

Community and Housing Services Sub-Committee

Due to the Scottish Government Guidance relating to Covid-19, this meeting will be held remotely.



Thursday, 3rd February, 2022 - 10.00 a.m.

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. **MINUTE** – Minute of the meeting of the Community and Housing Services Sub-Committee of 29th October, 2021. 4 – 13
4. **TRUSTS ANNUAL REPORTS 2020-21** – Report by the Executive Director – Communities.
 - (a) Fife Cultural Trust 14 – 28
 - (b) Fife Golf Trust 29 – 35
 - (c) Fife Sports and Leisure Trust 36 – 56
5. **FIFE VIOLENCE AGAINST WOMEN PARTNERSHIP UPDATE** – Report by the Interim Senior Manager (Children Services, Sexual Health and BBV and Rheumatology) and Chair of Fife Violence Against Women Partnership. 57 – 91
6. **2021/22 REVENUE MONITORING** – Joint Report by the Executive Director - Finance and Corporate Services and the Executive Director – Communities. 92 – 105
7. **2021/22 CAPITAL MONITORING** – Joint Report by the Executive Director - Finance and Corporate Services and the Executive Director – Communities. 106 – 113
8. **REVISED COMMISSIONING ARRANGEMENTS FOR THE HOUSING SUPPORT AND HOMELESSNESS PUBLIC SOCIAL PARTNERSHIP (PSP)** – Report by the Head of Housing Services. 114 – 117
9. **SUPPORT FOR VOLUNTARY ORGANISATIONS** – Joint Report by the Head of Communities and Neighbourhoods and the Head of Housing Services. 118 – 139
10. **UPDATE REPORT - FORMALISING MANAGEMENT OF COMMUNITY HALLS AND CENTRES** – Report by the Head of Communities & Neighbourhoods. 140 – 142
11. **COMMUNITY DEVELOPMENT FINANCE INSTITUTION CONDUIT SCOTLAND - PROGRESS REPORT** – Report by the Head of Communities and Neighbourhoods. 143 – 150

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| 12. | A REVISED HOUSING ESTATES MANAGEMENT APPROACH – Report by the Head of Housing Services. | 151 -158 |
| 13. | GARDEN FENCING POLICY – Report by the Head of Housing Services. | 159 – 167 |
| 14. | COMMUNITY AND HOUSING SERVICES SUB-COMMITTEE FORWARD WORK PROGRAMME | 168 |
| 15. | AFFORDABLE HOUSING PROGRAMME (PUBLIC REPORT) – 44 NEW HOUSES - BELLYEOMAN ROAD, DUNFERMLINE – Joint Report by the Head of Housing Services, the Head of Assets, Transportation and Environment, the Head of Legal and Democratic Services and the Procurement Service Manager. | 169 – 172 |
| 16. | AFFORDABLE HOUSING PROGRAMME (PUBLIC REPORT) - 10 NEW HOUSES - FAIR ISLE ROAD, KIRKCALDY – Joint Report by the Head of Housing Services, the Head of Assets, Transportation and Environment, the Head of Legal and Democratic Services and the Procurement Service Manager. | 173 – 175 |
| 17. | AFFORDABLE HOUSING PROGRAMME (PUBLIC REPORT) – 51 NEW HOUSES – NEW FLOCKHOUSE, LOCHORE – Joint Report by the Head of Housing Services, the Head of Assets, Transportation and Environment, the Head of Legal and Democratic Services and the Procurement Service Manager. | 176 – 179 |

ITEMS LIKELY TO BE CONSIDERED IN PRIVATE

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.

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| 18. | AFFORDABLE HOUSING PROGRAMME (PRIVATE REPORT) – INCREASES IN MARKET PRICES – Joint Report by the Head of Housing Services, the Head of Assets, Transportation and Environment, the Head of Legal and Democratic Services and the Procurement Service Manager. | 180 – 181 |
| 19. | TRANSFER OF FORMER DEPOT SITE, ELGIN STREET, DUNFERMLINE – Report by the Head of Housing Services | 182 -184 |
| 20. | AFFORDABLE HOUSING PROGRAMME: (PRIVATE REPORT) – 44 NEW HOUSES - BELLYEOMAN ROAD, DUNFERMLINE – Joint report by the Head of Housing Services, the Head of Assets, Transportation and Environment, the Head of Legal and Democratic Services and the Procurement Service Manager. | 185 – 193 |
| 21. | AFFORDABLE HOUSING PROGRAMME (PRIVATE REPORT) - 10 NEW HOUSES - FAIR ISLE ROAD, KIRKCALDY – Joint Report by the Head of Housing Services, the Head of Assets, Transportation and Environment, the Head of Legal and Democratic Services and the Procurement Service Manager. | 194 – 201 |

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22. **AFFORDABLE HOUSING PROGRAMME (PRIVATE REPORT) –51 NEW HOUSES – NEW FLOCKHOUSE, LOCHORE** – Joint Report by the Head of Housing Services, the Head of Assets, Transportation and Environment, the Head of Legal and Democratic Services and the Procurement Service Manager.

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

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27th January, 2022

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**THE FIFE COUNCIL - COMMUNITY AND HOUSING SERVICES SUB-COMMITTEE –
REMOTE MEETING**

29th October, 2021

10.00 a.m. – 2.15 p.m.

- PRESENT:** Councillors Judy Hamilton (Convener), Lesley Backhouse, John Beare, Ken Caldwell, Alistair Cameron, Rod Cavanagh (substituting for Councillor Julie Ford), Neil Crooks, Linda Erskine, Fiona Grant, Helen Law, Donald Lothian, David J Ross and Darren Watt.
- ATTENDING:** Michael Enston, Executive Director - Communities; Paul Vaughan, Head of Communities and Neighbourhoods; John Mills, Head of Housing Services; Vania Kennedy, Service Manager - Income Poverty and Private Housing, Patricia Spacey, Safer Communities Manager, Helen Wilkie, Service Manager-Housing Condition and Supply, Ian Dawson, Lead Officer - Housing Sustainability, Carole Kennedy, Housing Professional, Affordable Housing and Regeneration, Housing Services; Ashley Birrell, Project Manager, Andy Maclellan, Team Manager (Community Projects), Ross Martin, Team Manager (Service Development and Strategy), Communities and Neighbourhoods; Paul D'Arcy, Project Manager, Carlene Simpson, Assistant Project Manager (Private Sector), Gavin Turner, Chartered Architect, Assets, Transportation and Environment Property Services; Allan Barclay, Service Manager - Maintenance, Mechanical and Electrical, Assets, Transportation, Enterprise, Environment and Building Services; and Wendy MacGregor, Committee Officer, Legal and Democratic Services.
- ALSO ATTENDING:** David Redpath, Chief Executive and Sarah Somerville, Business Development Manager, Citizens Advice and Rights Fife; Jeremy Harris, Chief Executive, Fife Coast and Countryside Trust; representatives of Fife Federation of Tenants and Residents Association (FFOTRA), Glenrothes and Residents Federation (GARF) and North East Fife Tenants and Residents Association (NEFTRA).
- APOLOGY FOR ABSENCE:** Councillor Graham Ritchie.

Prior to the start of business, the Convener paid tribute to Mark McCall, Service Manager (Safer Communities) who sadly passed away on 24th September, 2021. Mark was a people person who was highly respected and would be sorely missed by many Services across Fife Council. The Convener, on behalf of the Sub-Committee, offered her condolences to Mark's wife and family.

235. DECLARATIONS OF INTEREST

Councillor Caldwell declared an interest in Para. 238 – 'Fife Coast and Countryside Trust - Annual Review 2020/21' – being a Council appointed member on the Board for the Fife Coast and Countryside Trust. Councillor Caldwell also declared an interest in Para. 239 – 'Fife Community Safety Partnership Update' - being a member of the Community Safety Partnership Board.

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Councillor Erskine declared an interest in Para. 246 – ‘Lochore Meadows Country Park - Play Park Experience Project’ - being a member on the Board of the Friends of Lochore Group.

236. MINUTE

The Sub-Committee considered the minute of the Community and Housing Services Sub-Committee meeting of 26th August, 2021.

Decision

The Sub-Committee:-

- (1) agreed to approve the minute; and
- (2) acknowledged an update from the Executive Director - Communities, on para. 225 of the minute – ‘Play Spaces Strategy (2021-2026)’ - that a list of play park projects for replacement, prioritised as a health and safety requirement, would be reviewed in consultation with elected members and relevant Area Committee Conveners.

237. CITIZENS ADVICE AND RIGHTS FIFE - PERFORMANCE REPORT

The Sub-Committee considered a report by the Head of Communities and Neighbourhoods providing information on the performance of Citizens Advice and Rights Fife (CARF) during the period 2020/21.

Decision

The Sub-Committee:-

- (1) considered and acknowledged the content of the report and its appendices; and
- (2) acknowledged the performance and development of the organisation to date; considered and acknowledged the changes in service delivery due to the impact of the Covid-19 pandemic; and recognised there would likely be changes in demand for Services, as CARF emerged from the COVID-19 pandemic.

238. FIFE COAST AND COUNTRYSIDE TRUST - ANNUAL REVIEW 2020/21

The Sub-Committee considered a report by the Head of Communities and Neighbourhoods providing information to enable the monitoring and review of the activities and performance of the Fife Coast and Countryside Trust (FCCT) for the period 2020/2021.

Decision

The Sub-Committee considered and acknowledged the continued development and performance of the Fife Coast and Countryside Trust in 2020/2021.

239./

239. FIFE COMMUNITY SAFETY PARTNERSHIP UPDATE

The Sub-Committee considered a report by the Head of Housing Services providing an update on the progress of Fife Community Safety Partnership (FCSP) in the delivery of the Safer Communities Vision during the period February 2020 to September 2021. Updates on changes in membership, role and remit and detail of the FCSP Delivery Plan were included in the report.

Decision

The Sub-Committee:

- (1) considered and acknowledged progress made to date;
- (2) approved the Fife Community Safety Partnership Delivery Plan;
- (3) approved the proposal to establish a sub-group to develop and deliver Fife's Community Justice Outcome Improvement Plan (CJOIP).

The meeting adjourned at 11.30 a.m'

The meeting reconvened at 11.45 a.m.

240. HOUSING SERVICE PERFORMANCE REPORT AND 'PATHWAY TO IMPROVEMENT' 2019-22

The Sub-Committee considered a report by the Head of Housing, presenting the annual performance scorecard for Housing Services in 2020-21 and detailing outcomes of the annual update of the 'Pathway to Improvement' 2019-22.

Decision

The Sub-Committee:-

- (1) considered and acknowledged the Housing Services' performance information detailed in Appendix 1 to the report; and
- (2) considered and noted performance in year two of the Pathway to Improvement for 2019-22, detailed in Section 2.0 and Appendix 1 of the report.

241. ANNUAL ASSURANCE STATEMENT 2021

The Sub-Committee considered a report by the Head of Housing presenting recommendations for the submission of the Annual Assurance Statement 2021 to the Scottish Housing Regulator, based on regulatory guidance established in 2019.

Decision/

Decision

The Sub-Committee:-

- (1) noted the revisions to the housing regulatory framework in 2019, which required the preparation of an Annual Assurance Statement, detailed in Section 2.0 and 3.0 of the report;
- (2) agreed the wording of the draft Annual Assurance Statement 2021 based on the compliance position at March 2021, detailed in Section 4.0 and Appendix 1 of the report; and
- (3) agreed that the final draft Annual Assurance Statement 2021 would be submitted to the Scottish Housing Regulator by the deadline of 31st October, 2021.

242. STRATEGIC HOUSING INVESTMENT PLAN 2022-27

The Sub-Committee considered a report by the Head of Housing Services seeking authority for the submission of Fife's Strategic Housing Investment Plan (SHIP) 2022/23 – 2026/27 to the Scottish Government. The plan was revised and updated annually over a rolling 5-year period.

Decision

The Sub-Committee:-

- (1) agreed the Strategic Housing Investment Plan (SHIP) 2022/23 – 2026/27 based on the priorities and principles outlined in the report; and
- (2) authorised the Head of Housing Services, in consultation with the Sub-Committee Convener and Vice-Convener, to amend/substitute projects within the SHIP as required.

243. ENERGY EFFICIENCY STANDARDS FOR SOCIAL HOUSING 2

The Sub-Committee considered a report by the Head of Housing Services providing initial scoping of the requirements and challenges of achieving the Energy Efficiency Standard for Social Housing (ESSH) 2 by 2032. The report confirmed the need to develop a multi-year Delivery Plan for Fife Council to meet the standard and to contribute positively to reducing fuel poverty and to the climate emergency.

Decision

The Sub-Committee:

- (1) noted the standards required to achieve ESSH 2;
- (2) agreed to the full development of a ESSH 2 Delivery Plan (2023-32) and the establishment of a ESSH 2 Delivery Board as outlined in Section 3.9 of the report; and
- (3)/

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- (3) agreed that a further report would be submitted to the relevant Committee by the end of 2022-23.

244. NEW BUILD TRANSITIONAL AFFORDABLE HOUSING PROGRAMME (TAHP) (2022-24)

The Sub-Committee considered a report by the Head of Housing Services detailing the Transitional Affordable Housing Programme (2022-24) to be delivered between the end of the Phase 3 Affordable Housing Programme (AHP) in May 2022 and the proposed start of the future Phase 4 AHP in June 2024.

Decision

The Sub-Committee:

- (1) noted the agreement in principle of the Policy and Co-ordination Committee of 24th June 2021 to the delivery of up to 1200 affordable houses between Fife Council and the Fife Housing Association Alliance through the implementation of a 2-year Transitional Affordable Housing Programme 2022-24;
- (2) noted that a report would be submitted to the Policy and Co-ordination Committee meeting on 9th December, 2021 to seek agreement on the additional borrowing requirement in support of the Transitional Affordable Housing Programme;
- (3) agreed the programme of sites to be included in the Transitional Affordable Housing Programme to achieve delivery of the desired number of houses by June 2024, subject to approval by the Policy and Co-Ordination Committee on 9th December, 2021; and
- (4) confirmed that the housing mix on site would be founded on the existing Fife Council policy criteria.

245. TACKLING POVERTY AND PREVENTING CRISIS UPDATE

The Sub-Committee considered a report by the Executive Director - Communities updating members on progress following the Tackling Poverty and Crisis Prevention report submitted to the Policy and Co-ordination Committee in March 2021.

Decision

The Sub-Committee considered and acknowledged the progress made to date as outlined in the report.

246. LOCHORE MEADOWS COUNTRY PARK -PLAY PARK EXPERIENCE PROJECT

The Sub-Committee considered a report by the Head of Communities and Neighbourhoods providing an update on progress to develop a new destination play park facility located within Lochore Meadows Country Park (LMCP).

Decision/

Decision

The Sub-Committee:

- (1) agreed to approve the Fife Council funding of £500,000 allocated in the 2017-2027 Capital Plan;
- (2) noted that funding from the NHS had not been successful and that alternative match funding would be sought; and
- (3) endorsed the investment of up to £200,000 allocated in the 2021-2031 Capital Plan.

Councillor Alistair Cameron left the meeting during consideration of the following item.

247. COMMUNITY LEARNING AND DEVELOPMENT PLAN - 2021-24

The Sub-Committee considered a report by the Head of Communities and Neighbourhoods presenting an overview of the Community Learning and Development Planning arrangements for the development of the refreshed plan for the period 2021-2024.

Decision

The Sub-Committee:-

- (1) noted the progress areas made with the 2018 – 2021 CLD Plan;
- (2) supported the work being done by the CLD Partnership around the delivery and scrutiny of the CLD Plan for the period 2021 - 2024; and
- (3) agreed that an annual report would be submitted to the relevant Committee commencing October 2022, to highlight progress of the CLD Plan ambitions.

248. COMMUNITIES AND NEIGHBOURHOODS SERVICE PERFORMANCE REPORT

The Sub-Committee considered a report by the Head of Communities and Neighbourhoods presenting the performance scorecard for the Communities and Neighbourhoods Service for 2020/21.

Decision

The Sub-Committee:-

- (1) considered and acknowledged the Communities and Neighbourhoods Service performance information presented in Appendix 1 of the report;
- (2) considered the requirement that further review work or scrutiny would be necessary in the scope of the review;
- (3) noted the arrangements set out to fulfil the Council's obligation to comply with Audit Scotland's 2018 SPI Direction;
- (4)/

2021 CHSC 123

- (4) noted the information regarding the Area report detailed in Appendix 2 of the report;
- (5) noted the information regarding the Workforce profile detailed in Appendix 3 of the report; and
- (6) noted the information regarding the Active Fife Way of Life detailed in Appendix 4 of the report.

The meeting adjourned at 13.20 p.m.

The meeting reconvened at 13.40 p.m.

249. COMMUNITY AND HOUSING SERVICES SUB-COMMITTEE FORWARD WORK PROGRAMME

The Sub-Committee noted the Community and Housing Services Sub-Committee Forward Work Programme which would be updated accordingly.

250. AFFORDABLE HOUSING PROGRAMME (PUBLIC REPORT) - 8 NEW HOUSES - WESTWOOD PARK, GLENROTHES

The Sub-Committee considered a joint report by the Head of Housing Services, the Head of Assets, Transportation and Environment, the Head of Legal and Democratic Services and the Procurement Service Manager seeking authority as part of the ongoing implementation of Phase 3 (2017-22) of the Fife Affordable Housing Programme, to continue negotiations and conclude a legally binding agreement with the Developer as outlined in the relevant appendix to the report:

- (a) to purchase newly constructed units to Housing for Varying Needs Standards.

Decision

The Sub-Committee noted the content of the report for the site above, and that there followed, later on the agenda, a confidential report providing detailed information on the (commercial) terms as contained in the report at Para. 253 below.

251. AFFORDABLE HOUSING PROGRAMME (PUBLIC REPORT) - 97 NEW HOUSES - LUMPHINNANS ROAD, COWDENBEATH

The Sub-Committee considered a joint report by the Head of Housing Services, the Head of Assets, Transportation and Environment, the Head of Legal and Democratic Services and the Procurement Service Manager seeking authority as part of the ongoing implementation of Phase 3 (2017-22) of the Fife Affordable Housing Programme, to continue negotiations and conclude a legally binding agreement with the Developer as outlined in the relevant appendix to the report:

- (a)/

2021 CHSC 124

- (a) to acquire the site for the development of new affordable Council houses for rent; and
- (b) for the construction of new affordable Council houses for rent (recognising the stated figures may be adjusted as the detail in the proposals was worked through).

Decision

The Sub-Committee noted the content of the report for the site listed above, and that there followed, later on the agenda, a confidential report providing detailed information on the (commercial) terms as contained in the report at Para. 254 below.

252. AFFORDABLE HOUSING PROGRAMME (PUBLIC REPORT) - ACQUISITION OF 43 UNITS - CARDEN CRESCENT, CARDENDEN

The Sub-Committee considered a report by the Head of Housing Services, updating members on the purchase of the affordable housing site on land to the west of Carden Crescent, Cardenden, Fife.

Decision

The Sub-Committee:-

- (1) noted the content of the report for the site listed above, and that there followed, later on the agenda, a confidential report providing detailed information on the (commercial) terms as contained in the report at Para. 255 below; and
- (2) noted that due to the urgency to secure the site and protect the local supply chain, that the Executive Director, Enterprise and Environment authorised the purchase of the Phase 3 and 4 Cardenden site (the Convener and Vice-Convener of Community and Housing Services Sub-Committee, the Chief Executive and Executive Director, Finance and Corporate Services had been advised prior to the purchase).

The Sub-Committee, under Section 50(A)(4) of the Local Government (Scotland) Act 1973, agreed to exclude the public and press from the meeting for the following items of business - at Para. 253, Para. 254 and Para. 255 - 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 to the Act.

253. AFFORDABLE HOUSING PROGRAMME (PRIVATE REPORT) - 8 NEW HOUSES - WESTWOOD PARK, GLENROTHES

The Sub-Committee considered a joint report by the Head of Housing Services, the Head of Assets, Transportation and Environment, the Head of Legal and Democratic Services and the Procurement Service Manager seeking authority as part of the ongoing implementation of Phase 3 (2017-22) of the Fife Affordable Housing Programme, to continue negotiations and conclude legally binding agreements with the Developer as outlined in the relevant appendix to the report:

- (a)/

- (a) to purchase newly constructed units to Housing for Varying Needs Standards.

Decision

The Sub-Committee agreed to authorise the Head of Housing Services, the Head of Assets, Transportation and Environment and the Head of Legal and Democratic Services to conclude negotiations and enter into legally binding agreements on terms to their satisfaction for:

- (1) The acquisition from Keepmoat Homes Limited of 8 new affordable council houses for rent at the site known Westwood Park, Glenrothes for the total cost detailed in the report (recognising that figure may be adjusted as detail of the proposal was worked through) all as described in Appendix A. The acquisition will be for completed units. This was an addition to the 34 units that were approved at Sub-Committee in May 2021, the cost per unit remains the same from the last approval.

254. AFFORDABLE HOUSING PROGRAMME (PRIVATE REPORT) - 97 NEW HOUSES - LUMPHINNANS ROAD, COWDENBEATH

The Sub-Committee considered a joint report by the Head of Housing Services, the Head of Assets, Transportation and Environment, the Head of Legal and Democratic Services and the Procurement Service Manager seeking authority as part of the ongoing implementation of Phase 3 (2017-22) of the Fife Affordable Housing Programme, to continue negotiations and conclude legally binding agreements with the Developer as outlined in the relevant appendix to the report: In the case of Lumphinnans Road, Cowdenbeath, (Appendix A):-

- (a) to acquire the site for the development of new affordable council houses for rent; and
- (b) for the construction of new affordable council houses for rent (recognising the stated figures may be adjusted as the detail in the proposals is worked through).

Decision

The Sub-Committee agreed to authorise the Head of Housing Services, the Head of Assets, Transportation and Environment and the Head of Legal and Democratic Services to conclude negotiations and enter into legally binding agreements on terms to their satisfaction for:

- (1) The acquisition from First Endeavour LLP of the site of the proposed housing development of 97 new affordable council houses for rent at the site known as Lumphinnans Road, Cowdenbeath, as described in Appendix A.
- (2) The award of a construction contract for the construction of 97 new council houses for social rent at the site known as Lumphinnans Road, Cowdenbeath for the total cost as detailed in the report (including land), recognising that the figure may be adjusted as the detail of the proposal is worked through under the Negotiated Without Call For Competition Procedure.

This/

2021 CHSC 126

This approach was inline with Regulation 33(1)(b)(iii) of the Public Contract (Scotland) Regulations 2015 and 10.9 (a) of Fife Councils Scheme of Tender Procedures on the grounds of the special circumstances described in this report (protection of exclusive rights).

255. AFFORDABLE HOUSING PROGRAMME (PRIVATE REPORT) - ACQUISITION OF 43 UNITS - CARDEN CRESCENT, CARDENDEN

The Sub-Committee considered a report by the Head of Housing Services updating members on the purchase of the Affordable Housing site, on land to the west of Carden Crescent, Cardenden, Fife.

Decision

The Sub-Committee noted, due to the urgency to secure the site and protect the local supply chain, that the Executive Director, Enterprise and Environment had authorised the purchase of the Phase 3 and 4 Cardenden site (the Convener and Vice-Convener of Community and Housing Services Sub-Committee, the Chief Executive and Executive Director Finance and Corporate Services had been advised of the purchase).

3rd February 2022

Agenda Item No. 4 (a)

OnFife (Fife Cultural Trust) – Annual Review

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

Wards Affected: All Wards

Purpose

The purpose of this report is to review the performance of OnFife in its operation from 1st April 2020 to 31st March 2021.

Recommendation

Members are asked to note and comment on the continued development and performance of OnFife in 2020/2021.

Resource Implications

There are no specific resource implications.

Legal & Risk Implications

There are no legal and risk implications.

Impact Assessment

An equality (EqIA) Impact Assessment is not required as this is a retrospective annual update report on the performance of OnFife.

Consultation

OnFife's annual report was approved on 8th December 2021 by the OnFife Board and accepted by the Council in its capacity as the sole member.

1.0 Background

- 1.1 OnFife continues to deliver services and experiences which contribute to all four themes in the Plan for Fife 2017-2027.
- 1.2 In addition to regular meetings to discuss a range of issues, the Council reviews the performance of OnFife via quarterly meetings in which user figures, financial performance, investment programmes, health & safety and many other aspects of the business are assessed against the service specification within the services agreement which underpins the management fee paid by Fife Council to OnFife.
- 1.3 For full Background see Appendix 2.

2.0 Response to Covid-19

- 2.1 Throughout the pandemic OnFife has consistently adapted with creativity and imagination to develop new ways of working that continue supporting communities and engaging with audiences. Whilst challenges remain OnFife is optimistic that with the continued support of Fife Council, coupled with its own strategic resilience, that it is well positioned to respond to these with confidence.
- 2.2 OnFife is finalising the development of a new two-year **Recovery and Renewal Strategy** to ensure it adapts quickly, has clear focus, and can recover and thrive in the longer term. The overall purpose of the strategy is sustainability, and the planning process will be completed in early 2022, after which it will move quickly to put into action the elements that are not already part of its day-to-day work.
- 2.3 Having been postponed twice due to Covid-19, OnFife is in full planning mode for the forthcoming **Jack Vettriano: The Early Years** exhibition at Kirkcaldy Galleries (17 June to 23 October 2022). As a direct result of experience gained during the pandemic, this major exhibition now benefits from additional digital support which will include new and re-purposed filmed interviews with the artist and the use of QR codes to access additional layered interpretation about the art works. The show is set to increase Fife's profile and bring major benefits to the region in terms of increased visitor spend/footfall and community engagement.
- 2.4 OnFife has **ambitious plans for the Adam Smith Theatre**, currently undergoing refurbishment as part of the Council's capital programme. It is keeping all key stakeholders updated and, through a planned PR campaign, ensuring that the theatre's profile is kept in the public eye to ensure audiences remain fully briefed and engaged. A grand reopening in 2023 is being planned to coincide with the Adam Smith Tricentenary celebrations.
- 2.5 The **return of programming and OnFife's theatre shows** has been a huge step forward. OnFife made the commitment to come back supporting local production companies, which it did with resounding success at Lochgelly Centre with Nardone's Academy of Performing Arts production of *Oliver!*, which saw 1,144 people attend. Although a Professional Programme has been scheduled, the continuity of the programme remains dependent on the ongoing pandemic impact and associated government guidelines and remains a challenge.
- 2.6 Work continued on **revisiting and reviewing the future direction of both the Trust's Cultural Heritage & Wellbeing and Libraries Services** with a view to ensuring the OnFife offer is vibrant, relevant and sustainable. This now forms the basis of focused work around OnFife's Recovery & Renewal Strategy to ensure that both Cultural Heritage & Wellbeing and Libraries contribute to and align with its key strategic priorities.
- 2.7 Customers/communities remain central to service development and in 2019/20 OnFife undertook an ambitious research project, *Walking in the Shoes of Our Customers*, to assess all branches from the perspective of various customer 'personas', e.g., someone with a disability, a young parent or someone with dementia. The findings are helping shape thinking and OnFife's approach to prioritising and reshaping customer service and delivery.
- 2.8 With the loss of generated income, OnFife's teams worked hard to apply for external funding, which both raises the profile of the Trust with national funders and supports creative activities and the wider creative sector in Fife. This resulted in major achievements with **funding totalling £904,130** between April 2020 and November 2021 being levered into Fife. Some of the big wins included:

- 2.8.1 £278,187 from Creative Scotland's Performing Arts Venue Relief Fund. The money was used to support a programme of events and workshops providing much needed income for artists and creatives as well as entertainment and learning for Fife audiences.
- 2.8.2 OnFife Libraries were successful in being awarded more than £48,000 from the Public Library Improvement Fund for a project called Data-Led Library Leadership. The funding allowed work with The Research Group (TRG) to analyse the mass of information held in the library management system in order to understand readers and other users better. The results will be used to target library audiences in a more meaningful way.
- 2.8.3 £50,000 from Creative Scotland's Youth Arts Small Grants Fund, which OnFife distributed to fund ten projects in Fife, including drama, murals and ezines which made an impact throughout 2021 and beyond.
- 2.8.4 A £14,676 Creating Better Lives in Fife grant from the Life Changes Trust was used to develop a programme of dementia-friendly, intellectually stimulating activities for those with mild to moderate symptoms and their families, friends and carers.
- 2.8.5 Partnership funding between OnFife, Carnegie Dunfermline Trust, Fife Coast and Countryside Trust, Fife Council and NHS Fife saw £247,000 awarded from the National Lottery Heritage Fund to imaginatively use the heritage of Dunfermline and West Fife to improve the wellbeing of local people in most need.
- 2.9 Snapshot of OnFife's pandemic journey – see Infographic Appendix 1.
- 2.10 Support from Fife Council, and elected members, and the Trade Unions, throughout Covid-19 has been consistently strong and very much valued with monthly meetings in place to review financial challenges and inform strategic planning.

3.0 Achievement and Performance

- 3.1 See Appendix 3 for key performance indicators.
- 3.2 While OnFife was unable to hold in-person activities in Theatres, Libraries and Heritage venues, the imaginative and creative alternatives it created continued to reflect the Fairer Fife priorities and Plan4Fife areas of focus.
- 3.3 OnFife returned services as quickly as possible throughout the year. However, the pandemic meant 2020/21 could not be described as business-as-usual, with theatres closed and libraries and galleries & museums reopening to operate within the limitations of Covid-19 guidelines. It rose to this challenge by adapting services, continuing to support communities, staying engaged with existing customers and tapping into new customers with its digital offerings. Whenever possible, activities supported the Fairer Fife priorities.

Thriving Places

- 3.4 When OnFife's physical places closed, it quickly created 'virtual' thriving places that promoted wellbeing so people of all ages could continue to access services. Activities that made the greatest impact and had the most popular engagement included these examples below.
 - 3.4.1 The **LibrarYAY** Facebook group, launched in reaction to the first lockdown, went on to become a fantastic and enduring success with families. At the end of its first full year, it had nearly 3,000 followers and it now programmes seven days a week, offering live events for schools and families alongside story times, weekly Code Clubs, Kids' Dens activities, Lego Clubs, Chatterbooks and much more.

- 3.4.2 Exhibitions had to go online as the physical doors closed. Craft videos were filmed, quizzes and other digital challenges were made for exhibitions **Blooming Marvellous** and **Explore! Travellers and Trailblazers**. When OnFife was able to reopen, with reduced physical interactivity, free individual exhibition activity packs were offered to visitors to take away to do at home. More video screens were added to these exhibitions with tailored recorded content. The pandemic disrupted exhibition scheduling; however, access to Fife's art collection was enhanced on **Art UK**. Four art 'curations' - online exhibitions of paintings - were produced, one celebrated the 150th anniversary of the Scottish Colourist, S.J. Peploe, and another highlighted women artists in the collection.
- 3.4.3 OnFife's first entirely virtual **Book Week Scotland Festival** took place in November 2020. With Fife under Level 3 Covid restrictions, children were in school and its programme was both ambitious and varied. The festival was grant-funded in the main but with adult events charged. OnFife also invited public donations via a button on a free event pages and invited schools to sponsor authors. The programme offered 28 events for schools, children and families, with 23 specially commissioned or created by the Young People's team. Adult events were equally imaginative, including a celebration of Jackie magazine and Confessions of a Bookseller, as well as an online writing competition. 30 events enjoyed a total reach of 12,695 and views of 2,415, which represents an audience estimated at 7,898.
- 3.4.4 The **Moments in Time** team moved its work online, providing prompts to start conversations which could be used in working and caring for those living with dementia. This included poetry, reminiscence and slide shows. As well as providing 19 conversations with prompt posts, an additional 24 posts signposted people to other organisations' dementia content or information that people might find useful. In total for 2020/21, 43 dementia-related Facebook posts had a combined reach of 54,137 and 3,222 engagements.

Community-led Services

- 3.5 Although working in new and different ways, OnFife continued to have communities and customers at the heart of services and how it delivered them.
- 3.5.1 **OnFifeCares** calls were made to all library members aged 70 and over, including some of its most vulnerable customers, during the first lockdown. More than 2,600 calls were made, with feedback showing that the calls were really welcomed, particularly by those who were on their own.
- 3.5.2 The **Library Home Delivery service** adapted and rose to the challenge of delivering during a pandemic. The service was expanded during lockdown, offering it to people who were shielding or identified as vulnerable as part of the local response to Covid-19. Instead of the usual home visit, door-step delivery was introduced ensuring avid readers still received their bespoke collection of books, providing a lifeline to otherwise isolated members of Fife's communities.
- 3.5.3 **Libraries Week 2020** showcased how libraries nationwide continued to engage communities with reading and how they helped to create a nation of readers. This week-long awareness-raising campaign let OnFife highlight services, in particular its online offer, and it engaged with its reading communities through a series of 'extreme reading' posts on social media – encouraging readers to post pictures of where they read. Extreme reading posts reached 3,900 with 235 engagements and posts highlighting services reaching a further 3,600 with 52 engagements and overall total of 7,500 reach and 287 engagements. OnFife's first online author event took place during Libraries Week with Fife author James Oswald meeting a small group of readers to celebrate both Libraries Week and Cupar 150, a year-long celebration of the Duncan Institute, home of Cupar Library. Bestselling author Elly Griffiths joined an in-conversation event in

February which was booked out, with 40 people joining in with OnFife's first 'pay what you can' author event.

- 3.5.4 **Volunteers and supporters** were not forgotten despite not being able to meet face-to-face. Regular groups such as the sewing circle and the Archives volunteers were contacted by email and phone to keep them informed and to check on their wellbeing. The Friends of Kirkcaldy Galleries' 30th anniversary was celebrated in the February 2021 edition of OnFife's Cultural Heritage behind-the-scenes videos released on social media.
- 3.5.5 The **Ways to Wellbeing** festival, designed to bring people together and highlight all the ways OnFife can help with positive wellbeing, moved online and was a week-long programme connected to Mental Health Awareness week with the theme of kindness. OnFife Libraries Facebook page saw a mix of practical, inspirational, fun and informational posts helping to keep Fife focused on positivity and wellbeing – from online book bladders to puzzles and mindfulness. The week saw a massive rise of 63% in post engagement across the week with over 22,000 people reached, a rise of 16%.

Inclusive Growth and Jobs

- 3.6 OnFife continues to support Inclusive Growth and Jobs.
- 3.6.1 Internally, OnFife is looking to achieve the sustainability of the organisation and jobs through a Recovery and Renewal Strategy and reshaping services for greater efficiency and increased collaborative working.
- 3.6.2 Through the Performing Arts Venue Relief Funds, OnFife commissioned more than 100 creatives. This includes the creation of 15 new works, three artists residencies and the creation of 72 events and activities including the recording and sharing of performances, facilitating skills development workshops for local creatives and hosting online discussions. Also, thanks to the fund OnFife was able to safeguard the jobs of our talented theatre staff. This has been vital to the sustainability of the business from both a skills and venue knowledge perspective. Without this investment we would have lost key individuals with invaluable knowledge and experience in running our venues and shows.
- 3.6.3 As well as contributing to Wellbeing, Volunteering is a powerful way of growing skills and confidence and improving job prospects. During 2020/21, despite being unable to meet face-to-face, OnFife continued to keep in touch with its volunteers and supporters. In total it worked with 20 volunteers throughout the pandemic, supporting them as they support the delivery of services and helped increase their skillset.
- 3.6.4 OnFife supported two young people through Modern Apprenticeships, one in Business Administration and the other in Digital Marketing, giving them the skills needed to go on to secure full-time positions within the Trust. OnFife also supported three students from Fife College HND Events Management Course and gave them the opportunity to gain the vital real-life experience of working in the sector required to complete their course. The students worked with the Trust for 35 hours to develop a film programming strand aimed at young audiences and they supported the programming and delivery of an online festival as well as promoting library services to teenagers.

Opportunities for All

- 3.7 Through a range of creative services and activities, OnFife continues to provide opportunities for all.
- 3.7.1 Scottish Government funding through the Scottish Council for Voluntary Organisations (SCVO) proved crucial in allowing OnFife to develop online services and support for the most isolated and vulnerable adults and children in Fife. It allowed OnFife to purchase a wide selection of online books and audiobooks for all ages, delivery bags

and other resources. For children, it funded 1,000 Wonderboxes – fun and learning packs developed by partners Children’s University Scotland to directly support children with little or no access to technology. This led to an increased uptake in OnFife’s Summer Reading Challenge by children from less advantaged backgrounds of around 40%.

- 3.7.2 **Artists in Residency** - three artists worked over three months at the start of 2021 with three different groups, each with a very different focus. Fife singer-songwriter David Latto worked with older people recording their stories and made it into a song. Award-winning non-binary drag artist Jordy Deelight worked with the LGBTQ+ community and a local volunteer with a focus on their own experiences of Covid-19 and produced a short film. And queer, Scottish, disabled interdisciplinary artist Eilidh Ellery looked at barriers to the arts. They hosted online workshops for adult learners, in collaboration with a variety of disabled creatives, who either already performed, or wanted to learn.
- 3.7.3 Moving **Kids’ Dens** from physical to virtual provided the opportunity to reach families and young people in a completely different way. From April 2020-March 2021, OnFife created over 21 Kids’ Dens Blocks – a staggering 200+ sessions – including Code Clubs, Chatterbooks, Junk Modelling, Eco crafts, Science and Lego Clubs. All in all, Kids’ Dens exceeded well over 15,000 views, with a Facebook reach of over 150,000.
- 3.7.4 With many children unable to attend school for a portion of the year, supporting parents with **home schooling** became a major focus for OnFife. In January 2021 it introduced a special programme from Monday to Friday on the LibraYAY Facebook page, with a weekly theme curating the best in age-appropriate learning from across the internet. This saw a surge in followers and great feedback. As schools began to reopen in March this became more classroom-friendly, with a first ‘live’ Teams event with Emily Dodd attracting a capacity audience of over 3,000 children.

4.0 Financial Performance

Financial Management

- 4.1 OnFife’s ongoing efforts ensured continuity of Financial Management.
 - 4.1.1 OnFife entered the financial year 2020/21 with all its venues closed and no capacity to generate income. Working with its Board, a financial plan to mitigate the impact of Covid-19 was put in place with significant restrictions on spending across the organisation. Financial resources were focused on enabling services to move to digital platforms and supporting team members to work from home.
 - 4.1.2 Monthly meetings with Fife Council were introduced to review income and expenditure and closely monitor the financial forecasts, with a strong collaborative approach to addressing the legal and governance issues that a charity and limited company faced following such a radical change in operations and finances. This approach continued throughout the year and was instrumental in ensuring that the charity and the Board of Trustees were able to meet all legal requirements and that the organisation was found to be a ‘going concern’ by the external auditors, with the letter of comfort from Fife Council providing significant support in this regard.
 - 4.1.3 All efforts have been extended throughout the year to ensure that OnFife continued to manage its finances prudently, and over the course of the year expenditure was reduced by £2.3m when compared to previous years. This is linked to reduced payroll for casual staffing linked to the theatres being closed, reduced purchases for library services with spending being focused on digital licences to better enable remote access to reading materials over hardcopy books, and the usual estate costs that were not incurred through

lack of access to buildings. However, in the face of reduced expenditure OnFife also experienced reduced income of £1.15m due to the closure of the Theatres and cessation of all trading activities.

- 4.1.4 Alongside financial support from Fife Council, OnFife identified and successfully applied for £317,085 of external funding that was open to the organisation as a charity, for example from Creative Scotland Performing Arts Venues Relief Fund and Museums Galleries Scotland. This funding was used to support projects such as service redesign, helping OnFife move to digital platform and also enabled OnFife to provide financial support to the creative sector. Full use was also made of the Government Coronavirus Job Retention Scheme, which provided £317,184 of support during the year.

Agreed Savings

- 4.2 Despite the impact of Covid-19 on the organisation's finances and overall resources, OnFife still ensured that it progressed essential work in relation to realising previously agreed savings. As such in September 2020 it progressed with previous plans for service redesign that presented an opportunity for savings. The process was completed by March 2021, resulting in £0.5m of savings being realised in the next financial year.

Return to trading and long-term impact

- 4.3 OnFife has identified the risk around the return to trading and the long-term impact of Covid.
- 4.3.1 Returning to trading presents a financial risk to OnFife. It cannot guarantee the same customer numbers and income it previously enjoyed, however, the expenditure required to reinstate theatre programming, cafés, bars and other income-generating activities remains the same. It is focusing attention on reaching out to audiences and ensuring that as far as possible it is providing reassurances in relation to Covid safety measures and providing a programme of activities and shows that are enticing and encourage a return to venues.
- 4.3.2 It is anticipated that it will be three years or more before the Trust will be generating income in line with previous years, and it will need to invest time and resources in understanding the post-Covid environment and customer behaviour to ensure that it is designing a programme that is in line with audience expectation.

5.0 Future Challenges and Plans

- 5.1 The ongoing impact of Covid-19 will be felt across all services, both financially in terms of generated income and in re-engaging with audiences. However, it also brings opportunities to reach people in new and exciting ways. While nothing can match the excitement of live performances or the wellbeing from in-person contact and shared experiences, OnFife's growing digital expertise gained during the pandemic will enhance everything it does as it moves forward.
- 5.2 Following in the footsteps of the Council's Recovery & Renewal Strategy, OnFife is in the final stages of developing a 24-month Recovery & Renewal plan designed to deliver financial sustainability and return audiences/customers to venues.
- 5.3 Work continues on an organisation-wide Change Programme commenced in mid-2020 and consisting of:
- Customer Engagement review – designed to re-engage audiences, build new audiences, create relevant experiences, and provide empathetic customer care. A key focus of its work over the Recovery & Renewal period is building sustainability

through improvements in the collection and interpretation of customer data to better understand customer needs and desires.

- A review of Theatres Programme approach - ensuring all operations are fit for purpose with the right team members, skills mix and contractual arrangements in place to ensure a robust approach to deals, sales and income optimisation.
- Creative Services restructure – ensuring a collaborative approach to service design and the provision of cultural experiences which are customer-centric, accessible and relevant.
- Cultural Heritage & Wellbeing and Libraries reviews, which form the basis of focused work around OnFife's Recovery & Renewal Strategy.
- Corporate Services review – ensuring all support functions are able to provide the necessary foundations for the organisation to operate.
- Operations review – to revise management responsibilities in line with the individual's experience with responsibilities and leadership. Development of the role of the supervisors to improve engagement and performance from frontline teams. Develop collaborative solutions around rostering to help deliver enhanced customer experiences.
- Digital review – ensuring the Trust is using the best digital platforms and systems internally and externally to bring good quality services to people in Fife.

5.4.1 Continued support of capital investment from Fife Council includes:

- Approximately £4.5m to complete the enhancement and refurbishment of Adam Smith Theatre.
- Upgrade of lighting, sound systems and health and safety at Lochgelly Centre, Rothes Halls and Carnegie Hall at a cost of approximately £1m.
- The replacement of the two Mobile Library vehicles at a cost of approximately £300,000.

6.0 Conclusion

6.1 This report sets out an overview of the 2020/21 year for OnFife and an update on how Covid-19 has impacted the organisation, its services and activities. The Trust has continued to perform well in difficult circumstances and, in particular, has continued to innovate across the business in order to maximise efficiency and effectiveness and match costs to income more closely. It has continued to adapt to ensure greater customer focus and long-term sustainability. Throughout this, OnFife has always kept sight of its purpose to provide inclusive and welcoming cultural services, activities and events that excite, inspire and, above all, improve the lives of those who participate and communities.

List of Appendices

1. OnFife's journey through the pandemic so far.
2. Background.
3. KPIs and SPIs

Background Papers

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

- Fife Cultural Trust (OnFife) Annual Report and Accounts 2020/21 - <https://www.onfife.com/wp-content/uploads/2022/01/FCT-Accounts-2021.pdf>
- Fife Cultural Services Trading Limited Annual Report and Accounts 2020/21 - <https://www.onfife.com/wp-content/uploads/2022/01/FCSTL-Accounts-Dec-2021.pdf>

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Communities & Neighbourhoods Service

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Shine OnFife
 Culture's coming home
 #ShineOnFife

The #ShineOnFife campaign was created to bring light to the darkness of lockdown. We shared activities and inspiration as we switched overnight to a virtual world.

Hit virtual activities included Bookbugs, art classes and specialist talks, book readings, history tours, artists in residence workshops and a Spring Festival.

Project funding secured (Apr 2020 - Dec 2021) > £904,130

Connect & Collect
 More than **92,503** books were borrowed through Connect & Collect.



OnFife Cares
 We made **2,600+** OnFifeCares calls to older library members to check all was well.

Digital Borrowing
 Use of **eBooks, eMags** and **eAudio** more than doubled from **148, 843** in 2019/20 to **372,547** in 2020/21.

223,704 ↑

OnFife Facebook page provided **46,300 minutes** - or **32 days** - of video viewing time between 1 Apr 2019 - 1 Dec 2021. Facebook followers across all pages increased to nearly **40,000 followers**.

LibrarYAY

Our online LibrarYAY group, which now has **3,400 members**, supported families with story sessions, activities and curriculum support.



Virtual Advent Calendar 2020
58K REACH
98 VIEWING HOURS



flickr
Archives and Local Studies scanned over **4,000** local photographs and a new online Flickr page sharing the images and has had **440,000 views**.



Book Week Scotland 2020 offered **30 online events** for schools, children and adults, including a celebration of Jackie magazine and a writing competition.
12.7K REACH > **7.9K** AUDIENCE

Exhibitions went online



Videos, quizzes and other digital challenges were made for **Blooming Marvellous** and **Explore! Travellers and Trailblazers**.

£50,000 from **Creative Scotland's Youth Arts Small Grants** distributed to **10 projects** in Fife.

Bookbugs

Spring Festival
 20 - 21 March 2021

Artists in residence
95+ online events
1.2K attendees

Appendix 2

Background

OnFife commenced trading on 1 October 2012. Charitable status was granted by the Office of the Scottish Charity Regulator (OSCR) and Fife Council is the sole member of the Company.

A Board of thirteen Directors govern the Company and give strategic guidance and support to the Chief Executive and Executive Team. The Board is made up of four Partner Directors (appointed representatives of Fife Council) and nine Independent Directors. To ensure the Company complies with its statutory obligations, a Board of Director development programme is in place which demonstrates that Directors are conscious of their responsibilities and are keen to implement industry recognised best practice in relation to the UK Corporate Governance Code (June 2010).

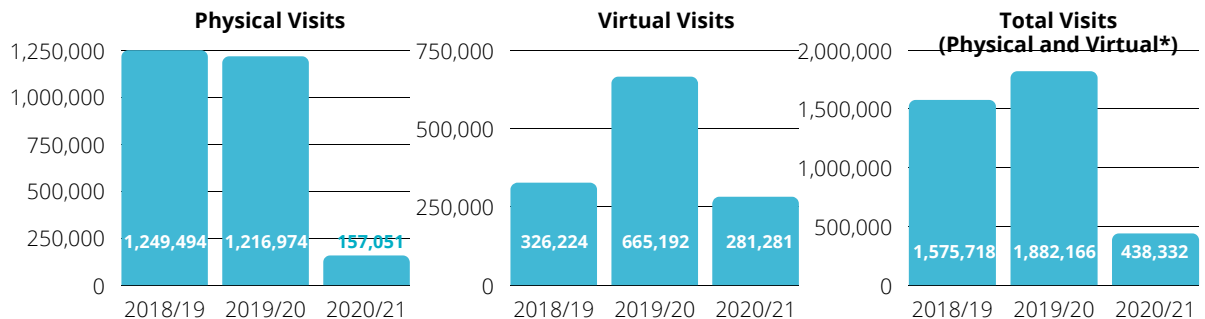
OnFife is a non-profit distributing organisation (NPDO) and can retain and invest any surplus it generates to help improve the facilities and services it provides to communities across Fife. OnFife manages, operates and delivers the following services on behalf of Fife Council:

- 29 libraries, two mobile libraries and library services to primary schools
- 12 museum and heritage venues, including the MAC Mobile Museum
- Four theatre and community venues
- Collections Centre at Bankhead, Glenrothes
- Fife's historical archives
- Fife's Cultural Consortium
- Maintenance and development of library services within Fife Council's six integrated customer service facilities
- Stewardship and care for the objects and archives in Fife Council's collections.

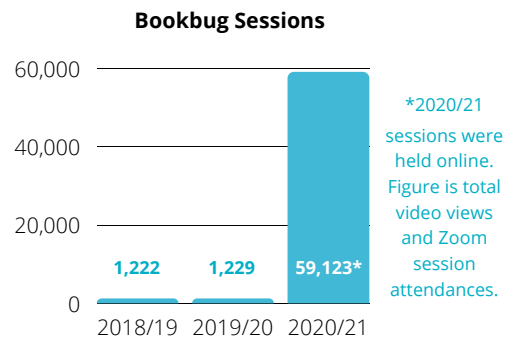
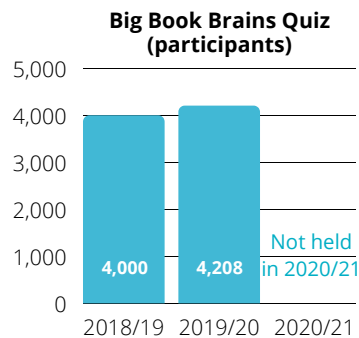
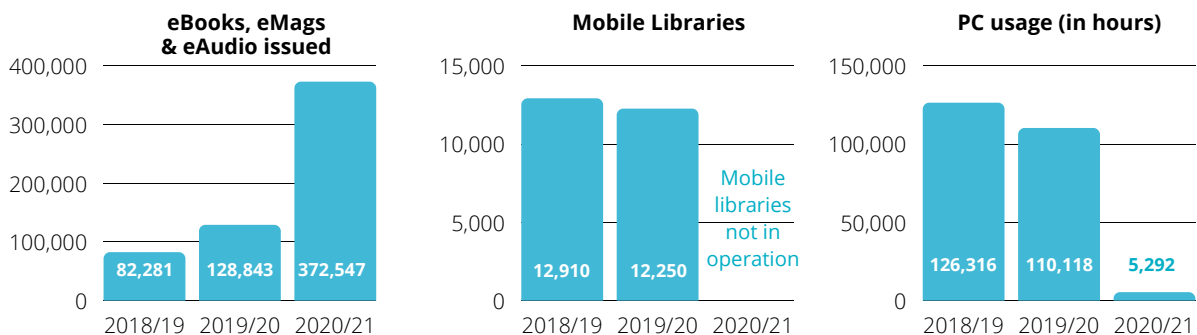
OnFife's main aim is to deliver cultural activity with the purpose of enriching lives in Fife. This is intrinsically linked to the aims and objectives set out in the services agreement with Fife Council, which requires OnFife to deliver in four key strategic areas:

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

Libraries' Visitor Numbers



*Virtual visits include visits to the online library catalogue, social media and websites

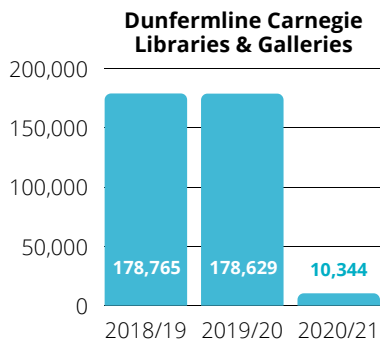


	Total Visits*	eIssues	Mobiles	BBB Quiz	Bookbugs	PC use
2018/19	1,575,718	82,281	12,910	4,000	1,222	126,316
2019/20	1,882,166	128,843	12,250	4,208	1,229	110,118
2020/21	438,322	372,547	0	0	59,123	5,292

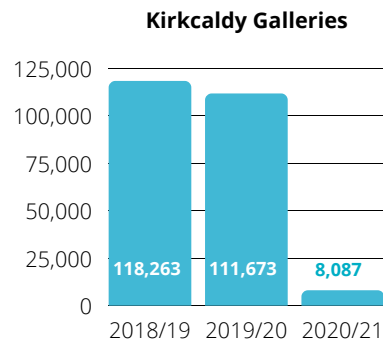
*Includes virtual and physical visits

Covid restrictions limited library opening hours resulting in the reduction of visits and use of public access PCs. **82,711** books were borrowed via the **Connect & Collect** service. **Online resource** use increased in use by **189%**. While the **Mobile Libraries** did not run, the team hand delivered books to their customers through Connect & Collect with alternative transport. **The Big Book Brain Quiz** was unable to take place due to covid restrictions. **Bookbug** sessions moved online.

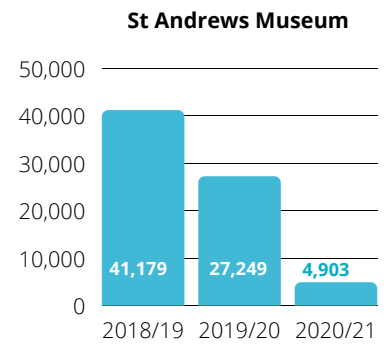
Museums and Galleries' Visitor Numbers



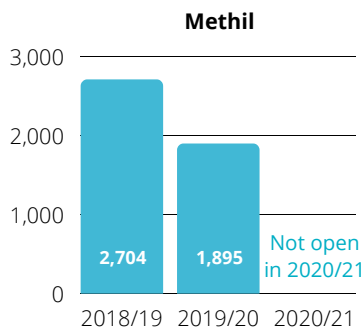
DCL&G reopened wc 10/08/2020 and closed 26/11/2020. They reopened 26/04/2021 for limited browsing, museum/gallery visits, and local studies appointments.



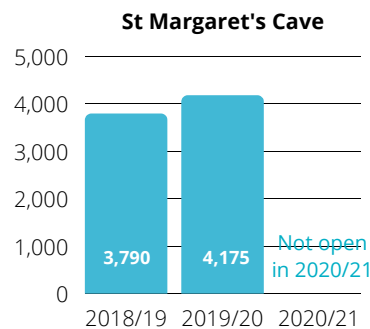
KG reopened wc 10/08/2020 and closed 26/11/2020. They reopened 26/04/2021 for limited browsing, museum/gallery visits, and local studies appointments.



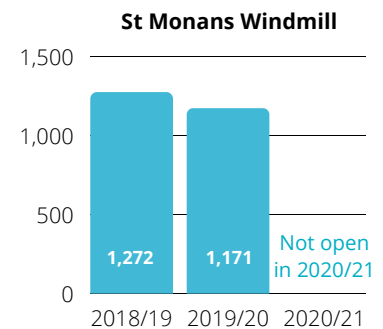
SAM reopened between 03/08/2020 - 19/12/2020. Its reopening on 10/05/2021 was delayed by two weeks for essential work on windows. Visitor numbers fell between 2018/19 and 2019/20 as the building was surrounded by scaffolding until October in 2019/20.



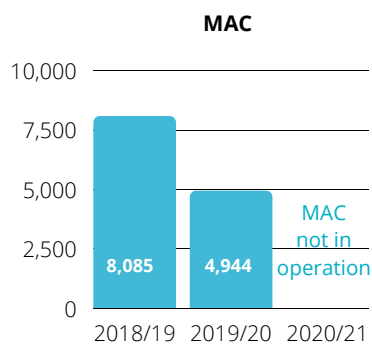
Methil Heritage Centre has been closed due to a staffing shortage.



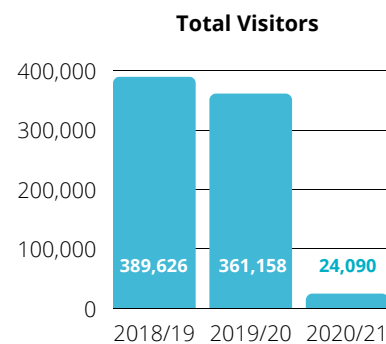
St Margaret's Cave has been closed due to a staffing shortage (fixed term seasonal posts).



SMW (operated by Coast and Countryside) has been closed due to insufficient space for social distancing and a lack of running water.

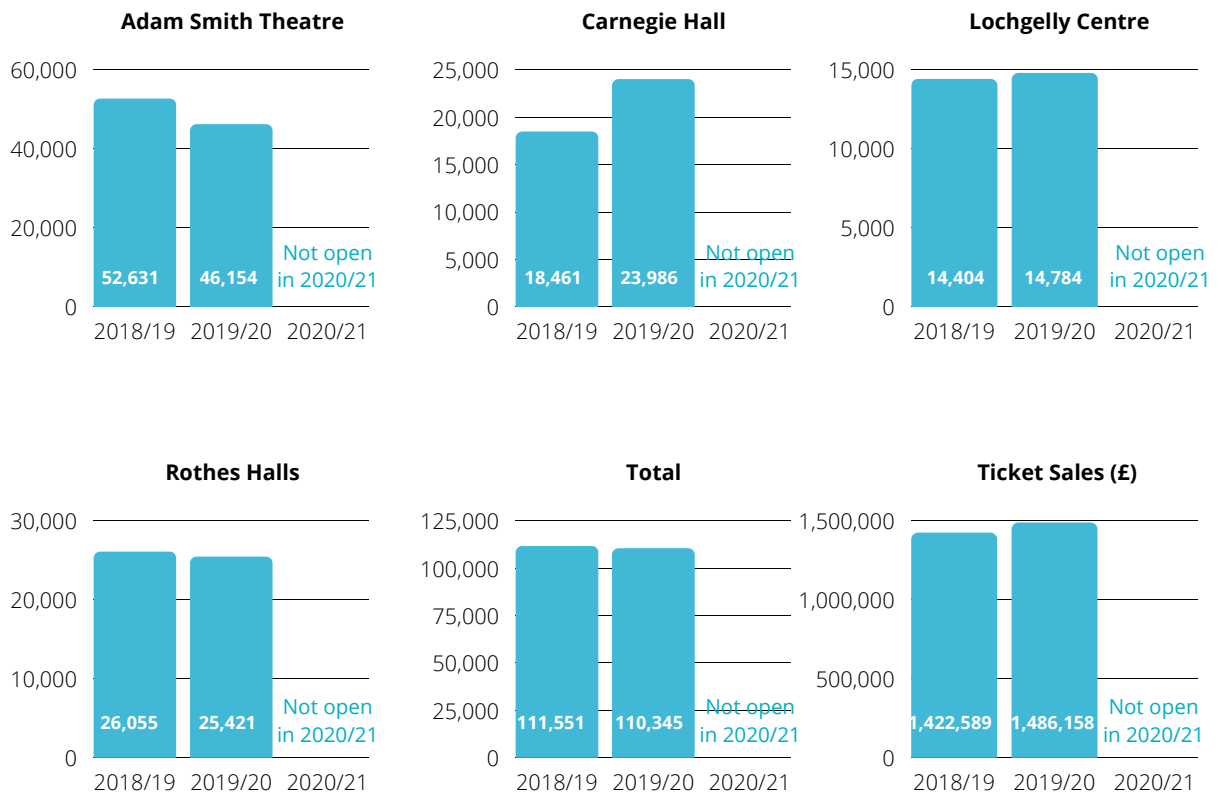


In 2019/20 the MAC tour did not start until June resulting in a decrease in numbers from 2018/19.



	DCL&G	KG	SAM	Methil	SMC	SMW	MAC	Small Museums	Totals
2018/19	178,765	118,263	41,175	2,704	3,790	1,272	8,085	35,572	389,626
2019/20	178,629	111,673	27,249	1,895	4,175	1,171	4,944	31,422	361,158
2020/21	10,344	8,087	4,903	0	0	0	0	756	24,090

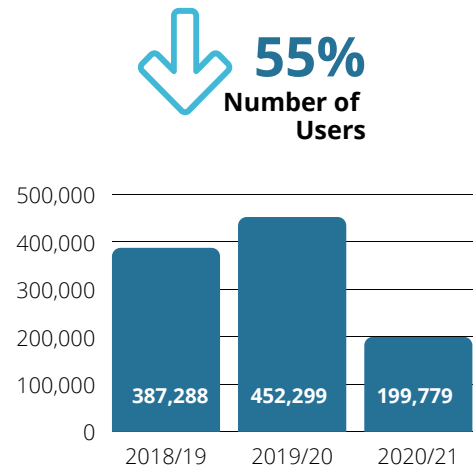
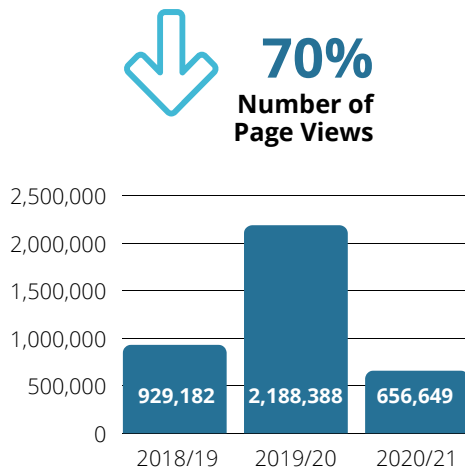
Theatres Attendances



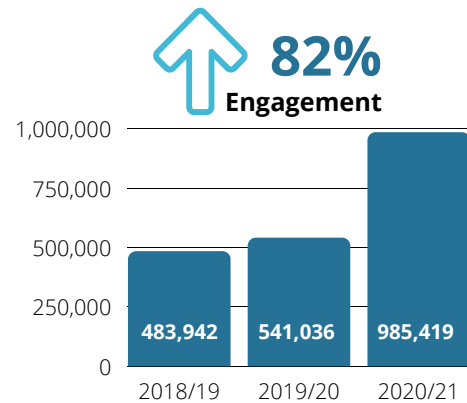
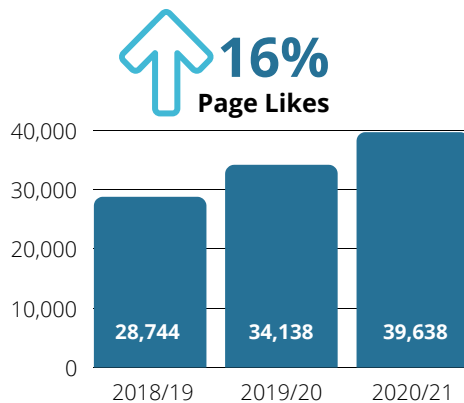
	AST	CH	LC	RH	Totals	Ticket Sales
2018/19	52,631	18,461	14,404	26,055	111,551	1,422,589
2019/20	46,154	23,986	14,784	25,421	110,345	1,486,158
2020/21	0	0	0	0	0	0

Covid restrictions meant we were unable to open our theatres during the 2020/21 period. 2019/20 had seen a stabilising of the theatre programme, with Carnegie Hall returning from a dip in 2018/19. While the total number to attendances reduced slightly in line with fewer performances, an increase in ticket income had been achieved.

Website: OnFife.com



Social Media: Activity on OnFife's Facebook pages



Engagement: any action someone takes on a post (like, share, comment)

With venues closed and fewer activities to promote because of the pandemic, traffic on our website decreased during this period.

In response to the pandemic, we focussed on reaching and engaging with our communities through social media.

Digital Ambassadors from across the organisation were appointed to create and share content as part of the #ShineOn campaign, resulting in an increase in the number of people following or 'liking' our pages, as well as an increase in people engaging with the content that we shared.

3rd February 2022
Agenda Item No. 4 (b)

Fife Golf Trust - Annual Review 2020/2021

Report by Paul Vaughan, Head of Communities and Neighbourhoods

Wards Affected: All

Purpose of Report

The purpose of this report is to review the performance of the Fife Golf Trust during its 10th year of operation, 2020/2021.

Background

Members are asked to consider and comment on the performance of the Fife Golf Trust during 2020/2021.

Resource Implications

There are no specific resource implications.

Legal & Risk Implications

There are no legal and risk implications.

Impact Assessments

An Equalities Impact Assessment has not been completed as this is a retrospective annual update report on the performance of Fife Golf Trust.

Consultation

The Fife Golf Trust Annual Report 2020/2021 was formally agreed on 3rd December 2021 by the Board and accepted by Fife Council in its capacity as sole member of the company.

1.0 Background Information

- 1.1 Fife Golf Trust (FGT) commenced trading on 1st April 2011. Charitable status was granted by the Office of the Scottish Charity Regulator (OSCR) on 30th March 2011 and Fife Council is the sole member of the company.
- 1.2 A Board of seven Directors governs the company and provides strategic guidance and support to the Chief Executive. The Board is made up of four Partner Directors (appointed by the Council) and three Independent Directors. The day-to-day business is managed by the Chief Executive and supported by the Board via sub-groups, as required, focused on key business areas, e.g., finance and season ticket pricing. The Chief Executive also has regular 1:1s with the Board Chair.

- 1.3 FGT operates five 18-hole and two 9-hole golf courses on behalf of Fife Council, which are managed by a small management team which receives 'in kind' business support from the Council for ICT, Health & Safety, Human Resources and Communications. FGT has four key charitable objectives which are:
- To advance public participation in golf.
 - To provide recreational facilities and organise activities with the object of improving participants' quality of life.
 - To provide accessible and affordable opportunities to the public to participate in golf.
 - To develop other schemes and projects which further enhance the company's charitable status.
- 1.4 Throughout the financial year 2020/21, FGT has focussed primarily on responding to the challenges posed by the Covid pandemic and ensuring the golf courses were operated safely and in line with Scottish Golf and Scottish Government guidance and legislation.
- 1.5 FGT's performance is formally reviewed by the Council on a regular basis. User figures, financial performance, investment programmes, health & safety and various other aspects of the business are assessed against the services agreement and use is made of a range of performance indicators to monitor service quality

2.0 Performance Indicators 2020/2021

- 2.1 Covid obviously significantly disrupted normal business patterns and meaningful comparison with previous years is difficult however comparative season ticket and visitor sales measures is provided within **Appendix 1** - key comparative financial and sales measures for the ten-year period since FGT was established.

3.0 Key Outcomes 2020/2021

3.1 Response to Covid-19

All Scottish golf courses were closed on the 22nd March 2020 due to the national lockdown and subsequently reopened on the 29th May 2020. The golf courses remained open for the rest of the financial year (weather disruption aside), but restrictions remained in place throughout the year with regular changes required at short notice.

3.2 Financial Summary

FGT produced a revised Financial budget in April 2020 due to the pandemic. The revised budget based on a 12-week closure and ongoing restrictions forecast an operational loss of 145k. Fife Council provided "letter of comfort" to support that FGT in that eventuality with all reasonable steps were taken to minimise losses.

FGT did receive £17,500 in small business grant funding and received £9,033 in funding via the JRS grant scheme for furloughed staff. This government funding was not planned for in the April Covid budget.

The original budget prepared in Feb 2020 had forecast an operational surplus of 17k.

The actual operational loss was £9,895 but this loss was covered by Fife Council who agreed to cover the operational loss for 20/21 – so a balanced position was returned.

- 3.2.1 Generated income (golf and secondary) decreased from £817,887 in 2019/20 to £765,945 in 2020/21, a fall of 6%. This income was however 18% higher than forecast in April.
- 3.2.2 Excluding pensions adjustment, as per 3.2 above a balanced position was returned.
- 3.2.3 Losses have been steadily reducing (from approx. 62k in 16/17 to under 10k in 19/20) as FGT implemented a range of measures to increase revenues and find efficiencies that minimised the impact on revenues, although it is recognised by the Board that this has been a challenging remit given the difficult business environment within Scottish golf. The Covid-19 impact has however been very positive for golf and others in the outdoor leisure industry and all the data recently published for the golf industry is highlighting a boom environment that appears to have started pre covid and gained momentum when courses reopened.

3.3 **Golfing Income**

- 3.3.1 Total golfer income from season ticket sales and “Pay as you Play” decreased from £767,716 to £741,998. However, this was well ahead of the £620,600 forecast in the April financial plan.
- 3.3.2. Season ticket sales totalled 2,607 – a 1 % increase against the previous year. Total income from season ticket sales was 541k an 11% fall on the previous years 605k. Note – FGT made the decision to offer 12 months access from the date the courses reopened rather than reduce season prices as a result 98k of season revenue was carried forward to 21/22 to cover the period 01.04.21 – 28.05.21.
- 3.3.3 Junior season ticket holder take up reduced from 84 to 69. However, this was not entirely unexpected as all junior coaching was cancelled due to covid and clubhouses remained closed for most of the year. Without significant investment in a golf development strategy, with affordable coaching, club hire and practice facilities in place, FGT recognises that it will be a challenge to reverse the trend. Although the opening of the 6-hole pitch and putt course at Dunnikier has given us a platform for reversing this trend and the evidence from 21/22 shows encouraging results.
- 3.3.4 “Pay as you play” (PAYP) revenue increased by 23% to £200,831 from £162,771 despite being closed to visitors until 15th June and having to restrict visitor access over the winter period to meet season holder demand. This increase in demand was fuelled by a general move to “green outdoor leisure” as a safe means of exercise during the pandemic and was supported by good summer weather. FGT also moved to online booking and payment via BRS for visitors and season holders. The move to the online system had to be quick to reduce staff/customer contact for covid safety reasons. Customers now have 24-hour access to book and pay for tee slots online and has opened FGT up to a new demographic

3.4 **Operational Expenditure**

- 3.4.1. Operational expenditure increased by 1% to £1,409,589. Staff costs were below budget expectations as plans to recruit a business manager was delayed due to the pandemic. Course machinery and material costs were higher than planned as the better-than-expected revenue levels provided FGT an opportunity in Q4 to stock up on materials and invest in machinery parts. Most of the other cost areas were below, or largely in line with, the budget. While FGT constantly seeks opportunities

to deliver efficiencies in the cost base, modest rises are to be expected going forward and this is essential to increase revenue and sustain gains in quality.

3.5 Environmental Management

3.5.1 Following Golf Environment Organisation (GEO) Certified accreditation in March 2017, FGT is continuing to work towards improving the sustainable management and environmental quality of its courses. This includes work to enhance biodiversity, and address waste, energy use, pollution, and climate change. However, plans to review FGT progress with the help of an external GEO consultant were suspended due to the pandemic. Going forward FGT are well placed to support the council's climate change agenda

3.5.2 Golf course quality is usually independently assessed by the Sport Turf Research Institute (STRI). The STRI are highly regarded as leading agronomists in the golf industry and provide advice to the R&A on Open Championship courses. For the past nine years they have taken measurements on surface conditions at all FGT courses. Due to the pandemic and the need to minimise expenditure the assessment visits for 20/21 were cancelled

3.6 Capital Investment

3.6.1 Continued investment in golf courses is crucial for the sustainability of the golf course operation and provides customers with quality, "value for money" golf opportunities.

3.6.2 No Capital was allocated for FGT courses in the FC 2019 – 2021 capital plan so FGT has had to work creatively with any available revenue budget to fund improvements. New course signage was introduced at Scoonie Golf club in a partnership project with the local club at a cost of 7k.

3.6.3 Work on a six hole "pitch 'n putt" practice facility (the 2019 course) at Dunnikier Park started in Winter 2018 and was formally opened in summer 2019. This facility is aimed at all current and potential golfers – juniors, beginners, the "time pressed", the practisers and those with health challenges for whom 18 holes of golf is too much.

A Further investment of approx. 8k was made in partnership with Dunnikier Park Golf Club (DPGC) to introduce automatic irrigation that will save staff time and improve course quality. FGT and DPGC also jointly funded a secure storage unit that can store various practice kit and clubs that can assist coaching etc.

3.6.4 650k was however allocated in the 21-23 capital plan for a replacement Greenkeepers facility/ Storage/hub/ maintenance workshop at Glenrothes now that the current owners of the existing leased facility in Whitehill industrial estate have indicated they wish to redevelop the site. FC and FGT are looking at site and design options and hope to have a new facility in place by end of 2022.

3.7 Charitable Causes

3.7.1 Wherever practical, FGT supports charitable events and fund-raising efforts for good causes. All major fund-raising events were cancelled due to the pandemic. FGT gifted approx.30 free 4-ball vouchers for raffles in support of local/national charities and junior sports teams.

4 Future Challenges and Developments

- 4.1 FGT returned a balanced financial position for 20/21 (excluding pensions adjustment) as outlined in 3.2. After 5 years of operational losses this was a welcome outcome for FGT given expectations at the start of the pandemic. 2022 has seen a very strong start to season sales/visitor income
- 4.2 FGT reached agreement with Fife Council in autumn 2018 for a three-year management fee arrangement that came into effect on 1st April 2019. Clarity on this has been beneficial for both parties over this period and it is hoped a similar medium-term arrangement can be agreed from 2022/23.
- 4.3 The local golf clubs are key stakeholders for FGT as at the majority of venues they provide the off-course club house facilities. Most of the local clubs are reporting increases in membership numbers. FGT would like to place on record our thanks for the ongoing support of in situ clubs who have fully recognised the operational challenges faced by FGT during the pandemic and for their help in complying safely with ever changing guidelines.
- 4.4 FGT would also like to place on record ~~their~~ appreciation of the extra efforts of staff and golf professionals to ensure the golf courses were opened as legislation/guidance allowed and ensure a safe environment. FGT staff were very much aware of the importance of golfing leisure time for the mental and physical health of many particularly when other leisure/travel options were not available due to covid restrictions.
- 4.5 FGT's ability to meet the financial challenges ahead will be closely linked to future capital investment and its effectiveness in terms of revenue generation and cost base management. The recent investment in the Community clubhouse at Lochore Meadows (2018) and the 6-hole 2019 course are good examples of investments that have delivered positive outcomes in this regard.
- 4.6 A key investment priority to enable FGT to support all its golf courses is the acquisition of efficient and reliable machinery to maintain courses, improve off-course facilities and generate additional income. The Capital Investment Plan is the primary means for securing further investment in machinery. Financial flexibility to use capital to lease hire/purchaser rather than outright purchase, would be of great benefit to FGT and would allow the Trust to get more out of a limited capital provision.
- 4.7 FGT is confident that a significant surplus can be will be delivered for 22/23. ~~and~~ With the appointment in spring 2022 of a Business Manager FGT can deliver a step change transition from a largely maintenance operator to one that can put increasing focus and resources into community health & wellbeing via affordable & accessible golf development initiatives. FGT will continue to work with the Council, health agencies, golf clubs, other trusts, and communities to deliver on this agenda, including work with key target groups, such as juniors, girls and women, as resources permit.
- 4.8 Business Plan highlights for 2022

FGT plans to sign up to the R&As women in Golf Charter by the end of March 2022 and intends to set aside a budget for 22/23 ringfenced to grow this demographic

FGT will be a host venue (Dunnikier Park) for a Prescription referral pilot that is being led by the R&A and delivered in partnership with St Andrews University and Scottish Golf.

FGT will create a distinct ringfenced budget over and above the existing Greens budgets to deliver GEO priorities with regard to recycling, carbon footprint, use of renewables, rewilding etc

5.0 Conclusion

- 5.1 Throughout 2020/21, FGT focussed on responding to the challenges posed by the pandemic with customer and staff safety the priority.
- 5.2 With a small, dedicated team with finite resources, FGT has built on the progress from previous years and despite the covid challenges has increased the number of season & visitor ticket sales whilst introducing new online booking and ensured the financial impact of covid on FGT and FC was minimised.
- 5.3 Extensive partnership working between FGT/FC and local golf clubs to improve on-course signage and facilities/services has helped to deliver incremental progress without available capital. The ongoing project work with the R&A, Scottish Golf and GEO is further evidence of FGTs ability to maintain progress when funds and resources are limited. FGTs continued long term success is heavily dependent on fostering these relationships and demonstrating that FGT is a respected and innovative participant in the Fife and Scottish golfing industry with progressive plans that advance participation in golf in Fife.

List of Appendices

1. Key Business comparison 2010-2020

Background Papers

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

- Fife Golf Trust, Report & Accounts, Year Ended 31st March 2020

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Appendix 1-FGT Key Business Financial comparison 2010/11 to 2020/21

	FIFE COUNCIL 2010/11	FGT 2020/21	2020/21 v 10/11	NOTES
SEASONS (£s)	£371,278	£541,167	46%	* 98k c/forward to 21/22
TOTAL SEASONS (Vol)	2538	2607	3%	
SEASON SALES by CATEGORY				
ADULT Seasons	1216	1116	-8%	
CONCESSIONARY	1151	1422	24%	
JUNIOR	171	69	-60%	
7 COURSE ROVER SEASON SALES	329	2,233	579%	now 86 % of sales
VISITOR (PAYP) income	£245,959	£200,831	-18%	
TOTAL Golf income	£617,237	£741,998	20%	
Secondary Income	£4,800	£23,947	399%	
Total Generated Income	£622,037	£765,945	23%	
Management Fee (Mgt Fee)	£750,000	£598,084	-20%	(FC Est 08/09 report) £682,227 - 11/12
Mgt Fee as % of Income	57%	43%	-16%	
Expenditure	£1,315,923	£1,409,589	7%	2019 value £1,725,516
		(-18%) - real terms		
Positive				
Negative				

3rd February 2022

Agenda Item No. 4 (c)

Fife Sports and Leisure Trust (FSLT) - Annual Review

Report by: Paul Vaughan, Head of Communities & Neighbourhoods

Wards Affected: All

Purpose of Report

The purpose of this report is to review the performance of the Fife Sports and Leisure Trust (FSLT) in its thirteenth year of operation, 2020/2021

Recommendation

Members are asked to note and comment on the continued development and performance of FSLT in 2020/2021.

Resource Implications

There are no specific resource implications.

Legal and Risk Implications

There are no legal and risk implications.

Impact Assessment

An Equality Impact Assessment is not required as this is a retrospective annual update report on the performance of FSLT.

Consultation

FSLT's annual report for 2020/21 was approved on 14th October 2021 by the FSLT Board and accepted by the Council in its capacity as the sole member of the Company at its Annual General Meeting on the above date.

1.0 Background

- 1.1 FSLT commenced trading on 1st April 2008. Charitable status was granted by the Office of the Scottish Charity Regulator (OSCR) on 28th March 2008 and Fife Council is the sole member of the registered Company which is limited by guarantee.

- 1.2 FSLT is a non-profit distributing organisation (NPDO) and is able to retain and invest any surplus it generates to help improve the services and programmes it provides to communities across Fife. A Board of thirteen Directors govern the Company and give strategic guidance and support to the Chief Executive and Executive Management team. The Board is made up of six Partner Directors (appointed representatives of Fife Council) and seven Independent Directors.
- 1.3 FSLT has a Service Agreement with Fife Council to deliver services from the sport and leisure facilities it manages and operates on behalf of the council. Its current Corporate Strategy 2020/21 focuses on three inter-linked Mission Statements which are “Growing the Business, Improving the Customer Experience and Making a Difference”. Strategically, FSLT has an important role to play in delivering key outcomes of the Plan for Fife, particularly helping more people to become more active and focusing resources on attracting target groups, including young people and older adults.
- 1.4 FSLT’s mission is intrinsically linked to the aims and objectives set out in the Service Agreement with Fife Council, which requires FSLT to deliver in three key strategic areas:
- Widening the level of participation in sports and active recreation;
 - Developing opportunities and pathways for people to take up and fulfil their potential in sport;
 - Providing good quality, adequately resourced facilities and services, which meet the needs and aspirations of Fife residents and visitors to the area.
- 1.5 Quarterly performance review meetings take place with FSLT representatives, and a range of indicators are used to measure the performance of the Company with regards to the activities and services provided. These include measuring performance against the three strategic themes within the FSLT Corporate Strategy. The quarterly performance review meetings assess different business functions and, if necessary, take appropriate measures to rectify this in order to improve performance against the indicators for further review.

2.0 A Review of the Year

- 2.1 The Trust published a high-level document of a Review of Performance for 20/21 which is included as Appendix 1 to this report, with the key highlights as follows:
- 2.2 The Trust gained a new Chief Executive, Emma Walker, in June 2020, taking over from the interim position held by Jeph Hamilton, following the retirement of previous CEO, Ed Watson in January 2020.
- 2.3 As a result of government restrictions all FSLT venues were closed on 18th March 2020 to all customers due to the Covid-19 pandemic.

- 2.4 Following the Government launch of the Coronavirus Job Retention Scheme and to minimise the impact of the loss of income that the closures generated, FSLT placed the majority of its staff on furlough. It operated for a number of months with less than 30 essential staff to ensure that centres could be maintained during the closure period and reopen as soon as it was safe. Significant work was undertaken to ensure centres were compliant for COVID-19 measures, ensure relevant risk assessments were in place and staff trained to ensure that customers could feel confident and safe in the facilities when they returned. A video of the measures was produced and shared across social media channels to make customers aware of the changes provided prior to their visits to the centres.
- 2.5 In order to maximise customer engagement and retention during the lockdown period FSLT connected regularly with its customers through social media campaigns and also provided a timetable of free online exercise classes on youtube using its instructors, which was very well received by the public.
- 2.6 Content was also provided online for Health Classes which cater for customers with long term conditions and when centres reopened the Health and Wellbeing Team engaged directly with those customers online and by telephone to ensure they were supported before the classes were able to return.
- 2.7 Following the announcement from the Scottish Government in August that gyms and leisure facilities could reopen, the doors reopened with a phased approach starting on the 14th September 2020, the date previously indicated by the Scottish Government's Covid-19 Route Map.
- 2.8 All centres re-opened with the exception of the Beacon Leisure Centre which was impacted by the safety measures required to open under COVID-19 restrictions on social distancing and enhanced requirements for pool water quality. However, although the leisure centre itself did not meet the requirements to re-open at the time, the delay did not affect the operation of the outdoor synthetic turf pitches which were available to customers as scheduled from October 2021.
- 2.9 Following the announcement from the Scottish Government that the country was entering Level 4 local protection measures, all facilities were closed from December 26, 2020 and did not reopen again during 2020-2021.
- 2.10 In addition to the focus on getting back to a position where centres could re-open the Trust was also mindful of the impact of the pandemic on its staff, in particular, while the facilities were closed. It engaged with its staff regularly with briefings and updates. The Trust carried out a staff survey to identify any issues and barriers for staff returning to centres and developed a process for staff returning to work to ensure they were supported and any concerns allayed.

- 2.11 A new staff health and wellbeing initiative on mental health was also developed during the year and mental health first aiders identified and trained ahead of the launch of the initiative in early 2021-22.
- 2.12 Work was also ongoing to identify new initiatives for income generation and new ways of working, to play its part in the work towards the commitment of a sustainable model for the Trust going forward.
- 2.13 The Trust also partnered with the Council and had significant input on the ongoing 4DX project - a key project to ensure a better more joined up approach across the organisations and increase levels of participation in Sport and Leisure as part of the new Sport and Leisure reform agenda.

3.0 Results at a Glance

- 3.1 Within 20/21 financial year there was only 15 weeks of being operational. Nevertheless, FSLT attracted 294,894 visits to the 14 venues, with 134,216 visits to wetside services and facilities, 96,038 visits to indoor services and facilities and 64,640 visits to outdoor services and facilities. Further detail on the weekly attendances and the pandemic's impact on the key products within the Trust are highlighted on page 4 of the published Performance Review in Appendix 1.
- 3.2 One particular area of note is the learn to swim programme which, despite the first lockdown period, by the end of December 2020 had achieved 92% of the enrolments on the initiated programme in March 2020 prior to the lockdown starting.
- 3.3 While the centres were open the Trust carried out weekly customers surveys to establish how well it was performing from a customer's perspective and customer KPIs developed, some COVID related and other for monitoring on an ongoing basis to ensure a continued focus on the customer. Based on the information provided from the surveys 99% of customers were happy with the health and safety measures put in place at centres as a result of COVID-19 requirements, and 98% of customers found staff helpful and informed about those measures. The surveys also highlighted that it was easy to engage with the Trust and achieved a Customer Satisfaction Score of 75, putting it into the excellent category.

4.0 FSLT Contribution to the Plan for Fife

- 4.1 The Plan for Fife aims to bring about real improvements for the people of Fife. FSLT's normal contribution during the year to the delivery of the plan would include the following, albeit for 20/21 this was on a restricted basis due to the pandemic:
- 4.2 **Priority Theme – Opportunities for All**

4.2.1 FSLT contributions:

- 30% concessionary rate offered to over 65s not in work, or individuals and families living on a means-tested benefit;
- Several pre-school programmes;
- Physical activity programmes for participants with mental health conditions;
- A 'Day-Time Active' gym and swim membership package for people on job seekers allowance or employment support allowance;
- Support for young people to obtain work-place experience and raise awareness of career opportunities;
- Outreach health classes in disadvantaged areas throughout Fife
- Health classes and social cafes in community settings to reduce social isolation among older people;
- Activity classes to enable people to manage their long-term health conditions and improve their quality of life.
- Quid-a-kid during holiday periods for swimming and racquet sports is offered to school aged children
- Quid-a-kid racquet sports offered at weekends for school aged children

4.3 **Priority Theme – Thriving Places**

4.3.1 FSLT contributions:

- Access to FSLT facilities for over 350 sports clubs;
- Investment in gyms to keep them attractive for all users;
- Programmes to support individuals and their families living with dementia;
- Training opportunities for staff on how to support customers with dementia.

4.4 **Priority Theme – Inclusive Growth and Jobs**

4.4.1 FSLT contributions:

- Corporate Leisure Active membership packages to promote a healthy workforce and reduce sickness absence;
- Daytime Leisure Active membership scheme to encourage people to return to the workplace;
- Leisure facilities promoted as tourist destinations;
- Work opportunities for young people;
- Courses provided for people to gain their National Pool Lifeguard Qualification and future employment as a pool lifeguard
- Workplace experience for young people in secondary schools
- Work placements for student nurses and physiotherapists within the Health and Wellbeing Team.

4.5 Priority Theme – Community Led Services

4.5.1 FSLT's contributions:

- Investment and development of a leisure information management booking system to ensure that customers find it easy to do business with FSLT;
- Partnerships with national and local organisations to deliver improved and essential services, e.g., Health and Social Care Partnership
- Staff investment through a structured learning and development programme;
- Online resources to market and promote FSLT services and allow people to maintain their fitness during lockdown.
- Work with Fife Council on 4DX to develop a more joined up approach to services provided to the community and increase participation levels.

5.0 Capital Investment

- 5.1 The long-awaited works to Carnegie Leisure Centre training pool started during 2020, with the works to include installation of an enhanced ventilation system for the training pool, designed to meet the requirements of performance swimmers. Along with these works the opportunity was taken to carry out essential maintenance on the pool tank and several other areas in the Training Pool, some of which relate to legacy latent defect works from the original construction project.
- 5.2 The Beacon Leisure Centre following the Covid pandemic and associated required health and safety protocols required by sports and leisure providers, has been subject to a prolonged closure throughout 2020/21. However, during the closure, steps were taken to identify the works required to enable it to open safely for staff and customers. Works were identified by internal investigations and an external report have identified a number of works required which mainly related to the pool's design, age and construction
- 5.3 Fife Council has committed £1 million for investment in the Beacon Leisure Centre; this will include the works identified as well as others to be agreed in future years. The programming of this will be considered as part of wider capital plan review for all Community & Neighbourhood operated assets.
- 5.4 Going forward there will be continued unavoidable capital spend pressure & investment required across the portfolio of Fife Council's sport, leisure & cultural facilities. A long-term funding strategy will be required to ensure that facilities remain fit for purpose and continue to provide an inclusive environment for physical activity, sport and leisure.

6.0 Financial Review

- 6.1 The financial results for the year to 31st March 2021 show an overall loss of £813,307 however after removal of the accounting treatment for retirement benefits in relation to the actuarial adjustments there was no surplus or deficit within the accounts. This was due to the commitment by Fife Council to underwrite the deficit for the year (£2.6 m allocated) as a result of the significant impact of the pandemic on the Trust's financial position. As there was no management surplus or deficit, the general reserves position remained the same as the start of the year, at £330,000, below the policy level of £750,000, However, this is a reasonable position given the impact of Covid-19 and the further underwriting of the financial position by Fife Council for the 12-month period beyond the date of signing of the accounts.
- 6.2 In the course of a normal year, almost 80% of the Trust's funding is generated income from paying customers and an element of grant funding. The remainder coming from Fife Council in the form of a management fee to operate the leisure centres on the Council's behalf, fund specific Council priorities and ensure that the Trust can promote its charitable objects, in particular enabling the Trust to provide affordable access for all.
- 6.3 This 2020/21 year, however, due to the closures as a result of the pandemic the Trust lost significant levels of customer income. This shortfall in funding was mitigated by maximising funding from the Government's Coronavirus Job Retention Scheme, approximately £3.1m for the year, with the remaining shortfall being provided by Fife Council to allow the Trust to continue to operate and be in the best position possible to recover lost income and provide key services for the health and wellbeing of the people of Fife as restrictions released. It also meet its obligations to its employees during the pandemic period. Additional top-up funding of £2.6m was provided by Fife Council to support the Trust during the year. Overall Fife Council contributed 55% of the funding received by the Trust in this unprecedented year.

7.0 Financial Future

- 7.1 In the 2021/22 Budget Report to Directors in March 2021 the recovery scenario thought to be most likely identified a requirement of additional support of £3.7m from Fife Council to enable all services to continue to be delivered, albeit at a reduced level and subject to appropriate guidelines, when it is possible to reopen and allow the best possible recovery. Another more optimistic scenario contained within the report identified a reduction in the additional funding required to £3.1m and this scenario more closely reflected the pattern of the restrictions encountered to date and will be a better estimate of the top-up required by the end of the year. As part of the agreement for Fife Council to fund the shortfall the Trust has committed to maximising all income and containing costs as much as possible to limit the additional funding required as a top-up to the core management fee.

- 7.2 Budgets are regularly being realigned to react to changes as the country exits the pandemic period and seeks to recover to a new normal, however, it is difficult to accurately predict the rate of recovery. The first half of the year has seen the move from total closure at the start of the year to relaxation of physical distancing in most settings towards the end of the period.
- 7.3 Due to the length of time of the pandemic impact, the trust has to contend with recovery of customer attendances aligned not just to public confidence in the Trust's services but also to persuade customers to return who had resorted to other methods of exercise during lock down. The change in customer behaviour coupled with the challenges highlighted make the funding from Fife Council critical during the recovery period to ensure the long-term sustainability of the Trust.
- 7.4 The Trust is working closely with Fife Council, to agree a sustainable funding model for the Trust going forward. Which involves exploring how best the Trust and Fife Council can work together to jointly provide sports and leisure facilities and activities which are fit for purposes and the most efficient and effective use of local authority funding available for the provision of sports and physical activity.

8.0 Future Challenges and Plans

- 8.1 As a result of the ongoing Covid-19 pandemic, FSLT is regularly having to review its business model in order to continue to deliver public services on behalf of Fife Council. This is a very challenging time for the organisation, particularly due to the impact of prolonged closures and restrictions and will require a substantial amount of forward planning to counter the loss of public confidence and an initial reduction in opening hours of facilities to minimise the additional funding required to support the Trust during the recovery period. The key focus for FSLT is a recovery plan that outlines how the organisation will gradually return to the levels of income achieved pre Covid-19. There remains a commitment to focus on efficiency, business improvement, value for money and performance management, including rationalising and eliminating under-utilisation wherever possible and by taking a more commercial approach to achieving sources of new income.

8.2 Service Reform with Fife Council

The challenge for a business like FSLT will always be achieving and maintaining a balance between delivering on social responsibility and providing services that are commercially viable. FSLT has a strong foundation to build on and, as the leading provider of sport, leisure and physical activity services in Fife, a key priority will be to ensure that activities and programmes are made accessible, affordable and customer-focused and delivered through the effective use of investment and resources whilst maximising the benefit of not-for-profit distributing status.

- 8.3 The current work on the 4DX projects is bringing closer partnership working between the two organisations helping to bring a sharper focus to the delivery of sport and leisure in Fife.
- 8.4 Capital investment will remain a key priority across the portfolio of sport and leisure centres and a long-term funding package will need to be in place to deliver on this to ensure the facilities remain fit for purpose and provide an inclusive environment for sport and leisure. A funding package agreed in the councils 2021-31 capital plan will partly address this and the programming of works can be considered over the next 10 yrs. Further funding has been allocated in the councils 21-31 capital plan for the upgrade and replacement of Synthetic Turf Pitches and also been allocated to the refurbishment and enhancement of Cowdenbeath Leisure Centre. Future infrastructure investment opportunities will need to be considered to integrate services and repurpose some of the facility spaces to maximise the customer experience and meet demand.
- 8.5 At a national level, FSLT will work with other Scottish Trusts to strengthen links between NHS Scotland, community planning partners, charities and health and social care partnerships. As an organisation which is committed to improving the health of the nation, FSLT will promote and raise awareness of the links between inactivity and physical activity and mental health and wellbeing across every community in Fife.

9.0 Performance Measures

- 9.1 Statutory Performance Indicators (SPIs) are required to be returned by Councils as part of the Local Government Benchmarking Framework. The SPI for sport and leisure use for benchmarking purposes reviews attendances under three indicator categories.
- Number of attendances for all pools – 134,216
 - Number of attendances for indoor sport and leisure facilities excluding pools 96,038
 - Number of attendances at outdoor sports facilities- 64,640
- 9.2 A breakdown of attendances per centre for the last 5 years has been provided at Appendix 2 for context on the level of attendances achievable in normal years when centres were operating before the pandemic, however it should be noted that centres were only open for a short period of time during 20/21, being 15 weeks in total for the year.

10.0 Conclusions

- 10.1 Similar to all organisations it has been an unprecedented year for FSLT during 2020/21 with only 15 weeks of opening the centres to the public, and on a basis that was restricted by COVID-19 protocols.
- 10.2 During the closure periods the key areas of focus for FSLT were to keep its customers engaged and willing to return to the facilities and ensure the facilities could operate safely under those protocols and with customer and staff confidence in the measures put in place.
- 10.3 The additional funding from Fife Council of £2.6m and £3.1m from the Coronavirus Job Retention Fund allowed FSLT to remain sustainable during the pandemic period and work to reshape its business to operate post-pandemic and develop plans to recover its previous income levels over the medium-term.
- 10.4 Despite the closures periods FSLT continued to contribute to the Plan for Fife in all the priority themes and the close partnership working with Fife Council on 4DX will produce future benefits to the Plan, increase participation levels and assist in driving the Council's Physical Activity & Sports Strategy vision for 'An Active Fife where everyone has opportunities to be more active, with better health & wellbeing'.

List of Appendices

1. FSLT Performance Review 2020/21 - <https://www.fifeleisure.org.uk/about-us/review-of-performance/>
2. Comparative five-year facility attendances

Background Papers

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

- Report and financial statement for the year ended 31st March 2021 can be viewed on line at <https://www.fifeleisure.org.uk/about-us/annual-report-and-accounts-2020-21/>

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Review of Performance 2020/21



Message from the chair

I am pleased to present the Annual Review of Fife Sports and Leisure Trust for the year 2020/2021. This review reflects that, despite the significant disruption to trust service delivery due to the Coronavirus pandemic, there is much from which we can derive encouragement. I have been particularly impressed with the way in which the trust has responded to the challenges of lockdowns and associated COVID protocols, which, for an organisation such as the trust with its diverse range of facilities and programmes, is a fantastic achievement.

The pandemic has sharply brought into focus the need to support the health and wellbeing of local communities, both mentally and physically. I am confident that the trust is well placed to meet this challenge thanks to its experienced staff and quality of facilities. The valuable work delivered by our health and wellbeing team with its wealth of experience of supporting those living with long-term conditions is a great example of how the trust can support local people at this time. I am also equally pleased with the work which has been carried out in support of our staff and colleagues through Mental Wellbeing initiatives and the introduction of a Mental Wellbeing Policy and supporting guidelines.

The strengthened partnership and collaboration with Fife Council is also a positive development which will help the trust emerge from recent challenges even stronger. Ongoing development work with the council examining how best to deliver physical activity opportunities across Fife will be key to the trust's recovery plans and will help cement a long-term, sustainable future for the organisation. I would also like to thank Fife Council for their ongoing support and also to acknowledge the support received from the UK Government's furlough scheme.

Thanks are also due Emma Walker, the executive management team and all of our staff for their resilience over the past year together with their hard work and determination to meet the challenges of the pandemic so that we can continue to provide sports and leisure services to the communities of Fife.

Lastly my thanks go to my fellow directors for all their support during what can only be described as yet again a very difficult and challenging year.

Ritchie Campbell
Chairman



Message from the chief executive

It is fair to say that this performance review covers a period like no other in the trust's history, and although challenging, the year demonstrated the commitment and innovation of staff as well as support and loyalty of local communities.

During the reporting period, the doors on trust sites remained closed for 270 of days – this meant that we were unable to serve local communities and deliver on our charitable commitments, and, the majority of our staff could not fulfil their usual roles, doing what they do best.

However, I have been immensely proud of the efforts of teams who maintained communications and engaged with customers, providing updates, useful resources and online fitness sessions while our doors remained shut. This activity undoubtedly helped encourage customers back to our centres when permitted, and, the consistently high level of customer satisfaction with our COVID health and safety measures is a fantastic reflection of the hard work of staff preparing buildings and implementing COVID guidance professionally and consistently.

As we move on from the lockdowns, and the associated impacts they have had on the business, I particularly welcome the support of our partner Fife Council in recognising the challenge the trust now faces. The support recognises the value of community leisure opportunities for the communities of Fife and the role the trust plays in delivering quality programmes and facilities by highly-qualified, experienced staff. By working more closely together to better deliver sports and leisure across Fife, we can ensure more people access physical activity and enjoy the associated health and wellbeing benefits associated with being active.

Emma Walker
Chief Executive

Review of Performance

The Directors are pleased to present their Report and Financial Statements for the year ending March 31, 2021. These reports are also prepared to meet the requirements for a Directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended), the Companies Act 2006, the Memorandum and Articles of Association and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Charitable Objects

The principle activity of Fife Sports and Leisure Trust (FSLT) is the provision of sport, recreation and health and wellbeing services delivered from 14 facilities on behalf of Fife Council in accordance with the following charitable objects:

- To advance public participation in sport, primarily within the local authority area of Fife Council ("the Operating Area");
- To provide recreational facilities, and organise recreational activities, primarily within the Operating Area, with such facilities/activities being made available to members of the public at large with the object of improving their conditions of life;
- To advance education, primarily within the Operating Area, in particular in relation to sports, active recreation and physical activity;
- To advance health, primarily within the Operating Area, and in particular through sports, active recreation and physical activity;
- To advance citizenship and or/community development, in particular, within the Operating Area;
- To relieve those in need by reason of age, ill health, disability, financial hardship or other disadvantages; and
- To promote, establish, operate and/or support other similar schemes and projects which further charitable purposes.



Services Specification

FSLT provides sports and leisure services on behalf of Fife Council under the terms of a services specification. This is a detailed specification which is used to measure the organisation's performance.

FSLT is required to deliver on specific aims and objectives under three separate but linked strategic priorities:

→ Widening Opportunities

Widening opportunities is the level of participation in sport and active recreation that is experienced by the majority. It happens at the grass roots, where people take part in physical activity simply for fun and enjoyment or to improve their health and fitness.

→ Developing Potential

Developing potential is a process that creates opportunities and pathways which allows individuals to take up and fulfil their potential in sport. It is not just concerned with elite athletes but recognises that the opportunities to progress are important in sustaining the interest and enjoyment which will encourage people of all ages and abilities to maintain a long-term involvement with sport.

→ Resources for Sport

FSLT is committed to the ongoing development of sport and active recreation through the provision of good quality, adequately resourced facilities and services that meet the needs and aspirations of both residents and visitors to Fife. It is evident that any progress in developing sport and active recreation in Fife will be dependent on the physical, human and financial resources which are made available by a number of public, private and voluntary sector agencies, but most importantly by Fife Council and FSLT.

Vision and Mission

FSLT is a company whose purpose is to make a positive difference to communities by creating opportunities for people in Fife to become more active more of the time. This is achieved by the services delivered from sport centres, swimming pools, outdoor facilities and an athletics centre. Through this property portfolio our employees and partners deliver a wide range of programmes and services on a weekly basis.

Our vision is

Making a difference by delivering opportunities for people in Fife to become active

Our mission is

- Growing the Business
- Improving the Customer Experience
- Making a Difference

Our vision and mission shape the strategic context in which FSLT will operate during 2020/21. The strategy provides a high-level overview of what we aim to achieve and the priority actions we need to take measured against a range of desired outcomes.

Review of the Year

All FSLT venues were closed on March 18 to all customers due to Covid-19.

- Following the announcement from the Scottish Government in August that gyms and leisure facilities could reopen from August 31, we re-opened our doors with a phased approach starting on September 14 – the date previously indicated by the Scottish Government's Covid-19 Route Map.
- Michael Woods Sports and Leisure Centre, Carnegie Leisure Centre, Pitreavie Athletics Centre, Lumphinnans Sports Hub and Kirkcaldy Leisure Centre opened their doors on September 14, followed by East Sands Leisure Centre, Levenmouth Swimming Pool and Sports Centre, Cowdenbeath Leisure Centre and Dalgety Bay Leisure Centre on September 28.
- On October 12, Duloch Leisure Centre, Cupar Leisure Centre, Bowhill Swimming Pool and Waterstone Crook Leisure Centre welcomed customers back.
- The Beacon Leisure Centre was unavoidably delayed in the re-opening programme. The facility's layout presents significant challenges making delivering social distancing requirements difficult. The delay did not affect the facility's synthetic turf pitches which were made available to customers as scheduled on October 26.
- Following the announcement from the Scottish Government that we were entering Level 4 local protection measures, we closed all facilities from December 26, 2020 and did not reopen in the financial year 2020-2021.

General Attendance Information

- Before Covid, FSLT facilities would normally have on average over 49,000 attendances during the course of a week. With Covid restrictions, reduced opening hours and closure of facilities there were a number of challenges to overcome in order to achieve the benchmark of last year's weekly attendances.
- In week one and two, we had five venues open to the public with a limited range of services available, public swimming, gym use, fitness classes, outdoor activities, racket sports and club swimming. Through week one we achieved 16% (7,721) of normal throughput and 17% (8,299) in week two in comparison to the normal weekly attendances.
- In week three and four, we had nine venues open to the public offering the same services we offered in week one and two, however, it now included the additional venues. Through week three we achieved 27% (13,479) of normal throughput and 34% (16,679) in week four in comparison to the normal weekly attendances.
- In week five and six, we had 13 venues open to the public and we were able to build on the services we had provided through weeks one to four by starting children's swimming lessons, activity camps and extending the programme for fitness classes. Through week five we achieved 47% (23,264) of normal throughput and 49% (24,439) in week 6 in comparison to the normal weekly attendances.
- In week seven and eight, we continued the progress from week five and six of the service offering. Through week seven we achieved 50% (24,605) of normal throughput and 53% (26,550) in week eight in comparison to the normal weekly attendances.
- In week nine the continued improvement was affected by Fife entering Level 3 restrictions from November 13, this impacted on fitness classes, health programmes, adult swimming lessons, outdoor sports for adults and indoor sports. In week nine we achieved 50% (24,874) of normal throughput, that was a decrease of 3% from week eight. In week 10, we achieved 47% (23,594) of normal throughput, that was a decrease of 2.5% from week nine.
- In week 11 and 12, we started to see a flattening out of figures. Through week 11 we achieved 49% (24,156) of normal throughput and 53% (23,404) in week 12 in comparison to the normal weekly attendances.
- In week 13 and 14, we re-introduced our private swimming lesson partner into the programme. This led to an increase in week 13 of 3% in comparison of week 12 and we achieved 50% (25,083) of normal throughput. In week 14 we achieved 47% (23,346) of normal throughput.
- Week 15 was our final week before entering Level 4 local protection measures, during this week we only open for three days and we achieved 11% (5,427) of normal throughput.

Through the 15 weeks of being operational, we had 294,894 visits to the 14 venues we had open, with 134,216 visits to wetside services and facilities, 96,038 visits to indoor services and facilities and 64,640 visits to outdoor services and facilities.



14 members of staff received training and are now qualified Mental Health First Aiders

They are here to listen, talk and can help find the right support.

Leisure Active: Membership type

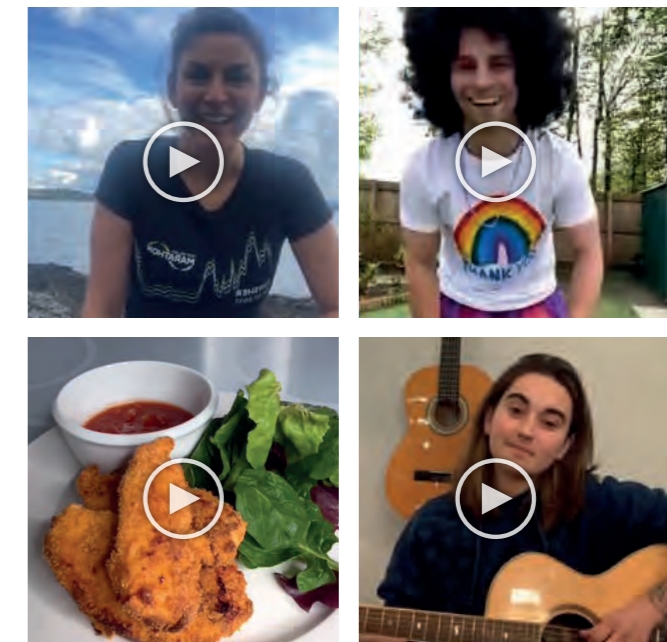


720
live and pre-recorded
group fitness classes,
delivered by
40
different instructors!

While customers were unable to visit leisure centres, engaging content for all was shared on social media pages.

Some of these included;

- The 100 Mile Step Challenge,
- Fitness Tapas Event
- Burns Night live music
- 9-week Couch to 5K programme
- Valentine's Day live music
- Home Cooking with Genarro
- Running Tips with Jamie



64,640 outdoor visits

96,038 indoor visits

134,216 wetside visits

294,894 total visits

Main Activities Attendance Information

- The activities established for customers when reopening the facilities included lane swimming, gyms and fitness classes. This was to ensure that we supported customers who used the Leisure Active Membership product.
- There were eight swimming pools open to the public throughout Fife. Through the first 15 weeks there had been a steady rise in the occupancy rates per hour for public swimming from week one - 31% to week 15 - 57%.
- There were 11 gym facilities open to the public, with social distancing measures in place. The occupancy rate for the gym remained consistent over the first 15 weeks. We had an hourly average of 32% occupancy, with Monday to Friday 5pm to close being the most popular time for customers to use the gym.
- The fitness programme in week nine was providing over 100 classes per week with occupancy rate of almost 52%. However, due to Fife entering Level 3 restrictions from November 13, the programme in centres was placed on hold and online offering was re-instated. The online offering came into place on Monday, November 16, delivering around 10 live classes per week.

Leisure Active

- Leisure Active was directly impacted by the Coronavirus pandemic. In March 2020 there were 14,075 Leisure Active members, as of January 4, 2021 this figure reduced to 7,613 - a 46% loss.
- Broken down by category, there was a loss of 50% annual members, 52% direct debit members and 89% monthly pass members. The membership base was made up of 89% direct debit members, 10% annual members and 1% monthly passes - the monthly pass figure is roughly 3% lower than normal rates due to the current closure.
- The average monthly income of Leisure Active went from approximately £366,000 to £198,000 due to Coronavirus restrictions. This has been calculated using an average £26 per member, per month income. All membership payments were frozen and Leisure Active had no monthly income.
- Since March 2020 the Leisure Active attrition rate has risen to 5.1%, well above the trigger level of <2.4%, the retention rate fell due to the high cancellation levels over the period.
- Communication strategies were put in place for members to ensure they were kept up to date and aware of the status of their membership.
- New member and monthly pass campaigns were launched. Monthly pass sales were encouraged due to public confidence being at a low and the four-month contract period of a membership potentially off-putting.

Learn to Swim

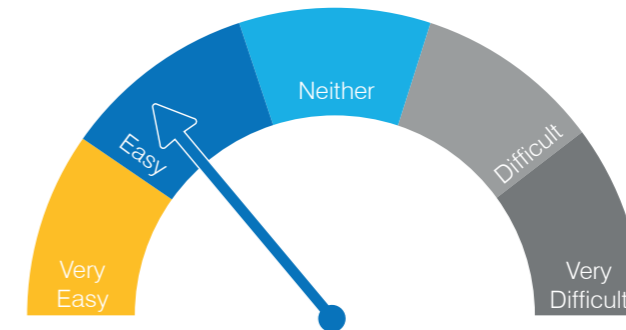
- The programme returned on October 12 with eight venues delivering the Learn to Swim scheme. Due to the on-going closure of the Beacon Leisure Centre, we re-located its programme to Kirkcaldy Leisure Centre on November 16, 2020.
- Over 300 families chose to relocate to either Kirkcaldy Leisure Centre or surrounding venues. The customers who did not relocate retained their space at the Beacon Leisure Centre at no cost.
- Due to the restrictions placed upon us we are unable to deliver adult swimming lessons and rookie lifeguard classes.
- Building confidence in our programme and maintaining attendances was key to our recovery and when we broke off for the festive period (December 2020) we had 6,024 customers enrolled in our programme. This figure is -7.59% from our position in March 2020.
- We carried out a campaign during our closure period to build upon our waiting lists, continued with our customer confidence building and aimed for full classes on return.

Health Programmes

- All participants who returned under Level 2 and the majority of those who were planned to start once Level 3 restrictions were imposed, were contacted by their instructor and offered options as to how they could be supported by their instructor to remain active.
- The Zoom classes were live interactive classes where all participants could see each other and the instructor. The Facebook and YouTube videos were pre-recorded; the instructor sent these to each participant. The telephone calls were made to keep connected with people who were not able/did not want to use technology but wanted to keep in touch. Written exercises were emailed to those who requested these and who had an email address.

99% of customers are happy with the Covid related health and safety measures put in place within the leisure centres.

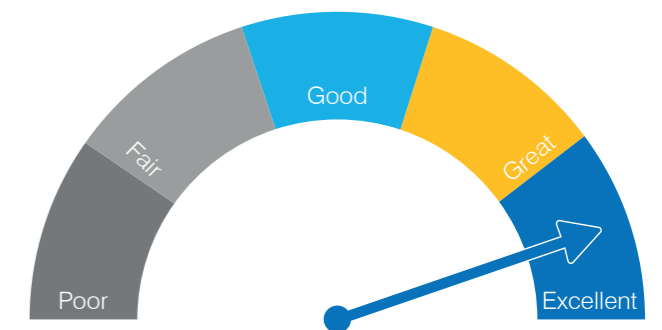
99%



Customer Effort Score: 1.2



Net Promoter Score: 75



Customer Satisfaction Score: 79



Everything is clean and spotless, easy access and a good variety of equipment.

There's nothing to be nervous about, you get an induction, and instructors are here for guidance and help at all times.

Lee Slimmings



Sandra and Neil swim most days and have really missed the pool over lockdown.

We are delighted to be back, the staff are very welcoming. The process from booking to arriving is well organised and we feel very safe.

Sandra and Neil McGovern



It was great to be back doing group exercise and to actually see people in person and not via a screen. The workout was brilliant, Covid safe and well organised.

I'm feeling the benefits of getting out of the house and breaking the Groundhog Day of working from home.

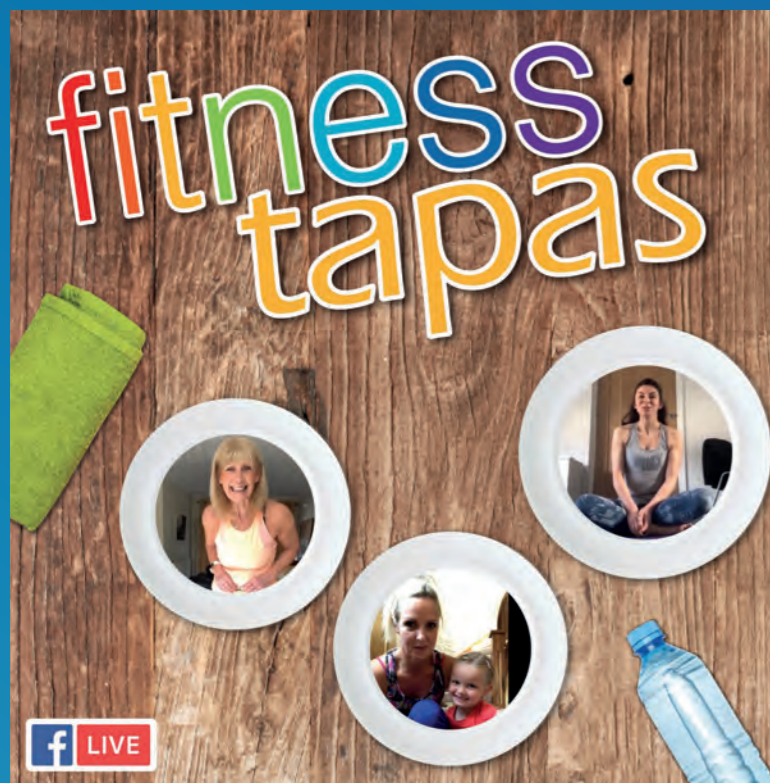
David Cunningham

98%

98% of customers found staff helpful and informed about the Covid related health and safety measures in place.



FIFE SPORTS & LEISURE TRUST NEWS



CHARITABLE TRUST OFFERS TASTY VIRTUAL FITNESS SESSIONS

We're hosting a live Fitness Tapas event to get people moving in a colourful celebration of fun, fitness and feeling great.

We'll be streaming a range of 10 minutes workouts to give you a flavour of our most popular fitness sessions, the event will be led by a team of our qualified group fitness instructors with participants encouraged to make a £5 donation towards the Fife Health and Wellbeing Fund – our fund designed to support the delivery of our health and wellbeing programme to local people living with long-term health conditions such as cancer, diabetes, dementia and COPD.

Evelyn Crichton, Fife Sports and Leisure Trust health and fitness co-ordinator, said: "As a charitable trust, we're passionate about making

a difference to local communities. We'd encourage participants to make a donation to help us deliver classes to those in our communities living with long-term health conditions – providing real health benefits that help keep them out of hospital, easing pressure on critical front line services.

The pandemic has shown us all how valuable our mental and physical wellbeing is, and, that physical activity plays an enormous part in helping us all feel better. We are also very proud of the wonderful work our NHS and Keyworkers have been doing and to celebrate this we would love them to get involved in Fitness Tapas for FREE"

We'll finish off with a Q&A session so participants can tell us what they think of our fitness sessions, ask any questions and get some tips from our team."

APRIL 2020



CHARITABLE TRUST SUPPORTS LOCAL BUSINESSES

Better known for our health, fitness and wellbeing support in the local community, we are now extending our reach to local businesses during the Coronavirus lockdown and hoping to share our online success with businesses. So far, our offer has been taken up by local tradespeople, estate agents, restaurants, solicitors and Fife's cultural trust.

Laura Crielly, ONFife, said: "We were delighted to be asked if would like to take up a free advertising campaign - which involved promoting our #ShineOnFife campaign. This really helped underline that while the doors to our venues are closed, OnFife is still very much open and promoted the fantastic programme of online activities, useful resources and entertainment that we are delivering."

Scott Urquhart, sports and physical activity manager for Fife Sports and Leisure Trust, said: "onsite advertising offers businesses the chance to raise their profile to customers both at our facilities and online – however, since the lockdown came into effect, we wanted to show our support for organisations across Fife who are having to adjust to a new business environment. So, although we can't offer our physical indoor and outdoor venues for advertising at this time, we can give them an online platform which has a wide demographic of users in the local area."

MAY 2020



SURVEY SHOWS LOCAL COMMUNITIES EAGER TO GET ACTIVE

A survey by Fife Sports and Leisure Trust has shown that people across Fife are eager to get active again after the government's Coronavirus lockdown, with 90% of respondents saying that visiting its facilities is vital in supporting physical wellbeing, 64% that it was vital for mental wellbeing. In addition, 68% said they are keen to use the facilities when doors open with social distancing measures in place.

Scott Urquhart, sports and physical activity manager for Fife Sports and Leisure Trust, said: "The survey was to help our plans for reopening – it was important that we listened to our customers and meet their expectations. We had a great response, with

1,200 participants, and, to discover that the trust's services and programmes are vital to local is very rewarding.

We are mindful of those who are less confident about returning, and, of those who need to shield, so we will continue to deliver online fitness sessions for all ages and abilities which have received great feedback during the lockdown. I'd like to thank everyone who took part in the survey and I'd encourage customers to visit the trust website and social media pages to keep informed of our timetable for reinstating facilities."

JUNE 2020

CHARITABLE TRUST APPOINTS NEW CHIEF EXECUTIVE

We have appointed Emma Walker to lead the organisation and continue our success of getting more local people more active more of the time.

With a proven track record in the sports and leisure industry, Emma is committed to driving the organisation forward to make a difference to local communities. She brings over 20 years of experience from previous roles with Edinburgh Leisure and most recently, North Lanarkshire Leisure. Originally from Northern Ireland, Emma is a black belt in Judo and previously competing at international level representing her country three times at the Commonwealth Games.

Emma Walker, chief executive for Fife Sports and Leisure Trust said: "I have been an admirer of the work delivered by Fife Sports and Leisure Trust for some time so when the position came up, I was very keen to bring my experience to the organisation and to build on the great services and programmes it provides for the local community.

"Undoubtedly, the challenge of the Coronavirus pandemic has had an impact on my new role. But, the team have been fantastic and I am working closely with them to deal with current issues such as preparing facilities for reopening in line with the Scottish Government's Covid-19 route map, ensuring the safety of customers and staff.

"We are also facing the financial consequences of the lockdown and the impact it will inevitably have on the trust and I will be in discussions with our partner, Fife Council, to reinforce the importance long-term sustainable sports and leisure services for the health and wellbeing of local people, particularly as we face a national public health crisis.

"It is clear that the trust's customers think very highly of its facilities and programmes and have displayed a fantastic amount of loyalty during the lockdown. A recent survey showed that 68 per cent of customers are keen to get back to our facilities and we are really going to need that level of support so that we can continue to reinvest into the local community and ensure a long-term future."



JULY 2020

CHARITABLE TRUST GETS BALL ROLLING ON RE-OPENING

We're announcing the opening of some of our synthetic turf pitches for the first time since we were forced to close operations due to the Coronavirus pandemic.

Bookings are being accepted for a four-week period for juniors and we are also contacting club users who had regular bookings before the lockdown to ensure players can get back to regular training as soon as possible.

Scott Urquhart, sports and physical activity team manager for Fife Sports and Leisure Trust, said: "Our teams have been working hard to get our centres up and running with the highest health and safety protocols in place, and, despite not being able to open our indoor facilities, we are very pleased to be in a position to welcome bookings for our STPs.

We are following measures set out by the Scottish Football Association and will require anyone making a booking to provide contact information for track and trace purposes. Access currently will be restricted to the outdoor pitches only while changing rooms and toilets remain closed.

"The use of the pitches is restricted to registered clubs at the moment and they will be required to adhere to Covid-19 track and trace obligations, but, we are hopeful we will open access to casual bookings in the near future."

The trust's wider re-opening programme will see Michael Woods Sports and Leisure Centre in Glenrothes, Carnegie Leisure Centre and Pitreavie Athletics Centre, in Dunfermline and Kirkcaldy Leisure Centre opening doors first, followed by East Sands Leisure Centre, Levenmouth Swimming Pool and Sports Centre, Cowdenbeath Leisure Centre and Dalgety Bay Leisure Centre.

The next phase will see Duloch Leisure Centre, Cupar Leisure Centre, Bowhill Swimming Pool and Waterstone Crook Leisure Centre welcoming customers, followed by the Beacon Leisure Centre.



AUGUST 2020



CHARITABLE TRUST WELCOMES FIRST CUSTOMERS BACK

We are very excited to be welcoming active locals back to our facilities for the first time in 180 days following the Coronavirus lockdown.

We opened four of our facilities on Monday, September, 14 with eager customers arriving early to enjoy facilities. Our phased re-opening programme has seen Michael Woods Sports and Leisure Centre, Carnegie Leisure Centre, Pitreavie Athletics Centre, and Kirkcaldy Leisure Centre opening doors first.

Visiting Michael Woods Sports and Leisure Centre, Glenrothes, customer Gemma Craig, Methil Hill said: "Absolutely amazing to be back – I love seeing the instructors and so glad to be getting back to fitness. I feel really safe coming into the centre and particularly like the space in the sports hall."

At Kirkcaldy Leisure Centre, the sports hall welcomed group fitness participants including John Doherty, he said: "I'm really grateful for the trust's online classes since the lockdown but I am delighted to be back – the layout and easy-to-follow safety protocols are great. Staff are really helpful and I've missed being in a live classes with instructors."

Ahead of the phased re-opening we have released our online booking system, timetables, and, will soon launch an app so that customers can easily access facilities with the new Covid measures in place. Emma Walker, chief executive of Fife Sports and Leisure Trust, said: "It's hugely rewarding to be able to welcome customers back - it's been a long wait and we'd like to thank customers for their patience and support throughout the lockdown. We've had a fantastic response with over 2,700 bookings in the first seven day of launching our online booking system."

SEPTEMBER 2020

CHARITABLE TRUST CONFIRMS DATE FOR THIRD PHASE OF RE-OPENING PROGRAMME

We have been working hard behind the scenes to get our facilities Covid-ready with eight of our facilities across Fife already welcoming customers.

Now, we are set to open doors on Monday, October 12, to Duloch Leisure Centre, Dunfermline Cupar Leisure Centre, Bowhill Swimming Pool and Waterstone Crook Leisure Centre, Newport-on-Tay.

We've seen a positive reaction from customers following the re-opening of our centres, with customer surveys showing that 99% of those who have visited facilities are satisfied that on arrival there are adequate social distancing and health and safety measures in place, 97 per cent are happy with the protocols for their chosen activity and 100 per cent report that staff are helpful and well-informed about the new Covid measures.

Emma Walker, chief executive of Fife Sports and Leisure Trust, said: "We've had a fantastic reaction from customers following the re-opening of our facilities - feedback has shown that users are confident in the health and safety measures that are in place and that guidelines are easy to follow.

"I'd encourage customers to download the trust's new app, it's a really simple and convenient way to book time in the gym, pool or space in one of our fitness classes – the app also supports customers to monitor their personal goals and get the maximum health and wellbeing benefits from physical activity."



OCTOBER 2020



CHARITABLE TRUST LAUNCHES FAMILY AND INCLUSIVE SWIM SESSIONS

We will be delivering family and inclusive swimming sessions which meet with current COVID-19 regulations so that more people across Fife can enjoy time in the pool.

Since the re-opening of our swimming pools, COVID protocols meant only lane swimming was possible. Now, following thorough risk assessments we are making available pool time for swimmers such as families, disabled and older adults during non-lane swimming sessions.

Emma Walker, chief executive of Fife Sports and Leisure Trust, said: "We have had a great response from local communities since we re-opened centres. We have been working hard to make our pools accessible to those who are not able, or prefer not to, swim in the lane sessions. And, following fantastic work by our teams, we are very pleased to be extending our swim programme to allow families, older adults and disabled customers more choice.

"We continue to receive high satisfaction ratings for our health and safety and social distancing measures which are in place and feel confident that those who have not yet been able to enjoy time in the pool, will welcome these sessions."

NOVEMBER 2020

CHARITABLE TRUST CONNECTS WITH HEALTH PROGRAMME PARTICIPANTS UNDER LEVEL 3 RESTRICTIONS

Level 3 restrictions have seen Fife's leading provider of sports and leisure services close its doors on its award-winning health programme designed to support those living with long-term health conditions – but now, steps are underway to stay connected with participants.

Charitable trust, Fife Sports and Leisure Trust in keeping with the Scottish Government's announcement regarding protocols to be followed in relation to the spread and containment of the Coronavirus (COVID-19) in Level 3 local protection measures, is unable to provide indoor group exercise classes or sports for adults.

The measures have affected the delivery of the trust's health programme that supports people living with long-term conditions such as cancer, diabetes, dementia and COPD and means that participants are missing out for a second time since the March lockdown.

Following consultation with participants, the trust has identified that staying connected with instructors and fellow class members is as vital as the specially-designed physical activity



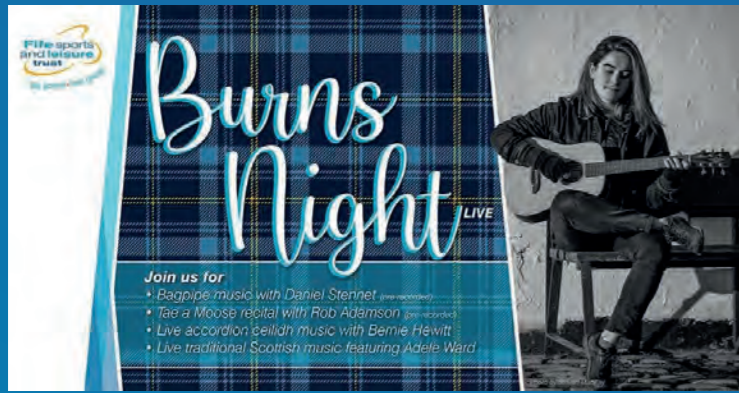
sessions. The trust is using funds from its Fife Health and Wellbeing Fund to support a weekly outreach programme where instructors will make weekly contact with participants.

Fiona Prendergast, wellbeing and programming manager for Fife Sports and Leisure Trust, explains: "The trust has had a successful track record of engaging older adults in its health and wellbeing programme and we took action during the first lockdown to stay engaged with users with daily online physical activity sessions to support those living with long-term health conditions.

"We were really happy to see participants, many of whom are elderly, come back to centres when we were able to re-open, so the Level 3 restrictions are a real blow for those who were enjoying getting out of the house and seeing their fellow classmates again. We carried out a survey to find out what we could do to keep supporting participants this time around and overwhelmingly they said that staying connected was vital to their mental and physical wellbeing.

"Our instructors will contact users of the health programme weekly either by phone call, Zoom class, WhatsApp video call, or, a socially distanced walk outdoors. The trust's own charitable fund was designed to support the communities of Fife and we are very pleased to be able to invest in this outreach service while Level 3 restrictions remain in place.

DECEMBER 2020



CHARITABLE TRUST HOSTS BURNS CELEBRATION SHOWCASING STAFF TALENT

We are offering customers a free online Burns celebration showcasing the talents of our own staff. We're encouraging people to visit our Facebook page on January 25 at 3.30pm to join in the celebrations.

JANUARY 2021

CHARITABLE TRUST DELIVERS OUTREACH PROGRAMME FOR PEOPLE LIVING WITH LONG-TERMS CONDITIONS

We are continuing to support people across Fife living with long-term health conditions despite doors being closed to our facilities.

We are maintaining contact with participants of our award-winning health and wellbeing programme by delivering an outreach programme with over 200 contacts made per week.

Our self-funded health and wellbeing programme supports local people living



with long-term health conditions such as cancer, dementia, diabetes and heart incidents with specially-designed physical activity sessions which usually take place in its facilities and community venues across Fife. However, because of Level 4 COVID restrictions, participants have been unable to take part in their usual classes, talk to trust instructors or enjoy morale support from fellow participants. We are delivering the outreach programme through a mixture of socially distanced one-to-one outdoor walks, Zoom, classes via social media, phone calls or emails with suggested physical activity sessions. Participants of the health and wellbeing programmes have been issued with their own exercise bands which were purchased with funds raised by our own charity,

FEBRUARY 2021

Fitness instructors Adele Ward and Bernie Hewitt, well known to our regular fitness class participants, will forgo Lycra and trainers to pay homage to the bard. Dunfermline-based Bernie will offer his experience as a ceilidh musician and band leader for the afternoon, and, Adele from Leven will be singing and playing acoustic guitar.

The family-friendly event will see a recital of Robert Burns' poems performed by Rob Adamson, our Learning & Development Manager, with sixteen-year-old Daniel Stenett from Cowdenbeath playing the bagpipes. Daniel, a Leisure Active member is a frequent user of Cowdenbeath Leisure Centre.

The event is being organised despite doors being closed on our facilities in line with the Scottish Government's protocols in relation to the spread and containment of the Coronavirus (COVID-19).

Evelyn Crichton, health and fitness coordinator for Fife Sports and Leisure Trust, said: "We have a fantastic, very enthusiastic group of regular customers who we want to maintain contact with – we are hoping that this Burns celebration will offer a fun way of staying in touch. We are offering a variety of free online fitness sessions while our centres are closed, but we hope this event will be a bit different and customers will enjoy seeing people they know performing and showing off hidden talents. Of course, if anyone wants to dance along to the music that would be a great way to stay physically active!"

the Fife Health and Wellbeing Fund, and, and we are working hard to raise more funds so that even more people who usually attend can benefit from the equipment.

Fiona Prendergast, health and wellbeing programming manager for Fife Sports and Leisure Trust, explains the purpose of the outreach programme: "The people who attend our programme tend to be older adults who have been referred to the classes by their GP or hospital-based clinician – the programme has a proven track record of alleviating participant's symptoms as a direct result of taking part in supervised, specially-designed physical activity sessions. But, it's just not about physical results, participants regularly report that they experience mental wellbeing benefits because of the interaction with others who are experiencing similar situations. "We are very grateful to people who have contributed to our Fife Health and

Wellbeing Fund as this has helped us deliver the outreach programme and maintain contact with this very important user group."

Pat Parker, from Glenrothes who usually attends Michael Woods Sports and Leisure Centre, said: "Before lockdown I was more active which helped manage my underlying health issues. As I'm no longer able to do the same level of exercise from home, your videos are like having a personal trainer in the house – thank you so much for the support."

Michael Low, who regularly attends Duloch Leisure Centre, said: "Brilliant to get going again and see familiar faces after a long break. Can't wait for next week's class!"

PEOPLE ACROSS FIFE ARE TAKING UP CHARITABLE TRUST'S 100 MILE CHALLENGE

We recently launched a 100 Mile Step Challenge to walk or run the equivalent distances between 12 of our sites across Fife. The challenge can be completed by steps indoors or outdoors, following current COVID regulations, in stages to suit participants.

Those taking up the challenge are being asked to record their progress by completing our online registration form, with photos, videos and testimonials to share among other steppers. Anyone interested in taking part has until April 3 to clock up as many steps as possible.



So far, participants, which include the trust's own staff, are pacing around 500 miles per week and are keeping track of their steps through our own app.

Some of those taking part are taking the opportunity to raise funds for our Fife Health and Wellbeing Fund which helps deliver our health and wellbeing programme supporting local people living with long-term health conditions such as cancer, dementia, diabetes and heart incidents with specially-designed physical activity sessions.

Stuart Bizzari, gym manager for Fife Sports and Leisure Trust, is the first to complete the 100 miles in just nine days.

He said: "I think I may have been making up for the lack of training in the gym by walking my dogs Kiera, who loved the snow, and Duke, my lab puppy."

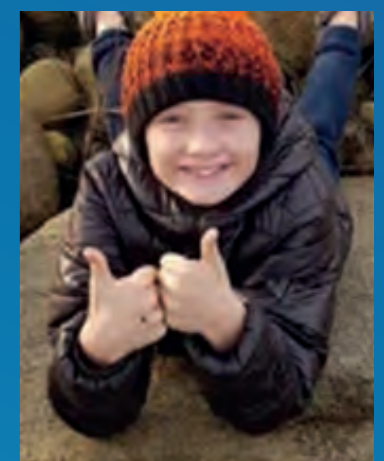
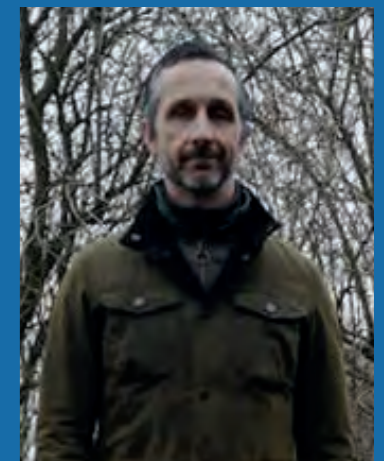
Jane Mason from Dunfermline has beaten her fundraising target and has raised £255 so far, she said: "The trust provides sports, fitness and health opportunities for all ages and abilities across the communities of Fife – I am walking for my health and wellbeing to raise funds so it can provide services to do the same benefits for others."

MARCH 2021

Lynn Knox from Cupar has walked over 50 miles and raised £195 so far. She said:

"I know like others, I am missing the gym and the benefits it brings me, both physically and mentally.

Walking has helped me to keep fit and stay well in the interim. But, not everyone can get out and about which is why I want to raise funds which will enable the trust to continue to deliver its fantastic health and wellbeing programme for people living with long-term health conditions."



William Tanner, age 12 from Low Valleyfield, has completed 43,200 of steps during the challenge and raised £265. He said: "I enjoy keeping active as part of my football training and it's great to support such a wonderful cause."

Fiona Prendergast, wellbeing and programming manager for Fife Sports and Leisure Trust, said: There is still time for people to take up the challenge and we'd love more people to get involved. As our facilities are closed under the Level 4 COVID restrictions– it's a great way to stay active and continue to feel the health and wellbeing benefits of physical activity.

"The challenge can be carried out indoors or outdoors and it's a great way to engage with people while we can't attend our usual gym sessions or fitness classes.

"Our health and wellbeing programme delivers huge benefits to people across Fife living with long-term conditions, and during lockdown we continue to engage with this group with a dedicated outreach programme, so, if people want to make their step challenge into a fundraiser for the Fife Health and Wellbeing Fund, then we'd be hugely grateful."



Message from our key funding partner Fife Council

The COVID 19 pandemic has brought into sharp focus how important participation in physical activity, sport and leisure is to the people of Fife, both physically and mentally.

Its unlikely we'll really know and understand just how the impact of that provision being taken away has had on many people as facilities had to close.

However, from adversity has come opportunity, and a chance to reflect, rebuild and restart. One of the really pleasing things over the last 12 - 18 months has been the great joint working and collaboration between the council and the trust. We have implemented a new Sport and Leisure Leadership Team, jointly chaired by Fife Council and Fife Sports and Leisure Trust and are starting to drive and lead improvements; we will see more joined-up programming at local level, sharing our assets and resources.

I'd also like to pay tribute to all the work and effort put into making sure our leisure centres were compliant, adhering to the new physical distancing and enhanced hygiene measures, to ensure our customers could return safely.

I'm delighted that going forward we will have more opportunities to work together. We look forward to continuing to work together to deliver the best public sport and leisure services to the people and visitors of Fife.

Councillor Judy Hamilton.
Convener - Community & Housing Services Sub-Committee, Fife Council

Plans for the Future

The Covid-19 pandemic will result in FSLT having to review its business model in order to continue to deliver public services on behalf of Fife Council. This will be a very challenging time for the organisation and will require a substantial amount of forward planning to counter the loss of public confidence and an initial reduction in opening hours of facilities. FSLT will require to focus on a recovery plan that will outline how the organisation will gradually generate the levels of income achieved pre-Covid-19. There remains a commitment to focus on efficiency, business improvement, value for money and performance management, including rationalising and eliminating under-utilisation, wherever possible, and by taking a more commercial approach to achieving sources of new income.

A recovery plan has been developed with the following themes:

1. *Governance and Leadership*
2. *Aligning Financial and Operational Performance*
3. *Service Delivery and Reviews*
4. *Workforce Management and Deployment*
5. *Facility Investment*
6. *Plan for Fife and our Role in Supporting Council Ambitions*

The challenge for a business like FSLT will always be achieving and maintaining a balance between providing services that are commercially viable with those that are socially worthwhile or need to be delivered. FSLT has a strong foundation to build on, and, as the leading provider of sport, leisure and physical activity services in Fife, a key priority will be to ensure that activities and programmes are made accessible, affordable and customer-focused, and, delivered through the effective use of investment and resources whilst maximising the benefit of not-for-profit distributing status.

Capital investment will remain a key priority across the portfolio of sport and leisure centres and a long-term funding package will need to be in place to deliver on this to ensure the facilities remain fit for purpose and provide an inclusive environment for sport and leisure.

At a national level, FSLT will work with other Scottish Trusts to strengthen links between NHS Scotland, community planning partners, charities and health and social care partnerships. As an organisation which is committed to improving the health of the nation, FSLT will promote and raise awareness of the links between inactivity and physical activity and mental health and wellbeing across every community in Fife.

FSLT is working closely with Fife Council to establish a sustainable model for the trust going forward and a soft-opening programme has been agreed for implementation during 2021/22.



FIFE SPORTS AND LEISURE TRUST								
Leisure Information Management System								
Attendance Comparison - Venues								
Per Financial Year - April to March								
Venue	15/16	16/17	17/18	18/19	19/20	20/21	Difference	%age
Beacon	154,424	156,512	147,501	147,649	136,276	956	-135,320	-99.30%
Bowhill	19,002	46,355	56,668	64,761	58,133	4,616	-53,517	-92.06%
Carnegie	497,610	505,034	453,798	445,695	460,065	46,483	-413,582	-89.90%
Cowdenbeath	232,306	224,318	217,599	206,260	202,257	24,414	-177,843	-87.93%
Cupar	138,659	150,189	133,823	143,863	134,076	20,711	-113,365	-84.55%
Dalgety Bay	177,124	160,210	148,339	140,196	160,840	23,249	-137,591	-85.55%
Dulloch	183,908	187,002	177,145	163,334	157,729	15,727	-142,002	-90.03%
East Sands	123,630	130,484	130,244	132,314	127,717	12,258	-115,459	-90.40%
Kirkcaldy	284,430	297,522	293,648	289,064	253,646	35,025	-218,621	-86.19%
Levenmouth	183,429	159,682	174,025	98,651	190,175	14,172	-176,003	-92.55%
Lumphinnans	8,867	38,517	33,888	38,062	44,806	6,043	-38,763	-86.51%
Michael Woods	590,972	565,234	542,303	580,814	545,904	80,772	-465,132	-85.20%
Pitreavie	43,630	40,066	40,141	39,186	33,626	5,459	-28,167	-83.77%
Waterstone Crook	35,073	31,769	26,566	28,310	25,663	2,824	-22,839	-89.00%
Outreach					2,890	-	-2,890	-100.00%
TOTAL	2,673,064	2,692,894	2,575,688	2,518,159	2,533,803	292,709	-2,241,094	-88.45%

3rd February 2022

Agenda Item No. 5

Fife Violence Against Women Partnership Update

Report by: Heather Bett, Interim Senior Manager (Children Services, Sexual Health & BBV and Rheumatology) and Chair of Fife Violence Against Women Partnership

Wards Affected: All

Purpose

To update committee members on the progress of the Fife Violence Against Women Partnership (FVAWP). FVAWP is responsible for the local delivery of *Equally Safe - Scotland's Strategy for Preventing and Eradicating Violence Against Women and Girls*. The FVAWP Annual Report 2020-21 directly links to national priorities, detailing local partnership activity across statutory and third sectors.

To highlight the impact of Covid-19 on those with lived experience of gender-based violence. The FVAWP Annual Report covers the period of greatest Covid-19 restrictions which significantly impacted on women and children living with domestic abuse and other forms of violence against women.

To advise on how partners in Fife responded to the *Coronavirus Supplementary Violence Against Women Guidance for Local Authorities and Partners* (September 2020) which was published to support local areas to redress the increased risks.

Recommendation(s)

The committee is asked to:

- (1) review the work undertaken by the Fife Violence Against Women Partnership (FVAWP),
- (2) support the continued efforts of Fife Violence Against Women Partnership including in responding to Covid-19, recognising the particular challenges for specialist services.

Resource Implications

Fife Violence Against Women Partnership (FVAWP) relies on the continued commitment and resources of key partner agencies across statutory and voluntary sectors. There are ongoing resource pressures for violence against women services.

The Supplementary Guidance identifies the likelihood for increased demand for support as a result of Covid.

Legal & Risk Implications

Violence against women is both an equality and a human rights issue. It affects a significant number of women and children across Fife, impacting on safety, health & wellbeing, opportunity and potential. This report contributes to both reducing risk of harm and Fife Council's responsibilities to address sex as a protected characteristic.

Impact Assessment

Summary Equality IA attached

Consultation

Organisations providing *violence against women* services (across statutory and 3rd sectors) have contributed to this report and are consulted on the work of Fife Violence Against Women Partnership on an ongoing basis. FVAWP membership is provided as appendix 1.

1.0 Background

1.1 Fife Violence Against Women Partnership is the local multi-agency strategic partnership to deliver [Equally Safe - Scotland's Strategy for Preventing and Eradicating Violence Against Women and Girls](#) and the following 4 priorities:

Priority 1 - Scottish society embraces equality and mutual respect and rejects all forms of violence against women and girls;

Priority 2 - Women and girls thrive as equal citizens: socially, culturally, economically and politically;

Priority 3 - Interventions are early and effective, preventing violence and maximising the safety and wellbeing of women, children and young people;

Priority 4 - Men desist from all forms of violence against women and girls and perpetrators of such violence receive a robust and effective response.

1.2 Covid 19 restrictions significantly impact on women and children living with domestic abuse and other forms of violence against women, creating an environment whereby risks are heightened within local communities. CoSLA and the Scottish Government produced [Coronavirus Supplementary Violence Against Women Guidance](#) for local authorities and partners (September 2020).

2.0 Issues and Options

2.1 **FVAWP Annual Report 20-21** (appendix 2) details the collective efforts of partners in addressing violence against women in Fife, both in terms of Covid-19 which presented particular challenges to the sector and more general Action Plan progress.

2.2 The first few months of 2020/21 were dominated by concerns about increased risks posed by lockdown and other social restrictions. The particular risks on victims and survivors of domestic abuse and sexual violence were significant, whether through increased opportunity for perpetrators to be abusive; exert coercive control; a lack of usual protective measures or lack of usual coping mechanisms. Partners worked hard to adapt to ever changing circumstances – developing new ways to keep service users and staff safe from both abuse and Covid.

- 2.3 Partner agencies worked together very effectively to keep services available and meet demand. Organisations developed creative ways to engage with and support service users. FVAWP was supported by Fife Council Communication's Team to promote services including through social media and information was circulated to support staff to respond to the new circumstances. When the first version of the Coronavirus Supplementary Violence Against Women Guidance was published in June 2020, Fife had already addressed the ten specific actions identified for community planning partners during lockdowns and other social restrictions.
- 2.4 FVAWP has collated information from specialist agencies on a quarterly basis to share good practice and identify challenges. It includes service user feedback on changes to service delivery. There remain considerable challenges for organisations planning and delivering services with uncertainty about future demand and wide fluctuations in referrals. Many organisations report an increase demand for crisis support and concerns that recovery / therapeutic services will be overwhelmed over the next period. Agencies continue to manage waiting lists in a number of ways with crisis support and MARAC continuing. Short-term intervention services are developing across a number of partners. Some organisations received additional Scottish Government funding to address waiting lists, this is welcome, but it takes time to recruit and train staff.
- 2.5 New ways of delivering services have shown to be effective and welcomed by many service users. Organisations will continue to use virtual media where appropriate. However, some service users have not engaged with virtual support. Going forward there needs to be a range of services offered to meet the needs of **all** survivors.
- 2.6 **FVAWP Action Plan** was expanded to incorporate *Coronavirus Supplementary Violence Against Women Guidance*. Covid impacted on development of some work strands, however the FVAWP Annual Report details positive progress against each of the 4 priorities benchmarked to previous years.
- 2.6.1 **Primary Prevention**
- There have continued to be FVAWP public awareness campaigns (linked to promoting local services). Children and Young People's Primary Prevention Strategy, is supported across sectors and although it was impacted by covid in terms of capacity for partners to provide inputs there are a lot programmes imbedded eg at University of St Andrews.
- 2.6.2 **Equalities**
- FVAWP works with Senior Equalities Group to promote violence against women as a cause and consequence of gender inequality. *Coronavirus Supplementary Violence Against Women Guidance* highlights the importance of ensuring that the inequality of outcomes that women have experienced during the pandemic are recognised and addressed in local recovery and renewal strategies.
- 2.6.3 **Provision of Services**
- Covid presented major challenges as highlighted. In addition, a multi-agency training framework has been developed, webpages updated and training redeveloped to offer e-learning and webinar opportunities.
- 2.6.4 **Holding Perpetrators to Account**
- Covid restrictions had a significant impact on the functioning of criminal justice system, particularly the Courts where there were significant backlogs. CJSW continued to manage cases with close monitoring.

3.0 Conclusions

- 3.1 Covid has and will continue, to place women, children and young people experiencing domestic abuse, sexual violence and other forms of violence against women at increased risk of harm.
- 3.2 Partners in Fife worked well together to support those with lived experience. There remain challenges, highlighted in the Action Plan that FVAWP will seek to address over the coming months.
- 3.3 This has been a very challenging time for those with lived experience of violence against women and the services that support them
- 3.4 Real change requires *violence against women* to be clearly identified in recovery and renewal plans in Fife.

List of Appendices

1. FVAWP membership
2. FVAWP Annual Report 2020/21

Background Papers

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

- [Equally Safe](#) - Scotland's Strategy for Preventing and Eradicating violence Against Women and Girls.
- [Coronavirus Supplementary Violence Against Women Guidance](#) for local authorities and partners (September 2020).y

Report Contact

Sheila Noble
Co-ordinator
Fife Violence Against Women Partnership
Email – sheila.noble@fife.gov.uk

Equality Impact Assessment Summary Report

(to be attached as an Appendix to the committee report)

<p>Which Committee report does this IA relate to (specify meeting date)?</p> <p>Communities and Housing Sub-Committee 13/02/2022</p>
<p>What are the main impacts on equality?</p> <p>This report contributes to both reducing risk of harm in terms of violence against women and Fife Council's responsibilities to address sex as a protected characteristic.</p>
<p>What are the main recommendations to enhance or mitigate the impacts identified?</p> <p>For Committee to support the continued efforts of Fife Violence Against Women Partnership including in responding to Covid-19, recognising the particular challenges for specialist services.</p>
<p>If there are no equality impacts on any of the protected characteristics, please explain.</p>
<p>Further information is available from: Name / position / contact details:</p> <p>Sheila Noble Co-ordinator Fife Violence Against Women Partnership Email – sheila.noble@fife.gov.uk</p>

Appendix 1

Fife Violence Against Women Partnership Executive Committee Membership

Name	Organisation
Adult Protection Lead Officer	Health & Social Care
Education Officer	Education Service
HR Lead Officer	Human Resources, Fife Council
Service Manager,	Criminal Justice Service
Service Manager	Education and Children's Services
Service Manager	Housing
Elected Member x 2	Fife Council
Area Services Manager	Housing and Communities
Equalities Co-ordinator	Community & Corporate Development
Co-ordinator	Fife Violence Against Women Partnership
Team Manager	Safer Communities
Detective Chief Inspector	Police Scotland
Clinical Services Manager, NHS Fife	NHS Fife
Lead Nurse, NHS Fife	NHS Fife
Equality and Human Rights Officer,	NHS Fife
Co-ordinator	Fife Alcohol & Dug Partnership
Manager	Safe Space
Manager	Kingdom Abuse Survivors Project
Manager	Fife Rape and Sexual Assault Centre
Manager	Fife Women's Aid
Area Personal Support Officer (North)	Army Welfare Service
Chief Executive	Fife Centre for Equalities
Assistant Director Student Services,	St Andrews University

**Fife Violence Against Women Partnership
Annual Report 2020-21**



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Chair's Introduction

The COVID-19 pandemic has, and will continue, to place women, children and young people experiencing domestic abuse, sexual violence and other forms of violence against women at increased risk of harm for the foreseeable future. This has been a year like no other as partners worked together to make sure services continued to support those who needed help. We all had to learn new ways of working. The particular risks and impact of lockdown on victims and survivors of domestic abuse and sexual violence was significant, whether through increased opportunity for perpetrators to be abusive; exert coercive control; a lack of usual protective measures or lack of usual coping mechanisms.

In the first few months of lockdown, agencies worked hard to adapt to everchanging circumstances - developing ways to keep staff and service users safe from not only abuse but also Covid. Risk assessments, home working and virtual meetings became the norm. As Chair I was really pleased when our specialist agencies reported feeling very supported at that time from Scottish Government, local statutory agencies and local communities alike. The feedback from service users also reflected the efforts made and flexibility to respond to individual need and provide a wide range of holistic services and crisis support.

Covid placed significant pressures on individuals and organisations, no-one suspected at the start of the pandemic that we would still be working with restrictions more than a year later. I would like to thank everyone for their commitment, recognising the many difficulties. We couldn't have done it without you.

The Scottish Government and CoSLA recognised the particular challenges and published [Coronavirus COVID-19 Supplementary National Violence Against Women Guidance](#) for local authorities and community planning partners. Fife Violence Against Women Partnership had already addressed the actions identified in terms of lockdown when it was first published in June 2021. The partnership redrafted the FVAWP Action Plan 2019-22 to reflect the risks, demand for services and range of mitigating actions highlighted in the guidance as we recover from the pandemic. FVAWP will face considerable challenges in the months and years ahead. Never has it been more important for us to work together.

It is likely to be years not months until we can expect the specific harm of Covid to survivors of violence against women and children to be addressed, as reflected in the Supplementary Guidance. There are opportunities for violence against women to more widely understood across community partners as we develop recovery plans.

Heather Bett, Clinical Services Manager, NHS Fife

Equally Safe

Fife Violence Against Women Partnership (FVAWP) has adopted [Equally Safe – Scotland’s strategy for preventing and eradicating violence against women and girls](#). This framework has been used to self-assess progress locally, identifying strengths and weaknesses and forms the basis of FVAWP Action Plan 2019-22.

Equally Safe – Scotland’s strategy for preventing and eradicating violence against women and girls is the key national driver for Fife Violence Against Women Partnership. The Delivery Plan and local area Quality Standards work to the following four priorities that have been adopted by partners locally:

1. Scottish society embraces equality and mutual respect and rejects all forms of violence against women and girls
2. Women and girls thrive as equal citizens: socially, culturally, economically, and politically
3. Interventions are early and effective, preventing violence and maximising the safety and wellbeing of women children and young people
4. Men desist from all forms of violence against women and girls and perpetrators of such violence receive a robust and effective response

FVAWP provides an annual data return to the Improvement Service on a range of quality standards based on these priorities, partnership working and specific data measuring investment and activity in Fife. This annual report is structured around these Equally Safe Priorities

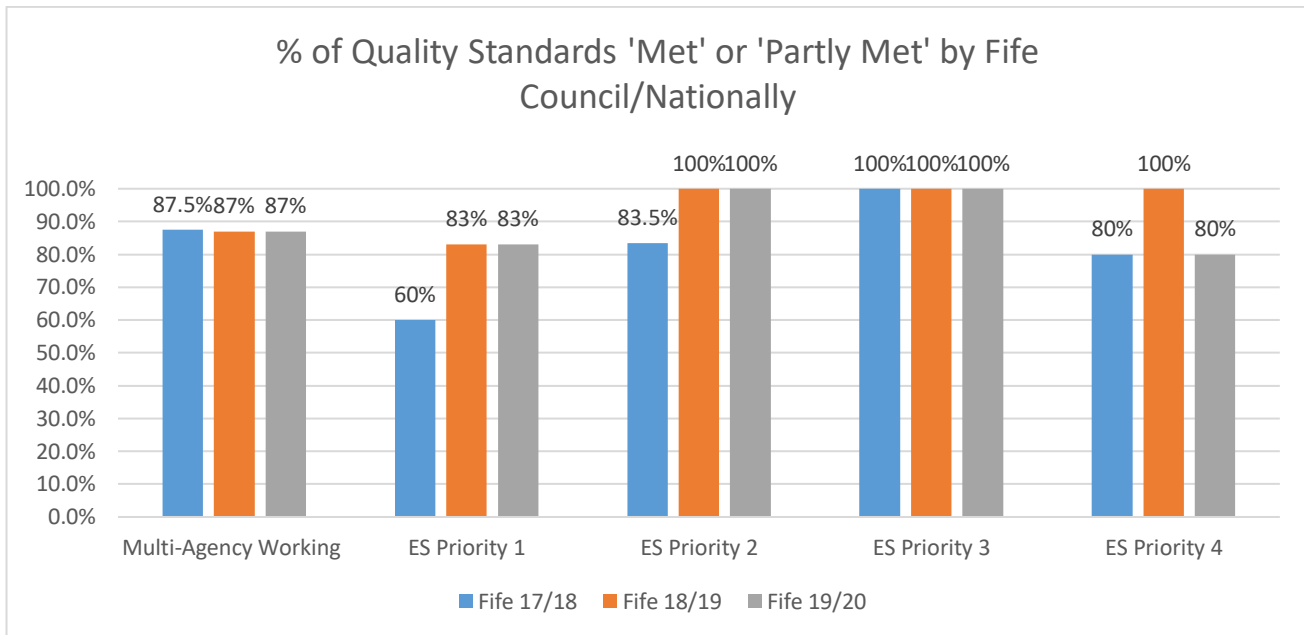
Equally Safe Definition of Violence Against Women:

- *physical, sexual and psychological violence occurring in the family (including children and young people), within the general community or in institutions, including domestic abuse, rape, and incest;*
- *sexual harassment, bullying and intimidation in any public or private space, including work;*
- *commercial sexual exploitation, including prostitution, lap dancing, stripping, pornography and trafficking;*
- *child sexual abuse, including familial sexual abuse, child sexual exploitation and online abuse;*
- *so called ‘honour based’ violence, including dowry related violence, female genital mutilation, forced and child marriages, and ‘honour’ crimes.*

Violence against women is both an equality and a human rights issue. Women and girls are at increased risk of violence and abuse because they are female. Our shared understanding recognises that violence against women has a significant impact on children and young people’s lives, with their safety closely linked to that of their mother. Men and boys can also be at risk of violence and abuse and support needs to be available when needed.

Equally Safe Quality Standards

The graph below shows comparative data for Fife 2017/18, 2018/19 and 2019/20 – (2020/21 data is not yet available in this format). The quality standards are self-assessed by a range of partners and signed off by the FVAWP Executive Committee. National comparisons were not available this year, but Fife has performed well in previous years.



Covid Supplementary Guidance

In December 2020 the FVAWP revised the [Violence Against Women Action Plan 2019-22](#) to respond to Covid challenges and incorporate [Coronavirus \(COVID-19 Supplementary National Violence Against Women Guidance](#) for local authorities and community planning partners. This guidance recognised that the COVID-19 pandemic has, and will continue to place women, children and young people experiencing all forms of VAWG at increased risk of harm for the foreseeable future. This is due to several factors including (but not limited to):

- women, children, and young people having less opportunity to seek support from their normal social networks such as friends and family while restrictions are in place
- a perception that both universal and specialist services are under pressure creating a reluctance to seek support.
- perpetrators of VAWG potentially using COVID-19 social restrictions as an additional tool of exerting control, abuse and exploitation
- increased financial challenges and dependencies if women are not able to work due to redundancy,
- caring responsibilities,
- illness or other factors.

The Guidance identifies a range of specific increased risks:

1. During periods of lockdown and other social restrictions
2. During recovery and renewal planning
3. As partners build back better

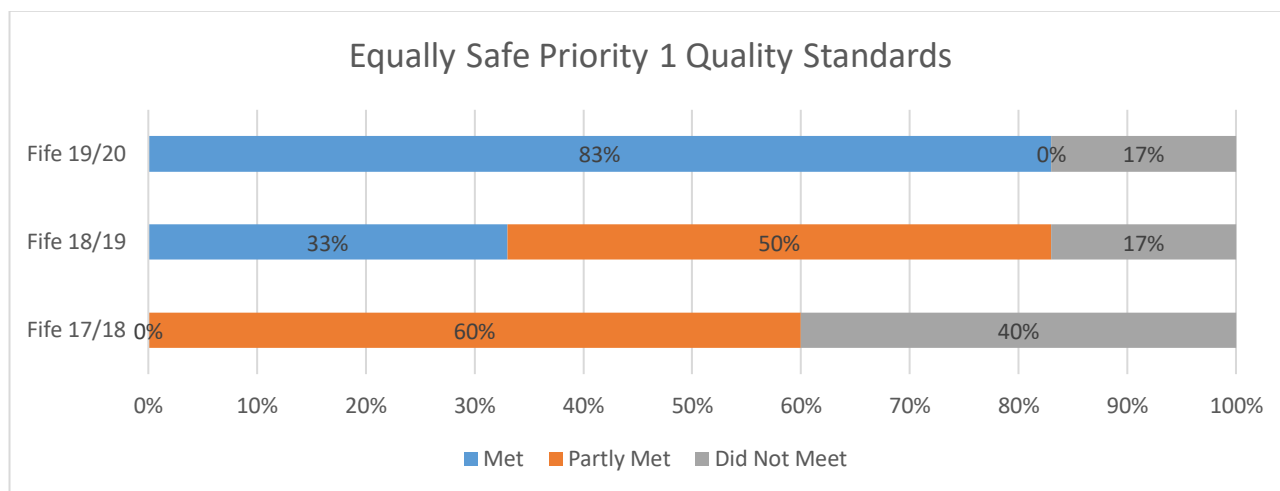
The revised FVAWP action plan to 2022 now incorporates all 20 actions to address 1 and 2 above. When the first version of the Supplementary Guidance was published in June 2020, partners in Fife were already addressing all actions identified as key in periods of lockdown and other social restrictions.

To facilitate the delivery of the FVAWP action plan the partnership was restructured with a small working group and Lead identified for each of the priority areas. Additionally, a Practitioner's network has been established to support the sharing of good practice and networking, ensuring the Partnership is closely linked to those delivering services.

Appendix 1 – FVAWP action Plan 2019 -22 (revised December 2020) details actions and progress to 31st March 2021. The text of the annual report provides a broader context for the work of Partners.

Equally Safe Priority 1: Scottish society embraces equality and mutual respect and rejects all forms of violence against women and girls

- Positive gender roles are promoted
- People enjoy healthy positive relationships
- Children and young people develop an understanding of safe, healthy and positive relationships from an early age
- Individuals and communities recognise and challenge violent and abusive behaviour



What have we done?

[FVAWP Primary Prevention Strategy for Children and Young People](#) was signed off by partners with work developing in the following settings - youthwork, early years, schools, College and University. The strategy links with the Curriculum for Excellence Health and Wellbeing Indicators. It is supported by a range of local and national partners. There is work within schools to promote understanding and awareness of gender-based violence, positive, healthy relationships and consent information from early years to secondary S6. A network of *VAW champions* supports prevention work, recognising the key role of specialist services within the third sector. The benefit of a dedicated resource at Fife Rape and Sexual Assault Centre can be seen with their prevention worker reaching out to young people across Fife from S1 to S6 – discussing consent, sexual violence, sexualisation and social media. (appendix 2)

Early years - The Gender Equal Play pilot with Duloch Nursery supported by Zero Tolerance and FVAWP ended in March 2021. The project was to promote gender equal resources in the early years setting. The final evaluation will be published shortly, but Zero Tolerance are already looking at launching a national “*You Can Be Campaign - Book Audit programme*”. A further 5 Fife nurseries have signed up to participate.

Primary - FVAWP has linked in with partners at NSPCC to monitor the delivery of the [Speak Out Stay Safe](#). Due to the school restrictions of 2020 the NSPCC delivered sessions virtually. 1214 pupils from across Fife participated.

Secondary - There is a national requirement to promote health and wellbeing in schools in line with the Curriculum for Excellence. Three Fife schools have continued to run the *Mentoring Violence Programme (MVP)* despite Covid lockdowns.

St Andrew’s University raises awareness of violence against women with all students in Freshers’ week, using their bystander peer education support programme *StAnd Together* which is an adaptation of Mentors in Violence Programme. Got Consent is a student led group who lead

workshops to educate and start conversations around the topics of sexual assault, bystander intervention, and laws and policies in relation to gender-based violence. 58 workshops were delivered virtually and attended by over 400 students (mandatory for all student leaders). The group created and manage the online module “Sexual Consent” which is a mandatory element of matriculation for all students and was accessed by 10,389 users.

Partners have come together to create a Fife cohort of *Zero Tolerance Under Pressure* online trainers. The group consists of staff from both specialist gender-based violence organisations and other specialisms such as Community Safety who will deliver to multi-agency staff. Community Learning and Development co-ordinate the delivery to youthwork staff.

Social Media Campaigns

FVAWP has used delivered nine social media campaigns to promote violence against women messages coordinated through Fife Council Communications Team, Police Scotland and NHS Fife. Key messages, linking in with local and national initiatives, highlighted to public and staff the additional risks posed by Covid and promoted how to access services during restrictions. The campaigns were seen by 331,814 included:

- 16 days of Action Against Violence Against Women
- International Women’s Day
- Crisis Support Infographic
- National Domestic Abuse Campaign (Safer Scotland)
- National Domestic Abuse Campaign (Crime Stoppers)
- Message of reassurance
- National UK Says No more
- Click Magazine
- Domestic Abuse Disclosure scheme 5-year anniversary

Fife Council Communication Team advise that all FVAWP campaigns reached high levels of engagement.

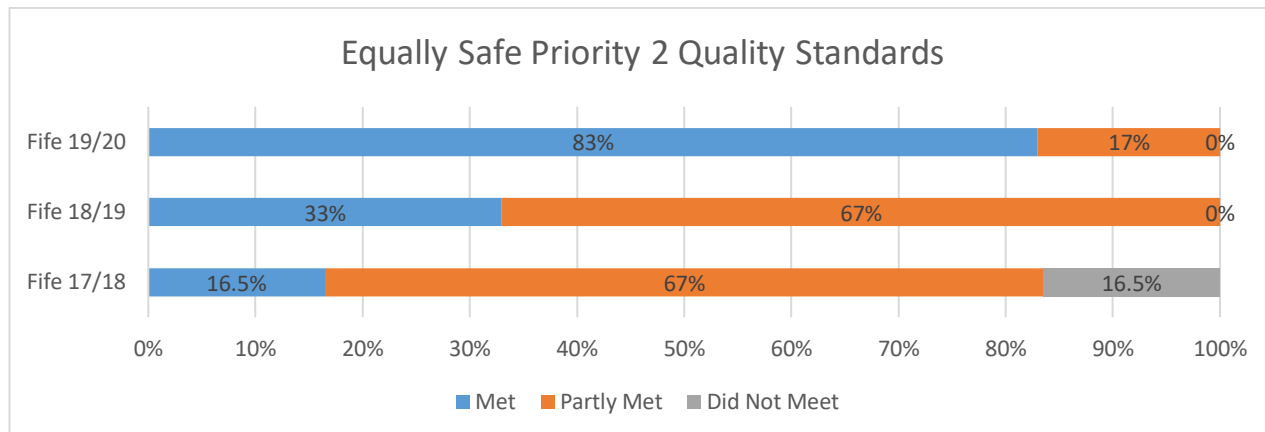
FVAWP supported the promotion of Partner’s campaigns including: SAJE, FWA, FRASAC, NSPCC, NHS and Police Scotland across various media platforms including radio interviews, newspaper articles, podcasts and social media platforms. The reach of Partners’ social media campaigns collectively added to over 500,000.

Next Steps:

- Continue to deliver on Primary Prevention Strategy for Children and Young People across all ages and with input from a range of partners local and national
- Support St Andrew’s University Exhibition [What-were-you-wearing?](#)
- Co-ordinate campaigns focusing on:
 - Women’s safety (with Community Safety Partnership)
 - Relationship abuse between young people/ healthy relationships,
 - 16 Days (linking with national VAW network campaign)
 - International Women’s Day 2022.

Equally Safe Priority 2. Women and girls thrive as equal citizens: socially, culturally, economically and politically

- a. Women and girls feel safe, respected and equal in our communities
- b. Women and men have equal access to power and resources



What have we done?

The work of FVAWP is aligned with Fife’s Senior Equality Group, recognising that violence against women is both a cause and consequence of gender inequality. Fife Council’s Equality, Diversity and Human Rights Outcomes include an outcome about women and girls living free from violence and abuse linking to FVAWP Action Plan. FVAWP recognises specific challenges from Covid for women, children and young people with lived experience of VAWG. The [Coronavirus \(COVID-19 Supplementary National Violence Against Women Guidance](#) highlights the importance of ensuring that VAW is considered in Fife’s wider recovery plans and additional actions have been added to the FVAWP Action Plan to support this, including in terms of:

- Equality and Human Rights Impact Assessments
- Consulting with survivors to ensure that the recovery systems and services meet their needs
- Ensuring that the inequality of outcomes that women have experienced during the pandemic are recognised and addressed in local recovery and renewal strategies

Fife Council is continuing to review practice supported by the Equally Safe Employer Accreditation Programme. HR policy and guidance has been updated. HR advice re VAW and Covid-19 was circulated and updated to managers within the Council. There has been a high level of flexibility offered to staff during the pandemic particularly in the form of paid special leave to those with health concerns or those with childcare commitments.

NHS Fife and Fife Council undertake Equality Impact Assessments to review activity and outcomes from an Equality and Human Rights perspective. The purpose is to identify any action needed to improve equality performance, either by eliminating discrimination or disadvantage, or by acting upon opportunities to promote equality and create opportunities to foster good relations between groups. EQIA process assesses impact of gender inequality and issues of violence towards woman as a core question. For further information on the detail of EQIAs completed see www.nhsfife.org/about-us/equality-and-human-rights/

Domestic Abuse Awareness Raising Training ([DAART](#)) was promoted to managers and staff across the Partnership to enhance understanding.

FVAWP and partners have strengthened links with equality groups with the support of Fife Centre for Equalities. FVAWP Priority 3 has been looking to enhance support for those with additional vulnerabilities. Specialist services have supported service users to inform FVAWP of what changes to services in third sector and statutory sectors have meant for them.

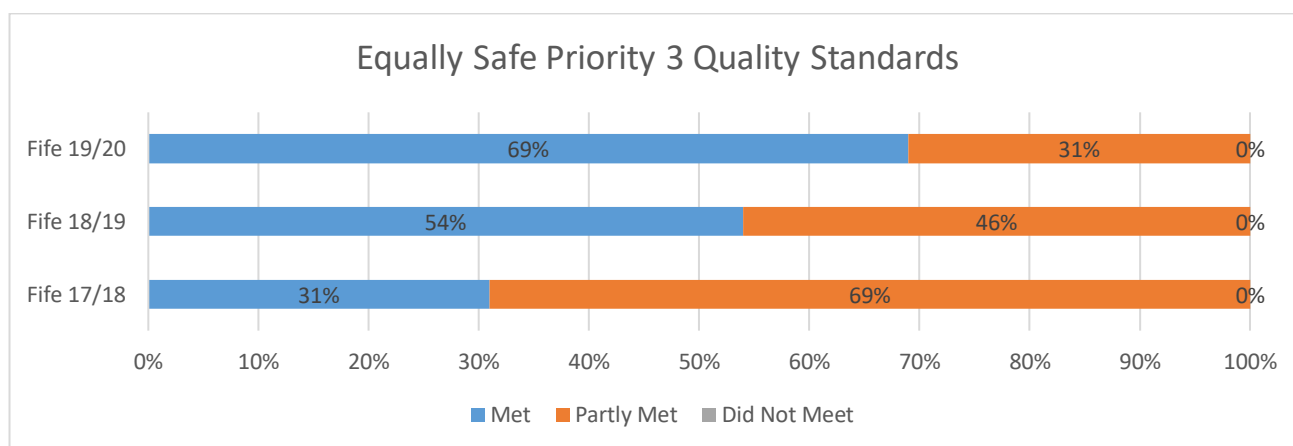
FVAWP has liaised with Community Planning Managers to highlight the need to take a gendered approach and to specifically consider VAW in renewal planning.

Next Steps

- Fife Council to look at *Equally Safe at Work* Bronze Accreditation
- Engage with Plan 4 Fife update and renewal planning promoting a gendered approach and the needs of women and children with lived experience of violence against women
- Share the views of those with lived experience across the partnership and local planning

Equally Safe Priority 3. Interventions are early and effective, preventing violence and maximising safety and wellbeing of women, children and young people

- Justice responses are robust, swift, consistent, and co-ordinated
- Women, children and young people access relevant, effective and integrated services
- Service providers competently identify violence against women and girls and respond effectively to women, children and young people affected



Covid 19 restrictions significantly impacted on women and children living with domestic abuse and other forms of violence against women, creating an environment whereby risks are heightened within local communities.

Partners across statutory and third sectors worked incredibly hard to support victims and survivors. Organisations developed new ways of working and responded well to rapidly changing circumstances. Strong partnership working helped to make sure that service users' needs were met. Third sector colleagues commented on the high level of support they had not only from the Scottish Govt and local partners but also our local communities who were generous in their offers of help.

FVAWP worked with partners to prepare public facing information, linking to national campaigns as they became live. The key message was that help was there for anyone who needed it. Websites and social media were the main platforms with partner agencies resharing and tweeting information, posters were distributed to shops and pharmacies. This was helped by national news and awareness of the specific risks.

Local organisations supported their service users in a range of very practical ways recognising that lockdown disrupted normal coping strategies. Specialist services developed new ways to engage with service users including greater use of technology and video calls. There was a high level of partnership working across statutory and third sector organisations, with services being flexible and supportive of each other.

New Methods of Service Delivery

Agencies adapted to rapidly changing situations as Covid-19 restrictions presented a range of challenges. For some partners eg Police Scotland it was "business as usual". For others, offices

closed with staff and volunteers working from home requiring a much greater emphasis on technology. Specialist services adapted using remote virtual platforms such as Zoom, Whatsapp, Skype or by telephone. Many services used these methods in both group and individual settings. In person support was offered to clients who could not receive support virtually (following careful risk assessments to ensure the safety of both clients and workers).

During the early period of lockdown partners were providing very practical help for example delivering food parcels to the most vulnerable clients.

"I just wanted to thank you for all you have done for me during the coronavirus pandemic. You organised someone to do my shopping for me weekly and sent me out drawing pads. I got back into art again after not having any enthusiasm for anything in years. This helped de-stress me as did the weekly check-ins by phone from you. I couldn't have come this far without your help so thank you for your kindness. I will never forget it...."

FRASAC 26/06/2020

As restrictions relaxed, services developed more ways to offer support. Virtual / online support worked well for some service users and will continue as things return to a "new normal". Some service users preferred online support finding it helped reduce social anxiety, removed the need for public transport and eased childcare.

[client recalled a conversation with a friend].....said to me *"that's a shame your counselling is now on the telephone, that's not the same"* I replied *"no it's actually really helping me, I feel because I met my therapist before lockdown it wasn't scary on the phone and I really feel our connection is deepening with each session, I get that space to let it all out and I look forward to a Friday knowing I have my session"*

KASP

Housing Service worked with Fife Women's Aid to increase refuge provision

This space (refuge) is a peaceful sanctuary where I feel protected and safe, during the lockdown particularly.

Fife Women's Aid

"I have felt so isolated, thank you for helping me".

NHS Fife

"Children and Young People's worker being in touch weekly has been the difference between my daughter having to face lockdown alone".

Fife Women's Aid

At the start of the pandemic referral numbers dropped, before recovering to a higher-than-normal rate for many organisations. In the autumn specialist services reported substantial waiting lists

Fife Women's Aid had a 77% increase in their waiting list across their services, but this was more acute with a 112% increase for their children and young people's service. This trend is also true for FRASAC (+48%), KASP (+19%), Safe Space (+14%). Some waiting lists were closed for periods, impacting on therapeutic and recovery services although not crisis support.

"Partnership work has been the main reason for success during this pandemic. We have successfully strengthened our existing partnerships and, built-up new relationships with some local charities to provide support to our women in crisis".

Shakti Women's Aid

"I have carried out numerous "walk and talk" meetings and now WhatsApp Video calling. The walk and talks worked well. The women I worked with really appreciated it as some of them were really struggling with the lockdown. Some felt it better to do face to face as opposed to telephone contact"

Caledonian

'My worker never gave up on me, even when things were really bad. I knew she cared, like really cared and that helped. It felt like she saw all of me.'

FWA, Women's Service

“KASP has sustained and supported me through a terrible time. It has made me look at my life and myself within that and also significant relationships. It has supported me in overwhelming grief.”
Survivor, KASP

“.....to have continued support from the amazing women that run SAJE and also the women that are in the same position as myself has been incredibly uplifting”
SAJE Service User

‘The support I’ve had has been amazing. When my ex found out where I was, I was worried I’d lose my place in refuge, but my worker helped me to move to another refuge and work out my finances and childcare.’
FWA refuge service

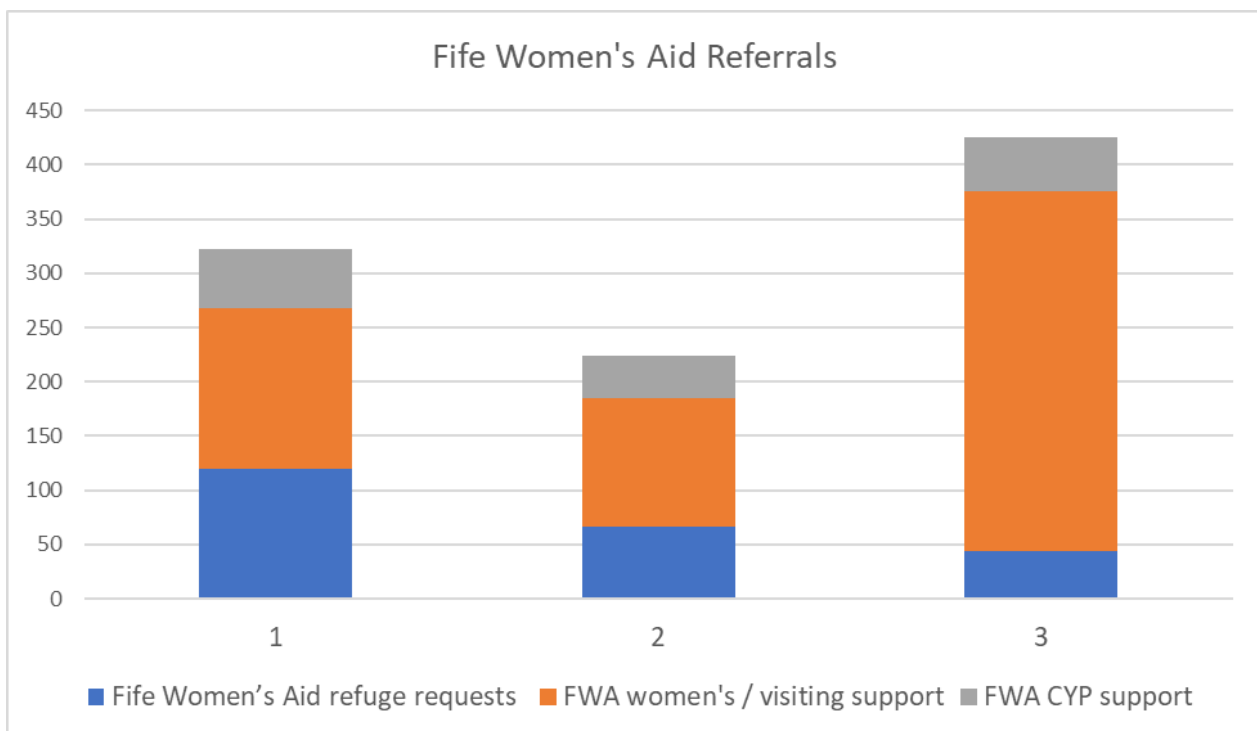
‘I look forward to our weekly chats to download’ and ‘I’m glad we’ve been able to keep up our calls’...(referring to Whats App video calls).
FRASAC, service user feedback

Some service users really need the opportunity for face to face therapeutic work, others have adapted well to virtual support. No one size fits all.

“We have continued to deliver our counselling service in the normal way - clients have been very clear that trauma counselling needs face to face due to the very nature of the work involved”.
Safe Space

Referrals

It was difficult to predict demand for services with some services seeing huge fluctuations in referrals. For example, Fife Women’s Aid saw significant pressure on refuge accommodation during the first lockdown (1. April – September 2020) which subsequently eased. However, the number of referrals for the women’s support service then increased significantly (3. Jan - Mar 2021).



While the number of women attending the Freedom programme offered by Saje decreased, there was an increase in the volume and severity of need in ad-hoc support (57% increase) and weekly drop in sessions were heavily used.

Waiting Lists

Agencies managed waiting lists in a number of ways, some services closed waiting lists for a time, recognising that recovery services including counselling and therapeutic inputs were undeliverable (in terms of capacity, safety, being in a stable place to undertake work or ability to engage with virtual media).

Some agencies had substantial waiting lists, mainly due to service users requiring support for a longer period during the pandemic, and/or capacity issues particularly around the use of volunteer councillors and recruitment challenges.

Agencies ensured that service users on waiting lists had access to support including wellbeing calls, access to support lines, food parcels, and referral to other agencies. Several organisations introduced an *early intervention service* so that anyone referred was offered some immediate support (eg psychoeducation and resourcing) to contain them whilst they wait for longer-term support.

Recruitment / Staff

Some agencies found recruitment difficult during restrictions, which impacted on their waiting lists. Others found that increased numbers of support staff did not reduce waiting lists as the demand was so high. Some agencies were unable to support volunteers putting additional pressures on paid staff.

Covid-19 presented considerable challenges for staff working from home over many months

- very practical issues like space to work without interruption
- maintaining boundaries of work and homelife
- working with abuse and trauma within your own home on a daily basis over a period of months
- less opportunity for peer support
- management and supervision are more remote.
- learning to support service users remotely with more limited visual cues

Service Users identified the following challenges:

- access to technology
- missing face to face contact
- isolation
- maintaining boundaries (disclosing very painful traumatic events while sitting in own home)
- safety and confidentiality
- some clients find virtual sessions far less effective

Lockdown had some unexpected consequences as described by one service user:

“I was stuck in this place I was so angry, lost, sad, didn’t know how to get my head out of it I just wouldn’t accept help! I didn’t know where to start that was the problem too! I knew I needed to sort myself out... the lockdown inadvertently helped me as I became desperate and made contact with KASP! So much has changed in past 6/7 months and I have with help from KASP worked on myself and made changes! I’m back at work, calmer and getting on better with my family too”

Outcomes for Service Users

In addition to the feedback above and quantitative evaluation - a number of service users shared the difference the support made to them, for example:

Life changing - I can now be open and honest - I have found my voice. If I don't like something I can say 'no'

I feel more equipped to deal with life and in a much better position mentally and emotionally towards family issues.

I have more confidence in myself

It has really helped me understand that Abuse is Abuse... I have minimised my experiences and have felt ashamed. Not anymore. The support from the hosts at Freedom as well as the others in the group has been amazing.....

I see a bright promising future for me and my kids.

This opportunity really has been amazing. So informative, I wish I had known about it sooner. I have I can't even put into words how I feel. The project went above and beyond to help me, and it means my children and I can now be safe and settled in our new home

Future planning is difficult for services because patterns of referral and delivery of services have been significantly disrupted. The Scottish Government announced new funding “*Delivering Equally Safe*” to replace a number of previous funds that many of our specialist services have relied upon for a number of years. Local organisations have made application to this competitive fund and adds to the uncertainties in service provision.

Covid impacted on the delivery of the FVAWP action plan in relation to Equally Safe Priority 3 and provision of services to maximise the safety and wellbeing of those with experience of domestic abuse, sexual violence and other forms of violence against women

FVAWP recognises the unique contribution of specialist services, especially during the last year when the FVAWP Executive has reviewed trends in referrals, waiting lists and service delivery with a view to responding effectively to demand. A Practitioner’s Network supports this data gathering.

Promoting trauma informed practice in relation to survivors of violence against women has been developed in partnership with Fife Trauma Network, including care pathways for survivors of sexual assault. Fife Suite is operating effectively with enhanced focus on wellbeing and good partnership working across Police, NHS and Fife Rape and Sexual Assault Centre. Victims receive appropriate sexual health follow up and designated support and counselling for 12 weeks from the specialist nurses and from our 3rd party agency partners if required.

FVAWP is supporting Fife Alcohol and Drug Partnership to research how Fife services can better support women who have dependencies and how we can intervene for effectively where women are also experiencing coercive control.

Learning and Development

A FVAWP *Multi-agency Training Framework* was agreed, based on 4 levels covering all staff groups. Recognising the impact of Covid, training was rewritten for virtual delivery and a greater emphasis placed on e-learning. More information about FVAWP training strategy and courses can be accessed on [FVAWP webpages](#). There was no training April to June 2020 while partners agreed the new programme based on e-learning and virtual delivery.

There were 10 separate learning opportunities across a variety of different platforms including single agency training completed by 860 participants. The high standard of training could not be delivered without the contribution of staff from partner organisations. We were please to maintain a high level of satisfaction in the training despite the remote delivery method, with attendees identifying:

- an increase in understanding of the issues
- improved knowledge of good practice
- increase in knowledge of services and resources

Course was very engaging and extremely knowledgeable; it was in-depth and very interactive.

Very relevant to current role and informative, very good information around pain management and those suffering with trauma, good practice examples to take back to team.

This training has given me the confidence in working with survivors, knowing it is okay to simply listen, ensure those disclosing do not feel any pressure, reassuring we are on the right track at the clinic when using physical strategy to address trauma.

The course was great. Really enjoyed it, felt like there was good content and a lot of information which was very helpful and will come in handy during practice. This topic was something I have not done training on before-hand and feel now like my knowledge has definitely been enhanced.

FVAWP is continuing to promote the [Safe and Together](#) model for working with domestic abuse cases involving children. FVAWP have worked closely with our international colleagues to ensure training could still be delivered through Covid19. The creation of S&T Virtual Academy along with Fife Trainers initiative webinars allowed for a further 75 participants to complete the 4 Day Core Training. The focus of the course content is:

- Keeping children safe and together with the non-abusing parent
- Partnering with the non-offending parent as the default position
- Intervening with perpetrators to reduce risk of harm to the child

100% of participants found the training relevant to their job role and the average score of the post course assessment was 88%. Participants believed that the strengths of the course were:

It was useful to highlight the importance of working with both the perpetrator and non-offending parent, to achieve safety for the family as a whole.

Identifying how I can partner with the non-offending parent.

Input from trainers - blended learning.

An additional 150 participants took part in 12 partner-led internal and external training seminars; these included St Andrews University's Gender Based Violence awareness sessions and specialist Foster Carer training provided by Kingdom Abuse Survivors Project and Fife Rape and Sexual Assault Centre.

NHS Fife has continued to support routine enquiry in a range of health settings.

Fife Housing Partnership has continued to support women with practical issues in settling into accommodation eg storage and removal costs through the Prevention of Homelessness Fund. The Housing Options Pathway and improvements in case management has had positive feedback from survivors. Fife Housing Register partners are looking at best ways to support women to sustain their tenancies including Tenancy Assistance and Housing Support resources. Links have been made with the Private Landlords Forum to highlight supports that are out there for private sector tenants experiencing domestic abuse.

MARAC Fife – (multi-agency risk assessment conferencing) is a process for highest risk domestic abuse cases. Its aims are to safeguard adult victims; make links with other public protection arrangements in relation to children, perpetrators, and vulnerable adults; safeguard agency staff and address the behaviour of the perpetrator.

MARAC was sustained throughout lockdown, with partners sharing information remotely. The process was revised to enhance the screening process with MARAC co-ordinator; Social Work Team Manager, Police Scotland Domestic Abuse Investigation Unit Sergeant and Team Manager of MARAC Advocates (Fife Women's Aid) reviewing all cases.

- 47% were discussed by partners at MARAC and independent MARAC advocacy offered
- 25% were referred to MARAC independent advocacy for further risk assessment, safety planning, support and signposting to appropriate services
- 28% of referrals were returned to the referring agency, with signposting for further safeguarding, without MARAC co-ordination

For highest risk cases partners shared their information as usual, the MARAC team drafted risk management plans for review and final tasking at a fortnightly virtual Teams meeting.

As in previous years, most victims were female. The number of referrals was slightly lower this year, however the number of children increased significantly after a particularly low number in 2019/20. Tasking was adapted in response to lockdown restrictions which changed the nature of risk and ways to counteract them.

As in previous years cases involved stalking, high levels of violence and coercive control. The impact on victims is profound in terms of trauma and wellbeing. Children are significantly impacted with domestic abuse identified as an adverse childhood experience (ACE).

Substance misuse is not a cause nor an excuse for domestic abuse, however, can increase risk when the victim and/or the perpetrator are misusing alcohol or drugs. Joint work with Fife Alcohol and Drug Partnership should help improve support for women with dependencies with whom services may struggle to engage or retain engagement with.

MARAC continues to reduce repeat victimisation within a context of complex and often escalating abuse where sharing information and partnership working is essential. Importantly victims feel supported by the MARAC advocates and other partners. MARAC ensures partner agencies understand the level of risk posed to adult victims and third parties including children. Crucially, the Advocates ensure all partners are aware of the victim's perspective and that tasking in the Risk Management Plan address their needs.

The MARAC strategic oversight group has undertaken a review of MARAC in Fife, led by a social work team manager, with a range of MARAC partners supporting case audits and review of processes and resources.

Safe, Secure and Supported at Home continued to be a key service during lockdown including for MARAC referrals. It was supported by Police Scotland (Fife Division) who provided safety and home security advice and delivered equipment as appropriate. The service has now returned to normal with Fife Cares providing home visits and the security equipment directly

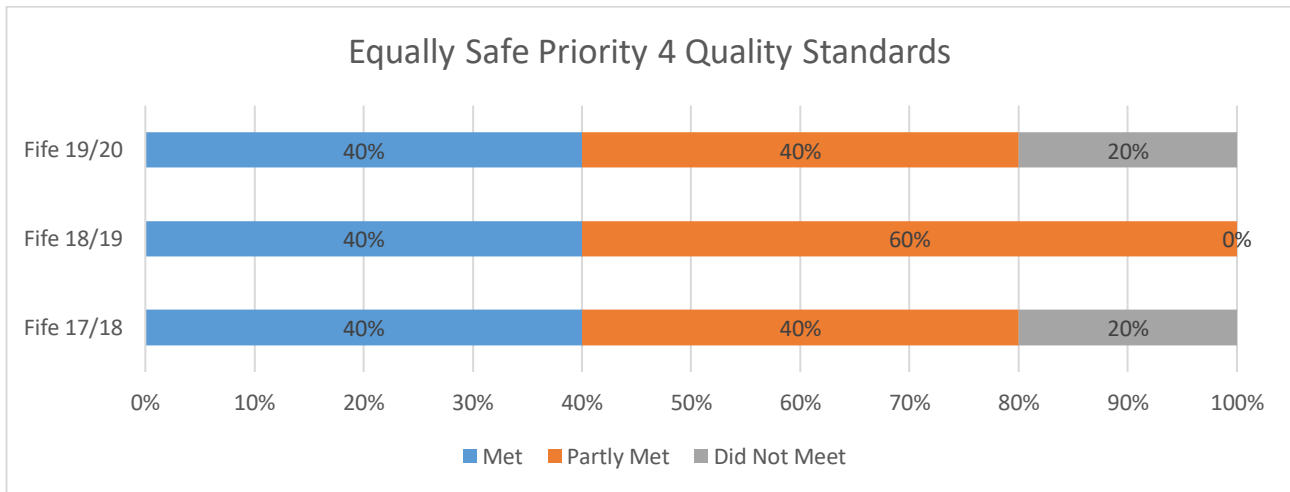
Next Steps

- Fife Violence Against Women Partnership will continue to monitor the demand for services as the impact of Covid varies, recognising the need for recovery services
- The Fife Suite will look towards offering adult victims of sexual assault the option of self-referral for a forensic examination (i.e. removing the need to report to the police prior to examination)
- Strengthen joint work with Alcohol and Drug Partnership
- Strengthen joint work with Adult Support and Protection re Dewis Project (older people)
- Review the support and recovery services for children and young people with experience of / impacted by violence against women
- NHS Fife to develop in-house training on trauma informed practice and safety & stabilisation within context of routine enquiry across a range of healthcare settings
- Fife Housing Partnership to respond to Domestic Abuse (Protection) (Scotland) Act and guidance as it becomes available
- Take forward the findings of the MARAC Fife Review
- Support the Development of the Community mental health and wellbeing framework

Equally Safe Priority 4

Men desist from all forms of violence against women and girls and perpetrators of such violence receive a robust and effective response.

- a. Justice responses are robust, swift, consistent and co-ordinated
- b. Men who carry out violence against women and girls are identified early and held to account by the criminal and civil justice system
- c. Relevant links are made between the experience of women children and young people in the criminal and civil justice system



What have we done?

FVAWP promotes engaging with male perpetrators of domestic abuse to hold them to account for their behaviours in terms of adult victims, children and third parties. FVAWP promoted this approach not only through accredited training, but broader guidance and multi-agency training. Criminal Justice Social Work (CJSW) colleagues supported the development of a multi-agency seminar “*Engaging Safely with Male Perpetrators of Domestic Abuse*”.

Covid restrictions had a significant impact on the functioning of criminal justice system, particularly the Courts where there were significant backlogs. CJSW continued to manage cases with close monitoring

Perpetrator groups were suspended, including for domestic abuse and sex offenders to be replaced with one-to-one delivery. There were significant backlogs Unpaid Work - 20,000 hours were removed in Fife due to a change in the legislation, this did not however impact on perpetrators of domestic abuse / sexual violence or stalking offences who are required to complete their unpaid work.

There is effective sharing of information across processes in Fife to protect victims including MATAAC¹ and DSDAS².

¹ Multi-Agency Tasking and Co-ordination - a police led process to share information about perpetrators who present the highest risk to victims, many have abused multiple partners

² Disclosure Scotland Domestic Abuse Scheme, a process where police can make a disclosure to the partner of a perpetrator of domestic abuse about their previous domestic abuse history (sometimes known as Claire’s Law)

Fife Rape and Sexual Assault Centre and Fife Women’s Aid continue to provide court support to victims required to attend Court alongside Victim Support Witness Service.

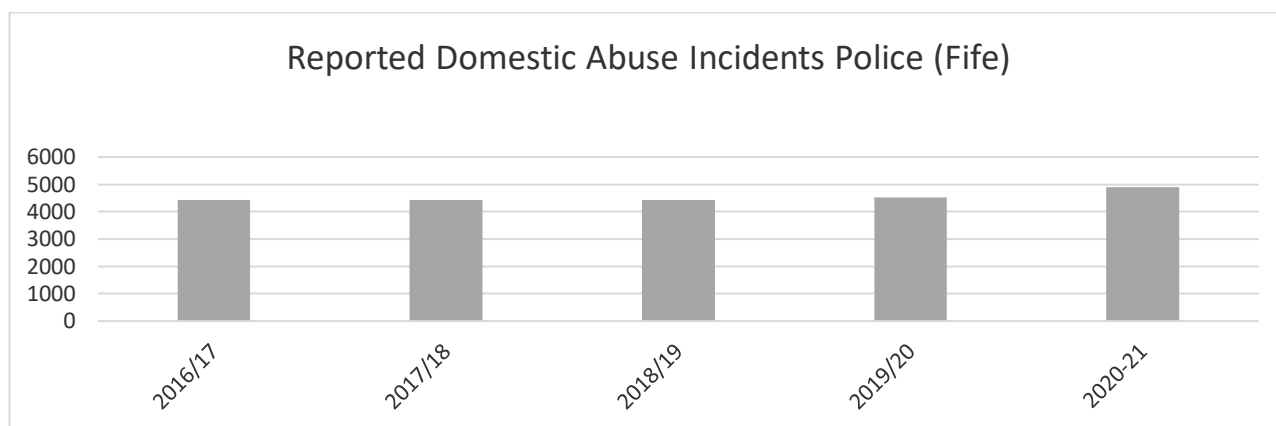
Next Steps

- Roll out staff training on engaging with male perpetrators
- Work to address backlogs in the Court systems with the additional financial support granted from Scottish Government.
- Re-establish groupwork programmes as Covid permits.

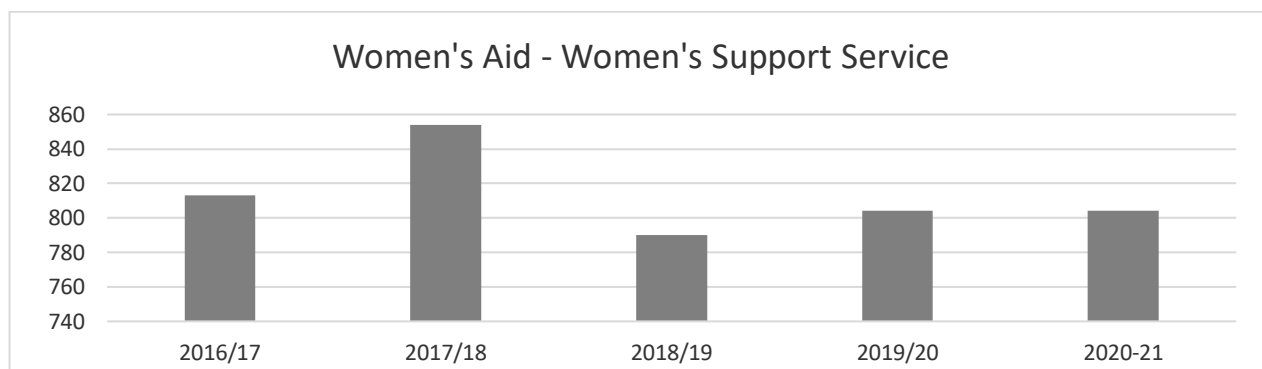
Demand for Services – Partners Data returns 20/21

Domestic Abuse

Police Scotland (Fife Division) recorded **4902** incidents of domestic abuse with 3472 total crimes and offences. 47.8% of incidents resulted in a crime being recorded. Police continued to respond “business as usual” throughout the pandemic responding to an 8% increase in reported incidents.



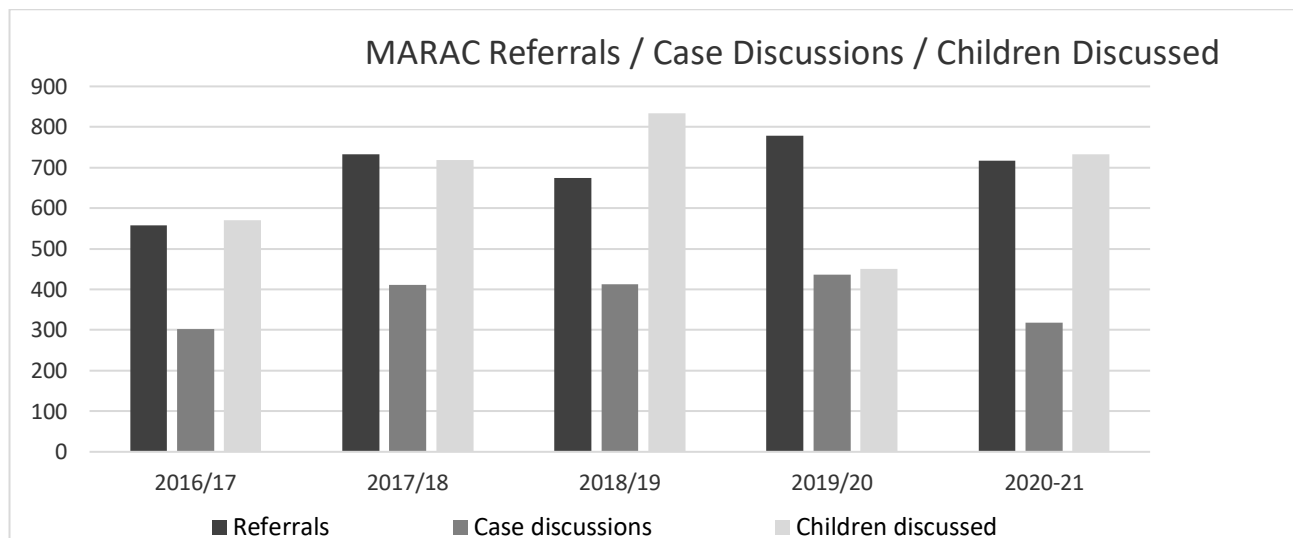
Fife Women’s Aid received **1499** referrals a reduction of 6% from the previous year to their services for women aged 16+ years, including women’s support service, refuge, MARAC, counselling, court support, befriending and family support. 804 of these referrals were to the women’s support service, which matched the previous year. 403 children (0-15 years) were supported by FWA children and young people’s service a small decrease (7%). There were 359 refuge requests which is a considerable increase (46%) on the previous year.



Shakti Women’s Aid received 20 new referrals. 17 of these were for domestic abuse and 3 forced marriage. Throughout the year 39 women were supported, similar to the previous year. It has been challenging to support women with complex needs, insecure immigration issues, and extreme isolation during lockdown.

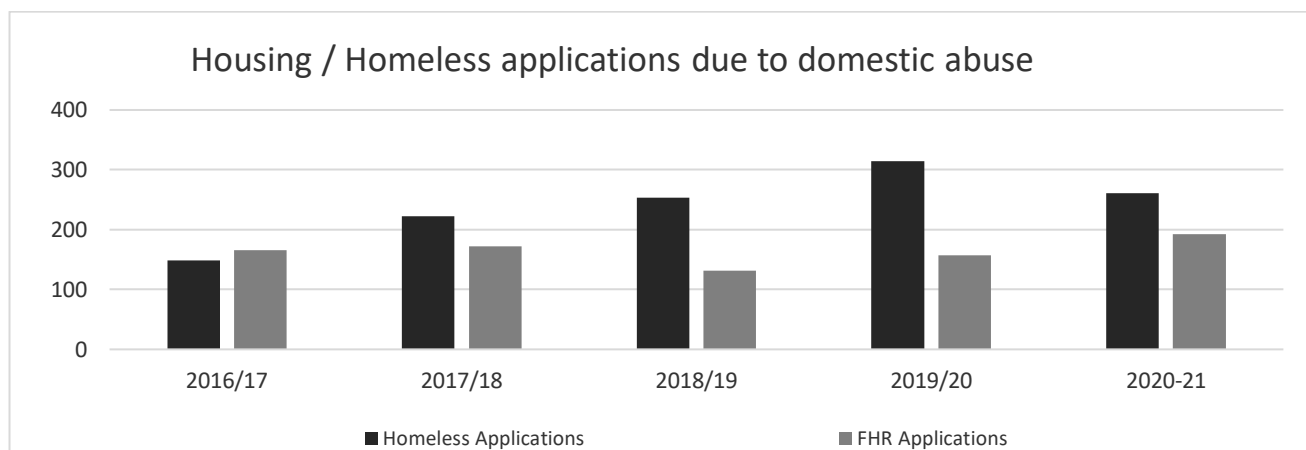
Cedar+ Fife – groupwork was difficult to deliver safely as Covid restrictions varied. At points in the year, referrals were not accepted, because there was no known timescale for group delivery, as a result referrals fell from 196 to 33. 24 children and 23 mothers completed a Cedar programme including family work and virtual groups with a further 23 families being supported in a range of other ways.

MARAC Fife received 717 high risk domestic abuse referrals. MARAC introduced new processes in response to Covid restrictions and the need to move to virtual multi-agency meetings. A more robust screening process was introduced as a result more cases were managed outwith a MARAC meeting. The number of case discussions was 318 including 733 babies / children.



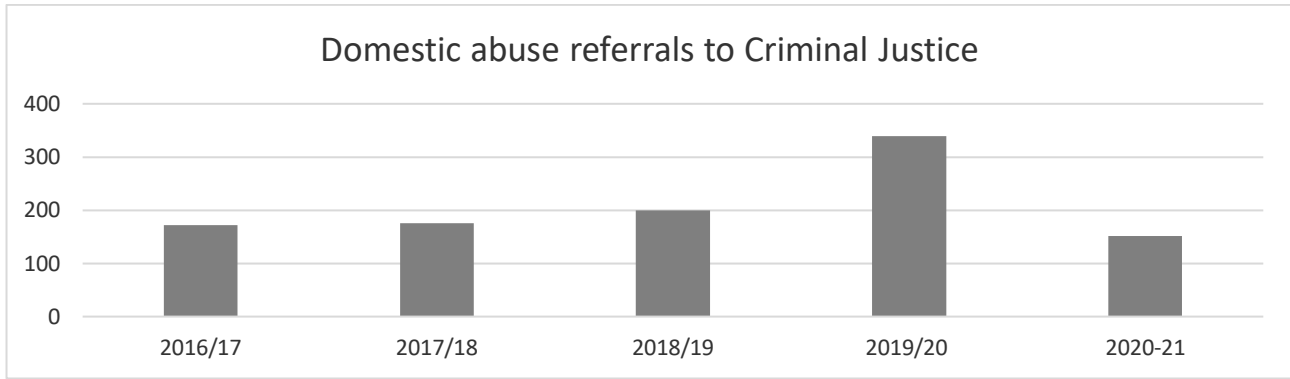
Saje received **303** referrals. 186 women completed the Freedom Programme and 76 the Toolkit for Life. Saje adapted services to deliver a range of on-line programmes. There was been an increase in number and complexity of ad-hoc support and weekly drop-in sessions were heavily used.

Housing - The number of applications for homeless accommodation as a result of domestic abuse / violence against women decreased last year (-17%), although the demand for permanent accommodation increased for the second year running (+25%).

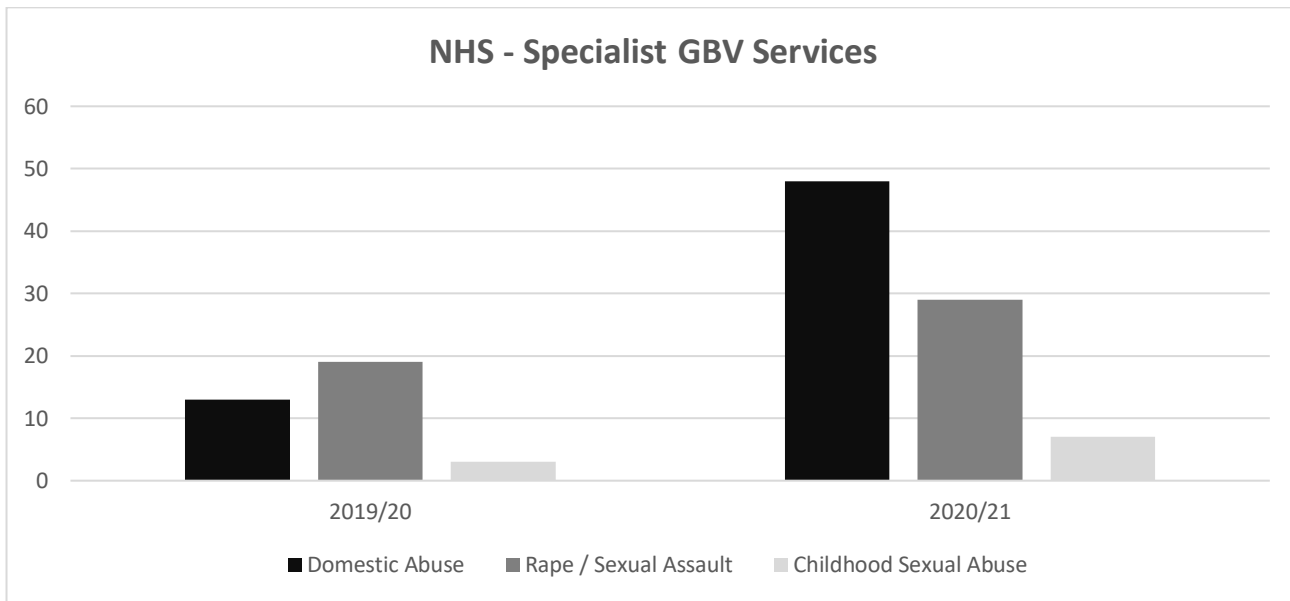


Criminal Justice

The number of referrals to criminal justice social work for perpetrators of domestic abuse (assault / Breach of the Peace) was 151, 23 started a Domestic Abuse Group. 3 men successfully completed. Covid impacted on both Courts and Criminal Justice Social Work. Group delivery was hampered by Covid restrictions, but one to one work continued.



NHS - Specialist NHS Gender Based Violence Service provided support as across a range of areas as follows.

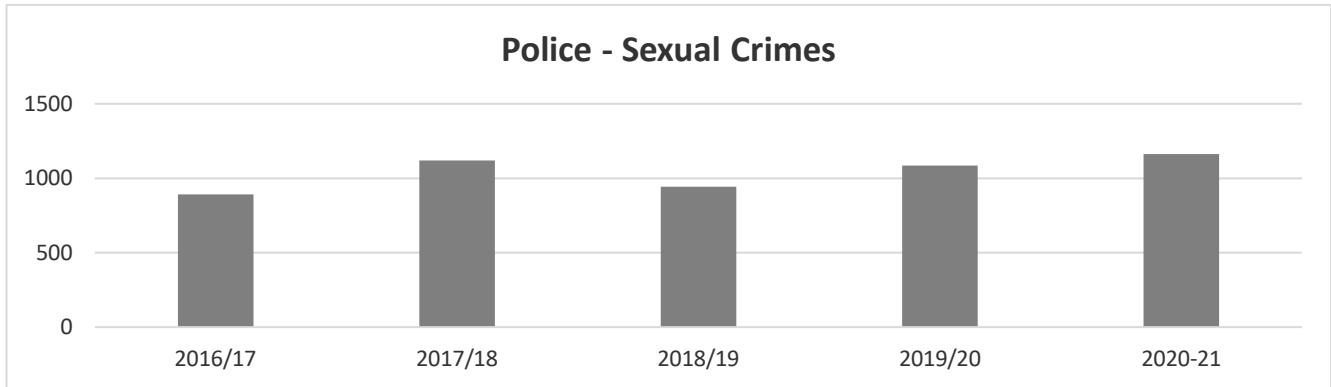


The Gender Based Violence Nurse Advisory saw a drop in rape and sexual assault disclosures during periods of lockdown which appears to be similar to other services. This is an overall breakdown within the different referrals disclosed to the team for further Safety, Support and Stabilisation. For further information see NHS Fife's GBV annual report.

Sexual Violence / Abuse

Police Scotland (Fife Division) recorded 1163 crimes of “indecenty”³. “Crimes of indecenty” describe a wide range of sexual offending as described in the foot note below including sexual assault and rape. Dedicated resource supports not only the investigation of reported crime but also the proactive investigation of the history of perpetrators (including previous partners and further criminality). This frequently elicits further recording and investigation of domestic/sexual abuse both non-recent and recent.

³ Rape/ Having Intercourse with an Older Child, Sexual Assault by Penetration, Engaging in penetrative sexual activity with or towards an older child, Sexual Assault, Engaging in sexual activity with or towards an older child, Sexual Coercion, Causing a Young Child/Older Child to Participate in a Sexual Activity, Coercing/ Causing a Person/Young Child/Older Child to be Present During a Sexual Activity, Coercing /Causing a Person/Young Child/Older Child to Look at a Sexual Image, Communicating Indecently, Causing a Person to See or Hear an Indecent Communication, Sexual Exposure, Voyeurism, Administering a Substance for Sexual Purposes, Engaging while an Older Child in Sexual Conduct with or Towards Another Older Child, Engaging while an Older Child in Consensual Sexual Conduct with Another Older Child, Sexual Abuse of Trust (Children), Sexual Abuse of Trust of a Mentally Disordered Person



Third Sector Sexual Abuse Agencies received the following number of referrals

- **FRASAC** (Fife Rape and Sexual Assault Centre) received **260** new referrals,
- **KASP** (Kingdom Abuse Survivor's Project) received **161** new referrals and
- **Safe Space** received **45** new referrals.

3rd sector partners have provided **6390** hours of support to survivors to help them cope with their experiences of abuse and violence during the last year.

Criminal Justice Social Work

There were 93 referrals to criminal justice social work as a result of sexual offending. 15 started on a programme focussing on reducing risk of further sexual offending.

Appendix 1 Action Plan 2019-22 (revised December 2020)

The action plan was amended in December 2020, recognising the significant impact of Covid on those affected by violence against women. In recognition of the particular risks for women and children the Scottish Government, CoSLA, Public Health Scotland and the Improvement Service published [Covid-19 Supplementary VAW Guidance](#) in June 2020 and an updated version in September 2020. This Guidance recognises:

The Guidance identifies a range of specific increased risks:

1. During periods of lockdown and other social restrictions
2. During recovery and renewal planning
3. As partners build back better

The guidance also identifies 25 actions that local partners should consider to mitigate against those risks. The action plan now incorporates actions addressing 1 & 2 above
 SG 1 to 10 - during periods of lockdown and other social restrictions,
 SG 11 to 20 - during recovery and renewal planning.
 Some link closely to actions already in our action plan, others are additional.

Equally Safe Priority 1 - Scottish society embraces equality and mutual respect and rejects all forms of violence against women and girls

Planned Activity	Key actions	Progress
1.1 Work in partnership with schools, colleges and university to raise awareness of all forms of VAWG, aligning to Scottish Government led strategies and pilot projects. Ensure a strong focus on prevention including: <ul style="list-style-type: none"> • raising awareness of positive healthy relationships • supporting children and young people to identify 'unhealthy relationships' at an early stage. 	Develop a primary prevention strategy to raise awareness of gender-based violence and support the delivery of inputs across schools aligned to Curriculum for Excellence. <ul style="list-style-type: none"> • Early years • Primary schools • Secondary schools 	Complete
	University of St Andrews to work with partners to raise awareness of VAWG focusing on prevention including Mentors in Violence Programme FVAWP to support this prevention work, recognising the key role of specialist services.	Ongoing
1.2 Work in partnership with youth work groups to ensure a consistent approach to raising awareness and tackling tolerance of VAWG	Identify priority groups of children and young people to learn about healthy relationships and those who need additional support to cope with the impact of Covid and VAW	Ongoing
1.3 Engage with the local community to raise awareness of Violence Against Women, the causes and consequences and the role they can play in tackling it	Link with national prevention campaigns such as 16 days FVAWP to promote services and where to get help (see priority 3, action 8 and priority 2, action 19)	Ongoing

Equally Safe Priority 2 - Women and girls thrive as equal citizens: socially, culturally, economically and politically

Planned Activity	Key actions	Progress
2.1 Highlight Equally Safe within local Equalities Strategies	Work with the Senior Equalities Group (SEG) to promote the quality standards and additional actions highlighted in the Covid-19 Supplementary VAW Guidance that link to ES priority 2	Ongoing
2.2 Fife Council to engage with the Equally Safe Employer Accreditation Programme	<p>Fife Council to work with FVAWP to achieve Bronze Accreditation where the framework addresses:</p> <ul style="list-style-type: none"> • Leadership • Data • Flexible working • Occupational Segregation • Workplace culture • Violence against women <p>Share learning with FVAWP partners Fife Council and Partners to highlight VAW policies in context of Covid-19, recognising the impact Covid-19 has had on staff working from home and additional risks. Promote Domestic Abuse Awareness Raising Training (DAART) to managers and staff across the Partnership</p>	Ongoing
2.3 (SG19) Regularly consult with women, children and young people with lived experience of VAWG and ensure that the recovery systems and services put in place locally recognise and respond to their specific needs, including WCYP with protected characteristics and/ or complex needs (previously FVAWP 2.3 and 2.4)	<p>Consult with women, children and young people with lived experience of VAW including those in contact with:</p> <ul style="list-style-type: none"> • VAW specialist services, • Fife Women’s Tent and • Equality Collective <p>and use this information to inform service design</p> <p>FVAWP and individual partners to liaise with local equality groups and identify opportunities for collaborative working including Fife Equalities Forum.</p>	Ongoing
2.4 (SG1) Ensure Equality and Human Rights Impact Assessments are undertaken when developing any new policies/ responses to COVID-19, to reduce any unintended negative consequences to WCYP experiencing VAWG and ensure they meet the specific needs of people with protected characteristics	<p>EqlAs undertaken in line with the public sector equality duty.</p> <p>SEG to highlight impact of Covid-19 on women children and young people experiencing VAWG and share Supplementary guidance.</p>	Complete
2.5 (SG11). Undertake local strategic needs assessments to understand the impact the pandemic has had on women, children and young people experiencing	Share and discuss supplementary guidance with Community Managers to support local partnership recovery and renewal plans	Ongoing

Planned Activity	Key actions	Progress
VAWG and ensure this learning is used to shape local recovery and renewal plans		
2.6 (SG12). Ensure specific risks to women and children affected by VAWG are included in relevant integrated risk registers being developed by relevant Chief Officer Groups (COGs) to support wider recovery and renewal planning	VAW data to be shared with COPSG Share and highlight Supplementary Guidance with COPSG. Highlight Supplementary Guidance to those redrafting Plan 4 Fife	Complete
2.7 (SG20) Ensure that the inequality of outcomes that women have experienced during the pandemic are recognised and addressed in local recovery and renewal strategies, as well as in specific strategies relating to employability and economic recovery and poverty and welfare	Revised Equality and Diversity Scheme to reflect impact of Covid -19 including identifying inequality of outcome and disadvantage on women, children and young people. Share and highlight Supplementary Guidance with: <ul style="list-style-type: none"> • Opportunities Fife Partnership • Community Managers • Communities and Wellbeing Partnership • Child Poverty Group 	Complete

Equally Safe Priority 3 - Interventions are early and effective, preventing violence and maximising safety and wellbeing of women, children and young people

Planned Activity	Key actions	Progress
<p>3.1 Improve funding arrangements for VAW services to ensure high quality, sustainable services are available locally for women and children affected by all forms of VAWG</p> <p>3.1a Consider how to support and enhance capacity of specialist services. Wherever possible, this will include ensuring that any local funding and contractual expectations are flexible to support service delivery and the changing needs of WCYP (SG6)</p> <p>3.1b Develop a strategy for effective multi-agency communication & data sharing to capture both quantitative and qualitative evidence on the impact of COVID-19 on women, children and young people (SG 5)</p> <p>3.1c Work in partnership with specialist VAWG services and universal services to identify anticipated levels of demand for crisis, recovery and other support in the coming year, and ensure resources are available to meet these. (SG17)</p> <p>3.1d Explore opportunities to lever additional resources to support systems and services to respond to increased levels of demand. (SG18)</p>	<p>Regular reports to FVAWP Executive to include:</p> <ul style="list-style-type: none"> • Trends • Waiting Lists • Alternative delivery methods <p>Continue to consider resources at FVAWP Executive meetings, working together within funding constraints</p>	<p>Ongoing</p>
<p>3.2 Develop new pathways with psychological services for women and children affected by violence against women</p> <p>3.2a Ensure local workforces have capacity and capability to provide trauma-informed support and services for all WCYP who require it (SG15)</p>	<p>Develop care pathways to meet national standards for forensic examination for sexual assault</p> <p>Work with Fife Trauma Network and Psychological Services to ensure appropriate supports for survivors of violence against women</p> <p>NES trauma e-learning to be included in FVAWP training programme</p>	<p>Complete</p>
<p>3.3 Work towards national standards for forensic examination for sexual assault</p>	<p>Continue to develop services and health pathways for adult survivors of sexual assault with regular review and incorporating the views of victims / survivors.</p>	<p>Ongoing</p>

Planned Activity	Key actions	Progress
<p>3.4 Review support for women and children with additional vulnerabilities including:</p> <ul style="list-style-type: none"> • trauma (complete) • substance misuse • mental health (complete) • military community • learning disability 	FVAWP (including MARAC leads) to work with Trauma network	Complete
	<ul style="list-style-type: none"> • Alcohol and Drug Partnership (ADP) 	Ongoing
	<ul style="list-style-type: none"> • MOD 	To be developed
	to ensure appropriate services are accessible and meet service users' needs.	
<p>3.5 Review and maintain support & recovery services available for children affected by VAWG</p> <p>3.5a Work in partnership with specialist VAWG services to ensure that robust pathways are in place to identify children and young people experiencing domestic abuse and other forms of VAWG and that they are able to access spaces at ELC and Education Hubs where possible, during periods when schools and nurseries are closed (SG4)</p> <p>3.5b Work in partnership with specialist VAWG services to ensure the needs of children experiencing domestic abuse are prioritised as part of recovery strategies being developed by Children Services and Education teams (SG14)</p>	<ul style="list-style-type: none"> • Young people's sexual abuse support services 12+ years at FRASAC • Seafield Project • Child and Adolescent Mental Health Services (CAMHS) • Fife Women's Aid Children and Young people's services • CEDAR+ (Children Experiencing Domestic Abuse Recovery including Early Years MARAC to identify and refer children and young people. <p>Health, Social Work and Education work in partnership to identify children at risk (including all children on the child protection register)</p> <p>Develop mechanism for specialist services to refer to Education Hubs</p> <p>Share and discuss supplementary guidance with Community Managers for consideration at Multi-Disciplinary Teams</p> <p>Share with Education Managers</p>	Ongoing
<p>3.6 Continue to review and deliver training opportunities, responding to FVAWP priorities</p>	Develop a FVAWP multi-agency training framework identifying e-learning and virtual training opportunities.	Complete
	<p>FVAWP training programme to:</p> <ul style="list-style-type: none"> • promote Safe & Together principles • highlight the impact of VAW on trauma • highlight stalking and coercive control <p>Rollout Safe and Together core training to Social Work (Children and Families and Criminal Justice)</p>	Ongoing
<p>3.7 NHS to review training and routine enquiry within healthcare settings</p>	Develop an improvement plan to increase the use of routine enquiry in the priority areas as set out in CEL	Ongoing
<p>3.8 Review options to provide quality, safe, secure and accessible accommodation that meets the needs of</p>	Fife Housing Partnership (FHP) Project to deliver on <i>Improving the Way We Work</i> action plan:	Ongoing

Planned Activity	Key actions	Progress
<p>women, children and young people affected by VAWG</p> <p>3.8a Develop a COVID-19 domestic abuse housing policy based on good practice guidance (SG3)</p>	<ul style="list-style-type: none"> • Develop a Prevention of Homelessness Fund to support women to access and retain settled accommodation • Continue to develop the Housing Options Pathway for women experiencing domestic abuse • Develop multi-agency case working model for women who wish to retain settled accommodation <p>Each landlord to develop their own tenancy management policy based on revised Fife Housing Register Domestic Abuse and Sexual Violence Protocol</p>	
<p>3.9 MARAC – multi-agency risk assessment conferencing</p> <p>3.9a Ensure MARACs continue to function to identify and enable safety plans to be put in place for WCYP at greatest risk of harm (SG2)</p>	<p>Develop and work to the 10 principles of an effective MARAC.</p> <p>Continue MARAC with revised processes to reflect Covid restrictions</p> <p>Undertake review / audit of MARAC</p>	Ongoing
<p>3.10 Continue to deliver Safe Secure and Supported at Home (SS&S@H) services</p>	<p>Identify resources to continue project beyond November 2019. Co-ordinate delivery of:</p> <ul style="list-style-type: none"> • Befriending • Home security advice and equipment • Police alarms • Housing advice and support 	Complete
<p>3.11 Cross reference learning from local and national case reviews relating to both children and adults relating to violence against women and children (including child sexual exploitation)</p>	<p>Learning from case reviews to be shared with FVAWP partners</p>	To be developed
<p>3.12 Encourage community planning partners to work together to ensure a consistent approach to meeting the needs of WCYP, particularly in adult protection, child protection and criminal justice responses (SG 7)</p>	<p>COPSG to co-ordinate public protection responses including VAW, adult protection, child protection and MAPPA.</p>	Ongoing
<p>3.13 Use social media and other communication channels to highlight local services & support available to WCYP and ensure different sectors of the workforce know the role they can play in reducing risks. The use of accessible communication should be promoted wherever possible to ensure that women and children with visual or sensory disabilities, learning difficulties, language barriers or other communication support needs are not excluded (SG 8)</p>	<p>FVAWP to work with Fife Council Communications Team and FVAWP partners to highlight local services & support and staff know the role they can play in reducing risks. Sharing information to those supporting service users with additional vulnerabilities</p> <p>Update FVAWP Webpages</p>	Complete

Planned Activity	Key actions	Progress
3.14 Adopt a whole-systems, child-centred approach to working with families experiencing domestic abuse & ensure children are involved in decision making where appropriate (SG13)	Core business.	Complete (ongoing)

Equally Safe Priority 4

Men desist from all forms of violence against women and girls and perpetrators of such violence receive a robust and effective response.

Planned Activity	Key actions	Progress
4.1 Identify staff that need training in identifying and engaging with perpetrators (including health visitors & midwives)	Use the Safe and Together model to underpin training to support staff in their role. Develop and deliver-multi-agency training to support staff in identifying and responding to perpetrators of domestic abuse appropriately.	Ongoing
4.2 Develop appropriate interventions to engage with, challenge and support change in the behaviour of perpetrators of VAW 4.2a (SG9) Update risk assessment & management plans for convicted perpetrators & ensure close monitoring of high-risk perpetrators. Where possible, and this can be done safely, intervene directly with perpetrators face-to-face or virtually to support them to change negative behaviours. If not possible, consider other ways of safely engaging to monitor behaviour 4.2b (SG10) Ensure that criminal justice partners have relevant details of index offences relating to VAWG and information around protective orders (e.g. NHOs) preventing contact with WCYP 4.2c (SG16). Ensure perpetrators are held to account through robust use of criminal justice process and resumption of programmed interventions, including use of flexible newly accredited 1:1 delivery methods, if groupwork support remains impractical.	Convicted perpetrators and high-risk offenders are monitored through MAPPA, engagement with offenders and MATAAC Safety planning and robust management of offenders Work with Procurator Fiscal's office to ensure information is shared with criminal justice partners. Deliver the Caledonian System on a one to one basis until groupwork can resume. One to one work with perpetrators of domestic abuse Deliver Moving Forward Making Changes (MFMC) programme (one to one basis) or other appropriate accredited programme Unpaid work and other activity including domestic abuse work	Ongoing
4.3 Multi-agency Tasking and Co-ordination (MATAAC) groups identify high risk domestic abuse perpetrators and hold them to account	Regular MATAAC meetings are held with partners, linking with <ul style="list-style-type: none"> DSDAS (disclosure scheme domestic abuse scotland) - MARAC 	Complete

Appendix 2. Children and Young People's (CYP) Prevention Inputs from FVAWP partners 2020-21

Organisation	Establishment	Delivery	Content	Age	Number
FRASAC	Dunfermline HS	In-person	Rape Crisis: consent and social media	S2	141
FRASAC	Woodmill HS	In-person	Rape Crisis: Consent and sexual violence	S2&3	282
NSPCC	8 primary schools	Online	NSPCC: Speak Out Stay Safe	P1-7	1214
Got Consent Group	University of St Andrews	Online	StAnd Together Got Consent workshops	17+	400
Got Consent Group	University of St Andrews	Online	Sexual Consent Module	17+	10,389
SAJE Scotland	Inverkeithing HS	In-person	Relationship abuse	S3-S6	10

Appendix 3. FVAWP Training 2020-21

	Attendees	Satisfaction (%)	Improved Understanding (%)	Highlight good practice? (%)	Increase knowledge of services/resources? (%)
Domestic Abuse e-learning (DAART)	523				
Rape and Sexual Assault e-learning	30				
Rape & Sexual Assault - Legislation	10	95	90	100	90
Rape & Sexual Assault - Handling Disclosures	20	98	100	100	100
Identifying and Working with Stalking Behaviours	24	98	100	100	100
FRASAC Volunteers GBV	7	98	100	80	98
Housing Domestic Abuse Refresher	155	94	97	100	97
Support Adult Survivors of Childhood Sexual Abuse (Webinar)	7				
Under Pressure (online)	9				
Safe and Together (Core Training - blending learning)	75				
Total	860	96	97	96	97

Appendix 4 Abbreviations used in report

ACE	Adverse Childhood Experiences
ADP	Alcohol and Drug Partnership
CAMHS	Child and Adolescent Mental Health Service
Cedar+	Children Experiencing Domestic Abuse Recovery
CEL	Chief Executive Letter
CJSW	Criminal Justice Social Work
COG	Chief Officers Group
COPSG	Chief Officers Public Safety Group
DAART	Domestic Abuse Awareness Raising Training
DSDAS	Disclosure Scotland Domestic Abuse Scheme
ELC	Early Learning Centre
EqIA	Equality Impact Assessment
ES	Equally Safe
FHP	Fife Housing Partnership
FRASAC	Fife Rape and Sexual Assault Centre
FVAWP	Fife Violence Against Women Partnership
FWA	Fife Women's Aid
GBV	Gender Based Violence
KASP	Kingdom Abuse Survivors Project
MAPPA	Multi Agency Public Protection Agency
MARAC	Multi Agency Risk Assessment Conferencing
MATAC	Multi Agency Tasking
MFMC	Moving Forward Making Changes
MOD	Ministry of Defence
MVP	Mentoring Violence Programme
NES	NHS Education for Scotland
NHO	Non-Harassment Order
NSPCC	National Society for the Protection of Cruelty to Children
SG	Scottish Government
SSS@H	Safe, Secure and Supported @ Home
VAW/VAWG	Violence Against Women/Violence Against Women and Girls
WCYP	Women, Children and Young People

3rd February, 2022
Agenda Item No. 6

2021/22 Revenue Monitoring

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

Wards Affected: All

Purpose

The purpose of this report is to give members an update on the projected outturn position for the 2021/22 financial year for the areas in scope of the Community & Housing Services Sub Committee.

Recommendations

Committee is asked to consider the current financial performance and activity for the 2021/22 Revenue Monitoring as detailed in this report.

Resource Implications

None.

Legal & Risk Implications

There are no direct legal implications arising from this report.

Impact Assessment

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

Consultation

None.

1.0 Background

The report summarises the Projected outturn position for 2021/22, taking into account the actual expenditure incurred, and provides a forecast and an explanation of the main budget variances at section 3.

2.0 Projected Outturn

- 2.1 Based on current information for the areas falling under the scope of this Committee, of a net expenditure budget of £69.740m the position across all areas is a projected expenditure of £74.051m resulting in a projected net overspend of £4.311m (6.18%), movement (£1.728m).
- 2.2 A summary of the 2021-22 projected out-turn is detailed in Appendices 1-8. This shows projected expenditure against budget across the service headings within the Directorate. There may be some minor rounding differences contained within the appendices, but these are immaterial values that do not impact on the overall financial position. The following paragraphs provide a brief explanation of the main areas where there are significant variances (+/-£0.250m) to budgets.
- 2.3 This report includes the projected ongoing cost of COVID-19 in relation to Communities & Housing Services, and the mitigation available to the Directorate to absorb some of these costs. The continuing financial implications of COVID-19 in 2021-22 and the funding available, including carry forward of grant funding from 2020-21, to meet these costs will be assessed corporately and reported to the Policy & Co-ordination Committee throughout the financial year.
- 2.4 The Policy and Co-ordination Committee has previously instructed Services to contain expenditure within the approved budget provision and noted that Executive Directors were actively considering the corrective action that required to be taken to eliminate overspends in their area of responsibility. Actions being considered by the Directorate include avoiding non-essential expenditure, delaying projects or recruitment into the new financial year.

3.0 Major Variances

Communities & Neighbourhood Services: - Projected Overspend £4.842m, Movement (£1.201m)

- 3.1 The majority of the overspend is still related to the impact of COVID-19. Fife Sports and Leisure Trust and Fife Cultural Trust are continuing to suffer loss of income, and this is estimated to be in the region of £2.304m, as they have not been able to fully operate and demand has not recovered, reducing their ability to generate income. Funding mechanisms are being investigated and Council officers are working closely with these organisations in order to understand the short term financial support they need. Community Use is forecasting lost income in the region of £1.269m and Halls and Centres are anticipating a reduction of £0.539m in income due to the lasting implication of closures resulting from COVID-19. Unachieved savings of £0.623m remain across the service which have been further impacted by COVID-19. The movement of £1.201m is a result of the level of financial support required by the

Council's Trusts reducing and is offset by an increase in the level of unachieved savings due to the further impact of COVID-19.

Customer & Online Services: - Projected Overspend £0.382m, movement £0.175m

- 3.2 The overspend of £0.382m and movement of £0.175m mainly relates to an underachievement of income within Revenue Services of £0.288m. The introduction of Universal Credit has reduced the level of work being carried out for the DWP and has in turn reduced the level of funding received. This could have a significant impact on future years outturn and will require a review to determine the impact on future years. The remaining overspend relates to small overspends across revenues including spend on staffing, postage and systems costs.

General Fund Housing: - Projected Underspend (£0.819m), movement (£0.660m)

- 3.3 Homelessness is projecting an underspend by (£1.080m). The demand for temporary accommodation and level of turnover in temporary accommodation increased significantly in 2020-21 at the beginning of COVID-19 and has remained high in 2021-22. Although increased demand has meant increased expenditure in some areas such as rents payable and cleaning costs there have been significant improvements in voids costs and bad debts. Temporary funding has also been made available in year to support costs directly attributable to COVID-19 which overall is resulting in the net underspend of (£1.080m). The movement of (£0.660m) also relates to Homelessness and reflects the projections being updated to reflect the expected level of demand in year.
- 3.4 There are overspends within Safer Communities of £0.214m for the purchase of CCTV and other equipment. There is also an unachieved saving of £0.100m within Adaptations and an unachieved saving of £0.026m in Homelessness. The service has now identified a way to achieve these savings in year. The saving will be achieved as part of the Homelessness transformation and RRTP priorities agreed by Community & Housing Services Sub-Committee. There has been a full budget review linked to the Housing Access Customer Programme and the RRTP strategic programme taking account of the Covid pandemic, external funding and a programme of recommissioning services. These savings will be achieved with no negative impact on staff or services to vulnerable people.

Housing Revenue Account: - Contribution to Balances £0.0500m, movement nil

Contribution to Balances - £0.500m

- 3.5 To ensure the HRA remains resilient to unknown future risks, part of the HRA's financial strategy is to aim to contribute £0.500m each year into balances. The final figure to be contributed to or withdrawn from balances is determined at year end once final outturns are known for the HRA.

Repairs & Maintenance – Projected Underspend (£0.502m), movement (£0.029m)

- 3.6 Additional investment has been made into Concierge & Caretaking to improve services for tenants. As part of this, a review of Concierge & Caretaking is ongoing before changes are rolled out later in the financial year. The underspend relates to the project start date being delayed as a result COVID-19.

Cost of Borrowing – Underspend (£1.145m), movement (£1.145m)

- 3.7 The Cost of Borrowing is estimated at the time of setting the budget for the year and updated projections are provided throughout the year. The underspend reflects the revised projection on Cost of Borrowing being lower than originally expected.

Revenue Contribution (Including CFCR) – Overachievement £1.479m, movement £1.198m

- 3.8 The HRA is currently projecting that the CFCR contribution to Capital will overachieve by £1.479m, movement £1.198. The movement is largely due to the reduction in the projected Cost of Borrowing for the year.

Voids – Overspend £0.390m, movement £0.218m

- 3.9 There is an overspend on Voids of £0.390m which has been a result of properties remaining empty for longer periods of time due to social distancing measures put in place as a result of COVID-19. It is expected the VOIDS performance will improve as these measures are reduced.

Bad or Doubtful Debts – Underspend (£0.744m), movement nil

- 3.10 There is a commitment by the HRA to make available in year, up to £1m for the Universal Credit Support Fund and £1m for the COVID-19 Support Fund. The current level of applications suggests that the full £1m may not be required for each of these in year under the current criteria. As lockdown rules continue to change the schemes are under review to maximise the benefits to tenants.

4.0 Progress on Budget Savings

- 4.1 Appendix 9 provides details of revenue budget savings for the areas falling under the scope of the Community & Housing Services Committee, detailing achievements against the current year approved budget savings as at March 2022. The format of the appendix may be refined further for future reports. The appendix details:

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

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

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

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

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

- 4.3 Where a saving is no longer deliverable in the current year it is expected that substitute savings are identified to ensure that costs remain within budget overall.

Where this is the case, the original saving will be categorised green, and a substitute saving will be identified and will also be categorised as green. If no substitute has been identified the original saving will then be categorised as red.

- 4.4 The areas in scope for the Committee have a significant level of savings to manage within the financial year 2021/22. Overall, the savings to be delivered are £0.822m. Whilst the delivery of savings is becoming more challenging, the relevant areas are looking to minimise the financial impact of any amber or red savings by determining mitigating actions as soon as possible. Across all areas, no savings have been identified as Red status. There are savings classed as amber totalling £0.723m and these are forecast to be unachieved in year, however, are forecast to be achieved in 2022-23.
- 4.5 The full year saving amounts are detailed along with annual forecast information detailed in appendix 9. The following paragraphs provide a brief explanation of areas where there are variations at Service level (+/-£0.250m) between the Service savings target and the projected saving being delivered within the current financial year.
- 4.6 Communities and Neighbourhoods have unachieved savings of £0.623m due to delays in implementing efficiencies across the service. These savings will be achieved in 2022-23.

5.0 Conclusions

- 5.1 Based on current information for the areas falling under the scope of this Committee, of a net expenditure budget of £69.740m the position across all areas is a projected expenditure of £74.051m resulting in a projected net overspend of £4.311m (6.18%)

List of Appendices

1. Projected Outturn 2021/22 - Summary
2. Projected Outturn 2021/22 - Communities Executive Director
3. Projected Outturn 2021/22 – Customer & Online Services
4. Projected Outturn 2021/22 – Criminal Justice
5. Projected Outturn 2021/22 – Culture
6. Projected Outturn 2021/22 – Communities & Neighbourhoods
7. Projected Outturn 2021/22 – General Fund Housing
8. Projected Outturn 2021/22 – Housing Revenue Account
9. Approved 2021/22 Savings Tracker

Background Papers

None

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BUDGET MONITORING REPORT SUMMARY 2021-22 COMMUNITY AND HOUSING					Appendix 1	
SERVICE	CURRENT BUDGET 2021- 22 £m	FORECAST 2021-22 £m	FORECAST VARIANCE £m	FORECAST VARIANCE %	PREVIOUS REPORTED VARIANCE £m	MOVEMENT FROM PREVIOUS REPORTED VARIANCE £m
TOTAL COST OF SERVICE	86.792	91.103	4.311	4.97%	6.039	(1.728)
LESS: CORPORATELY MANAGED ITEMS	17.052	17.052	0.000	0.00%	0.000	0.000
SERVICE MANAGED NET BUDGET	69.740	74.051	4.311	6.18%	6.039	(1.728)
ANALYSIS OF SERVICE MANAGED BUDGET						
COMMUNITIES EXECUTIVE DIRECTOR	0.208	0.224	0.016	7.59%	(0.011)	0.027
CRIMINAL JUSTICE	0.092	(0.000)	(0.092)	-100.28%	(0.050)	(0.042)
COMMUNITIES & NEIGHBOURHOODS	36.299	40.727	4.428	12.20%	5.999	(1.572)
CUSTOMER & ONLINE SERVICES	12.554	12.936	0.382	3.04%	0.207	0.175
CULTURE	8.924	9.320	0.396	4.44%	0.052	0.344
GENERAL FUND HOUSING	11.662	10.844	(0.819)	-7.02%	(0.158)	(0.660)
COMMUNITY AND HOUSING	69.740	74.051	4.311	6.18%	6.039	(1.728)

BUDGET MONITORING REPORT SUMMARY 2021-22 COMMUNITES EXECUTIVE DIRECTOR					Appendix 2	
SERVICE	CURRENT BUDGET 2021-22 £m	FORECAST 2021-22 £m	FORECAST VARIANCE £m	FORECAST VARIANCE %	PREVIOUS REPORTED VARIANCE £m	MOVEMENT FROM PREVIOUS REPORTED VARIANCE £m
TOTAL COST OF SERVICE	2.671	2.687	0.016	0.59%	(0.011)	0.027
LESS: CORPORATELY MANAGED ITEMS	2.463	2.463	0.000	0.00%	0.000	0.000
SERVICE MANAGED NET BUDGET	0.208	0.224	0.016	7.59%	(0.011)	0.027
ANALYSIS OF SERVICE MANAGED BUDGET COMMUNITES EXECUTIVE DIRECTOR	0.208	0.224	0.016	7.59%	(0.011)	0.027
COMMUNITES EXECUTIVE DIRECTOR	0.208	0.224	0.016	7.59%	(0.011)	0.027

BUDGET MONITORING REPORT SUMMARY 2021-22 CUSTOMER & ONLINE SERVICES					Appendix 3	
SERVICE	CURRENT BUDGET 2021-22 £m	FORECAST 2021-22 £m	FORECAST VARIANCE £m	FORECAST VARIANCE %	PREVIOUS REPORTED VARIANCE £m	MOVEMENT FROM PREVIOUS REPORTED VARIANCE £m
TOTAL COST OF SERVICE	12.717	13.099	0.382	3.00%	0.207	0.175
LESS: CORPORATELY MANAGED ITEMS	0.163	0.163	0.000	0.00%	0.000	0.000
SERVICE MANAGED NET BUDGET	12.554	12.936	0.382	3.04%	0.207	0.175
ANALYSIS OF SERVICE MANAGED BUDGET						
CUSTOMER SERVICE DELIVERY	3.778	3.797	0.019	0.52%	(0.050)	0.069
REVENUES	2.366	2.801	0.434	18.36%	0.353	0.082
SCOTTISH WELFARE FUND	4.329	4.279	(0.050)	-1.16%	(0.038)	(0.013)
CUSTOMER SERVICE EXPERIENCE	0.550	0.537	(0.013)	-2.38%	0.036	(0.049)
CUSTOMER & ONLINE SERVICES MGT	0.264	0.259	(0.005)	-1.93%	(0.005)	0.000
FIFE GOV UK WEB TEAM	0.289	0.261	(0.028)	-9.85%	(0.017)	(0.011)
COMMS & CUST INSIGHT	0.978	1.003	0.025	2.51%	(0.072)	0.097
CUSTOMER & ONLINE SERVICES	12.554	12.936	0.382	3.04%	0.207	0.175

BUDGET MONITORING REPORT SUMMARY 2021-22 CRIMINAL JUSTICE					Appendix 4	
SERVICE	CURRENT BUDGET 2021-22 £m	FORECAST 2021-22 £m	FORECAST VARIANCE £m	FORECAST VARIANCE %	PREVIOUS REPORTED VARIANCE £m	MOVEMENT FROM PREVIOUS REPORTED VARIANCE £m
TOTAL COST OF SERVICE	0.118	0.026	(0.092)	-77.97%	(0.050)	(0.042)
LESS: CORPORATELY MANAGED ITEMS	0.026	0.026	0.000	0.00%	0.000	0.000
SERVICE MANAGED NET BUDGET	0.092	(0.000)	(0.092)	-100.28%	(0.050)	(0.042)
ANALYSIS OF SERVICE MANAGED BUDGET						
CRIMINAL JUSTICE	0.092	(0.000)	(0.092)	-100.28%	(0.050)	(0.042)
CRIMINAL JUSTICE	0.092	(0.000)	(0.092)	-100.28%	(0.050)	(0.042)

BUDGET MONITORING REPORT SUMMARY 2021-22 CULTURE					Appendix 5	
SERVICE	CURRENT BUDGET 2021-22 £m	FORECAST 2021-22 £m	FORECAST VARIANCE £m	FORECAST VARIANCE %	PREVIOUS REPORTED VARIANCE £m	MOVEMENT FROM PREVIOUS REPORTED VARIANCE £m
TOTAL COST OF SERVICE	8.950	9.347	0.396	4.43%	0.052	0.344
LESS: CORPORATELY MANAGED ITEMS	0.026	0.026	0.000	0.00%	0.000	0.000
SERVICE MANAGED NET BUDGET	8.924	9.320	0.396	4.44%	0.052	0.344
ANALYSIS OF SERVICE MANAGED BUDGET						
THEATRES	0.258	0.310	0.052	20.16%	0.030	0.022
LIBRARIES	8.556	8.876	0.320	3.73%	0.011	0.308
MUSEUMS & ART GALLERIES	0.092	0.115	0.023	25.27%	0.009	0.014
CULTURAL PARTNERSHIPS	0.018	0.020	0.002	9.40%	0.002	0.000
CULTURE	8.924	9.320	0.396	4.44%	0.052	0.344

BUDGET MONITORING REPORT SUMMARY 2021-22 COMMUNITES & NEIGHBOURHOODS					Appendix 6	
SERVICE	CURRENT BUDGET 2021-22 £m	FORECAST 2021-22 £m	FORECAST VARIANCE £m	FORECAST VARIANCE %	PREVIOUS REPORTED VARIANCE £m	MOVEMENT FROM PREVIOUS REPORTED VARIANCE £m
TOTAL COST OF SERVICE	46.025	50.453	4.428	9.62%	5.999	(1.572)
LESS: CORPORATELY MANAGED ITEMS	9.726	9.726	0.000	0.00%	0.000	0.000
SERVICE MANAGED NET BUDGET	36.299	40.727	4.428	12.20%	5.999	(1.572)
ANALYSIS OF SERVICE MANAGED BUDGET						
COMMUNITY LEARNING&DEV (CLD)	5.960	5.891	(0.069)	-1.16%	(0.198)	0.129
COMMUNITY RESOURCES	3.615	4.176	0.561	15.53%	(0.084)	0.645
ADULT EDUCATION	2.826	2.780	(0.045)	-1.61%	0.054	(0.099)
COMMUNITY USE OF SCHOOLS	2.114	3.238	1.124	53.18%	1.691	(0.567)
YOUTH WORK	0.901	0.975	0.074	8.24%	0.115	(0.041)
AREA LOCALITY	2.391	2.391	0.000	0.00%	(0.026)	0.026
LOCAL COMMUNITY PLANNING	1.995	1.995	0.000	0.00%	0.000	0.000
COUNTRYSIDE OPERATIONS	3.377	3.217	(0.160)	-4.74%	0.600	(0.760)
GOLF OPERATIONS	0.593	0.627	0.034	5.79%	0.034	0.001
SPORTS DEVELOPMENT	0.688	0.672	(0.017)	-2.42%	(0.064)	0.047
SPORTS OPERATIONS	4.452	6.537	2.085	46.83%	3.747	(1.662)
LEISURE & CULTURAL MANAGEMENT	0.017	0.017	(0.001)	-3.80%	(0.001)	0.001
COMMUNITY & CORPORATE DEVELOPMENT MGT	0.155	0.963	0.808	521.17%	0.031	0.776
COMMUNITY PLANNING	0.627	0.623	(0.003)	-0.52%	(0.117)	0.113
PRIORITIES & INITIATIVES	2.913	2.777	(0.136)	-4.66%	0.028	(0.164)
JOINT INITIATIVES	0.015	0.017	0.002	10.92%	0.002	0.000
SOCIAL INCLUSION PARTNERSHIP	1.210	1.210	0.000	0.00%	0.000	0.000
OUTDOOR EDUCATION	0.459	0.423	(0.037)	-8.03%	0.186	(0.223)
COMMUNITY SAFETY PARTNERSHIP	0.000	0.001	0.001	0.00%	0.001	0.000
SAFER COMMUNITIES	0.000	0.000	0.000	0.00%	0.000	0.000
CHANGE & IMPROVEMENT	1.991	2.198	0.207	10.39%	0.000	0.207
COMMUNITES & NEIGHBOURHOODS	36.299	40.727	4.428	12.20%	5.999	(1.572)

BUDGET MONITORING REPORT SUMMARY 2021-22 GENERAL FUND HOUSING					Appendix 7	
SERVICE	CURRENT BUDGET 2021-22 £m	FORECAST 2021-22 £m	FORECAST VARIANCE £m	FORECAST VARIANCE %	PREVIOUS REPORTED VARIANCE £m	MOVEMENT FROM PREVIOUS REPORTED VARIANCE £m
TOTAL COST OF SERVICE	13.357	12.538	(0.819)	-6.13%	(0.158)	(0.660)
LESS: CORPORATELY MANAGED ITEMS	1.695	1.695	0.000	0.00%	0.000	0.000
SERVICE MANAGED NET BUDGET	11.662	10.844	(0.819)	-7.02%	(0.158)	(0.660)
ANALYSIS OF SERVICE MANAGED BUDGET						
PRIVATE HOUSING INVESTMENT	2.527	2.662	0.135	5.35%	0.147	(0.012)
OTHER HOUSING INITIATIVES	0.568	0.558	(0.009)	-1.65%	(0.011)	0.002
SAFER COMMUNITIES	2.662	2.809	0.147	5.52%	0.097	0.051
AFFORDABLE HOUSING	0.000	0.000	0.000	0.00%	0.000	0.000
MANAGEMENT & SUPPORT	1.111	1.013	(0.098)	-8.85%	0.029	(0.127)
HOMELESSNESS	3.654	2.574	(1.080)	-29.55%	(0.422)	(0.658)
PRIVATE LANDLORDS & HMO	(0.043)	(0.040)	0.004	-8.08%	(0.016)	0.019
HOUSING SUPPORT SERVICES	1.184	1.267	0.083	7.04%	0.018	0.066
GENERAL FUND HOUSING	11.662	10.844	(0.819)	-7.02%	(0.158)	(0.660)

BUDGET MONITORING REPORT SUMMARY					Appendix 8	
2021-22 HOUSING REVENUE ACCOUNT						
SERVICE	CURRENT	FORECAST	FORECAST	FORECAST	PREVIOUS	MOVEMENT
	BUDGET	FORECAST	VARIANCE	VARIANCE	REPORTED	FROM
	2021-22	2021-22			VARIANCE	PREVIOUS
	£m	£m	£m	%	£m	REPORTED
						VARIANCE
						£m
EXPENDITURE						
REPAIRS & MAINTENANCE	35.735	35.234	(0.502)	-1.40%	(0.472)	(0.029)
SUPERVISION & MANAGEMENT	17.117	17.201	0.084	0.49%	0.188	(0.104)
COST OF BORROWING	28.964	27.819	(1.145)	-3.95%	0.000	(1.145)
REVENUE CONTRIBUTION (INCL CFCR)	31.572	33.050	1.479	4.68%	0.281	1.198
VOIDS	2.134	2.523	0.390	18.28%	0.172	0.218
HOUSING SUPPORT COSTS	(0.405)	(0.476)	(0.072)	17.68%	(0.038)	(0.033)
BAD OR DOUBTFUL DEBTS	2.944	2.200	(0.744)	-25.27%	(0.744)	0.000
GARDEN CARE SCHEME	0.385	0.385	0.000	0.00%	0.000	0.000
OTHER EXPENDITURE	9.640	9.762	0.123	1.27%	0.099	0.023
TOTAL EXPENDITURE	128.086	127.699	(0.387)	-0.30%	(0.515)	0.128
FINANCED BY						
DWELLING RENTS (GROSS)	(120.954)	(121.132)	(0.178)	0.15%	0.000	(0.178)
NON DWELLING RENTS (GROSS)	(3.438)	(3.492)	(0.053)	1.55%	(0.053)	(0.001)
HOSTELS ACCOMMODATION CHARGES	(2.300)	(2.300)	0.000	0.00%	0.000	0.000
OTHER INCOME	(1.393)	(1.275)	0.118	-8.50%	0.068	0.051
TOTAL INCOME	(128.086)	(128.199)	(0.113)	0.09%	0.015	(0.128)
HOUSING REVENUE ACCOUNT	0.000	(0.500)	(0.500)	0.00%	(0.500)	0.000

FIFE COUNCIL
TRACKING APPROVED 2021-22 SAVINGS
COMMUNITIES
OCTOBER 2021

Area	Approved Budget Year	Savings Reference	Title of Savings Proposal	Savings Target £m	Forecast £m	(Under) / Over £m	Rag Status
Communities & Neighbourhoods	2019-22	1920-C-001	Changed reception, caretaking and cleaning at community halls and centres	0.100	0.000	(0.100)	Amber
Communities & Neighbourhoods	2019-22	1920-C-002	Community Use of Schools	0.150	0.000	(0.150)	Amber
Communities & Neighbourhoods	2019-22	1920-C-007	Revised Staffing Structures.	0.098	0.000	(0.098)	Amber
Communities & Neighbourhoods	2019-22	1920-C-008	Reviews of delivery of Corporate Development, Comms and Community Planning functions.	0.275	0.000	(0.275)	Amber
Housing Services - General Fund Housing	2020-23	2021-C-01	Housing and Safer Communities.	0.100	0.000	(0.100)	Amber
Communities & Neighbourhoods	2019-22	1920-C-003	Reduction in Management Fee: Trusts.	0.099	0.099	0.00	Green
Grand Total				0.822	0.099	(0.723)	

Rag Status Key:-

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

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

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

Summary			
Rag Status	Savings Target £m	Overall Forecast £m	(Under)/ Over £m
Green	0.099	0.099	0.000
Amber	0.723	0.000	(0.723)
Red	0.000	0.000	0.000
Total	0.822	0.099	(0.723)

3rd February 2022
Agenda Item No. 7

2021/22 Capital Monitoring

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

Wards Affected: All

Purpose

The purpose of this report is to provide an update on the Capital Investment Plan and advise on the projected financial position for the 2021/22 financial year.

Recommendation(s)

Committee is asked to consider the current performance and activity for the 2021/22 Capital Monitoring as detailed in this report.

Resource Implications

None.

Legal & Risk Implications

None.

Impact Assessment

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

Consultation

None.

1.0 Background

- 1.1 Based on current information, this report summarises the projected capital outturn for the areas falling under the scope of this Committee for 2021/22. At this stage it is forecast that expenditure will be £84.858m, representing 95% of the approved capital programme for 2021/22.
- 1.2 Appendix 1 shows an analysis of specific projects in the current capital investment plan which have a budget greater than £1m and analyses total project cost rather than only in year spend.
- 1.3 Appendix 2 details the forecast expenditure and income against budget for each project. A brief explanation of any significant forecast variances is provided at section 3 within this report.

2.0 Governance

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

3.0 Issues, Achievements & Financial Performance

Key Issues / Risks

- 3.1 Appendix 1 details the total cost forecast position for all capital projects within the areas under the scope of the Committee with an overall value of £1m and over. The key risks associated with the major projects are noted below.

Major Projects – Potential Risks and Actions

- 3.2 During 2020-21 Covid-19, on site construction work was on hold for a significant part of the year and also impacted on project costs and extended project delivery dates as contractors were required to make adjustments to working arrangements to accommodate the additional requirements, such as social distancing. The ongoing impact of Covid-19 on the delivery of capital projects was considered when setting the capital investment budgets for 2021-22. However, it is likely that the overall scale of any additional costs or impact on availability of material will not be fully known until the financial year progresses. It is also currently unknown if tighter restrictions will be imposed in the winter months of 2021-22 which could have a significant impact on project delivery in year.

Financial Performance – 2021/22 Projected Outturn

- 3.3 Appendix 2 provides a summary of the projected outturn for each project for the financial year 2021/22. The appendix shows a projected outturn of £86.058m against a Capital Investment plan of £90.803m, a spending level of 95%.
- 3.4 The reasons for significant variances (+/-£0.500m) are detailed below.
- 3.5 Slippage is the term used to describe projects that are expected to spend less than the budget allocation in a particular year due to a delay in timing on the delivery of the project. This is not uncommon in the capital programme and the reasons for this can be wide and varied. Advancement is the term used to describe projects that are expected to spend more than the budget allocation in a particular year due to an acceleration of the budget from future years.

Significant Variances

Area Community & Corporate Development – Slippage £1.436m

- 3.6 There are a number of projects contributing to the expected levels of slippage, these are detailed as follows:
- 3.7 Area Community facilities has slippage of £0.316m due to delays to the Templehall and Abbeyview community hub projects. The Templehall option appraisal has been concluded. Consultation on the Abbeyview project has been completed and the project scope and design has been submitted for planning. –As Templehall and Abbeyview are both major capital projects a business case for each of these projects will be presented to a future Policy and Co-ordination Committee.
- 3.8 Slippage of £0.280m within Improving Health through Sport & Leisure is predominantly due to late delivery of 3 projects in the Cowdenbeath Area, which are now due to commence in 2022. The delay in progress is due to securing third party funding, reevaluating the resourcing of the projects and consultation with communities.
- 3.9 Slippage of £0.879m for Sport & Leisure facilities, includes £0.400m delays to the Cowdenbeath Leisure Centre Phase 2 project due to additional funding being sought. The project will commence in Autumn 2022. Projects plan for work at Lochore Meadows Phase 2 have recently been approved at Committee meaning that the construction work is due to start in early 2022 resulting in £0.500m of slippage in 2021-22.
- 3.10 Overspend of £0.265m within Countryside relates to Lyneburn River Restoration, previously agreed external funding has been withdrawn, funding has now been identified to fill the funding gap.

Policy Options – Slippage £2.125m

- 3.11 There is slippage of £1.550m relating to Energy Efficiency projects which were also delayed as a result of COVID-19. Work is expected to progress in this area in 2022-23 and will form part of the larger Energy Efficiency Standards for Social Housing (EESH 2) project which will run from 2023-32. The remaining slippage relates to an anticipated delay in spend of the Opportunity Fund which is used for smaller projects across Fife. Opportunity Fund projects are now underway but were also delayed as a result of COVID-19.

Regeneration / Estates Action - Slippage £2.130m

- 3.12 The slippage relates to several site-specific projects across the HRA which are delayed until 2022-23 as a result of COVID-19. These projects include regeneration projects at the Touch Estate in Dunfermline, Glenwood Flats in Glenrothes, Howard Place in Dysart and a delay to the installations of new CCTV. All of these projects are expected to start later this financial year or in 2022-23. Although a number of projects have been delayed those that are on site are progressing well. The HRA holds regular High Level Capital Board Meetings with Building Services to ensure that the level of potential spend is maximised in year and ensure any outstanding projects begin as early as possible.

Affordable housing – Advancement £1.690m

- 3.13 The Affordable Housing Programme continues to progress and is projecting an advancement in year of £1.690m. Work at a number of different sites is underway and the Affordable housing Programme Board are continuing to work towards the completion of Phase 3 by May 2022.

Specific Needs / Sheltered Housing Income - £1.765m under recovery

- 3.14 This is an under recovery of Scottish Government specific grant subsidy provided for property acquisitions made by the Housing Revenue Account. At the time the budget was set, it was anticipated that all acquisitions would attract Government Subsidy, but as the year has progressed several Group Homes have been acquired for which no subsidy is payable leading to the current adverse variance.

Affordable Housing Income - £1.497m slippage

- 3.15 The under recovery of £1.513m relates to Scottish Government specific grant subsidy income provided for the building of new homes. Although an advancement of expenditure is reported for the Affordable housing Programme in year (para 3.10) timing differences in expenditure and subsidy claims mean that subsidy income does not always follow expenditure. The HRA continues to claim all subsidy available for the Affordable Housing Programme and full subsidy recovery is expected over the life of the project.

4.0 Conclusions

- 4.1 The total 2021/22 approved programme for the areas in scope of the Community & Housing Services Committee is £89.038m. The projected level of expenditure is £84.858m, which represents 95% of the total programme, resulting in slippage of £4.181m.
- 4.2 The management of capital resources require us to look across financial years, as well as within individual years. The current year performance is only a snapshot of the existing plan and the Directorate will adjust expenditure levels within future years of the plan to accommodate the advancement or slippage of projects.

List/

List of Appendices

1. Total Cost Monitor
2. Capital Monitoring Report by Service

Background Papers

None

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**FIFE COUNCIL
COMMUNITY AND HOUSING SERVICES SUB COMMITTEE
CAPITAL INVESTMENT PLAN 2021-31
TOTAL COST MONITOR - MAJOR CAPITAL PROJECTS**

Project	Theme	Original Approved Budget £m	Current Project Budget £m	Total Projected Outturn £m	Variance £m	Variance %	Current Project Status	Expected Project Completion Date
Abbeyview Integrated Hub	Thriving Places	1.500	6.506	6.506	-	0.00%	Current Project	2023-24
Templehall Community Hub	Thriving Places	1.500	9.004	9.004	-	0.00%	Current Project	2025-26
Affordable Housing	Housing Revenue Account	281.869	331.879	331.879	-	0.00%	Current Project	2022-23
Total Major Capital Projects over £5.000m		284.869	347.389	347.389	-	0.00%		
Lyne Burn Corridor River Restoration	Thriving Places	1.534	1.554	1.554	-	0.00%	Current Project	2022-23
Adam Smith Creative Hub	Thriving Places	2.000	3.656	4.100	0.444	12.15%	Current Project	2023-24
Silverburn	Thriving Places	1.000	2.000	2.000	-	0.00%	Feasibility	2024-25
Glenwood Regeneration	Thriving Places	1.500	1.598	1.598	-	0.00%	Current Project	2023-24
Beacon Leisure Centre - Upgrade Enhancements	Thriving Places	1.000	1.000	1.000	-	0.00%	Future Project	2024-25
Carnegie Training & Junior Pool Enhancements	Thriving Places	0.200	1.012	1.183	0.171	16.88%	Current Project	2021-22
Cowdenbeath Leisure Centre - Phase 2	Thriving Places	1.600	4.351	4.351	-	0.00%	Current Project	2023-24
Rockgelly	Thriving Places	0.800	1.186	1.186	-	0.00%	Current Project	2021-22
Ravenscraig Flats Kirkcaldy	Housing Revenue Account		1.192	1.192	-	0.00%	Current Project	2022-23
Total Major Capital Projects over £1.000m		9.634	17.549	18.164	0.615	3.50%		
Total Major Capital Projects		294.503	364.938	365.553	0.615	0.17%		

**COMMUNITY AND HOUSING SERVICES SUB COMMITTEE
CAPITAL INVESTMENT PLAN 2021-31
MONITORING REPORT**

Expenditure	Current Budget £m	Actual to Date £m	Projected Outturn £m	Projected Variance £m	Projected Outturn as % of Plan
COMMUNITY FACILITIES PROGRAMME	0.201	0.073	0.101	(0.100)	50%
COUNTRYSIDE PROGRAMME	0.827	0.464	1.092	0.265	132%
LIBRARIES, MUSEUMS, GALLERIES & THEATRES	0.878	0.236	0.746	(0.132)	85%
PLANT & MACHINERY REPLACEMENT PROGRAMME	0.019	-	-	(0.019)	0%
MAJOR PARKS PROGRAMME	0.062	0.007	0.010	(0.052)	16%
ALLOTMENTS PROGRAMME	0.072	0.012	0.072	-	100%
PARKS DEVELOPMENT PROJECTS	0.946	0.446	0.994	0.049	105%
FUTURE OF LEISURE	0.425	0.281	0.596	0.171	140%
SPORTS & GOLF PROGRAMME	0.265	0.089	0.164	(0.101)	62%
IMPROVING HEALTH THROUGH LEISURE & SPORT	0.551	0.114	0.271	(0.280)	49%
AREA COMMUNITY FACILITIES	0.450	0.088	0.134	(0.316)	30%
AREA CAPITAL INVESTMENT	0.032	0.095	0.165	0.133	513%
SPORT AND LEISURE FACILITIES	1.772	0.585	0.893	(0.879)	50%
FIFE TOURISM INFRASTRUCTURE PROGRAMME	0.250	-	-	(0.250)	0%
SPORTS, LEISURE AND COMMUNITY ASSETS	0.100	-	0.175	0.075	175%
TOTAL AREA COMMUNITY & CORPORATE DEVELOPMENT	6.849	2.490	5.413	(1.436)	79%
TRAVELLING PEOPLE SITES	-	0.002	-	-	0%
DISABILITY ADAPTATIONS	1.437	0.646	1.437	-	100%
TOTAL GENERAL FUND HOUSING	1.437	0.648	1.437	-	100%
MINOR WORKS	0.600	0.025	0.600	-	100%
POLICY OPTIONS	3.350	0.293	1.225	(2.125)	37%
REGENERATION/ESTATES ACTION	3.350	0.681	1.220	(2.130)	36%
COMPONENT REPLACEMENT	31.000	14.589	31.000	-	100%
SPECIFIC NEEDS/SHELTERED HOUSING	8.671	1.188	8.765	0.093	101%
STRUCTURAL WORKS (SPECIALIST)	2.650	0.041	2.650	-	100%
AFFORDABLE HOUSING	30.044	11.701	31.733	1.690	106%
MAJOR PROJECTS	1.087	0.209	0.814	(0.273)	75%
TOTAL HOUSING REVENUE ACCOUNT	80.752	28.727	78.007	(2.745)	97%
TOTAL EXPENDITURE	89.038	31.865	84.858	(4.181)	95%

**COMMUNITY AND HOUSING SERVICES SUB COMMITTEE
CAPITAL INVESTMENT PLAN 2021-31
MONITORING REPORT**

Income	Current Budget £m	Actual to Date £m	Projected Outturn £m	Projected Variance £m	Projected Outturn as % of Plan
PARKS DEVELOPMENT PROJECTS	(0.733)	(0.337)	(0.733)	-	100%
IMPROVING HEALTH THROUGH LEISURE & SPORT	(0.169)	(0.045)	(0.169)	(0.000)	100%
AREA CAPITAL INVESTMENT	0.001	-	-	(0.001)	0%
TOTAL AREA COMMUNITY & CORPORATE DEVELOPMENT	(0.900)	(0.382)	(0.901)	(0.001)	100%
ON LENDING	(0.187)	(0.187)	(0.187)	-	100%
TOTAL GENERAL FUND HOUSING	(0.187)	(0.187)	(0.187)	-	100%
SPECIFIC NEEDS/SHELTERED HOUSING	(2.630)	(0.368)	(0.865)	1.765	33%
AFFORDABLE HOUSING	(9.013)	(3.331)	(7.516)	1.497	83%
TOTAL HOUSING REVENUE ACCOUNT	(11.643)	(3.699)	(8.381)	3.262	72%
TOTAL INCOME	(12.730)	(4.267)	(9.470)	3.261	74%

3rd February, 2022
Agenda Item No. 8

Revised Commissioning Arrangements for the Housing Support and Homelessness Public Social Partnership (PSP)

Report by: John Mills, Head of Housing Services

Wards Affected: All

Purpose

The Sub Committee received a report in August 2021 summarising the findings of the formal independent review of Fife's PSP arrangements. The Sub Committee agreed that a further report would be submitted to the February 2022 meeting to set out the revised commissioning arrangements between the Council and the PSP from April 2022. This report presents a summary of the proposed revised commissioning arrangements.

Recommendation(s)

It is recommended that Committee:

1. Agree to re-introduce council direct commissioning arrangements for PSP services by April 2022 subject to negotiation with the Lead Agent.
2. Agree the establishment of individual SLAs with each of the partners for 2022/23 with a view to formalising longer term arrangements during the year, including the potential to test the market for gaps in service provision
3. Agree that any proposed withdrawal from service commissioning arrangements by a service provider should be supported by a formal Exit Strategy as required by the Care Inspectorate

Resource Implications

Fife Council currently provides grant funding of £5.7M to the PSP which is distributed between the 11 partners by Trust in Fife as Lead Agent on behalf of the council. Staff capacity has been put in place within Housing Services to support the review and commissioning of revised service delivery arrangements within existing budgets.

The Scottish Government has recently confirmed a further 2 years of financial support to temporary accommodation and RRTP which will support the PSP change process over the next 18 months.

Any additional resourcing implications arising from the re-commissioning process will be reported back to Committee.

Legal & Risk Implications

A full Risk Assessment will be carried out as part of the implementation of the Review and business change process. There are no immediate risks arising from the proposed revised commissioning arrangements.

Impact Assessment

An EqlA has not been completed and is not necessary at this time. This report seeks to develop options and the need for an EqlA will be further considered as part of the service change process.

Consultation

The PSP Governance Group has been comprehensively involved in the research and reporting process. This partnership approach will be maintained throughout the process, supported by a formal communications strategy involving a range of stakeholders including those with lived experience of homelessness.

1.0 Background

- 1.1 The August 2021 report provided a detailed summary of the background and development of the PSP with some insight into strategic developments in housing access, support, and homelessness services since that time. Members agreed that the PSP had not achieved its potential and to support the development of new arrangements to ensure the provision of high-quality services to vulnerable households. With the advent of the RRTP, some smaller voluntary sector groups have found it harder to respond to the RRTP or to change direction.
- 1.2 The Sub Committee accepted the need to re-commission services that are more closely aligned to Fife's Rapid Rehousing Transition Plan (RRTP) and demonstrate improved outcomes for households in need.
- 1.3 As part of a commitment to a collaborative approach with the voluntary sector, arrangements have been made to establish a Business Change Team within Housing Services. This team was formally established in November 2021, bringing together a small number of staff colleagues with extensive experience of service commissioning and working with the voluntary sector.
- 1.4 The team is working through lessons learned from the PSP review, but also to align commissioning priorities to establish a clear route map of service re-commissioning and re-configuration while maintaining the principles of protecting front line services and a collaborative and partnership approach to re-design. This process will take about 18 months to complete.
- 1.5 It is vital that the re-commissioning process is closely linked with a wider strategic programme to deliver the RRTP in response to the need to move to a prevention-led approach. As services continue to respond to increased demand for access to housing, significant steps have been taken to restructure internal services, but further work is required to enhance and redevelop partner services.

2.0 Proposed Revised Service Commissioning with PSP Providers

- 2.1 During the pandemic, the PSP Governance Group has continued to meet virtually on a monthly basis and has agreed the findings of the Arneil Johnston Report in May / June 2021. Since that time, there have been extensive discussions with the Lead Agent (Trust in Fife) and individual meetings with the PSP partners. This initially focussed on Women's Aid Services and arrangements have been put in place to review and realign service commissioning arrangements to the WHIR Project Framework as agreed by the Sub Committee in August. One partner has taken a strategic view of future service delivery of Services with a proposal to re-provide formal hostel services into community settings approved by the PSP Governance Group and Housing Services as commissioners. Work is ongoing with another provider to address several commissioning issues with a view to establishing a service delivery proposal which fits with the RRTP.
- 2.2 Discussions with the Lead Agent at Officer and Board level have been mutually agreeable to reach a point where direct service commissioning, monitoring, and housing support allocations could be brought back in house by March 2022 subject to the appropriate notice period. This would be advantageous for both the Council and Trust in Fife with no negative impact on service provision.
- 2.3 A meeting of the Council's Housing Management Executive Grants Panel held on the 22nd December to consider voluntary sector grant awards in 2022/23 confirmed the recommendation of continued funding for all partners, which will be incorporated into a separate report to this Sub Committee. Agreement has been reached at Officer level to issue 90-day notices to the PSP providers of a change to the current commissioning arrangements from a collective payment through the PSP Lead Agent to individual commissioned Service Level Agreements with the providers for 2022/23. This represents a move back to the commissioning arrangements that were used in 2015 prior to the commencement of the PSP.

3.0 Re-commissioning Strategic Programme

- 3.1 The recommendations from the Arneil Johnston strategic review of the PSP suggested that the re-commissioning process should be broken down into several workstreams and this has been accepted and presented as a high-level Route Map and further work is required to develop this into a project management framework setting out proposed timescales and key priorities.
- 3.2 While the detail of the review framework is still to be developed, the parameters and outcomes of the review process are proposed as.
- Protection for frontline services
 - Development of 'fit for the future' services directly aligned to the RRTP and decommissioning of some services provided by the Council and partners

- The establishment of an outcome-based commissioning model with clear accountability for performance to replace an hourly rate model
- A broader approach to Council and Health & Social Care commissioning of voluntary sector services, responding to the need for;
 - Specialist Housing Support (Wraparound / Housing First)
 - Floating, short term housing support (STHS Modernised)
 - Early Intervention & Prevention support
 - Accommodation based support (new models)

3.3 This will require detailed service review, challenge, and change that needs to be worked through in partnership with each organisation to establish a service commissioning arrangement with the Council. This process has started and is being strategically aligned to the RRTP with the priority accommodation and support options to be addressed are.

- The current deficit in the number of varieties of Housing First tenancies in Fife to build on the positive work undertaken in partnership with the Rock Trust.
- The need to increase the linkages between housing support and tenancy sustainment across tenures
- The need to address the status of the Council's hostels as 'Unsuitable Accommodation' by developing a Rapid Access accommodation environment
- The creation of stronger links with specialist services across partner organisations to provide high quality housing options for those with complex needs

4.0 Conclusions

4.1 The need to modernise service commissioning arrangements has been accepted by the PSP Governance Group. Housing Services has now built in-house commissioning capacity to move to individual service commissioning from April 2022. There are significant strategic issues to be addressed as part of the PSP change process and through a period of transition in 2022/23. The council and PSP providers will move to a revised service delivery arrangement for homeless people in Fife closely aligned to RRTP priorities.

John Mills
Head of Housing Services

Report Contact.

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3rd February, 2022
Agenda Item No 9

Support for Voluntary Organisations

Report by: Paul Vaughan, Head of Communities and Neighbourhoods

Wards Affected: All

Purpose

This report presents recommendations for the level of support to voluntary organisations within Communities Directorate for the period 2022-2025.

Recommendation(s)

It is recommended that Committee approve the level of funding to voluntary organisations as detailed in the attached schedules.

Resource Implications

The grant schedules appended to this report detail recommendations from the following:

- Housing Service totalling £8,540,950 (as detailed in Appendix 1)
- Communities & Neighbourhoods totalling £1,063,924 (detailed in Appendix 2)

The total recommended for approval for the period 2022-2025 is £9,604,874

In line with Fife Council policy the majority of the grants are for a three-year period and by inference will have an effect on future budgets while allowing the sector more security and the opportunity for better future planning. For Information, the total previously approved for the period 2022-2024 was £6,075,058. Appendix 3 shows the level of funding approved previously by Committee under the Council's three-year funding arrangements and which impacts budget in future years.

Legal & Risk Implications

All awards are recommended for approval subject to compliance with Fife Council's Monitoring and Evaluation Framework which requires that they are reviewed on an annual basis as part of the Council's ongoing commitment to ensure organisations are meeting the terms of their Service Level Agreement.

Impact Assessment

No impact assessment is required as there is no change in Council policy or procedure.

Consultation

Service Monitoring Officers have been involved in the preparation of this report. The appropriate Service Management Team has considered each of the awards being presented and recommends the level of support detailed.

Members are encouraged to contact the relevant Service Monitoring Officer if they would like to discuss individual awards or require further information prior to the Committee meeting.

1.0 Introduction

- 1.1 This report presents awards to voluntary organisations from the Communities Directorate and is therefore only a proportion of the overall support provided by Fife Council. Separate reports will be presented to the Joint Health Improvement Board; Education & Children Services; Economy Planning & Employability Service and Asset, Transportation & Environment for the awards within their remit.
- 1.2 In line with Fife Council policy, the majority of the grants presented are for a three-year period and by inference will have an effect on future budgets, this allows the sector more security and the opportunity for better future planning. In some instances, Communities and Neighbourhoods Area Teams have recommended that grants are reviewed during 2022/23 with a 3-year recommendation being made thereafter. The Sports Councils were intended to have undergone a review in 2021/22 however due to unprecedented pressures this did not happen. They have been awarded the same level of funding for 2022/23 and the review is planned to be completed in 2022 and recommendations presented to Committee for 2023/24 onwards.

2.0 Monitoring and Evaluation

- 2.1 The Monitoring and Evaluation Framework is continually updated and developed, putting robust procedures in place within Services providing support to voluntary organisations. The work is overseen by the Voluntary Sector Task Group which includes representatives from each of the Councils Services awarding grants to voluntary organisations as well as Audit Services and representation from Fife's third sector interface. The Task Group is responsible for reviewing the overall Framework and updating particular sections as necessary. Training has been and will continue to be provided for Services to support the implementation of the Framework when necessary.

- 2.2 The following monitoring and assessment procedures are undertaken prior to each award being presented to this Committee for a decision:
- Organisations are required to submit an application or forward plan outlining the services they aim to provide during the period 2022-2025. For organisations seeking a 1, 2 or 3 year funding agreement this includes an appropriate budget for that period;
 - All projects funded in the previous year have undergone either an annual monitoring exercise or if appropriate a 3-year evaluation. Where the organisation receives over £10,000, the annual monitoring is carried out by the appointed Link Officer. An independent officer who is not the organisation's Link Officer carries out the 3-year evaluation. As part of these monitoring procedures an assessment of the governance of the organisation is made. This includes compliance with relevant legislation such as child protection;
 - The organisation's constitution and latest set of annual accounts have also been checked. The latter are checked by officers from Finance and Corporate Services;
 - The project is assessed by the appropriate Service Management Team against the priorities of the Service, the Council and the Plan for Fife.
- 2.3 Having gone through each of these stages the award is presented to Committee for decision. If the award fails to satisfy all elements of the Monitoring and Evaluation Framework, the recommendation and therefore the payment of the grant will be delayed and presented for Members' consideration at a future Committee meeting. Where compliance conditions are not being met, it may be recommended that funding is not provided.
- 2.4 The past two years have obviously been unprecedented and many of the voluntary and community organisations supported by Fife Council recurring grants have had to change the way they deliver services to their client group, provide alternative services or in some cases close their facility during periods of lockdown.

3.0 Conclusions

- 3.1 The awards presented to Committee have been assessed in line with Service priorities and the Council's Monitoring and Evaluation Framework and are considered to make a valued contribution to the delivery of services across Fife.

List of Appendices

1. Recommended awards – Housing Services
2. Recommended awards – Community & Neighbourhoods
3. Awards approved at previous Committees for financial years 2020/2022 under Council's 3-year funding arrangements

Background Papers

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

- Voluntary Sector Monitoring & Evaluation Framework

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Recommended Awards – 2022/23 – Community & Housing Services Committee – Appendix 1

Housing Service

Organisation	Project Description	Award 21/22	Requested Grant (Over 1 year)	Recommendation				Additional Comments
				2022/23	2023/24	2024/25	Total 2022-2025	
Auchmuty & Dovecot Tenants & Residents Association	Payment of rent for community flat	£5,000	£6,073	£5,000	£0	£0	£5,000	Recommend 1 year funding
Fife Law Centre	Fife-wide provision of legal advice and assistance to people who are socially excluded	£22,500	£39,728	£39,728	£40,039	£40,340	£120,107	Recommend 3 years funding
Fife Law Centre	Fife-wide Community Provision (Formerly administered by C&N)	£88,100	£76,542	£76,542	£76,983	£92,595	£246,120	Recommend 3 years funding
Fife Law Centre	Fife-wide Welfare Reform (Formerly administered by C&N)	£50,000	£58,970	£58,970	£59,489	£60,081	£178,540	Recommend 3 years funding
MARAC (Women's Aid)	Fife-wide Multi-Agency Risk Assessment Conferencing (MARAC) Services	£66,000	£66,000	£66,000	£66,000	£66,000	£198,000	Recommend 3 year funding
Fife Tenants Forum	Fife-wide forum activities	£20,909	£21,432	£21,432	£0	£0	£21,432	Recommend 1 year funding
Kingdom Housing Association Care & Repair & Disability Adaptations	Fife-wide Care & Repair and Disability Adaptations Service	£212,037	£212,037	£212,037	£0	£0	£212,037	Recommend 1 year funding pending review.
Kingdom Housing Association Small Repairs Service	Fife-wide Small Repairs Service	£75,808	£75,808	£75,808	£0	£0	£75,808	Recommend 1 year funding pending review.

Organisation	Project Description	Award 21/22	Requested Grant (Over 1 year)	Recommendation			Total 2022-2025	Additional Comments
				2022/23	2023/24	2024/25		
Fife Disabled Persons Housing Service	Fife-wide provision of information, advice and assistance to disabled persons	£42,310	£42,310	£42,310	£42,310	£42,310	£126,930	Recommend 3 years funding.
Fife Disabled Persons Housing Service	Fife-wide Right to Adapt Project	£29,920	£29,920	£29,920	£29,920	£29,920	£89,760	Recommend 3 years funding.
Greener Kirkcaldy	Fife-wide Fuel Poverty Assistance through Cosy Kingdom initiative	£300,000	£309,000	£300,000	£300,000	£300,000	£900,000	Recommend 3 years funding.
NE Fife Tenants & Residents Fed (NEFTRF)	East Area – federated tenant association activity	£28,337	£40,028	£29,045	£29,045	£29,045	£87,135	Recommend 3 years funding.
Glenrothes Area Residents Federation (GARF)	Central Area – federated tenant association activity	£49,254	£56,763	£50,485	£50,485	£50,485	£151,455	Recommend 3 years funding
Fife Federation of Tenants/Residents Associations (FFOTRA)	Central & West Areas - federated tenant association activity	£103,777	£74,341	£76,200	£103,777	£103,777	£283,754	Recommend 3 years funding. (2022/23 grant incorporates £20k underspend from 21/22).
SACRO (Safer Support Services)	To provide a community mediation Service, and to provide support to victims of anti-social behaviour and hate incidents	£173,000		£173,000	£173,000	£173,000	£519,000	Recommend 3 years funding
TOTAL		£1,166,151		£1,256,477	£971,048	£987,553	3,215,078	

Organisation	Project Description	<u>Award</u> 21/22	<u>Requested</u> <u>Grant (Over</u> <u>1 year)</u>	2022/23	2023/24	2024/25	<u>Total</u> 2022-2025	Additional Comments
FORMER PUBLIC SOCIAL PARTNERSHIP (PSP) PROVIDERS								All former PSP partners are being commissioned through individual SLAs with Housing Services from 01/04/2022 following the cessation of the partnership group on 31/03/22.
Bethany Christian Trust	Visiting Short Term Housing Support (STHS)	£125,153	£125,153	£125,153			£125,153	1 year transitional funding during which services and funding will be aligned with Fife's Rapid Rehousing Transition Plan (RRTP)
ENeRGI (East Neuk Recovery Group Initiative)	Visiting Short Term Housing Support (STHS)	£48,392	£48,392	£48,392			£48,392	1 year transitional funding during which services and funding will be aligned with Fife's Rapid Rehousing Transition Plan (RRTP)
Fife Women's Aid	Fife-wide management of refuges, accommodation-based housing support and 24-hour on-call service	£394,401	£394,401	£394,401			£394,401	1 year transitional funding during which services and funding will be aligned with Fife's Rapid Rehousing Transition Plan (RRTP)
Fife Women's Aid	Fife-wide Visiting Short Term Housing Support (STHS)	£135,165	£135,165	£135,165			£135,165	1 year transitional funding during which services and funding will be aligned with Fife's Rapid Rehousing Transition Plan (RRTP)
Fife Women's Aid	Fife-wide Domestic Abuse Information & Support Service	£231,653	£231,653	£231,653			£231,653	1 year transitional funding during which services and funding will be aligned with Fife's RRTP.

Organisation	Project Description	Award 21/22	Requested Grant (Over 1 year)	2022/23	2023/24	2024/25	Total 2022-2025	Additional Comments
Fife Women's Aid	Additional 6 refuge spaces (2021/22 grant awarded direct from PSP Change Fund)	£40,079	£40,079	£40,079			£40,079	1 year transitional funding during which services and funding will be aligned with Fife's Rapid Rehousing Transition Plan (RRTP)
Frontline Fife	Housing management/ accommodation-based housing support services to Core & Cluster	£282,081	£306,321	£153,160			£153,160	6 months transitional funding during which services and funding will be aligned with Fife's Rapid Rehousing Transition Plan (RRTP)
Frontline Fife	Fife-wide Independent Housing Advice	£480,847	£295,222	£136,053			£136,053	6 months transitional funding during which services and funding will be aligned with Fife's Rapid Rehousing Transition Plan (RRTP)
Frontline Fife	Fife-wide Visiting Short Term Housing Support (STHS)	£362,944	£526,106	£263,053			£263,053	6 months transitional funding during which services and funding will be aligned with Fife's Rapid Rehousing Transition Plan (RRTP) 6 months funding approved
Frontline Fife	Housing management services to the Shared Accommodation Partnership (SAP)	£43,447	£64,787	£32,394			£32,394	6 months transitional funding during which services and funding will be aligned with Fife's Rapid Rehousing Transition Plan (RRTP) 6 months funding approved
Kingdom Support & Care	NEW: Housing First Service (Was Visiting STHS and	£301,024	£350,024	£350,024			£350,024	New service is aligned to Fife's Rapid Rehousing Transition Plan (RRTP).

Organisation	Project Description	Award 21/22	Requested Grant (Over 1 year)	2022/23	2023/24	2024/25	Total 2022-2025	Additional Comments
	management/support to James Bank hostel & supported flats)							Recommend 1 year initial funding for first year of new service.
Kingdom Support & Care	Hunter House Housing First & Assertive Outreach Project <i>(2021/22 grant awarded direct from PSP Change Fund)</i>	£268,807	£268,807	£268,807			£268,807	1 year transitional funding during which services and funding will be aligned with Fife's Rapid Rehousing Transition Plan (RRTP)
Link Living	Skills Academy <i>(2021/22 grant awarded direct from PSP Change Fund)</i>	£64,500	£64,500	£64,500			£64,500	1 year transitional funding during which services and funding will be aligned with Fife's Rapid Rehousing Transition Plan (RRTP)
Link Living	Visiting Short Term Housing Support (STHS)	£518,963	£518,963	£518,963			£518,963	1 year transitional funding during which services and funding will be aligned with Fife's Rapid Rehousing Transition Plan (RRTP)
Link Living	Accommodation-based Housing Support to West Bridge Mill supported accommodation, Kirkcaldy	£79,056	£79,056	£79,056			£79,056	1 year transitional funding during which services and funding will be aligned with Fife's Rapid Rehousing Transition Plan (RRTP)
Penumbra	Visiting Short Term Housing Support (STHS)	£315,177	£315,177	£315,177			£315,177	1 year transitional funding during which services and funding will be aligned with Fife's Rapid Rehousing Transition Plan (RRTP)
The Richmond Fellowship Scotland	Visiting Short Term Housing Support (STHS)	£463,056	£593,895	£463,056			£463,056	1 year transitional funding during which services and funding will be aligned

Organisation	Project Description	Award 21/22	Requested Grant (Over 1 year)	2022/23	2023/24	2024/25	Total 2022-2025	Additional Comments
								with Fife's Rapid Rehousing Transition Plan (RRTP)
Trust in Fife	Fife Private Rental Solutions (formerly known as Fife Keyfund)	£432,302	£432,302	£432,302			£432,302	1 year transitional funding during which services and funding will be aligned with Fife's Rapid Rehousing Transition Plan (RRTP)
Trust in Fife	Housing management/ accommodation-based housing support services for Craig House (Oasis) hostel and Valley Accommodation Unit, Kirkcaldy	£380,053	£380,053	£380,053			£380,053	1 year transitional funding during which services and funding will be aligned with Fife's Rapid Rehousing Transition Plan (RRTP)
YMCA Glenrothes	Housing management/ accommodation-based housing support services to the Farmhouse hostel, Glenrothes	£196,948	£196,948	£196,948			£196,948	1 year transitional funding during which services and funding will be aligned with Fife's Rapid Rehousing Transition Plan (RRTP)
YMCA Glenrothes	Housing management/ accommodation-based housing support services to the ARCH, Glenrothes (formerly known as The WASH)	£256,629	£256,629	£256,629			£256,629	1 year transitional funding during which services and funding will be aligned with Fife's Rapid Rehousing Transition Plan (RRTP)
YMCA Glenrothes	Housing management/ accommodation-based housing support services to the Shared Accommodation Partnership (SAP)	£143,235	£143,235	£143,235			£143,235	1 year transitional funding during which services and funding will be aligned with Fife's Rapid Rehousing Transition Plan (RRTP)

Organisation	Project Description	Award 21/22	Requested Grant (Over 1 year)	2022/23	2023/24	2024/25	Total 2022-2025	Additional Comments
YMCA Glenrothes	Digital Transitional Support (2021/22 grant awarded direct from PSP Change Fund)	£25,121	£25,121	£25,121			£25,121	1 year transitional funding during which services and funding will be aligned with Fife's RRTP.
YMCA Glenrothes	Management of ARCH space x 1	£9,677	£9,677	£9,677			£9,677	1 year transitional funding during which services and funding will be aligned with Fife's RRTP.
Wheatley Care/ Loretto (formerly known as Barony Housing Association)	Visiting Short Term Housing Support (STHS)	£262,821	£262,821	£262,821			£262,821	1 year transitional funding during which services and funding will be aligned with Fife's Rapid Rehousing Transition Plan (RRTP)
Total former-PSP provider funding		£5,861,530	£6,069,863	£5,325,871			£5,325,872	

Recommended Awards – Community & Housing Services Committee - Appendix 2

Communities & Neighbourhoods

Organisations	Project Description	Grant Award 21/22	Requested Grant 2022	Recommendation			Total 2022-2025	Additional Comments
				2022/23	2023/24	2024/25		
Auchtertool Village Hall	Provision of community facilities and events	£1,997	£7,370	£1,997	£1,997	£1,997	£5,991	
Cadham Neighbourhood Centre	Provision of community facilities and events	£6,382	£6,382	£6,382	£6,382	£6,382	£19,146	
Carnock & Gowkhall Community Trust	Provision of community facilities and events	£3,473	£8,950	£4,515	£4,515	£4,515	£13,545	30% uplift on previous year
Chapel N/Hood Centre	Provision of community facilities and events	£5,430		£5,430	£5,430	£5,430	£16,290	
Comrie Community Centre	Provision of community facilities and events	£2,628	£8,010	£2,628	£2,628	£2,628	£7,884	
Culross Youth Club	Supporting Stables Youth Centre and Youth Club	£3,900	£4,000	£3,900	£3,900	£3,900	£11,700	
Dalgety Bay Youth Club	Provides accommodation and facilities to groups	£6,054	£8,160	£6,054	£6,054	£6,054	£18,162	
Dysart Centre	Providing a facility for organisations in Dysart	£1,999		£1,999	£1,999	£1,999	£5,997	
Dysart Community Hall	Providing a facility for organisations in Dysart	£4,639	£4,639	£4,639	£4,639	£4,639	£13,917	

Organisations	Project Description	Grant Award 21/22	Requested Grant 2022	Recommendation			Total 2022-2025	Additional Comments
				2022/23	2023/24	2024/25		
Exit Community Centre Glenrothes	Supporting the provision of CLD and youth work	£26,149		£26,149	£26,149	£26,149	£78,447	
Glenrothes YMCA/YWCA	CLD opps provided through educational programmes	£52,545	£173,240	£52,545	£52,545	£52,545	£157,635	
Hayfield Community Centre Kirkcaldy	Provision of community facilities	£2,347	£8,015	£2,347	£2,347	£2,347	£7,041	
Kincardine Community Association	Provides CLD, youth activities	£30,536	£58,618	£30,536	0	0	£30,536	One year funding awarded to be reviewed next financial year
Kincardine Old Peoples Welfare	Provision of meeting place, social events	£776		£776	£776	£776	£2,328	
North Queensferry Community Centre	Provision of community facilities and events	£11,877	£12,570	£13,064	£13,064	£13,064	£39,192	10% uplift on previous year
Queens Hall Charleston	Provision of facility for organisations	£2,069	£3,000	£2,069	£2,069	£2,069	£6,207	
Raeburn Community Centre Kirkcaldy	Provision of facility for organisations	£1,453		£1,453	£1,453	£1,453	£4,359	
Thornton Public Hall	Provision of facility for organisations	£3,086		£3,086	0	0	£3,086	One year funding awarded to be reviewed next financial year
Young Community Hall Kirkcaldy	Provision of facility for organisations	£3,024	£9,758	£3,024	£3,024	£3,024	£9,072	

Organisations	Project Description	Grant Award 21/22	Requested Grant 2022	Recommendation			Total 2022-2025	Additional Comments
				2022/23	2023/24	2024/25		
Dunfermline & West Fife Sports Council	Partner with Fife Council/Sport and Carnegie Trust	£15,632	£19,800	£15,632	0	0	£15,632	One year funding awarded and a review of sports councils will take place in 2022
East Fife Sports Council	Development work with amateur sports and clubs	£15,632	£20,793	£15,632	0	0	£15,632	One year funding awarded and a review of sports councils will take place in 2022
Kirkcaldy and Central Area Sports Council	Developing amateur sport and sports club	£9,490	£11,370	£15,632	0	0	£15,632	One year funding awarded and a review of sports councils will take place in 2022
Fife Voluntary Action	To support a successful and resilient third sector in Fife which is supported and informed	£154,513	£185,000	£184,513	£184,513	£184,513	£553,539	Addition of separate award for credit union and commissioning support in to a single SLA award.
Kinghorn Community Centre	Provision of community facilities and events	£4,318	£4,318	£4,318	£4,318	£4,318	£12,954	
C&N Total		£369,949		£408,320	£327,802	£327,802	£1,063,924	

Previous Recommended Awards (2021-2024) – Community & Housing Services Committee - Appendix 3

Communities & Neighbourhoods

Organisations	Project Description	Grant Award 20/21	Requested Grant 2021	Recommendation			Total 2021-2024	Additional Comments
				2021/22	2022/23	2023/24		
Abdie Village Hall	Provision of community facilities and events	£188	£780	£188	£188	£188	£564	
Anstruther Town Hall (Dreel Halls)	Provision of community facilities and events	£188	£998	£188	£188	£188	£564	
Arncroach Church Hall	Provision of community facilities and events	£188	£188	£188	£188	£188	£564	
Balmullo Village Hall	Provision of community facilities and events	£188	£185	£188	£188	£188	£564	
Blebo Craigs Village Hall	Social, cultural gatherings and public meeting room	£188	£500	£188	£188	£188	£564	
Burnturk Jubilee Hall	Main focus point in village for community events	£188	£200	£188	£188	£188	£564	
Cameron Parish Hall	Provision of community facilities and events	£188		£188	£188	£188	£564	
Ceres Memorial Hall	Provision of community facilities and events	£188	£188	£188	£188	£188	£564	
Colinsburgh Town Hall	Provision of community facility for all ages	£188	£180	£188	£188	£188	£564	

Organisations	Project Description	Grant Award 20/21	Requested Grant 2021	Recommendation			Total 2021-2024	Additional Comments
				2021/22	2022/23	2023/24		
Collessie Village Hall	Provision of community facilities and events	£188	£50	£188	£188	£188	£564	
Craigrothie Village Hall	Provision of community facilities and events	£188	£188	£188	£188	£188	£564	
Crail British Legion	Provision of community facilities and events	£188	£2978	£188	£188	£188	£564	
Crail Town Hall	Provision of community facilities and events	£188	£188	£188	£188	£188	£564	
Dairsie War Memorial Hall	Provision of community facilities and events	£188	£250	£188	£188	£188	£564	
Dunbog Parish Hall	Provision of community facilities and events	£188	£548	£188	£188	£188	£564	
Dunshalt Village Hall	Provision of community facilities and events	£188	£500	£188	£188	£188	£564	
Gateside Memorial Hall	Provision of community facilities	£188	£185	£188	£188	£188	£564	
Giffordtown Village Hall	Provision of community facilities and events	£188	£188	£188	£188	£188	£564	
Kettle Memorial Hall	Provision of community facilities and events	£188	£188	£188	£188	£188	£564	
Kilmany Parish Hall	Provision of community facilities and events	£188	£188	£188	£188	£188	£564	

Organisations	Project Description	Grant Award 20/21	Requested Grant 2021	Recommendation			Total 2021-2024	Additional Comments
				2021/22	2022/23	2023/24		
Kingsbarn Memorial Hall	Provision of community facilities and events	£188	£1,500	£188	£188	£188	£564	
Largoward Public Hall	Provision of community facilities	£188	£250	£188	£188	£188	£564	
Letham Village Hall	Provision of community facilities and events	£188	£225	£188	£188	£188	£564	
Luthrie Village Hall	Provision of hall to the benefit of groups, etc	£188		£188	£188	£188	£564	
Montrave Hall Lundin Links	Provision of community facilities in Lundin Links	£188	£300	£188	£188	£188	£564	
Morison Duncan Hall Gaudry	Provision of community facilities and events	£188	£1,000	£188	£188	£188	£564	
New Gilston & Woodside Village Hall	Provision of community facilities and events	£188	£188	£188	£188	£188	£564	
Newton of Falkland Village Hall	Provision of community facilities and events	£188	£810	£188	£188	£188	£564	
Pittenweem New Town Hall	Provision of facility for organisations	£188	£188	£188	£188	£188	£564	
Simpson Institute Upper Largo	Provision of community facilities and events	£188	£580	£188	£188	£188	£564	
St David's Durham Hall Lower Largo	Provision of community facilities and events	£188	£300	£188	£188	£188	£564	

Organisations	Project Description	Grant Award 20/21	Requested Grant 2021	Recommendation			Total 2021-2024	Additional Comments
				2021/22	2022/23	2023/24		
Strathkinness Village Hall	Provision of community facilities and events	£188	£5,400	£188	£188	£188	£564	
Strathmiglo Public Hall	Provision of community facilities and events	£188	£188	£188	£188	£188	£564	
West Hall, Wormit	Provision of community facilities	£188		£188	£188	£188	£564	
Auchtermuchty Community Centre	Provision of CLD, youth activities	£18,466	£23,500	£18,466	£18,466	£18,466	£55,398	
Castlehill Association of Clubs Cupar	Provision of community facilities in Cupar	£2,066	£2,300	£4,614	£4,614	£4,614	£13,842	
Coaltown of Wemyss Village Hall	Provision of community facilities and events	£2,334	£3,150	£2,334	£2,334	£2,334	£7,002	
Collydean N'Hood Centre	Provision of community facilities and events	£6,101	£6,100	£6,101	£6,101	£6,101	£18,303	
Cosmos Centre St Andrews	Provides CLD, youth activities	£30,261	£65,750	£30,261	£30,261	£30,261	£90,783	
Crossford Village Hall	Provision of community facilities and events	£678	£678	£678	£678	£678	£2,034	
Cupar YMCA/YWCA	Provides CLD, youth activities	£52,567	£52,568	£52,567	£52,567	£52,567	£157,701	
Cupar Youth Café	Provides youth activities	£31,945	£43,845	£31,945	£31,945	£31,945	£95,835	
Dolphin Community Centre Tayport	Supporting the provision of CLD and youth work	£8,263	£8,263	£8,263	£8,263	£8,263	£24,789	

Organisations	Project Description	Grant Award 20/21	Requested Grant 2021	Recommendation			Total 2021-2024	Additional Comments
				2021/22	2022/23	2023/24		
Dundonald Institute Cardenden	Provision of community facilities	£6,880	£4,013	£6,880	£6,880	£6,880	£20,640	
East Neuk Centre Trust	Provision of CLD facilities in Anstruther	£67,827	£72,950	£67,827	£67,827	£67,827	£203,481	
Fife Society for the Blind	Contribution of 1/3 rd cost of employing Project Worker	£5,217	£7,187	£5,217	£5,217	£5,217	£15,651	
Forgan Arts Centre Newport On Tay	Providing arts and craft classes and courses	£10,048	£10,000	£7,500	£7,500	£7,500	£22,500	
Grieg Institute Leven	Provision of community facilities in Windygates	£4,166	£8,520	£4,166	£4,166	£4,166	£12,498	
Kirkcaldy YMCA	Provides CLD, youth activities	£147,793	£245,963	£147,793	£147,793	£147,793	£443,379	
Ladybank Youth Club	Provision of youth work facilities	£6,861	£9,670	£6,861	£6,861	£6,861	£20,583	
Linktown Comm. Action Centre	Guidance, advice and facilities provided to groups, etc.	£25,447	£26,000	£25,447	£25,447	£25,447	£76,341	
Linton Lane Centre Kirkaldy	Provides social, leisure and educational facilities	£25,855	£52,410	£26,943	£26,943	£26,943	£80,829	
Markinch Town Hall	Provision of hall to the benefit of groups, etc	£4,155	£12,631	£4,155	£4,155	£4,155	£12,465	
Memorial Park N'Hood Association Leven	Provision of facility for organisation	£2,810	£3,000	£2,810	£2,810	£2,810	£8,430	

Organisations	Project Description	Grant Award 20/21	Requested Grant 2021	Recommendation			Total 2021-2024	Additional Comments
				2021/22	2022/23	2023/24		
Milton of Balgonie Village Hall	Provision of community facilities and events	£1,997	£2,000	£1,997	£1,997	£1,997	£5,991	
Rio Community Centre Newport	Supporting the provision of CLD and youth work	£17,768	£18,900	£17,768	£17,768	£17,768	£53,304	
Rosie & McDuff Comm Hall Kirkcaldy	Provision of community facilities in East Wemyss	£1,511	£1,600	£1,511	£1,511	£1,511	£4,533	
Seal Dunfermline	Promoting social inclusion of young people	£3,889	£5,000	£3,889	£3,889	£3,889	£11,667	
Star Village Hall	Provision of community facilities	£2,816	£3,588	£2,816	£2,816	£2,816	£8,448	
Stenton Jubilee Hall	Provision of community facilities and events	£6,608	£10,000	£6,608	£6,608	£6,608	£19,824	
Tayside Institute	Provides CLD, youth activities	£22,498	£53,285	£22,498	£22,498	£22,498	£67,494	
Thornton Pensioners Welfare	Provision of facility for organisations	£1,176	£1,176	£1,176	£1,176	£1,176	£3,528	
Toll Centre Burntisland	Provides social, leisure and educational facilities	£24,855		£24,855	£24,855	£24,855	£74,565	
Workers Educational Association	Promoting adult education, Fife-wide provision	£42,552	£84,230	£42,552	£42,552	£42,552	£127,656	
Youth 1st	Supporting and developing high quality youth work. Fife-wide provision	£65,788	£101,961	£65,788	£65,788	£65,788	£197,364	

Organisations	Project Description	Grant Award 20/21	Requested Grant 2021	Recommendation			Total 2021-2024	Additional Comments
				2021/22	2022/23	2023/24		
Elie Harbour Trust	Upkeep and maintenance of harbour area	£1,783	£3,333	£1,783	£1,783	£1,783	£5,349	
St Andrews Harbour Trust	Helps with the cost of revenue expenses	£8,917		£8,917	£8,917	£8,917	£26,751	
Tayport Harbour Trust	Upkeep and maintenance of harbour area	£1,700	£1,700	£1,700	£1,700	£1,700	£5,100	
St Andrews Botanic Gardens Trust	Management and operation of St Andrews Botanic Garden and delivery of botanical, horticultural and environmental education programmes.	£272,726	£272,724	£272,726	£272,726	£272,726	£818,178	
Disability Sport Fife	Supporting part-time Administration post	£8,928	£9,999	£8,928	£8,928	£8,928	£26,784	
Crail Museum Trust	Provision of Museum	£2,200	£2,750	£2,200	£2,200	£2,200	£6,600	
Fife Folk Museum	Provision of Museum	£4,206	£4,208	£4,206	£4,206	£4,206	£12,618	
Fife Contemporary Arts & Craft	Partners providing specialist expertise in arts and crafts	£31,000	£31,000	£31,000	£31,000	£31,000	£93,000	
Scottish Fisheries Museum	Provision of Museum – Fishing, Heritage and Culture	£44,500	£56,800	£44,500	£44,500	£44,500	£133,500	
CARF	Free confidential independent and impartial advice to help resolve problems. Resources for welfare benefit tribunal representation and	£1,862,087	£1,957,465	1,862,087	1,862,087	1,862,087	5,586,261	

Organisations	Project Description	Grant Award 20/21	Requested Grant 2021	Recommendation			Total 2021-2024	Additional Comments
				2021/22	2022/23	2023/24		
	dealing with complex benefits issues							
Fife Centre for Equalities	Fifes independent third sector equalities hub which engages with equalities groups in Fife across all 9 of the protected characteristics across Fife as defined in the equalities act 2010	£130,804	£171,760	£130,804	£130,804	£130,804	£392,412	
Fife Pride	Support Fife Pride Event	£10,000	£10,000	£10,000	£10,000	£10,000	£30,000	
Communities & Neighbourhoods Total				already delivered	3,037,529	3,037,529	6,075,058	

3rd February, 2022

Agenda Item No. 10

Update Report - Formalising Management of Community Halls & Centres

Report by: Paul Vaughan, Head of Communities & Neighbourhoods

Wards Affected: All

Purpose

The purpose of this report is to provide an update on progress following committee approval in November 2020 for consultation with voluntary management committees on the future management of community halls & centres

Recommendation(s)

It is recommended committee notes the updated position as set out in the report.

Resource Implications

Support will be required to Voluntary Management Committees (VMCs) to pursue a change of legal status to become incorporated. The continued engagement with the committees will lead to an overspend within the service budget as previously agreed savings will be achieved later than originally planned. This will be managed across the service budgets.

Legal & Risk Implications

There are both legal and risk implications of not agreeing a future position with these groups. To continue to allow unincorporated associations (under Scots law not recognised as having legal personality) to assume liabilities for Fife Council buildings, poses significant reputational risk to the Council. The ongoing engagement with the management committees including increased checking on health and safety compliance will mitigate this risk.

Impact Assessment

Individual impact assessments for the voluntary management committee facilities will be completed as changes are implemented.

Local groups and management committees will continue to be engaged with by Community Managers and area teams, to provide support and guidance.

1.0 Voluntary Management Committee Facilities - Update

- 1.1 On 24th November 2020, following the presentation of the "Future Management of Community Halls & Centres" report to the Community & Housing Service sub-Committee, approval was given for Community Managers and area teams to consult on the proposed changes in the report with Voluntary Management Committees and Committees in former Fife Regional Council facilities, the purpose and intention being to:
 - 1) agree a framework for consultation and engagement on the future management of community halls and centres, for those community facilities in Fife which operate with voluntary management committees (VMCs) in situ i.e. they are not directly operated and managed by Fife Council or have a formal lease in place.
 - 2) agree to consultation progressing to address the former Fife Regional Council facilities which retain income and set fees/charges.
- 1.2 In December of that year, Community Managers formally wrote to the relevant management committees advising them of this decision, and requesting feedback regarding the most suitable way in which to engage with them due to the restrictions of the pandemic i.e. virtual meetings, face to face etc. It was anticipated this process would be concluded by end of February 2021 with a report back to Committee on 18th March 2021. However, as the majority requested face to face meetings, and due to the restrictions, this process was delayed until summer.
- 1.3 From July 2021 onwards, Community Managers and area teams, where possible and practical, held consultation sessions with the VMCs. It is clear that further discussions are required, with the main issue being the capacity and sustainability of some committees to take on a lease or advisory committee duties and responsibilities.
- 1.4 There is continued interest among the Voluntary Management Committees of delivering services from the venues with some interested in seeking charitable status. However, there is less interest in agreeing leases for venues.
- 1.5 The council will continue to work with the Voluntary Management Committees to support them in the aims for the venues they voluntary manage. This will involve community capacity building support and, to mitigate risks to the council, more facilities management support to ensure compliance with health and safety requirements. A phased approach, working with those committees who are looking to extend their role, will provide for the continued community led use of the venues.

2.0 Former Fife Regional Council Facilities

- 2.1 As the report from November 2020 outlined, there are 12 former Fife Regional Council community facilities which retain income from centre activities and lets, but have no responsibility for operating costs. Over time, this has resulted in significant reserves being accrued and there remains an outstanding and previously agreed savings target of £94k, predicated on changing the funding arrangements between the Council and Management Committees of these community centres.
- 2.2 There was a general sense that, although some concerns around the “advisory committee” role, as opposed to a “management” committee one, change is required to address the legacy issues and legal and risk implications. The council is progressing with a review of concessionary pricing and a new pricing policy. To allow the best use of these venues and address the concerns of the role of the community in the delivery of services within these venues further work will be undertaken with these Management Committees in tandem with the changes to the pricing and concessions policies once agreed.

3.0 Conclusions

- 3.1 The impact of the pandemic has delayed the progress of this work as it was originally anticipated to bring a report back to this Committee in early 2021. However, engagement with committees has demonstrated the ongoing support required by groups to deliver services and manage the facilities in the areas. Further work is required with the committees to reach a conclusion on the role of voluntary management committees and the achievement of the saving on the Former Fife Regional Council facilities.

List of Appendices:

Background papers:

- Community & Housing Services sub-Committee 24th November 2020
- Formalising Management of Community Halls & Centres (pages 59 – 75):
https://www.fife.gov.uk/_data/assets/pdf_file/0023/180464/Agenda-and-Papers-for-Meeting-of-Community-and-Housing-Services-Sub-Committee-of-24-November-2020.pdf

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3rd February, 2022

Agenda Item No. 11

Community Development Financial Institution – Conduit Scotland - Progress Report

Report by: Paul Vaughan, Head of Communities and Neighbourhoods

Wards Affected: All

Purpose

The purpose of this report is to provide an update on progress of the Community Development Finance Institution (CDFI) since its establishment in 2017.

Recommendation(s)

It is recommended that the Community and Housing Services Sub-Committee:

- a) Considers this paper and its appendices and comments as necessary.
- b) Notes the future plans of the CDFI as it aims to recover from the impact COVID-19 has had on operations.

Resource Implications

There are no resource implications at this stage.

Legal & Risk Implications

All legal and risk implications were fully considered through the procurement exercise which appointed Five Lamps to establish the CDFI as reported to Committee in February 2017. The main legal power to enter into the CDFI arrangement is the power to advance well-being, under s.20 of the Local Government in Scotland Act 2003. It was considered that the CDFI would contribute to the advancement of the economic and social well-being of Fife residents.

Impact Assessment

The general duties section of the impact assessment and the summary form were completed when the CDFI was originally established.

Consultation

The establishment and operation of the CDFI is overseen by an Advisory Board consisting of senior officers from each of the 3 local authorities in which the CDFI operates – Fife, Falkirk and West Lothian Councils - senior management from Five

Lamps and representation from Carnegie Trust UK. The Advisory Board has considered the performance of the CDFI throughout its operation including regular reporting from Five Lamps which form the basis of this report.

1.0 Background

- 1.1 A report considered at the 16 August 2016 Executive Committee meeting set out the background to establishing a CDFI in Fife. The Committee agreed that officers should progress a tendering exercise for the procurement of a CDFI service for Fife. The results of the tendering exercise were presented to Committee on 27th February and the appointment of Five Lamps was approved. Similar reports were approved by Executive Committees in West Lothian (28th February 2017) and Falkirk (7th March 2017) Councils.
- 1.2 The CDFI's trading name is Conduit Scotland. It's key features during its first three years of operation in Fife, Falkirk and West Lothian as approved were -
- Four shops based in Dunfermline, Kirkcaldy, Falkirk, and Bathgate for face-to-face service.
 - The service, and especially online and telephone loan application channels, would be promoted in all areas of Fife, Falkirk and West Lothian
 - Local recruitment of up to 15 new staff across the three local authority areas (9 whole time equivalents) and one apprentice per shop.
 - A pop-up presence to raise awareness of the service.
 - A call centre to take telephone loan applications and to facilitate referrals to other local advice and support services for those not receiving loans.
 - Promotion of an online loan application operation.
 - Arrangements with local banks and credit unions to support the establishment of savings accounts.
 - Full participation in local anti-poverty and financial inclusion partnership work across the three areas.
- 1.3 It is important to note that the CDFI's main business is responsible lending. It aims to actively refer those who have not been successful in their loan application to other local advice and support services but will not itself deliver those services.
- 1.4 The contract to establish and operate the CDFI was for an initial 5-year period to March 2022. The terms of the contract were for the 3 Councils to provide £400,000 investment (repayable) for the initial loan capital and £135,000 in revenue support for each of the initial 3 years. The costs to Fife Council were £200,000 and £55,000 per annum respectively. There was no payment agreed for years 4 and 5 of the contract. This report sets out the achievements and challenges during years 1 to 3 of the contract based on the model above. It then outlines the new operating model implemented from April 2020, and the impact covid-19 has had on services.

2.0 Conduit Scotland – Years 1 to 3, 2017 - 2020

- 2.1 An assessment carried out by Carnegie UK Trust in 2018 following the first year of activity by Conduit Scotland found that the CDFI was already having a significant impact in improving access to affordable credit across the three council areas. It

found that Conduit Scotland's services were primarily reaching and benefiting those in greatest need, who are most likely to be excluded from financial services.

- 2.2 During years 1 to 3, Conduit Scotland issued 2,944 loans across the three local authority areas – 43% of these loans (1,277) were repeat loans. Table 1 illustrates the total number and value of new and repeat loans from the start of operations in June 2017 to May 2020 across the consortium areas of Fife, Falkirk and West Lothian.

Table 1. Total number and value of new and repeat loans (Jun 2017- May 2020)

	Number	Value
New Loans	1,656	£713,826
Repeat Loans	1,267	£898,709
Total	2,923	£1,612,535

- 2.3 Table 2 shows the number and value of new and repeat loans by operating year in Fife.

Table 2. Number and value of new and repeat loans, by operating year

	Year 1 (Jun17 – May18)	Year 2 (Jun18 – May19)	Year 3 (Jun19 – May20)	TOTAL Years 1-3
New Loans (total)	365	264	201	830
New Loans (value)	£159,637	£111,622	£87,050	£358,309
Repeat Loans (total)	124	244	245	613
Repeat Loans (value)	£83,070	£178,484	£178,326	£439,880
Total	489	508	446	1443
Value	£242,707	£290,106	£265,376	£798,089

- 2.4 Conduit Scotland received over 10,000 loan applications during its initial three years period. Despite this, they converted only 29% into actual loans (2,923). Over half of the applications received (54%) were declined due to affordability. As a fair and responsible lender, Conduit Scotland recognises that in some situations a loan is not appropriate as repayments can cause further difficulties for borrowers. In many of these cases applicants were referred on to other, potentially more appropriate, services in their local area.

Demographics of the CDFI's customers

- 2.5 Looking at the CDFI's customer demographics, the findings are that, of those accessing loans;
- 59.6% are female.
 - 52.0% are living in social housing (local authority or housing association) and 23.7% are living in private rented accommodation.
 - 64.4% have a total household monthly income between £500 - £1,500.
 - 32.2% are single and 21.1% are single parents.
 - 47.8% have children.
 - 11.2% are registered disabled.
 - 21% have a long-term illness.
 - 48.6% are employed.
- 2.6 As intended, it appears that the CDFI's services are reaching and benefiting the people in greatest need. Reports from staff suggest that Conduit Scotland customers are those who may be struggling financially but have not sought out help and support before from other services. The CDFI is uniquely placed to pick up customers that may otherwise not engage with other services.

Methods of accessing loans

- 2.7 Customers can access loans from Conduit Scotland online, by telephone or through face-to-face. Since Conduit Scotland started operating, 78% of the total applications received were made online. Reasons for low footfall are complex:
- Marketing, brand awareness and promotional challenges.
 - Lack of awareness that ethical credit alternatives exist.
 - Lack of understanding that small sum, affordable credit delivered on a not-for-profit basis can be an important anti-poverty solution. This could result in a reluctance from public and third sector partners to make service users aware of the CDFI.
- 2.8 Despite these initial challenges, Conduit Scotland have displayed a willingness to engage and work with a range of partners in the public and third sector since it began operating. Staff determination to build relationships led to more partnership working, which was strengthened by the co-location of Conduit Scotland and the Dunfermline Advice Hub to a shop on Chapel Street, Dunfermline in 2019. The CDFI also participates in local welfare reform and anti-poverty groups in Fife, as well as in the other local authority areas.

Referrals / Signposting

- 2.9 Conduit Scotland gives referrals and signposts to public and third sector services when required, which is recuperated by partner organisations. Although there isn't any data on how many referrals/signposting were made by partner organisations into Conduit Scotland, the table below shows the number of referrals made by Conduit Scotland across the three areas, and specifically in Fife, highlighting the organisation to which the referral was made.

Table 3. Number of referrals/signposting made by Conduit Scotland, years 1-3

	Overall	Fife
CAB/ CARF/ Welfare Rights/ Money Advice	978	420
Scottish Welfare Fund	536	252
Credit Unions	303	104
VCS	1,349	596
Other	2,149	309
Total	5,315	1,681

- 2.10 The CDFI offers a substantially lower APR than many other lenders, offering an alternative to mainstream lenders. Many of the CDFI customers are unable to access mainstream banking options and so are provided with a more affordable alternative than other high-cost options. The APR reflects only the cost of service provision as the CDFI is a not-for-profit service.

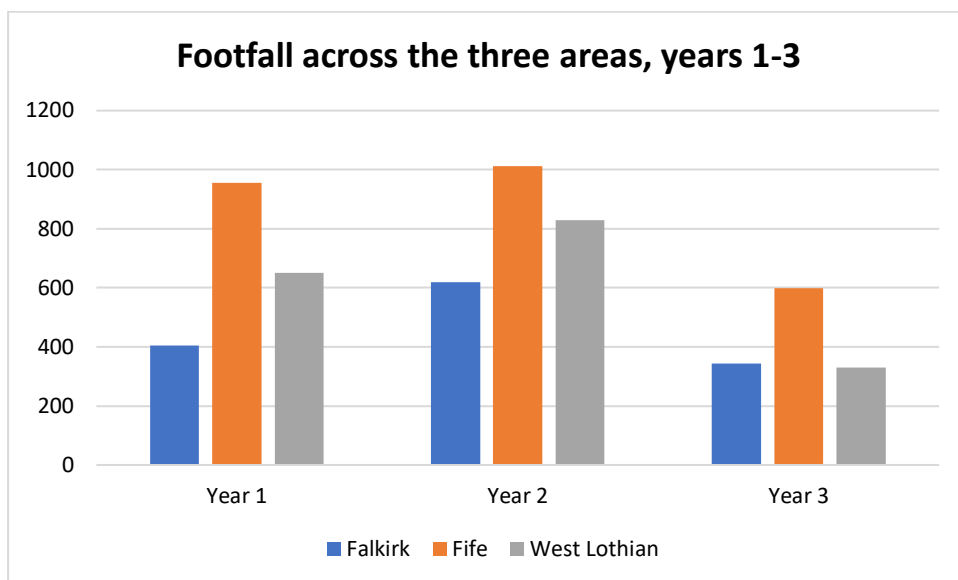
Successes

- 2.11 Several national television marketing campaigns have increased the promotion of Conduit Scotland which has resulted in an increase in loan applications and approvals. This includes loan applications and awards from elsewhere in Scotland and beyond the three consortium Council areas.
- 2.12 In its first year of operating, Conduit Scotland attracted high profile, positive media attention and vocal support from the actor and founder of the End High Cost Credit Alliance, Michael Sheen, who identified Conduit Scotland as a fair, responsible lender aligned to its customers' needs.
- 2.13 Fife, Falkirk and West Lothian Councils also received recognition at the COSLA Excellence Awards 2019 by winning the SOLACE Best Team Award for Development Affordable Credit Initiatives.

3.0 Years 4 & 5, 2020 - 2022

- 3.1 In February 2020, it was agreed by the CDFI Consortium that the current model of operating four shops was not financially viable, particularly as the revenue funding provided by the Councils during years 1-3 had come to an end. After reviewing options, Five Lamps and the 3 Councils agreed that from 1 April 2020, Conduit Scotland would retain the Dunfermline shop as its Head Office but close the shops in Kirkcaldy, Bathgate and Falkirk. Services would continue to be provided through the on-line and telephone channels with enhanced outreach provision across all 3 Council areas.

- 3.2 The decision to close stores was not an easy one but it was always the intention to review the shop operations during the third year of operation. Footfall in the four shops had remained relatively static. The chart below shows the footfall across the three areas for years 1 to 3. Fife includes the footfall of both the Dunfermline and Kirkcaldy shops.



- 3.3 Conduit Scotland staff were briefed on changes to the delivery model in December 2019 and a formal redundancy process began in January 2020. At the same time arrangements were put in place to close the 3 shops and retain the Dunfermline premises as the main operating base as well as continuing to share the space with the Dunfermline Advice Hub. The negotiations in relation to staff and premises were just completed as the UK entered into the first period of lockdown in March 2020.
- 3.4 During the COVID-19 pandemic, Conduit Scotland continued to deliver its lending service. However, as the health and wellbeing of employees and customers was a top priority, the CDFI has made moved to wholly on-line provision, which has been in place since March 2020. While Five Lamps remained committed to providing affordable personal loans, including in the partnership area of Fife, Falkirk and West Lothian Councils, the sector was hit hard by pandemic. The main issues were customers being unable to pay and hence defaulting on their loan repayments and a legal requirement to provide payment holidays if requested by customers. However, due to the change in financial circumstances for many of the CDFI customer base, there was an increase in the number of declines loans on the basis of affordability.
- 3.5 Table 4 and 5 below summarise the number of applications received and approved during year 4 and 5 to date (5 months), both across the Consortium area and in Fife in particular, and the rate of loans declined on the grounds of affordability.

Table 4. Number and value of new and repeat loans, in year 4 and 5 (to date)

	Year 4 (Jun 20 – May 21)	Year 4 Fife	Year 5 (Jun 21 – Oct 21)	Year 5 Fife
Applications received	6802	3734	1995	936
New Loans (total)	111	67	9	4
New Loans (value)	£63,450	£38,950	£5,350	£2,500
Repeat Loans (total)	237	127	25	15
Repeat Loans (value)	£189,878	£102,207	£18,600	£11,400
Total	348	194	34	19
Value	£253,328	£141,157	£23,950	£13,900

Table 5. Rate of affordability declines

	Year 4	Year 5 (to date)
Percentage of load declined for affordability reasons	29%	49%

- 3.6 During lockdown the Dunfermline shop was also closed and although it has since reopened as Dunfermline Advice Hub, Conduit Scotland is no longer providing face to face services from that location. The remaining staff from Conduit Scotland were made redundant and services continue to be provided on a on-line basis only with telephone follow-up where required.
- 3.7 As part of the initial CDFI tender process, the Consortium provided Five Lamps with £400,000 interest free capital. The original agreement was for this to be fully repaid in month 60 (June 2022), but Five lamps suggested in their tender that the capital be repaid over the 12-months post-contract, reflecting the collections of loans outstanding at the contract end date (effectively prior to June 2023). During 2021, Five Lamps requested that the repayment be rescinded or reduced due to the impact of the covid-19. In line with other supplier contracts the position has been taken that a deferral of payment would be considered and after some negotiation it has been agreed that the repayment is made in 2 equal instalments to be paid in September 2023 and September 2024.

- 3.8 The next meeting of the Consortium is scheduled to take place during March at which point up to date monitoring will be provided along with a recovery plan to boost services and loan provision in Scotland.

4.0 Conclusions

- 4.1 Despite recent uncertainty, in the three years that the CDFI was initially operating, it proved successful in providing affordable, fair loans to people in Fife, and wider across the Consortium. Access to small sum, short term credit can be a vital tool for households and can help manage temporary shortfalls in income or unexpected expenditure but making a sizeable profit can be difficult for CDFIs as responsible lenders.
- 4.2 Fife Council will continue to work with partner Councils, Falkirk and West Lothian, and with Five Lamps to finish the contract period and look at ways to assist the CDFI in providing continuing services in the respective Council areas.

List of Appendices

1. Social Impact Report 2017/20, Conduit Scotland

Background Papers

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

- **Towards a Community Development Finance Institution**, Executive Committee Agenda Item No.11, 16th August 2016.
- **Establishing a Community Development Finance Institution in Fife**, Executive Committee Agenda Item No.18 - PRIVATE REPORT, 27th February 2017.
- **Community Development Finance Institution (CDFI) Progress Report**, Communities & Housing Services Committee Agenda Item No. 6, 8th November 2018.

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3rd February, 2022

Agenda Item No. 12

A Revised Housing Estates Management Approach

Report by: John Mills, Head of Housing Services

Wards Affected: All

Purpose

As part of the development of People and Place Leadership and the Plan4Fife, this report proposes a revised Housing Estates Management Approach for Members' consideration as a means of improving the local environment in housing estates.

It also proposes the use of uncommitted HRA Reserves to kickstart the revised approach from April 2022.

Recommendations

Members are asked to:

1. Approve the revised Housing Estates Management Approach for implementation by April 2022.
2. Approve the proposed HRA funding of £1.5m in 2022/23 from the uncommitted HRA Reserves.
3. Agree to progress reports being made to the Area Committees by October 2022 as part of the Area Housing Plan updates.

Resource Implications

The resource requirements set out in this report have been accounted for in the HRA uncommitted reserves of £1.5m. The Policy & Co-ordination Committee of 4th November 2021 agreed to remit to this Sub-Committee any decisions around the use of the uncommitted HRA reserves.

To continue the enhanced estates management work into 2023/4, the council would need to consider the additional £1.5m HRA funding as part of the HRA Budget in the report to Council in February 2023.

Legal & Risk Implications

Relevant legal requirements and risk implications have been considered in providing the HRA Business Plan 2021 and in determining the HRA Medium Term Financial Strategy agreed by P&C on 24th January 2019 and further noted by P&C on 4th November 2021

Impact Assessment

There is no requirement for an EQIA as the proposed programme of improvements does not constitute a change of policy.

An Environmental Assessment has been carried out using the Fife Environmental Assessment Tool (FEAT) for the delivery of the draft Revised Housing Estates Management Approach. No negative environmental impacts were assessed. A range of beneficial and mixed impacts were identified.

Consultation

HRA local initiatives proposals are subject to regular consultation with local Members and Area Housing Managers. Consultation with the Fife Tenants Forum was held in late January 2022 with positive support for the revised approach.

1.0 Introduction

- 1.1 This report has been produced to stimulate Members' discussion and seek support for a revised Housing Estates Management Approach to be adopted from April 2022. The report builds on the work to produce the Housing Asset Management Strategy and develop Sustainable Places as part of priority 7 of the Fife Local Housing Strategy. The revised approach contributes positively to the development of People & Place Leadership outlined in the Plan4Fife. Improving our places also has a positive impact on health & wellbeing for tenants and residents.
- 1.2 The main aim of the revised approach is to seek an improvement in the council's housing estates which have deteriorated over recent years, a condition exacerbated during the Covid pandemic over the past 2 years. As part of the recovery from the pandemic, the council needs to take an improved co-ordinated and integrated service action to enhance our local environments across Fife. Services should work collaboratively with tenants and residents to deploy actions to achieve improvement over the next 2-3 years.
- 1.3 To have a positive impact on where our tenants live will require additional capital and revenue investment from the HRA in 2022/23. This report sets out proposed specific areas of housing estates expenditure that could benefit local tenants and residents. The council also needs to further develop its Factoring Approach and the closer working between the Area Housing Teams and the Housing Mutual Owners Team so that tenants are not left behind where owners are resident in the block of flats or terraced housing.

2.0 Prompts for Change

2.1 Revised Plan4Fife

- 2.1.1 The revised Plan4Fife was approved by the Fife Partnership in September 2021. This represents the Fife Recovery and Renewal Plan for the partners.

Underpinning the Plan is “People and Place Leadership”, led by the Communities Managers and linking in with the 7 Local Community Plans.

- 2.1.2 Housing Services and Safer Communities have supported the development of Place & People Leadership through our Decentralisation Plan (2021-24). Our commitment to localisation and empowerment is absolute with Service Managers and their Functional and Area Teams working through their decentralisation commitments.

“The updated Plan for Fife emphasises the importance of developing place-based approaches across local neighbourhoods and wider communities. This should involve everyone who delivers in a place working together to ensure activities are coordinated so that the sum of their efforts is greater than their parts. Place-based solutions need to start with an understanding of the assets, stakeholders and relationships in a locality.” (Report to Place Leadership Board -8th December 2021)

2.2 Fife Local Housing Strategy (2020-2022).

- 2.2.1 The Local Housing Strategy (LHS) provides a plan for housing improvement across all tenures. It is developed by the Fife Housing Partnership, a group comprising landlords of all tenures, health services, Scottish Government, and council services.
- 2.2.2 In response to the publication of the revised Plan4Fife and the Housing to 2040 Route map, the Fife Housing Partnership is currently reviewing the LHS with a view to adopting the new LHS for 2022-27. The following themes are being developed to inform the new LHS.

Placemaking
Crime and anti-social behaviour
Housing design (including outdoor space)
Community led regeneration

- 2.2.3 The Revised Estates Management Approach will contribute to the new HS and inform our input to Place Leadership Groups across Fife.

3.0 Elements of the Revised Housing Estates Management Approach

3.1 The Place Standard Tool

- 3.1.1 Housing Services & Safer Communities have a long history of using the Place Standard Tool in the development of local Estates Action Plans and Neighbourhood Development Plans as part of Local Community Planning. The tool should be used

to regularly update our approach to improving housing estates. Increasingly, we will need to review local places in line with our Climate Change commitment through the Climate Fife Plan.

3.1.2 This will mean focussing on:

- housing condition through a zero-carbon lens.
- looking at our greenspaces in the context of climate mitigation.
- reviewing local improvement projects to make a positive impact on the local environment using the FEAT tool.

3.2 Improving our Housing Estates

3.2.1 The basic proposition is that by working in an integrated way across the 7 Areas as part of the Place Leadership Groups, the council can make a significant and beneficial impact on local housing estates. Area Housing Managers and Safer Communities Managers are our leads for the connection to the Place Leadership Groups. Their contributions are:

- Managing local staff responses to request for action to improve estates from members and tenants
- Managing responses to breach of tenancies and anti-social behaviour
- Agreeing local estates initiatives to improve areas of grounds, stairwells and closes, and other measures to improve the safety and aesthetic of the estate.

3.2.2 Some estates are in a state of distress, ranging from streets to neighbourhood level. The Service has developed approaches to seek to respond to poor physical condition and intervene to prevent deterioration using the Arneil Johnston Regeneration Tool, which was developed for the regeneration of Mayview Flats, Anstruther in 2019.

3.2.3 A key barrier to improvement is that most housing estates are no longer in full ownership of Fife Council following years of Right-to-Buy sales. While owners' responsibilities for estates maintenance and improvement are outlined in respective Title Deeds, the legislative requirements for consulting and balloting owners on repair and improvements adds time and does not always achieve agreement for works to proceed. This is, in part, being addressed through the roll-out of the Council's Factoring Service but will continue to be an issue until responsibilities are reset in legislation. In the interim, the mechanism for engaging with owners will continue to be through the Council's Factoring & Mutual Owners Team.

3.2.4 The Revised Housing Management Approach proposes three tiers of reactive and proactive service responses:

Annual Local Initiatives Works – Tier 1 response

Area Housing Managers and Elected Members at Ward and Area Committee level will develop projects on an annual basis to complete local street and area improvements to deal with health & safety and estates condition concerns. These projects are managed locally and supported by the Housing Condition & Supply functional centre team. Close working with the Housing Factoring and Mutual

Owner teams is also required where there are existing factoring agreements for mixed tenanted and owned properties in council estates.

HRA revenue and capital budgets are available through the annual budget process.

Estates Action Areas – Tier 2 response

In situations where the local housing estate is in a poor condition and is deteriorating, the Area Housing Manager with Ward Member support can create an Estates Action Area. In this case, a series of escalated actions can be utilised to bring improvement over a 2–3-year period. These can include.

- Agreement of local estates agreement with the TRA, reported through Area Committee
- Increased HRA estates budget for the local area to use to fund enhanced works.
- Focused improvements on communal areas in flats.
- Targeted joint-work with the Housing Mutual Owners Team
- A range of garden, fencing, stock improvement and planned maintenance focussed support works.
- Additional estates caretaker support for the period of the programme.
- Additional, focused Grounds Maintenance and Waste Management support.
- Lock-up demolition or improvement support.

People and Place based Approach – Tier 3 response

The Housing Management Executive has endorsed a formal Housing Regeneration Programme for the period 2022-25 in line with the agreed HRA Capital Plan. The declaration of an area for a People and Place based approach will be approved through the appropriate Area Committee following consultation with the Area Chair and Local Members.

The decision to propose an area for a People and Place based approach will be made by the Housing Operations Manager in consultation with the Communities Managers. As part of this process, consultation with tenants and owners is required to inform the specific local projects.

A People and Place based approach can be declared to produce the following outcomes:

- Significant improvement of housing in a specific area, linked to major Housing Revenue Account capital works.
- Demolition of existing housing with potential new build housing on site, linked to the Council's Affordable Housing Programme.

4.0 Promoting Integrated Working in local Housing Estates.

- 4.1 One of the standouts from estates inspections in 2021 by the Area Housing Managers was the need for the Manager to have more influence over other local service priorities and functional Housing Teams to improve the local estate. As part of the development of the Place Leadership Plan, and the Housing Decentralisation

Plan, the council needs to improve the co-ordination and integration of local services.

- 4.2 In Tier 2 responses, the Area Housing Manager should have the capacity to seek to organise local response teams from Housing and Safer Communities Services, Grounds Maintenance, Waste management, and Transportation. The Housing Manager will not line-manage the staff but be empowered to negotiate their deployment to respond to local housing estate needs. This process will involve liaison with the Community Manager and discussion at the Place Leadership Group.
- 4.3 In discussion with the Senior Manager for Environment and Building Services, we have explored the idea of creating a dedicated workforce in Grounds Maintenance to service the HRA local estate. This workforce would be paid through an enhanced recharge from the General Fund. This workforce would provide a responsive local service working to the Area Housing Manager. The proposal needs to be further developed during the early part of 2022.

5.0 Services and Resources to support the Revised Housing Estates Approach in 2022/23.

- 5.1 This section of the report attempts to bring together the total Estates Management budget, except for Housing Management staff costs in the Area Teams. Caretaking and Concierge are highlighted as they have a changing role going forward to support the management of housing estates.
- 5.2 Table1 identifies existing and proposed costs over the next year to support the development of the revised approach to estates management.

Table 1 – Existing & Proposed Expenditure

Housing Estates Programmes	2021/22 HRA budget £	2022/23 HRA budget £
Local Initiatives <ul style="list-style-type: none"> • Locality Budget – £2.014m HRA revenue devolved to Areas • Opportunity Fund - £1m HRA Capital held centrally for Areas to bid into. 	3.014m	3.514m
Major Works capital projects	0.814m	1.884m
Lock-Up Improvement Programme	0.885m	0.885m
People & Place based Housing capital projects	1.820m	5.051m
Concierge, Caretaking & CCTV <ul style="list-style-type: none"> • CCTV Hub - £0.5m HRA Capital 	1.618m	2.118m

<ul style="list-style-type: none"> • Concierge and Caretaking staffing budget - £0.952m (enhanced in 2021/22 HRA by £0.480m) • Tower Blocks staffing - £0.570m • Staffing posts increasing from current 25.48FTE to 40FTE. • Current specific Concierge Posts employed at Swan/Memorial Courts, Methil - 3 posts with budget of £0.096m. 		
Garden Fencing existing budget	0.581	0.581
Garden Fencing tests of change <ul style="list-style-type: none"> • 2021/22 – current estimated costs for 2 Tests of Change in Kirkcaldy and Methil • 2022/23 – proposed costs of a further 5 Tests of Change – being reported to C&HS Sub-Committee on 3/2/22. • 	0.250m	0.750m
Grounds Maintenance <ul style="list-style-type: none"> • Increased budget of £0.5m proposed for increased staffing dedicated to HRA estate 	1.013m	1.539m

5.3 Table 2 details the existing HRA Local Initiatives budgets that are controlled by the Area Committees and Area Housing Managers.

Table 2 – HRA Revenue – Locality Managed Initiatives Budget

	Annual Budget (£)
A43186: ESTATE MANAGEMENT - COWDENBEATH	362,319
A43187: ESTATE MANAGEMENT - DUNFERMLINE	220,332
A43188: ESTATE MANAGEMENT - GLENROTHES	305,322
A43189: ESTATE MANAGEMENT - KIRKCALDY	456,977
A43190: ESTATE MANAGEMENT - LEVENMOUTH	291,224
A43191: ESTATE MANAGEMENT - NORTH EAST FIFE	242,888
A43192: ESTATE MANAGEMENT - SOUTH WEST FIFE	134,938

The HRA Locality Managed budget is currently split pro rata across the 7 Areas on number of council properties.

5.4 Flats with Communal Areas

5.4.1 Following discussion with the Sub-Committee Convener, it is proposed to enhance the Locality Budgets fund more improvement works to flatted communal areas. Examples of works could be:

- Improvement to bin store areas
- Enhancement of stairwell floors
- Improved lighting to communal areas
- Entrance doors and Controlled-Door Entry

Not all Localities would benefit equally, but the budget would be apportioned locally on the number of 6-in-block or other flatted properties with communal areas.

It is proposed to fund this additional spend in 2022/3 from HRA Non-Committed Reserves of £0.5m.

5.5 Concierge Services and the CCTV Hub

5.5.1 There is an agreed HRA capital provision under major projects to establish a CCTV Hub at Halbeath. Unfortunately, this has been significantly delayed pending BTS confirming a workable and supportable IT solution for the Hub. This has also delayed the Managing Change and implementation of the revised Concierge Service. Revenue funding is in place to enhance the concierge service to our 12 Tower Blocks in Fife. It is anticipated that these new services will be delivered in 2022/23.

5.6 Housing Caretaking Service

5.6.1 Revenue provision has already been made to complete the proposed managing change to modernise the estates caretaking service. The current HRA budget allows for an additional 15 posts for distribution across the 7 Areas to support local housing management working. It is proposed to green-light the Managing Change proposal to the Joint-Trade Union Secretary in early 2022.

6.0 Conclusions

- 6.1 The proposed revised Housing Estates Management Approach has been proposed to stimulate enhanced action to improve the Council's Housing Estates as a significant contribution to the Plan4Fife, People and Place Leadership, and if agreed by the Sub-Committee, will be a strong platform for the empowerment of the Area Housing Managers and Safer Communities Managers to improve local places.
- 6.2 The short-term resourcing of the Approach could be met from the uncommitted HRA reserves but will need consideration as part of the 2023/24 HRA budget discussions if we wish to sustain the Approach over several years.

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3rd February 2022

Agenda Item No. 13

Garden Fencing Policy

Report by: John Mills, Head of Housing Services

Wards Affected: All

Purpose

The report provides draft policy principles based on the existing Fencing Tests of Change and proposes additional Tests of Change in 2022/23 to fully test the principles and associated funding requirements to develop a Housing Services Garden Fencing Policy by late 2022.

Recommendation(s) *

The Sub- Committee is asked to:

1. Consider and comment on the progress of the Tests of Change in Kirkcaldy and Methil.
2. Agree to establish an additional 5 Tests of Change to fully test the draft policy principle
3. Note that additional 'kickstart' funding of £0.5m to enable a Test of Change in each area of Fife to be taken forward in 2022/23 has been proposed in the Revised Estates Management Approach in a separate report to this Sub-Committee.

Resource Implications

Current HRA spending on various fencing works and programmes is outlined in table 1. The Area Housing Managers will continue to fund replacement fencing or maintain existing fencing from the existing HRA budget in 2022/23.

<u>Budget Area</u>	2018/19	2019/20	2020/21	2021/22
Responsive Repairs	£321,374.42	£305,796.68	£217,644.83	£114,797.81
Local Area	£367,384.59	£343,755.36	£234,695.09	£304,807.60
Opportunity Fund	£119,903.53	£283,612.99	£113,925.56	£161,108.57
Total Spend	£808,662.54	£993,165.03	£566,265.48	£580,713.98

Early results from the 2 Tests of Change in Kirkcaldy and Methil suggest a high cost of £250,000 to cover up to 155 tenants and residents, or approximately £1,600 unit cost per household for fencing provision. The council needs to explore fencing delivery routes which reduce the cost to make it sustainable for the HRA if we are to scale up fencing provision from April 2023 as outlined in Section 2.6 of this report.

The additional resource requirement to support further Tests of Change has been estimated at £0.5m, funded from the uncommitted HRA Reserves in 2022/23. The mainstreaming of funding to support a new Garden Fencing Policy would need to be part of the HRA budget discussions in 2023/24.

Legal & Risk Implications

There are no additional legal or risk implications arising from this report.

Impact Assessment

An EqIA and summary form have been completed – the summary form is attached to the report.

A FEAT Assessment has been completed on the Test of Change and confirms mixed or beneficial impacts of providing new garden fencing. There were no negative impacts.

Consultation

Consultation was carried out with tenants, residents, area housing teams and building service colleagues as part of the Test of Change. Consultation on the draft policy principles/criteria has been carried out with the Fife Tenant Forum.

1.0 Background

- 1.1 Currently, there is no Fife Council policy position on the provision and maintenance of garden fencing. As reported to this Sub-Committee in May 2021, there is 'Management Guidance' which lacks detail and leaves decision making open to a high degree of local interpretation by the Area Housing Managers. This has resulted in a level of inconsistency across Fife and a degree of dissatisfaction amongst tenants with unmet need.
- 1.2 The Sub-Committee has given approval for 2 Tests of Change which would inform a policy position going forward. It was agreed that the Tests of Change would focus on defined geographies and would help identify:
 - the quantity of garden fences, and their condition
 - the challenges faced within mixed tenure estates,
 - the potential demand from tenants who do not currently have clearly defined space
 - the costs associated with any programme of replacement and or maintenance along with a retrospective fitting approach.

2.0 Current Position

2.1 Tests of Change Progress

2.1.1 Following Sub-Committee approval in Spring 2021, two Tests of Change areas were identified by August 2021 following the request for suggestions from area housing colleagues of suitable patches which would be representative of our housing estates across Fife. These are Herriot Crescent, Methil and Lismore Avenue, Kirkcaldy. The intention of the Tests of Change is to provide tenants with a safe, secure, clearly defined space where the allocated garden ground allowed and improve the aesthetics of the estate. Site visits were held with the colleagues from the Area Housing Teams and Building Services to discuss the scope of the project and understand the requirements of the streets.

2.1.2 Tenants and residents of Lismore Avenue and Herriot Crescent were notified of the project and of the request to access their garden. They were provided with contact details and encouraged to make contact if they had any concerns or wanted further information.

2.1.3 Residents

	Herriot Crescent	Lismore Avenue
Total Residents (tenants & owners)	76	135
Total included in project	44	111

The Tenants and residents who already had adequate fencing were not included in the project. It was identified that their fencing was the result of maintaining existing or erecting new fencing without Fife Council contribution or because they had already received new fencing by Fife Council, following an individual request.

2.1.4 Proposed Fencing

	Herriot Crescent	Lismore Avenue
New Fencing (Tenants)	12	3
Replacement Fencing (Tenants)	11	24
New Fencing (Mutual)	6	2
Replacement Fencing (Mutual)	4	15

2.1.5 Tenant and resident consultation surveys were sent to all households and landlord owners to gain individual feedback. Feedback from the surveys highlighted the main concerns as:

- inadequate fencing with a lack of security/privacy
- existing fencing felt to be in a poor, dilapidated condition.
- from the responses, the material type preference is wooden fencing.

2.1.6 It was confirmed by Building Service colleagues that most of the current fencing was in poor condition, due to lack of maintenance. This meant that this project would require a mix of full replacement and new fencing. The team therefore also explored ongoing maintenance costs as part of the project.

2.1.7 Alternative materials to the traditional timber palisade fencing were also explored:

- **Composite.** This was deemed cost prohibitive due to the increased cost for materials and the requirement for training for this to be carried out by our in-house fencing

teams. It was also anticipated that there would be difficulties sourcing materials and that there would be increased costs for repairs caused by any wilful damage.

- **Galvanised steel bow top fencing.** There are certain areas where we would have considered this material, however we were advised by the Building Services Costing Unit Team Manager that there are significant delays with this material, and it would not be possible to source within the proposed project timeframe.
- **New hedging.** This was not deemed a viable option as growth of hedging would be slow. Ground type and regular maintenance would also determine how successful the planting would be.

2.2 Garden Divisions and Boundaries

- 2.2.1 The on-site inspections combined with the public consultation revealed several properties that would benefit from having the garden divided between residents with the division providing residents with a safe, secure, and clearly defined space. There was a particular need (and want from tenants and residents) for this within four in a block flatted properties with many of the large communal gardens no longer used for communal purposes.
- 2.2.2 The inspections identified that with many areas of terraced housing the existing divisional and boundary fencing was in a poor state of repair or no longer in situ.
- 2.2.3 Other property types such as six in a block flats, eight in a block flats and bungalows were found to be less suitable for garden division within the project areas. This is due to many still being used for communal use such as clothes drying and secure play areas for children.
- 2.2.4 Some residents were strongly opposed to losing the larger areas to create individual gardens. Additionally, some communal areas would be too small to divide up into meaningful garden spaces for individuals. Grounds Maintenance would no longer be able to cut the grass in these areas as it would restrict access for the large mowers. Housing Services would then be reliant on tenants maintaining their own gardens which may present future estate concerns if this is not forthcoming. These property types will still however benefit from new divisional/boundary fencing to provide safe and secure boundaries.

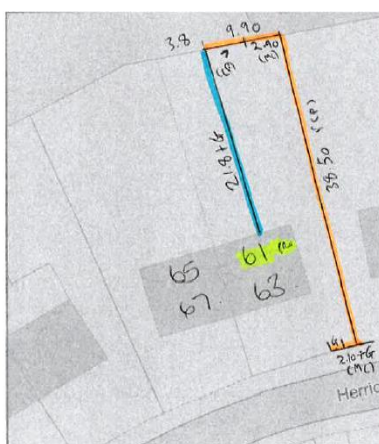
2.3 Mutual Owners

- 2.3.1 Both Herriot Crescent and Lismore Avenue include mixed tenure and mutual boundaries. These are, in the main, resident owners with some private lets. Through the Test of Change the full costs of any owner's share will be sought. Often the share of these fences is split evenly 50/50 though there are examples of more complicated burdens. This presents a challenge for the project as we cannot legally force private owners to pay their share without a majority unless there is an immediate health and safety risk.
- 2.3.2 There is ongoing engagement between our Mutual Owners Team and the owners to ascertain who is willing to contribute their share and for those who are not, to determine the reasons why. There are no works, within the Test of Change project, which are deemed an immediate health and safety risk.

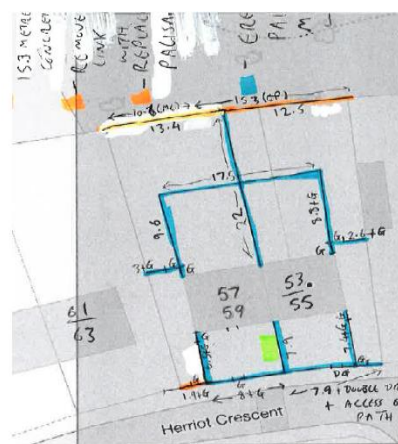
2.3.3 In circumstances where the owner is unwilling to contribute there will be specific tenants disadvantaged and who will be able to make a direct comparison with their neighbours who do not share a boundary with an owner.



65-67 Herriot Crescent -
Both Fife Council Tenants



61-63 Herriot Crescent -
61 is a resident owner and 63 a Fife council Tenant



53-59 Herriot Crescent -
All Fife Council tenants

2.3.4 61-67 Herriot Crescent, Methil example.

The council will look to achieve value for money through the fencing programme by seeking contributions where there is joint ownership of divisional boundaries as required by law. Each case will, however, be assessed on its merits and a decision may be made not to pursue this option if it results in detriment to our tenants.

To not disadvantage tenants who share a mutually owned boundary, the council will seek alternative solutions to allow a fence to be erected.

If the owner did not provide permission, the council may be forced to erect the fence within the council garden boundary, away from the legal boundary line. This would create potential future boundary disputes if new owners are unaware that the current fence line does not represent the actual legal boundary line.

2.4 Indicative costings

2.4.1 Using the survey information and the indicative costings provided by the Building Services Costing Unit Quantity Surveyor, Housing Services estimate a budget requirement of £250,000 to support the 2 Tests of Change.

Area	Fencing costs (estimated)	Ground Maintenance costs*
Lismore Avenue, Kirkcaldy	£130,751.38	£4,348.53
Herriot Crescent	£100,349.32	£6,472.37

2.5 Through discussion with Building Services, further detailed costing work is required to inform the budget required to fund a Fife-wide garden fencing policy. In this context, it would be beneficial to add to the current number of tests of change to provide more time and local examples of where fencing replacement or new fencing would be required.

2.6 Housing & Building Services also need to discuss existing and potential procurement routes to provide local fencing projects across Fife. In line with the Plan4Fife commitment to actively promote Community Wealth Building, we need to explore local procurement of products and services to stimulate local economic activity, employment, and training opportunities for residents. The Head of Employability Services is chairing a Local procurement Group where this discussion can be held, and options explored.

2.7. Hedge Trimming

2.7.1 As part of the current 2 Tests of Change in Kirkcaldy and Methil, Building Services were asked to provide costs and recommendations for garden maintenance. These costs are laid out below. The Building Services Grounds Maintenance Team recommends that hedges are cut twice per year. Costs are based on current prices that will increase yearly.

Area	No. of hedges	Cost per Year
Herriot Crescent	7	£1946.76
Lismore Avenue	7	£1112.44
Total	14	£3059.20

2.7.2 Due to the relatively high costs if scaled up to Fife-wide hedging, it is recommended that hedge maintenance continues to be the responsibility of tenants, except for those eligible for the Garden Maintenance Scheme. At Change of Tenancy, the common relet standard should account for the improvement of existing hedging at a council tenancy to ensure that the new tenant can reasonably maintain the hedging from that point on.

2.8 Sheds

2.8.1 The council does not hold the specific numbers of these sheds across Fife as area colleagues do not have the available resources to confirm exact locations or numbers. It is accepted these sheds are in-situ within other streets in Kirkcaldy, and the Glenrothes, Dunfermline and South West Fife committee areas.

2.8.2 The Estates Management Team carried out a visual inspection of the exterior condition of the sheds in the Blackcraigs and Redcraigs area of Kirkcaldy. A tenant survey was also sent out to all properties. A recent replacement shed in the Redcraigs area cost £1,152.48. To replace the remaining 51 sheds in the wider area would cost £58,776.48.

2.8.3 It is recommended that sheds are repaired or replaced in line with the repairs and maintenance policy throughout the lifetime of a tenancy.

3.0 Policy Principles

3.1 The Housing Estates Management Group of officers has been working to draft policy principles to form the core of a new garden fencing policy for the Sub-Committee to consider. As stated earlier in this report, the existing test of Change projects are not advanced enough due to covid restrictions and other factors.

- 3.2 The council has the opportunity as we move through the recovery phase of the pandemic to extend the existing projects and establish new Tests of Change in each area of Fife in 2022. This opportunity should seek to further test the draft policy principles, working with local Members and Tenants and Residents to bring back an informed position on a proposed policy to an appropriate Committee in the Autumn of 2022.
- 3.3 The proposed policy principles which should be used to inform the final policy statement are as follows:
- Implement a Fife annual fencing programme to install typically rear boundary/divisional fencing to provide tenants with a safe, secure, clearly defined space where the allocated garden grounds allow.
 - There will be an annually agreed HRA revenue budget allocation to fencing and officers will spend to the budget limit each year. This budget will be devolved to the 7 Areas for local decision-taking.
 - Individual tenant requests for fencing who have an immediate health and safety need will be prioritised separately.
 - Use FSC (Forest Stewardship Council) certified timber palisade up to 1.8m for rear boundaries and up to 1.2m for divisional fencing.
 - To not disadvantage tenants who share a mutually owned boundary by seeking alternative solutions to allow a fence to be erected.
 - Encourage owner-led fence installations with Housing Services contributing where it benefits our tenants.
 - Tenants be responsible for the ongoing painting/treating of their fence/shed.
 - Repairs and/or replacement of fences/sheds to be in line with the current Repairs and Maintenance policy.
 - Repair or replacement work carried out due to tenant negligence or damage may be recharged to the tenant
 - To not actively seek to remove healthy hedgerows to replace with fencing and offer the Garden Care Scheme, which includes hedge trimming, for elderly tenants or those with disabilities who are unable to maintain them.

4.0 Conclusions

- 4.1 The experience of the Covid-19 pandemic has confirmed the importance of a safe, secure, clearly defined outdoor space and is recognised by Local Members, Housing Officers, and our tenants. It is proposed that a fully developed council policy to provide garden fencing is brought back to committee in Autumn 2022.
- 4.2 The existing Tests of Change have provided insight to draft policy principles to form the basis of a garden fencing policy, as well as practical and costing challenges. By extending the Tests of Change to all areas of Fife, the council services are enabled to fully test the policy principles and seek to overcome the challenges identified from the current tests of change.
- 4.3 Whilst the current full cost recovery approach to owners for their share of works remains unchanged, it is recognised that there will be situations when this is not possible despite our best efforts. Therefore, to ensure that tenants are not disadvantaged as a result, there may be occasions when discretion is required.

- 4.4 Due to the associated costs of painting fencing being like replacement costs, it is uneconomic to provide a fencing maintenance programme and it is suggested as with hedging or garden maintenance, this becomes the responsibility of the tenant.
- 4.5 It is recognised that there will be additional tenant requests for fencing out with the scheduled programme of works and these will be prioritised on a case-by-case basis by the Area Housing Teams. Revised management guidance will be produced for the start of April 2022 to assist local managers to respond to tenant requests.
- 4.6 In order to assist Sub-Committee to assess the potential costs and their affordability to fully implement a garden fencing policy, there needs to be a comprehensive review of current delivery routes for the provision of fencing. This can be taken forward collaboratively through the Local Procurement Group and potential options brought back to an appropriate Committee by Autumn 2022.

John Mills
Head of Housing Services

List of Appendices

1. EQIA Summary Report

Background Papers

The following papers were relied on in the preparation of this report in terms of the Local Government (Scotland) Act, 1973. - Not applicable

Report Contact

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Donna Christie
Lead Officer (Housing Estates Management)
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Appendix 1 – Summary of Equality Impact Assessment

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

Community and Housing Services Sub Committee – 3rd February 2022.

What are the main impacts on equality?

There is unlikely to be any negative impact on equality. The main impact of this policy will be clarity as to when and to what specification fencing will be erected, renewed, or repaired, to the garden ground of council housing stock. It is hoped that this will serve to foster good relations between tenants and Fife Council as their landlord and between neighbours.

There is potential for negative impact on the relations between mutual owners and tenants should mutual owners not wish to engage in the process and/or contribute to cost of fencing.

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

Further consultation with Fife Tenants and Residents Forum will take place to ensure it is developed in partnership with those who will be impacted by its implementation.

Estate Management and Mutual Owners team will continue to work together to determine the most effective way to engage with and encourage mutual owners to participate in the process.

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

This policy does not have any specific implications for any of the protected characteristics.

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

Tricia Spacey

Safer Communities Manager

Patricia.spacey@fife.gov.uk

Unallocated			
Title	Service(s)	Contact(s)	Comments
Local Housing Strategy Jan-March 2022		John Mills	Expected after May 2022
Trust Management & Governance	Communities and Neighbourhoods Service	Tim Kendrick	Source of Request - C&HSC 09.11.17; Para 31 (6) of 2017.C.H.S.C.17 - progress report(s), as appropriate, on detailed proposals as they were developed - expected 2022.
St Andrews Skateboard Park (Pipelands)	Communities and Neighbourhoods Service	Andy Maclellan	Deferred from 11 April 2019 meeting at request of Service - more time required for funding and community consultation. Deferred to Feb '20 at request of Service - due to external funding and project programming. 13.08.20 - moved to unallocated as low priority due to covid-19 - expected 2022.
Cowdenbeath Leisure Centre (LC) - Integration and Improvement of Provision	Communities and Neighbourhoods Service	Andy Maclellan, Kevin Okane	Remitted from Policy & Co-ordination Committee (previously Executive Committee business) unallocated as still requires funding, Andy MacLellan to advise if report required at later date - expected 2022.
Area Lettings Plan		John Mills	meeting tbc - Area Committees agreement, early summer/autumn
CLD Annual Report/Update		Ross Martin	Annual report/update expected for submission to Sub-Committee every August (from 2022).

3rd February, 2022
Agenda Item No. 15

Affordable Housing Programme (Public Report) – 44 New Houses – Bellyeoman Road, Dunfermline

Report by: John Mills, Head of Housing Services

Consulted: Ken Gourlay, Head of Assets, Transportation & Environment

Lindsay Thomson, Head of Legal & Democratic Services

Caroline MacDonald, Procurement Service Manager

Wards Affected: 2

Purpose

As part of the ongoing implementation of Phase 3 (2017-22) of the Fife Affordable Housing Programme, this report seeks authority to continue negotiations and conclude legally binding agreements with the Developer for the development of 44 new affordable council houses at the site known as Bellyeoman Road, Dunfermline.

Recommendation(s)

The Committee is asked to note the contents of this report and note that a private paper detailing the (commercial) terms are to be considered later in the agenda.

Resource Implications

The Council has identified capital borrowing capacity within the 30-year Housing Revenue Account (HRA) Business Plan for the delivery of new Council housing. In addition, the Scottish Government has allocated housing subsidy funding to assist in the delivery of new affordable housing. Hence there is adequate funding available to deliver the projects.

Legal & Risk Implications

Competence & Vetting

Developers undergo technical competence and financial vetting assessments as part of the pre-award process.

Land Acquisition

The contract for the acquisition of the land will be subject to:

(a) the Developer exhibiting a valid title to their site to the Councils satisfaction; and

- (b) the Developer obtaining full planning permission and any other necessary consents for the construction of the units; and
- (c) Terms being agreed for the award of the proposed construction contract to the Developer.

Procurement

The Development at Bellyeoman Road, Dunfermline normally requires a publicly advertised, competitive procurement exercise. However, a direct award without such an exercise can be justified where the works can only be supplied by a particular economic operator for reasons connected with the protection of exclusive rights. The Developer has secured exclusive control of this site. These contracts can therefore only be awarded to this particular economic operator, so Fife Council are using the negotiated procedure without prior publishing of contract notices.

The risk of a legal challenge to the award of the contract on the ground it will not be a publicly advertised, competitive procurement is low.

One of the remedies available following a successful procurement challenge for a contract of this value an Ineffectiveness Order. The risk of this remedy being granted can be mitigated by publishing a Voluntary Ex Ante Transparency Notice (“VEAT Notice”).

Impact Assessment

An Equalities Impact Assessment is not required because the report does not propose a change or revision to existing policies and practices as set out in the Strategic Housing Investment Plan.

Consultation

The Committee Convener and Members for the ward have been consulted.

Consultation has also taken place with the members of the Affordable Housing Programme Board.

1.0 Background

- 1.1 The Council and its partners are committed to delivering 3,500 new affordable homes by May 2022.
- 1.2 To achieve this goal the Council is developing or redeveloping land/buildings in Council ownership; working with key partners including the Fife Housing Association Alliance (FHAA) and the Scottish Government; and, as in this case, engaging with private sector landowners, their agents and Developers.

- 1.3 This report focuses upon proposals to deliver new council houses for social rent that has emerged from the process of private sector engagement which will continue throughout the life of the Affordable Housing Programme.
- 1.4 There is considered to be further scope to deliver additional units by similar means although the precise mechanisms and the associated risks will vary and will be assessed on a case by case basis.

2.0 Issues and Options

- 2.1 Detailed information regarding the proposed development is contained within the Appendix of the Private Report.
- 2.2 To ensure that all potential Developers are aware of, and how to access, the affordable housing programme Fife Council periodically advertises on Public Contracts Scotland to invite contact from appropriately skilled and experienced Developers who can construct housing which meets the Council's requirements on their own land within Fife. The notice was last published in November 2021 with several respondents. Previous similar notices were published in 2018, 2017, 2014, 2013 & 2010.
- 2.3 Inflation costs within housing construction have increased 16% since the latter developments of Phase II of the programme were approved (*source BCIS Q3 2015 to Q3 2019*). Compounding factors include:
 - The ongoing recovery in the housebuilding sector in Fife (increase house completions in Fife in all sectors 805 [2013-14] to 1,923 [2017-18]. *Source Scottish Government new build completions*).
 - An expansion of affordable housing construction throughout Scotland (increase in completions from 7,012 [2013-14] to 8,534 [2017-18] *Source Scottish Government, Affordable Housing Supply Programme: new affordable housing approvals: 2000-01 to 2017-18*).

3.0 Conclusions

- 3.1 This proposal offers an opportunity to deliver much needed new affordable housing within the parameters of the programme as well as supporting ongoing development.
- 3.2 Further work is required to conclude the proposed deal. Initial investigations and negotiations have assumed an ability to deliver the project but remaining risks and issues will be managed as the projects move forward.

Background Papers

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

- Housing Needs and Demand Assessment 2014 (HNDA)
- Strategic Housing Investment Plan 2017/18-21/22 (SHIP)

Report/

Report Contact

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3rd February, 2022

Agenda Item No. 16

Affordable Housing Programme (Public Report) – 10 New Houses – Fair Isle Road, Kirkcaldy

Report by: John Mills, Head of Housing Services

Consulted: Ken Gourlay, Head of Assets, Transportation & Environment

Lindsay Thomson, Head of Legal & Democratic Services

Caroline MacDonald, Procurement Service Manager

Wards Affected: 10

Purpose

As part of the ongoing implementation of Phase 3 (2017-22) of the Fife Affordable Housing Programme, this report seeks authority to continue negotiations and conclude legally binding agreements with the Developer to purchase 10 newly constructed council houses to Housing for Varying Needs Standards at Fair Isle Road, Kirkcaldy as outlined in the appendix to the Private Report.

Recommendation(s)

The Committee is asked to note the contents of this report and note that a private paper detailing the (commercial) terms are to be considered later in the agenda.

Resource Implications

The Council has identified capital borrowing capacity within the 30-year Housing Revenue Account (HRA) Business Plan for the delivery of new Council housing. In addition, the Scottish Government has allocated housing subsidy funding to assist in the delivery of new affordable housing. Hence there is adequate funding available to deliver the project.

Legal & Risk Implications

Competence & Vetting

Developers undergo technical competence and financial vetting assessments as part of the pre-award process.

Land Acquisition

The acquisition of the land will be subject to:

(a) the Developer exhibiting a valid title to their site to the Council's satisfaction; and

- (b) the Developer obtaining full planning permission and any other necessary consents for the construction of the units

Procurement

The acquisition falls within the exemption for the acquisition of land and buildings and is therefore exempt from having to comply with the Procurement Regulations.

Impact Assessment

An Equalities Impact Assessment is not required because the report does not propose a change or revision to existing policies and practices as set out in the Strategic Housing Investment Plan.

Consultation

The Committee Convener and Members for the ward have been consulted.

Consultation has also taken place with the members of the Affordable Housing Programme Board.

1.0 Background

- 1.1 The Council and its partners are committed to delivering 3,500 new affordable homes by May 2022.
- 1.2 To achieve this goal the Council is developing or redeveloping land/buildings in Council ownership; working with key partners including the Fife Housing Association Alliance (FHAA) and the Scottish Government; and, as in this case, engaging with private sector landowners, their agents and Developers.
- 1.3 This report focuses upon proposals to deliver new council homes for social rent that has emerged from the process of private sector engagement which will continue throughout the life of the Affordable Housing Programme.
- 1.4 There is considered to be further scope to deliver additional units by similar means although the precise mechanisms and the associated risks will vary and will be assessed on a case by case basis.

2.0 Issues and Options

- 2.1 Detailed information regarding the proposed development is contained within the relevant Appendix (Private Report Only).
- 2.2 To ensure that all potential Developers are aware of, and how to access, the affordable housing programme Fife Council periodically advertises on Public Contracts Scotland to invite contact from appropriately skilled and experienced Developers who can construct housing which meets the Council's requirements on their own land within Fife. The

notice was last published in November 2021 with several respondents. Previous similar notices were published in 2018, 2017, 2014, 2013 & 2010.

2.3 Inflation costs within housing construction have increased 16% since the latter developments of Phase II of the programme were approved (*source BCIS Q3 2015 to Q3 2019*). Compounding factors include:

- The ongoing recovery in the housebuilding sector in Fife (increase house completions in Fife in all sectors 805 [2013-14] to 1,923 [2017-18]. *Source Scottish Government new build completions*).
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3.0 Conclusions

- 3.1 This proposal offers an opportunity to deliver much needed new affordable housing within the parameters of the programme as well as supporting ongoing development.
- 3.2 Further work is required to conclude the proposed deal. Initial investigations and negotiations have assumed an ability to deliver the project, but remaining risks and issues will be managed as the projects move forward.

Background Papers

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

- Housing Needs and Demand Assessment 2014 (HNDA)
- Strategic Housing Investment Plan 2017/18-21/22 (SHIP)

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3rd February, 2022

Agenda Item No. 17

Affordable Housing Programme (Public Report) – 51 New Houses – New Flockhouse, Lochore

Report by: John Mills, Head of Housing Services

Consulted: Ken Gourlay, Head of Assets, Transportation & Environment

Lindsay Thomson, Head of Legal & Democratic Services

Caroline MacDonald, Procurement Service Manager

Wards Affected: 8

Purpose

As part of the ongoing implementation of Phase 3 (2017-22) of the Fife Affordable Housing Programme, this report seeks authority to continue negotiations and conclude legally binding agreements with the Developer for the development of 51 new affordable council houses at the site known as New Flockhouse, Lochore.

Recommendation(s)

The Committee is asked to note the contents of this report and note that a private paper detailing the (commercial) terms are to be considered later in the agenda.

Resource Implications

The Council has identified capital borrowing capacity within the 30-year Housing Revenue Account (HRA) Business Plan for the delivery of new Council housing. In addition, the Scottish Government has allocated housing subsidy funding to assist in the delivery of new affordable housing. Hence there is adequate funding available to deliver the project.

Legal & Risk Implications

Competence & Vetting

Developer undergoes technical competence and financial vetting assessments as part of the pre-award process.

Land Acquisition

The contract for the acquisition of the land will be subject to:

(a) the Developer exhibiting a valid title to their site to the Council's satisfaction; and

(b) the Developer obtaining full planning permission and any other necessary consents for the construction of the units; and

(c) Terms being agreed for the award of the proposed construction contract to the Developer.

Procurement

The Development at New Flockhouse, Lochore normally require a publicly advertised, competitive procurement exercise. However, a direct award without such an exercise can be justified where the works can only be supplied by a particular economic operator for reasons connected with the protection of exclusive rights. The Developer has secured exclusive control of this site. These contracts can therefore only be awarded to this particular economic operator, so Fife Council are using the negotiated procedure without prior publishing of contract notices.

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Impact Assessment

An Equalities Impact Assessment is not required because the report does not propose a change or revision to existing policies and practices as set out in the Strategic Housing Investment Plan.

Consultation

The Committee Convener and Members for the ward have been consulted.

Consultation has also taken place with the members of the Affordable Housing Programme Board.

1.0 Background

- 1.1 The Council and its partners are committed to delivering 3,500 new affordable homes by May 2022.
- 1.2 To achieve this goal the Council is developing or redeveloping land/buildings in Council ownership; working with key partners including the Fife Housing Association Alliance (FHAA) and the Scottish Government; and, as in this case, engaging with private sector landowners, their agents and Developers.

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2.0 Issues and Options

- 2.1 Detailed information regarding the proposed development is contained within the Appendix of the Private Report.
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