh and South East Scotland (ESES) Region City Deal was approved by Fife Council’s Policy & Co-ordination Committee in May 2021 and the ESES City Region Deal Joint Committee in June 2021. This proposal, through the Housing Infrastructure Fund (HIF), will provide a means to unlock and accelerate investment in essential new strategic transportation infrastructure in the Dunfermline Strategic Growth Area. This will facilitate large-scale mixed-use development and investment in the Dunfermline and wider Edinburgh City Region economy including unlocking up to 2,000 affordable and 6,000 private homes.

The delivery of the entire Dunfermline Strategic Development Area goes beyond the plan period of this SHIP. The strategic transportation infrastructure will be delivered over a 15-year period while the build out of the proposed 8,000 units will be delivered over an approximate 40-year period. The business case sought to secure £16.5m of HIF towards strategic transportation infrastructure. The grant will cover 25% of construction costs to align with the 25% affordable housing provision.

The Scottish Government has advised that the City Region Deal HIF funding shall not affect the amount of potential HIF funding Fife Council could access through its affordable housing programme. Funding will be applied for, and phased, over three, five-year grant periods to align with the Scottish Parliament parliamentary periods (a requirement of HIF funding). The initial phase 1 grant application of £4.85m, covering 2021/22 - 2025/26 has been approved by the Scottish Government. Table 15 below outlines the proposed grant over the 15-year infrastructure delivery period.

**Table 15: Housing Infrastructure and Fund Phasing**

Grant Period	Phase 1 2021/22 - 2025/26	Phase 2 2026/27 - 2030/31	Phase 3 2031/32 - 2035/36	Total
Grant	£4.85m	£6.1m	£5.58m	£16.538m

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## 8.0 Delivery Outcomes and Required Resources

### 8.1 Delivery Outcomes

Fife's SHIP has the potential to deliver 3,217 affordable units over the 5-year SHIP period. The individual projects are detailed within the SHIP Projects Table. The breakdown of the number of units that can potentially be provided by both Fife Council and the FHAA and the grant required to deliver the units is shown in table 16 & 17 below.

**Table 16: Breakdown of potential affordable units by provider**

Completion Year	FC Units	FHAA Units	Total Units
2023/24	245	261	506
2024/25	641	282	923
2025/26	485	236	721
2026/27	280	162	442
2027/28	251	374	625
<b>Totals</b>	<b>1,902</b>	<b>1,315</b>	<b>3,217</b>

**Table 17: Breakdown of potential grant required by provider**

Year	FC Grant Required	FHAA Grant Required	Total Grant Required
2023/24	£26.362m	£20.106m	£46.468M
2024/25	£26.255m	£19.951m	£46.206m
2025/26	£27.247m	£18.603m	£45.850m
2026/27	£19.112m	£28.082m	£47.194m
2027/28	£24.159m	£22.094m	£46.253m
<b>Totals</b>	<b>£123.135m</b>	<b>£108.836m</b>	<b>£231.971m</b>

A further 50 units are estimated to be delivered through the OMSE scheme, taking the potential total to 3,267 units between 2023/24 – 2027/28. It should also be noted that the SHIP contains an average 32.6% over-provision which prepares for any slippage that may occur. The final output is therefore likely to be less than the number of units estimated. The over-provision also allows for any further investment that may become available to be utilised.

## 8.2 Meeting Housing Need

The potential for the SHIP to deliver 3,217 affordable units exceeds the affordable need identified through the combined Tayside and South-East Scotland HNDAs (2,005 units over 5 years) by 1,212 units.

Based on the number of potential affordable units that can be delivered through the SHIP, Table 18 below shows the potential to meet the affordable housing need identified in the combined HNDAs within the HMAs in Fife.

**Table 18: Potential to meet housing need through SHIP Projects**

HMA	5 Year Need - Combined HNDAs	Potential SHIP Units	Supply against HNDA	% Need Met
Glenrothes, Kirkcaldy & Central Fife	845	697	-148	82%
Dunfermline & West Fife	675	1,268	+593	188%
St Andrews & North East Fife (incl. Greater Dundee)	275	492	+217	179%
Cupar & North West Fife	210	260	+50	124%
Fife Wide	n/a	500	n/a	n/a
<b>Total</b>	<b>2,005</b>	<b>3,217</b>	n/a	n/a

## 8.3 Required Resources

If we assume that only the grant detailed in the RPAs will be available, it is estimated that Fife Council will require around £136.172m to provide the 1,221 Fife Council units as detailed in table 10 above (based on an average new build cost of £200k per unit and £100k per unit acquisition costs, however, it is noted that unit costs could rise).

Assuming grant is available and awarded to all Fife Council projects detailed in the SHIP Projects Table and should all 1,902 Fife Council units be provided (see table 13), this would mean a cost of around £210.157m to Fife Council. Both are in excess of the current funding commitments to support the delivery of the affordable housing programme in the current HRA Investment Plan. Based on the FHAA's assessment of projected above benchmark funding, its private finance capacity is enough to deliver on all the FHAA projects in the SHIP.

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## 9.0 Development Constraints & Land Availability

### 9.1 Development Constraints

There are various development constraints that could affect new build delivery. These include:

- Planning issues
- Availability of land
- Education capacity issues
- Drainage capacity issues and embargos
- Unknown ground conditions
- Title complications
- Little control over private developer timescales on mixed tenure developments.

The following are consulted to identify and eliminate development constraints:

- Economy, Planning & Employability Services
- Assets, Transportation & Environment Services
- Housing Services
- Legal & Democratic Services
- Education Services
- Parks, Streets and Open Spaces Services
- Scottish Water
- Fife Housing Association Alliance.

Sites listed in the SHIP Projects Table have been assessed for priority. As part of this exercise development deliverability is assessed and this is reflected in the relative scoring and subsequent prioritisation.

### 9.2 Education Contributions

There is no commuted sum requirement from Education Services on affordable housing developments provided by Housing Associations and Fife Council. As these payments are not eligible for grant funding there is no facility to provide any commuted sums toward education provision. However, where a proposed development would create a critical infrastructure capacity issue, particularly in terms of the primary school estate, contributions may still be required.

The Affordable Housing Board, charged with delivering the Council's Affordable Housing Programme, is aware of the shortfall in capacity for school places and GP practices. The board is tied into work to develop capacity through the Health & Social Care Partnership and City Deal.



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### 9.3 Other Public Sector Land

The Fife Housing Partnership continues to be interested in opportunities to deliver housing on surplus land owned by other public sector agencies such as:

- National Health Service
- Ministry of Defence
- Scottish Enterprise Fife
- Forestry Commission.

### 9.4 Council Land

In keeping with the Fairer Fife Plan, the Council is continuing to undertake a systematic examination of the Council's land holdings, looking for potential land. Fife Council has appointed a dedicated member of staff to identify Council owned land and investigate the potential for this to be developed as affordable housing. A site register has been developed of potential sites, which can be incorporated into the wider Programme to meet demand where land supply is an issue. Since beginning this process, over 5ha of Council land has been identified and included in the Programme. In the last year, further sites have been identified, extending to 4.5ha, which will deliver around 100 houses. This approach has therefore proven to be beneficial and will continue moving forward. A further 9.2ha of land has been earmarked to support the affordable housing programme, which could potentially support the delivery of over 200 affordable homes.

### 9.5 Open Market Land Sales

Fife Council and the Housing Associations are continually seeking discussions with private developers and landowners regarding the development of their sites for affordable housing. In 2021/22, the Council has secured 7.17ha of land to deliver 170 homes for the affordable housing programme, with a further 7.5ha under discussion for potential transfer during the Transitional Affordable Housing Programme.

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## 10.0 Delivery Vehicles

### 10.1 Developer Arrangements

The Council will continue to work with the members of the Fife Housing Association Alliance (FHAA), comprising of Kingdom, Glen, Ore Valley Housing Associations, and the Fife Housing Group (FHG) to deliver the housing association component of the SHIP. As part of the development of the Fife Housing TAHP during 2022-2024, and following a review of their business plans, to determine their capacity to respond in both financial and development capacity, the Council signed a revised preferred developer agreement with FHAA in July 2021 for the delivery of 700 units within the Council's 1,200 affordable homes target for the TAHP.

The main revision to the long-standing Partnership Agreement is the new commitment to ensure that on affordable housing sites or private developer sites with an affordable housing contribution of 50+ properties, there will be a joint tenure approach adopted to provide new council housing and housing association housing on the same site. This policy change promotes tenant choice in housing options for these larger sites. This provision will be reviewed by June 2024.

Flexibility remains with this arrangement, if issues arise in delivery by the FHAA this will be kept under review through regular programme meetings.

As such, all the Housing Association projects within this SHIP are promoted by FHAA partners which brings the following benefits:

- Access to a demonstrated track record in affordable housing development experience, ensuring projects are delivered on time and within budget.
- Knowledge transfer and sharing between the participating organisations.
- Access to a streamlined process and developed procedures and standards, optimising delivery.
- The potential to further develop the partnership arrangements through joint working and joint projects.
- Achieving wider benefits through training and apprenticeships.

### 10.2 Contracting with Private Developers

Due mainly to scarce land resources, it continues to be recognised that engagement with the private sector to deliver affordable housing is necessary. Fife Council and the FHAA have successfully delivered projects with private developer partners and discussions are continuing with developers who hold sites in areas of housing need for both 100% Affordable Housing & Affordable Housing Policy (Section 75) sites.

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### 10.3 Open Market Transactions

Fife Council successfully acquired 50 properties from the open market in 2021/2022. Fife Council intends to enhance its current investment in the acquisition of privately-owned properties to bring them into social rented use, the target for the 5-year period of this SHIP is 500 (100 per year).

This intention is closely linked to the Fife Rapid Rehousing Transition Plan to increase the flow of statutory homeless households from temporary to permanent accommodation. Fife Council have also expanded this project to benefit tenants who are overcrowded or are under-occupying properties.

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## 11.0 Conclusions

The SHIP sets out the investment priorities for affordable housing over the next 5 years (2023/24 – 2027/28) and how it will achieve the outcomes set out in the LHS and meet the affordable housing need as identified in the HNDA. The SHIP Projects Table details projects which have the potential to deliver 3,217 units throughout the 5-year period which would meet a range of identified housing needs. In addition to this, there are a further 50 Open Market Shared Equity (OMSE) units out with the AHSP expected to be delivered within this timescale.

Prioritisation of projects has been carried out to ensure the resources are carefully allocated and details of the scoring methodology are provided along with details of current project priorities. This provides a snapshot in time which will be subject to change as projects are developed. The over provision detailed within the programme has been provided to take account of potential slippage from the proposed programme. It also prepares us to take advantage of any additional funding opportunities that may arise from elsewhere across the AHSP nationally.

The Council and the FHAA, alongside private developers will continue to work within the current funding environment and deliver units in more innovative ways while still seeking to meet the spectrum of housing needs. This will be based on what is deliverable for organisations.

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## 12.0 Contacts

If you require further information about Fife's SHIP, please contact:

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## Appendix 1 - SHIP Scoring Methodology

### Overview

The scoring and prioritisation will be completed by Fife Council Housing Services for all projects in the SHIP Table. This will be done in consultation with the Fife Housing Association Alliance. The scoring methodology and points available can be summarised as follows: -

#### Scoring Summary

Item	Points Range
Housing Need	25 - 100
Development Deliverability	0 - 160
Strategic Fit	10 - 50
<b>Minimum to maximum points range</b>	<b>35 - 310</b>

The priorities in the SHIP are expected to change to reflect updated scores when project's circumstances change. For example, the development status may increase from 10 to 70 points once a planning application has received approval. The scores and priority of projects will be reviewed on an ongoing basis.

### Housing Need

The Housing Need points are separated into 2 categories.

Firstly, points are awarded based on the annual affordable housing requirement across the 4 Housing Market Areas, as identified through the combined Housing Need and Demand Assessments 2021-2040 (HNDAs).

#### Housing Market Area Need 10 Year Need (2021-2031)

HMA	Annual Affordable Housing Need	Points
Glenrothes, Kirkcaldy & Central	170	50
Dunfermline & West	135	40
St Andrews & North East (includes Greater Dundee)	55	30
Cupar & North West	42	20
<b>Fife Total</b>	<b>401</b>	

Secondly, points are awarded based on the 10 year need disaggregated across the 10 Local Housing Strategy Areas (LHSAs) and the percentage of this need met through the Affordable Housing Programme completions and programmed units.

### Local Housing Strategy Area 10 Year Need (2021-2031)

LHSA	Percentage of Need Met	Points
1. Tay Coast	4%	50
2. Levenmouth	19%	45
3. Glenrothes	20%	40
4. Largo & East Neuk	22%	35
5. Kirkcaldy	33%	30
5. West Fife Villages	33%	30
7. Dunfermline & Coast	60%	20
8. St Andrews	66%	15
9. Cowdenbeath	74%	10
10. Cupar & Howe of Fife	79%	5

### Development Deliverability

The emphasis on deliverability needs to be strong and the Programme must contain sites that can be delivered within required timescales. The Development Deliverability points are separated into 2 categories.

Firstly, points are awarded based on the current development status of a project in terms of land ownership and progress through the planning system to reflect the deliverability of a project. Points under this category are awarded when each stage has been met.

#### Land Ownership and Planning Progress

Development Status	Points
Land Acquired	50
Planning Permission Granted (Full)	30
Delivery Timescale to be agreed through Section 75 Agreements	10
<b>Minimum to maximum points range</b>	<b>0 to 90</b>

Secondly, each project is allocated a Red Amber Green (RAG) status in terms of development deliverability. Further details on each category are detailed in the following table.

### RAG Categories

Category	Reason	Points
Green	Confidence the project can proceed within required timescale as indicated in the SHIP Table (planning permission granted & no significant issues)	70
Amber	Confidence the project will start, but there is some risk it may develop later than the planned timescale as indicated in the SHIP Table, or that unknown costs may jeopardise its development (no planning permission & no significant issues)	30
Red	A number of factors cause more than 50% uncertainty over the project being delivered within the required timescale as indicated in the SHIP (no planning permission and significant issues)	10

### Strategic Fit

Projects that are of strategic importance and meet wider council objectives will be awarded additional points.

Firstly, points are awarded to projects that have been prioritised as having a strategic importance by the Council. Examples include: - projects that contribute to town centre regeneration, projects where the site includes a prominent landmark; projects that are part of a Strategic Development Area, projects within development areas associated with Housing Infrastructure Fund applications; projects located within a Housing Regeneration or Estate Management Area.

### Wider Objectives

Strategic Importance	Points
Projects with wider council objectives	20

Secondly, points are awarded where a project meets additional Local Housing Strategy priorities as well as meeting identified housing need. Examples include: - specialist projects that meet strategic needs and address specialist equality issues such as extra care housing for specific client groups, hospital re-provisioning, new homeless centres and refuge accommodation. These points are awarded by the SHIP working group based on a low, medium or high priority.

### Equalities Priorities

Development Status	Reason	Points
High	There is an urgent need for this project to meet identified high priority specialist needs because a high demand for clients has been identified.	30
Medium	The project would be of benefit in meeting specialist needs and is a medium priority because some client need has been identified.	20
Low	The project would be of benefit in meeting specialist needs, but this is a low priority because no client need has been identified.	10



## Appendix 2 - Recent Empty Homes Activity

### Number of Properties Brought Back Into Use

Year	Length of Time Homes have been Empty					TOTAL
	Less than 1 year	Between 1 & 2 years	Between 2 & 5 years	Between 5 & 10 years	More than 10 years	
2019/20	0	8	22	2	5	37
2020/21	3	6	18	8	4	39
2021/22	0	8	17	11	5	41

### 2019/20 Routes Used to Help Bring Properties Back Into Use

Routes	No. of properties	Funding used
Sold through matchmaker	1	No additional funding required
YMCA Glenrothes Scheme	2	External grant funding raised by YMCA Glenrothes
Given support to access VAT discounts, merchants & services discounts, other discounts	12	No additional funding required
Provided help and support to obtain Council Tax discretion which enabled the owner to bring the property up to standard	18	No additional funding required
Provided facilitation, problem solving, partnership working (help with communal repairs, renovation, sweat equity, etc)	11	No additional funding required

Note:- there can be numerous routes per property

### 2020/21 Routes Used to Help Bring Properties Back Into Use

Routes	No. of Properties	Funding Used
Purchased through Buyback scheme	2	Scot Govt grant funding of £40k per property acquired. / Any work carried out to property to bring back up to standard comes out of Voids budget /Funding to purchase property comes from HRA Acquisitions budget.
Sold through matchmaker	5	No additional funding required
Advice and Information given to owner	9	No additional funding required
Given support to access VAT discounts, merchants & services discounts, other discounts	12	No additional funding required
Provided help and support to obtain Council Tax discretion which enabled the owner to bring the property up to standard	9	No additional funding required
Provided facilitation, problem solving, partnership working (help with communal repairs, renovation, sweat equity, etc)	11	No additional funding required

Note:- there can be numerous routes per property

### 2021/22 Routes used to help bring properties back into use (numerous routes per property)

Routes	No. of Properties	Funding used
Sold through matchmaker	4	No additional funding required
Scottish Government Empty Homes Loan Scheme	1	£20k – Scottish Government Empty homes loan fund
Purchased through Buyback scheme	5	Scot Govt grant funding of £40k per property acquired / Any work carried out to property to bring back up to standard comes out of Voids budget / Funding to purchase property comes from HRA Acquisitions budget.
YMCA Glenrothes Scheme	2	External grant funding raised by YMCA Glenrothes
Given support to access VAT discounts, merchants & services discounts, other discounts	12	No additional funding required
Provided help and support to obtain Council Tax discretion which enabled the owner to bring the property up to standard	18	No additional funding required
Advice and Information given to owner about renting or selling	4	No additional funding required
Provided facilitation, problem solving, partnership working (help with communal repairs, renovation, sweat equity, etc)	11	No additional funding required

Note:- there can be numerous routes per property

## **Voluntary Sector Recurring Grant 6 Months Extension: Frontline Fife (1st October, 2022 – 31st March, 2023)**

Report by: John Mills, Head of Housing Services

Wards Affected: All

### **Purpose**

The purpose of this report is to request Cabinet approval to extend Frontline Fife's recurring grant for the second 6 months of the current financial year. The report details the funding requested, gives some insight into the ongoing and productive work with the organisation and recommendation by Housing Services.

### **Recommendations**

It is recommended that Committee:

1. notes the work undertaken and positive progress made between Frontline Fife and Housing Services Commissioning Team to reach agreement on service provisions to be commissioned in year;
2. agrees the level of funding being recommended for the second half of the current financial year; and
3. agrees to further discussions on reconfiguring the organisation's temporary accommodation provision in year 2023/24.

### **Resource Implications**

The first six months of the organisation's services were approved earlier in 2022. The recommendation for the second six months sees an increase of £15,743 to meet the legal requirements of the Scottish Government's Living Wage introduction across all service areas as well as training costs of the Critical Time Intervention model of housing support. This will be met within existing GFHA resources and policy commitments.

### **Legal & Risk Implications**

A decision not to agree the revised service configuration with Frontline Fife would potentially result in a reduction of housing support and other services to people living in insecure housing circumstances or in homeless situations.

### **Impact Assessment**

An EqIA has not been completed as there is no change to Council Policy.

### **Consultation**

Housing Services Commissioning Team and the Frontline Fife Board and senior management team have been working in partnership this year to agree to reconfigured services.

## 1.0 Background

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- 1.1 Frontline Fife (FLF) is a third sector organisation providing independent housing advice and homelessness services across the Kingdom since 1997 (SC021832).
- 1.2 With the reconfiguring of previously funded Home4Good Services, Housing Services recommended to Committee in January 2022 that funding of the organisation's services was limited to the first 6 months of the financial year and to be extended for the second 6 months based on commissioning discussions underway.
- 1.3 These discussions have been held between Frontline Fife's Board and senior management team and Housing Services' Commissioning Team, with a proposal submitted to Housing Services in June 2022 and further work ongoing with the organisation.
- 1.4 The Head of Service and HME Grants Panel is satisfied with the proposal outlined below and now seeks the approval of Cabinet to extend the organisation's funding for the period 1st October, 2022 to 31st March, 2023.

## 2.0 Grant recommendation for the 6 months extension period

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- 2.1 Three funding applications have been received for the stated 6-month period and each includes the required calculations to meet the Scottish Government's Living Wage increase:
  1. Short Term Housing Support (STHS, Fife-wide) at £275,631
  2. Homelessness Prevention (Housing Advice & Information for Adult Families and Young People, Fife-wide) at £157,086
  3. Shared Accommodation Partnership and Core and Cluster accommodation at £203,226

**Total grant request and recommendation for the 6 month extension period is £635,943.**
- 2.2 The work between the Housing Services Commissioning Team is ongoing and a decision has been made that further work is required in relation to Frontline Fife's accommodation based services. This report is brought forward at this time as Housing Services Grants Panel are now satisfied that the applications in relation to housing advice and short term housing support now evidence alignment to Fife Council's Rapid Rehousing Transition Plan (RRTP) and a willingness to work with the Council to resolve issues.

## 3.0 Recurring Grant Application Detail

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### 3.1 Fife-wide Short Term Housing Support (STHS) detail

FLF has worked hard to propose improvement and increase capacity within the STHS service which is now demonstrable. From the onset, they will deliver STHS with the end of support clearly identified to people and staff. Referrals will be triaged and support offered from the following range of options:

- Crisis / brief intervention available for up to 14 days to deal with one off issues. A Freephone no will be set up
- Tenancy set up (House to Home) provided for an average of 45 days

- Assertive Outreach for up to 1 year, targeting hard to reach people with multiple and complex needs (in partnership with Kingdom Care)
- Digital Support for up to 6 months, improving people's digital inclusivity
- Critical Time intervention is a new model in Fife and is a structured 9-month programme of support delivered in 3 stages. Stage 1 is the transition stage where trusting relationships are formed and people are connected to the support they need. Stage 2 focusses on strengthening their support network and people's skills. Stage 3 is a transfer of care to others where needed and people being integrated into their community. Staff will require training on this model which has been used in England and evaluations are positive
- STHS from 2 weeks to 6 months for anyone not fitting into any the above models.

Clear and measurable outcomes have been set as well as a realistic action plan which is Fife-wide.

### 3.2 **Homelessness Prevention (Housing Advice and Information for Adults, Families and Young People) detail**

FLF will deliver a range of housing advice:

- Informed choices for all; working closely with STHS brief intervention project to support people in crisis; 3 drop-ins per week in urban/ rural areas. Targeting those who are homeless/ at risk of homelessness, especially young people and deprived/hard to reach communities
- Overcoming rent arrears & eviction by advocating with landlords; negotiate repayment plan whilst maximising income; provide Lay representation at Sheriff Court; pilot Section 11 used in Highland Council
- Housing and homelessness statutory appeals
- Private landlord service; work with Trust in Fife's Fife Private Rental Solutions (FPRS) to improve communications; 1-1 advice; resolve disputes through mediation
- Mediation; provide trained mediators to work with people where there's family dispute; relationship breakdown or tenant/ landlord dispute and at the start of a tenancy to aid prevention of homelessness. There is 1 staff member trained with plans to train another this year. If there's demand for it, FLF will increase staff trained

### 3.3 **Temporary Accommodation (Shared Accommodation Partnership and Core & Cluster) detail**

Work is ongoing with the organisation and the Commissioning team to reconfigure service delivery in financial year 2023/24. This area of review is currently the least developed due to the historical funding model which is being worked through.

- Core and Cluster consists of 5 properties/ 9 spaces in East Fife and 5/ 9 in Central Fife. One property in each area is used as single occupancy
- Target group are people in crisis, rough sleepers, at risk of rough sleeping, in unsuitable housing, at risk of harm, leaving prison or hospital or not suitable for hostels
- Accommodation is supported 24/7
- People can be supported in C&C to become Housing First ready
- SAP consists of 9 properties or 18 spaces in East Fife areas; 20 properties or 40 spaces in Central Fife areas; 3 properties or 6 spaces in West Fife areas. Total 32 properties or 64 spaces
- Target group are those making progress within their accommodation who do not require emergency/intense support
- People can be supported in SAP to become Housing First ready

## 4.0 Conclusion

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- 4.1 Since Committee made the decision to disband the Housing Support and Homelessness PSP, there has been a considerable partnership effort between the organisations to address previous commissioning issues and alignment of services. This report reflects a significant stagepoint in the redevelopment of the services and considerable effort on the part of Frontline Fife to get to this point and recognise that further work is still required. Housing Services recommend Cabinet approve the extension of Frontline Fife's grant funding at the level requested.

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

### Report Contact

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# Rapid Rehousing Transition Plan Progress and Scaling Up Housing First

Report by: John Mills, Head of Housing Services

Wards Affected: All

## Purpose

The purpose of this report is to report progress relating to the ongoing implementation of Fife's Rapid Rehousing Transition Plan and set out the priorities agreed through the RRTP Programme Board with a specific focus on the expansion of the Housing First Test of Change.

## Recommendation(s)

Cabinet is asked to:-

1. note the ongoing pressures on housing and homelessness services as a direct and indirect result of the pandemic;
2. note that progress in implementing the RRTP Transformational Change programme has been delayed but that progress is now being made; and
3. agree to upscale Housing First by enhancing the Test of Change approach and the investment in new service provision to prevent homelessness.

## Resource Implications

There is Scottish Government temporary funding available for both 2023-24 and 2024-25 totalling £1.709m per annum. This relates to £0.548m RRTP Funding and £1.161m Prevention Funding.

On the winding up of the Public Sector Partnership (PSP) £0.585m of unspent grant was returned to General Fund Housing and is available to spend on the options outlined below. It is anticipated that this will be spent in year but consideration may have to be given to rolling this forward into the new financial year.

## Legal & Risk Implications

Pressure on temporary accommodation and other crisis response services is currently exposing the Council to significant risk of failure to comply with legal duties to provide temporary accommodation and breaches of the Unsuitable Accommodation Order. An enhanced approach to homelessness prevention is part of a plan to reduce risk in the longer term

## Impact Assessment

An EqIA has not been completed as there is no change to Council Policy through the expansion of the Test of Change approach.

The proposal has been discussed by the RRTP Board and with former Public Social Partnership agencies in the voluntary sector. The Scottish Government has also been consulted.

## 1.0 Background

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- 1.1 As part of the plan to transform temporary accommodation and homelessness services, all local authorities in Scotland were asked to develop a five year Rapid Rehousing Transition Plan (RRTP) in 2018. The RRTPs set out local context and challenges and how each local authority plans to reduce the use of temporary accommodation (especially hostel and B&B accommodation), moving towards housing people in mainstream accommodation as quickly as possible if they have low support needs or providing Housing First for people with more complex needs.
- 1.2 Fife's original Rapid Rehousing Transition Plan (RRTP) was approved by Committee in February 2019 as part of the Scottish Government's Ending Homelessness Together Action Plan. The encouragement to develop RRTPs provided an opportunity for local authorities to assess the local homelessness environment and identify priority actions to respond to local circumstances supported by a proportionate share of the Scottish Government's Ending Homelessness Together Fund.
- 1.3 In 2022/23, Fife has received £1.709m funding from the Scottish Government with this funding also confirmed for 2023-24. Housing Services have also diverted core budgets to meet RRTP priorities including reclaiming unspent Grant from the former PSP. Detailed financial monitoring is in place and will continue to ensure priorities are delivered.
- 1.4 There is no doubt that Covid has stalled progress with research carried out by the Chartered Institute of Housing in July 2021 reporting that 90% of Scottish local authorities felt that achieving RRTP outcomes had been negatively impacted by the pandemic. Recent statistics released by Scottish Government confirm that new homelessness presentations have increased by 3% and show record number of households, including households with children, occupying temporary accommodation nationally.
- 1.5 The impact in Fife matches the national statistics with temporary accommodation growing by around 260 units since lockdown and a sustained return to using B&B / hotel type accommodation which was largely eradicated pre-Pandemic. The intense pressure on services resulted in formal notification being sent to the Chief Executive and Scottish Housing Regulator in August 2022 highlighting the risk of breaching statutory duty as resources were exhausted.
- 1.6 This has been created by an increase in the factors and circumstances driving homelessness together with significant interruptions to the housing supply chain and housing options across the sectors. While most households presenting as homeless have no additional or specific needs, there is a sense that the number approaching Services with mental health issues, addiction or substance misuse issues and wider health and social care / complex needs is increasing.



## 2.0 Options and Issues

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- 2.1 The Annual RRTP Monitoring and Reporting to Scottish Government shows that Fife has made positive progress in several ways. The Annual Report for 2021 is attached as Appendix 1 and highlights positive developments in:
- growing the number of households helped to reduce transitions between temporary and permanent tenancies,
  - innovations that have been generated through projects including practical support to vulnerable households,
  - progress in implementing a new frontline operating model and culture focussed on prevention and housing options,
  - creating new ways of working and interventions in the private rented sector, and
  - embedding the concept of Housing First in Fife in partnership with Rock Trust.
- 2.2 Housing First is seen as a vital component to RRTPs and an important innovation in tackling and preventing homelessness. The Housing First Pathfinder Programme and a wider body of research demonstrates that the approach is proven to end homelessness for around 80 per cent of people with high support needs. The Housing First model prioritises getting people quickly into stable homes with tolerant, sustained wrap around support which meets the needs of the individual household. The Housing First concept is that permanent housing is provided without having to be 'housing ready' and maintaining the tenancy is not dependent on the tenant using support services. Housing First is built upon the principle that housing is a human right and is specifically tailored for homeless people with complex and multiple needs.
- 2.3 The early successes generated by Fife's partnership with Rock Trust have been highlighted nationally and endorsed at a Virtual Launch Event in March. This has led to an expansion of the partnership approach to target 34 vulnerable young people with additional households offered short term specialist housing support provided as part of the partnership and test of change funded through the RRTP.
- 2.4 As part of the transformational change programme, Housing Services have been reviewing the range of commissioned services provided through the former Fife's Housing Support and Homelessness Public Social Partnership (PSP). This independent and structured review concluded that the PSP had not achieved the intended purpose and members agreed to disband the Consortium at the end of the financial year. The Service has established a business change environment and a service recommissioning process to achieve a greater alignment with the RRTP. This process has been ongoing with a focus on protecting frontline jobs and maintaining valuable services but has created the opportunity to further enhance the Housing First offering in Fife.
- 2.5 The Housing Access Business Change Team have been working with interested local and national partners with a view to establishing a more holistic Housing First service across Fife with a focus on mental health, those with addiction issues and women experiencing domestic abuse primarily. This will build on the existing relationship with Rock Trust who will continue to focus on young people.
- 2.6 As a result of this process, Housing Services are proposing to develop partnership arrangements with Bethany Christian Trust, Fife Woman's Aid and Turning Point Scotland to develop a Fife Wide housing options based approach to Housing First. A full service breakdown and costing is attached as Appendix 2 and this approach will bring a blend of experience and expertise into the Fife housing, health and social care system

building capacity in a number of ways to respond to the needs of people experiencing repeat homelessness and wider social issues. The partnership with Turning Point Scotland is based on a shared commitment to innovate Housing First delivery in a way that hasn't been achieved elsewhere in Scotland with the Council and TPS committed to investing in capacity building across the housing, health and social care system. The partnership will generate over 100 Housing First tenancies every year following a period of set up between the organisations directly involved.

- 2.7 An enhanced and scaled up approach to Housing First is intended to increase the range of housing options for people with complex needs but is also proven to provide wider system benefits by reducing the need and use of other crisis response services associated with homelessness. This Test of Change approach to Housing First will be taken forward through the RRTP Programme Board to ensure a co-ordinated approach to service design, commissioning and evaluation as well as closing the gap on the 2018 commitment to generate 75 Housing First tenancies per year as part of the RRTP.

## 3.0 Conclusions

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- 3.1 There is little doubt that the pandemic has had a significant impact on the delivery of a range of housing and homelessness services. The direct and indirect impact will continue to be felt for some time through the housing access system and on the needs of households approaching services for help. Upscaling Housing First provision is viewed as cornerstone to the transformation of homelessness services in Fife with this proposal and approach designed to place Fife on the forefront of service design innovation.

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

### List of Appendices

Appendix 1: Annual Scottish Government Monitoring and Reporting Template  
Appendix 2: Housing First Proposals, Costing and Service Description

### Report Contacts

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# RAPID REHOUSING TRANSITION PLAN

2021/22 Monitoring Report - activity and funding  
(RRTP funding - part of the Ending  
Homelessness Together Fund)



# Scottish Government Ending Homelessness Together Fund Monitoring Implementation of Rapid Rehousing Transition Plans

As part of the Scottish Government's Ending Homelessness Together Fund, funding of £8m was agreed with COSLA for 2021/22.

As with previous years, we are asking all local authorities to provide a written report on progress to date and how they have spent their allocation of funding. We would ask local authorities to remember to include all funding carried over from previous financial years.

We would ask that all local authorities complete this report and include it with their amended RRTP for 2022/23 or the latest version available which should be submitted to the Scottish Government by **30 June 2022**. We realise this may be subject to final accounts being cleared by Audit.

Included is a template to provide detail on specific activities which should be replicated for each activity you have taken forward in implementing your Rapid Rehousing Transition Plan. For example we are looking for information on specific activities such as prevention; recruitment of staff; temporary accommodation; shared tenancies; or mediation. Following feedback from the RRTP Sub-Group, this year's template has been amended to capture information on the impact/outcomes of activities. This will enable the Scottish Government to develop the RRTP Report showing impact which is developed for the Homelessness Prevention and Strategy Group.

We have now included a separate section of the template specifically for Housing First. This will enable us to capture information on Housing First across Scotland, how local authorities are delivering Housing First and to understand partnership arrangements.

We have also included a template for reporting on RRTP funding which has not been spent during 2021/22 and previous financial years. We are looking for detail of how local authorities plan to spend any previously carried over funding during 2022/23.

Please submit this report, your RRTP, an updated EQIA and any accompanying documents to: [RapidRehousingTransitionPlansMailbox@gov.scot](mailto:RapidRehousingTransitionPlansMailbox@gov.scot)

If there are any questions then please send them to the mailbox and a member of the team will contact you to discuss.

## Local Engagement and Rapid Rehousing Team

### Details of funding recipient

Local Authority	<b>Fife Council</b>		
Reporting Period	<b>01/04/2021</b>	<b>to</b>	<b>31/03/2022</b>
Reporting Officer	<b>Shona MacKenzie</b>		
Position	<b>RRTP Project Manager</b>		
Date Completed	<b>31.8.2022</b>		
Total RRTP Funding carried over from 2020/21	<b>£0</b>		
RRTP Funding received for 2021/22	<b>£528,000.00</b>		

## 2021/22 Activity

<b>Activity Name:</b>	<b>Scatter flat conversion</b>		
<b>Activity Description:</b> Provide a short overview of the aims and the transformative nature of this activity.	The aim of flat conversion is to reduce the number of transitions for homelessness households and reduce time spend in temporary accommodation. Homeless households who have no option but to take up temporary accommodation will be placed in scatter flats, where appropriate these can be converted to a mainstream permanent tenancy.		
<b>Allocation Spent on activity:</b>	£	0	108,654
	SG RRTP funding	Local Authority funding	Other
<b>Overview of progress made to date:</b> Provide a short summary of the work undertaken in the past year, progress made and challenges.	Over the year 21/22, 100 TA scatter flats were converted or in the process of converting to mainstream tenancies, mutually agreed with the Homeless Household and Housing Services. Due to the ongoing Homeless pressures replacements for each of these properties were provided to maintain higher stock levels for Homeless households and meet the statutory duty of Fife Council.		
<b>Impact of Activity:</b> Evidence of the impact of this activity, including any financial saving and how many households have benefited from this activity.	<p>The impact of this was welcomed by homeless households remaining within the TA tenancy as permanent as they had no further moves, had little or no outlay on furnishing the tenancy, were given paint packs to redecorate as they wished. The setting up of new properties has also benefited newer homeless households moving into TA with new furniture and fixtures.</p> <p>There has been some financial savings around the use of the Community Care Grant funding for homeless households but this has not been measured but absorbed into Scottish Welfare Fund assistance for other vulnerable households.</p>		
<b>Partnership Working:</b>	To increase availability of our TA stock, we have partnered up in a different way to previously with our Housing Association		

<p>Provide detail of all partners involved in this activity and how they have supported delivery.</p>	<p>colleagues. They have provided TA scatter flats from their mainstream stock that has allowed us to increase availability and allowed conversion to mainstream for the Housing Associations too. The Housing Association Partners have continued support the programme by replacing any converted properties to ensure availability to meet demand. We have also built on the relationship with our furniture supply contractors and building services teams within the local authority.</p>									
<p><b>Future spend planned on this activity in 2022/23:</b></p>	<p>£</p>	<table border="1"> <thead> <tr> <th data-bbox="662 521 935 577">SG RRTP Funding</th> </tr> </thead> <tbody> <tr> <td data-bbox="662 577 935 707">TBC</td> </tr> </tbody> </table>	SG RRTP Funding	TBC	<table border="1"> <thead> <tr> <th data-bbox="935 521 1209 577">Local Authority funding</th> </tr> </thead> <tbody> <tr> <td data-bbox="935 577 1209 707">TBC</td> </tr> </tbody> </table>	Local Authority funding	TBC	<table border="1"> <thead> <tr> <th data-bbox="1209 521 1482 577">Other</th> </tr> </thead> <tbody> <tr> <td data-bbox="1209 577 1482 707">250,000</td> </tr> </tbody> </table>	Other	250,000
SG RRTP Funding										
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250,000										
<p><b>Implementation in 2022/23:</b></p> <p>Provide a short summary of the aims and targets for this activity during 2022/23.</p>	<p>The annual target was to convert 100 scatter flats to permanent accommodation each year. Due to the Sherriff Court ruling all households within Temporary Accommodation under an occupancy agreement needs to be normalised to Scottish Secure Tenancies, therefore scatter flat conversions are happening under the legal decision. Therefore, the budget/costs for this spend have still to be confirmed. With the legal decision affecting so many of the current TA stock, normalisation of these properties is based on the current flat conversion principles so mainstreaming this activity can be met easily but will require the plans below to be in place to allow the reduction of TA stock along with more suitable allocating or TA available.</p>									
<p><b>Plans for mainstreaming this activity:</b></p> <p>Provide detail of the timescale and plans to mainstream / when this activity will end:</p>	<p>Plans are already underway to increase the cohort of staff who allocate temporary accommodation, additional Housing Options Officers are being recruited as are Housing Support Officers. The intention would be that Housing Options Officers will assist with alternative housing outcomes to reduce the number of homeless presentations and the subsequent need to use Temporary Accommodation. For those that need accommodation clarity on availability, with a full assessment of support and social needs would help with suitable placements into TA that would then transfer to a permanent tenancy. As the Housing Options Officers increase prevention of homelessness activities and increase tenancy sustainment assistance, the need for TA should reduce then the need to replace 100% of TA properties should reduce as homeless households are placed in their preferred area with support and assistance to sustain.</p>									

Please duplicate the above table for each activity you have undertaken in your RRTP for example: RRTP co-ordinator and other costs (prevention; flipping tenancies; mediation, etc.).

## 2021/22 Activity

<b>Activity Name:</b>	<b>Redesigning Temporary Accommodation</b>			
<b>Activity Description:</b> Provide a short overview of the aims and the transformative nature of this activity.	The aim is to transform temporary accommodation to ensure fewer moves and less time for those households who have no option but to move into Temporary Accommodation.			
<b>Allocation Spent on activity:</b>		<b>SG RRTP funding</b>	<b>Local Authority funding</b>	<b>Other</b>
	£	N/a		
<b>Overview of progress made to date:</b> Provide a short summary of the work undertaken in the past year, progress made and challenges.	Along with the scatter flat conversion process Fife are looking to review the use of all hostels, starting with those owned by Fife Council. During the last year additional support workers have been recruited to ensure Support Assessments are carried out with all Households placed in FC hostels, and support provided as necessary when moving within TA. Due to the pandemic additional types of accommodation were added to the TA portfolio, these have now been decommissioned and an exercise carried out to permanently house (where possible) the households that had to move on due to the decommissioning.			
<b>Impact of Activity:</b> Evidence of the impact of this activity, including any financial saving and how many households have benefited from this activity.	Due to the increased pressure on temporary accommodation and use of BB accommodation the impact has not yet had any savings.			
<b>Partnership Working:</b> Provide detail of all partners involved in this activity and how they have supported delivery.	Closer working relationships with RSL partners and Area Housing teams have been created or improved as we move to provide the right accommodation type with the appropriate support in place. RSL partners have increased the provision of TA units and adopted shared processes. Hunter house has also been made available through Kingdom HA and Support and Care Service, to progress with older homeless applicants who have a history of complex needs that would benefit from Core and Cluster type support.			



<b>Future spend planned on this activity in 2022/23:</b>		<b>SG RRTP Funding</b>	<b>Local Authority funding</b>	<b>Other</b>
	£	N/A		
<b>Implementation in 2022/23:</b> Provide a short summary of the aims and targets for this activity during 2022/23.	<p>During 2022/23 6 Fife Council hostels will undergo a review. One hostel has already been identified as unfit for purpose due to location and development required to bring up to standards so will be decommissioned and repurposed for other housing activity. Support Teams are being recruited to ensure support assessments are carried out for everyone entering hostel or TA to ensure support needs are met along with their housing needs.</p> <p>Hunter House has been ready since April 2021 to take on tenants unfortunately this has only now resolved recruitment issues and is now opened to take referrals working in partnership with Kingdom Support &amp; Care providing the property and support with Housing Options Officers looking to find applicants that are in need of this service. Another initiative from Kingdom Support &amp; Care has been the closure of James Bank Centre (night shelter) with a move to fewer emergency accommodation placements but an increase in Core &amp; Cluster properties within the communities providing temporary accommodation with support.</p>			
<b>Plans for mainstreaming this activity:</b> Provide detail of the timescale and plans to mainstream / when this activity will end:	<p>The review of FC hostels will be closely followed by a review of the commissioned Hostel provisions from the 3<sup>rd</sup> Sector, as Fife moves to a Personal Housing Plan approach with assessment of support needs and increase range of housing with support. Discussions are ongoing within Fife Council Housing Services to embed accommodation with support not only in temporary accommodation but to mainstream accommodation where necessary.</p>			

Please duplicate the above table for each activity you have undertaken in your RRTP for example: RRTP co-ordinator and other costs (prevention; flipping tenancies; mediation, etc.).

## 2021/22 Activity

<b>Activity Name:</b>	Innovation funding projects			
<b>Activity Description:</b> Provide a short overview of the aims and the transformative nature of this activity.	Innovation fund has been used to support starter packs for Homeless households, just do it type budgets to assist prevention activities, additional staffing within the Scottish Welfare Fund Team, a prevention of Homeless budget to assist Domestic Abuse cases through the WHIR project, refresher Housing Advice training and IT equipment.			
<b>Allocation Spent on activity:</b>		<b>SG RRTP funding</b>	<b>Local Authority funding</b>	<b>Other</b>
	£	236855.00	0	0
<b>Overview of progress made to date:</b> Provide a short summary of the work undertaken in the past year, progress made and challenges.	<p>Starter packs have been provided to Homeless Households to help set up tenancies and ensure sustainment from the point of allocation. Just do it budgets have been used to support prevention work such as 1<sup>st</sup> months rent where applicants can only afford deposits to get into Private Rented Sector or to help people return to other areas of Fife/Scotland where support and housing can be found through family or friends.</p> <p>A fast-track process has been created by funding an additional 2 staff members to speed up applications for Scottish Welfare Fund.</p> <p>Many applicants that need to flee the family home due to domestic abuse are leaving all their belongings and the prevention of homeless budget helps them start over or pays for storage to help keep their belongings until they are settled again.</p>			
<b>Impact of Activity:</b> Evidence of the impact of this activity, including any financial saving and how many households have benefited from this activity.	<p>159 households were assisted with starter packs and mostly all received white goods such as Fridge/Freezer, Washing Machine and Cooker and beds.</p> <p>Examples have been provided where bus passes have enabled applicants to return home after broken relationships, where the</p>			

	<p>applicant has felt that the relationship was their only connection here, this small help has enabled them to move on supported by their family and get on with their lives.</p> <p>225 cases between October and March have been assessed through the SWF Community Care Grant applications via this fast-track with 200 of these being granted. This has helped move homeless households out of Temporary accommodation quicker and reduced time spent in TA but also allowed properties to be returned to TA stock quicker for new applicants that need TA.</p> <p>Over £50k from the RRTP funding was used solely to help women and men fleeing from domestic abuse situations, to help ease the trauma of the situation and ensure help was at hand when needed.</p>									
<p><b>Partnership Working:</b> Provide detail of all partners involved in this activity and how they have supported delivery.</p>	<p>For these activities there has been multiple partners with each process. To speed up the Community Care Grant process we have worked with colleagues in Scottish Welfare Fund team. The partnership working in this instance didn't just finish with the access to furnishings but also with the turnaround of the temporary accommodation, working with teams in Building Services and furnishing partners. Work has been ongoing throughout the year with Building Services to speed up turnaround of void temporary properties.</p> <p>Through the prevention of homelessness relationships with Fife RSL's have strengthened as we have moved to a collective approach to do as is necessary and in the best interest of the Homeless customer to meet their needs, in a way that best helps them to sustain tenancies.</p>									
<p><b>Future spend planned on this activity in 2022/23:</b></p>	<p>£</p>	<table border="1"> <thead> <tr> <th data-bbox="663 1485 938 1597">SG RRTP Funding</th> <th data-bbox="938 1485 1211 1597">Local Authority funding</th> <th data-bbox="1211 1485 1482 1597">Other</th> </tr> </thead> <tbody> <tr> <td data-bbox="663 1597 938 1697">176,946.00</td> <td data-bbox="938 1597 1211 1697"></td> <td data-bbox="1211 1597 1482 1697"></td> </tr> </tbody> </table>	SG RRTP Funding	Local Authority funding	Other	176,946.00				
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176,946.00										
<p><b>Implementation in 2022/23:</b> Provide a short summary of the aims and targets for this activity during 2022/23.</p>	<p>In October the fast-track process will have been running a full year and a review will take place but consideration on the success or issues will need to reflect the Sherriff Court Judgement's impact. As we move to normalise these TA tenancies to Secure Tenancies the Community Care Grant applications has reduced massively, however other vulnerable homeless applicants and tenants will have benefited from the additional staffing to help process assessments quicker.</p>									

	<p>The Prevention of Homeless ‘just do it’ budget has already been used more in these first 4 months than the 6 months from its introduction in October last year. Housing Options Officers will continue to use it creatively to help prevent homelessness. Examples of this for 2022/23 would be where normally a bus pass would be purchased/issued to return home within Fife area, Officers can go further and get train or ferry tickets and if necessary plane tickets if that would be the best outcome for the applicant. The Prevention of Homeless budget for WHIR project has been used over the past 3 – 4 years and will continue to help at point of crisis with stays in hotels or BBs to give time to decide plan of action or safe returns home.</p> <p>The Just do it budget will also be used to give respite time out of crisis situations and allow time to consider options in crisis homeless situations but more importantly to work earlier to avoid and prevent crisis homeless.</p>
<p><b>Plans for mainstreaming this activity:</b></p> <p>Provide detail of the timescale and plans to mainstream / when this activity will end:</p>	<p>As we move forward from the Sherriff Court judgement and allocations increase, our backlog of homeless cases should reduce, this would mean once back on track for homeless households and no further covid impacts, we can get back to quicker assessment of CCG and work with suppliers and contractors to get properties ready quicker and also to help make a house a home by supplying at time of need and reducing waiting times.</p> <p>Access to Prevention of Homeless at the moment is through RRTP funding and led by Housing, however there is also a pilot project working in the Kirkcaldy area ‘Putting People First’ the connections to this project are immense with the work already undertaken making a difference to help prevent homelessness and other service failures, by working with tenants and getting to the root of the problems, fixing it and continuing to work together to ensure the cyclic issues are addressed to stop the failures reappearing. The project is led through the Communities and Corporate Development team and includes Welfare Officers and Housing Management Officers working together to resolve whatever situation is being faced by tenants and ensure those services that need to link in are. The PPF team ensure that they get people buy in by working together, solving problems together and really listening to what their needs are, similar to the Housing First principles.</p>

Please duplicate the above table for each activity you have undertaken in your RRTP for example: RRTP co-ordinator and other costs (prevention; flipping tenancies; mediation, etc.).

## 2021/22 Activity

<b>Activity Name:</b>	Private Rented Sector work		
<b>Activity Description:</b> Provide a short overview of the aims and the transformative nature of this activity.	A fund aimed at assisting with tenancy sustainment within the Private Rented Sector has been created. This will be used to work with both Landlord and tenant to prevent evictions where possible.		
<b>Allocation Spent on activity:</b>	£	SG RRTP funding 5425.	Local Authority funding
<b>Overview of progress made to date:</b> Provide a short summary of the work undertaken in the past year, progress made and challenges.	Numbers accessing this funding has been limited with the alternative protections given to PRS tenants to remain in property or seek assistance with arrears through the Tenant Grant Fund.		
<b>Impact of Activity:</b> Evidence of the impact of this activity, including any financial saving and how many households have benefited from this activity.	Where this funding has been used both the landlord and tenant have been happy to work together to solve the issues. With the financial elements removed through the use of the fund relationships between LL and tenants have improved with both gaining an understanding of the trauma and pressures each are under when rent payment is lost or repairs cannot be completed.		
<b>Partnership Working:</b> Provide detail of all partners involved in this activity and how they have supported delivery.	Housing options officers are working with a 3 <sup>rd</sup> sector organisation: Fife Private Rental Solutions to resolve issues and sustain tenancies. Working closer with the Landlord registration teams to ensure compliance as a registered landlord to support and enable HOOs to ensure tenancy sustainment is considered at every opportunity.		
<b>Future spend planned on this activity in 2022/23:</b>	£	SG RRTP Funding 50,000.00	Local Authority funding
<b>Implementation in 2022/23:</b> Provide a short summary of the aims and targets for this activity during 2022/23.	Additional Housing Options Officers posts have been created to support new ways of working and better partnership working with PRS landlords. These officers are looking to create new processes and connections to work closer with the private sector		

	<p>landlords association and PRS registration team to ensure landlord needs are also met.</p> <p>Work continues with Fife Private Rental Solutions to find positive outcomes for those within the private sector who have issues with rent payments, repairs and maintenance of property or any tenancy sustainment issues.</p>
<p><b>Plans for mainstreaming this activity:</b></p> <p>Provide detail of the timescale and plans to mainstream / when this activity will end:</p>	<p>Over the next year discussions and investigations on how to get closer working relationships with Private Sector landlords and tenant, giving support through the first tier tribunal process when the tenancy cannot be sustained, due to sale of property etc.</p>

**Please duplicate the above table for each activity you have undertaken in your RRTP for example: RRTP co-ordinator and other costs (prevention; flipping tenancies; mediation, etc.).**

## 2021/22 Activity

<b>Activity Name:</b>	<b>Prevention of Homeless and Housing Options</b>			
<b>Activity Description:</b> Provide a short overview of the aims and the transformative nature of this activity.	<p><b>4DX Homeless Prevention</b> project to reduce homelessness for single under 35 years old and create a prevention culture with a whatever it takes approach.</p> <p>Managing Change exercise to create the role of Housing Options Officers.</p>			
<b>Allocation Spent on activity:</b>		<b>SG RRTP funding</b>	<b>Local Authority funding</b>	<b>Other</b>
	£	88,047.00		
<b>Overview of progress made to date:</b> Provide a short summary of the work undertaken in the past year, progress made and challenges.	<p>At the beginning of October, the managing change exercise to combine the former roles of Housing Access Officers and Homelessness/ Prevention Officers was created. Ongoing discussion prior to the pandemic eventually were realised, a training plan was developed from the existing two roles, along with a training package and a job shadowing programme. This has enabled a more consistent approach to Housing Options and Advice to sustain tenancies or explore other prevention activities or options of available housing. A refresher Housing Advice programme has also been provided from Shelter Scotland to existing staff who were previously trained to the National Standards for Housing information and advice.</p> <p>The 4DX approach was used from November 2021 to provide a focus from the whirlwind of the day job, to provide prevention assistance where possible to any single applications under the age of 35. Single applicants account for approximately 70% of homeless applications in Fife with under 35s making up around 40% of that.</p>			
<b>Impact of Activity:</b> Evidence of the impact of this activity, including any financial saving and how many households have benefited from this activity.	<p>A review of the Housing Options Officer role is pending but delays due to the Sherriff Court judgement and work to normalise these 700plus TA properties, is proving difficult to establish what the impact of the managing change exercise is due to the same staff cohort affected by both workstreams.</p>			

<p><b>Partnership Working:</b></p> <p>Provide detail of all partners involved in this activity and how they have supported delivery.</p>	<p>The 4DX project involved working with Franklyn Covey, an independent consultant agency to help focus on a specific part of the full role, taking part of the work out the whirlwind of your day and giving regular commitment solely to that part. Partners from the Voluntary Sector were involved in weekly insight meetings to share information on what their contribution to prevention is and hearing what Housing/Homelessness Options and Advice are doing too/ RSL's also became partners as they assisted and amended practices to help with sustainment, quicker move on and some changes to the regular processes finding ways to work with people out-with the normal and case managing with their best interest at the fore.</p>			
<p><b>Future spend planned on this activity in 2022/23:</b></p>	<p>£</p>	<p><b>SG RRTP Funding</b></p>	<p><b>Local Authority funding</b></p>	<p><b>Other</b></p>
<p><b>Implementation in 2022/23:</b></p> <p>Provide a short summary of the aims and targets for this activity during 2022/23.</p>	<p>TBC</p>			
<p><b>Plans for mainstreaming this activity:</b></p> <p>Provide detail of the timescale and plans to mainstream / when this activity will end:</p>	<p>Moving forward over the next few years, the Housing Options Officers will now make better use of the Housing Options Portal and help support the Prevention of Homelessness agenda and creating Personal Housing Plans. This will be done through tenancy sustainment and a 'just do it' attitude to ensure the best, least traumatic option is advised to anyone looking for Housing Options Advice. This approach has also given focus on preparing additional tools that officers can use, provided fuller compressive information to share, improve and develop at a local level, and give a shared sense of achievement to these officers that have for the last 2 years been working on their own, learning and training in a new way, as they worked from home and had to make new connections and support mechanisms.</p> <p>The 4DX approach has recently completed and here's an insight below to what types of changes that everyone involved will be</p>			



focusing on. With the Housing Options Officers now being managed through Area Operations Teams, a central approach to lead and mentor will be driven in all aspects of Prevention of Homelessness and Housing Access, Options and Advice.

Below gives an insight into some of the brain storming that came out of the 4DX final summit where all who participated responded to 2 questions posed by facilitators (how do we sustain tenancies and how do we keep focus on prevention of homelessness?) -

### **1. How do we sustain tenancies?**

#### **Early engagement**

- Encouraging people to contact services early to get help – often people come too late to services.
- Engage with high school as tenants of the future
- Early intervention with regular on-going contact with our tenants example: when we are at gas break in stage its crisis management
- Be more proactive - Introduce a minimal yearly visit to every tenancy to update tenancy records and inspect our property. (every 3 months in private sector rentals)
- Early intervention – identifying who is potentially at risk earlier and putting in steps to stop abandonment and evictions.
- Early intervention - Need to visit new tenants earlier than the 4 week follow up visit – this is too long to wait for more vulnerable tenants. It would be better if we had a plan with the new tenant for at least the first 3 months of their tenancy – regular contact to ensure they are accessing all support they need to help sustain their tenancy
- Rather than waiting 4 weeks before contacting people who've moved into new homes - give them a call early on to check they're managing. Repeat customers have had multiple failed tenancies, and often it's just one thing that tips them into abandonment. Get in early to see what help they need.

#### **Managing / Changing Expectations of tenants & public**

- Be up front what we can do to help them sustain their tenancy
- Tell the tenants what we expect of them as a tenant and where to go if they are having any difficulties

- Promote other options and be up front. People have become very reliant on others doing things for them we need to reverse that and empower them to do it for themselves.
- Do a video on what it's like to have a tenancy and what we expect from you and what you can from us
- Ensure person/family understand all the information being provided

### **Collaborative Working**

- Putting People First Project – this was a huge help in the Kirkcaldy Area. The team contacted people approaching eviction or before abandonment. The team had a good mix of Social Work / CLD / Housing / Welfare & Benefits. This mix and taking a proactive approach with using very open ended assessments really helped. Potential for this approach to work really well in other areas.
- Awareness of help – staff need to be aware of what help is out there for people. It was suggested that the directory of services should be redeveloped so that staff are aware of all the services they can signpost people to.
- Mental Health – need to start to make better connections into these types of services for people who need help with mental ill-health. The pandemic has meant that there are many more people isolated who are not able to access services.
- Links with customer services – Levenmouth reported that better links in with the housing advice line in the Contact Centre have really helped with getting quicker notifications of people who may need help to sustain their tenancy / prevent homelessness
- Better networks – 4DX has helped teams work out who to connect with in their local area. There needs to be a greater focus on getting in early at Foodbanks etc to work out who needs help.
- Mediation – need greater resources to help with mediated returns to home.
- Knowledge of other organisations that families can be referred to or supported by
- Link in with other areas – keep that relationship going and work with other teams.
- Lets get Landlord and preventative roles merged
- Winter months – need to really get the message out about who is there to help – the cost of living crisis is placing huge pressures on individuals. Fuel Poverty needs to be heavily promoted.

## **Staff skills / Resources**

- Need better assessment tools to work out which tenants require help to sustain their tenancy e.g. a set of indicators to use when a tenant needs help.
- Different budget helped (just do it) allows teams to act fast with innovative solutions
- Use our experience and knowledge, and ask good questions, to gauge what's going on with the individual. Think beyond our own processes and look at the root cause of why people are homeless in the first place. Develop a good understanding of other/wider support available and support people to access it.
- Admit we have a housing crisis so we all understand and can all work together to fix it (politically sensitive)
- Be open and honest
- Take ownership for issue in our areas
- Work with families to give support – thinking outside the box and more tailored support
- Focus on what you can fix – knowledge and experience of being a HMO
- Understanding how people live – generational and learnt behaviours
- Abandonments – although HMOs cover all the basics to ensure the process is legal, they may not always have the time pick on issues that require further investigation and lead to actions to help a tenant remain in their tenancy
- Is not about one specific thing, being willing to discuss doing “whatever” - try it, if it doesn't work, at least we tried!
- Having a holistic approach, less rules
- How can we mirror our sustainment to other tenures?
- What can we improve internally to better identify those at risk
- Getting down to the deep routed issues that are preventing them from sustaining a tenancy
- Better follow up – to prevent the revolving door

## **2. How do we keep a focus on preventing homelessness?**

### **Ways of team working**

- This has become embedded in day to day practice – and needs to remain so. Building prevention of homelessness into the assessment process helps.
- Remain disciplined – keep building time in calendars to do this type of work (despite the whirlwind).

- Prevention of Homelessness should be a standard agenda item on every team meeting.
- Message out to internal teams – Homelessness isn't the first option it should be the last option.
- Don't just jump to the homelessness / FHR routes. Apply what we've done for under-35s to other client groups - be proactive. Don't be scared of getting into difficult conversations e.g. with landlords, to do what we can to prevent homelessness.
- Keep prevention of homelessness on the agenda for team meetings - keep conversations going about what we've tried, what worked, what didn't, any patterns emerging. Share information with colleagues. This will benefit both experienced and new staff.
- Has to be a change in culture, we're a reactive rather than proactive service. We have to physically plan out how we can be proactive, consistently.
- We have to challenge people (ourselves, partners, private landlords) on evictions, why aren't we supporting
- Maintain the current momentum

#### **Process that can help**

- New Housing Options Plan will really help – need to complete this every time.
- Performance management – there needs to be a continued focus on having prevention of homelessness targets to work to.
- Statistics – the statistical reports on this type of work need to continue – these really help focus on performance.
- Flexible funding – A pot of flexible funding to allow creative solutions to prevent homelessness is really helpful. This could be used for tenancy start up packs, meeting flat deposits in the private sector, other flexible solutions. It does not often take large amounts of money to be able to make a difference.
- Just do it – no ties attached to budget to prevent homelessness
- Attending to the LOS list – contact with applicants on this list to advise on alternatives to social housing as they are unlikely to ever receive an offer of housing on this list so working with them on realistic housing options is required. However, people are wise to the system. If they know there is no chance of social housing on the LOS list and have no other viable alternatives, they are likely to pursue the homeless route. Perhaps some thought on an allocations quota for this list would prevent movement to the homeless list?

- Making full use of Housing Options Plans
- Keep developing familiarity with the tools and supports on offer, e.g. short-term housing support is available for private tenants.

### **Collaborative working**

- Work with other landlords – especially Private Sector to start to understand the local housing market better. This would also help to develop other housing solutions as well as social housing
- Engage more with education of politicians over what FC can provide in terms of housing.
- Stop FHR partners cherry picking applicants.
- Work better with other services

### **Managing / Changing Expectations of tenants & public**

- Provide the best advice, as early as possible and be open and honest about expectations
- FC isn't the only option
- Lower expectation FC v HA's v Private lets
- Breaking learned behaviour. Those that shout loudest appear to get what they want
- Be stricter about options and again be upfront right at the start
- Change the FHR application picture to something less appealing as it's a new property picture. Perhaps something less appealing or new. Sets the wrong impression from the start.
- Refocus the public?? Homelessness is not an option to jumping the waiting list
- Education - Similar to previous 'flat project'. Going into schools/ colleges/ training to discuss and re-educate young people regarding routes to housing and realities of shortage of social housing. Many young people pick up info from parents/ relatives who have previously been through the homeless/ housing process but it is completely different now and need to re-educate

### **Hurdles we have that we need to consider how to tackle**

- Affordability - want versus needs
- Pursue regulator to introduce a rent cap on private lets. Current Local Housing Allowance doesn't cover the majority of private rents any longer
- Housing demand far outstrips supply

	<ul style="list-style-type: none"> <li>• This is not just a housing issue, but a social issue</li> <li>• %age of applicants who are unemployed is huge, unable to access other tenures</li> </ul> <p><b>THERE IS A LOT OF WORK TO BE DONE BUT ALSO OVER THE LAST FEW YEARS A LOT OF CHANGES NOW COMING TO FRUITION.</b></p>
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**Please duplicate the above table for each activity you have undertaken in your RRTP for example: RRTP co-ordinator and other costs (prevention; flipping tenancies; mediation, etc.).**

## Housing First Progress

<p><b>Housing First Progress:</b></p> <p>Provide a short overview of progress to date in developing and implementing Housing First in your local authority area.</p>	<p>The Housing First approach was adopted initially in Fife in December 2020 with a youth service in partnership with Rock Trust. By the end of March 2022, 3 Project Support Workers have been working with 21 young people.</p>
<p><b>Housing First Tenancies</b></p> <p>Provide an overview of how many Housing First tenancies have started area and the plans for scaling up Housing First in future years. Also provide the average support cost of each Housing First tenancy.</p>	<p>During 21/22, 13 Fife Council tenancies were created and accepted by the young people supported by their Rock Trust Project worker. A further 5 young people are being supported by Rock Trust and working with our Allocations teams, to find a suitable tenancy.</p> <p>One tenancy has been returned as the young person was imprisoned, although continues to be visited and supported by the RT Project team.</p> <p>March 2022 saw the end of the Public Social Partnership and since these discussions with each voluntary organisation based in Fife and some national providers to create capacity for Housing First support and provide provision for those over the age of 25.</p> <p>Now, our agreement with Rock Trust includes Housing Support provision for young people along with Housing First for Youth. Approximate costs for the Housing First part are £8,000 per placement and this includes a furniture budget of £1.500 per young person.</p>
<p><b>Housing First Furniture Packages</b></p> <p>Provide an overview of any furniture packages you provide to each Housing First tenancy, including an average cost of furniture packages and how they are funded.</p>	<p>As stated above each young person has been allocated £1,500 to furnish their property in the way they choose, along with direct access to white goods, furniture, and beds from the Scottish Welfare Fund through a Community Care Grant application. Where possible when a young person is accepted on the scheme and in temporary accommodation, arrangements are made to get a scatter flat within their area they wish to live and then arrangements can be made to convert the property and any furniture from the TA can be used or replaced for them.</p> <p>All funding to Housing First for Youth programme has come from the RRTP funding so far, with additional costs being picked up through the Homeless General Fund account.</p>

<p><b>Housing First Partners</b></p> <p>Provide detail of all Housing First partners who are supporting the delivery of Housing First.</p>	<p>Our only operational programme is between Housing/Homelessness Services and Rock Trust, a Housing Professional coordinates referrals and housing allocations and contact to/with Rock Trust.</p>			
<p><b>Allocation Spent on Housing First:</b></p>	<p>£</p>	<p>SG RRTP funding</p>	<p>Local Authority funding</p>	<p>Other</p>
<p><b>Impact of Housing First:</b></p> <p>Evidence of the impact of Housing First, including any financial saving and savings identified by other public bodies if it has been measured.</p>		<p>232,332.00</p>		
<p><b>Future spend planned on this activity in 2022/23:</b></p>	<p>£</p>	<p>SG RRTP Funding</p>	<p>Local Authority funding</p>	<p>Other</p>
<p><b>Implementation in 2022/23:</b></p> <p>Provide a short summary of the aims and targets for Housing First during 2022/23.</p>		<p>320,576</p>		
<p><b>Plans for mainstreaming this activity:</b></p> <p>Provide detail of the timescale and plans to mainstream.</p>	<p>With the disbanding of the Public Social Partnership, a review of all commissioned services is underway, year one ends in March 2023 and all 3<sup>rd</sup> sector support organisations will undertake discussions to see which parts of the former PSP remain or be redeveloped, with any parts no longer required decommissioned to free up funding. Along with this there continues to be discussions with Health and Social Care Partners and Alcohol and Drug Partnerships to jointly commission services that reflect the needs of vulnerable customers who need Housing, Social Care and Public service.</p>			



## Unspent RRTP Funding

Please provide the total RRTP funding provided by the Scottish Government for the implementation of the Rapid Rehousing Transition Plan in your area that has **not** been spent to date.

£

Provide detail of how this funding will be spent on implementing the Rapid Rehousing Transition Plan in 2022/23 detailing the area that it will be used in. Please make clear the individual amounts

ACTIVITY	FUNDING TO BE CARRIED FORWARD	
	£	
	£	
	£	
	£	
	£	

**HME Grants Panel**  
**7th September 2022**

**Housing First**

Bids were invited to deliver Housing First and we received bids from 5 organisations, however proposals did not facilitate a Fife wide service. Please see attached spreadsheet and individual bids for further information. Due diligence and further negotiations took place and a summary of what was offered is listed below:

<b>Org</b>	<b>Area covered</b>	<b>Budget 22/23</b>	<b>No of clients/ cost per client</b>	<b>Budget 23/24</b>	<b>No of clients/ cost per client</b>	<b>Budget 24/25</b>	<b>No of clients/ cost per client</b>	<b>Budget 25/26</b>	<b>No of clients/ cost per client</b>
Bethany	North Fife/ Levenmouth/ Glenrothes	£27,799	5/£5,560	£210,435	26/£8,094	£187,250	26/£7,202	£199,038	£7,655
Fife Women's Aid	Fife wide	£27,600	6/ £4,600	£109,727	12-16/ £6,858	£107,765	16/£6,735	£108,410	16/ £6,776
Penumbra	Fife wide	£47,013	4/£11,753	£310,629	6/ £51,772	£461,746	35/ £13,193	£493,747	£9,495
Kingdom Support & Care	Dunfermline areas, Inverkeithing & Rosyth, Cowdenbeath & Lochs, Kirkcaldy	£88,454	12/£7,371	£256,361	28/£9,156	£267,343	28/ £9,548	£277,996	28/ £9,928
Turning Point Scotland	South Fife or North Fife	£150,000	58/ £2,631	£300,000	58/£5172	£300,000	58/£5172	£300,000	58/£5172

## Information for consideration

- The bid from Penumbra is excessively costed.
- The bid from KSC won't cover all of South Fife and is much higher per person than other bids (if unsuccessful they intend to appeal decision).
- Bethany and TPS can cover all of Fife.
- FWA will provide a gendered approach to service delivery.
- FWA & Bethany will operate within existing management and administration structures.
- Funding for 22/23 assumes a 1<sup>st</sup> October start date however given committee dates there will be slippage.
- If Bethany, FWA and TPS are funded then 100 people at any given time will be supported.
- Costs per client for the Rock Trust which is currently funded to support 35 HF clients per year is £7,544

## Potential annual costs

Org	Area covered	Budget 22/23	No of clients/ cost per client	Budget 23/24	No of clients/ cost per client	Budget 24/25	No of clients/ cost per client	Budget 25/26	No of clients/ cost per client
Bethany	North Fife/ Levenmouth/ Glenrothes	£27,799	5/£5,560	£210,435	26/£8,094	£187,250	26/£7,202	£199,038	£7,655
Fife Women's Aid	Fife wide	£27,600	6/ £4,600	£109,727	12-16/ £6,858	£107,765	16/£6,735	£108,410	16/ £6,776
Turning Point Scotland	South Fife or North Fife	£150,000	58/ £2,586	£300,000	58/£5174	£300,000	58/£5174	£300,000	58/£5174
<b>Totals</b>		<b>£205,399</b>		<b>£620,162</b>		<b>£595,015</b>		<b>£607,448</b>	

## Test of change with TPS

Whilst Fife Council Housing Services accelerate progress towards housing first and rapid rehousing which includes other multiple and complex needs, particularly mental health, alcohol and other drugs and justice, Turning Point Scotland's strategic vision is to drive system change by establishing a service which cuts across the silos which have traditionally existed between homelessness, alcohol and other drugs, justice, mental health and learning disabilities. To deliver this whole system approach they will provide skilled, specialist support to meet any and all of these needs while navigating access to longer term support from the mainstream system. TPS will support 45 individuals at any given time and will match funding with us at a cost of £87,500 each pa. See attached proposal.

## Penumbra STHS

Penumbra have submitted a full cost recovery bid for their STHS service from 2023 to 2026. Costs per year are £432,905 (this is an increase on current funding of £89,165 for next financial year), £452,768 and £473,203. There are costs for an additional staff member and the number of clients supported per year remains the same and is 276. See attached proposal.

## Funding

Funding is available from the following budgets:

£194k de-commissioned from the former PSP (TRF)

£1.1m Core Budget (from the increased number of scatter flats)

### **Total per annum £1,294,000**

There is also non-recurring £588K returned from the former PSP, £1.1K prevention funding of which future funding is unclear

## Housing 1<sup>st</sup>

22/23 £205,399

23/24 £620,162

24/25 £595,015

25/26 £607,448

### **Total £2,028,024**

**Penumbra bid**

**Increase in annual budget**

23/24 £89,165

24/25 £109,028

25/26 £129,493

**Total £327,686**

## Economic Co-operation Agreement – Fife and Kujawsko-Pomorskie, Poland

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Report by: Gordon Mole, Head of Business and Employability Services

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Wards Affected: All Fife

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### Purpose

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This report seeks approval for entering into a Co-operation Agreement between Fife Council and the Voivodeship of Kujawsko-Pomorskie, Poland.

### Recommendation(s)

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It is recommended that Committee:-

1. notes the existing collaboration arrangements in place between Fife Council and the Kujawsko-Pomorskie region; and
2. approves the co-operation agreement between Fife Council and the Kujawsko-Pomorskie Voivodeship;

### Resource Implications

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There are no immediate resource implications arising from this report. The Business and Employability service has an existing budget for inward investment and trade shows and exhibitions via InvestFife.

### Legal & Risk Implications

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There are no immediate legal risks at this stage. The co-operation agreement has a mechanism for withdrawal by either party and sets out broad ambitions, which will be supplemented by a focused action plan developed between the two parties.

Under Poland's regional governance arrangements, the agreement requires authorisation from the Polish Ministry of Foreign Affairs, which is anticipated in November 2022.

### Impact Assessment

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An Equality Impact Assessment does not require to be carried out as this report does not propose any change to existing Council policies.

The Fairer Scotland Duty requires the Council to consider how it can reduce inequalities of outcome caused by socio-economic disadvantage when making strategic decisions. The development of co-operation agreement will provide opportunities for net economic development of Fife companies, potentially enabling future jobs and sector success for the region.

### Consultation

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

# 1.0 Background

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- 1.1 Scotland and Poland have a large number of historic links. Early links through the Hanseatic League, and in the 20th century through Polish service personnel stationed across the country, have seen a continued link between the two nations. Scotland is home to some 61,000 Polish-born residents (Statista, 2021).
- 1.2 In Fife, Polish communities are long settled across the Kingdom. Polish soldiers defended Dunfermline during the Second World War, with air crews stationed in Fife and Polish vessels and seafarers attached to the Royal Navy. General Sikorski, the Polish Prime Minister of the government in exile during the Second World War, based himself in St. Andrews, with Colonel Sosobowski and the first Polish parachute regiment, and the 'Silent Unseen' special forces training in Levenmouth. Similarly, Fifers were among many prisoners of war held in Torun in the Kujawsko-Pomorskie region and were involved in the liberation of camps at the end of the Second World War.
- 1.3 In recognition of this shared history, in recent years, cultural and heritage links have been established with the Kujawsko-Pomorskie region including support for an exhibition of the Silent Unseen, with delegations regularly visiting Fife. The residential element of the Rising Stars programme for care experienced young people in Fife was held in the region in 2018 and 2019, with the 2022 programme due to visit in coming months.
- 1.4 Officers have been working with officials within the Kujawsko-Pomorskie region to scope opportunities for greater trade collaboration. Through initial meetings, the potential for business links including joint presence at trade events, learning journeys for sectors and developing relationships on a sectoral basis (including food and drink, advanced manufacturing, digital technology and plastic products). It is intended that following the approval of the collaboration agreement, an action plan will be developed covering short term and longer-term actions.
- 1.5 The scope of the co-operation agreement also covers opportunities to collaborate in areas such as culture, scientific links (between HE and FE organisations and businesses), sport and education. It is intended that the initial focus will be in developing an action plan for business and trade links.

## 2.0 Issues and Options

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### 2.1 Issues

- 2.1.1 The Kujawsko-Pomorskie region has requested that Fife Council, representing the Kingdom of Fife, enters into a co-operation agreement setting out areas of mutual interest for development of stronger links between the two regions.
- 2.1.2 Fife has a range of historic twinning arrangements at a town level, with some active relationships including Ingolstadt, Germany (Kirkcaldy), and Boblingen, Germany (Glenrothes), with Newport on Tay recently linking to its twin town of Zolotarevo, Ukraine to provide support and solidarity with the outbreak of the war in that country. Other twinning arrangements are dormant or less active.
- 2.1.3 Fife has also previously developed Fife-wide partnering arrangements, such as with Gansu, China.

- 2.1.4 It is not proposed to use a town twinning approach for the creation of linkages between Fife Council and the Kujawsko-Pomorskie Voivodeship. Through Interreg and Erasmus+ programmes, the Business and Employability Service has developed programme links with a range of regions across Europe to collaborate on business development and skills areas such as hospitality, heritage building skills, the maritime economy and green/blue economy skills. The Council also participates with partner regions in the North Sea Commission and Conference of Peripheral Maritime Regions (CPMR).
- 2.1.5 Following the United Kingdom's exit from the European Union and cessation of participation in EU-funded programmes, the co-operation agreement proposed looks to continued collaboration with European partner regions beyond this funding mechanism, creating a network of links for businesses to benefit from learning journeys and opportunities for trade with each other, as well as potential for supply chain collaboration. There are also opportunities to explore greater connectivity between the regions to promote tourism, including a visiting friends and relatives market, golf tourism and business visitors.
- 2.1.6 The initial focus of activity will be for officers from the two regions to develop a short-term action plan covering 12-18 months of activity, including trade fairs and exhibitions, business events and supply chain opportunities. Information has been shared on the investment approach in each of the two regions. This activity will be led by the Economic Development team in Fife Council through InvestFife and the Investor Assistance Centre in the Marshal's Office.
- 2.1.7 Regular meetings will be established between the Council's Business and Employability Service and the Department of Foreign Affairs and Economic Development in Kujawsko-Pomorskie. These meetings will occur quarterly to review progress against the action plan and identify short life working groups for sectoral or trade activity. It is proposed that the action plan and collaboration agreement are reviewed after 12 months.
- 2.1.8 The Marshal of Kujawsko-Pomorskie and Cabinet Spokesperson for Finance, Economy and Corporate Services, Fife Council (or their nominated representatives) will meet every 6 months as a minimum to review progress.
- 2.1.9 It is anticipated that regular meetings will be held electronically. Where practicable, in person meetings will be linked to trade and other business events in Fife/Scotland and Kujawsko-Pomorskie/Poland.
- 2.1.10 Fife Council will also work with Scottish Enterprise and Scottish Development International, via the newly established Scotland Trade Mission in Warsaw, to explore promotion of joint regional activity to Polish and Scottish firms seeking to invest in the two regions. The Council is an active participant in the Tay Cities International Trade and Investment Partnership, working with national agencies in the development of international trade opportunities.

## **2.2 Options**

- 2.2.1 Options considered by officers comprise the following.
- 2.2.2 **Option 1: Status quo.** A continuation of informal arrangements for civic events across the two regions, with continuation of arrangements in areas such as employability independently of any formal arrangement. There are no direct budget implications associated with this option.



- 2.2.3 **Option 2: Co-operation agreement (preferred option).** The entering into of a formal co-operation agreement would enable the development of an agreed action plan focused on areas of mutual interest, with the facility to seek and jointly bid for funding for activity not covered within existing resources (such as EU regional funding and UK trade and development funds).
- 2.2.4 The co-operation agreement acknowledges that activity will be linked to available resources. Where additional Fife Council resources may be required, for example in promotional activities, attendance at new trade fairs, etc., these will be considered through the development of the action plan and opportunities for repurposing or seeking transnational resources.
- 2.2.5 Similarly, where activities beyond the initial focus on economic development activity, such as education or culture, are identified, these activities will be agreed with the relevant Fife Council services.
- 2.2.6 **Option 3: Develop a wider trans-European co-operation approach to Fife's internationalisation.** Fife has existing links developed through its Interreg programmes to cities and regions across Europe. These have focused on programme activity around sector specific activities. It would be intended that if the Fife-Kujawsko-Pomorskie co-operation agreement provides tangible benefits to Fife's investment proposition, to be evaluated after 12 months, this could be extended to other regions, including those with existing links to Poland as well as Fife.
- 2.2.7 Option 2 is the preferred option to develop over the short term.
- 2.2.8 A formal signing ceremony for the agreement will be held at a mutually convenient date, this is anticipated to take place in early 2023.
- 2.2.9 The agreement can be reviewed at any time and either party may elect to end the relationship through the provision of three months' written notice.

## 3.0 Conclusion

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- 3.1 The Kujawsko-Pomorskie region has indicated a strong desire to formalise co-operation between Fife and its region, building on existing close ties.
- 3.2 Officers have explored the opportunities for trade development and assess that there are a number of key areas of synergy which can be developed between the two regions.
- 3.3 Fife Council will work with national agencies to support the development of links to Poland, with a particular focus on the Kujawsko-Pomorskie region.

### List of Appendices

Appendix 1 – Collaboration Agreement between Fife Council and Kujawsko-Pomorskie Voivodeship

### Report Contact

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Enterprise & Environment

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**CO-OPERATION AGREEMENT**  
between  
**THE KUJAWSKO-POMORSKIE VOIVODESHIP**  
**(REPUBLIC OF POLAND)**  
and  
**THE FIFE COUNCIL, SCOTLAND**  
**(UNITED KINGDOM)**

**the Kujawsko-Pomorskie Voivodeship (Republic of Poland),**  
represented by:

and

**The Fife Council, Scotland (United Kingdom),** constituted in terms of the Local Government etc (Scotland) Act 1994 and having its principal office at Fife House, North Street, Glenrothes, KY7 5LT  
represented by:

hereinafter referred to as Parties,

- considering the friendly relations between the authorities of both regions and the communities they represent;
- recognising the shared history and heritage of the two regions;
- based on mutual respect and established co-operation;
- convinced of the real need to open up new opportunities for cooperation;

agree as follows:

Article 1

1. The Parties shall, within their respective spheres of competence, develop cooperation on the basis of bilateral dialogue, partnership, equality and mutual benefit.
2. The cooperation between the Parties shall be consistent with the legal order of the Republic of Poland, and the laws of Scotland and the United Kingdom and in accordance with the laws of each Party.

Article 2

The cooperation will be implemented in the following areas:

- 1) economy, including but not limited to the exchange of information and experience, support of contacts between businesses and economic organisations between and beyond the regions, participation in fairs and exhibitions, organisation of trade missions

- 2) cultural and civic activities, including the exchange of information and experience, promotional activities, initiating and supporting contacts between institutions, cultural centres and other actors,
- 3) science and education, including promoting exchanges of experience and supporting contacts between schools, universities and research centres,
- 4) sports and tourism, including the exchange of information and experience,
- 5) other fields not mentioned above, that are of interest to both Parties.

Article 3

The cooperation of both Parties in the areas mentioned in Article 2 of this Agreement shall be made within the framework of available funds.

Article 4

The Parties shall organize, by rotation, regular meetings to establish a detailed co-operation plan and evaluate its effects.

Article 5

This Agreement shall not limit the co-operation of the Parties with other regions or the autonomy of the Parties.

Article 6

Any dispute arising out of the interpretation and implementation of this Agreement shall be resolved by mutual consultations and discussions between the Parties.

Article 7

Any changes and additions to the content of this Agreement will be modified or amended upon the written consent of both Parties.

Article 8

Parties agree that this Agreement will take effect upon signature and is concluded for an indefinite period of time. Each Party may withdraw from this Agreement by written notification to the other party. The end of cooperation shall be effective after three (3) months from receiving the notification.

Art. 9

This Agreement was signed in ....., on ....., in two identical copies, each in Polish and English, both texts having equal power.

For  
The Fife Council  
(United Kingdom)

For  
The Kujawsko-Pomorskie Voivodeship  
(Republic of Poland)

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