

AGENDA

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1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST** - In terms of Section 5 of the Code of Conduct Members of the Committee are asked to declare any interest(s) in particular items on the agenda and the nature of the interest(s) at this stage.
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7. **PROPOSED WAITING RESTRICTIONS – METHIL BRAE, METHIL** – Report by the Head of Roads & Transportation Services 26 – 28
8. **HEALTH & SOCIAL CARE LOCALITY REPORT** – Report by the Head of Community Care Services (Senior Leadership Team Lead for Levenmouth H&SC Locality Planning Group) 29 – 146
9. **LEVENMOUTH LOCAL COMMUNITY PLAN - INTERIM REPORT** – Report by the Head of Communities and Neighbourhoods 147 – 164
10. **COMMUNITY RECOVERY FUND PROPOSALS – COMBINED REPORT** – Report by the Head of Communities and Neighbourhoods 165 - 199
11. **SUPPORTING THE LEVENMOUTH LOCAL COMMUNITY PLAN – AREA BUDGET REQUEST- ANTI SOCIAL BEHAVIOUR APPROACH** – Report by the Head of Communities and Neighbourhoods 200 - 203
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14. **LEVENMOUTH AREA COMMITTEE FORWARD WORK PROGRAMME** --- 215 - 219
Report by the Executive Director, Finance & Corporate Services

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

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

Fife House
North Street
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Fife, KY7 5LT

29th March, 2023

If telephoning, please ask for:
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BLENDED MEETING NOTICE

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

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

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

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

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

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

Members joining remotely are reminded to mute microphones and switch cameras off when not speaking. This includes during any scheduled breaks or adjournments.

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THE FIFE COUNCIL - LEVENMOUTH AREA COMMITTEE – BLENDED MEETING

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

8th February, 2023

9.30 a.m. – 12.20 p.m.

PRESENT: Councillors Colin Davidson (Convener), Tom Adams, Ken Caldwell, David Alexander, Eugene Clarke, David Graham, John O'Brien and Alistair Suttie.

ATTENDING: David Paterson, Community Manager (Area), Communities and Neighbourhoods; Neil Watson, Lead Consultant, Roads and Lighting Asset Management, Lesley Craig, Lead Consultant, Traffic Management; Peter Corbett, Lead Officer - Economy, Economy Tourism & Town Centres; Jill Simpson, Headteacher, Kennoway Primary School, Tracey McDougall, Headteacher, Balcurvie Primary School; Zoe Thomson, Quality Improvement Officer, Education Admin Management Team; Education Services and Michelle Hyslop, Committee Officer, Legal and Democratic Services.

ALSO IN ATTENDANCE: Robert Gibson, Fifers from the Community and Colin Rafferty, Police Constable, Police Scotland.

Prior to the start of business, the Convener intimated the intention to vary the sequence of items from that on the agenda to take items 8 (para 36) and item 13 (para 37) consecutively, as he would be declaring an interest in both items.

30. DECLARATIONS OF INTEREST

Councillors Alexander and Clarke declared an interest in Para. 35 – Supporting the Levenmouth Local Community Plan – Community Recovery Fund (CRF) Proposals Levenmouth, as both Councillors were members of the Committee relating to the temple toilets upgrade, however, having applied the objective test, both members concluded that it was so insignificant that they remained and participated in the meeting.

Councillor Davidson declared an interest in Para. 36 – Supporting the Levenmouth Local Community Plan – Fifers for the Community Resource Request – Community Recovery Fund, as he had been a founding member in setting up Fifers for the Community.

Councillors Davidson and Caldwell declared an interest in Para. 37 – Supporting the Levenmouth Local Community Plan – Warm Spaces Additional Funding Allocation from Anti-Poverty Funding. Councillor Davidson as he had a share of an allotment site based at Kennoway Shed and Councillor Caldwell as he had been a member of the Rotary Club of Buckhaven and Methil.

31. MINUTE

The Committee considered the minute of the meeting of the Levenmouth Area Committee of 9th November, 2022.

Decision/

Decision

The Committee agreed to approve the minute.

32. AREA ROADS PROGRAMME REPORT 2023-2024

The Committee considered a report by the Head of Roads and Transportation which identified the projects proposed for inclusion in the 2023-24 Area Roads Programme for the Levenmouth Area.

Decision

The Committee: -

- (1) approved the proposals identified in Appendices 1-3, of the report;
- (2) delegated authority to the Head of Roads and Transportation to manage the lists of Category 1 and 2 projects in line with the available resources/funding as the programme developed, and in consultation with the Area Convener and Vice-Convener; and
- (3) noted Appendices 4 and 5 of the report.

33. PUPIL EQUITY FUND

The Committee considered a report by the Executive Director of Education and Children's Services, outlining the progress of the Pupil Equity Fund and updating members on the work of schools in the Levenmouth Area to address the challenge of Closing the Poverty Related Attainment Gap. The report also presented an overview of the rationale, implementation, and impact, to date, of the Pupil Equity Fund within schools across the Levenmouth Committee Area.

Decision

The Committee: -

- (1) welcomed and noted the presentation;
- (2) noted that the Pupil Equity Fund had positively impacted on educational outcomes for children and young people in the Levenmouth Area;
- (3) noted the work of schools in developing approaches to reduce the cost of the school day; and
- (4) agreed that members would directly link with individual schools for further information as required.

34./

34. LOCAL AREA ECONOMIC PROFILES (DECEMBER 2022)

The Committee considered a report by the Head of Business and Employability providing members with an annual overview of the local economic profile for each of the seven local committee areas using the latest available data.

Decision

The Committee: -

- (1) noted the issues raised following the analysis of the latest available data; and
- (2) recognised the ongoing economic impact and uncertainty.

35. SUPPORTING THE LEVENMOUTH LOCAL COMMUNITY PLAN – COMMUNITY RECOVERY FUND (CRF) PROPOSALS LEVENMOUTH.

The Committee considered a report by the Head of Communities and Neighbourhoods providing members with an update on the current proposals being put forward as part of the Community Recovery Fund (CRF) for the Levenmouth Area in 2022. The report sought agreement from members to commence work on several projects as part of the allocation for the 2022/23 financial year.

Decision

The Committee: -

- (1) noted the current proposals outlined in the report;
- (2) agreed that Officers would continue to develop the proposals that were ready to commence into fully fledged projects, as part of the Community Recovery Fund proposals; and
- (3) noted the key projects that were ready to commence, including the Promenade Design Project, Tourism Project Manager position, temporary increase in policing resource, CORRA resource support, and FTTC resource support.

36. SUPPORTING THE LEVENMOUTH LOCAL COMMUNITY PLAN – FIFERS FOR THE COMMUNITY RESOURCE REQUEST - COMMUNITY RECOVERY FUND.

Having earlier declared an interest, Councillor Davidson left the meeting prior to consideration of this and the following item. The Depute Convener thereafter took the chair.

The Committee considered a report by the Head of Communities and Neighbourhoods seeking agreement from members to contribute £21,700 from the Community Recovery Fund to support Fifers for the Community (FFTC) in continuing to employ two officer positions within the Levenmouth Area, to be funded over the 2023/24 financial year.

Decision/

Decision

The Committee: -

- (1) agreed unanimously that Officers would be required to provide more detailed information on the background of the Fifers for the Community (FFTC) funding request, and requested that an updated report be submitted for the Committee's consideration at its meeting on 5th April, 2023; and
- (2) noted that Fifers for the Community would continue to seek other sources of funding which could reduce the amount requested.

37. SUPPORTING THE LEVENMOUTH LOCAL COMMUNITY PLAN – WARM SPACES ADDITIONAL FUNDING ALLOCATION FROM ANTI-POVERTY FUNDING.

Having earlier declared an interest, Councillor Caldwell left the meeting prior to consideration of this item.

The Committee considered a report by the Head of Communities and Neighbourhoods seeking agreement to contribute £10,326.75 from the anti-poverty fund towards the full cost of the provision of the warm spaces initiative in the Levenmouth Area.

Decision

The Committee: -

- (1) agreed to contribute £10,326.75 towards the full cost of the warm spaces initiative in the Levenmouth Area;
- (2) noted that the request for additional funding was to cover the shortfall identified during the application process, and was also to fund the warm spaces initiative that was administered by Fife Voluntary Action (FVA) on behalf of Fife Council; and
- (3) noted the funding criteria as detailed in the report.

Councillors Caldwell and Davidson re-joined the meeting at this stage.

38. SUPPORTING THE LEVENMOUTH LOCAL COMMUNITY PLAN – PROMENADE LEVEN – DESIGN FUNDING COMMUNITY RECOVERY FUND.

The Committee considered a report by the Head of Communities and Neighbourhoods seeking agreement from the Area Committee to contribute up to £50,000 from the Community Recovery Fund, to be used towards the full cost of bringing forward a design specification for the Promenade, Leven.

Decision/

Decision

The Committee: -

- (1) agreed to contribute up to £50,000 towards the estimated cost of commissioning a detailed design for the promenade area in Levenmouth Area,
- (2) acknowledged that the design works would help to improve the amenities and access to the area, which was also part of the active travel route for the new railway station in Levenmouth Area;
- (3) noted the designs would be informed by input from the local residents and was part of the planned consultation process; and
- (4) noted that the design works would be used to support a significant application to Sustrans Place for Everyone framework, as a bid to secure the funding in taking forward the finalised design to construction.

39. SUPPORTING THE LEVENMOUTH LOCAL COMMUNITY PLAN – SHORT TERM POLICING RESOURCE, COVID RECOVERY

The Committee considered a report by the Head of Communities and Neighbourhoods seeking agreement from the Area Committee to contribute £11,232.99 from the Community Recovery Fund, to be used towards the cost of providing short-term policing resource in the Levenmouth Area.

Decision

The Committee agreed to contribute £11,232.99 from the Community Recovery Fund to be used towards the cost of providing short term policing resource in the Levenmouth Area.

40. SUPPORTING THE LEVENMOUTH LOCAL COMMUNITY - CORRA ADDITIONAL RESOURCE

The Committee considered a report by the Head of Communities and Neighbourhoods seeking agreement to contribute £19,000 from the Community Recovery Fund, to support the continuation of the Corra Foundation Officer activity in the Levenmouth Area for the financial year 2023/24. The report acknowledged that further support would be requested in the 2024/25 and 2025/26 financial years to partially fund Corra activity in the area, and future funding requests would be sought from the Anti-Poverty funding component of the Local Community Planning Budget (LCPB).

Decision

The Committee: -

- (1) agreed to contribute £19,000 from the Community Recovery Fund to support the continuation of the CORRA Officer activity in Levenmouth Area for the 2023/24 financial year; and
- (2)/

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- (2) noted that officers would bring back reports in the next two financial years to secure equivalent funding for the proposal and that the funds for 2024/25 and 2025/26 would be taken from the anti-poverty funding component of the Local Community Planning Budget.

41. SUPPORTING THE LEVENMOUTH LOCAL COMMUNITY PLAN – PROJECT MANAGER POST (TOURISM) COMMUNITY RECOVERY FUND.

The Committee considered a report by the Head of Communities and Neighbourhoods seeking agreement to contribute up to £75,000 from the Community Recovery Fund, to be used towards the cost of funding a Project Manager position to work within the Levenmouth Local Tourist Association (LLTA).

Decision

The Committee: -

- (1) agreed to contribute up to £75,000 from the Community Recovery Fund towards the cost of employing a project manager to support the development of the tourism related work, and in preparation for the completion of the Levenmouth rail link; and
- (2) noted this figure was based on an expected salary and ongoing costs of around £40,000 (including management fees) for the project manager post, and £35,000 would be made available for ongoing developmental work.

42. SUPPORTING THE LEVENMOUTH LOCAL COMMUNITY PLAN – RAILING WORK, EAST WEMYSS CEMETERY

The Committee considered a report by the Head of Communities and Neighbourhoods seeking agreement to contribute £15,935.31 from the Ward 22 allocation of the Local Community Planning Budget, to be used towards the cost of painting all the metalwork and gates at East Wemyss Cemetery.

Decision

The Committee agreed to contribute £15,935.31 towards the cost of painting all the metalwork and gates at East Wemyss cemetery.

43. COMMON GOOD POLICY STATEMENT

The Committee considered a report by the Head of Communities and Neighbourhoods presenting the draft Common Good Policy Statement which formed the basis of a public consultation exercise.

Decision

The Committee noted :-

- (1) the draft Common Good Policy Statement; and
- (2) the community consultation process.

44./

44. PROPERTY TRANSACTIONS

The Committee considered a report by the Head of Assets, Transportation and Environment advising members of action taken using the list of officer powers in relation to property transactions.

Decision

The Committee noted the contents of the report.

45. LEVENMOUTH AREA COMMITTEE FORWARD WORK PROGRAMME

Decision

The Committee noted the content of the forward work programme for the Levenmouth Area.

5th April 2023

Agenda Item No. 04

Speed Limit Review of A911 and Various Streets in Windygates

Report by: John Mitchell, Head of Roads & Transportation Services

Wards Affected: 21 – Leven, Kennoway & Largo

Purpose

The purpose of this report is to allow the Levenmouth Area Committee to consider proposals to:

- extend the existing 40pmh speed limit on the A911 at Cameron Bridge approximately 445m to the west of the current speed limit change from National Speed Limit; and
- reduce the speed limit along Station Road, Durie Bank and Durie Vale, Windygates from 30mph to 20mph.

Recommendation(s)

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

1. agrees to the promotion of a Traffic Regulation Order (TRO) to introduce the restrictions detailed in drawings nos. TRO/23/09A and TRO/23/10 with all ancillary procedures;
2. agrees to the promotion of a Pedestrian Crossing Notice (PCN) as shown in drawing TRO/23/09B; and
3. authorises officers to confirm the Traffic Regulation Order within a reasonable period unless there are objections.

Resource Implications

The cost to formally promote these TROs will be approximately £3000 which covers Roads & Transportation Services' and Legal Services' staff costs and advertising. This will be met from approved Service budgets. The cost of delivery of the new infrastructure will be met as part of the Levenmouth Connectivity Project budget.

Legal & Risk Implications

There are no known legal or risk implications.

Impact Assessment

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

Consultation

The local ward councillors, Community Council and Police Scotland have been advised.

Formal consultation required by the Roads Traffic Regulation Act 1984 for the TRO process will be carried out through the posting of legal notices in a local newspaper and by affixing copies on the affected length of road. In addition, details of the proposed TRO will be made available on Fife Direct.

1.0 Background

- 1.1 Fife Council have developed proposals for a preferred active travel network within the Levenmouth area and are progressing these changes as part of the Levenmouth Connectivity Project Active Travel Network. These proposals aim to improve the facilities for walking, cycling and wheeling in the area as well as improving connectivity to the train stations at Cameron Bridge and Leven.
- 1.2 This report presents the details of the speed limit reductions proposed as a result of this project.

2.0 Issues and Options

2.1 A911

- 2.1.1 The A911 between Glenrothes and Windygates comprises two speed limits: 40mph from Windygates Roundabout to a point approximately 165m west of the Windygates Roundabout, and a national speed limit (NSL) from this point to the A911 Preston Roundabout at Glenrothes.
- 2.1.2 As part of the first phase of the Levenmouth Connectivity Project, Fife Council intend to install a signalised crossing across the A911 as shown in drawing TRO/23/09B (Appendix 2).
- 2.1.3 To improve the safety of active travel users it is proposed that the speed limit be lowered to 40mph from a point 215m west of the crossing location. This would mean an extension of the speed limit of approximately 445m. This will allow an adequate length of stopping sight distance prior to the crossing point and adhere to speed limit requirements for signalised crossings. This is shown in drawing TRO/23/09A (Appendix 1).

2.2 Station Road, Durie Bank and Durie Vale

- 2.2.1 Assessment of the existing speed limits on the adjacent streets has identified three locations where the speed limit is currently 30mph. These are the northern section of Station Road, Durie Bank and Durie Vale. The section of Station Road south of the A911 is currently 20mph in line with the surrounding streets.

2.2.2 To improve the safety of local residents, pedestrians and cyclists it is recommended that a 20mph speed limit be implemented on the northern section of Station Road as well as Durie Bank and Durie Vale as identified on drawing TRO23/10 (Appendix 3). This would also improve coherence as once the toucan crossing is implemented the route will be continuous along both sections of Station Road.

3.0 Conclusions

- 3.1 In the interest of promoting a safe and attractive environment for active travel users it is recommended that the speed limits are amended as outlined on drawing numbers TRO/23/09A and TRO/23/10.
- 3.2 It is also recommended that, following the speed limit amendments, a toucan crossing be installed across the A911 as shown in drawing no. TRO/23/09B.

List of Appendices

1. Drawing No TRO/23/09A
2. Drawing No TRO/23/09B
3. Drawing No TRO/23/10
4. Equality Impact Assessment Summary Report

Background Papers

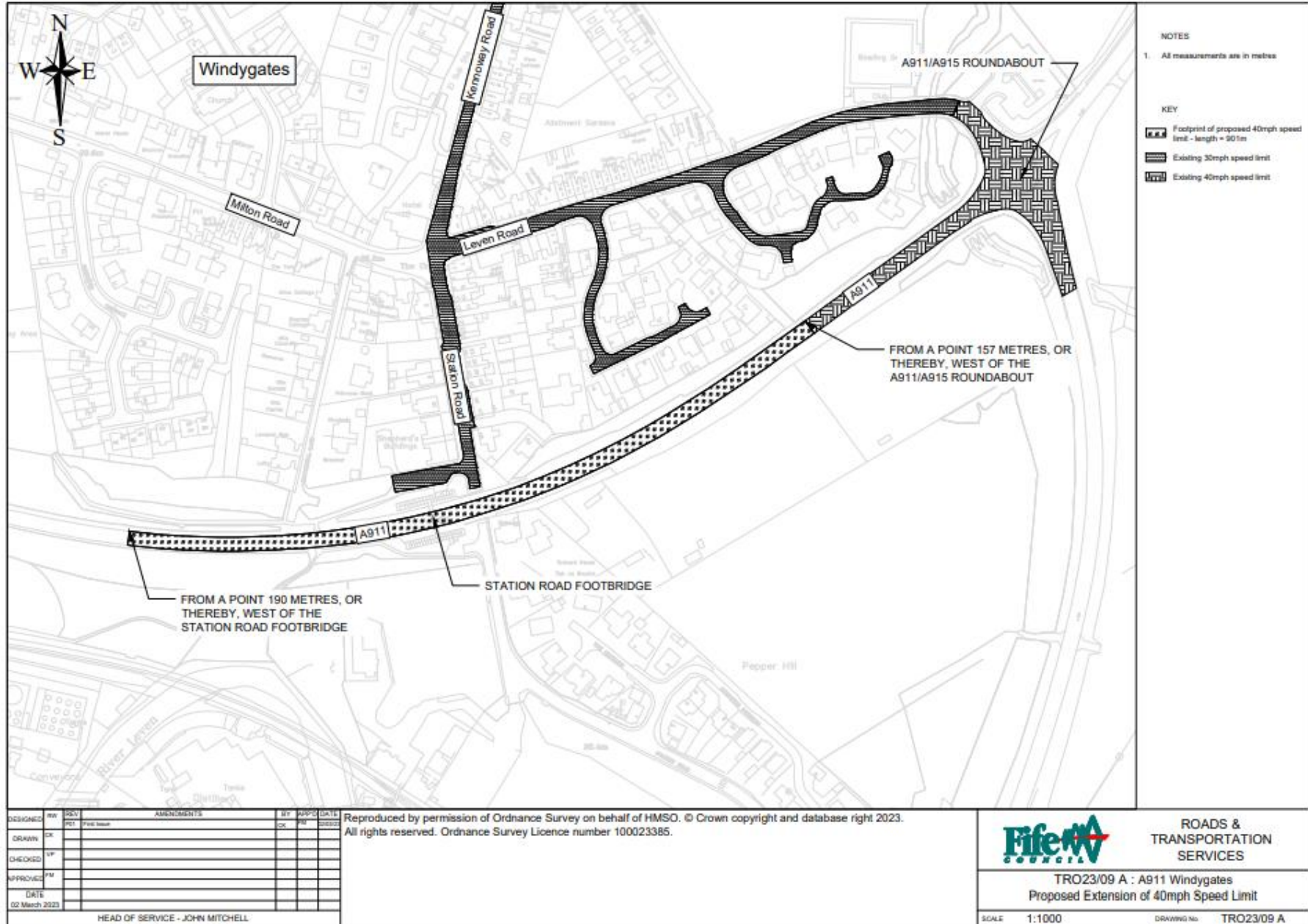
The following papers were relied on in the preparation of this report in terms of the Local Government (Scotland) Act, 1973:-

- None

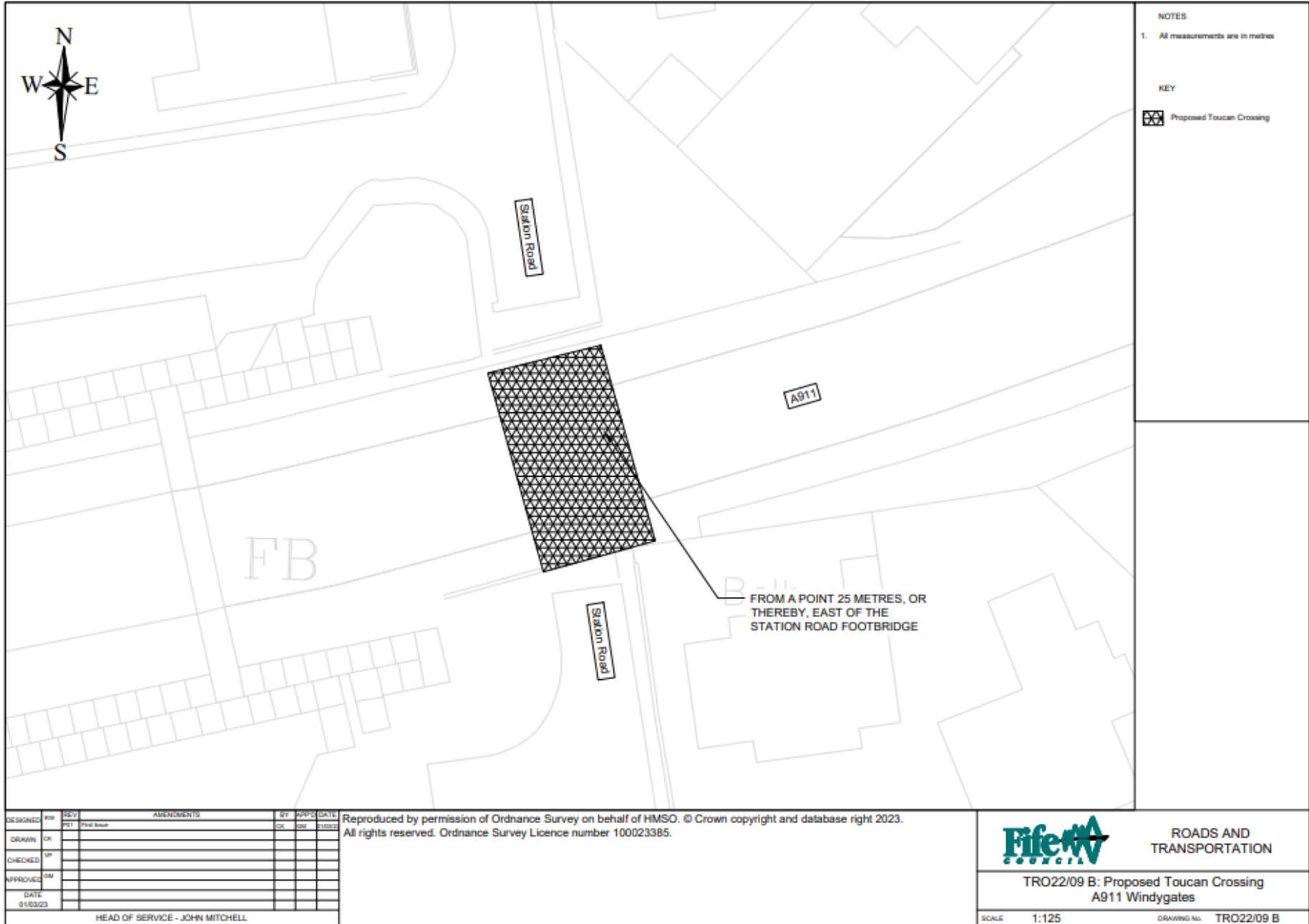
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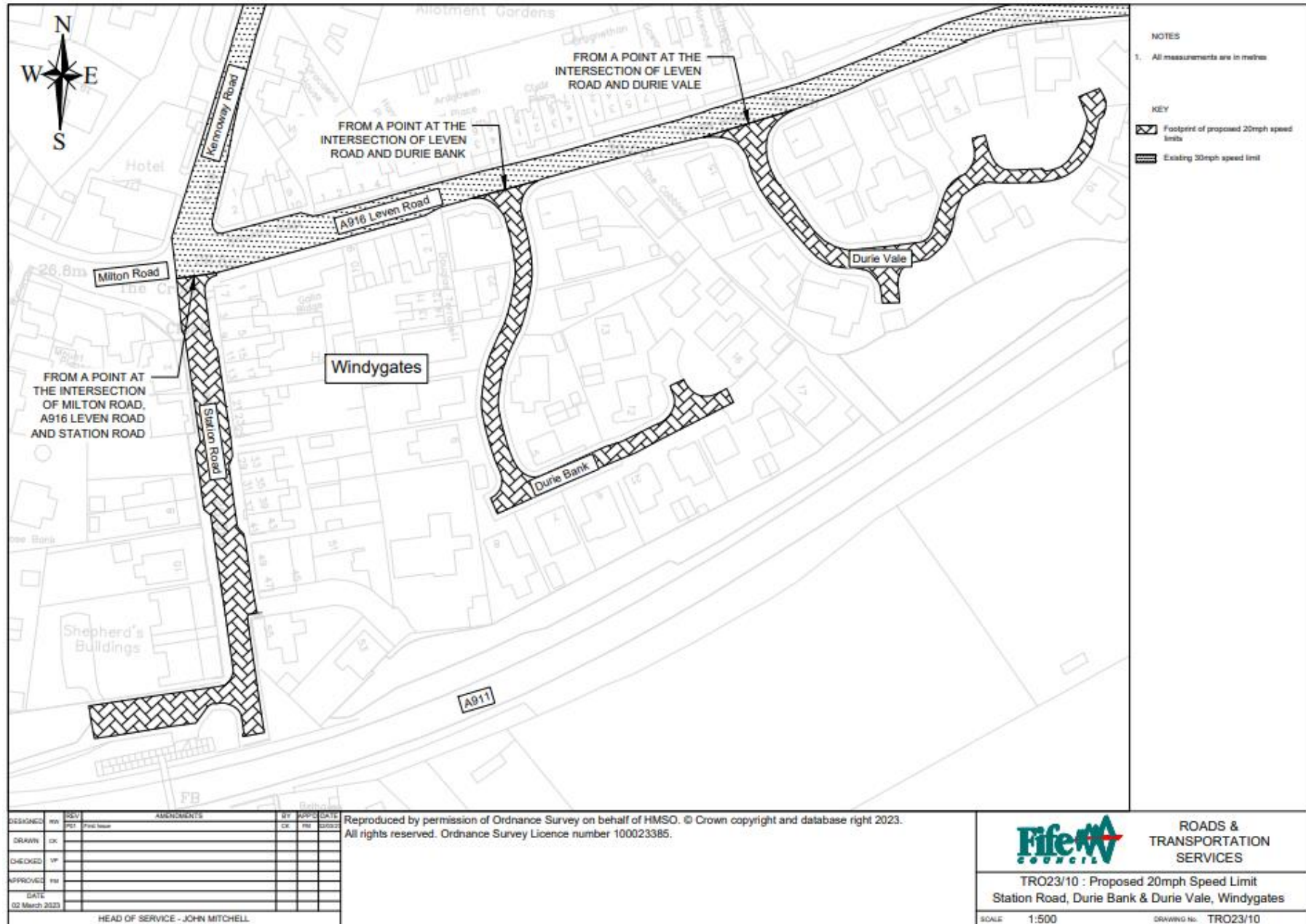
Appendix 1



Appendix 2



Appendix 3



DESIGNED	REV	BY	DATE
DRAWN	01	JK	02/03/23
CHECKED	01		
APPROVED			
DATE			
02 March 2023			
HEAD OF SERVICE - JOHN MITCHELL			

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Fife
COUNCIL

ROADS & TRANSPORTATION SERVICES

TRO23/10 : Proposed 20mph Speed Limit
Station Road, Durie Bank & Durie Vale, Windygates

SCALE: 1:500 DRAWING No: TRO23/10

Equality Impact Assessment Summary Report

<p>Which Committee report does this IA relate to (specify meeting date)?</p> <p>Meeting 5th April 2023</p>
<p>What are the main impacts on equality?</p> <p>N/A</p>
<p>What are the main recommendations to enhance or mitigate the impacts identified?</p> <p>N/A</p>
<p>If there are no equality impacts on any of the protected characteristics, please explain.</p> <p>The reduction in speed limit will improve the experience of pedestrians, wheelers and cyclists as it will increase perceived safety. It will also reduce noise pollution due to lower vehicle speeds.</p>
<p>Further information is available from: Name / position / contact details:</p> <p>Frankie Ireland Graduate Engineer – Key Projects Fife Council, Roads & Transportation Services, Bankhead Central, Bankhead Park, Glenrothes, KY7 6GH Email: frankie.ireland@fife.gov.uk Phone: +44 (0)3451 555555 (Ext 445272)</p>

5th April 2023

Agenda Item No. 05

Proposed Waiting Restrictions and Disabled Bay – Scoonie Road, Leven

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

Wards Affected: Ward 21 – Leven, Kennoway and Largo

Purpose

The purpose of this report is to allow the Levenmouth Area Committee to consider proposals to amend waiting times and introduce a disabled bay on a layby at the north end of Scoonie Road, Leven.

Recommendation(s)

It is recommended, in the interests of accessibility and road safety, that Committee:

1. agrees to the promotion of a Traffic Regulation Order (TRO) to introduce the restrictions detailed in drawing no. TRO/23/13 with all ancillary procedures; and
2. authorises officers to confirm the Traffic Regulation Order within a reasonable period unless there are objections.

Resource Implications

The cost to formally promote this TRO and deliver the associated traffic management works will be approximately £3,000, which covers Roads & Transportation Services' and Legal Services' staff costs, advertising and delivery of the new infrastructure. This will be met from approved Service budgets.

Legal & Risk Implications

There are no known legal or risk implications.

Impact Assessment

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

Consultation

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

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

1.0 Background

- 1.1 The layby at the north end of Scoonie Road, Leven serves three businesses: a convenience shop, a beauty parlour and a pub/restaurant, although the latter has a client car park at the rear of the building with access via a side road.
- 1.2 The layby provides parking spaces for approximately three vehicles and is subject to a waiting restriction that limits parking to a maximum of 2 hours, with no return allowed within 1 hour from 9am to 5pm from Monday to Saturday. It also comprises a bus stop with a lined bus box.

2.0 Issues and Options

- 2.1 In 2021 a Traffic Regulation Order covering a larger area also amended waiting times here by increasing them from 30 minutes to 2 hours. The Order underwent the statutory objection period and no objections were received to the proposed amendment on this layby.
- 2.2 The signage at this layby should have been amended to reflect the increase in allowed waiting times. The sign was not changed and still shows the previous 30-minute maximum waiting period, which makes the restriction unenforceable.
- 2.3 While plans were being made to amend this discrepancy between the old sign and the new Traffic Regulation Order, representations were received from the management of the convenience shop to leave the sign in place and revert the Order to the previous 30-minute maximum waiting period.
- 2.4 Representations also included a request for a disabled bay.
- 2.5 On consideration of the competing interests of businesses at this layby, it I considered that the correct waiting time is essential for a corner shop that relies on passing trade rather than for businesses that operate by appointment.
- 2.6 On this basis, it is proposed to reduce the maximum waiting time on this layby to 30 minutes, with no return allowed within 1 hour from 9am to 5pm from Monday to Saturday.
- 2.7 It is also proposed to introduce a disabled bay.

3.0 Conclusions

- 3.1 In the interests of road safety and accessibility, it is recommended that the waiting restrictions on Scoonie Road, Leven are promoted as shown on drawing number TRO/23/13.

List of Appendices

1. Drawing No. TRO/23/13

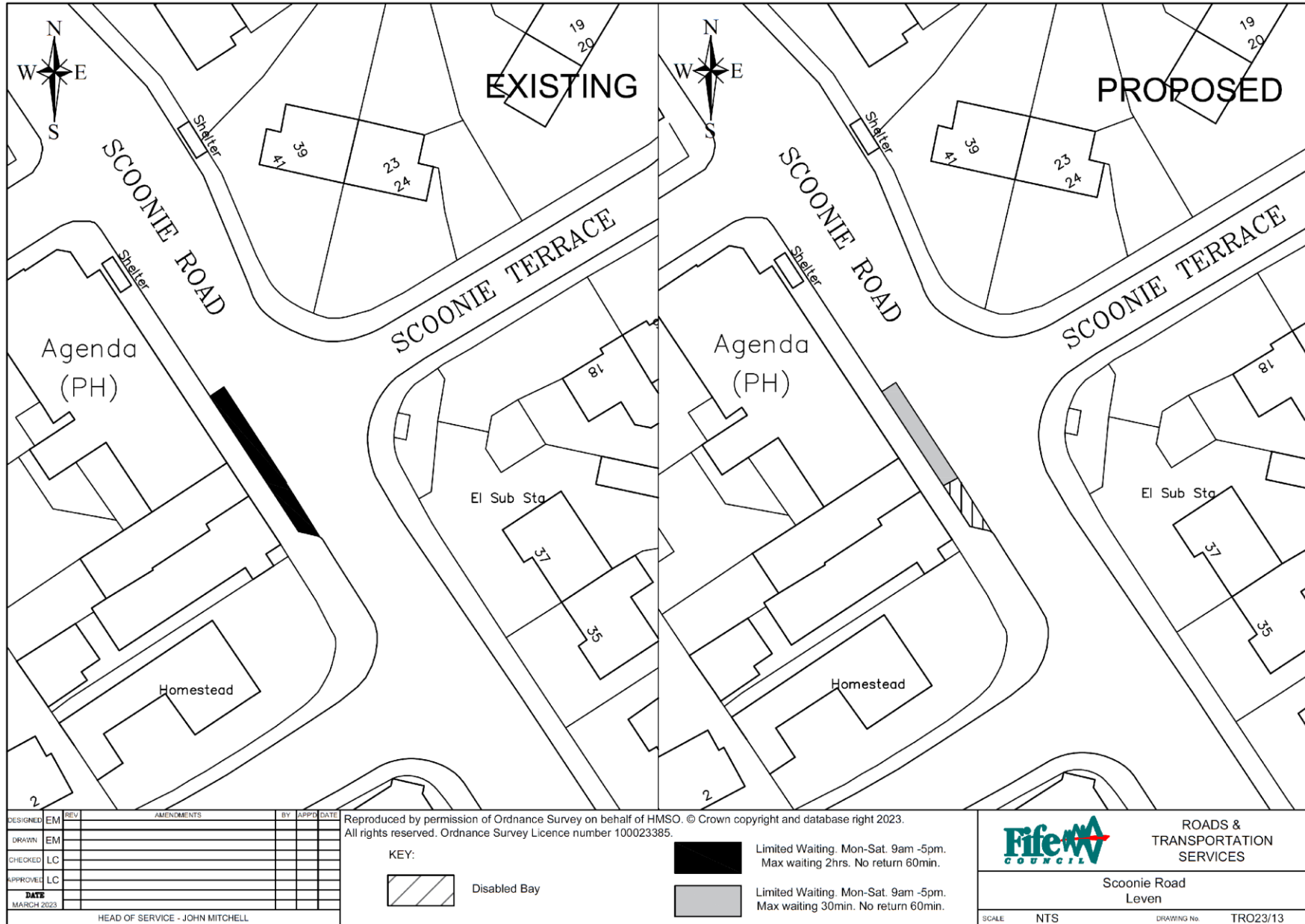
Background Papers

1. None

Contact

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Appendix 1



5th April 2023

Agenda Item No. 06

Proposed Waiting and Loading Restrictions – High Street, Durie Street, Bank Street, Forth Street and Mitchell Street, Leven

Report by: John Mitchell, Head of Roads & Transportation Services

Wards Affected: Ward 21 – Leven, Kennoway and Largo

Purpose

The purpose of this report is to allow the Levenmouth Area Committee to consider proposals to introduce waiting and loading restrictions on the High Street, Durie Street, Bank Street, Forth Street and Mitchell Street, Leven.

Recommendation(s)

It is recommended, in the interests of accessibility and road safety, that Committee:

1. agrees to the promotion of a Traffic Regulation Order (TRO) to introduce the restrictions detailed in drawing no. TRO/22/55 with all ancillary procedures; and
2. authorises officers to confirm the Traffic Regulation Order within a reasonable period unless there are objections.

Resource Implications

The cost to formally promote this TRO and deliver the associated traffic management works will be approximately £6,000, which covers Roads & Transportation Services' and Legal Services' staff costs, advertising and delivery of the new infrastructure. This will be met from approved Service budgets.

Legal & Risk Implications

There are no known legal or risk implications.

Impact Assessment

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

Consultation

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

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

1.0 Background

- 1.1 Leven's High Street, Durie Street, Bank Street, Forth Street and Mitchell Street are pedestrianised streets that allow access by blue badge holders and deliveries before 2pm and after 5pm.
- 1.2 Parking is not regulated in any of these streets, which means that:
 - Blue badge holders and deliveries accessing these streets before 2pm and after 5pm do not have any designated parking spaces and are guided by general rules in the Highway Code in terms of not causing an obstruction on the road.
 - Those illegally accessing these streets are contravening the access restriction to the pedestrianised area, but if they chose to park once in, there are no parking restrictions to facilitate enforcement.
- 1.3 At present, Police Scotland enforce both the access restrictions to the pedestrianised zone and also have powers to deal with any parking that causes an obstruction or hazardous situation.

2.0 Issues and Options

- 2.1 Roads & Transportation Services have been made aware of repeated instances of inconsiderate parking throughout the day, both by vehicles that legally and illegally access the pedestrianised zone. On occasions, those vehicles have been reported to have blocked the road or posed a safety hazard to pedestrians.
- 2.2 In order to improve safety and the flow of traffic, parking restrictions are proposed to be introduced as follows:
 - A "No Waiting/No Loading at Any Time" restriction in order to ban parking by all vehicles at all times on the grey shaded areas identified on plan TRO22/55; and
 - A "No Waiting At Any Time/ No Loading, Monday-Sunday, 2pm-5pm" in order to allow parking by blue badge holders and delivery vehicles before 2pm and after 5pm on the cross-hatched areas identified on the plan, but necessitate the evacuation of the spaces when full pedestrianisation is applicable.
- 2.3 The proposed restrictions would bring Leven's pedestrianised area in line with those in Kirkcaldy and Dunfermline, which are regulated in the same manner.
- 2.4 The parking restrictions would be enforced by Fife Council's parking attendants.

3.0 Conclusions

- 3.1 In the interests of road safety and accessibility, it is recommended that the waiting and loading restrictions on High Street, Durie Street, Bank Street, Forth Street and Mitchell Street, Leven are promoted as shown on drawing number TRO/22/55.

List of Appendices

1. Drawing No. TRO/22/55

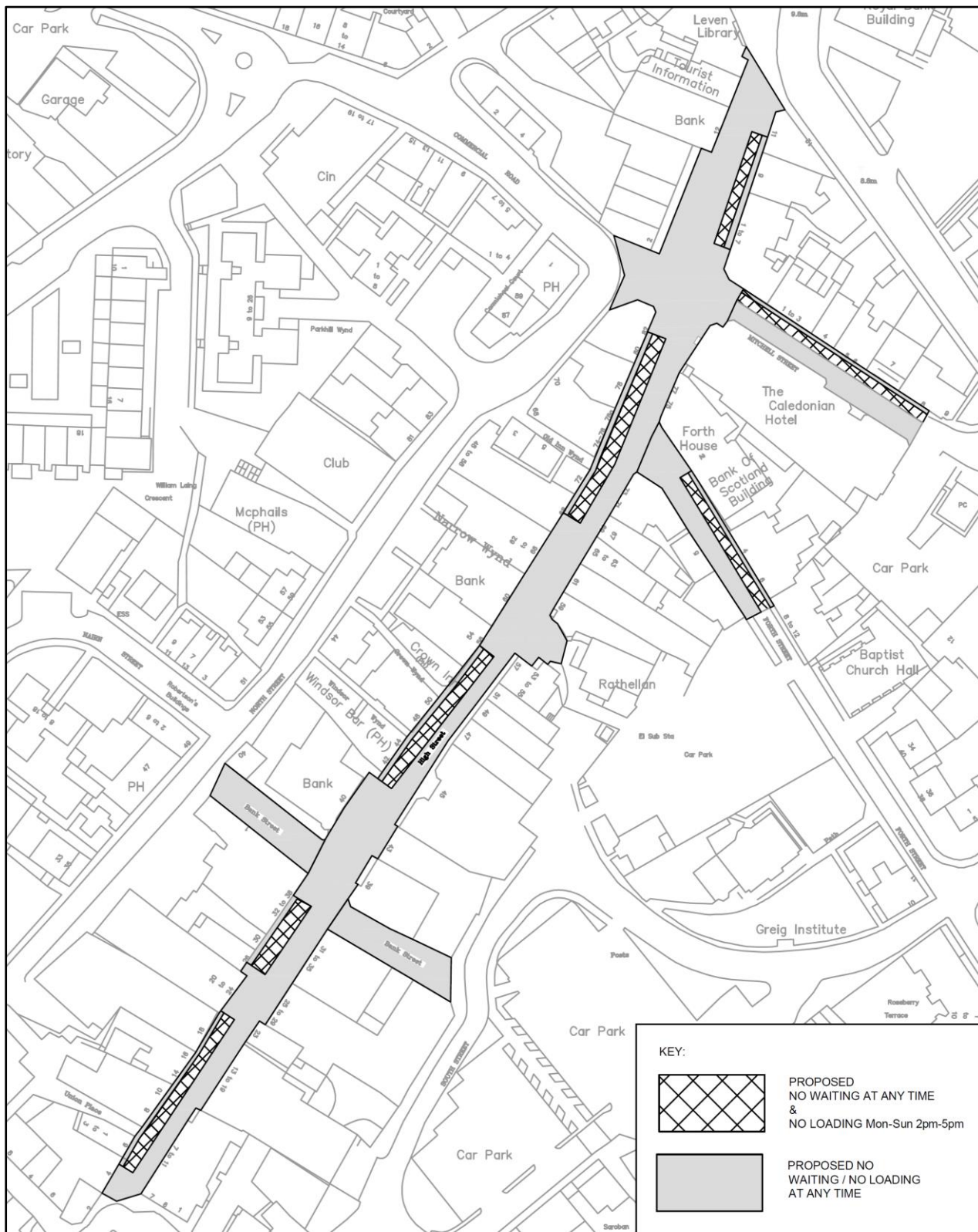
Background Papers

1. None

Report Contact

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Appendix 1



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REF	AMENDMENTS	BY	APP'D	DATE					
DESIGNED	EM	DRAWN	EM	CHECKED	LC	APPROVED	LC	DATE	2022
HEAD OF ROADS AND TRANSPORTATION - JOHN MITCHELL									



ROADS AND TRANSPORTATION

PROPOSED TRO HIGH STREET, LEVEN

SCALE NTS

DRAWING No. TRO/22/55/HighStreet

5th April 2023

Agenda Item No. 07

Proposed Waiting Restrictions – Methil Brae, Methil

Report by: John Mitchell, Head of Roads & Transportation Services

Wards Affected: Ward 22 – Buckhaven, Methil and Wemyss Villages

Purpose

The purpose of this report is to allow the Levenmouth Area Committee to consider proposals to introduce waiting restrictions on Methil Brae, Methil.

Recommendation(s)

It is recommended, in the interests of accessibility and road safety, that Committee:

1. agrees to the promotion of a Traffic Regulation Order (TRO) to introduce the restrictions detailed in drawing no. TRO/23/04 with all ancillary procedures; and
2. authorises officers to confirm the Traffic Regulation Order within a reasonable period unless there are objections.

Resource Implications

The cost to formally promote this TRO and deliver the associated traffic management works will be approximately £3,000, which covers Roads & Transportation Services' and Legal Services' staff costs, advertising and delivery of the new infrastructure. This will be met from approved Service budgets.

Legal & Risk Implications

There are no known legal or risk implications.

Impact Assessment

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

Consultation

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

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

1.0 Background

- 1.1 Woodlands Family Nurture Centre, located at the corner of Methilhaven Road and Methil Brae, Methil attracts parents that pick up and drop off their children by car.
- 1.2 The management of the Nurture Centre has raised concerns about some of these vehicles being parked too close to the junction, thereby creating a safety hazard.

2.0 Issues and Options

- 2.1 Woodlands Family Nurture Centre staff are currently working with Fife Council's Road Safety and Travel Planning Team to raise awareness of the perils of excessive vehicle usage at the entrance of their premises and to reduce the number of trips made by car.
- 2.2 As part of the Travel Planning process, the Road Safety and Travel Planning Team have requested the introduction of double yellow lines on Methil Brae.
- 2.3 On this basis, it is proposed to introduce a "No Waiting At Any Time" restriction on Methil Brae for a length of approximately 15 metres at its junction with Methilhaven Road on both sides of the road. This is in line with Rule 243 in the Highway Code, which states "do not stop or park opposite or within 10 metres (32 feet) of a junction, except in an authorised parking space".
- 2.4 The length of the restriction will also cover the existing dropped kerbs to provide safer crossing conditions.

3.0 Conclusions

- 3.1 In the interests of road safety and accessibility, it is recommended that the waiting restrictions for Methil Brae, Methil are promoted as shown on drawing number TRO/23/04.

List of Appendices

1. Drawing No. TRO/23/04

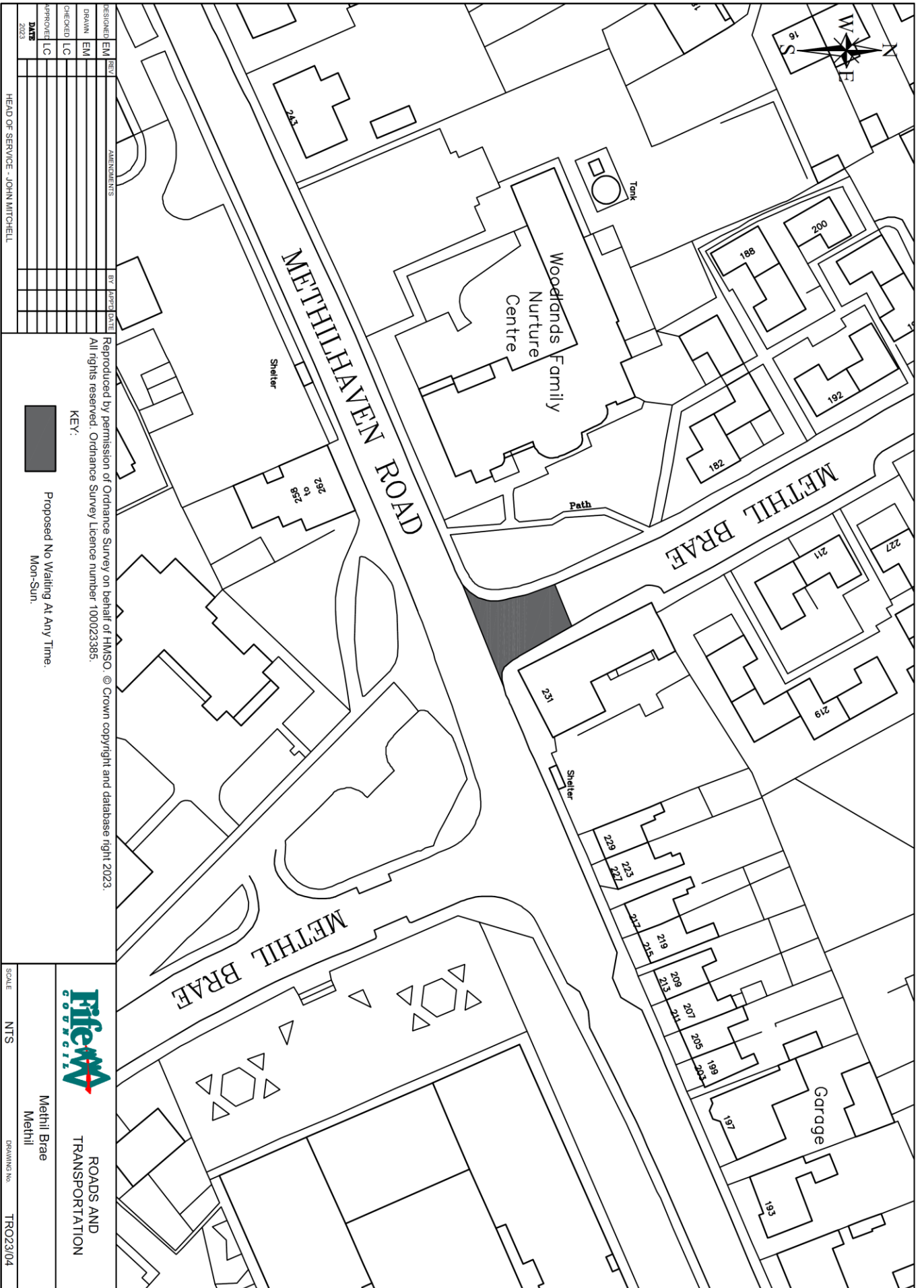
Background Papers

1. None

Contact

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Appendix 1



05 April 2023

Agenda Item No. 08

Health & Social Care Locality Planning – Levenmouth

Report by: Lynne Garvey, Head of Community Care Services (Senior Leadership Team Lead for Levenmouth H&SC Locality Planning Group)

Wards Affected: Wards 21 & 22

Purpose

The purpose of this report is to provide the Area Committee with an overview of the Health & Social Care (H&SC) Locality Planning for Levenmouth. The aim of localities is for relevant service providers across different sectors, at all levels to come together with people and communities who use services to improve health and wellbeing outcomes.

Recommendation

Members are asked to agree that the health and social care partnership will provide 6 monthly reports to the committee with updates on locality planning and joint areas of interest between H&SCP and community planning partners.

Resource Implications

- The overall population in Levenmouth locality is estimated to decrease from just over 37,400 in 2018 to around 36,600 by 2030, a decrease of around 2%. Older people (aged 65 and over) will continue to see the largest increases of all the age groups, with numbers rising again by around 2,000 (23%) in the 12-year period, with those in their late 60s to early-70s, and early to mid-80s, showing the largest increases.
- The Public Bodies (Joint Working) (Scotland) Act 2014 (the Act) puts in place the legislative framework to integrate health and social care services in Scotland. Section 29(3)(a) of the Act requires integration authorities to work within localities and in Fife we have established 7 locality groups which are aligned to the Fife Council local area committees. Health & Social Care Local Action Plans are currently based on improved joined up working across local teams by the staff who have the insight and knowledge regarding delivery of health and social care services in the local community. The locality groups are focussing more on changing the way we work to improve health and wellbeing outcomes. There is an expectation that locality planning processes will address issues raised through the annual stakeholder events, local intelligence, Public Health Scotland and SPIRE (Scotland primary intelligence resource) data (Levenmouth H&SC Locality Guidance appendix 1).

Legal & Risk Implications

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

Impact Assessment

An Equality Impact Assessment and summary form has been completed. The summary form is attached to the report. (Appendix 2).

Consultation

There has been extensive consultation in the production of the [Health & Social Care Strategic Plan 2023-2026](#) (Appendix 3).

Quarterly H&SC Locality Meetings will be facilitated throughout the year. The wider stakeholder event took place in November 2022 which informs priorities for 2023.

1.0 Background

- 1.1 Fife Integration Joint Board (IJB) was established on 1st April 2016 and is responsible for the planning and delivery of integration arrangements and delegated functions in Fife. The Integrated Joint Board (IJB) includes representatives from Fife Council and NHS Fife, it also has several professional advisors and other specialists. The IJB is commonly referred to as Fife Health and Social Care Partnership. This is the public facing aspect of Fife Integration Joint Board and is essentially the employees from both organisations working in partnership to deliver health and social care services. Fife Health & Social Care Partnership has established seven H&SC Locality Planning Core Groups, which mirror the existing GP Clusters, Area Committees and the Local Community Planning areas of Fife.
- 1.2 Critical to the Integration Joint Board's Strategic Plan, each of the seven local areas that make up the Fife Health and Social Care Partnership develop a Locality Plan with partners, including patients/service users, community planning, carers and the third and independent sectors. Working closely with the GP cluster leads the Locality Plans are updated on an annual basis to show how the plan is being implemented locally to ensure services respond to local priorities, needs and issues of communities.
- 1.3 The purpose of localities is for relevant service providers across different sectors, at all levels (clinical and non-clinical) to come together with people and communities who use services to improve health and wellbeing outcomes.
- 1.4 Locality guidance is in line with Scottish Government policy, working together with the Integrated Health and Social Care Partnership. Localities seek to deliver positive health and wellbeing outcomes for the people of Fife. The overarching goals of localities are to:
 - promote healthy lifestyle choices and self-management of long-term conditions.
 - support people to live healthy well independent lives while living in their own home for as long as possible.
 - reducing the number of avoidable emergency admissions to hospital and minimise the time people are delayed in hospital.
 - efficiently and effectively manage resources available to deliver Best Value.
 - support staff to continuously improve information and support and care that they deliver.
 - support unpaid carers, to reduce the impact of their caring role on their own health and wellbeing.
- 1.5 Locality Groups were paused in 2021 and remobilised in May 2022.

- 1.6 To achieve the aspirations of the Fife H&SC Strategic Plan, there is a collaborative approach for a cross Service approach and a commitment from all partners to work together.
- 1.7 There is also a requirement to shift the focus to delivering locally and using evidence to question and challenge whether the right things are being done to achieve the ambitions of the H&SC Strategic Plan 2023-2026.
- 1.8 Locality Groups will work with Community Planning in Fife Council and NHS Fife to ensure there is connection to the Plan4Fife and NHS Fife Population Health & Wellbeing Strategy.

2.0 Issues and Options

- 2.1 The locality core groups were remobilised in May 2022. To ensure the quality of localities' they must function with the direct involvement and leadership of H&SC senior leadership team, H&SC professionals, housing sector, representatives of the third and independent sector and community planning partners. The groups met in May, September and wider stakeholder event took place in November 2022. The purpose of the wider stakeholder event is to review and discuss the area Profiles (both national and local data and statistics) and engage with stakeholders to understand their experience and knowledge of people who use services and staff working in the local area. Following the event, the proposed themes/actions are:
- 2.2 Levenmouth Locality Group have identified three thematic priorities:
 - **Supporting Positive Mental Wellbeing**
 - **Home First**
 - **Supporting Carers**
- 2.3 An action plan has been developed to support the priorities and will be reviewed at the locality meeting on 21st March. The Levenmouth locality priorities will align and support the area community plan.
- 2.4 **Supporting Positive Mental Wellbeing:** In 2020/21, 24.6% of people living in Levenmouth were prescribed medication for anxiety, depression, and psychosis. This has increased gradually over the last 10 years by 5%. The services/resources outlined in 2.6 – 2.6.12 are examples of the **community led support**, that support positive mental wellbeing available to people living in Levenmouth.
- 2.5 Police Scotland raised a concern at the Levenmouth Locality group meeting in June 2022 regarding the number mental health (non-criminal) calls received. Subsequently a short life working group was created “Public Health Policing Approach” with representation from Fife Council, NHS Fife (A&E), Community Mental Health, Scottish Ambulance Service, Alcohol and Drugs Partnership and Scottish Association of Mental Health. A number of tasks were undertaken; data collection from NHS Fife and Police Scotland and further presentation from Scottish Ambulance Service (Dundee) to scope activity in other areas. The next step is to submit a report to the Area Committee (May 23) to request funding to test a mental health triage car in Levenmouth locality. The aims of the test of change is to provide enhanced experience for individuals who contact services with a mental health need through timely access to specialist mental health care and assessment in the community, avoiding unnecessary conveyance to A&E where appropriate and identify potential benefits. To identify the limitations, of a mental health triage car service to inform future recommendations.
- 2.6 Link Life Fife (LLF) - Link Life Fife is a community led support service (non-clinical) provided by Fife Health and Social Care Partnership for anyone aged 18 and over in Fife

who is reaching out to their GP or other health professional within Primary Care for support to manage stress, anxiety, or feelings of being overwhelmed that are affecting their mental health or general well-being. All GP practices and primary care teams in Levenmouth can refer to this service.

The majority of referrals (66%) in 2022 were from Primary Care Mental Health Nurses within the 55 GP Practices in Fife.

Fife wide data January to December 2022:

- Total referrals: 877
- Overall engagement rate: 70%
- Gender split: 65% female, 32% male, 3% not know/not disclosed.
- Age range: majority of referrals aged 25-64
- The majority of support provided by a combination of telephone and face to face contact.
- Support given by Link Workers include referring/signposting/connecting people to self-directed support; mental health support; social community groups; befriending, foodbanks; welfare support; family groups; and support groups for specific things (i.e., parents looking for a group to support autism).
- Common services people are referred to include Access Therapies (website); Sam's Café; Better than Well (link Living); counselling support; and Fife Carers Centre.

Levenmouth data January to December 2022:

- Levenmouth total referrals for 2022: 131 (15% of overall referrals)
- Engagement rate: 80%
- Levenmouth has the highest engagement rate of all 7 Localities (average 70%)
- The top 3 concerns reported in Levenmouth are: emotional health; social isolation and loneliness; and housing
- The main areas of community support that Link Workers have supported people in Levenmouth to access are mental health support; social and community groups/activities; housing advice and support; and counselling

2.6.1 Link Life Fife are working with GPs, Practice Managers and Primary Care Teams to raise the profile of Link Life Fife in the Levenmouth locality to increase the number of referrals to the service and the engagement rate.

2.6.2 The Well is a place for local people to find out information, receive general advice and support them to stay well and independent within their community.

2.6.3 The Well is available at Forth Street Hall, Leven. In addition to the “drop in” people can also contact the well by phone, email and Near Me (video consulting service).

2.6.4 During 2022 The Well has seen 1130 individuals and has completed 309 Follow up conversations. 11% of those have been from the Levenmouth locality. This is a very accurate representation for this part of Fife. The Well is linking with other services and exploring other potential venues in the smaller areas of Levenmouth (Methil, Buckhaven, etc) to provide more targeted support for the people of this area.

2.6.5 The top three enquiries for The Well in Levenmouth locality have been “Mental Health” – 27%, “Community Support” – 26% and “Financial Support”- 24%

2.6.6 The majority of the outcomes from engaging with The Well has been in relation to providing the right information. The Well has completed 29 referrals to other community

support services and 17 referrals to other services, such as Short-Term Housing Support, Link Life Fife, Welfare Support and others.

- 2.6.7 The satisfaction rating of the service from people in Levenmouth area is 4.7 out of 5.
- 2.6.8 Improving the Cancer Journey (ICJ) provides a one stop shop for all people affected by cancer support needs. Cancer doesn't just affect your physical wellbeing; it can impact on every aspect of your life and the lives of those around you. Knowing where to turn for support isn't always easy. Health & Social Care Partnership and Macmillan Cancer Support work in partnership to provide this service to people affected by cancer throughout Fife.
- 2.6.9 In 2022 ICJ received 1149 referrals, 521 (45%) of these completed a Holistic needs assessment (HNA).
- Levenmouth had a total of 164 referrals (16%)
- 2.6.10 The top three cancer types presenting the highest figures in Levenmouth were Lung at 29%, Upper/Lower Gastrointestinal at 23%, and Urology at 16%
- 2.6.11 Main source of referrals came from NHS Fife 72%
- 2.6.12 Access Therapies Fife provides information to help you to deal with mental health problems and to access a range of local services. Access Therapies Fife is part of Fife's Psychology Service. This online platform provides local people and staff with access to local support, self-help resources and physical activity resources.
- 2.7 **Home First:** From the data provided, it shows Levenmouth has a higher number of emergency admissions and potentially preventable admissions into Hospital.
- 2.8 The locality plan will look to build a model involving the various stakeholders in the area, who can support people to manage long term conditions at home, reducing the number of emergency and preventable admissions.
- 2.9 **Supporting Carers:** A priority for the locality group will be to deliver the Community Chest fund (community funding to support carers living in Levenmouth area), which provides opportunities for carers to develop and deliver a community project which will benefit carers.
- 2.10 Collaborating with organisations in the Levenmouth area, will ensure that carers are aware of the fund and supported through the application process.
- 2.11 **Community Engagement plays a vital role in locality planning:** The H&SC Partnership acknowledge the importance of community groups involvement throughout the development, planning and decision-making process for service change. Involving representatives of communities to the engagement planning team at the earliest possible stage informs an effective approach. ([Fife H&SCP Participation and Engagement Strategy 2022-25](#), appendix 4). 2.5.1 to 2.5.13 provides examples of engagement with stakeholders, people, and carers.
- 2.11.1 During August to November 2022 the Partnership's Participation and Engagement (P&E) team completed a wide range of engagement activities with different stakeholder groups. This included:
- Face-to-face discussions.
 - Public events.
 - Surveys and feedback forms.
 - Online consultation, including an easy-read version.

- 2.11.2 Overall, 683 people participated in the engagement process to develop the new Strategic Plan 2023 to 2026, this included 182 responses to the online consultation.
- 2.11.3 People overwhelmingly agreed with the strategic priorities. Many individuals also provided additional suggestions on how the priorities should be implemented or included comments on things Fife Health and Social Care Partnership should consider moving forward.
- The key themes identified in the feedback were:
- Hospital admissions and discharges
 - Increased recruitment and retention of staff, particularly Home Carers.
 - The importance of early intervention and preventative care.
 - Funding and resources to deliver the planned service improvements.
 - Additional support for unpaid carers.
- 2.11.4 Carers consultation - Our approach to reviewing and refreshing the carers strategy included an extensive participation and engagement exercise. We held 11 in person events with at least one in every locality, plus two online discussions; 32 carers attended at least one of the conversation events. In addition, a questionnaire was available online and in hard copy; 51 responses were received. Concurrently a consultation with young carers was undertaken with 81 contributing through an online questionnaire and approximately 20 participating through focus groups. Young carers from across Fife were represented. The key themes emerging from the consultation cover three main themes – awareness and information, coordinated support and breaks from caring. Other themes were also noted including workforce development and earlier intervention and prevention. These themes will be used to inform the strategy and a more detailed action plan for improvement and investment. There were no particular themes relating to any one locality with the same views and priorities being expressed as important throughout Fife.
- 2.11.5 Mental Health redesign – H&SCP is undertaking steps to plan and strengthen mental health and wellbeing services in communities across Fife as part of the Scottish Government’s Coronavirus (COVID-19) Mental Health Transition and Recovery Plan. The Partnership will work with stakeholders and, crucially, people with lived experience, to further understand these issues, and to develop implementation plans where these are needed, through a process known as co-production. A co-production approach ensures that services are based around the issues that matter to people in communities and the voices of those who have lived experience of mental health difficulties.

3.0 Conclusions

- 3.1 The Locality Action Plan will be presented at the Levenmouth Locality Group meeting on the 21st of March for discussion and approval. The next step will be for the group members to take ownership in supporting the delivery of the action plan.
- 3.2 Service Managers/Team Managers from H&SCP and local community planning partners will work collaboratively with the Levenmouth Locality Planning Group to review existing work and update current action plans, where necessary, to reflect any new areas of focus. Locality Planning Team will ensure H&SCP are represented at “People and Place” leadership meetings to identify and maximise opportunities for partnership working.
- 3.3 The Localities Team is now moving to ensure that all partners and services are fully engaged in the delivery of the plan. This is not the final plan; this plan will develop and evolve over the course of the year. The support of Elected Members will be vital to ensuring partners actively contribute to the H&SCP locality plan.

List of Appendices

1. Locality Guidance
2. Equality Impact Assessment
3. Fife Health and social Care Partnership, Strategic Plan for Fife 2023-2026
4. Participation and Engagement Strategy for Fife 2022-2025

Background Papers

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

[Fife Health and Social Care Partnership, Strategic Plan for Fife 2023-2026](#)
[Participation and Engagement Strategy for Fife 2022-2025](#)

Report Contact
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Email: Jacquie.Stringer-fc@fife.gov.uk

Equality Impact Assessment Summary Report

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

Levenmouth Area Committee

What are the main impacts on equality?

The report outlines work that aims to address health and wellbeing outcomes

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

3.1 to 3.3

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

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

Jacque Stringer, Locality Planning Co-ordinator, Jacquie.Stringer-fc@fife.gov.uk

A Guide to Levenmouth Health & Social Care Locality Planning 2023



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A Guide to Levenmouth Area Health & Social Care Locality Planning

Fife Health and Social Care Partnership

Vision: *To enable the people of Fife to live independent and healthier lives*

Health & Social Care Partnerships are required to produce and deliver strategic plans every three years, therefore we are continuously in a cycle of planning, implementing and reviewing our work. Locality planning within Fife will inform this ongoing cycle to reflect and respond to local need. Locality Planning will support the H&SC Strategic Plan and the partnerships portfolio of work.

Fife Health & Social Care Strategic Plan 2023-2026 – Strategic Priorities

Local	A Fife where we will enable people and communities to thrive
Sustainable	A Fife where we will ensure services are inclusive and viable
Wellbeing	A Fife where we will support early intervention and prevention
Outcomes	A Fife where we will promote dignity, equality, and independence
Integration	A Fife where we will strengthen collaboration and encourage continuous improvement

Fife Health and Social Care Integration

April 2016 triggered one of the biggest transformations of health and social care services in Scotland – to have health and social care services delivered jointly, locally, and as effectively as possible.

In Fife, this meant a vast range of services from NHS Fife and Fife Council's Social Work Services transferred over to Fife's Health and Social Care Partnership to meet this aim and to support people to live healthy, independent lives.

Services within Fife Health and Social Care Partnership

Services include:

- all adult and older people Social Work Services
- community health services, for example district nursing, physiotherapy, and mental health services
- children's community health services, such as health visiting
- housing services which provide support services to vulnerable adults, and disability adaptations; and
- the planning of some services provided in hospital, for example medical care of the elderly.

What are Localities?

The Public Bodies (Joint Working) (Scotland) Act 2014 (the Act) puts in place the legislative framework to integrate health and social care services in Scotland. Section 29(3)(a) of the Act requires each Integration Authority to establish at least two localities within its area.

Localities aims to achieve the aspirations we share for health and social care integration, with partners across the health and social care landscape, and their stakeholders, focussing together on our joint responsibility to improve outcomes for people.

Localities provide one route, under integration, for communities and professionals (including GPs, acute clinicians, social workers, nurses, Allied Health Professionals, pharmacists, and others) to take an active role in, and provide leadership for, local planning of health and social care service provision.

Implementation of the Localities within Fife

In 2017, seven Health and Social Care Locality Areas were implemented across Fife. Those seven locality areas are illustrated on the map below:

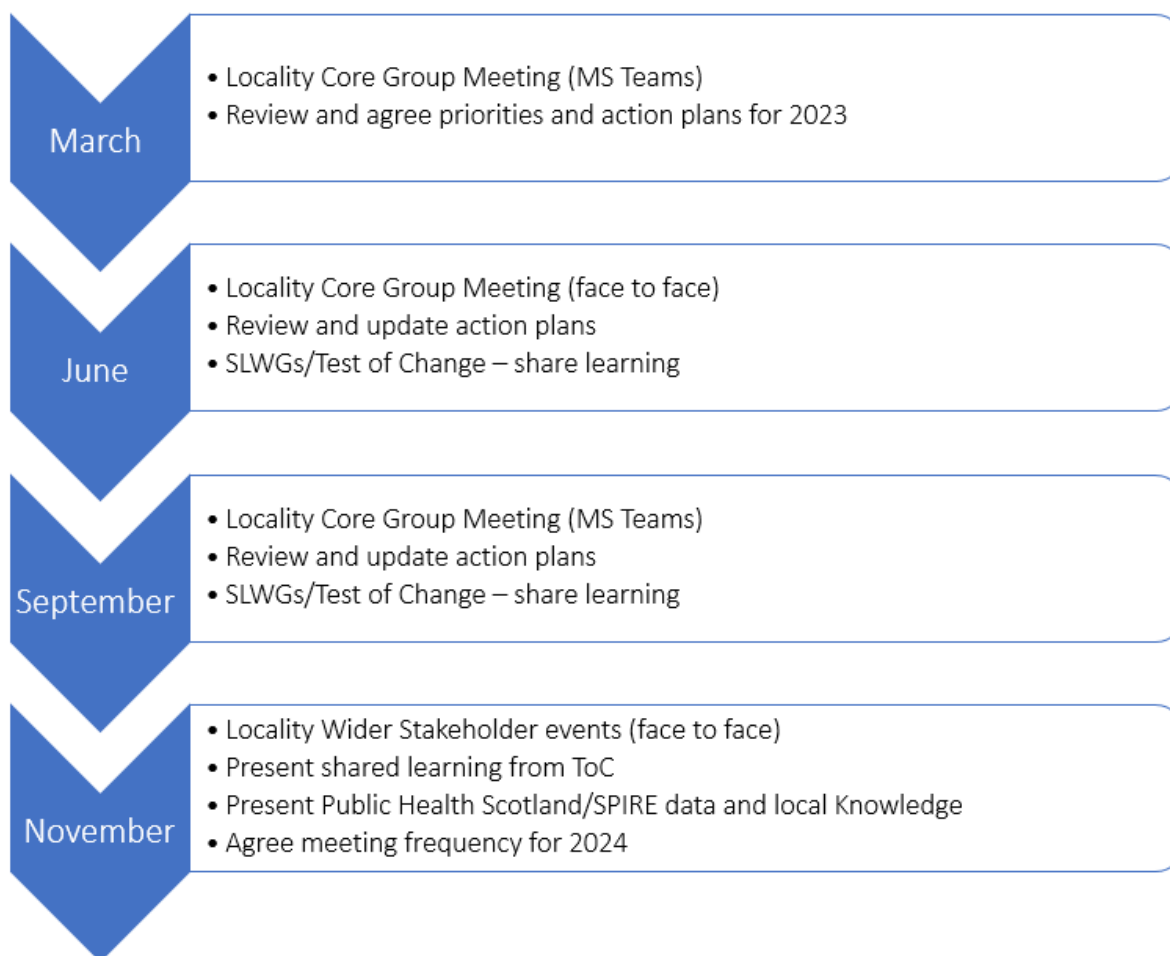


Localities aims to

- a) Support the principles that underpin collaborative working to ensure a strong vision for service delivery is achieved. Robust communication and engagement methods will be required to assure the effectiveness of locality arrangements.
- b) Support GPs to play a central role in providing and co-ordination of care to local communities, and, by working more closely with a range of others – including the wider primary care team, secondary care and social care colleagues, and third sector providers – to help improve outcomes for local people.
- c) Support a proactive approach to capacity building in communities, by forging the connections necessary for participation, and help to foster better integrated working between primary and secondary care.

Localities in Levenmouth Area

Where we are now and what is next for 2023

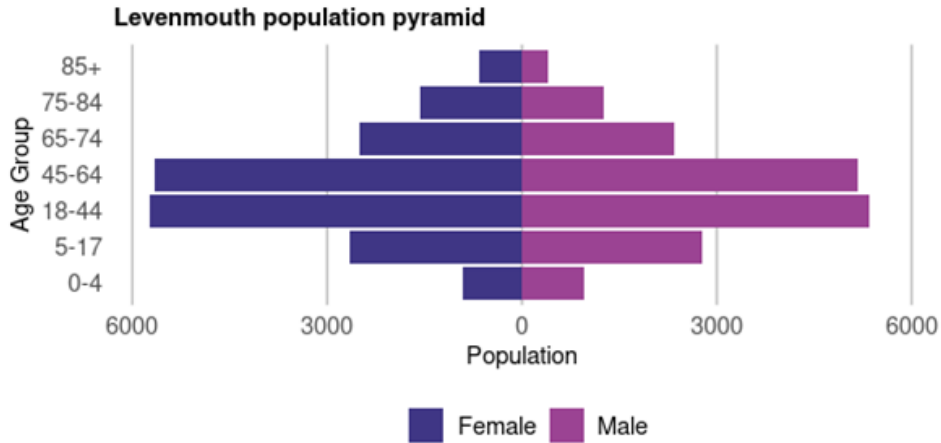


Understanding the Levenmouth Area Locality

The Public Health Scotland and SPIRE data below informed the Glenrothes locality planning priorities for 2023.

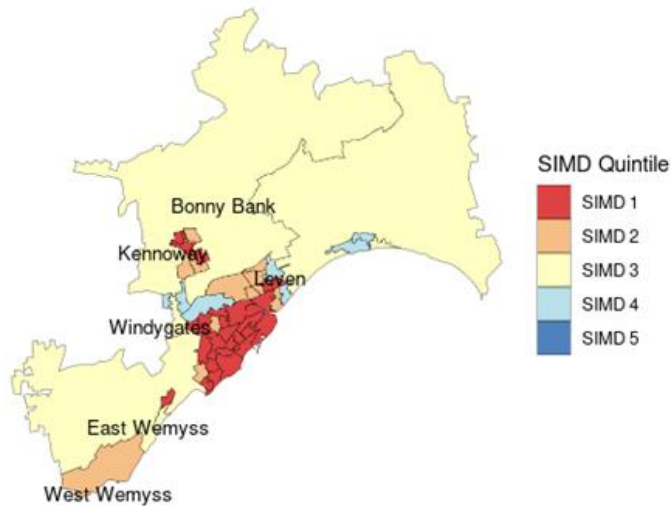
Demographics

In 2021, the total population of Levenmouth locality was **37,888** where **48.1%** were male, and **22.9%** were aged over 65. The graph below shows the population distribution of the locality.



The population in Levenmouth is estimated to **increase** by **0.1%** from 2021 to 2026.

Of the 2021 population in Levenmouth, **48.7%** live in the most deprived SIMD Quintile, and **0%** live in the least deprived SIMD Quintile.



Source: Scottish Government, Public Health Scotland

General Health

Life Expectancy

Levenmouth Locality had an average life expectancy of **77.1 years** for males and **81.5 years** for females.

Sex	Levenmouth	Fife	NHS Fife	Scotland
Female	81.5	81.4	81.4	81.0
Male	77.1	77.2	77.2	76.8

Top 5 long-term physical health conditions in the Levenmouth area

Hypertension



Hypertension (high blood pressure) has been consistent over the last 5 years with **16.9%** of the population in Levenmouth having the condition. This is higher than the Fife average of **15.2%**

Depression



Rates of depression are increasing year on year in line with what is seen in Fife overall and are slightly higher in Levenmouth. The current rate is **13.3%** in Levenmouth.

Asthma



Rates of asthma are decreasing since 2019/20 but Levenmouth has higher rates than Fife. The rates for Levenmouth 2021/22 are **8.1%** compared to Fife **7.1%**

Diabetes

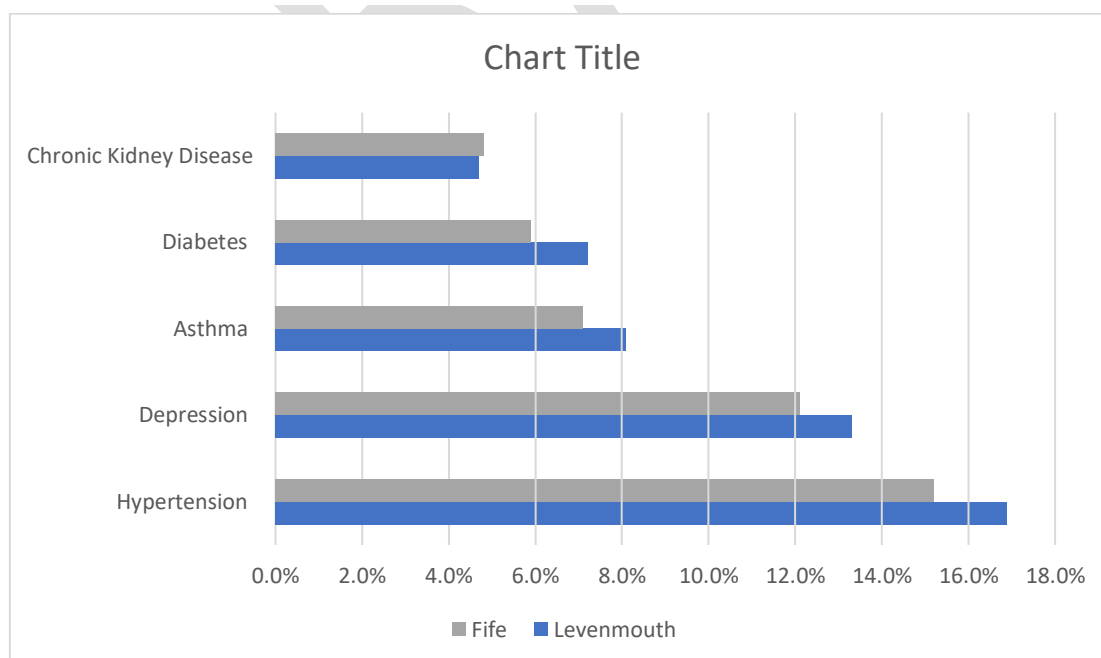


The rate of diabetes in Levenmouth is **7.2%** which is more than the Fife average of **5.9%**. Over the last 5 years the percentage of people with diabetes has gradually increased.

Chronic Kidney Disease



Chronic Kidney disease is decreasing in Levenmouth and in Fife. The rate for 2021/22 in Levenmouth is **4.7%**, this is slightly lower than the Fife with an average of **4.8%**



Lifestyle and Risk Factors

every mind matters

Anxiety, Depression and Psychosis Prescriptions

In the 2020/2021 financial year, **24.6%** of people were prescribed medication for anxiety, depression, or psychosis (ADP) in Levenmouth Locality. This is a **5% point increase** from the rate 10 years prior in 2010/2011



Drug related hospital admissions

From the period of 2019-2021, Levenmouth had **194** drug related hospital admissions. This is an average of **65** admissions per year.

Drug related hospital admissions has continued to increase with a **49%** increase since 2014/15-2016/17.



Alcohol related hospital admissions and alcohol specific mortality rate

From the period of 2019-2021, Levenmouth had **313** alcohol related hospital admissions. This is an average of **104** admissions per year.



Bowel cancer screening

61.6% uptake of bowel cancer screening for the eligible population between 2018-2020. This is a **11%** increase in uptake since 2014-2016.

Hospital and community care



Emergency hospital admissions

In 2021 there were **5329** emergency hospital admissions



Unscheduled acute specialty bed days

In 2021 there were **30,559** unplanned hospital bed days



Delayed Discharge

21,569 hospital bed days due to delays in discharging patients over 65 years old.

Levenmouth H&SC Locality Plan 2023

Our priorities moving forward are:



Supporting positive
mental wellbeing



Supporting carers



Home first

A live action plan will be created and updated regularly to track the progress of the actions under each priority. To view the action plan please email the Local Development Officer Ashley.Paul@fife.gov.uk who can share the action plan.

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Strategic Plan for Fife 2023-26

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A message from our Chair

Our Strategic Plan for 2023 to 2026 sets out how health and social care services will evolve over the next three years and continues the journey to improve outcomes for the people of Fife, through the integration of health and social care in the Kingdom.

As the new chair of Fife's Integration Joint Board (IJB), I'm delighted to see the steady progress made over the past three years across a wide range of services, which is no mean feat given the challenges we have faced. Having to adapt how we deliver many of our services in response to the pandemic, we have learned so much. In developing our refreshed Strategic Plan, we have remained focussed on our core strategic priorities whilst aiming to be innovative and inclusive.

This Strategic Plan is ambitious, and the IJB is committed through integrated working to provide the best care and support we can, to achieve our vision for all residents in Fife to live healthy and independent lives. It is underpinned by extensive engagement with health and social care staff, independent and third sectors and Fife's citizens.

We couldn't do what we do, and care and support people across Fife, without the skilled and dedicated health and social care workforce, including those from the voluntary and independent sectors and the many unpaid carers within our communities. They are essential to delivering high standards of care and enhancing wellbeing and I thank and value what they do, each and every day.

It is by working together that we can deliver improved health and

social care services for the people of Fife. There will no doubt be challenges ahead, however, it's our Strategic Plan that sets the way forward, building on our strengths, working collaboratively, and looking at ways to improve to ensure the people of Fife have the best possible outcomes.

I look forward to the next three years and working with health and social care staff, partners and citizens, to continually improve on what we do and to make a real difference in our communities.



Arlene Wood

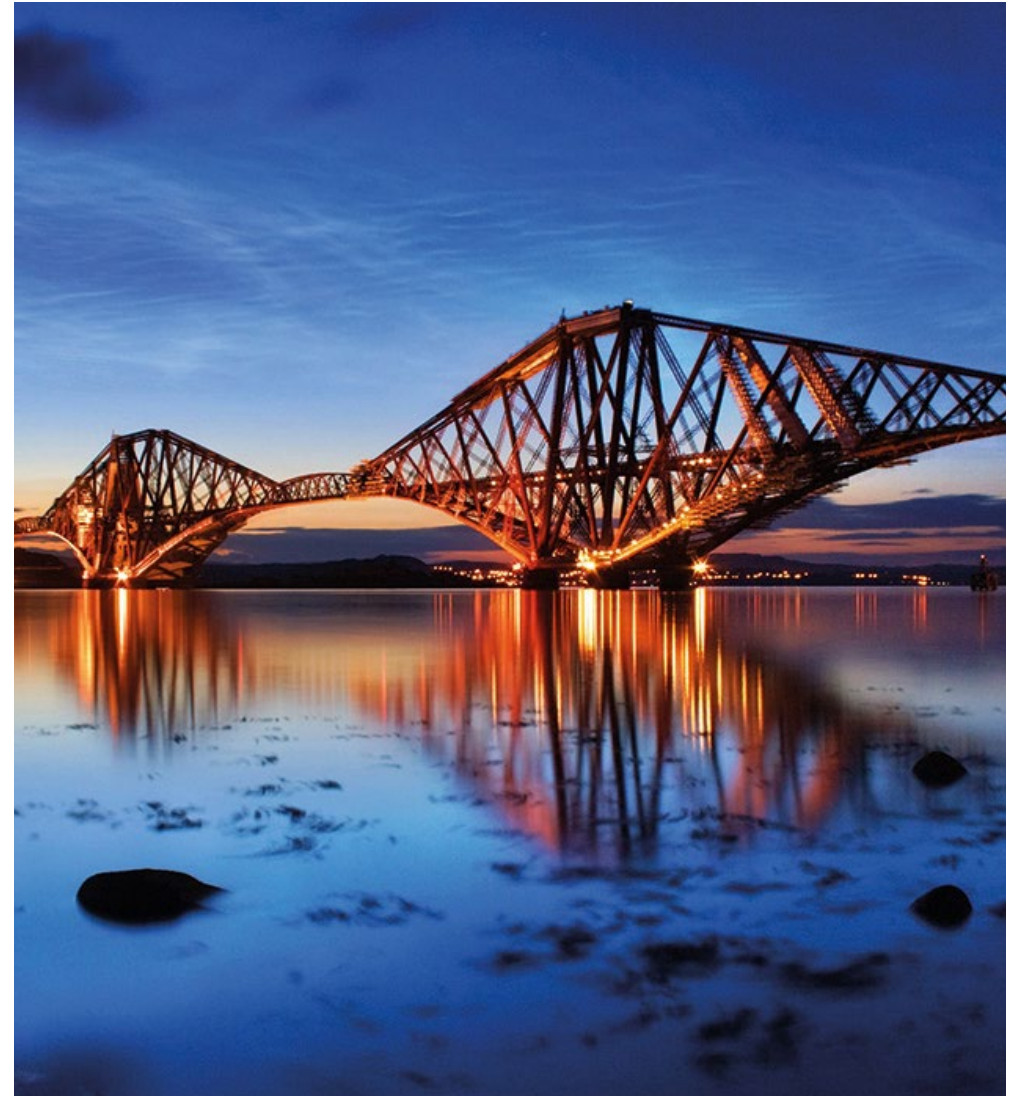
Chair, Fife Integration Joint Board

Introduction

I'm delighted to introduce the refreshed Strategic Plan for Fife and look forward to leading on the implementation of the Plan to ensure we deliver the best services we can in our Fife communities.

Building on the foundations established in the 2019 to 2022 Strategic Plan, the refreshed plan is innovative and ambitious about the future for health and social care in Fife, focusing on the years 2023 to 2026. We will achieve our objectives by enhancing our Partnership approach and by building on the existing integrated working of our health and social care teams. We know that by working together we will achieve the best outcomes for our citizens and make the best use of our collective resources for the wellbeing of our communities.

The Plan sets out our vision for the Partnership with communities, individuals, and staff at the heart of this. Co-producing this plan has enabled us to incorporate all we have learned about integration since the Partnership was created, especially over the last three years as we have worked through the ongoing challenges of the pandemic. Collaborative working over this period was critical to our success in continuing to deliver services and it has been humbling to see all agencies working together and supporting each other in practical and compassionate ways. This emphasised the critical importance of kindness within our work, so much so that we have added this to our core values expressed in this Strategic Plan.



Another innovation that demonstrated its value over the pandemic was the increasing use of digital technology, enabling us to provide flexible services to those we support as well as supporting staff to operate in a dynamic way using a range of technologies.

As a Partnership we wholeheartedly believe that our greatest strength is our staff, and how they responded to the pandemic alongside the ongoing daily challenges demonstrates just how committed, resilient, and skilled our Fife health and social care workforce is. I hear daily from those using our services how much staff are valued and I'm extremely proud to lead this workforce. We want our staff to work in an organisation with a clear vision, and to experience positive leadership and an optimistic culture. Another key strength we have is our partnership working through our "Team Fife" approach working closely with partners in NHS Fife, Fife Council, third sector and independent sector. This collective belief in the value of working together to meet the needs of the people of Fife underpins the delivery of this Plan.

We have achieved a lot over the last three years, but recognise there is still much more we can do. We want to ensure our future way of working continues to embrace integrated working and the opportunities that digital platforms can provide, and the ambitions in this Strategic Plan will help us to do this.

Our collective vision is for a Partnership that has strong, meaningful connections with our localities in Fife to ensure people have the right care and support at the right time and in the right place, and we will

do this by actively listening, learning and responding to feedback from the people of Fife. We are ambitious and are committed to continuous service improvements focusing not only on "what" we do to improve our performance, outcomes and sustainability but also "how" we do things, placing significant importance on organisational development and culture, through demonstrating values-based leadership in the way we work together.

I look forward to working with you all on delivering our collective ambitions for Fife.



Nicky Connor

*Director of Fife Health and Social Care Partnership
Chief Officer, Fife Integration Joint Board*

About Fife Integration Joint Board and Fife Health and Social Care Partnership

What is health and social care integration?

In Scotland, we have legislation, the Public Bodies (Joint Working) (Scotland) Act 2014, which requires local authorities and health boards to work together to integrate health and social care services, and to improve outcomes for individuals, carers, and their communities. The Council and Health Board working together to deliver these services is known as 'health and social integration'.

Fife Integration Joint Board (IJB) was established on 1st April 2016 and is responsible for the planning and delivery of integration arrangements and delegated functions in Fife. The IJB includes

representatives from Fife Council and NHS Fife, it also has several professional advisors and other specialists.

The IJB is commonly referred to as Fife Health and Social Care Partnership. This is the public facing aspect of Fife Integration Joint Board and is essentially the employees from both organisations working in partnership to deliver health and social care services.

Further information about the legislation is available online: Public Bodies (Joint Working) (Scotland) Act 2014: www.legislation.gov.uk/asp/2014/9/contents/enacted



Which services and functions are integrated in Fife?

Fife Health and Social Care Partnership is responsible for these services and functions:

- all adult and older people Social Work Services
- community health services, for example district nursing, physiotherapy, and mental health services
- children's community health services, such as health visiting
- housing services which provide support services to vulnerable adults, and disability adaptations; and
- the planning of some services provided in hospital, for example medical care of the elderly.

In Fife we work with around 300 organisations across the third and independent sectors and they are a vital part of the Partnership in delivering services.



What is the Strategic Plan?

Every Integration Joint Board in Scotland has to have a Strategic Plan that sets out the vision and future direction of their health and social care services. This includes how the nine National Health and Wellbeing Outcomes for Health and Social Care will be delivered locally, along with the six Public Health Priorities for Scotland. Strategic Plans are reviewed regularly to make sure that they are still relevant to the needs of the area and the people who live there.

National Health and Wellbeing Outcomes for Health and Social Care

- NW01** People are able to look after and improve their own health and wellbeing and live in good health
- NW02** People, including those with disabilities or long-term conditions or who are frail, are able to live, as far as reasonably practicable, independently and at home or in a homely setting in their community.
- NW03** People who use health and social care services have positive experiences of those services, and have their dignity respected.
- NW04** Health and social care services are centred on helping to maintain or improve the quality of life of people who use those services.
- NW05** Health and social care services contribute to reducing health inequalities.
- NW06** People who provide unpaid care are supported to look after their own health and well-being, including to reduce any negative impact of their caring roles on their own health and well-being.
- NW07** People using health and social care services are safe from harm.
- NW08** People who work in health and social care services feel engaged with the work they do and are supported to continuously improve the information, support, care and treatment they provide.
- NW09** Resources are used effectively and efficiently in the provision of health and social care services.

Public Health Priorities for Scotland

- PHP1** A Scotland where we live in vibrant, healthy and safe places and communities.
- PHP2** A Scotland where we flourish in our early years.
- PHP3** A Scotland where we have good mental health.
- PHP4** A Scotland where we reduce the use of harm from alcohol, tobacco and other drugs.
- PHP5** A Scotland where we have a sustainable, inclusive economy with equality of outcomes for all.
- PHP6** A Scotland where we eat well, have a healthy weight and are physically active.

The previous Strategic Plan for Fife covered the timescale 2019 to 2022. Lots of things have changed since then, both nationally and locally. To ensure that the people who live, visit, or work in Fife have opportunities to influence the Strategic Plan, we worked with a range of service users, patients, carers, employees, and service providers, to find out what is important to them and what the Health and Social Care Partnership should be focussed on over the next three years.

This Strategic Plan sets out an updated vision for the timescale 2023 to 2026.

Further information about the strategic planning process, including opportunities to get involved in consultations or other engagement events, is available on our website: www.fifehealthandsocialcare.org

The National Health and Social Care Health and Wellbeing Outcomes are available here: www.gov.scot/publications/national-health-wellbeing-outcomes-framework/

The Public Health Priorities for Scotland are available here: www.gov.scot/publications/scotlands-public-health-priorities/pages/1/



Strategic Direction

To deliver reform, transformation, and sustainability, Fife Health and Social Care Partnership was restructured in 2021 to create clearer, more service-user-aligned care pathways, that enable the people who need to work together to be a team together. This seeks to create the conditions for a collaborative, systems approach to service design and delivery through operational delivery, professional standards, and business enabling and support services. These portfolios include:

- **Primary and Preventative Care:** service delivery across primary care and early intervention and prevention.
- **Community Care:** a range of services across community hospitals, care homes and people's own homes, promoting people's independence and enabling people to stay well at home and in a homely setting.
- **Complex and Critical Care:** including the delivery of mental health, learning disability and adult and older peoples social work services.
- **Professional Quality Standards and Regulation:** this is integrated professional leadership in support of the delivery of nursing, medicine and social work working collaboratively with leads in allied health professions, pharmacy, and psychology.
- **Business Enabling:** services that support our delivery including finance, strategic planning, performance, commissioning, organisational development, and culture.

Senior Leadership Team



Nicky Connor

Chief Officer and Director of Health & Social Care

Operational Service Delivery

SLT leads for operational management delivery and business outcomes for a portfolio of services



Lisa Cooper
Head of Integrated Primary & Preventive Care Services



Lynne Garvey
Head of Integrated Community Care Services



Rona Laskowski
Head of Integrated Complex & Critical Care Services

Business Enabling

SLT leads for Corporate Services and functions inc. financial governance, strategic planning, performance, transformational change and organisational development



Audrey Valente
Chief Finance Officer and Head of Transformation & Corporate Services



Fiona McKay
Head of Strategic Planning, Performance & Commissioning



Roy Lawrence
Principal Lead Organisational Development & Culture

Professional & Quality Services

SLT leads for quality, safety, experience, clinical and care governance, professional regulation and standards



Lynn Barker
Associate Director for Nursing



Helen Hellewell
Associate Medical Director

About Fife

Locality Planning

An important part of Fife health and social care integration was the creation of localities, bringing decision making about health and social care local priorities closer to communities. The Public Bodies (Joint Working) (Scotland) Act 2014 puts in place the legislative framework to integrate health and social care services in Scotland. Section 29(3)(a) of the Act requires each Integration Authority to establish at least two localities within its area.

Localities provide one route, under integration, for communities and professionals (including GPs, acute clinicians, social workers, nurses, Allied Health Professionals, pharmacists, and others) to take an active role in, and provide leadership for, local planning of health and social care service provision.

Our understanding of our seven localities across Fife is taken from:

- Area Profiles – both national and local data and statistics.
- Stakeholder Engagement - experience and knowledge of people who use services and staff working in the localities who attended engagement and subsequent locality meeting/events across the seven localities.

Localities aims to:

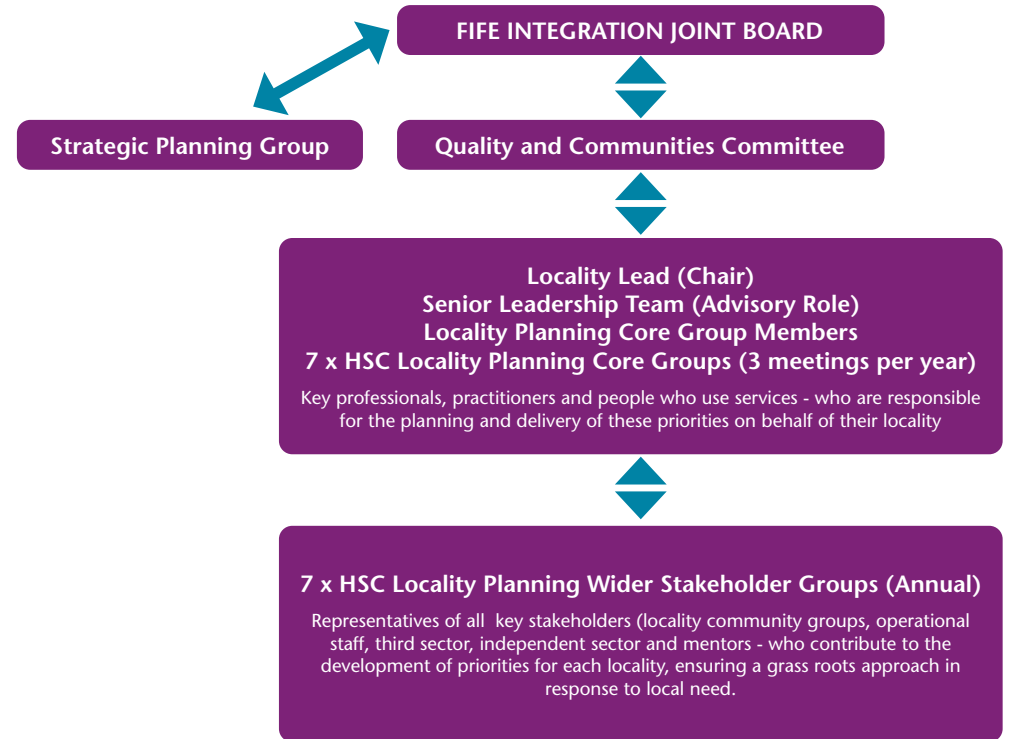
- a) Support the principles that underpin collaborative working to ensure a strong vision for service delivery is achieved - robust communication and engagement methods will be required to assure the effectiveness of locality arrangements.
- b) Support GPs to play a central role in providing and co-ordination of care to local communities, and, by working more closely with a range of others – including the wider primary care team, secondary care, and social care colleagues, and third sector providers – to help improve outcomes for local people.
- c) Support a proactive approach to capacity building in communities, by forging the connections necessary for participation, and help to foster better integrated working between primary and secondary care.



We introduced a governance and reporting route for Health and Social Care Locality Planning, which allowed us to implement a process to engage and consider the views of our communities and professionals working within the localities.

These are links to the current Locality Guidance Documents:

- [Cowdenbeath](#) (includes Lochgelly, Kelty and Cardenden)
- [City of Dunfermline](#)
- [Glenrothes](#) (includes Thornton, Kinglassie and Leslie)
- [Kirkcaldy](#) (includes Burntisland and Kinghorn)
- [Levenmouth](#) (includes West Wemyss, Buckhaven, Methil, Methilhill, Kennoway and Leven)
- [North East Fife](#) (takes in Auchtermuchty, Cupar, Taybridgehead, St Andrews, Crail and Anstruther)
- [South West Fife](#) (includes Inverkeithing, Dalgety Bay, Rosyth, Kincardine, Oakley and Saline)



This process also allows us to consider a range of local and national strategies and frameworks.

Population Profile

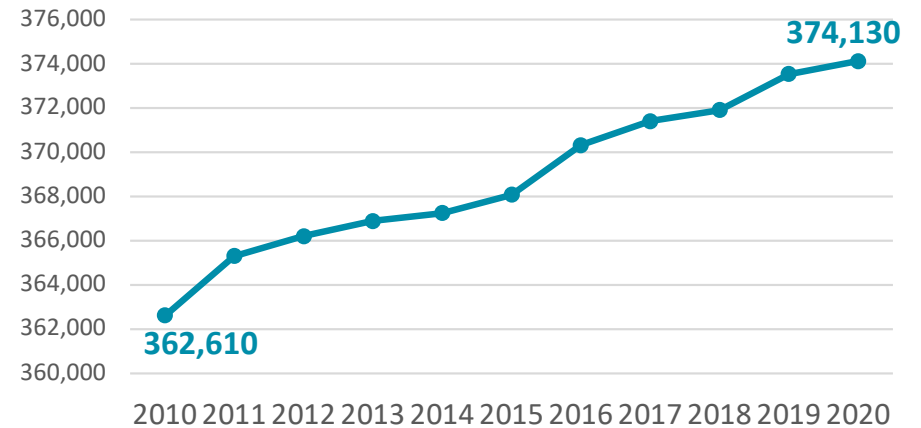
Fife has a population of 374,000 (National Records of Scotland, 2020), this is an increase of 11,500 people (3.2%) since 2010.

- 64,152 (17%) children aged 0-15 years
- 231,809 (62%) adults aged 16-64 years, and
- 78,169 (21%) older people aged 65 and over.

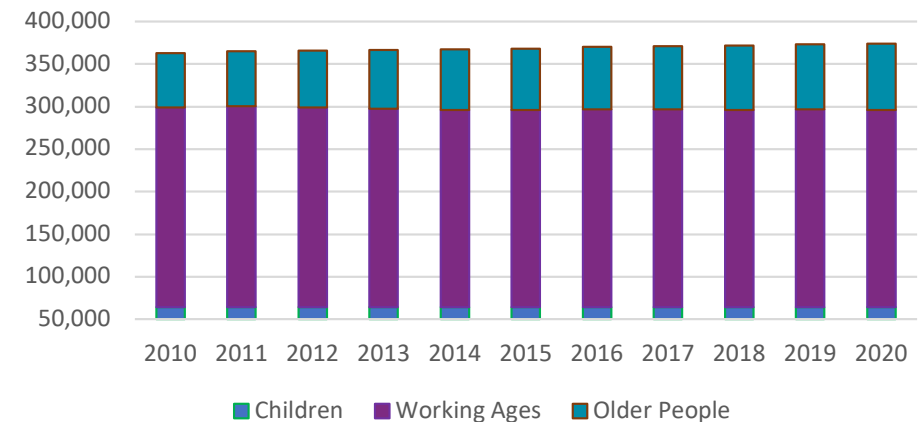
However, not all age groups have seen increases over the last ten years, some groups have experienced decreases.

- Children (aged 0-15) have seen their numbers fall by around 0.6%, with the youngest age groups, pre-school age children (0-4 years) seeing the most reductions.
- People of working age (16-64 years) have seen the largest decreases in numbers of around 1.3%.
- Older people (aged 65 and over) have seen the largest increase of all the age groups, with numbers rising by nearly 24% in the 10-year period. Groups of people aged in their 70s have seen the largest increases.

All Ages



Age Groups



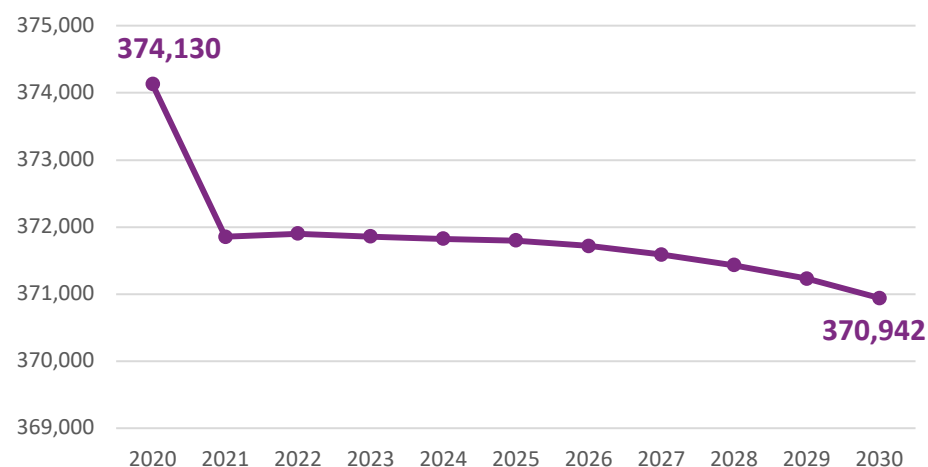
Healthy Life Expectancy and Mortality

After several decades of year-on-year increases in Fife's overall population, Fife's future population is set to reduce. This is similar to many other parts of Scotland. Unlike the rest of the UK, Scotland is the only UK country that expects to see reductions in its population, and Fife is one of eighteen council areas that will see these reductions.

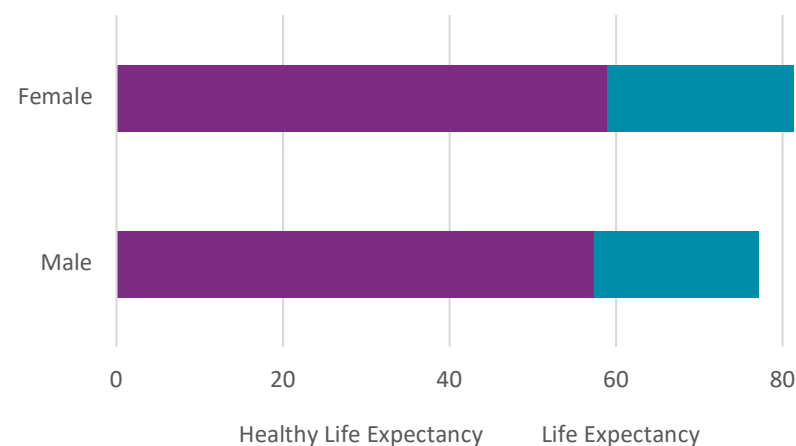
The overall population in Fife is expected to decrease from 374,000 in 2020 to just under 371,000 by 2030, a decrease of 1%. However, only children and groups of working age people will see decreases, older people (aged 65 and over) will continue to see the largest increases of all the age groups, with numbers expected to rise by 20% in the 10-year period. Those aged in their late 60s and early 80s will show the largest increases. In 2020, older people made up around 21% of the total population; by 2030, this proportion is expected to have grown to 25%.

With a life expectancy of 81 years, women in Fife are estimated to live 59 years in relatively good health. Men are expected to have shorter life expectancy (77 years) and marginally lower healthy life expectancy (57 years).

All Ages



Life Expectancy



Poverty and Deprivation

Significant rises in the cost of living, including fuel, energy, and food, increases the financial pressures for Fife's residents, and may lead to crisis point for those already facing financial hardship. The identification of individuals living with financial insecurity who may require increased care is paramount as many will be residing in areas of differing degrees of deprivation.

Several communities within Fife face additional and multiple disadvantage. In many cases this was amplified during the coronavirus pandemic. For example, some disabled people are more likely to face multiple disadvantage than non-disabled people, with less access to employment, greater ill-health and mortality, increased social and digital exclusion and food insecurity. Likewise, several housing areas in Fife, including Levenmouth and Cowdenbeath, also experience increased deprivation compared to other housing areas, such as North East Fife.

Significant health inequalities exist and persist within the Fife population. The most deprived areas have 35% more deaths and 106% more early deaths (aged 15 to 44) than the Fife average. In addition, Fife has a higher rate of both emergency admissions and potentially preventable hospital admissions than Scotland. The most deprived areas have 53% more preventable emergency hospitalisations for a chronic condition, and 42% more repeat

hospitalisations in the same year than the Fife average.

There is potential to re-design and deliver services that focus on early intervention and preventative care. Supporting people to manage their own long-term conditions, and helping them avoid preventable conditions is key in managing future demand for community and primary care health services. The Partnership is committed to helping people develop and maintain the knowledge to manage their own health conditions, and to live independent and healthier lives.



Housing and Homelessness

People living in areas of multiple deprivation are more likely to experience housing issues leading to poor health and well-being, including overcrowding, fuel poverty, poorer housing quality and housing that does not meet their needs. The demand for adapted housing and specialist housing is expected to rise in line with the ageing population profile, with individuals in the age group 75 years having the greatest need.

Most households in Fife currently live in private sector housing (75%).

The percentage of social housing (23%) has increased over recent years through new-build affordable housing programmes. However:

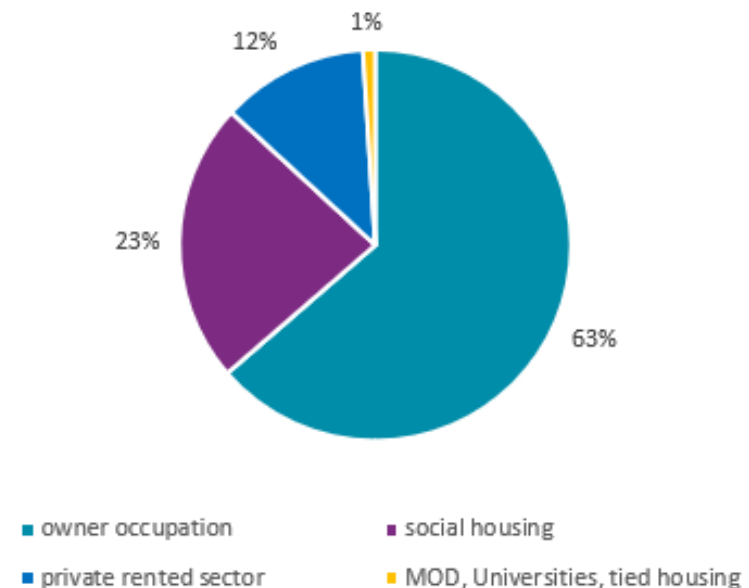
- 40% of households cannot afford to buy a lower priced house
- 58% of households cannot afford the average private rent

During 2021 to 2022, across Fife, 2,502 people were identified as homeless. Most homeless households in Fife are single people, and 17% have moderate or complex support needs. Key housing interventions to support these needs are:

- Accessible and adapted homes
- Adaptations in existing homes
- Care and support services
- Home safety, security, and repairs
- Supported housing for key groups
- Technology enabled care

The Partnership works with Fife Council and other housing partners to assess specialist housing needs and deliver integrated solutions that are designed to increase access to safe, sustainable, and appropriate housing, and enable people to live well at home, or in a homely setting, for longer.

Fife Household Types



Coronavirus Pandemic

Over the last few years the coronavirus pandemic has had a substantial impact on the health and wellbeing of individuals and their communities. It has also increased the demand for social care services, highlighted high levels of inequalities in the health of the population, and changed the way that we all live our lives.

Across Scotland, at the start of the pandemic, coronavirus was the second leading cause of death and disability, lower than heart disease but higher than all other leading causes such as dementias, lung cancer, and drug use disorders, with deaths occurring most frequently in the elderly, vulnerable, and frail. Despite the success of the vaccination programme in reducing significant illness and death, the pandemic has starkly demonstrated the importance of health to the normal functioning of society. While all groups of people faced considerable impact from this, not all social groups and communities experienced the same level of impact. Older people, those with underlying health issues, and people from black and minority ethnic groups are the most vulnerable to the disease itself. Those with disabilities are more disadvantaged by coronavirus and are at increased clinical risk as they have higher rates of illness compared to the general population. The pandemic continues to have a disproportionate impact on health outcomes, with those living in deprived areas suffering the worst outcomes.

The past few years have been incredibly difficult for the people that we care for, and for the employees and other individuals

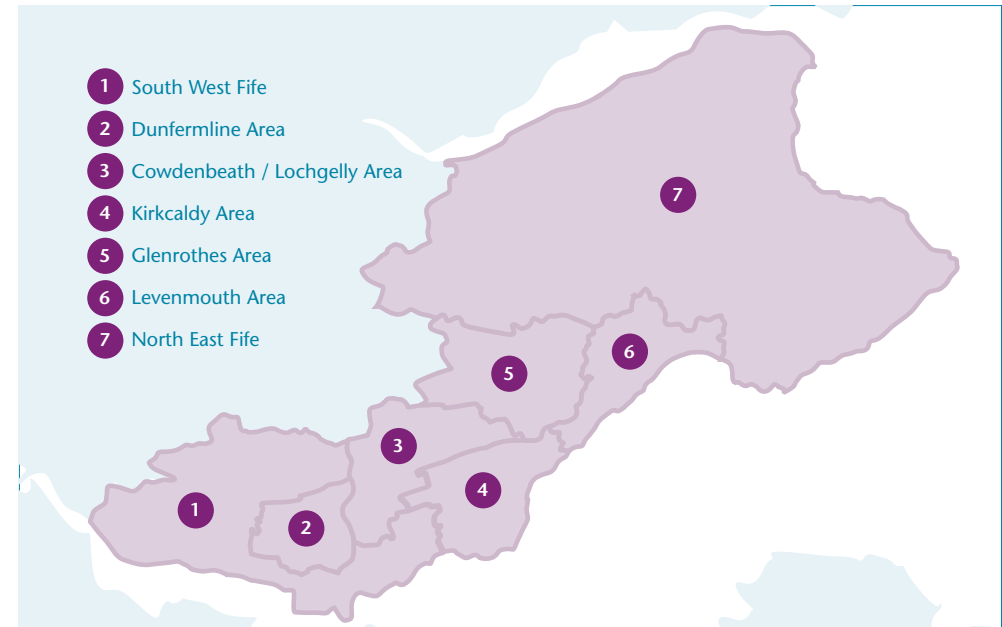
involved in delivering that care. The ongoing impact of the pandemic, and unprecedented demand over the winter period, has created increased demand for health and social care services and reduced options through both ward and care home closures, and challenges in community care capacity. These factors have produced unprecedented pressures on our workforce.

We recognise that the impact of these pressures will continue into the future and are working hard to reduce inequalities and improve outcomes for individuals and their communities, and to ensure that our employees are fully supported, both professionally and personally, in the work that they do.

Fife Health and Social Care Partnership, the individuals who access our services, and society in general, owes a huge debt of gratitude to the work carried out by the health and social care workforce, which includes those working formally in these sectors and those volunteering to provide care and support for loved ones and neighbours.

Plan for Fife 2017 to 2027


The Strategic Plan incorporates the aims outlined in the Plan for Fife 2017 to 2027 which includes actions to reduce levels of preventable ill health, and premature mortality across all communities, particularly around obesity, alcohol and smoking.





374,000
people lived in Fife
In 2020


4,285
Deaths in Fife in 2020

3,143
Babies born in Fife in 2020

 Children aged 0-15 years make up 17% of the population of Fife

 62% of the population are adults aged 16-64 years

 Older people aged 65 and over make up 21% of the population of Fife

2020

374,000 people

	2020	2043	
0-15	64,152	53,522	-17%
16-64	231,809	209,218	-10%
65+	78,169	101,424	+30%

2043

364,164 people

Vision, Mission and Strategic Priorities

Vision

To enable the people of Fife to live independent and healthier lives

Mission

We will deliver this by working with individuals and communities, using our collective resource effectively. We will transform how we provide services to ensure these are safe, timely, effective, high quality and based on achieving personal outcomes.

Values

- Person-focused
- Integrity
- Caring
- Respectful
- Inclusive
- Empowering
- Kindness

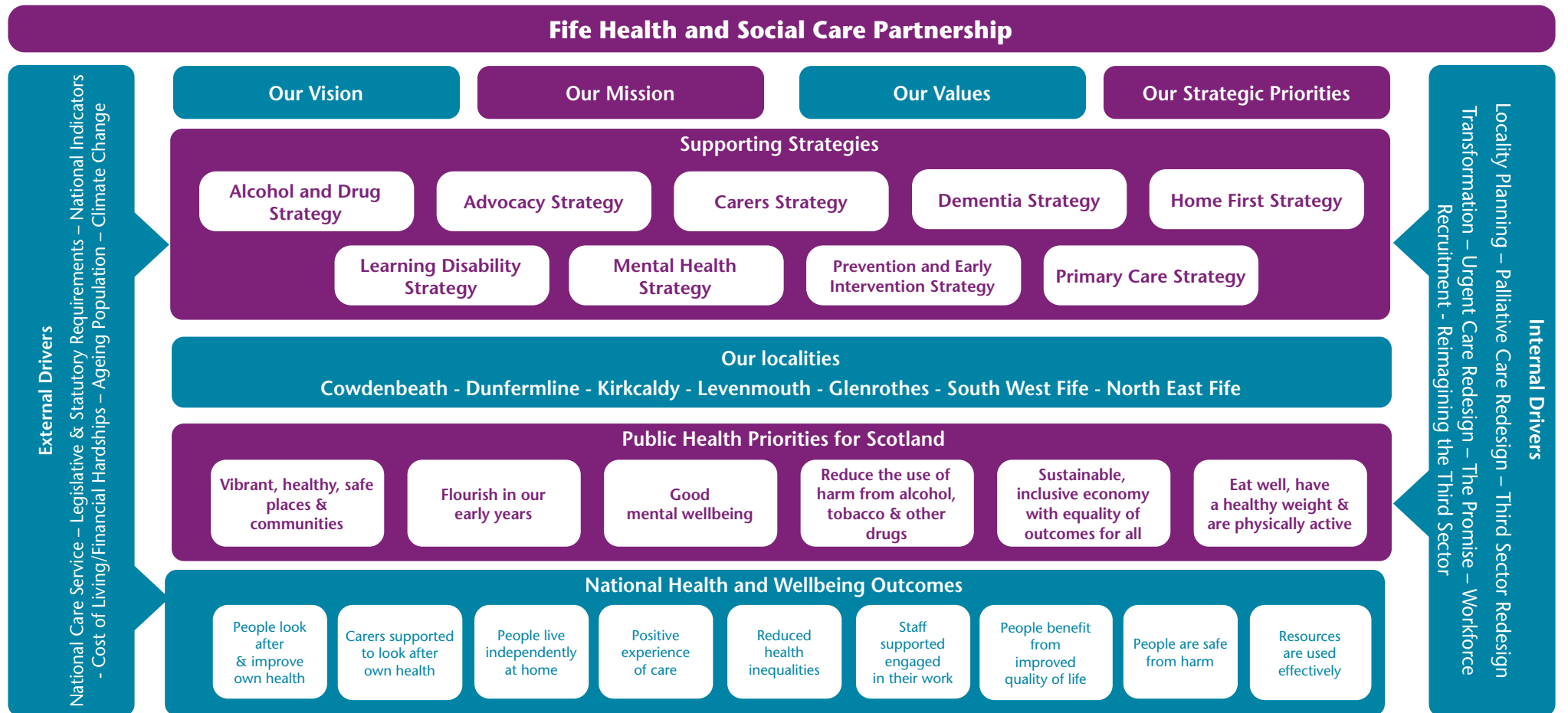


Strategic Priorities 2023 to 2026

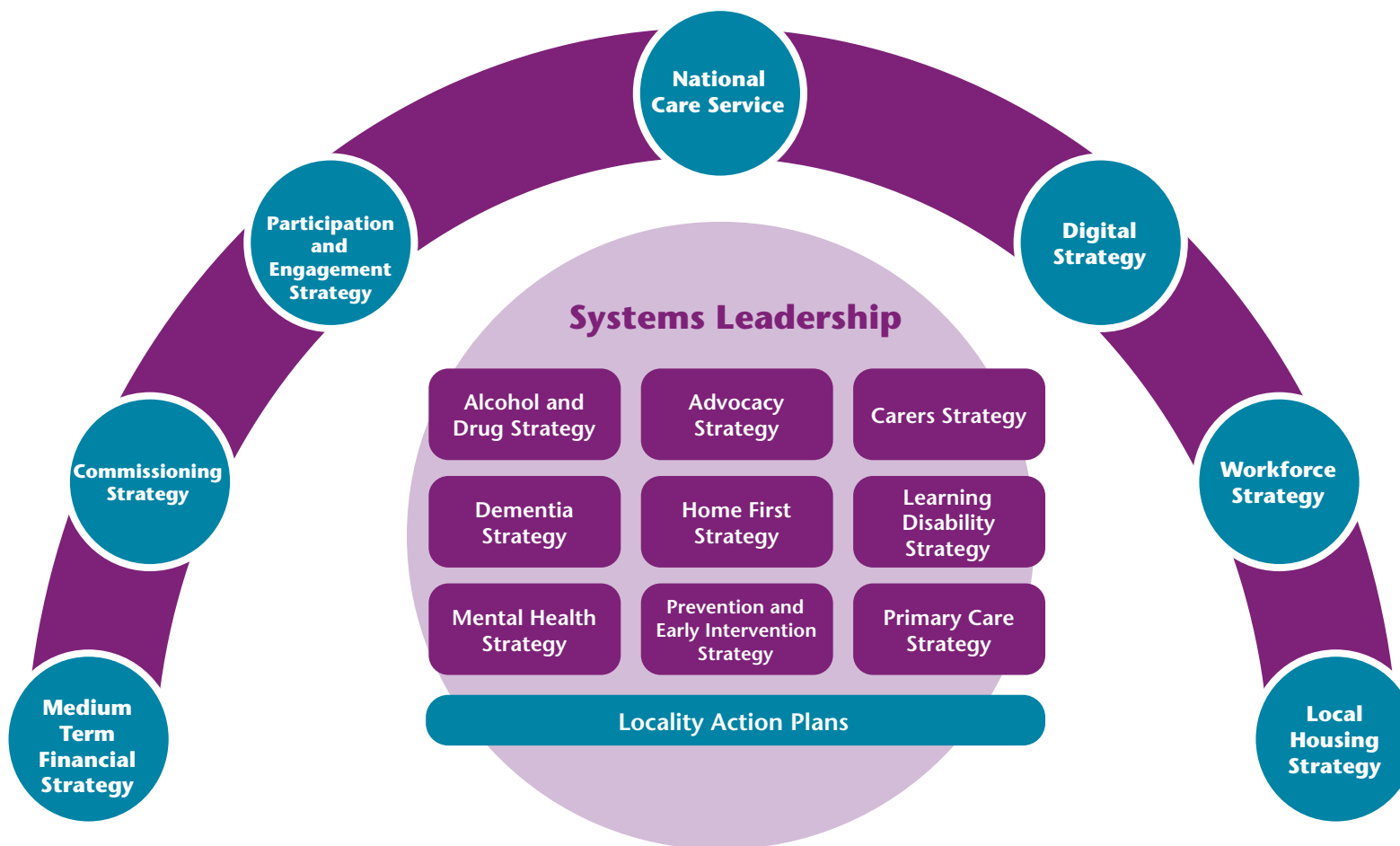


Our Plan – Making it Happen in Fife

The Strategic Plan integrates the Partnership’s vision, mission and values with all of the national requirements and key drivers as highlighted in this strategic framework. The Partnership’s strategic priorities set out how we will deliver national requirements in our localities, and provide a foundation for all of the work that we will do, and the services that we will deliver, over the next three years.



The Strategic Plan 2023 to 2026 is supported by nine transformational strategies which describe some the work that the Partnership will carry out over the next three years to deliver our vision of enabling the people of Fife to live independent and healthier lives. These are the key areas of work; this is not a complete list of all activities.



The top five priorities for each of the transformational strategies are included in the tables below. We will measure our performance against these objectives and provide an Annual Performance Report once a year that will explain the work that we have completed. Sometimes unexpected events, for example a global pandemic, can influence our Strategic Plan and the activities that we have planned. The Annual Performance Reports will explain any significant changes that have happened, and any changes that are required. The first Report is due to be published in September 2023.

A high-level summary is also included for each of the enabling strategies:

- Commissioning Strategy
- Digital Strategy
- Risk Management Strategy
- Local Housing Strategy
- Medium Term Financial Strategy
- Workforce Strategy
- Participation and Engagement Strategy

The Partnership's Strategic Planning Group will assess the progress of the Strategic Plan against the national health and wellbeing outcomes. This includes monitoring the progress of the supporting strategies and delivery plans. We have a robust performance framework in place to ensure that any identified risks or significant

changes are considered and responded to timeously by the Strategic Planning Group and Fife Integration Joint Board.





Local - A Fife where we will enable people and communities to thrive



- We will work with individuals, local communities, staff, and partners to provide personalised care, by the right person, in the right place, and at the right time.
- We will engage and listen to individuals, local communities, and provide support to more people enabling them to live well at home, or in a homely setting.
- We will maximise opportunities to provide safe, sustainable, and appropriate housing.

The changes we need to make	What will success look like?	Where do we want to be in 2026
Alcohol and Drug Strategy – we will provide targeted support to people and communities at risk of harmful substance use by listening carefully to those communities and building responses and service provision together.	Develop and maintain a community drop-in model provided by specialist Alcohol and Drug Teams. Focus on locality data, voices of local communities and services to repeat the process of locality-based service development.	More ‘one stop shop’ drop-ins in the heart of communities where the prevalence/need is high and access to support and treatment is low.
Dementia Strategy – we will identify opportunities to build the capacity of day services support for people with dementia in each locality and provide greater opportunities to deliver meaningful support.	There will be more daytime opportunities for people with dementia and their carers.	Identification and delivery of improvement opportunities for delivering day services to support people in Fife who live with dementia.
Dementia Strategy – we will develop and deliver a locality level capacity building plan.	Completion of a gap analysis of the support services available within each locality for people with dementia, and identification of opportunities to build additional capacity at a local level.	People with dementia have access to appropriate care services, provided in a suitable environment by well trained staff who are skilled in caring for and rehabilitating, people with dementia.
Home First Strategy – we will transform the hospital discharge process, ensuring that discharge planning and discussion begins as soon as possible.	A reduction in the number of patients who are required to remain in hospital after they are medically well enough to be discharged home.	Individuals require fewer hospital admissions, and when they do require hospitalisation are able to return to their home environment as soon as they are medically well enough.

Local continued...

The changes we need to make	What will success look like?	Where do we want to be in 2026
Home First Strategy – we will utilise digital systems and applications to enable relevant multi-agency access to a single Anticipatory Care Plan.	An increase in the number of patients and service users with an agreed Anticipatory Care Plan, and the number of agencies that can access the Plans.	All patients and service users will be offered the opportunity to develop an appropriate Anticipatory Care Plan.
Home First Strategy – we will utilise digital systems and applications to create a single point of access and build capacity in communities to embed a new model of care.	Access to community care services will be streamlined, there will be fewer people visiting in people’s houses and care coordination within localities will result in people being cared for at the right time at the right place.	People in Fife will be able to live longer healthier lives at home or in a homely setting.
Home First Strategy – we will ensure that people who present at the Victoria Hospital, Kirkcaldy (VHK) and do not need an acute admission, are redirected and supported to be cared for in the right place.	Multi-disciplinary teams will work on-site at the VHK and will be integrated with Acute Services to ensure joined-up decision making, resulting in appropriate redirection of patients who do not require hospital admission.	Only individuals who require acute care and whose needs cannot be met at home, or in a homely setting, are admitted to VHK.
Home First Strategy – we will continue to build a model that utilises multi-agency Teams who can prevent admissions and support people to manage their long-term condition(s) at home.	Teams will have access to relevant records and information that highlights those who may be at risk of admission to hospital, and supports those who require intense case management.	People living at home with long-term conditions will be enabled and supported to effectively manage their condition at home, and to live longer, healthier lives at home, or in a homely setting.
Learning Disability Strategy – we will map and redesign pathways into and out of our specialist Learning Disability Hospital.	Development and implementation of clear roles and remit for hospital based assessment and treatment.	All admissions to hospital are planned, as far as possible, with clear clinical outcomes identified in advance. Planned discharge is integral to the admission process.
Mental Health Strategy – we will develop additional and alternative services that meet national requirements, support local needs and support improvement in the mental health of individuals and local communities.	Mental Health and Wellbeing multi-agency hubs are set up in each of the seven localities.	An integrated community-based system which supports mental health and wellbeing, ensures access to the right service, in the right place, at the right time, and supports people to live independent and healthy lives.



Sustainable - A Fife where we will ensure services are inclusive and viable



- We will work together to identify unpaid carers within our communities. We will offer, and increase the support available for all carers, including enabling regular breaks for carers, and supporting all models of care.
- We will work with our partners in the third and independent sector to deliver services that are collaborative.
- We will ensure our financial viability is considered in any transformation work identified.

The changes we need to make	What will success look like?	Where do we want to be in 2026
Alcohol and Drug Strategy – we will amplify the voice of lived and living experience of those affected directly by alcohol and drug use and their family members.	Continued development of the ADP’s Lived Experience Panel. Peer led advocacy service has a sustainable model including the use of volunteers. Improvements to the alcohol treatment system.	A sustained lived/living experience panel (including family members) with coproduction approaches in place for the development of ADP strategy, policy and service development.
Carers Strategy – we will complete a review and update of our short breaks service statement, and commission a significant increase in the support for unpaid carers to access breaks from their caring role(s).	An increase in the range and format of short breaks, personalised support, and other initiatives that are available to carers, including regular micro-breaks and self-directed support provided for carers.	Our approach to short breaks is fully aligned to the duties within the Carers Act, National Carers Strategy, and National Care Service and other aligned strategies and policies.
Carers Strategy – we will commission a full independent audit and impact assessment of our approach to supporting carers.	Completion of an independent audit which will inform future planning.	Carers will have access to high quality information at a time and place that best meets their needs, and enables them to make positive choices regarding their caring role.
Carers Strategy – we will encourage and support carers to look after their own health and well-being.	Increased opportunities for carers to improve their knowledge and understanding of preventative care, and positive choices for their own health and wellbeing.	Improved outcomes for carers, and a reduction in any negative impact of their caring role on the carer’s own health and wellbeing.

Sustainable continued...

The changes we need to make	What will success look like?	Where do we want to be in 2026
Carers Strategy – we will review and update our existing eligibility criteria in accordance with national developments including the National Carers Strategy.	Development of an approach to support carers which is outcome focused, person-centred and considers the views and experiences of carers.	An improvement in people’s experience of support for carers in Fife, as evidenced by positive feedback and increased user satisfaction.
Dementia Strategy – we will complete a comprehensive review of dementia services, and engage with service users, carers and partner agencies to identify local needs and aspirations.	Development of a robust Dementia Strategy which incorporates both national and local requirements for people living with dementia, their families, and carers.	An improvement in people’s experience of dementia support and services in Fife, as evidenced by positive feedback and increased user satisfaction.
Dementia Strategy – we will develop plans to ensure all public spaces in Fife meet the Dementia Friendly Standard.	Dementia Friendly Plans implemented in all public access areas managed by Fife Health and Social Care Partnership.	Dementia Friendly Scheme embedded across all public places in Fife.
Dementia Strategy – we will complete a full review of current pathways to social and medical support for everyone who is living with dementia.	A dedicated team will be established to review current pathways, and develop solutions that expand the scope, scale and availability of support for people with living with dementia.	Improved health and wellbeing outcomes for people living with dementia, their families, and carers.
Learning Disability Strategy – we will develop a Workforce Plan for the full range of Learning Disability Services, from anticipatory through to complex.	Workforce Plan for full range of learning Disability Services developed and implemented	A relevant and skilled workforce that provides successful and resilient social care services for people with learning disabilities is established.
Mental Health Strategy – we will develop additional and alternative services that meet national requirements, support local needs and support improvement in the mental health of individuals and local communities.	Mental Health and Wellbeing multi-agency hubs are set up in each of the seven localities.	An integrated community-based system which supports mental health and wellbeing, ensures access to the right service, in the right place, at the right time, and supports people to live independent and healthy lives.



Wellbeing - A Fife where we will support early intervention and prevention



- We will support people to develop and maintain the knowledge to manage their own health conditions, make positive choices, and lead healthier lives.
- We will actively promote opportunities and knowledge in our citizens and staff that support reducing the risk of harms, and give individuals confidence to look after their health, to the best of their abilities.
- We will promote prevention, early intervention, and harm reduction.

The changes we need to make	What will success look like?	Where do we want to be in 2026
Alcohol and Drug Strategy – we will continue to develop assertive outreach and retention approaches and improve follow up protocols and pathways into treatment from hospital, A&E, custody, prison and other statutory provision.	A reduction in the number of people affected by drug related, and alcohol specific, harm and death. Improving access to residential rehabilitation provision by promoting new pathway developments.	National Treatment Measure met and sustained. Increased use of residential rehabilitation places for those in priority groups. Fully embedded Hospital Liaison Service across all sites
Alcohol and Drug Strategy – we will work with partners to protect children, young people and families as part of a targeted early intervention/prevention approach to address deprivation, poverty and stigma.	Evidence of collaborative and shared care approach between the ADP’s families, children and young people’s service/Kinship care and adult treatment. Lowering indicators of alcohol and drug harm indicated in health and wellbeing measures for children and young people.	Greater integration between family services and adult treatment and support service. Adult Family Support service fully embedded into applicable provision with family groups/support in all areas of Fife.
Alcohol and Drug Strategy – we will continue to develop a safe, accessible, effective and human rights-based system of care, treatment and support for all people seeking recovery in line with the Medication Assisted Treatment Standards.	A reduction in the number of people affected locally in Fife by drug related, and alcohol specific, harm and death. An increase in people trained (from non-drug services) to carry and distribute take home naloxone (THN).	The Medication Assisted Treatment Standards fully implemented in the ADP system of care as measured by processes, numerical and experiential measures. National Treatment in Target Measure met and sustained.

Wellbeing continued...

The changes we need to make	What will success look like?	Where do we want to be in 2026
Mental Health Strategy – we will improve access to mental health services.	A reduction in referral times for mental health services, and an increase in the number of referrals offered to individuals.	An improvement in people’s experience of access and availability of Mental Health Services in Fife evidenced by positive feedback and increased service user satisfaction.
Mental Health Strategy – we will re-establish the Mental Health Strategic Implementation Group to ensure key stakeholder involvement, and an integrated approach, is established across Mental Health Services.	Development of a dynamic and effective feedback loop that includes patients, service users, families, carers and wider stakeholder groups.	Alignment with national strategies for Suicide Prevention, Self Harm, and the over-arching Mental Health Strategy for Scotland.
Mental Health Strategy – we will analyse the patient journey to inform strategic service improvement and development of a stepped care model.	Development of a stepped care model, where the most effective, yet least resource-intensive treatment is provided first, from first contact through to highly specialised psychiatric care and treatment.	All service development will be trauma informed, and developed with people who have lived experience, ensuring that co-production is central to service delivery.
Prevention and Early Intervention Strategy – we will develop a life course approach which values and improves the health and wellbeing of both current and future generations.	Implementation of a life course approach (which highlights key life stages and experiences) to the prevention and management of long-term conditions.	An integrated, person-centred, life course approach is embedded across Fife.
Prevention and Early Intervention Strategy – we will introduce a targeted and anticipatory approach which prioritises self-care and maximises opportunities for individuals, their families, and carers.	Increased opportunities for people to improve their knowledge and understanding of health and lifestyle choices, leading to more positive outcomes.	Preventative care is fully embedded in care services across Fife.
Prevention and Early Intervention Strategy – we will improve data collection and management, ensuring that our resources are deployed effectively.	An increase in the number of conditions that can be successfully addressed at an early stage, leading to reduced pressure on acute services.	An improvement in health and wellbeing outcomes for the people in Fife.
Prevention and Early Intervention Strategy – we will ensure inclusive and equitable access to care across Fife.	More support available with personalised support to prevent escalation of need as the first line of prevention.	People living at home with long-term conditions will be enabled and supported to effectively manage their condition at home, and to live longer, healthier lives at home, or in a homely setting.



Outcomes - A Fife where we will promote dignity, equality and independence

NW01

NW05

NW07

PHP3

PHP4

PHP5

PHP6

- We will work with partners, staff, local communities, and individuals, to challenge sources and biases towards inequality.
- We will, as appropriate, target specific actions to support communities and individuals most at risk of harm from inequalities.
- We will actively work to improve health and wellbeing outcomes across Fife.

The changes we need to make	What will success look like?	Where do we want to be in 2026
Advocacy Strategy – we will complete an extensive gap analysis of our Advocacy Service provision and identify measures that will improve access and availability of Advocacy Services in Fife.	Completion of a gap analysis of Advocacy Service provision which will inform future planning for Advocacy Services.	An improvement in people’s experience of access and availability of Advocacy Services in Fife evidenced by positive feedback and increased service user satisfaction.
Advocacy Strategy – we will work in partnership with Fife Advocacy Forum and other advocacy organisations to develop an effective communication strategy and raise awareness of Advocacy Services using a wide variety of communication methods.	Development and delivery of a robust communication strategy and an effective awareness raising campaign.	More people will be aware of what advocacy is, how it can benefit them, what advocacy services are available and how to access them. Evidenced through an increase in the number of referrals to advocacy organisations.
Advocacy Strategy – we will review our Service Level Agreements with local advocacy providers to ensure that these are fully reflective of the aims and objectives of the Advocacy Strategy and incorporate any necessary changes in policy, legislation, and guidance.	Completion of a review of Service Level Agreements with advocacy providers and development of a new SLA template where appropriate.	Service Level Agreements will be in place with advocacy providers (as appropriate) that are reflective of the Advocacy Strategy and current policy, legislation and guidance.
Carers Strategy – we will ensure that our health and social care workforce have the skills, knowledge and confidence to identify, support, and involve, carers in accordance with legislative requirements and current best practice.	Relevant training on identifying and effectively supporting carers has been provided across the health and social care workforce.	Carers are able to access the support and assistance to which they are entitled, and encouraged to balance their caring activities with a meaningful quality of life beyond their caring role(s). Carers’ Adult Carer Support Plans will be prepared within published timescales.

Outcomes continued...

The changes we need to make	What will success look like?	Where do we want to be in 2026
Learning Disability Strategy – we will complete a needs assessment of people with learning disabilities, and identify measures that will improve people’s experiences and satisfaction.	Completion of a needs assessment of people with learning disabilities which will inform future planning.	An improvement in people’s experience of the Learning Disability Service in Fife as evidenced by positive feedback and increased user satisfaction.
Learning Disability Strategy – we will co-produce a plan for service redesign and investment in Learning Disability Services in Fife.	Current service provision has been mapped, and a gap analysis of service capacity (informed by the needs assessment) has been completed.	Re-design of Learning Disability Services completed and implemented.
Prevention and Early Intervention Strategy – we will assess existing service provision and identify both current and future requirements.	Completion of gap analysis, and improved range of service interventions available.	Improved outcomes evidenced for individuals and their families, as evidenced by positive feedback and increased user satisfaction.
Primary Care Strategy – we will recover and transform services to reduce backlogs of care and unmet need with a renewed focus on what matters to people and ensure a safe, sustainable, high quality health and social care support system.	Individual wellbeing and outcomes are optimised through building enabling relationships with people and focusing on continuity of care, supported self managements and asset-based approaches.	More seamless pathways between primary care, secondary care, third and independent sectors, underpinned by a system and place-based approach with the person engaged and involved in their care when possible.
Primary Care Strategy – we will embed and accelerate digital solutions to support recovery and underpin transformation of primary care.	An environment that is more supportive of digital health innovation to improve and enhance care delivery.	Digital solutions will be embedded and underpin the care delivery models.
Primary Care Strategy – we will contribute to improving population health and wellbeing and reducing health inequalities.	Primary Care Services recognise the needs of people whose lives are negatively affected by inequalities, isolation, and the wider social determinants of health, and actively support a reduction in the inequalities of access to care.	A localities based approach to the transformation of Primary Care Services in Fife that ensures services are co-designed with communities to better meet the needs of people, families, and carers.



Integration – A Fife where we will strengthen collaboration and encourage continuous improvement



- We will champion collaboration and continuous improvement, enabling our workforce to be responsive and innovative.
- We will manage our resources effectively to increase the quality of our services and provide them to those individuals and communities most at need.
- We will continue the development of an ambitious, effective, and ethical Partnership.

The changes we need to make	What will success look like?	Where do we want to be in 2026
Advocacy Strategy – we will work in partnership with our advocacy providers to review eligibility criteria with a view to expanding the range of people who are eligible to receive advocacy services.	Completion of a review of eligibility criteria to advocacy services ensuring that the criteria are fit for purpose and are inclusive of all equality groups.	Provision of eligibility criteria across Fife which meets the full range of advocacy service requirements as well as meeting our legal obligations, including the Equality Act and Fairer Scotland Duty.
Advocacy Strategy – we will renew our independent professional advocacy contract to ensure provision of a comprehensive independent advocacy service which adheres to our legislative requirements and aligns with the priorities within our Advocacy Strategy.	Refresh and renewal of the Partnership’s Advocacy Contract in accordance with current, and identified future needs.	Delivery of a comprehensive professional independent advocacy contract which adheres to legislative requirements and meets the advocacy needs of the people of Fife.
Learning Disability Strategy – we will develop and implement a fully integrated health and social care Learning Disability Service.	An increase in the support and life opportunities available for people with learning disabilities.	Implementation of a fully integrated Health and Social Work Learning Disability Service.
Primary Care Strategy – we will work in partnership to develop an integrated Workforce Plan to support the capacity and capabilities required across all Primary Care Services.	Our primary care workforce is extended, more integrated, and better co-ordinated with community and secondary care.	A sustainable primary care workforce delivering the right care, to the right people, at the right time and by the right person.

Integration continued...

The changes we need to make	What will success look like?	Where do we want to be in 2026
<p>Primary Care Strategy – we will improve the quality and capacity of our physical assets to support the ongoing transformation required to ensure delivery of high quality Primary Care Services.</p>	<p>Investment in premises and management support that enables expansion of the multidisciplinary teams within primary care to better manage demand, create capacity, and support localities to operate at scale.</p>	<p>Services are developed and delivered at scale, with improved planning, infrastructure, delivery, and person-centred practice that supports individuals and communities.</p>
<p>Re-imagining Third Sector Commissioning – we will develop an outcome focussed approach, incorporating gap analysis, to commissioning that aligns with the Partnership’s Strategic Plan.</p>	<p>All Third Sector Commissioning Services are aligned to the HSCP strategic priorities and reflect the needs of local people.</p>	<p>An outcome focussed approach to commissioning which supports all partners to work effectively together to create innovative, sustainable, support solutions, aligned to strategic priorities and local needs.</p>
<p>Strategic Planning Group – we will oversee the development and implementation of the Strategic Plan, and provide advice to the IJB on national policy and requirements.</p>	<p>Increased compliance with legislative and statutory requirements relating to the development and implementation of the Strategic Plan including the Integration Delivery Principles.</p>	<p>The Strategic Plan has delivered transformational change that is person-centred, community based, and effectively uses available resources to support health and well-being improvements for the people of Fife.</p>

Partnership Working

Commissioning Strategy

Fife Health and Social Care Partnership is committed to meeting the health and social care needs of the people in Fife by providing access to high quality, flexible, and responsive, care and support services that meet our vision and mission, maintain our values, and promote good practice standards. These services are delivered via a combination of direct support from the Partnership, or on our behalf by external providers in the voluntary or independent care sectors.

Our commissioning activity is governed by procurement legislation known as the Public Contracts (Scotland) Regulations 2015. The regulations relating to the procurement of social care services allow for a more flexible and creative approach to the purchase of these services known as the 'light-touch' regime. As such the Partnership has more scope to choose the procurement methodology most suited to the market. We will strengthen relationships and work collaboratively with our procurement partners in Fife Council and NHS Fife to deliver on our contracting and commissioning requirements. Our contracting and commissioning activity will encompass a commitment to Community Wealth Building, sustainable and ethical purchasing, and the climate change agenda which will be embedded in our purchasing processes, approach, and decisions.

The Partnership will maximise opportunities for collaborative commissioning with the aim of improving services, outcomes, processes, and efficiency. Our contracting and commissioning activity will support the Partnership's strategic priorities and aspirations as well as the delivery of transformational change.

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To achieve this we will:

- Build on our existing approach by refreshing and developing a new Commissioning Strategy 2023 to 2026, which will focus on delivering Best Value (quality and cost) and working with care providers to provide high quality care that promotes choice and independence in line with our legislative requirements and our governance framework.
- Increase the number of individuals who are able to receive appropriate and effective care in their home environment for longer.
- Increase the choice and availability of social care services through implementing digital solutions where appropriate, adopting a Community Wealth Building approach, and by working with our external care providers to develop sustainable social care services.
- Build on our existing good working relationships with the voluntary and independent sector care providers and demonstrate a continual commitment to partnership working as well as ensuring that feedback from those who use, and those who deliver, social care services is at the heart of our development and improvement plans.
- By 2026, ensure that robust and high-quality care provision is available at the right time and in the right place to enable people to live independent and healthier lives in their own home, and within their own community.

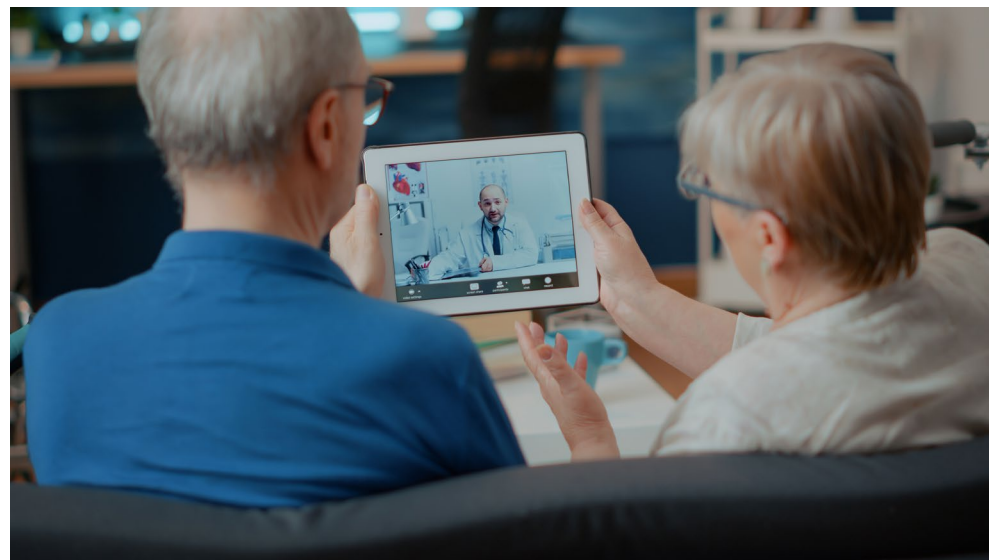
Digital Strategy

Our **Digital Strategy** sets out our priorities and plans for the next three years. We will actively promote digital solutions across the Partnership to deliver health and social care services. This will include increasing the number of consultations delivered using video conferencing, the use of self-assessment tools and other digital solutions, and will ensure that digital solutions and alternative models of care are fully embedded across all relevant health and social care services.

We will also provide training and support to maximise opportunities for technology enabled care, empowering individuals to successfully manage their own care and wellbeing. This will be evidenced by an increase in the uptake of technologies such as telehealth, telecare, telecoaching and self-care applications, and ensure that technology enabled care services are available and accessible, enabling value maximisation and improved models of care for our patients and services users.

Risk Strategy

The IJB has a **Risk Management Strategy** and Framework in place to support delivery of the Strategic Plan. This is currently under review, following the review of the Integration Scheme, to ensure it remains up to date, fit for purpose and effective. The Risk Management Strategy facilitates robust risk management, analysis, audit, and reporting within the Health and Social Care Partnership. A strategic risk register identifies the key risks to delivery of the Strategic Plan and is regularly reported to the IJB and governance committees. The risk register will be updated to take account of the strategic priorities within this plan.



Local Housing Strategy

Our **Local Housing Strategy 2022 to 2027** sets out outcomes and actions within the following five priority areas which will help us achieve our vision to 'Provide housing choices for people in Fife':

- Ending Homelessness
- More Homes in the Right Places
- A Suitable Home
- A Quality Home
- A Warm Low Carbon Home

Our key priorities include meeting the requirements of the Prevention of Homelessness Duty, and working together to meet the housing needs of Housing First customers. These activities will ensure that people are provided with suitable and sustainable housing options, and increase the number of individuals who are prevented from becoming or being homeless. All key services will have a clear Prevention of Homelessness Duty embedded into their plans and any service users who wish to go down the Housing First Pathway will be supported to do so.

We will also build additional Extra Care Housing, and develop new models of Supported Housing to increase the number of Extra Care and Supported Housing accommodation available in Fife. For example, Care Villages that fit the needs of local communities will be established in Methil, Cupar and Anstruther.



Financial Framework

The IJB continues to operate in uncertain times, facing significant budget challenges and pressures. It is therefore important to develop an aligned resource strategy including a clear financial framework which will support delivery of the strategic plan within the finite resources available.

Our **Medium-Term Financial Strategy (MTFS)** sets out the resources available and ensures they are directed effectively to help deliver the outcomes of the Strategic Plan. The MTFS will quantify the challenges over the next three years, with an aspiration to extend this to a 10-year plan. The strategy will inform decision making and actions required to support financial sustainability in the medium term. It estimates any financial gap between resources available and those required to meet our strategic ambitions for the people of Fife, and therefore highlights areas of financial pressure. The MTFS details plans to bridge the budget gap, including proposals for achieving efficiency and redesign savings, and it sets out the medium-term transformational change required to allow us to work closely with partners to deliver services in the most effective way whilst balancing the budget.

There are national priorities which will have investment from the Scottish Government, and there will be additional areas that where we will deliver care or introduce digital solutions that align with our vision of enabling people to live independent and healthier lives. These improvements will generate financial savings and inform our Medium Term Financial Strategy ensuring sustainable services and

person-focused care for the people of Fife.

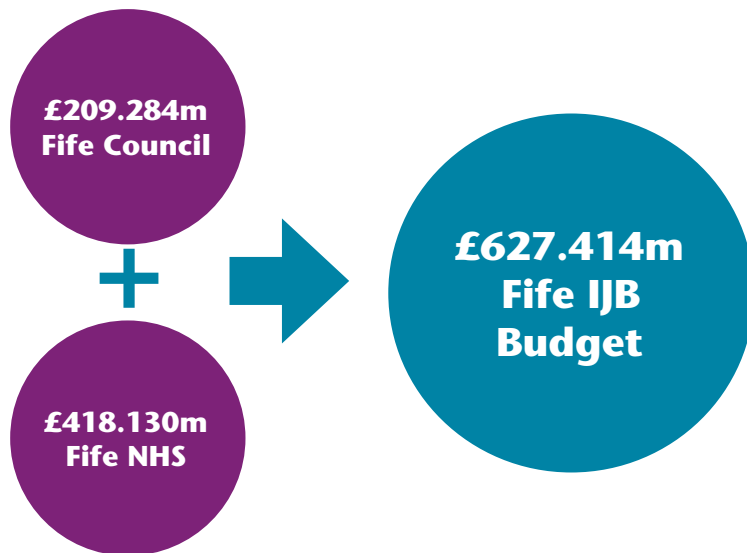
The MTFS identifies measures required to address the financial challenge, these include:

- Ensuring Best Value - ensure the best use of resources
- Whole system working - building strong relationships with our partners
- Prevention and early intervention - supporting people to stay well and remain independent
- Technology first approach - to enhance self-management and safety
- Commissioning approach - developing third and independent sectors
- Transforming models of care - to support people to live longer at home, or a homely setting
- Prescribing - reduce medicines waste and realistic prescribing

Demand for health and social care services is increasing, and our finances are under significant pressure. This means that we need to make the best use of our restricted budgets and resources by redesigning services and doing things differently. Robust financial management is a key priority, we will also explore options to achieve efficiencies by improving our systems and processes, for example through better coordination of services or providing alternative delivery models. All of our supporting strategies are linked to the MTFS, this ensures that all transformational programmes and planned improvements align with current budgets and support our financial vision.

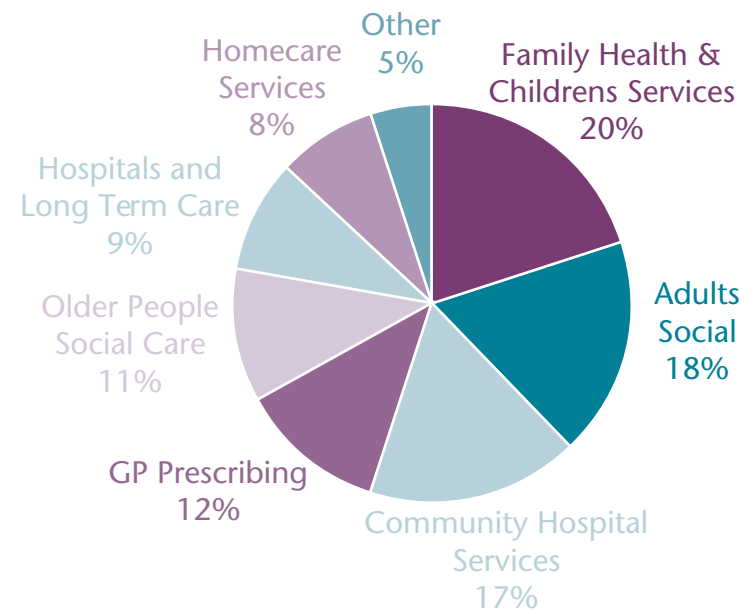
Budget Position

Functions are delegated to the IJB and it is the responsibility of Fife IJB to best utilise these resources in line with the Strategic Plan. Our funding comes from contributions from our partner organisations to the IJB Budget – the ‘Fife IJB pound’. For 2022-23 the contributions to Fife IJB budget are:



Further non-recurring allocations are received in year for specific priorities. The Annual Budget paper was presented to the IJB Committee on 25 March 2022. The paper presented a balanced budget, which was set for one year only. However, a 3-year focus was maintained, recognising the significant financial challenge that lies ahead and ensuring decisions made when setting the budget

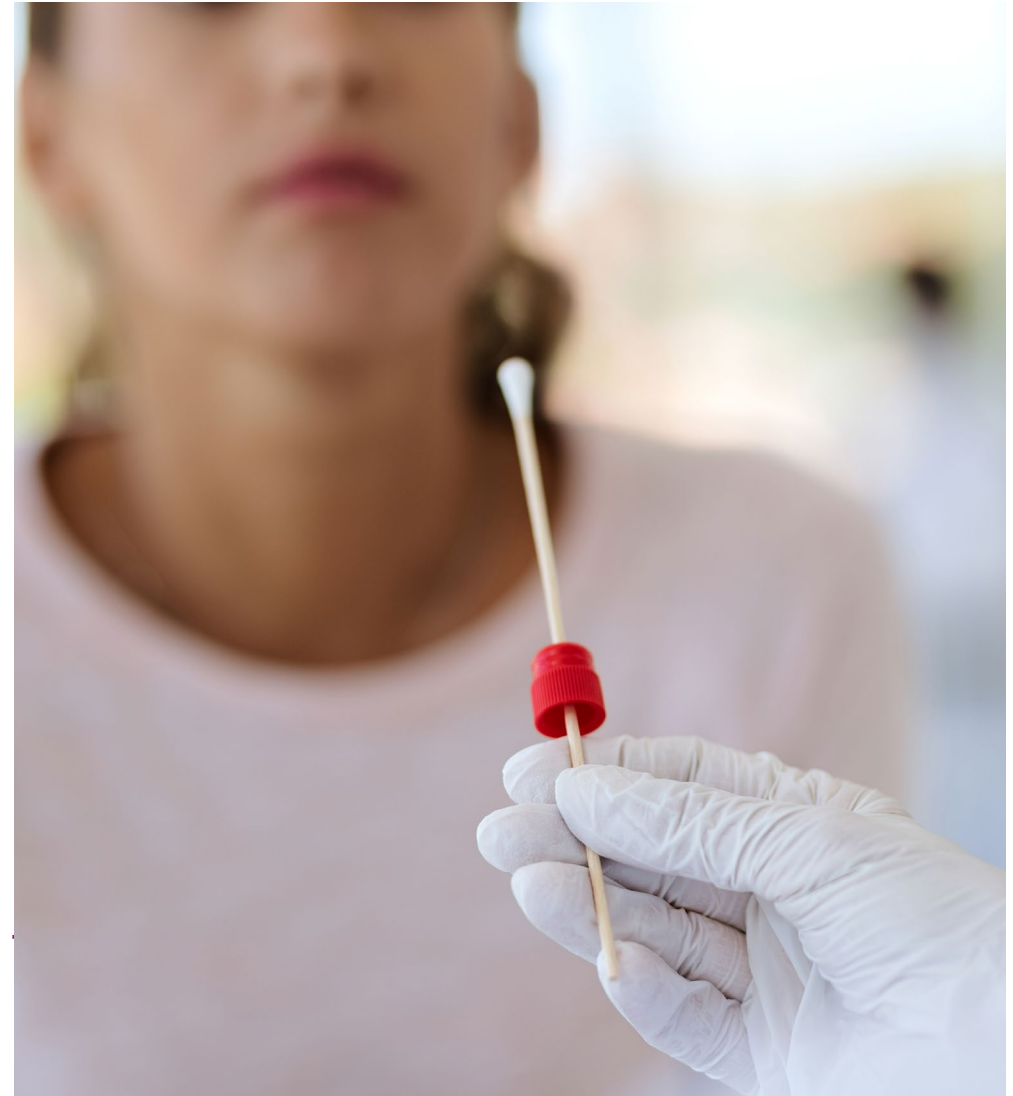
gave consideration to any longer-term consequences. The budget for 2022-23 has been allocated for use as follows:



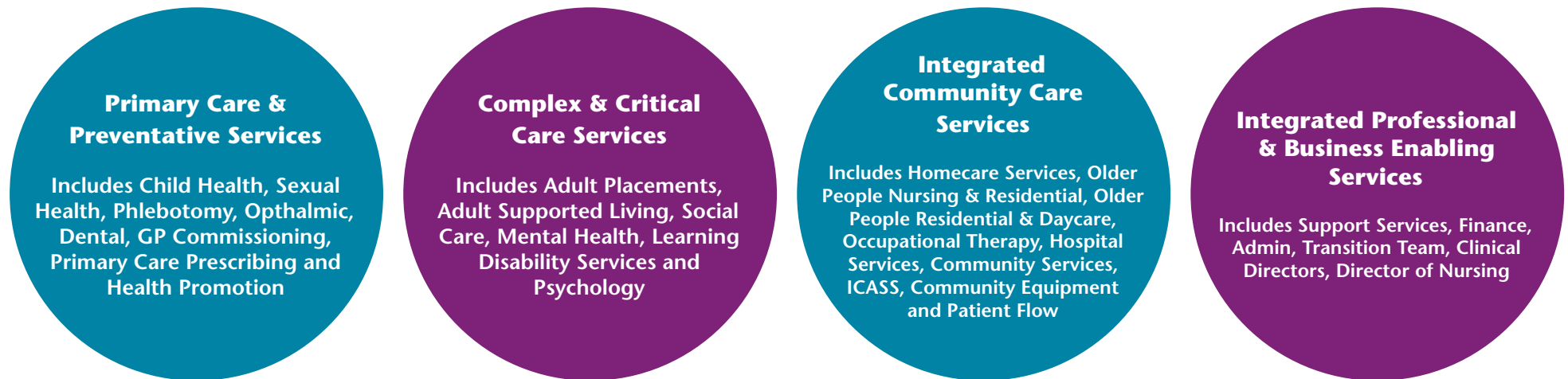
Additional funding received from Scottish Government for investment has been included in the baseline position. The funding was received to invest in services by increasing capacity in the community, reduce delays in hospitals and investment in a sustainable third sector workforce with a commitment to the living wage.

There are additional demands on budgets from an ageing population, rising costs, remobilisation, and recovery of services as we move out of the pandemic and deal with the financial effects of Brexit. The Annual Budget paper sets out the estimated gap between funding available and funding required and sets out savings targets required. Where transformation of the services we deliver will be required in future years to ensure sustainability this is noted. The Annual Budget paper should be read in conjunction with the MTFS.

April 2021-22 was the first year since inception of the IJB where funds were brought forward to be held in reserve. This was the result of late funding received from Scottish Government in February 2021 and a surplus on our core position. Our policy states an ambition to maintain a prudent level of uncommitted reserves of 2% of budgeted expenditure, to create a contingency to cushion the impact of unexpected events or emergencies. Whilst this level of reserve will allow flexibility, this must be proportionate and take cognisance of the level of savings required to be delivered and should be kept under regular review. Most of the late funding received was earmarked or ring-fenced, to be used specifically for projects or to fund ongoing expenditure relating to the coronavirus pandemic. However an uncommitted balance of 1% of total budget was held in reserve at April 2021, rising to 2% at April 2022



The Partnership has undergone significant change and a new structure of service provision was implemented, effective from June 2021. Services delegated to the IJB and managed by the HSCP are reflected in this diagram:



The Partnership is committed to delivering services within the financial resources that are available and strives to do this while transforming the services which it delivers. The transformational change programme spans the entirety of the Partnership's business and requires the Partnership to look at what services are delivered, how they are delivered, and where they are delivered from.

There has been significant investment and a Transformation Team has been created and formal governance put in place to review and approve all transformation work. The Team has developed a series of programmes and projects, covering areas such as mental health, digital and home first (which aligns to service users being able to live longer healthier lives at home or in a homely setting). The programmes will measure improvements in both outcomes and quality of services. Financial benefits will also be tracked; benefits such as cost avoidance through prevention and early intervention, efficiency savings from providing more cost-effective services, and cashable savings from completely transforming services.

Transformation and Change Portfolio

The Home First Programme aims is to ensure that Fife citizens are able to live longer, healthier lives at home, or in a homely setting. This will be achieved by creating a person-centred, single-point-of-access, with multi-disciplinary reviews of individual needs, and earlier decision making.

The Near Me Programme will implement a secure and easy-to-use video conferencing solution for Adults and Older People Social Work. The technology supports digital appointments, enabling multi-disciplinary consultations with individuals and family members who may not be available to attend local face-to-face meetings.

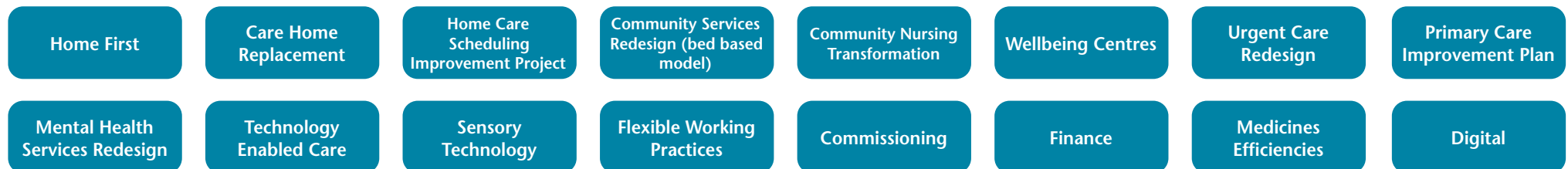
The Fife Primary Care Improvement Plan builds on the core strengths and values of general practice (expertise in holistic, person-centred care) and involves a focus on undifferentiated presentation, complex care, and whole system quality improvement and leadership.



Portfolios



Programmes



Workforce Strategy

Plan

We will develop pathways that set out career progression, succession planning and retention to support our workforce that is representative of the communities we serve and continue to develop integrated services in the hearts of our communities.

Attract

We will increase our workforce through a range of integrated actions to recruit talent through innovations in youth employment, apprenticeships, employability programmes, and marketing across the whole partnership.

Train

We will work with all partners to create an integrated approach to training across the Partnership including 'growing our own pathways' to provide the qualifications and training to develop our existing workforce.

Employ

We will continue to work in Partnership with employers across the statutory, third and independent sectors to meet the requirements of Fair Work and strengthening multi-disciplinary models within health and social care.

Nurture

We will continue to listen to and learn from our workforce about what matters to them through the iMatter annual survey and working with our Local Partnership Forum to promote the mental health and wellbeing of our people through an improved culture and investing in our leadership.

The fundamental ambition of our **Workforce Strategy for 2022 to 2025** is to inspire our workforce to strive to achieve the best outcomes for the people of Fife, to assure our workforce that their wellbeing is at the heart of our leadership approach and that they are supported within their workplace, wherever that is, across the whole of our Partnership.

The strategy recognises that we need to continue our successful day to day delivery of services alongside our leadership of change for tomorrow.

To meet this ambitious vision, we will provide the leadership and organisational development needed to support our personal team, service and system improvement needed to meet our future challenges.

Key to the sustainability of our services is developing a skilled workforce with career choices. This includes a focus on nurturing our organisational culture in parallel with transformation in systems, processes and structures, and a commitment to integrated working.

The strategy sets out our ambition to deliver a range of actions critical to Fife's recovery from the coronavirus pandemic, within the wider context of addressing inequalities and making a continued shift to early intervention and prevention.



Participation and Engagement Strategy

Participation is central to the work of the Health and Social Care Partnership with the people of Fife. We are committed to listening to people and taking views into account to achieve the best possible outcomes for everyone.

The **Participation and Engagement Strategy** sets out the principles, and approaches for participation work across all Adult Health and Social Care Services in Fife. This Strategy will help us not just to listen, but also to act on the thoughts and feelings of the public on health and social care services, and to use feedback as part of ongoing quality and service improvement.

The Participation Team will provide an important service in helping teams and services across the health and social care partnership to develop their participation practice.

The Partnership wants to see Teams and Services using a participation review process to reflect on their practice and ensure that the views of carers, those who use adult health and social care services, individuals, families, and communities, are used to the greatest effect.

Over the next three years the Participation and Engagement Strategy aims to:

- set out the Partnership's approach to participation and engagement with stakeholders across Fife.
- define the principles of the approach to engagement.
- acknowledge the different communities within Fife and the need to tailor our approach to maximise engagement opportunities.
- define the different levels of engagement with the Partnership.
- outline the local and Fife wide engagement structures we need to develop so that people can engage with these structures.
- deliver an action plan to implement and improve our approach to participation and engagement.

Mainstreaming Equality

Fife Health and Social Care Partnership is committed to promoting dignity, equality and independence for the people of Fife. Our Strategic Plan and collection of supporting strategies will ensure that we continue to work effectively with partners, local communities, and individuals, to challenge sources of inequality such as discrimination, harassment and victimisation, and to promote equality of opportunity for all.

Our equality outcomes include:

- Improved collection and use of equality data, including protected characteristics, to support service planning and delivery, and promote mainstreaming of equality rights.
- Individuals with lived experience of inequality and exclusion will have more opportunities to get involved and share their views, concerns, and suggestions for improvement across the Partnership.
- Increased collaboration with communities and partners that have experience and expertise working with groups that have a protected characteristic, leading to improved health outcomes for individuals, their families and carers.
- Greater diversity and an inclusive workforce culture, with employees from all backgrounds and cultures reporting that they feel increasingly valued.
- Improved understanding and better relations between individuals and groups who share a protected characteristic, and those who do not.

Further information about our equality outcomes, and our commitment to integrate equality into the day-to-day working of the Partnership is available on our website: www.fifehealthandsocialcare.org/publications



Children's Community Health Services

Article 24 of the United Nations Rights of the Child (UNCRC) states that all children have a right to good quality health care, clean water and good food, and that children and young people's health should be as good as possible.

Fife Children Services Plan sets out how partner agencies will work together to promote, support, and safeguard the wellbeing of children and young people. By putting children, young people, and their families at the centre of our vision, values, and principles we can ensure that we meet our ambition.

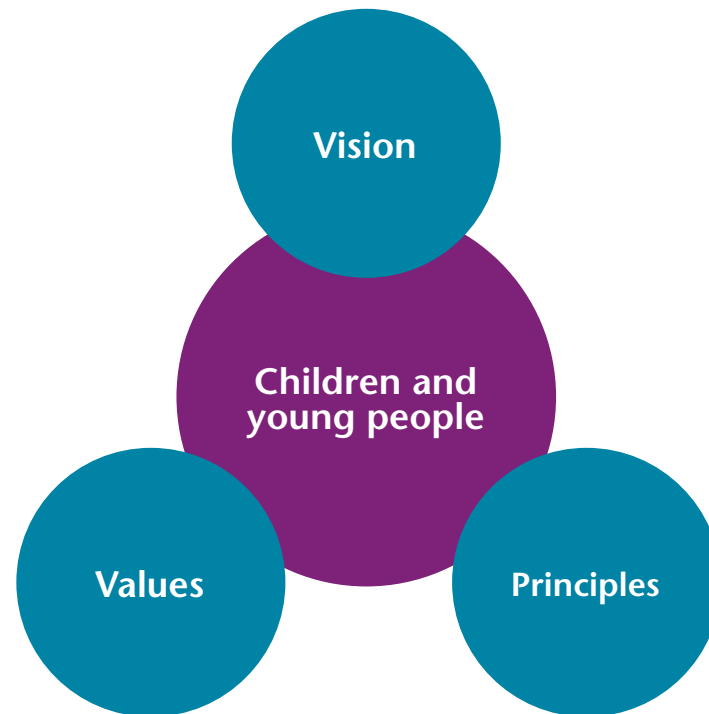
Following the findings of an Independent Care Review in 2020, Scotland made a Promise to care experienced children and young people: **You will grow up loved, safe and respected.** And by 2030, that promise, must be kept.

The Promise underpins our work. This means ensuring that the voice of children and young people is heard, valuing families, ensuring appropriate care and supporting staff. It also means ensuring that help, support, and accountability is there when it is needed to enable all children to grow up loved, safe and respected by their families.



Children Services Vision:

Making Fife a place where every child and young person matters



Children Services Values:

- Compassion
- Ambition
- Respect
- Collaboration
- Integrity

Children Services Principles:

- A targeted response
- Trauma informed and nurture approaches
- Choice and participation
- Mitigate the impact of poverty

Our key priorities are:

- **Delivering the Promise** - improve the experiences and outcomes of those who experience care, are on the edge of care, and have additional needs to support them to live safely at home, for example listening to the views of care experienced young people about our services and making any changes required to improve.
- **Supporting wellbeing** - promote and support the emotional, mental and physical wellbeing of children and young people, for example we will support parents and carers to maintain healthier options such as reducing smoking and increasing breastfeeding (where appropriate).
- **Closing the equity gap** - improve opportunities and choices for children and young people who experience barriers to good health and wellbeing, for example increasing access to income maximisation advice and looking for ways to minimize the impact of poverty on children's access to healthcare.
- **Promoting children's rights** - ensure that the rights of children are embedded into practice across all services, for example ensuring that the voice of the child, their family and carers is heard in service redesign, and reducing appointment waiting times.

The work of Children Services is underpinned by the following guidance and legislation:

Children and Young People (Scotland) Act 2014:
www.legislation.gov.uk/asp/2014/8/contents/enacted

Getting It Right For Every Child (GIRFEC): www.gov.scot/policies/girfec/

The Promise: <https://thepromise.scot>

National Guidance for Child Protection: www.gov.scot/publications/national-guidance-child-protection-scotland-2021/

Child Poverty (Scotland) Act 2017 and Tackling Child Poverty Delivery Plan 2018-2022: www.legislation.gov.uk/asp/2017/6/contents/enacted

United Nations Convention on the Rights of the Child: www.gov.scot/publications/implementing-united-nations-convention-rights-child-introductory-guidance/documents/

Governance and Assurance

Clinical and Care Governance: Quality Matters Assurance

The highest standard of care delivery is the responsibility of everyone working in Fife Health and Social Care Partnership, and is built upon partnership and collaboration across health and social care teams to ensure the best outcomes and experiences for the population of Fife.

The management of risk underpins all operational activities and services, and to this end, services are required to have robust risk management procedures in place throughout the organisation.

Five key principles of clinical and care governance:

- Clearly defined governance functions and roles are performed effectively
- Values of openness and accountability are promoted and demonstrated through actions
- Informed and transparent decisions are taken to ensure continuous quality improvement
- Staff are supported and developed
- All actions are focused on the provision of high quality, safe, effective, and person-centred services.

Structures are in place to provide assurance that clinical and care governance is discharged effectively within the partnership whilst meeting the statutory duty of the quality of care delivered using a person centred, rights-based approach, which is underpinned by adopting the Integration Governance Principles: “How Do You Know”?

Services:

- Use patient, service user, and carer feedback to ensure that people are at the centre of everything that we do
- Ensure that the protection and enhancement of equality and human rights are core service values central to care delivery
- Monitor and review key quality outcome data to provide assurance on the quality of care delivered, and to inform and prioritise quality improvement activity to prevent and reduce avoidable harm for patients and service users of Fife
- Ensure that key learning is derived from multiple sources including local/national data, adverse incidents, inspections, national reports, professional bodies etc.
- Ensure that relevant clinical and care standards are robustly implemented across the Partnership
- Ensure that evidence-based quality improvement care processes are robustly implemented.

National Care Service

In Fife we **CARE** about...

Co-producing your care pathway with you, building on your strengths and preferences.

Anticipating the support, you will need and making sure that it's available before your situation escalates.

Respecting your rights in all the work we do with you.

Empowering, encouraging and enabling you, and those with care for you, to have a say in any decision-making about your needs.

In 2020 the Scottish Government initiated an Independent Review of Adult Social Care in Scotland. The purpose of the Independent Review was to identify improvements for adult social care, primarily in terms of the outcomes achieved by, and with, people who use services.

The Independent Review was completed in January 2021, and a key recommendation was the establishment of a National Care Service, which will be accountable to Scottish Ministers, with services designed and delivered locally. The Scottish Government has started to design the new National Care Service and Fife Health and Social Care Partnership will be involved in this work.

It is expected that the National Care Service will be in place by 2026.

You can find out more about the National Care Service on the Scottish Government website: www.gov.scot/policies/social-care/national-care-service/



Legislation and References

The Public Bodies (Joint Working) (Scotland) Act 2014 is available here: www.legislation.gov.uk/asp/2014/9/contents/enacted

The National Health and Social Care Health and Wellbeing Outcomes are available here: www.gov.scot/publications/national-health-wellbeing-outcomes-framework/

The Public Health Priorities for Scotland are available here: www.gov.scot/publications/scotlands-public-health-priorities/pages/1/

The Scottish Government has information on the coronavirus pandemic here: www.gov.scot/coronavirus-covid-19/

This is a link to the National Records of Scotland website: www.nrscotland.gov.uk/statistics-and-data

Information about the National Care Service is available here: www.gov.scot/policies/social-care/national-care-service/

The Scottish Government's Medication Assisted Treatment Standards are available here: www.gov.scot/publications/medication-assisted-treatment-mat-standards-scotland-access-choice-support/

This is a link to the national report, Preventing Homelessness in Scotland: www.crisis.org.uk/media/244558/preventing-homelessness-in-scotland

The Plan for Fife 2017 to 2027 is available here: www.fife.gov.uk/__data/assets/pdf_file/0027/164574/Plan-for-Fife-2017-2027.pdf

Further information about the strategic planning process in Fife, including opportunities to get involved in consultations or other engagement events, is available on our website: www.fifehealthandsocialcare.org

Fife Health
& Social Care
Partnership



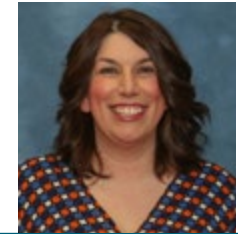
Integration Joint Board Participation and Engagement Strategy For Fife 2022-25



Supporting the people of Fife together



August 15, 2022



Message from Nicky Connor

Director of Fife Health & Social Care Partnership

Hearing the voices of the people who use health and social care services and those who deliver those services is hugely important to how we plan, design, and deliver services. It is by strengthening a culture of engagement and participation with people and communities that will help us to do this.

This strategy will put mechanisms in place and remove barriers so everyone has the opportunity to comment and provide feedback on health and social care services, whether that's telling us we are doing well or where we need to make improvements – hearing from as many voices as possible, including those who are harder to reach, will help us to shape services that meet the needs of people across our seven localities now and in the future.

By working together across our communities, our staff, our partners, and colleagues from the independent and third sectors we can use knowledge and experience to help shape services, improve integrated working and better use of collective resources, with the common goal of supporting the people of Fife to live health and independent lives

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Foreword

Fiona McKay, Head of Strategic Planning



As Head of Strategic Planning, Performance & Commissioning for Fife Health & Social Care Fife HSCP I am committed to delivering the priorities and objectives that have been set out in our Strategic Plan.

We need to make sure that in order to meet our priorities we must build our services on sound evidence and ensure that services are transformed and delivered around people and communities and that we deliver to a high standard.

We need to build services around people's rights, needs and aspirations and work with individuals and communities to build up their resilience so that the people of Fife are supported to live healthy independent lives.

That means that we need to understand what it feels like for people who use our services and what gets in the way of their health and wellbeing needs being met. It is therefore crucial that the people who oversee and deliver these services and those who have lived experience, including carers, local communities, care providers and others, are involved in the planning, design and delivery of health and social care services in Fife.

The approaches we will focus on in this updated Participation and Engagement Strategy are informed by views of people with lived experience and other key stakeholders (**Appendix 1**) including national statutory guidance regarding community engagement and participation guidance for NHS Boards, Integration Joint Boards and Local Authorities that are planning and commissioning care services in Scotland.

This guidance was published by the Scottish Government in 2021. This statutory national guidance is known as '**Care services - planning with people: guidance**'.

We aspire to develop a service for participation and engagement where people who use services and staff at all levels, are involved and supported through services that deliver person centred and high-quality care. We want to be inclusive of all social, economic, and geographical groups. We aim to work with the population about how we co-produce, plan, design, and deliver our services and to actively engage where there are concerns noted by the people who use our services.

We aim to achieve this through ongoing planning, meaningful engagement, consulting, evaluation and providing feedback. We are aiming higher together to benefit all people and our communities.

The updated Strategy sets out how we will support Fife's Integration Joint Board to deliver on its vision through Participation and Engagement activity:

"Enable the people of Fife to live independent and healthy lives"

Introduction

Fife's Health and Social Care Strategic Plan sets out a vision for the transformation of health and social care in Fife. In terms of the Integration Joint Boards (IJB) Participation and Engagement Strategy this includes strengthening a culture of participation and engagement with people and our communities and embedding it into our business enabling and planning processes.

The integration of health and social care services is a major programme of reform, affecting most health and care services in Fife. With a population of 374,130, as of latest National Records of Scotland 30th June 2021, and involving approximately £600 million annually it is vital that we work with the people of Fife to plan, design, and deliver services that meets local need across communities and improves health and wellbeing outcomes.

Fife Health and Social Care Fife HSCP (HSCP) is responsible for the governance, planning and resourcing of all adults and older peoples social work and social care services, Primary and Preventative Care Services, Community Care Services and Complex and Critical Care Services. In Fife this also includes Children's Health Services and some acute hospital services. The updated strategy will focus on services which are managed by Fife Integration Joint Board and delivered by Fife HSCP. This will give scope to what this Participation and Engagement Strategy can and cannot do. A full list of these services can be found in **Appendix 2**.

Individuals and communities using health and social care services across Fife are in the best position to understand what works for them, what they need and what needs to be improved. Therefore, it is vital that the people of Fife are involved in the planning, shaping and prioritising of services to ensure the Fife HSCP improve and deliver effective and sustainable services that matter locally.

Our Vision

Our vision for the strategy towards the Fife HSCP overall strategic vision is to:

“Enable the people of Fife to live healthy independent lives by ensuring stake holder views, experiences and ideas are included in the design and delivery of health and social care services that meet the needs and aspirations of the people of Fife.”

Our Mission

To put people who use services and communities at the heart of planning and design of health and social care services that meets the needs of individuals and communities.

Our Goal

To maximise the opportunity of the people in Fife to participate and support them with planning, design and delivery of their health and social care services.

Equality and Human Rights

The Fife HSCP is committed to the elimination of discrimination and promotion of Equality and Human Rights. This will be embedded into public engagement and participation activities fulfilling the public sector duty under the Equalities Act 2010. The Fife HSCP will fulfil this duty by:

- Placing equality and human rights at the fore front of our approach as outlined by the Integrated Joint Board in the Mainstreaming Equalities Report 2020 – 2024.
- Carrying out Equality Impact Assessments (a process designed to ensure that a policy, project or scheme does not unlawfully discriminate against any protected characteristic) to reduce inequality caused by socio-economic issues as required by the Fairer Scotland Duty.
- Engagement activities will be planned to remove barriers by being flexible, accessible, and inclusive.
- Promoting this strategy by working collaboratively with stakeholders.
- Adhering to reflective practice to continually seek improvement in public participation including learning from the experience of others.
- Ensuring engagement is appropriate, proportionate, and effective to the participation and engagement activity.
- Employing a variety of innovative methods along with tried and tested methods to ensure maximum participation.
- Working in collaboration with stakeholders to ensure the appropriate people, communities and organisations are involved.

1. Why do we need a Public Participation and Engagement Strategy?

There is a strong legislative and policy context for Participation and Engagement across Health and Social Care that demands and promotes participation and engagement with individuals, communities, and our partners.

The Fife HSCP recognises the range of national standards, guidance, and principles to aid with the planning and organisation of participation and engagement activities to ensure they are meaningful, accessible, and flexible to encourage and increase participation. This strategy complies with these standards as can be seen within **Appendix 4** under 'Guidance, Standards & Principles'.

In view of the requirements and current context it is imperative that the Fife HSCP has robust mechanisms in place to ensure effective Participation and Engagement. In implementing the updated strategy, the Fife HSCP must also meet the requirements of Equality Legislation by actively seeking to involve those within local communities who are not often heard. Collaboration with Third Sector to build capacity and develop innovative ways of working will be a precursor to the successful implementation of the Strategy Action Plan.

Our approach is set within a local and national context and guided by **The Scottish Government Care Services – Planning with People Guidance (2021)** which recognises the importance of listening to the views of people who use services and how important it is to actively involve them throughout the process of planning care delivery. The statutory duties of community engagement states:

“The duty to involve people and communities in planning how their public services are provided is enshrined in law in Scotland. This guidance supports care organisations to meet their legal responsibilities. NHS boards are bound by duties of public involvement set out in the **NHS (Scotland) Act 1978** as amended by **National Health Service Reform (Scotland) Act 2004**. For Integration Joint Boards engagement and participation duties are specified by the Public Bodies (Joint Working) (Scotland) Act 2014. Integration Joint Boards are expected to apply this guidance and work with colleagues in Health Boards and Local Authorities to share learning and develop best practice. The duty to involve people in the design and delivery of care services was strengthened with the introduction of the **Community Empowerment (Scotland) Act 2015**. Participation is also a key element of a **Human Rights** based approach, which requires that people are supported to be active citizens and that they are involved in decisions that affect their lives.”

The current legislative and policy landscape summarised in **Appendix 4**, strongly reflects this view. In addition, Dr Campbell Christie, in the introduction to the **Christie Commission report on the Future Delivery of Public Services (2011)** states that:

“Reforms must aim to empower individuals and communities receiving public services by involving them in the design and delivery of the services they use.”

“. . . effective services must be designed with and for people and communities – not delivered ‘top down’ for administrative convenience”

It has been twelve years since the Christie Commission report was published which looked at the future delivery of public services in Scotland. **The Independent Review for Adult Social Care (IRASC)** published in 2021 made 53 recommendations which cover social care practice, structural change, workforce, and funding implications. The IRASC Strengthens and acknowledges that there is more work to be done to achieve the ambitions set out in the Christie Commission. The IRASC states that:

“Everyone in Scotland will get the social care support they need to live their lives as they choose and to be active citizens. We will all work together to promote and ensure human rights, wellbeing, independent living and equity.”

1.1 What this strategy is going to do for the Fife HSCP?

The strategy builds on the previous strategy's underpinning principles and engagement approaches and will enable the Fife HSCP to work together with people, communities, and our partners to improve and sustain health and wellbeing outcomes and our health and social care services that meet the identified needs across Fife's seven locality planning areas.

The Strategy will meet the following objectives:

- Ensure the Fife HSCP has mechanisms to engage with a wide range of people at locality level.
- Provide a feedback mechanism to ensure the Fife HSCP is sighted on public/community views.
- Provide a forum for members of the public who are committed to supporting the work of the Fife HSCP.
- Raise the profile of participation and engagement and raise the profile of a Fife HSCP who values the experience of people accessing services or supporting those who do.
- Provide opportunities for collaborative working across sectors with an ability to build capacity for participation and engagement.
- Strengthen and improve community-based health and wellbeing services and supports in each of Fife's seven localities through a Participation and Engagement model, which aligns our strategies, plans and ways of working to deliver our ambitions in Fife HSCP with the people of Fife.

1.2 The Underpinning Principles of Participation and Engagement

The principles to underpin the participation and engagement approach and working practices for the Fife Health and Social Care Partnership.

1. Influence and support an overall 'cultural change' towards a person centred, personal outcomes approach with service users. Actively develop the knowledge, skills and experience of all staff to work in this way and develop service user and public confidence in providing input and feedback to our systems.
2. Go to where the people are – do not expect people to come to the Fife HSCP. To engage with 'people and groups whose voices are seldom heard' using the networks and places people trust, e.g., current community assets, groups and networks including specific care groups.
3. Produce positive changes in individual service user's experience. Provide a clear point of access to provide feedback, make complaints or suggestions for improvement for users of services and the public. Feedback given by the service should be efficient, open, and transparent – e.g., why an issue happened, how it will be resolved and details of how any change will be implemented. If feedback cannot be acted upon, an explanation is provided. Carer and service users' needs, and expertise should be reinforced.
4. Value and hold on to our existing knowledge, skills, and experience from the established groups: such as volunteers, members of Public Forums, People's Panel and Care Representation Groups. Take account of the best of systems previously in place but use these resources differently. Participation and engagement should be a two-way process with a focus on creating and maintaining partnerships.
5. Be a flexible, evolving model making the most of social media. Be focused on making step changes and continually improving, experimenting, and drawing upon input and feedback.
6. Be appropriately resourced and involve all stakeholders.
7. Learn from other organisations and systems of participation and engagement. Share our own learning and experiences with others.
8. Aim to remove unacceptable levels of bureaucracy. Monitoring, information, reporting and governance are focused on the use of plain English and what will make a difference to service users.
9. Make best use of users of services and public feedback to address issues proactively with local and national politicians.
10. Consider all relevant legislative requirements, standards, and guidance. Where appropriate have requirements defined and made clear in policies and procedures for organisations and staff. This must be influenced by the experience of those who use services.

1.3 How the updated Strategy has been developed

This updated strategy has been produced in collaboration with members of Fife Integration Joint Board which includes public members, elected members, representatives from Health and Social Care and the Third Sector.

Consultation and activity have been overseen by a subgroup made up of Integration Joint Board members which included:
- Carer Representative, Public Member, Elected Members and the newly appointed H&SC Participation and Engagement Team.

The process for developing the updated strategy was as follows:

- Reviewing revised and updated strategy requirements, policy drivers, quality standards and legal requirements.
- Consider how existing arrangements could support the Fife HSCP in line with strategic priorities.
- Seven engagement events were held in April and May 2022. Members of the public and wider stakeholders were invited to participate through Fife Council's People Panel and NHS Fife Public Partner Volunteers virtual network. Wider stakeholders were invited to attend through Fife's Health and Social Care Partnerships Locality Planning Wider Stakeholders Network including various other participation groups throughout Fife. The events focussed on feedback received so far to build on the previous strategy approaches to participation and engagement and work undertaken across all partners. Participants had the opportunity to ask questions and raise concerns regarding the approaches and how this should be taken forward over the next three years.

2. The Approaches: For Participation and Engagement for Fife Health and Social Care Partnership

The strategy will cover a three-year period in line with the Fife HSCP Strategic planning cycle.

The agreed Participation and Engagement approach is made up from seven identified key areas of activity. These activity areas link together to form an overall framework that coordinates the citizen's voice. This ensures that citizens are heard in the participation and engagement activities, decision making and feedback processes of the Fife HSCP and work within the set of ten principles (as highlighted in section 1.2).

1. Gathering views and community knowledge
2. Individual experience
3. Specific topics - Planning with People - special interests and service redesign and transformation
4. Governance and Accountability through formal meetings
5. Social Media
6. Internal and external supporting infrastructure
7. Consultation Activity.

The following sections provide more detail on the proposed updated approaches. See section 5 of this document for explanation of how the framework and approaches will be supported in relation to implementing the strategy and alignment with formal statutory groups and governance structures of the Integration Joint Board and the Fife HSCP.

2.1 Gathering local community views and knowledge

Participation and Engagement begins and ends with communities, through supporting them to engage with the Fife HSCP and by providing communities with feedback on the impact of their engagement. This type of activity is still acknowledged as one of the most important components in the participation and engagement approach and is a recurring theme in ongoing feedback. The aim is to ensure that individuals within communities can have their voice heard on current and future planning, redesign and delivery including individual experiences in a way that suits them and will allow us to engage directly with and work with individuals that services find hard to reach.

Fife is divided into seven areas for the purpose of planning and delivering services in each locality. These areas are known as 'Localities'. The seven areas are:

- Cowdenbeath (includes Lochgelly, Kelty and Cardenden)
- City of Dunfermline
- Glenrothes (includes Thornton, Kinglassie and Leslie)
- Kirkcaldy (includes Burntisland and Kinghorn)
- Levenmouth (includes West Wemyss, Buckhaven, Methil, Kennoway and Leven)
- North East Fife (includes Auchtermuchty, Cupar, Taybridgehead, St. Andrews, Crail and Anstruther)
- South West Fife (includes Inverkeithing, Dalgety Bay, Rosyth, Kincardine, Oakley, and Saline).

Locality planning is a key element of Health & Social Care Integration and with the enactment of the Public Bodies (Joint Working) (Scotland) Act 2014 has become a legal requirement in relation to the planning and delivery of health and social care services.

Locality Planning arrangements **support** participation and engagement locally and currently provide a platform for carers representatives, local health and social care staff, including the third and independent sectors, Fife Council Community Planning Partners and NHS Fife staff to engage in the planning process to influence the Fife HSCP strategic planning and annual commissioning process.

Public engagement activity with user groups will be specific and informed by local people, professionals who deliver health and social care services in and across communities highlighting 'need' in their area. This includes the analysis of Intelligence led data produced and updated by Local Intelligence Support Team (LIST) Public Health Scotland. For example: at time of writing, the Levenmouth Locality Planning Group informs the locality that there is a need for improving health and wellbeing outcomes for those affected by addictions. In future

the Public Engagement Officers (PEO) will then be focussed on the identified need in each locality to support the gathering of people's views who are most affected by the issues and feed those views back into locality planning groups and the Fife HSCP. This will ensure that there is scope and boundaries around the public engagement activities which is informed by identified need in relation to health and social care services for individuals and across communities.

The Locality Planning Groups will then feed up priorities, views, and action plans to the HSCP Strategic Planning Group for consideration and inclusion in the Strategic Commissioning Plan based on the identified priorities for each locality. Locality Planning and the Strategic Planning Group roles and responsibilities in relation to participation and engagement is explained further in Section 5 of the strategy, How will the Strategy be Implemented in practice 2022 -2025.

The responsibility for locally based engagement does not lie entirely on HSCP PEOs and Locality Planning Groups. Forums, networks, and groups across Fife are constantly involved in engagement activity. The role of the HSCP is to support linking the defined geographical communities with the other community-based engagement structures. This will support better use of collective resources and reduce consultation fatigue.

The approach in each locality will be different and needs to be tailored to meet identified need in each of the seven localities as laid out in their respective annual Locality Plans.

Tailored Models for Participation and Engagement

Tailored models of participation and engagement are in operation across Fife to suit specific communities of interest and their own requirements. Examples include the “Home First” strategy development to transform discharge from hospitals and a model of participation and engagement that will enable active participation by patients and their carers ensuring that they understand and are able to contribute as appropriate to care delivery and discharge planning to enable people to live longer healthier lives at home, or in a homely setting.

To achieve the ambitions set out in national and local strategies for the development and delivery of community-based mental health and wellbeing services and supports in Fife we recognise that we need to strengthen and improve coproduction approaches to meet unmet needs and promote population mental health and wellbeing which puts people who use services and communities at the heart of design. We recognise that this will need a system-wide approach which ensures that every person in Fife can access local mental health services.

A recurring theme emerging from feedback is that, considering rising demand and growing levels of need, current approaches are becoming increasingly unsustainable and new ways of operating are required. There is a growing body of evidence that real improvements to people’s lives can be made by creating additionality that not only expands and improves mental health and wellbeing provision in localities, but that brings about even greater improvement through coproduction approaches that are based on an understanding of what matters most to people in terms of their values, outcomes, and experiences.

Coproduction is an approach to designing with, rather than for people. The Fife HSCP Mental Health & Wellbeing in Primary Care Services (MHWPCS) programme commits to creating the enabling conditions for coproduction whilst ensuring parity of service provision across Fife and greater collaboration at local level. The coproduction process will support those with lived experience to engage as equal partners and will place individuals and communities at the heart of design. Success will be evaluated on the difference that is made to people’s lives.

A programme will be developed with our partners that commits to operating in a way which creates the enabling conditions for **coproduction** whilst ensuring greater **collaboration** and **responsiveness** at a **local level**.

2.2 Individual feedback mechanisms

This approach considers the value of the individual experience and how this can influence individual experience of the care and support they receive and also service changes to achieve positive outcomes. Mechanisms will include:

- The participation and engagement officers will work in Fife's local communities engaging with people and groups that services often find hard to reach to gather their views and feed them back through locality planning structures up to the Integration Joint Board.
- Online feedback systems such as Care Opinion where general comments as well as specific issues can be raised and responded to quickly. Care Opinion will allow us to give people who use our services a seamless way of sharing feedback about their care and treatment, across both health and social care.
- General surveys of people who use services which will be tailored to individual responses as and when required. For example, easy read, read aloud, Braille, ESOL. Where people who do not read or write, read aloud functions are available and where people with learning disabilities are involved we will engage with local advocacy groups and key workers to support people to participate as independently as possible to express their views and opinions.

- Concerns/complaints/ compliments processes are already in place across the partnership. These follow the guidelines provided by the Scottish Public Services Ombudsman. Details on how to make a complaint are readily available to the public online, by leaflet and on premises used by the Partnership. Each organisation ensures that all comments, compliments and complaints are reported to a central point and monitored and recorded in a standard format. Information on complaints across the partnership is collated and reported to the Senior Leadership Team and the Integration Joint Board on a regular basis.
- Clear feedback processes for the public in relation to what has changed as a result of their experience and input

2.3 Planning with People: Specific topics, special interests, service redesign and Transformation

As already identified, during 2021 the Scottish Government issued guidance to NHS Boards, HSCPs and Local Authorities Care services that are planning and commissioning care services in Scotland. This is called **Planning with People Guidance 2021**. Listening to the views of people who use services, and actively involving them throughout the process of planning care delivery, is also a key improvement recommendation of the recent **Independent Review of Adult Social Care in Scotland**. This guidance will help us achieve that widely and with consistency.

As previously identified, a recurring theme emerging from feedback, and in light of the ongoing challenges regarding Covid-19 and recovery resulting in rising demand and growing levels of need, current new ways of operating are required. This strategy commits to operating in a way which creates the enabling conditions for co-production whilst ensuring greater collaboration and responsiveness at a local level.

When services are reviewing strategies, redesigning, and planning change, we will work with the people who use services and those who deliver services to ensure the right people with the right knowledge are involved as early as possible in the co-producing, planning and redesign of services as they relate to each topic.

To do this we will work closely with service providers to ensure that they provide structure to activities and ensure they meet the national engagement standards whilst meeting the agreed objectives of different projects.

Requests for participation and engagement will be directed to the Public Engagement Team following a process that will be based on best methods of engagement for the particular outcome of the request as set out in the national standards for engagement and explained further in **section 3** of this document.

2.4 Social Media

During COVID-19, social media was a great way for individuals and communities to stay connected.. The power of digital and social media solutions will be utilised to help local people find their voice and continue to use these platforms to communicate and engage with our stakeholders.

We will use social media as an effective tool to engage with a large diverse range of people in various ways. Supporting and encouraging wider participation by offering opportunities to build and maintain networks, by offering ongoing communication and various opportunities to become involved in stages from discussion to coproduction. It will enable us to connect with communities who might be interested in collaborating, consulting, and sharing their own lived experience to help inform what services are required in Fife.

Social media will not be used as a replacement for in person activity but will be used as a complimentary tool alongside traditionally recognised face to face methods for engagement and participation.

2.5 Governance and Accountability – Engagement with Fife HSCP Integration Joint Board

We know that formal meetings and bureaucratic processes often put people off or prevent people from participating and engaging in planning and redesign of services. Therefore, we aim to limit the number of formal meetings and simplify the way the public voice is heard in HSCP. It is recognised that some activity will need to continue through formal meetings and that there needs to be a framework to ensure accountability and good governance, but this will play a smaller part and will be more focussed in line with the updated strategy.

It is proposed that a new Fife wide “Community Engagement Forum” is developed. This will be aligned to the Strategic Planning Group and already established seven Locality Planning Groups and will be fully supported by the Fife HSCPs Participation and Engagement Team. Other existing established networks will be aligned to this forum with input from the Third and Independent Sectors which will be critical in terms of building capacity to deliver on the proposed model for Participation and Engagement. This will be a structured and supported forum for public representatives. A structure is set out in **section 6** of this document Consultation on Proposed New Model of Engagement and Participation. The newly formed Community Engagement Forum will have

carers and public representation. A process for electing public representatives will be put in place.

The Community Engagement Forum will not be a public engagement ‘forum’ for members of the public to attend and raise issues or enter into debate with staff on personal agendas but is a forum that members of the public are entitled to attend and observe.

Through the Fife HSCP’s Strategic Planning Group and Locality Planning structures, the people of Fife, and local Third and Independent Sector organisations will have a much stronger voice and active role via the Community Forum. There will be a direct route of engagement and role in influencing the strategic planning and commissioning process and ultimately enable the community and public voice to influence the decisions made by the Fife HSCP Integration Joint Board.

In Fife, our Third and Independent sectors are already partners in decision making structures of the Integration Joint Board and its Committees, Strategic Planning Group and Locality Planning Groups as well as key partners in transformation programmes across health and social care. The Integration Regulations state that the Integration Joint Board must have a carer and service user as Integration Joint Board members. We will continue to build on these relationships to ensure we make better use of the experience and knowledge they bring and to ensure a more efficient use of collective resources across Fife by formalising involvement and representation on the community forum.

2.6 Remit of the Community Engagement Forum

The remit of the Community Engagement Forum is to

- Feed the voice of the people of Fife up to the Integration Joint Board via the Strategic Planning Group and the Integration Joint Boards Carer Representative and Public Representative.
- Provide a feedback loop from the IJB back to localities and local group regarding decisions made by the IJB as a result of feedback from localities and communities.
- Understand where we need to do more work using the themes emerging from Care Opinion and complaints mechanisms.
- Be sighted on service changes planned and underway in relation to the HSCP.
- Understand emerging themes for carers.
- Consider equalities issues.
- Monitor and review the development and implementation of the Fife HSCP Integration Joint Boards Participation and Engagement Strategy.

The Community Engagement Forum will be responsible for ensuring the public voice is heard in line with agreed principles and support the changes being developed in line with the agreed approach. They will also be key to the ongoing evaluation of the model.

Membership of the Community Engagement Forum will include:

- Public Representatives
- Third and Independent Sector
- IJB Member
- Members of FHSCP Forums
- Representatives from Fife's Health & Social Care Third Sector Interface Forum

2.7 Consultation Activity

We already benefit from existing mechanisms and approaches to consultation activity across our Third and Independent sectors, NHS Fife, and Fife Council. The strategy will seek to learn from the past and improve the quality of participation and engagement methods and better coordinate activities with our partners avoiding consultation fatigue and duplication of effort across services and partners.

To ensure the HSCP consults effectively with communities regarding proposals for the delivery of health and social care we will utilise existing networks across the Third and Independent Sectors, NHS Fife, and Fife Council.

Fife Voluntary Action including our Third and Independent sectors and organisations have in place various support networks and user group panels such as carer support representatives, and mental health alcohol and drugs groups. When relevant and appropriate we will engage with these organisations and groups to ensure we have the voice of lived experience included in all feedback.

NHS Fife hosts a directory of virtual group of patients, carers, members of the public, and community groups who have an interest in knowing about and improving local health and care services in Fife. Being a member of the Directory for health and care means people receive up to date information about the health and care services that are developing and proposals regarding changes to services. Members of the virtual directory can get involved in one-off discussion groups giving their views and opinions on proposals and be involved in working groups to influence decisions regarding changes.

Fife Council also host Fife People's Panel which is an online group of people who have volunteered to help improve Fife by giving their opinions and observations on a variety of public issues.

Panel members receive questionnaires (either online or by post) around four times a year and may also be invited to participate in telephone surveys, focus groups, or other consultation projects.

2.8 Putting in place an internal and external supporting infrastructure

The above approaches will be supported and resourced through the existing infrastructures currently in place but realigning them to the Locality Planning Groups, Community Engagement Forum (CEF), Strategic Planning Group (SPG), Qualities and Communities Committee and the Integration Joint Board. To make this work we know that there needs to be leads with capacity to undertake engagement activity within each locality and provide support for public engagement in service changes, strategic plan reviews and service redesign. We now have a new service development for Participation and Engagement within the Fife HSCP with a team of four staff who will be responsible for working alongside all partners and communities to make this updated strategy work. Additional funding may need to be identified to provide administrative support and communications moving forward.

The Community Engagement Forum mentioned in **section 2.5** of this document will be made up of members of community representatives, the IJB, SPG, Locality Planning Groups, and will be chaired by advisors representing the Third and Independent sectors and equalities groups.

Through the locality planning structure, the people of Fife and local Third and Independent sector organisations can play an active role in the forum and have a direct route of engagement and role in the decisions made by the Integration Joint Board.

Developing Fife wide Engagement across Communities and Localities

Most of the participation and engagement activity will take place at a local level through existing networks and groups and with individuals and will be the main methods for members of the public to get involved and engage in two-way communication on the work of the Integration Joint Board. There is also an important role for Fife wide activity.

Examples of Fife wide activities include how the public influence service planning and delivery which includes the development of the Fife HSCP Strategic Plan and associated strategies, Locality Plans, and ongoing consultation on transformational change programmes.

As part of the process of Fife wide engagement, we will close the feedback loop with communities via the seven-locality planning networks to ensure people are able to see the impact of their involvement as well as the difference that has been achieved because of the decisions made or implemented.

This might include hosting engagement events when appropriate or making use of social media and use current planning and engagement structures that exist across the Fife HSCP.

Each Locality Planning Group hosts an annual event to report back to their Wider Stakeholder Group which includes all partners, including interested volunteers such as carers representatives. These events highlight the work and activities that have taken place and report on what was delivered and to identify and explore with them next steps to discuss issues and priorities of shared importance and to influence priorities of annual Locality Plans to feed into the strategic commissioning plan. It is proposed that to avoid duplication and confusion we will redesign our annual locality planning wider stakeholder events to include the newly formed Community Engagement Forum so that they come together on an annual basis.

The topics for discussion would mainly focus on the Strategic Planning Group receiving information from the public but also to share information from each locality planning group to and from the Fife wide Community Engagement Forum. This means we will coordinate and bring together the various local and Fife wide internal and external groups which includes public representatives to engage on issues of importance to communities.

The topics for discussion would focus mainly on.

- Understanding where more work needs to be done using the priorities emerging from public feedback through information gathered from the views gathered across communities by the Public Engagement Officers, Care Opinion and Complaints, analysis of data as they relate to intelligence led locality profiles and the voice of people who deliver HSC services in and across communities.
- Understand emerging themes coming from Carers.
- Feedback from the Integration Joint Board via the newly formed Community Engagement Forum.
- Consider any equalities issues.
- Service changes planned and underway.
- 'Our Voice' National Updates.

The Community Engagement Forum will plan the work that is required for the following year and ensure the public voice is heard in line with agreed principles and to support changes being developed. The Community Engagement Forum will also be key to ongoing evaluation of the model and Strategy.

3. National Standards, Guidance and Programmes for best practice

Fife HSCP is committed to providing person centred care and services. Participation and Engagement activity for services will comprise of the seven elements, as previously mentioned in section 1, albeit that engagement activities will be bespoke to each service and will therefore look different. In order to do this, we will make use of the following well-known standards, programmes and methods which are tried and tested nationally. They will underpin all participation and engagement activities undertaken with individuals, communities, services, and staff.

3.1 Voices Scotland

Chest Heart and Stroke Scotland (CHSS) has developed a Voices Scotland Programme which supports individuals and communities, and support groups and organisations by providing the knowledge, skills, and confidence to help people have their say and influence local and national health and social care services.

3.2 The Participation Toolkit – Healthcare Improvement Scotland

The Participation Toolkit is intended as a resource for staff across the public, private and voluntary sectors to help them involve people in shaping and improving services.

3.3 National Standards for Community Engagement

The National Standards for Community Engagement are good-practice principles designed to improve and guide the process of community engagement. Community engagement is a way to build and sustain relationships between public services and community groups - helping them both to understand and take action on the needs or issues that communities experience.

4. Fife Health and Social Care Partnership Support Team

The newly appointed HSCP Participation and Engagement Service Manager along with the three Public Engagement Officers and the Locality Planning Coordinator will provide:

- A point of contact and day-to-day support and advice for volunteers involved in participation and engagement activity.
- Ensure guidance and governance to support a system that has minimal bureaucracy but is safe, effective, legal, and sustainable.
- Provide administration and organisation to support all our participation and engagement work (needs supported by business support).
- To work closely with recognised groups and partners that are valuable resources and should be used more regularly to gather public views and as a source of volunteers for specific topics.

The newly appointed Public Engagement Officers role is primarily to engage with and support public members particularly those who use H&SCP services (such as carers) so

that they can effectively influence change; to help them to identify and act on community needs and ambitions and to influence the strategic commissioning plan.

The Public Engagement Officers will:

- Work within and with local communities.
- Gather information from individuals and existing local groups.
- Provide a clear route to Locality Planning Groups exchanging of information between communities and HSCP and the IJB.
- Encourage and support seldom heard groups and voices.

They will provide the Locality Planning Groups with the public voice to be fed into the Strategic Planning Group and upwards into the Integration Joint Board as shown in the model diagram in figure 1.

Figure 1
**Integrated Model for Public Engagement
Fife Integration Board**



5. How will the Strategy be Implemented in practice 2022 -2025?

Localities exist to ensure that the benefit of better integration improves health and well-being outcomes. They provide a local forum for professionals, communities, and individuals to inform redesign and improvement for their locality and avoid a top-down approach.

Localities Role

Localities feed into the annual strategic commissioning process a collective view on what needs to be made available in respect of their locality – with a focus on local design, delivery, and priorities.

Localities are also represented on the Strategic Planning Group

The groups on an on-going basis decide on proposals from local clinicians and professionals, people using services and communities on ways to improve the delivery of services for the locality.

5.1 People and Professionals Involved in Locality Planning

The relevant and appropriate people are represented on Locality Planning Groups which include:

- Health and social care professionals
- Carers Representatives
- Representatives of third and independent sectors
- Representatives of the housing sector
- Carers and people using services reps
- People managing services in the area of the integration authority.

Working from a “top-down, bottom-up” approach we aim to reach all our communities and ensure their voices are heard. To do so we have identified how this could be achieved. Figure 2 in **section 6** of this document Consultation on Proposed New Model of Engagement and Participation illustrates how we will successfully achieve working with our communities and making decisions based on their needs and requirements.

5.2 Strategic Commissioning Plan

The Public (Joint Working) (Scotland) Act 2015 sets out the requirements for integrated bodies to develop a local Integrated Strategic and Commissioning Plan.

5.3 Strategic Planning Group (SPG)

Each integrated body is required to establish a Strategic Planning Group (SPG) for the purpose of preparing the commissioning plan.

The SPG is concerned primarily with support and informing the development process for the Fife HSCP's Strategic Commissioning Plan, together with ongoing iterative reviews. It provides stakeholder advice to the Integration Joint Board. Details of the representatives of this group can be found within the table shown in **Appendix 5**.

The Implementation of this strategy will align with the remobilisation of groups across Fife and will also align with the three priorities for application of the approach for the next three years placing communities and services users at the heart of planning and design. The priorities for action include:

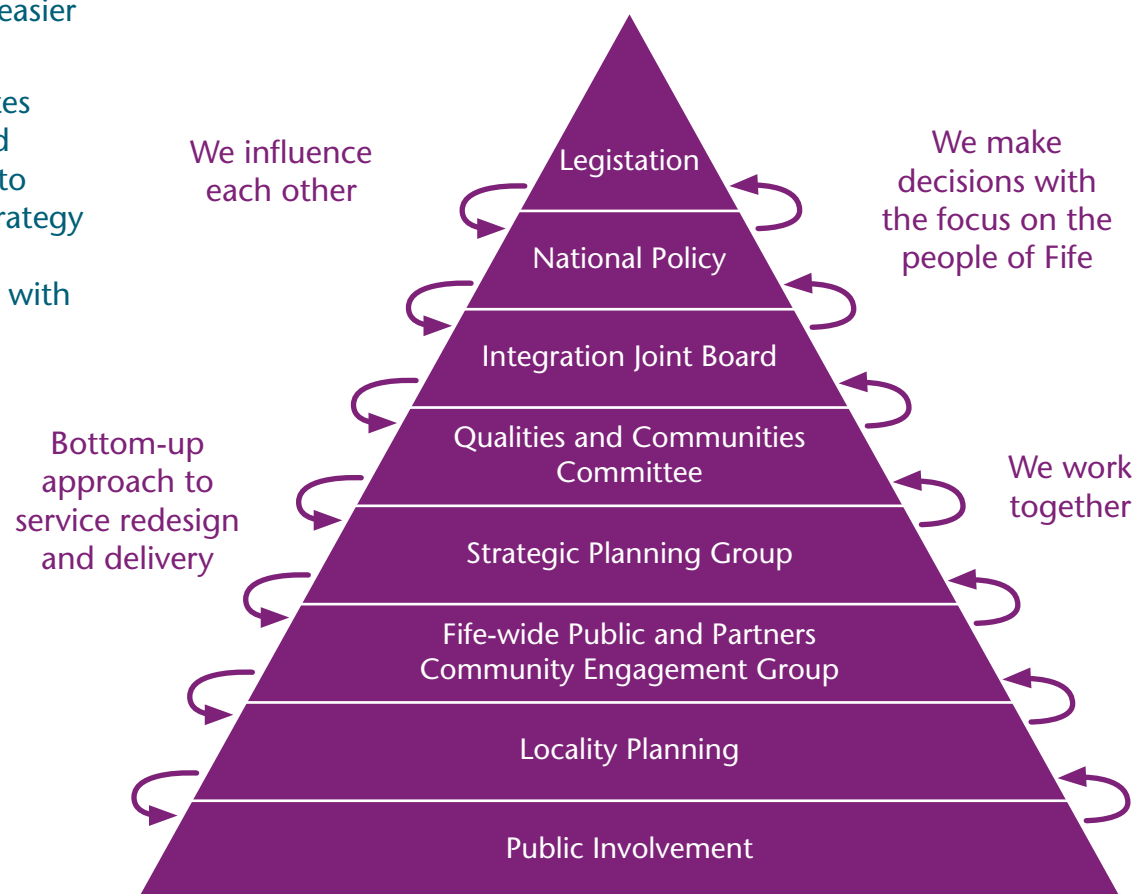
- Those agreed within the Strategic Plan for Fife
- The priority areas set out within the NHS Critical Care Strategy
- Priorities emerging from service redesign changes identified by the public.

6. Consultation on Proposed New Model of Engagement and Participation

The proposed model was sent out to wider participation networks in Fife in April 2020. There was a total of 71 respondents. The majority of respondents agreed with the proposed approaches agreeing that they would make it easier to have their voice heard.

The table Activity Timeline shown in **appendix 5** illustrates a timeline of engagement and participation activities and has informed and will ensure a co-production approach to producing an updated Participation and Engagement Strategy for Fife and will ensure that future activity will meet with legislative requirements as outlined in **appendix 4** along with the Fife HSCP's expectations for locality planning.

Figure 2
Working from a “top-down, bottom-up” approach



Appendix 1

Key stakeholders

Figure 3: Key Stakeholders



Appendix 2

List of Services

What services does the Fife Health and Social Care Partnership covers?

The Strategic Plan will cover all services delegated to the IJB as set out in the Integration Scheme. The budget for these services amounts to over £600m annually involving a workforce of around 5,500 staff. Those services, for which budgets are delegated and services managed by the Fife Health and Social Care Partnership, are:

Fife Council

- Social work services for people aged 16 and over
- Services and support for adults with physical disabilities and learning disabilities
- Mental health services
- Drug and alcohol services
- Adult protection and domestic abuse services
- Carers support services
- Community care assessment teams
- Support services
- Care home services
- Adult placement services
- Health improvement services
- Aspects of housing support, including aids and adaptations
- Day services
- Local area co-ordination
- Respite provision
- Occupational therapy services
- Reablement services, equipment, and telecare.

Housing

The interface with housing is crucial to the success of the integration agenda. The housing functions, which are delegated to the Integrated Health and Social Care Fife HSCP are described fully in the Health & Social Care Strategic Plan include:

- Housing support services
- Housing adaptations.

NHS Fife

- Community Services
- District nursing services
- Substance misuse services
- Services provided by allied health professionals in an outpatient department, clinic, or out with a hospital
- The Public Dental Service
- Primary Medical Services
- General Dental Services
- General Ophthalmic Services
- General Pharmaceutical Services
- Community geriatric medicine services
- Community palliative care services
- Community learning disability services
- Community mental health services
- Community continence services
- Services provided by health professionals that promote public health
- Community children's services
- Sexual Health Service
- Rheumatology Service
- Health visitors
- School nursing
- Community Children and Young Persons Nursing Service

- Family nurse Fife HSCP team
- Child health administration team
- Allied health professions
- Child protection nursing team.

Hospital Inpatient Services

- Community hospital inpatient facilities
- Palliative Care inpatient services
- Psychiatry of learning disability
- Mental Health including Forensic.

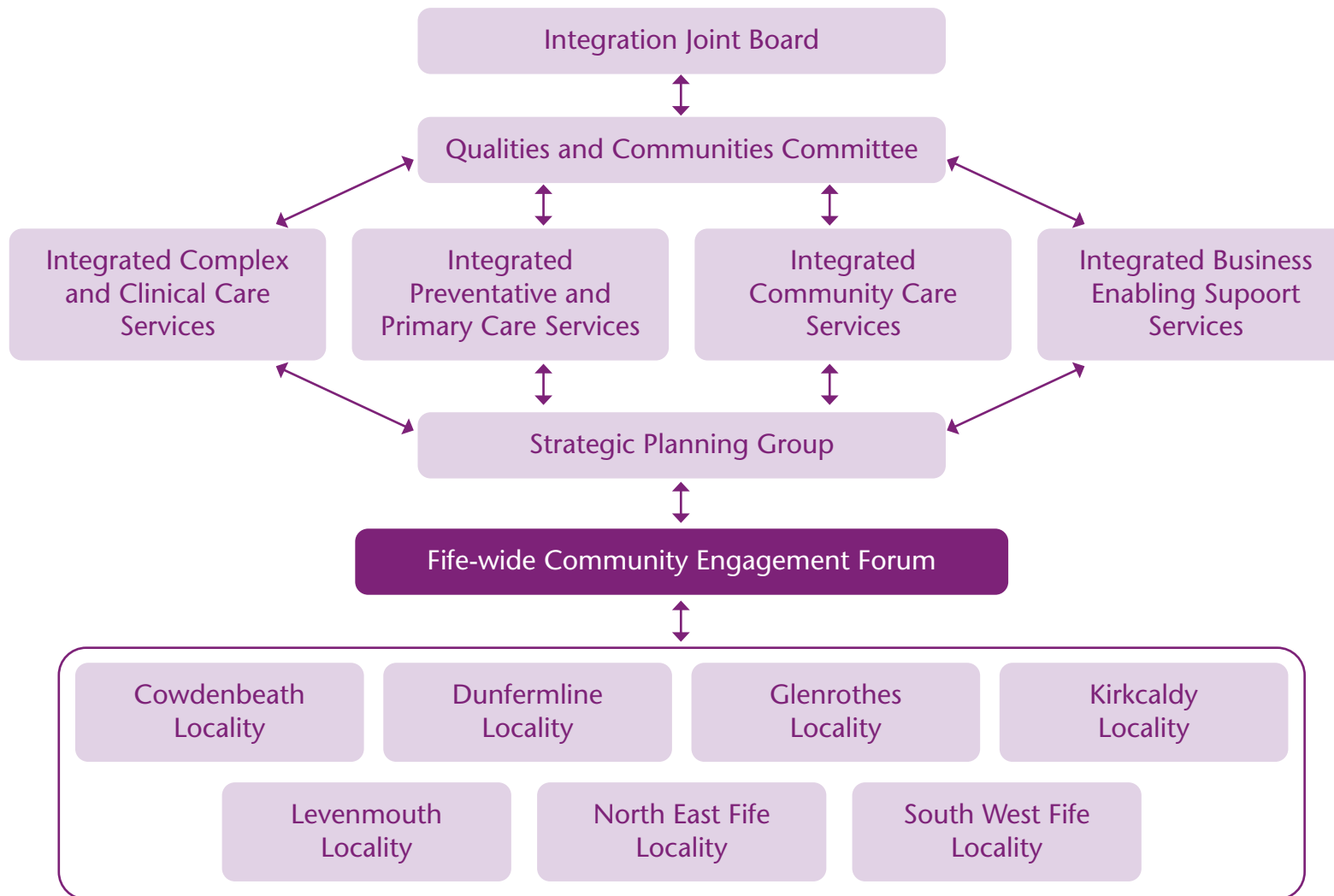
Fife HSCP will be responsible, also, for strategic planning of those aspects of acute hospital care which are most commonly associated with emergency care i.e., specialties where most of the unplanned hospital admissions are for adults. These are areas where there may be potential to design and deliver services to prevent admission. The operational management remains the responsibility of the Acute Services Division of NHS Fife. These services include:

- Accident and Emergency services provided in a hospital
- Inpatient hospital services relating to:
 - general medicine
 - geriatric medicine
 - rehabilitation medicine
 - respiratory medicine.

Appendix 3

Governance Arrangements for Participation and Engagement in Health and Social Care

Figure 4



Public Engagement Officers x3

- Work in and with local communities
- Be the clear route to feedback and exchange information across communities, Localities, SPG up to IJB.
- Gather information from individual's and existing networks e.g. Carers Centre, Local Area Coordination, The Wells and other existing local groups.

Appendix 4

Current Legislative and Policy Landscape

Legislative and Policy Context

The Public Bodies (Joint Working) (Scotland) Act 2014

The Public Bodies (Joint Working) (Scotland) Act 2014 sets the framework for integrating adult health and social care, to ensure a consistent provision of quality, sustainable care services for the increasing numbers of people in Scotland who need joined-up support and care, particularly people with multiple, complex, long-term conditions.

It sets out what the Scottish Government is aiming to achieve. It's established a set of nationally agreed outcomes, which will apply across health and social care, and for which NHS boards and local authorities will be held jointly accountable.

Users of health and social care services can expect to be:

- listened to
- involved in deciding upon the care they receive
- an active participant in how it is delivered

This will mean better outcomes for people, helping them enjoy better health and wellbeing in their homes and communities.

Planning with People – published In March 2021 the Scottish Government and COSLA published Planning with People. This document provides guidance which applies to all care services. It supports organisations to deliver their existing statutory duties for engagement and public involvement, with a direction that it should be followed not only by health and social care providers but also by local, regional, and national planners, Special Boards and all independent contractors and suppliers such as care homes, pharmacies and general practices. The Planning with People Guidance replaces **CEL 4 - Chief Executive Letter 4** guidance relating to engagement required for Informing, Engaging and Consulting People in Developing Health and Community Care Services set out in the Scottish Government document CEL 4

Health and social care integration - localities: guidance - gov.scot (www.gov.scot) The Public Bodies (Joint Working) (Scotland) Act 2014[1] (the Act) puts in place the legislative framework to integrate health and social care services in Scotland. Section 29(3)(a) of the Act requires each Integration Authority to establish at least two localities within its area.

This guidance reinforces the importance of localities. Achieving the aspirations, we share for health and social care integration will rely upon partners across the health and social care landscape, and their stakeholders, focussing, together, on their joint responsibility to improve outcomes for people. Every locality will involve a range of people from different backgrounds, who are accustomed to different working styles and arrangements.

CEL 4 - Chief Executive Letter 4 (CEL 4). NHS Boards are required to involve people in designing, developing, and delivering the health care services they provide for them. A Board is responsible for ensuring that the informing, engaging, consulting process is fully accessible to all equality groups and ensuring that any potentially adverse impact of the proposed service change on different equality groups has been taken account by undertaking an equality impact assessment. Where a Board is considering consulting the public about a service development or change, it is responsible for

- Informing potentially affected people, staff and communities of their proposal and the timetable for engagement and decision-making
- Ensuring that the process is subject to an equality and diversity impact assessment
- Ensuring that any potentially adverse impacts of the proposed service change, on, for example, the travel arrangements of patients, carers, visitors and staff, have been taken account of in the final proposal
- Providing evidence of the impact of this public involvement on the final agreed service development or change. Where a proposed service change would impact on the public in another area, the Board proposing the change should lead the public involvement process. The Board, and any other affected Board(s), should aim to maximise the involvement of affected individuals and communities in the process.

The Community Empowerment Act (Scotland) 2015

The Community Empowerment (Scotland) Act 2015 The Act is based on the principles of subsidiarity (that social and political decisions are taken at as local a level as possible), community empowerment and improving outcomes. Underpinning all these provisions is the intent to focus attention on reducing disadvantage and inequality.

The aims of the legislation are to:

- Empower community bodies through ownership of land and buildings and through strengthening their voices in the decisions that matter to them
- Support an increase in the pace and scale of public sector reform by cementing the focus on achieving outcomes and improving the process of community planning.

Part 1. National Outcomes: This requires Scottish Ministers to continue the approach of setting national outcomes for Scotland, which guide the work of public authorities.

Part 2 is about strengthening community planning, so communities have more of a say in how public services are to be planned and provided.

Part 3 enables communities to identify needs and issues and request action to be taken by public bodies on these. These are known as participation requests.

Part 4 and **part 5** extend the community right to buy or otherwise have greater control over assets.

Commission on the Future Delivery of Public Services -

This Commission, chaired by Campbell Christie, highlighted that, if they are to be effective, public services must empower individuals and communities by involving them in both the design and delivery of services. Such an approach requires understanding the needs of communities and working together. It advocated a fundamental overhaul of the relationships between institutions responsible for delivering public services and the needs of individuals and communities.

2021 Independent Review of Adult Social Care – A key recommendation from this independent review led by Derek Feeley and published in 2021 was to listen to the views of people who use services and actively involve them throughout the process of planning care delivery.

National Standards for Community Engagement - National Standards for Community Engagement (Scottish Development Community Centre) applies to all engagement. The seven National Standards for Community Engagement as set out by The Scottish Executive are INCLUSION, SUPPORT, PLANNING, WORKING TOGETHER, METHODS, COMMUNICATION, IMPACT.

The Gunning Principles (R v London Borough of Brent ex parte Gunning 1985) - The Gunning Principles are the founding legal principles applicable to public consultation in the UK. They consist of four principles, which if followed, are designed to make consultation fair and lawful: 1: Consultation must be at a time when proposals are still at a formative stage, 2: Sufficient reasons must be put forward for any proposal to permit “intelligent consideration” and response, 3: Adequate time is given for consideration and response, 4: The product of consultation is conscientiously taken into account by the decision maker(s).

Freedom of Information (Scotland) Act 2002 - An Act of the Scottish Parliament which gives everyone the right to ask for any information held by a Scottish public authority

Human Rights Act - In Scotland, civil and political rights are protected by the Human Rights Act 1998 and provisions in the Scotland Act 1998. These rights come from the European **Convention on Human Rights (ECHR)**.

NHS Reform (Scotland) Act 2004 - The Act of the Scottish Parliament contains a section on Public Involvement. Under Duty to Encourage Public Involvement, it states, 'It is the duty of everybody to which this section applies to take action with a view to securing, as respects health services for which it is responsible, that persons to whom those services are being or may be provided are involved in, and consulted on — (a) the planning and development, and (b) decisions to be made by the body significantly affecting the operation, of those services. (2) This section applies to — (a) Health Boards, (b) Special Health Boards, and (c) the Agency. (3) For the purposes of subsection (1) a body is responsible for health services if they are health services.

Fairer Scotland Duty 2018 - The Fairer Scotland Duty, Part 1 of the Equality Act 2010, places a legal responsibility on particular public bodies in Scotland to actively consider ('pay due regard' to) how they can reduce inequalities of outcome caused by socioeconomic disadvantage, when making strategic decisions.

Healthcare Improvement Scotland Community Engagement participation toolkit - The Participation Toolkit suggests a range of tools, guidance and resources which can be useful for planning community engagement.

Healthcare Improvement Scotland Quality Framework for Community Engagement - This framework developed by NHS Healthcare Improvement Scotland is currently being tested by a mix of Fife HSCPs and health boards.

Local Strategies

- **Plan for Fife 2021-24 | Our Fife - Community portal**
The Fife HSCP has a vision for Fife as place where communities really matter, where people set the agenda and contribute to how change is being delivered.
- **Fife Health and Social Care Fife HSCP Strategic Plan**
- **Fife Health and Social Care Locality Plans**
 - **Getting to Know Glenrothes**
 - **Getting to Know Cowdenbeath**
 - **Getting to Know Levenmouth**
 - **Getting to Know Dunfermline**
 - **Getting to Know Kirkcaldy**
 - **Getting to Know North East Fife**
 - **Getting to Know South West Fife**

Appendix 5

Activity Timeline

Activity	Date	Process	Outcome / Next Steps
1	<ul style="list-style-type: none"> IJB Strategy Review Working Group - Members of the Integration Joint Board including Carer and Service User Representatives, elected members, NHS staff, Third sector 	<ul style="list-style-type: none"> Review of previous strategy 2016 – 2019 The role and statutory responsibilities of the IJB The purpose of the revised strategy Highlights from the previous strategy Proposals for the new strategy Next steps for the group Mapping current landscape for public engagement and participation Local structures for public engagement alongside existing Locality Planning structures Fife wide structure (Care opinion for example) Engagement with the Integration Joint Board through the Strategic Planning Group structure and future committees Engagement with the Third, Independent & Private Sector's Consultation activity Equalities Plan for Fife. 	<ul style="list-style-type: none"> Co-production and co-delivery of strategy with all partners / services / people Minimise meetings for the public – go out to the public Use of existing engagement structures i.e., third sector user panels, peer support networks, Fife People Panel, NHS Public Partners virtual volunteers Clarity of what we 'can' do and what we 'can't' do relating to outcomes of engagement Furthering lived experience involvement Working within localities Considering seldom heard group engagement Underpinning honesty, integrity, and objectivity Using the good conversation aspect to gather feedback, person centred approach Ensuring the people of Fife know what services are currently in place to help inform what can be improved. Public engagement team to refresh draft strategy Input on impact of the Independent Review of Adult Social Care recommendations and Planning with People Guidance, take account of review recommendations, new guidance and statutory duties of the IJB and the changes to the Fife HSCP's structure and leadership.

Activity	Date	Process	Outcome / Next Steps
2	<ul style="list-style-type: none"> IJB Strategy Review Working Group - Members of the Integration Joint Board including Carer and Service User Representatives, elected members, NHS staff, Third sector 	21/01/22 <ul style="list-style-type: none"> The evolving approach to participation and engagement. National Standards for Community Engagement which provide a framework of clear principles – inclusion, support, planning, working together, methods, communication, and impact. Standards for Community Engagement – levels of engagement. Principles of community engagement. Community engagement process. HSCP success statement ‘we can show how local voices are helping us design the future of the Fife HSCP’, based around the National Outcomes. <p>continued /</p>	<ul style="list-style-type: none"> Strategic Planning Group – requires to be remobilised Localities groups to be remobilised Develop processes to gather public views across communities that don’t expect the public to attend meetings all the time. Develop one community forum Local Public - Purpose to develop public voice and into the Strategic Planning Group via locality planning groups. Ensuring the forum is accountable and effective, potentially a third sector representative fully supported by the public engagement officers who will support and develop the forum. Training through The Voices training for representatives Participation and engagement team meet with people and groups, services and find seldom heard people homeless projects, addictions projects etc to assist in bring the voice in. Develop Fife wide Community Engagement Group - A structured strategic group with representation from the locality groups, local public engagement forums and the Strategic Planning Group. This group to feed into the IJB via the SPG. The remit for this forum will be across health and social care Carer’s representatives Review relaunch of Care Opinion –relaunch

Activity	Date	Process	Outcome / Next Steps
2	<ul style="list-style-type: none"> IJB Strategy Review Working Group - Members of the Integration Joint Board including Carer and Service User Representatives, elected members, NHS staff, Third sector 	21/01/22 <ul style="list-style-type: none"> Proposed HSCP vision 'enable the people of Fife to live healthy independent lives by ensuring all our stakeholder views, experiences and ideas are included in the design and delivery of health and social care services that meet the needs and aspirations of the people of Fife', links into the strategic vision, strategic plan, and strategic objectives. The revised strategy goals. The revised strategic objectives. Proposed integrated strategic public engagement structure (IJB Strategic Context). Integrated model for participation and engagement and how this will be achieved. Integrated model for public engagement (IJB). Way forward – Action Plan. 	<ul style="list-style-type: none"> considering the pandemic and where does this fit into the proposed structure. Pilot test proposed structure in a small number of areas to keep the process manageable ahead of rolling out to the seven localities challenges regarding Covid-19 and recovery has resulted in rising demand and growing levels of need, current new ways of operating are required. Real improvements to people's lives can be made by creating greater improvement through coproduction approaches that are based on an understanding of what matters most to people in terms of their values, outcomes, and experiences.

Activity	Date	Process	Outcome / Next Steps	
3	<ul style="list-style-type: none"> IJB Strategy Review Working Group - Public & Carer Rep Sub Meeting 	02/02/22	<ul style="list-style-type: none"> Reviewed goal and objectives Reviewed streamlined integrated model structure Reviewed governance arrangement structure Reviewed recruitment of public representatives on IJB Sought approval of both structure and governance arrangements 	<ul style="list-style-type: none"> Further explore recruitment mechanism of public and carers representation on IJB Revised new strategy to be written around the Fife HSCPs success statement regarding Participation & Engagement. Work towards developing the refreshed strategy around existing approaches and principles as they are still relevant today and what gets feedback through existing mechanisms.
4	<ul style="list-style-type: none"> IJB Strategy Review Working Group - Members of the Integration Joint Board including Carer and Service User Representatives, elected members, NHS staff, Third sector 	18/02/22	<ul style="list-style-type: none"> Build and harness relationship with public through consistent and meaningful engagement 	<ul style="list-style-type: none"> Build a model for Public Engagement that meets strategic goals & objectives of the team and the partnership as a whole
5	<ul style="list-style-type: none"> Carers Representatives Group supported by Fife Voluntary Action – Voices Training 	25/02/22	<ul style="list-style-type: none"> Carer’s representatives need their own platform to have their voices heard at strategic and planning level 	<ul style="list-style-type: none"> Need to develop a more formal process for carers to have their voice heard like a ‘Community of Carers’. This would mean that a representative from this group could represent the voice of Carers at the Integration Joint Board

	Activity	Date	Process	Outcome / Next Steps
6	Carers Centre	10/03/22	<ul style="list-style-type: none"> Identify process for recruitment of carers representatives at IJB level. Sharing of thoughts about how carers representatives should and could be supported locally and at IJB level Identify transparent and open process for recruitment of public representative at IJB level 	<ul style="list-style-type: none"> The Fife HSCP needs to undertake a fair, open transparent process in the recruitment of Carers Representatives who represents the voice of Carers at IJB level. This needs to be communicated across various platforms, radio advert, videos Any new forum to support carers needs to link in with the Carers Centre The IJB need to consider how to make board meetings work for carer representatives. Example: have carers and public feedback first on the agenda for board meetings. The IJB papers need to be much more accessible to carer representatives and distributed timely to give carers representative time to read papers Understood that the HSCP in Fife has not integrated children's services but we still need to consider how adult carers of children needs are being met. Need to understand and consider how we bring carers of children, adults, and older people and how this could and should work
7	Online Engagement Event	13/04/2022 (am)	<ul style="list-style-type: none"> An independent organisation needs to be identified to chair the proposed Fife Wide Community Engagement Forum 	<ul style="list-style-type: none"> Majority of participants are in favour of the proposed approaches over the next three years.

Activity	Date	Process	Outcome / Next Steps
8 Online Engagement Event	13/04/2022 (PM)	<ul style="list-style-type: none"> Ensure that there are various methods of collecting individual experiences that do not rely on use of technology 	<ul style="list-style-type: none"> Majority of participants are in favour of the proposed approaches over the next three years
9 Online Engagement Event	14/04/2022 (am)	<ul style="list-style-type: none"> Chair and remit of the Community of Carers needs to be agreed with carers. Community of carers needs to ensure that all carers are represented 	<ul style="list-style-type: none"> Majority of participants are in favour of the proposed approaches over the next three years
10 Online Engagement Event	14/04/2022 (evening)		<ul style="list-style-type: none"> Majority of participants are in favour of the proposed approaches over the next three years
11 People First (online)	9/05/2020	<p>The top health and social care issues for adults with learning disabilities are</p> <ul style="list-style-type: none"> Housing Access to information Access to support such as how to manage finances and day-to-day living Day services and community-based groups Building up our communities to increase our confidence 	<ul style="list-style-type: none"> proposed approaches are good ways of communicating.

Activity	Date	Process	Outcome / Next Steps
People First (Face to Face)	11/05/2022	<ul style="list-style-type: none"> • The top health and social care issues for adults • with learning disabilities are • Closure of day services and community groups. • Care at home and housing support. • Easy read information including signs in public places. • Good quality of support to help people to live independently. • Community centres and local activities. 	<ul style="list-style-type: none"> • Participants agreed proposed approaches are good ways of communicating.
People First (Face to Face)	12/05/2022	<ul style="list-style-type: none"> • The top health and social care issues for adults with learning disabilities are • Lack of services • More resources need to be available • Waiting lists for services such as housing are too long • Community based services / Day Services • Clear and open conversation with us is important so we know what is going on 	<ul style="list-style-type: none"> • proposed approaches are good ways of communicating.

Appendix 6

Participation and Engagement Action Plan

No.	Action	Owner	Timescale	Outcome
1	Develop a Strategy Framework & Communications Plan Adapt the stakeholder engagement framework adapted the Reimaging Third Sector Commissioning Plan	Participation & Engagement Team	December 2022	Framework that sets out how we will undertake engagement activity with people to design our approaches to planning, delivering, and monitoring public involvement in the decision making of the Integration Joint Board and where appropriate service changes in Health and Social Care.
2	In collaboration with key stakeholders and partners develop a process to recruit Carer and Public representatives to represent Carers and Public on the Integration Joint Board			Encourage and harness public participation in decision making of the IJB through membership of recognised formal structures
3	In collaboration with key stakeholders and partners establish Fife Wide engagement network or seven forums across localities (depending on resource available) to feed the voice of local communities up to the Integration Joint Board. This will include inclusivity group representatives			Inclusive communication that is coordinated across communities, localities up to the Integration Joint Board and back to communities Services are planned and developed in a way which actively and engages with the community and local professionals
4.	In collaboration with key stakeholders and partners establish 'Community of Carers' network that supports carers voices to be fed into the Integration Joint Board via the Integration Joint Board Carer Representative			Inclusive communication that is coordinated across communities, localities up to the Integration Joint Board and back to carers Encourage and harness public participation in decision making of the IJB through membership of recognised formal structures

No.	Action	Owner	Timescale	Outcome
5	Put in place an internal and external supporting infrastructure for when HSC delegated services are reviewing strategies, redesigning, and planning change to ensure the right people with the right knowledge are involved as early as possible in the co-producing, planning and redesign of services and strategies as they relate to each topic.		September 2022	Services are planned and developed in a way which actively and systematically engages with the community and local professionals so that services are redesigned in a person-centred way.
6.	Develop Communication and Engagement Mechanisms for example an Engagement Tracker that seeks to track what engagement activities are planned and what the result was.	Participation & Engagement Team		To ensure meaningful two-way participation and engagement around the integration of health and social care
7.	Relaunch of Care Opinion	Participation & Engagement Team	September 2022	Ensure all people can have their voice heard as an individual person who uses services without needing to join a structured meeting
8.	Develop participation guidelines to ensure a common understanding and set of expectations for both stakeholders and partnership staff	Participation & Engagement Team		

No.	Action	Owner	Timescale	Outcome
9.	Develop links to HSCP locality planning structures to identify priority areas for participation and engagement	Participation & Engagement Team		Localities can consult with communities on identified priorities
10	Develop and ensure the partnership allocates appropriate financial resources and volunteer support by developing Volunteer Induction Guidelines Volunteers Expenses Guidelines			Make sure community, service user and carer representatives are not worse off as a result of contributing to the work of FHSCP and there is provision for out-of-pocket expenses Make sure volunteers can be supported in their role as carer and public representatives contributing to the work of FHSCP.
11	Engagement opportunities should be accessible and engagement materials offered in accessible formats			

Glossary

Defining community engagement

- Community refers to a group of people that share a common place, a common interest, or a common identity. There are also individuals and groups with common needs. It is important to recognise that communities are diverse, and that people can belong to several at a time.
- Engagement covers a range of activities that encourage and enable people to be involved in decisions about issues that affect them. This can range from encouraging communities to share their views on how their needs are best met and influence how services should be delivered, to giving communities the power to inform decisions and even provide services.

The National Standards for Community Engagement defines engagement as:

'A purposeful process which develops a working relationship between communities, community organisations and public and private bodies to help them to identify and act on community needs and ambitions. It involves respectful dialogue between everyone involved, aimed at improving understanding between them and taking joint action to achieve positive change.'

What do we mean by participation?

Participation refers to the service user or public involvement processes by which perceptions and opinions of those involved are incorporated into decision making (**Scottish Council Participation Toolkit**) It is used as an umbrella term for the numerous words and phrases used to describe involving people in:

- Decisions about their own health and care
- Shaping and influencing service provision as communities of interest or geography, and
- Working in Fife HSCP with service providers.






What do we mean by levels for engagement?

The revised National Standards for Community engagement has set out five levels for engagement and seven standards. The 5 levels are detailed below and visually represented (figure 3).

The revised 7 National Standards for Community Engagement

The revised **National Standards for Community Engagement**, provides guidance and acts as a general reference point for best practice when engaging between communities and public agencies. This will enable us to identify the role of each stakeholder and level of engagement each stakeholder will have in any decision-making as seen in **Appendix 1**, figure 3.

Figure 5

		Engagement Goal
	Empower	To involve stakeholders in shared decision making about strategic priorities and service delivery.
	Collaborate	To work in partnership with stakeholders, seeking their perspectives and encouraging their ideas and solutions to inform priorities and planning.
	Involve	To involve stakeholder throughout the process , ensuring their specific concerns and aspirations are understood and considered . Provide feedback on how their input influenced the decision.
	Consult	To obtain stakeholder feedback , listening to and acknowledging concerns and aspirations.
	Inform	To provide stakeholders with information to assist them in understanding the problem, alternatives, opportunities and/or solutions.

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5th April 2023

Agenda Item No. 09

Levenmouth Local Community Plan -Interim Report

Report by: Paul Vaughan Head of Service Communities and Neighbourhoods

Wards Affected: Ward Nos.21 & 22

Purpose

The purpose of this report is to advise members on the current draft priorities for the 2023 -2026 Levenmouth Local Community Plan and seek agreement from the Committee that they are happy with the priorities as stated and would wish these to be tested with local people to ensure the proposed areas of focus align with local concerns and aspirations.

Recommendation(s)

Members are asked to:

- (1) agree the current draft priorities that will form the basis of the Levenmouth Local Community Plan 2023-26.
- (2) advise on any amendment or addition they would like to see within the priorities.
- (3) note that the priorities will be further tested with local people and organisations to ensure these align with local concerns and aspirations.
- (4) note that a subsequent report will come to the Area Committee with a finalised statement of priorities and a supporting statement of improvement actions and current activity aligned to these priorities.

Resource Implications

There are no specific resource implications highlighted within this report, however it is clear that any activity generated through the improvement actions will require an allocation of funding from either the local community planning budget or other budgets allocated the local area during the period of the plan.

Legal & Risk Implications

There are no specific legal and risk implications associated with this report.

Impact Assessment

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

There has been significant consultation across the area recently and this has shaped the priorities accordingly. Initial discussions began with elected members at ward meetings in mid 2022. This was based on the key findings from the Levenmouth Strategic Assessment (copy attached). Input on the priorities has also been derived from the key issues being tackled at the People and Place meetings as well as the Welfare Reform and Anti-Poverty Group meetings held locally. Aspects have been drawn from the Improving Levenmouth Together task group on community safety and there has been specific input from the discussions with local people afforded through the consultation on the Rail Link stations, ongoing Leven Programme and River Restoration events, H100 events, the Unexpected Garden discussions and Leven Promenade consultation etc. There are other consultations currently running or just about to start, notably the OnFife Cultural Relevance work supported by CORRA, the local transport strategy approach and the Buckhaven Area Regeneration Scheme. The information from these will be used to adapt the Levenmouth Local Community Plan as required to ensure it stays relevant as a document, any changes will be discussed with members and will be brought back to area Committee for sign off if required.

1.0 Background

- 1.1 Local Community Plans have been a feature of local community development work in the 7 areas of Fife for several years.
- 1.2 The plans enable the allocation of resources to achieve outcomes which are seen by members as core to improving Levenmouth for local people. This could cover community safety, green space improvements, training skills and employability, the availability of local cultural activity, right through to climate change concerns and the need to provide local support for the impacts of poverty poor mental health and the need to mitigate the harms to families which occur through the misuse of drugs and alcohol.
- 1.3 An early incarnation of the local community plan in 2012, highlighted the need to support a coordinated campaign locally to bring back the Levenmouth rail link, this allowed specific resource to be released to back the Levenmouth Reconnected campaign in its activities, right the way through to the positive decision on the rail link renewal in 2019.
- 1.4 Many of the key priorities we are now being asked to support directly derives from the seismic shift for the Levenmouth area brought about by the investment in this key piece of infrastructure.
- 1.5 The fast-moving pace of change in our area requires a plan to be in place that deals with the current concerns but continues to keep an eye on the horizon and to remain responsive and adaptive as required.
- 1.6 We are likely to see a range of developments coming forward which may not have happened if the rail link campaign had not been successful. This will potentially include the progression by developers of largescale housing proposals which will require an understanding of how the infrastructure within Levenmouth needs to adapt to support this change.
- 1.7 Members should be aware that officers working in the area are tied into discussions both on the local transport strategy for the area and the development of the Local Development Plan which will be a key piece of work for colleagues from Development Services from late 2023 onwards, this close link will continue to ensure these key documents reflect the changes we know are coming in Levenmouth.

2.0 Issues and Options

2.1 As noted the committee is asked to agree the current draft priorities that will form the basis of the Levenmouth Local Community Plan 2023-26. These are shown in 2.2 below.

2.2 **Opportunities for All**

- Improved Health Outcomes - with a particular focus on mental health support and issues around drug misuse and drug related deaths.
- Take action to improve rates of participation in physical activity in Levenmouth.
- Targeted Anti-Poverty Opportunities - Increase local support options for mitigating the impact of the cost-of-living crisis, and explore opportunities that can tackle the impact of fuel price shocks
- Improved Literacy and Numeracy outcomes for all ages.

Thriving Places

- Improvements to transport connectivity - continue to build on the opportunities offered by the rail link to improve local connectivity in Levenmouth and promote active travel options as an alternative to car use.
- Improvements to digital connectivity.
- Targeted Action on ASB - continued focus on ASB including misuse of motorcycles, fire raising and illegal dumping.
- Town Centre Public Realm Improvements- continue improvements in Leven town centre and assess the support required for improvements in the smaller neighbourhood centres.
- Promote improvement and interpretation of the areas-built environment including its built heritage.
- Promote access to local cultural activity for all ages
- Green Space and Play Space Improvements - continue to improve play facilities and our green space assets.

Inclusive Growth and Jobs

- Put in place local opportunities for skills development and training tailored to the needs of local businesses
- Support the development of a strong tourism offer for Levenmouth.
- Ensure the area captures all potential dividends in terms of job opportunities and training for local people, from the large-scale projects currently underway.
- Promote and provide opportunities for entrepreneurial activity by local people.

Community Led Services

- Develop and support community leadership in all forms as part of a wider community wealth building approach.
- Promote and support community asset transfer or leasing to local organisations, where it is appropriate and beneficial to the local community.
- Promote and support community growing and food insecurity initiatives.

2.3 If members are minded to support these as a core statement for the next iteration of the Levenmouth Local Community Plan, officers will proceed to test these locally through a consultation process.

2.4 This will include responses on the priorities being encouraged through Our Levenmouth as well as paper-based questionnaires which will be made available in our key public buildings. All key stakeholder groups will also be encouraged to make comment and propose changes as required.

- 2.5 As noted a supporting document will be developed for a future Area Committee which will highlight both current activity which already directly supports these priorities as well as additional proposed approaches.
- 2.6 Much of this activity will be supported initially through the Community Recovery framework funding which has been the subject of significant debate with members over the last few months.

3.0 Conclusions

- 3.1 The priorities as noted in 2.2 above cover a range of issues that have been identified as important to local people and workers in a range of discussions and consultations.
- 3.2 It is important to note that these are not fixed and the need for adaptation and updating over the life of the local community plan will be fully accommodated. Members will note that the plan will become a standing item at all ward meetings and discussion will be encouraged accordingly.

List of Appendices

1. Strategic Assessment Levenmouth

Background Papers

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

None

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LEVENMOUTH AREA

LOCAL STRATEGIC ASSESSMENT

2022 - DRAFT

About this document:

This document has been published as a DRAFT for discussion (as at May 2022).

We are looking for your input for how we might improve this assessment, including the strategic map which we hope to improve over time.

The Local Strategic Assessment provides an overview of how a Local Area is doing. It collates and updates a wide range of information to give key input for the refresh of Local Community Plans.

It is intended to inform and support local conversations about the issues that need to be addressed in the Area, in terms of both People and Place.

Feedback on this document can be provided directly to the Community Manager for the Area or by email to research.enquiries@fife.gov.uk



1. Overview

The Local Strategic Assessment provides an overview of how a Local Area is doing. It collates and updates a wide range of information to give key input for the refresh of Local Community Plans.

In the last two years, our communities have experienced unprecedented change and responded in remarkable ways. The pandemic has highlighted the need for a greater focus on place and the role communities can play in developing joint responses and solutions to the Plan4Fife's 2021-2024 Recovery and Renewal Priorities of tackling poverty, building future economic success, and addressing climate change, all of which can be supported by an overarching approach of community wealth building.

The Plan 4 Levenmouth Area 2019-2022 set out how public, private and voluntary organisations needed to work together with our communities to deliver the ambitions of the Plan4Fife.

Our Vision

We want Levenmouth to be a place where residents live fulfilling lives, are able to make informed choices, and have a sense of control to ensure they can reach their full potential through their school career, employment and beyond. We want Levenmouth to be recognised as a place where people feel safe, happy and healthy. We will make the best use of our local assets and facilities, and through targeted investment, ensure they remain fit for purpose for current and future generations

Plan 4 Levenmouth Area, 2019-2022

The purpose of this document is to inform discussions about the priorities and actions that need to be addressed in a refreshed Local Community Plan for the Area covering the period 2022 to 2025.

People and Place Leadership groups have been established across Fife's seven local community planning areas, building on models established during the pandemic response. These groups will have a key role to play in providing effective local leadership and collaboration to ensure plans and strategies are aligned to deliver agreed priorities and ambitions.



Leven Prom, Picture Credit - Andrew Beveridge

REPORT CONTACT:
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Fife House, Glenrothes.

Contact Research.enquiries@fife.gov.uk

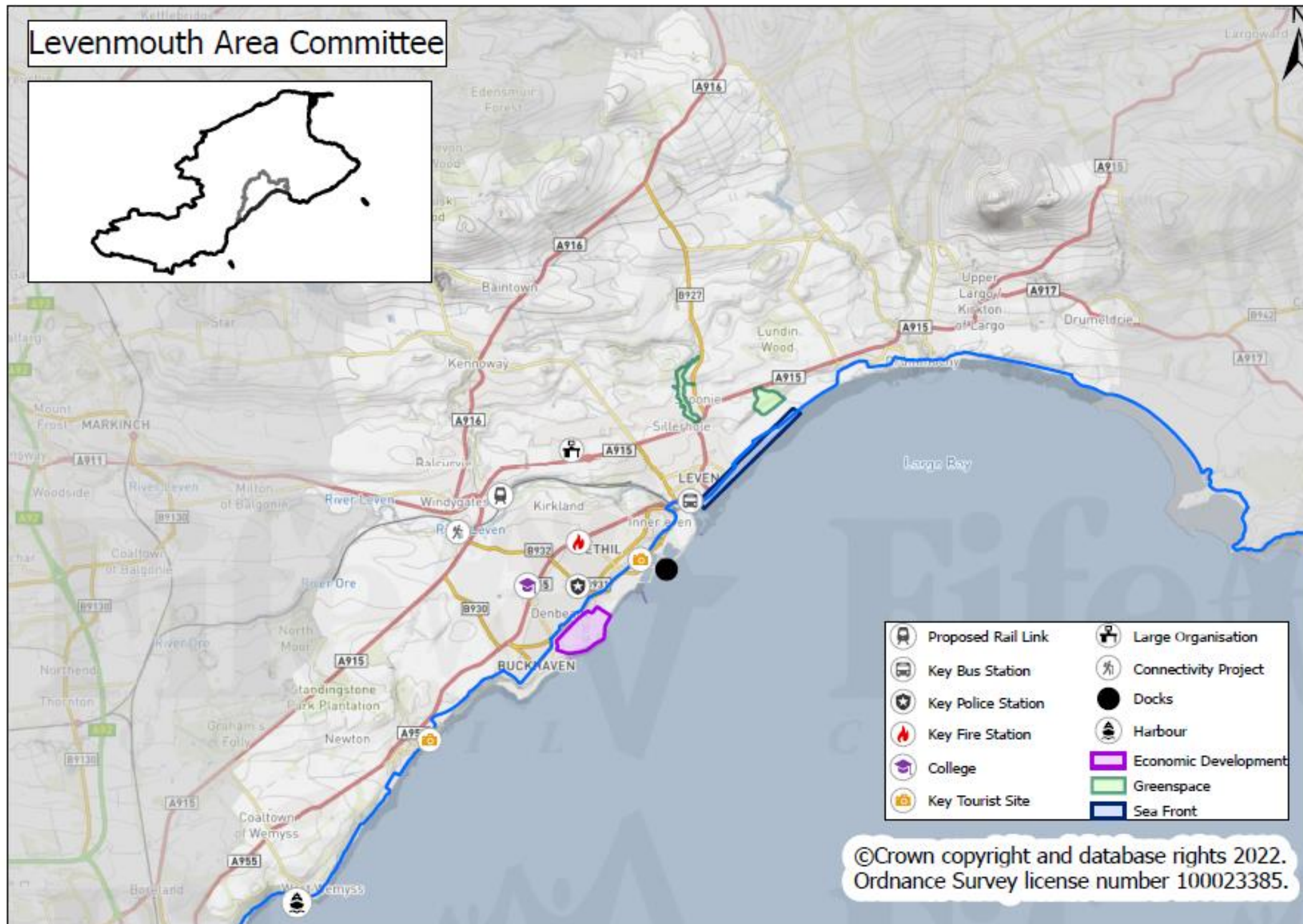


Figure 1.1 Strategic Overview of Levenmouth Area

The Levenmouth area is made up of three main coastal towns (Leven, Buckhaven and Methil) and a number of smaller towns and villages. These sit on the north side of the Firth of Forth in the south east of Fife. The area is characterised by heavy and traditional industries, such as coal mining and the docks, which have steadily declined over recent decades.

2. Local Assessment Findings

3. Profile

Levenmouth has the smallest population of the 7 areas of Fife, with 37,722 people living in 19,672 households, a higher proportion of which are older people (22.6%). The area has a lower level of owner-occupied (54.2%) and a higher rate of social rented housing (31.3%).

It has the highest proportion of deprived data zones, and the highest levels of income (19.5%) and employment deprivation (15.9%) of all areas. The area has the lowest employment rate (59.9%), and the highest claimant rate (6.9%). It also has the lowest levels of 16-19 year olds participating in education, employment or training (85.8%) with only 65.5% continuing in education.

4. Place

In the Levenmouth Area in 2022, a relatively consistent picture emerges in relation to local people's perception of place, compared to the results of previous Place Surveys. Natural Space continues to be identified as needing the least improvement in the Levenmouth Area.

Work and Local Economy is identified as the area needing most improvement. Other areas with the greatest need for improvement are identified as Influence and Sense of Control, Care and Maintenance, and Housing and Community.

5. People

A study to explore the impact of COVID-19 for residents, including vulnerable and disadvantaged people, found that social isolation and its subsequent impact on mental health; food poverty; financial strains; lack of employment opportunities; digital literacy, and drug use were particular issues for the Levenmouth Area. Although the COVID pandemic brought difficulties for residents, a sense of learning from the experience, and optimism about the future also emerged. Positive findings included the gratitude people had for the services they had received from the Council, community staff and third sector during the pandemic: in particular for support with food.

Strong social connections are seen as a cornerstone of mental health and wellbeing and community resilience. There is a strong sense of togetherness in the area with local people feeling more connected to their neighbourhood now than they did in 2016, and many people would be willing to work together with others to improve their neighbourhood.

Technology has become a necessity for keeping connected, working remotely and accessing vital information. People in Levenmouth Area report lower levels of internet use across all categories, including buying goods or services. While levels of internet use continue to grow, people can still be digitally excluded because they lack the skills to confidently and safely navigate the digital world.

6. Community

Cost of living has replaced NHS / Hospitals / Healthcare as the main issue facing all Areas of Fife, with 42% of respondents in Levenmouth Area citing this as the main issue for the area. Access to suitable housing is also identified as a main issue for the area.

The majority of local people in Levenmouth Area would like more involvement in decisions that the Council makes that affect their local area. 49% report that they provide some kind of unpaid (voluntary) help to a group or organisation.

Levenmouth Area is below Fife for local people's perception of the majority of statements relating to the Council and the services that it provides, with only 40% of local people believe the Council does the best it can with the money available. Within the area, fewer people believe that the Council is good at listening to local people's views before it takes decisions or keeping people informed about what is happening.

7. Local Outcomes

36% of communities in the Levenmouth Area are doing better than expected compared to similar communities elsewhere in Scotland, compared to 50% of communities for Fife as a whole.

The neighbourhoods with the poorest outcomes in the Levenmouth area remain Methil West and East, and Buckhaven, Denbeath and Muiredge. Areas with better life outcomes remain Largo, Windygates and Coaltown, and Leven West.


8. Horizons

The extent of uncertainty that Fife's communities will need to face in the coming years is unprecedented. The impact of wider events (i.e. pandemic, Brexit) will continue to be felt at a very local level. While Levenmouth Area has seen its population grow for several decades, over the next 10 years Levenmouth's population is estimated to reduce in size, and after 2030, is expected to reduce at a faster pace.


Reductions in healthy life expectancy are expected to impact on people's quality of life. While much of the coronavirus pandemic has heavily influenced people's health, and their broader wellbeing, it has also had a major impact on people's jobs, and businesses and industries, with many facing a much less certain future than even a few years ago.

Rising living costs are adding to the pressures felt by individual households. It is unclear when this situation will stabilise, and how this will impact on widening inequalities within Fife's communities. There is a need to anticipate and plan for the more pressing implications of climate change and how it will affect peoples' lives.

3. Profile




TOTAL POPULATION	
37,722	374,130
Levenmouth	Fife




Employment Rate		Economically Inactive		Claimant Rate	
59.9%	70.2%	29.7%	23.7%	6.9%	4.3%
Levenmouth	Fife	Levenmouth	Fife	Levenmouth	Fife

Figure 3.3 – Employment, Economically inactive and Claimant Rate for July 2020 – June 2021 (Source: NOMIS / [Fife Local Economic Profiles 2020-21](#))




Children (0-15yrs)		Working Age (16-64yrs)		Older Adults (65+yrs)	
6,565	64,152	22,636	231,809	8,521	78,169
(17.4%)	(17%)	(60%)	(62%)	(22.6%)	(20%)
Levenmouth	Fife	Levenmouth	Fife	Levenmouth	Fife

Figure 3.1 – Mid-year 2020 Population Estimates (Source: [National Records of Scotland](#))

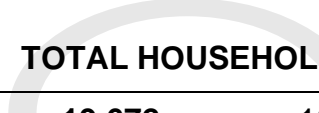


16-19 PARTICIPATING	
85.8%	91%
Levenmouth	Fife




Education		Employment		Training / Personal Development	
65.5%	73%	17%	16.2%	3.2%	1.8%
Levenmouth	Fife	Levenmouth	Fife	Levenmouth	Fife

Figure 3.4 - Annual Participation Measure (16-19 year olds) 2021 (Source: [Skills Development Scotland](#))




TOTAL HOUSEHOLDS	
19,672	180,431
Levenmouth	Fife



Owner / Occupier		Private Rented		Social Rented	
54.2%	61%	10.2%	11%	31.3%	23%
Levenmouth	Fife	Levenmouth	Fife	Levenmouth	Fife

Figure 3.2 – Housing Tenure 2021 (Source: [Fife Council Housing Tenure Database](#))



Employment Deprived		Income Deprived	
15.9%	9.4%	19.5%	11.9%
Levenmouth	Fife	Levenmouth	Fife

Figure 3.5 – Employment and Income Deprivation rates (Source: SIMD 2020/ [ScotPHO](#))

Additional information can be found via the KnowFife Hub (<https://know.fife.scot>).

4. Place

Place is an important element of Local Community Planning. Using the national Place Standard tool, local people were asked to consider aspects of the physical and social environment where they live and to paint a picture of the place and what needed to improve. Through comparing the results of Place Surveys in 2016, 2018 and 2022 we can get a picture of how the Area is changing, and use this snapshot as a background benchmark for any local use of the Place Standard within local communities across the Area.

In the Levenmouth Area in 2022, a relatively consistent picture emerges in relation to local people's perception of place, compared to the results of previous Place Surveys. Natural Space continues to be identified as needing the least improvement in the Levenmouth Area.

Work and Local Economy is identified as the area needing most improvement. Other areas with the greatest need for improvement are identified as Influence and Sense of Control, Care and Maintenance, and Housing and Community.

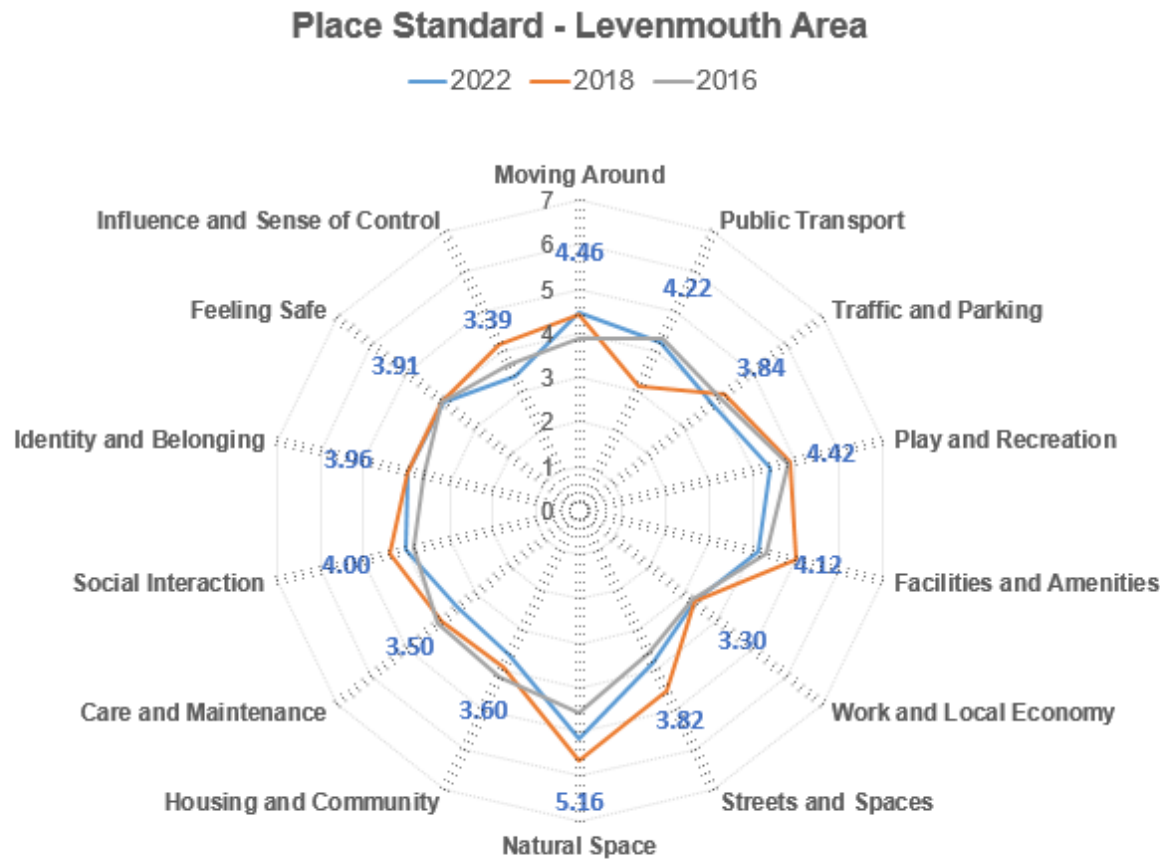


Figure 4.1 – Community perceptions of where improvement is needed in the area using the Place Standard, and how it has changed between 2016 and 2018. The outer part of the diagram (score 7) means little room for improvement, while the inner part (score 1) represents most need for improvement (Fife People's Panel, Survey 29, 2018)

Note: given sampling variability and variation within each area we cannot at this stage say with any certainty if change between 2016 and 2018 has been significant.

A mixed picture of place emerges for the Levenmouth Area when we compare it to other areas of Fife. In common with a number of other areas of Fife, Natural Space, and Play and Recreation, generally viewed as positive by local people in Levenmouth Area.

Compared to other areas of Fife, Traffic and Parking is one area which appears to be in greater need of improvement in the Levenmouth Area.

In common with many other areas of Fife, Influence and Sense of Control, Care and Maintenance, and Work and Local Economy, owing to a lack of local job opportunities, are identified as areas in most need of improvement for the Levenmouth Area.

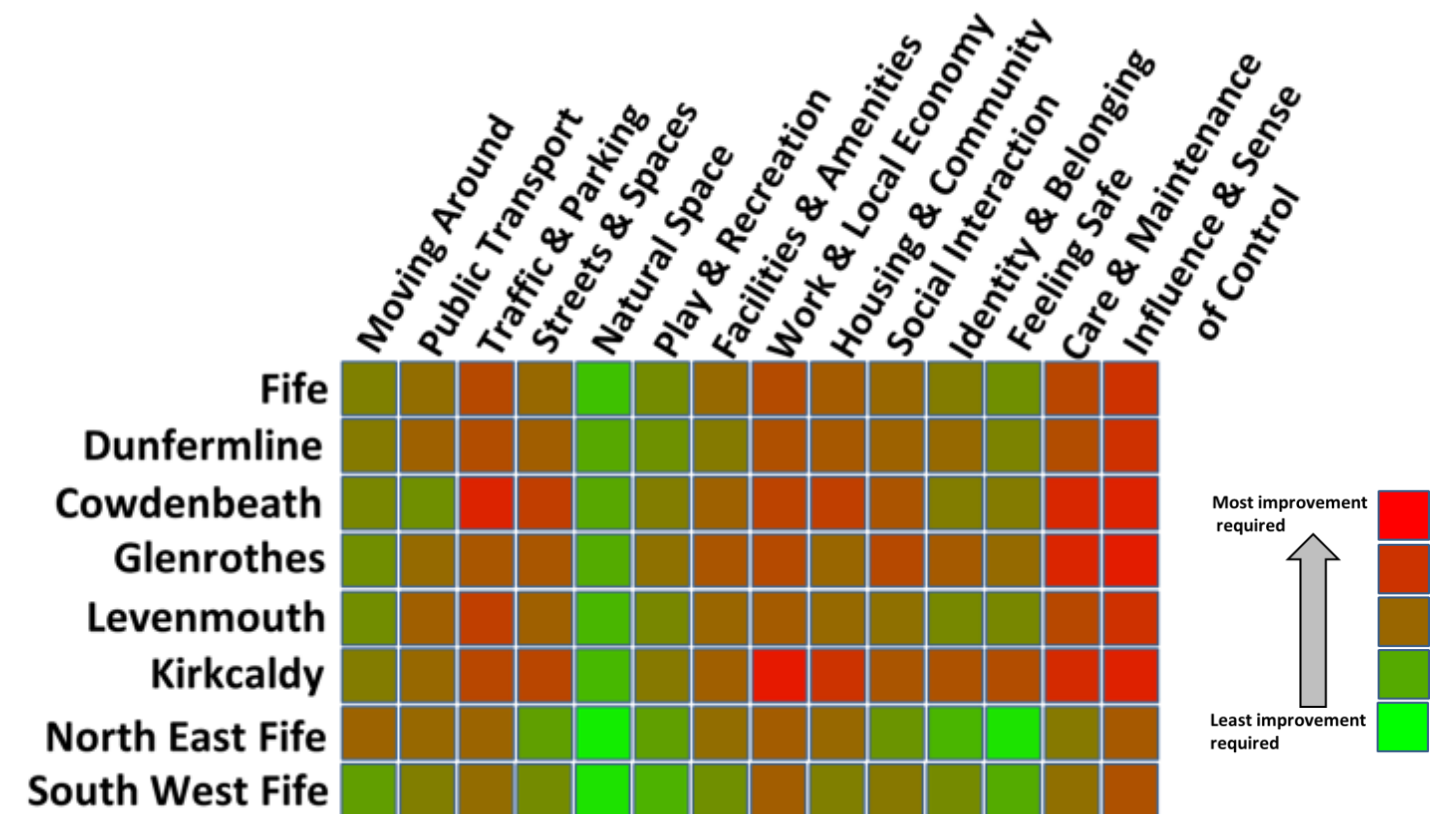


Figure 4.2 – Colour shaded diagram of how different aspects of Place are viewed across Fife (Place Standard, Fife People's Panel, Survey 34, 2022)

5. People

Simply looking at where people live only gives part of the picture. During 2020, Fife Council commissioned a study to explore the impact of COVID-19 for residents, including vulnerable and disadvantaged people in Levenmouth Area.

This used Narrative Inquiry to focus on the past (experiences prior to COVID-19); the present (experience of COVID-19); and the future (what will it be like post the virus?). The research questions were:

- What has been the experience of residents during the COVID-19 pandemic?
- What are the key issues these people face?
- What will the needs be of these residents, post COVID-19?
- What are the implications for Fife Council, in particular the Community Team in the Area?

The report for Levenmouth Area focused on organisations and individuals 'Going above and beyond'. A number of themes emerged through conversations with residents including: Mood (with people experiencing a range of emotions including fear, anxiety and disbelief, struggling to cope with the initial wave and lockdown); Relationships (negative feelings were experienced by all, many worrying about immediate family and themselves); Finances (in an area with poverty, many struggled financially during lockdown); Food (food insecurity was highlighted by most in the study); and concerns about the Future (focus was on the short term with signs that people would not cope with a second wave). Positive findings included the gratitude people had for the services they had received from the Council, community staff and third sector during the pandemic: in particular for support with food.

Findings were explored with groups with local knowledge and experience of providing services in the area during the pandemic. Community groups mentioned a wide range of issues that they saw as particularly challenging for individuals and groups during COVID-19. Those identified included social isolation and its subsequent impact on mental health; food poverty; financial strains; lack of employment opportunities; digital literacy, and drug use. There was a sense that a shared experience (of the pandemic) had brought the community closer together and the future could be more positive. Focusing on key aspects such as food poverty, isolation and mental health seemed to be key.

Community organisations were asked how they and the Council could contribute to a 'good future'. The theme of dependency on support was raised. There was a strong sense that community organisations want communities to own their own future and be involved in providing this support.

The implications of the coronavirus pandemic are likely to affect life outcomes for people for some time after it ends. The need for support post-lockdown will be very strong, particularly in the Kirkcaldy and Levenmouth areas, both for those with pre-existing conditions and those affected by COVID-19. This will be seen through increased or changed demand for services and poorer outcomes across a range of indicators. In particular, this is expected to impact on health, jobs, poverty, and inequalities. The challenge will be to move from crisis support to prevention.

MOOD

"Devastating. . The reason it was devastating for my husband and I was because we have no family and they're all abroad. My sisters away in C and the only contact we had with them was through the phone. . . It got a lot harder as time went on, I had, it affected my physical health and my well being..." (Woman, 78, Leven)

RELATIONSHIPS

"I've only got my mum coming, my dad, my sister; everybody else gets pushed to one side, I don't ask for help . I help everybody else. I've done it all my life it's just what I've been through (pushing people away). I don't mind helping I'm putting a brave face on. If anyone asks me I'm fine I'm fine but deep down I'm not. That's life. It's hard but I'll get there." (Woman, 30, Leven)

FINANCES

"We got the carers premium, we get cos A's on carers'. £100 and that was all we really got eh? We got £50 from Motability. Nothing else. We were shopping online a lot. I'm quite frugal when I shop for the freezer and so on. Online you're trying to buy more in bulk and then it's set for the two weeks and it was hard thing financially to do . . . I would say financially it was more of a strain than usual, eh." (Woman, 47)

FOOD

"For food like, during lockdown we didn't buy much Because like we didn't have much money. Obviously because no one was working and so it was kinda hard for all of us to . . . supermarket vouchers, better." (Young Woman, 15, Methil)

FUTURE

"I don't think I can answer that about the future I don't know what the situation is going to be. It's never going to go back to what we've known. What we knew is normality. We've never had any holidays we've never, we've had holidays cancelled. We used to go away for weekends to visit family over, I've got two old aunts over in Edinburgh in their 90s and I've never seen them since Christmas. " (Woman, 78, Leven)

Figure 5.1 – Example of residents' comments gathered through the Narrative Inquiry Process

Strong social connections are seen as a cornerstone of mental health and wellbeing and community resilience. In early 2022, we asked local people about neighbourhood connections, and compared this with what people said in 2016. Across a number of aspects of neighbourhood connection, local people feel more connected to their neighbourhood now than they did in 2016. It is notable that many people would be willing to work together with others on something to improve their neighbourhood, and believe that other people in the area are likely to pull together to improve their neighbourhood. Many people plan to remain a resident of their neighbourhood for a number of years, and value the friendships and connections they have with other people in their neighbourhood, with the majority of people regularly stopping and talking with others in their neighbourhood. There is a strong sense of belonging and of similarity with others who live in their neighbourhood.

Over the last couple of years, while people have been encouraged to stay at home to stay safe, technology has become a necessity for keeping connected, working remotely and accessing vital information. Personal use of the internet in the Area is 87.0% compared to 93.9% for Fife. The main uses of the internet in the Levenmouth area are to search for information, send and receive emails, and use social media. People in the Levenmouth area tend to have lower levels of internet use across all categories, including buying goods or services. While levels of internet use continue to grow, people can still be digitally excluded because they lack the skills to be able to confidently and safely navigate the digital world.

Neighbourhood connections

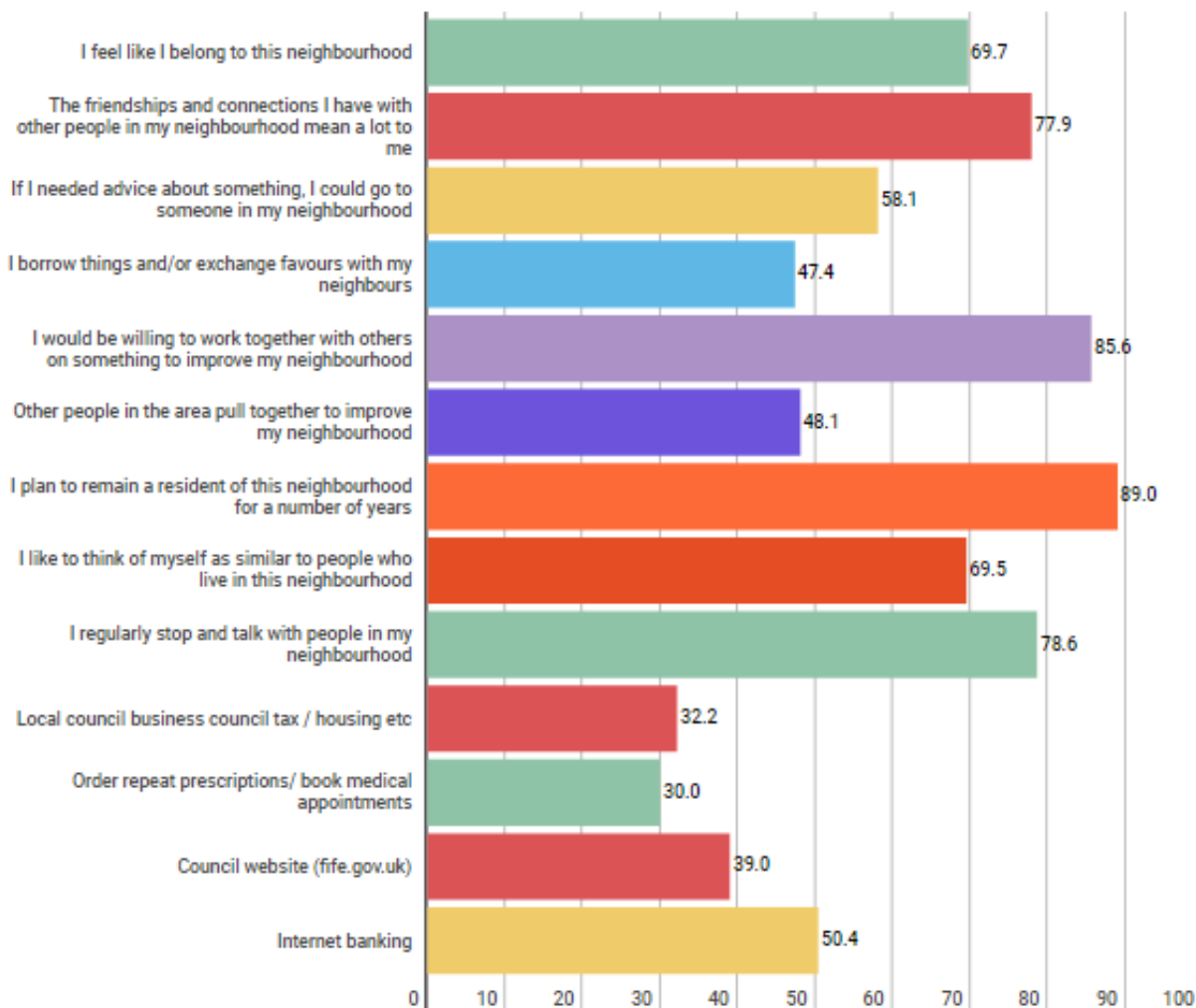


Figure 5.2 – Perceptions of neighbourhood connections (Fife People’s Panel, Survey 35, 2022)

Use of the Internet

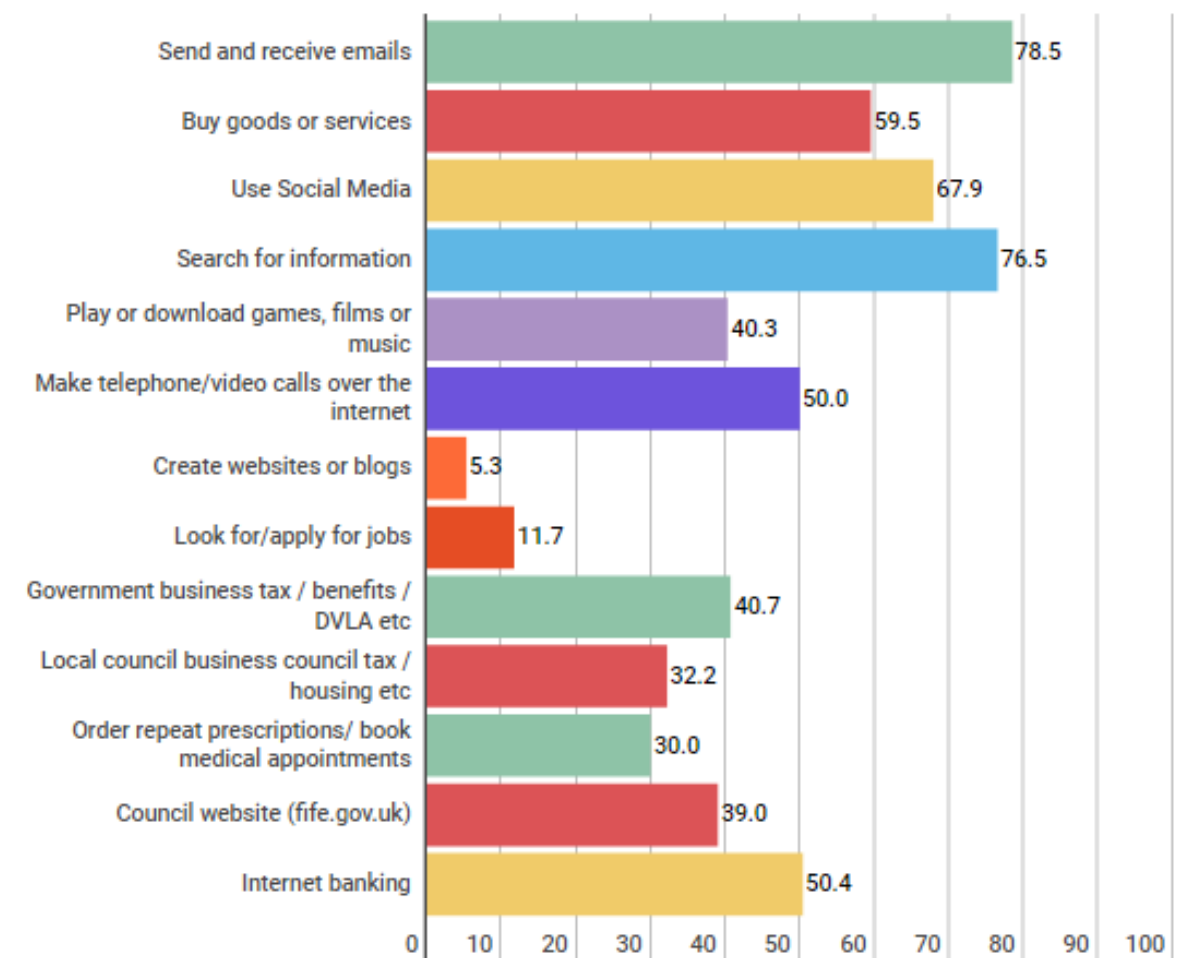


Figure 5.3 – Use of the Internet (Fife People’s Panel, Survey 35, 2022)

6. Community

Insights into how communities are faring are a critical input when considering local places. As with all areas of Fife, the majority of local people in Levenmouth Area would like more involvement in decisions that the Council makes that affect their local area. 24.5% of people in Levenmouth Area feel that they can influence decisions that affect their local area (compared to 13.7% for Fife).

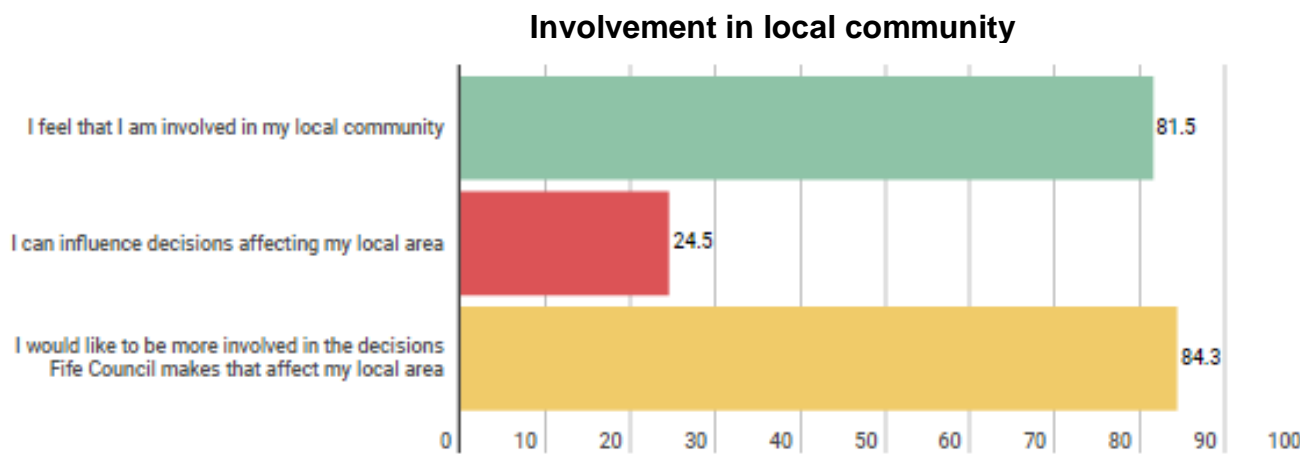


Figure 6.1 – Involvement in local community (Fife People’s Panel, Survey 35, 2022)

We asked local people about a range of issues, particularly whether they saw this as a major issue, a minor issue, or not an issue in their local area.

The top five major issues for Levenmouth Area are:

- funding for public services,
- NHS / Hospitals / Healthcare
- pensions and benefits,
- cost of living (including food, petrol prices), and
- low pay / fair wages.

In 2022, cost of living has replaced NHS / Hospitals / Healthcare as the main issue facing all Areas of Fife, with 42% of respondents in Levenmouth Area citing this as the main issue for the area. Access to suitable housing is also identified as a main issue for the area.

To what extent is this a major issue in local area?

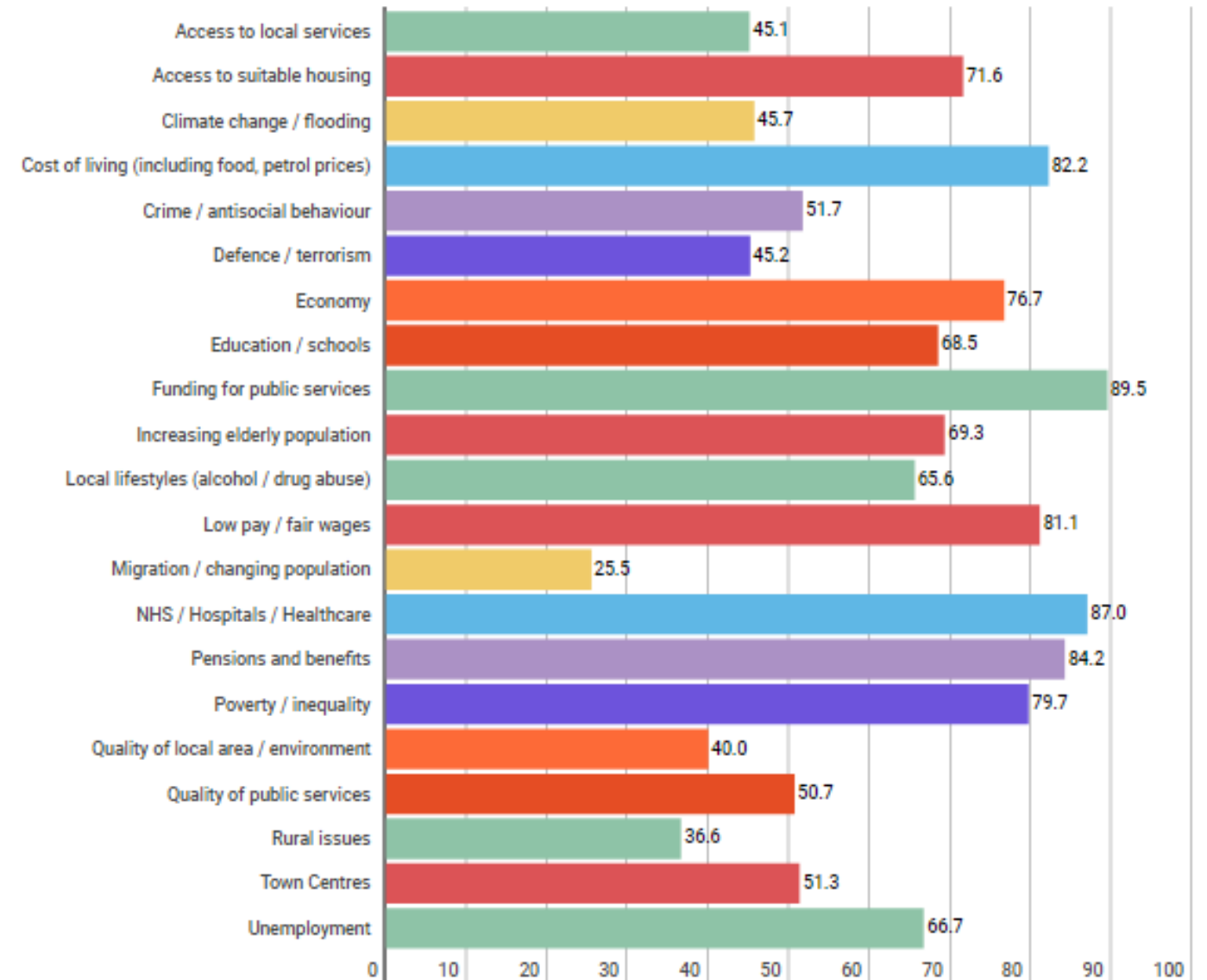


Figure 6.2 – Community perceptions of what is a major issue in the area (Fife People’s Panel, Survey 35, 2022)

Of those surveyed, 49% report that they provide some kind of unpaid (voluntary) help to a group or organisation. This compares with 46% of Fife as a whole. The most common areas in which unpaid (voluntary) help is given to groups and organisations are local community / neighbourhood groups, groups / organisations relating to health, disability and social welfare, and environmental protection.

Unpaid (voluntary) help to groups and organisations

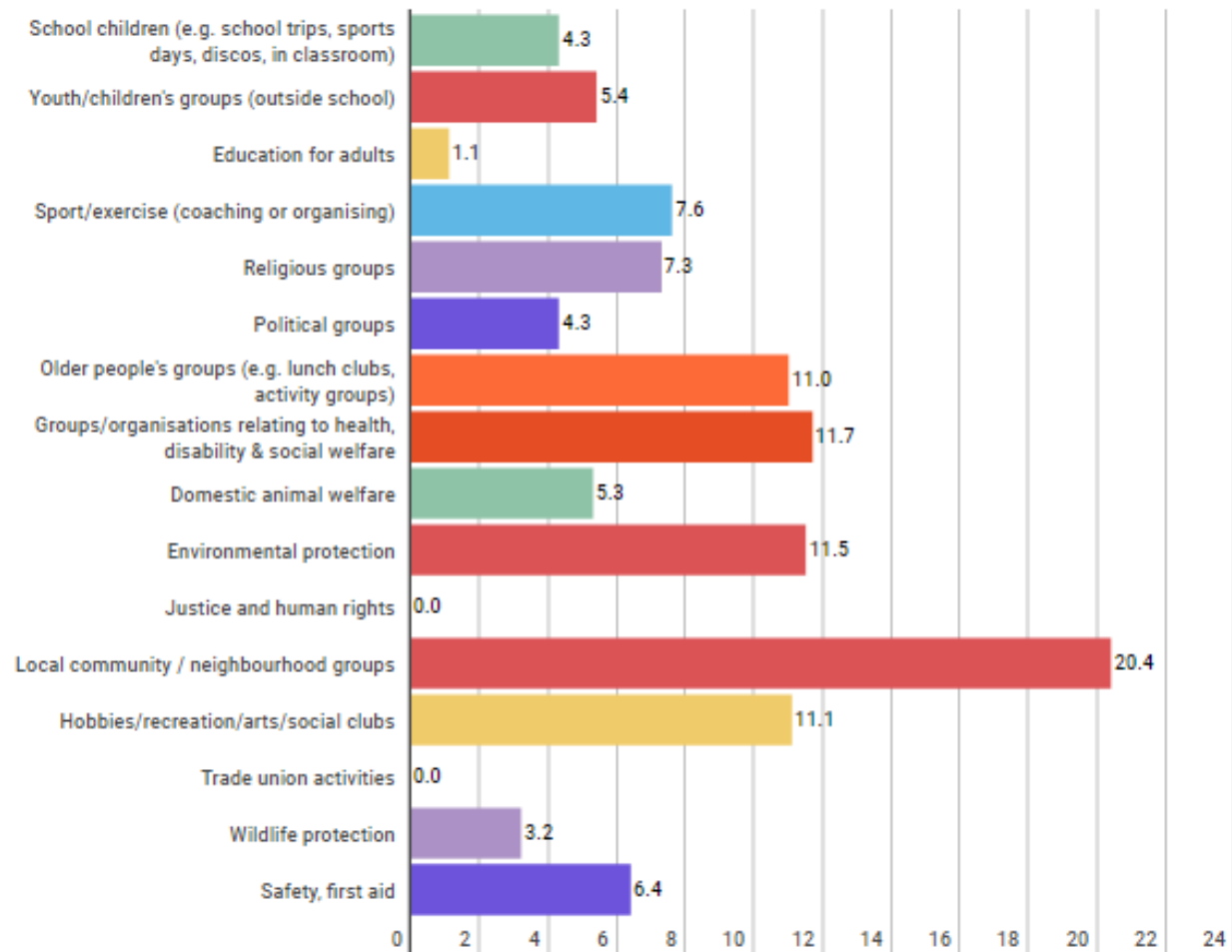


Figure 6.3 – Types of groups/organisations supported through unpaid (voluntary) help (Fife People's Panel, Survey 35, 2022)

Levenmouth Area is below Fife for local people's perception of the majority of statements relating to the Council and the services that it provides, with only 40% of local people believe the Council does the best it can with the money available.

There is a perception within the area that the Council is less good at providing high quality services, addressing the key issues affecting the quality of life in local neighbourhoods, letting people know how well it is performing, and designing its services around the needs of the people who use them.

Within the area, fewer people believe that the Council is good at listening to local people's views before it takes decisions or keeping people informed about what is happening.

Views on local Council and services it provides

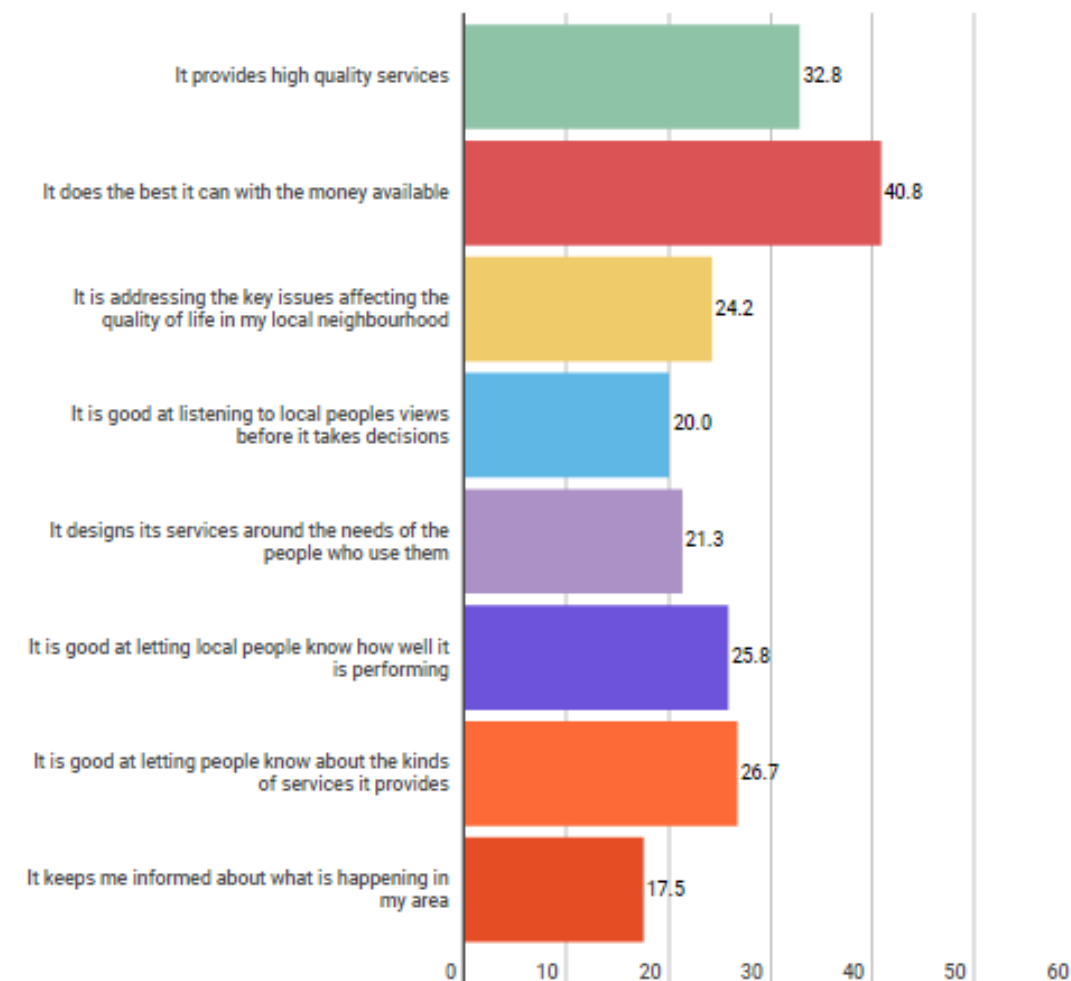


Figure 6.4 – Views on local Council and services it provides (Fife People's Panel, Survey 35, 2022)

7. Local Outcomes

Local community planning requires a good understanding of differences within and between neighbourhoods. The table below shows the overall pattern of outcomes for neighbourhoods in the area, and whether local neighbourhoods are improving over time.

It identifies how different neighbourhoods within the area are faring in relation to key life outcomes. This includes outcomes across early years, older people, safer and stronger communities, health and wellbeing, employment and economy.

According to the Community Planning Outcome Profile Tool (Improvement Service, 2022), 36% of communities in the Levenmouth Area are doing better than expected compared to similar communities elsewhere in Scotland, compared to 50% of communities for Fife as a whole.

The neighbourhoods with the poorest outcomes in the Levenmouth area remain Methil West and East, and Buckhaven, Denbeath and Muiredge. Areas with better life outcomes remain Largo, Windygates and Coaltown, and Leven West.

Methil West, and Kennoway and Bonnybank continue to do worse than expected when compared to similar communities elsewhere in Scotland, while Leven West, Windygates and Coaltown, Largo, and Methilhill continue to do better than expected.

Leven East and Buckhaven Denbeath and Muiredge have improved the least compared to other similar communities elsewhere in Scotland. The greatest improvements in life outcomes are seen in Leven North and Leven West.

Leven North and West and Largo are showing greater improvement than comparable neighbourhoods elsewhere in Scotland. Leven East and Buckhaven Denbeath and Muiredge are improving the least compared to other similar neighbourhoods.

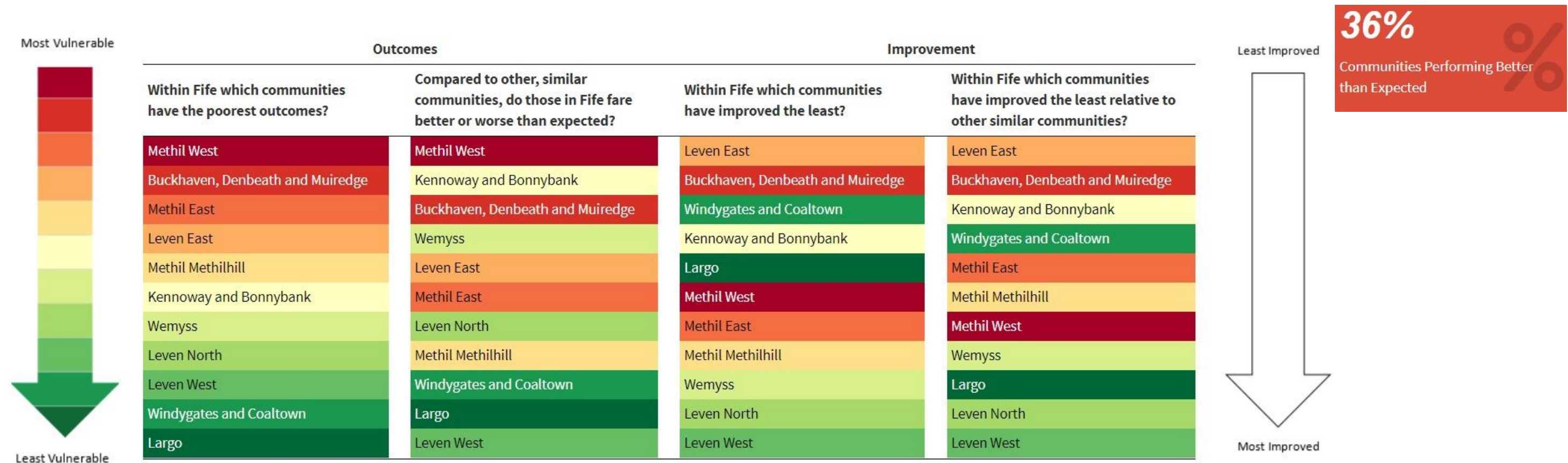


Figure 7.1 – How different neighbourhoods are doing on key life outcomes relative to other comparable areas (Improvement Service, Community Planning Outcomes Profile Tool 2022)

The map below (Figure 7.2) shows how local outcomes for neighbourhoods within the Area compare to other similar types of communities elsewhere in Scotland. While a number of neighbourhoods are performing about the same in terms of local outcomes, a number of areas are doing less well than other similar communities elsewhere in Scotland. As highlighted in Figure 7.1, Methil West in particular is doing less well compared to a similar type of neighbourhood elsewhere in Scotland.

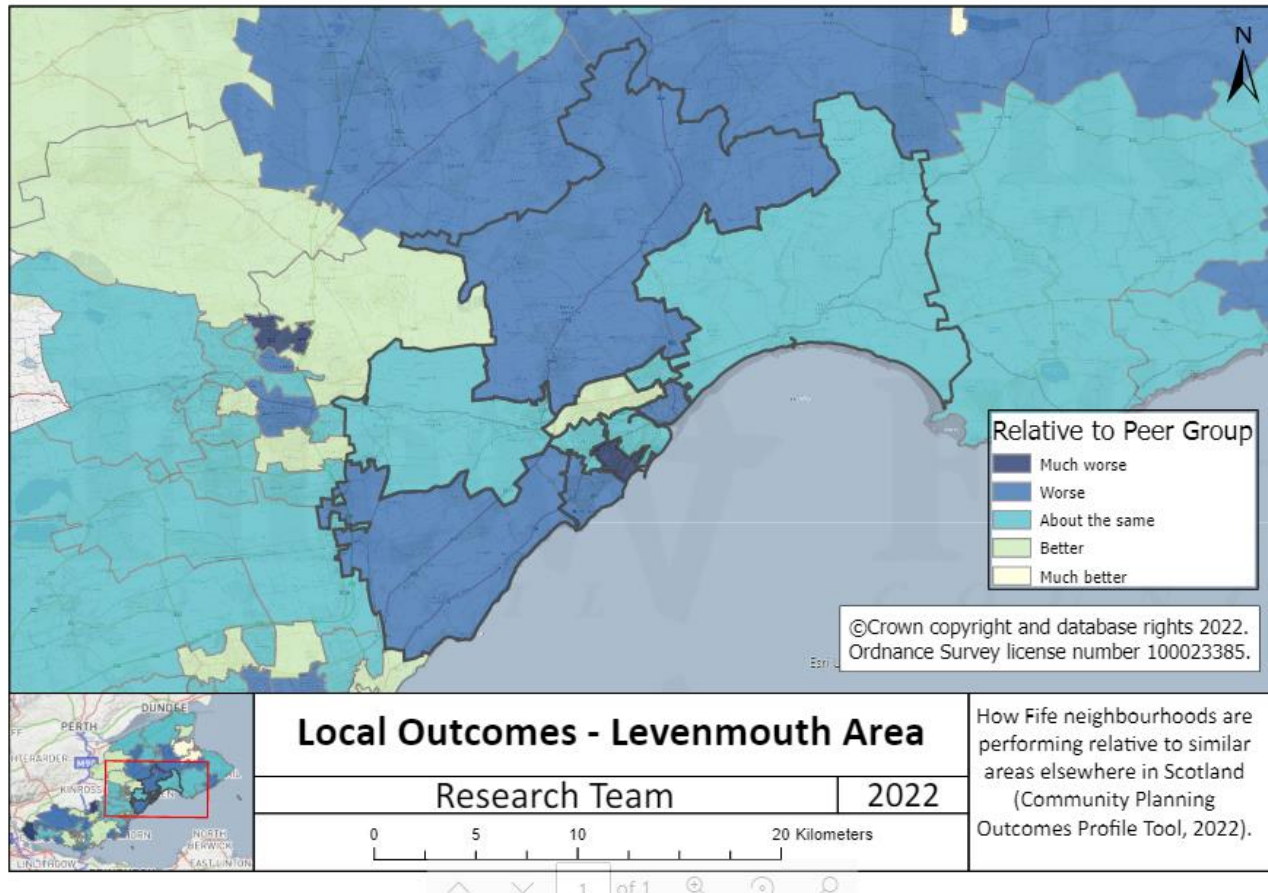


Figure 7.2 – How neighbourhoods are performing relative to similar areas elsewhere in Scotland (Community Planning Outcomes Profile 2022)

While the majority of Fife’s most deprived areas continue to be concentrated in Mid Fife, across the Levenmouth, Kirkcaldy, Cowdenbeath and Glenrothes areas, the Levenmouth area is the most deprived area of Fife. 26 of 51 datazones in the area feature in the 20% most deprived for Scotland (SIMD 2020), an increase from 23 (SIMD 2016). This includes Buckhaven South, which is now the most deprived neighbourhood in Fife, and the 7th most deprived neighbourhood in Scotland.

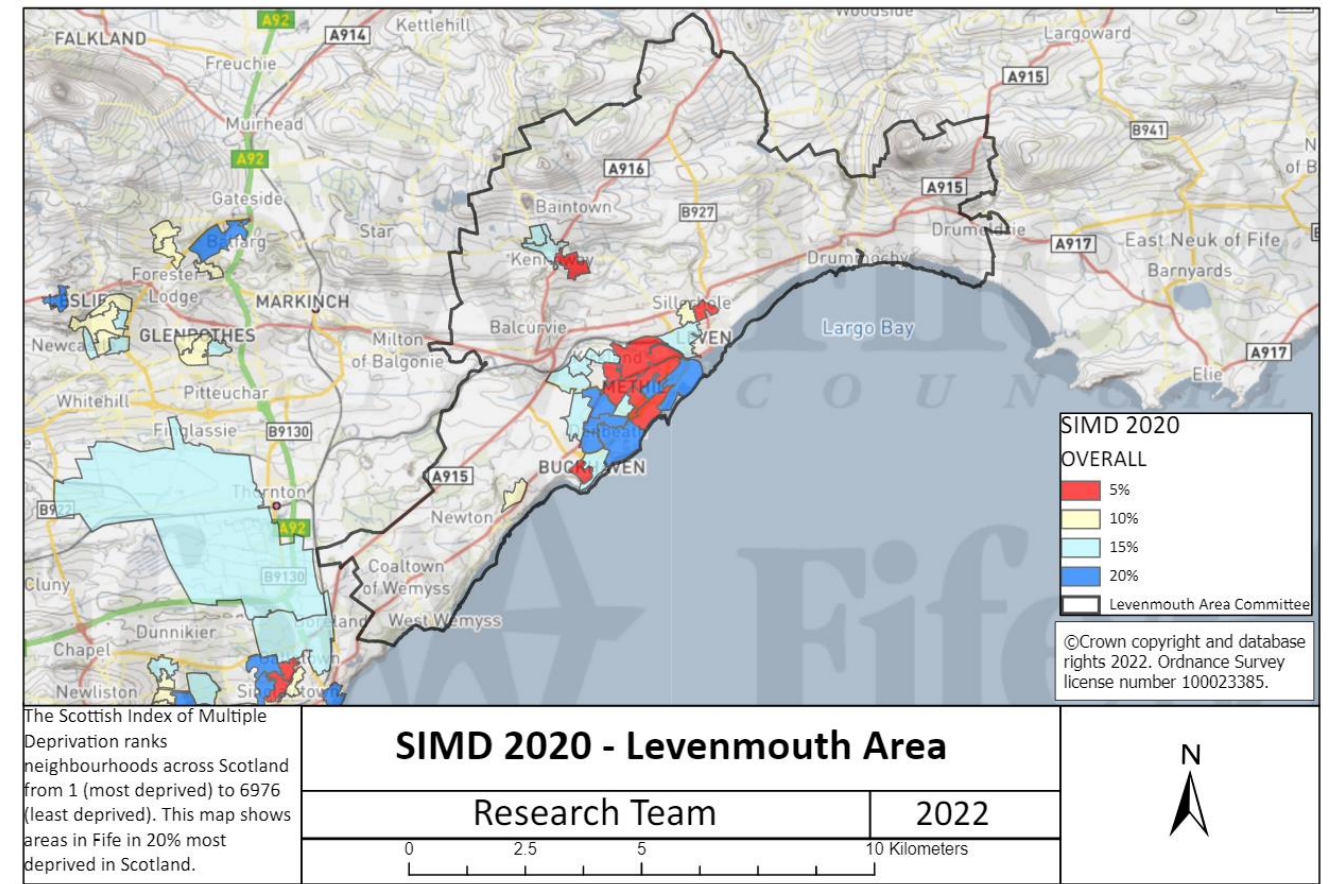


Figure 7.3 – Map highlighting the 5, 10, 15 and 20% most deprived datazones in Area, SIMD 2020

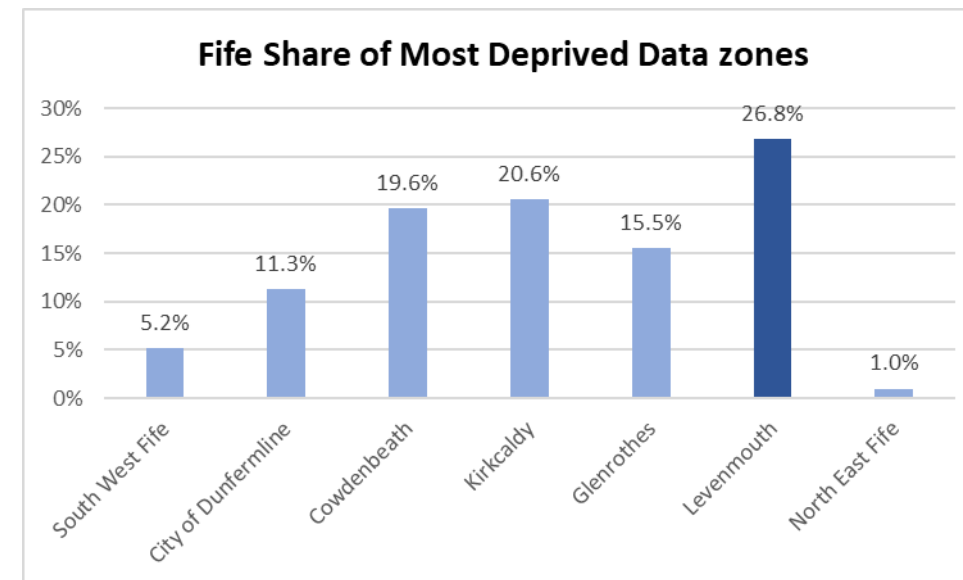


Figure 7.4 – Area share of Fife’s most deprived datazones, SIMD 2020

See [SIMD 2020 Focus on Levenmouth Area Profile \(https://know.fife.scot\)](https://know.fife.scot)

8. Horizons

It is nearly impossible to predict the future, however it is possible to identify challenges which are already on the horizon. While change is always constant, the extent of uncertainty that Fife's communities will need to face in the coming years is unlike anything that has been seen for several decades. The impact of national and international events – such as the ongoing coronavirus pandemic, the restrictions and changes in the movement of goods and people resulting from Brexit - will continue to be felt at a very local level impacting on issues such as poverty, health inequality, the environment and the economy.

The health and wellbeing of any community is an important strategic priority. Following many years of continual increases in life expectancy, the number of years that people are expected to live is beginning to level off, and in some of Fife's poorer areas, decrease. Healthy life expectancy (the number of years a person can expect to live in good health) is also reducing in many areas across Fife. This has major negative implications for people's quality of life. While much attention has been placed on the immediate and short-term implications of coronavirus and how it affects the population, this is also expected to impact on people's health and wellbeing outcomes in the longer-term, owing to delays in seeking or providing health services.

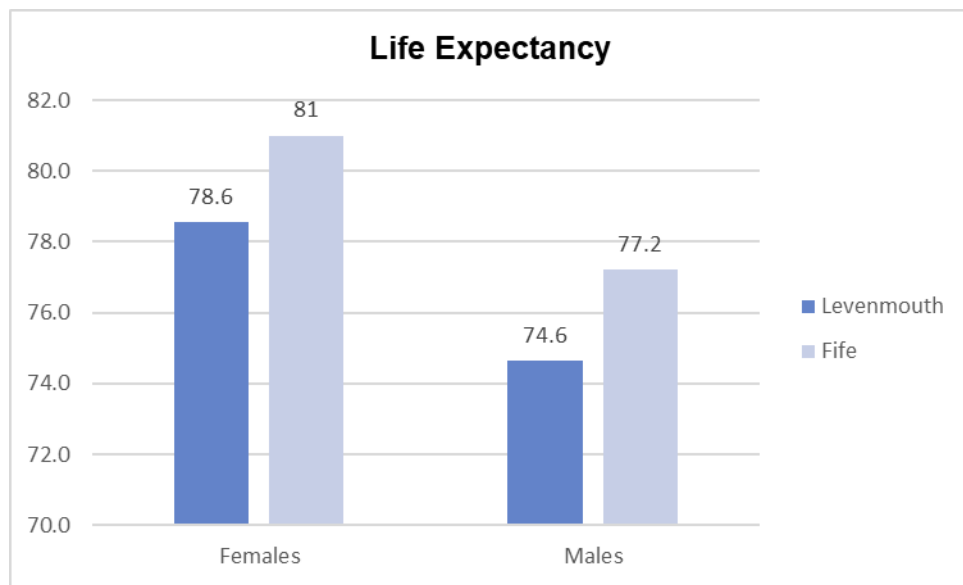


Figure 8.1 – Life Expectancy at birth for males and females (Source: ScotPHO)

The most fundamental element of any area's make-up is its people, and so it is crucial that there is a good understanding of what that population looks like and how it is likely to change in the future. Levenmouth Area, like Fife, has seen its population grow for several decades, however, over the next 10 years Levenmouth's population is estimated to reduce in size, and after 2030, it is expected to reduce at a faster pace.

Levenmouth's overall population is projected to decrease by just under -750 people (-2%) by 2030, however, not all Wards are predicted to see a reduction, with Leven, Kennoway and Largo Ward, projected to increase in population by 250 (1%), while Buckhaven, Methil and Wemyss Villages Ward to see a decrease of around -1,000 (-6%). Levenmouth's overall population reduction is mainly due to a reduction in the numbers of Children and Working Age adults, with Working Age groups showing the largest decrease in numbers of -2,000 (-9%), while the number of children will decrease by -600 (-9%).

To off-set the reduction in population for children and working ages, older people are expected to increase in number by around 1,800 (22%) by 2030, and for this proportion to increase after this time. Both of Levenmouth's Wards will show a reduction in children and working age numbers, with Buckhaven, Methil and Wemyss Villages Ward showing the largest reduction for both age categories. Both Wards will see an increase in older people numbers, with the largest increase in Leven, Kennoway and Largo Ward, increasing by 1,100 (25%).

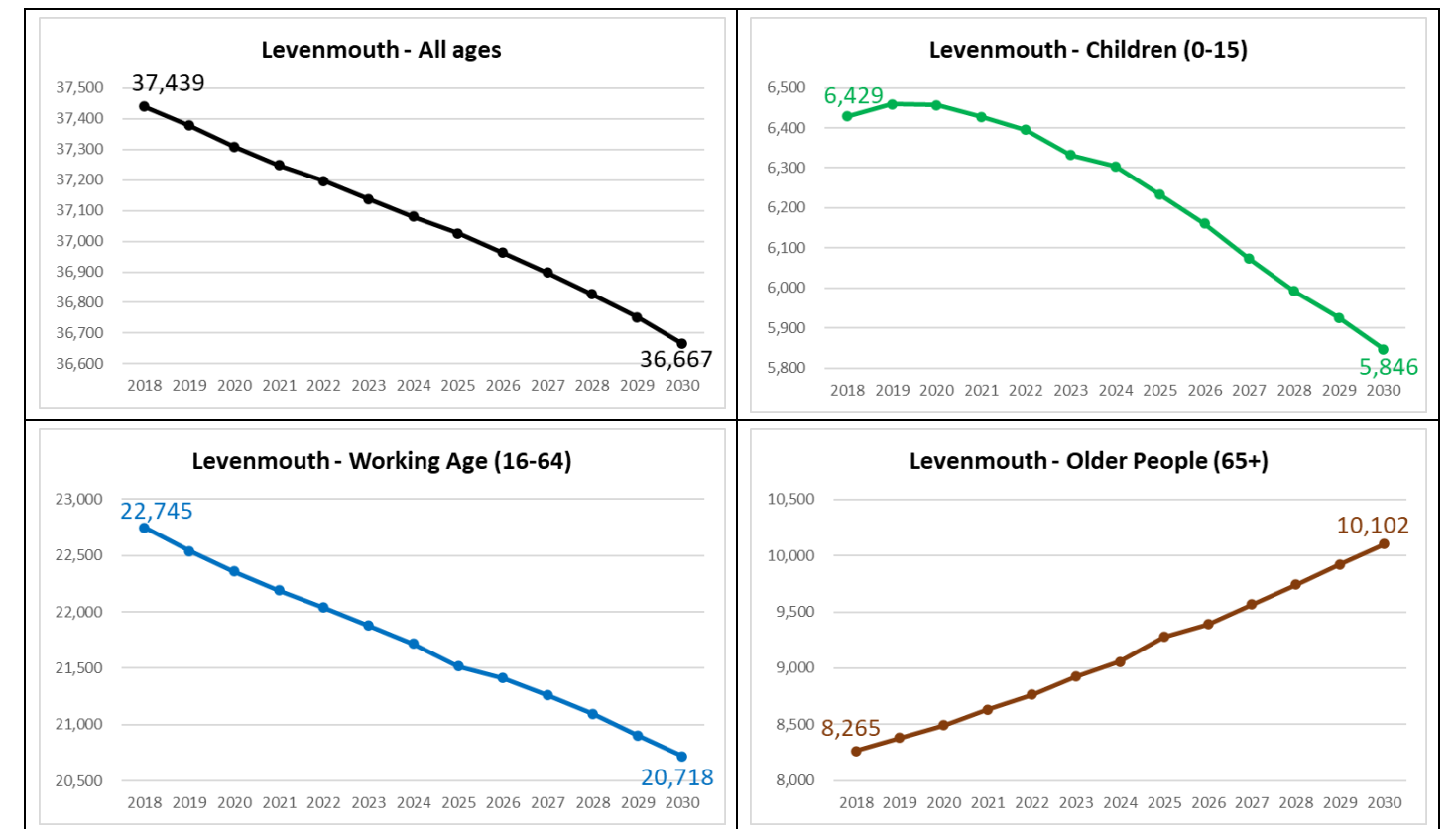


Figure 8.2 – Projected change in population of the area over the period 2018 to 2030 (Fife Council Research)

While much of the coronavirus pandemic has heavily influenced people's health, and their broader wellbeing, it has also had a major impact on people's jobs, and businesses and industries, with many facing a much less certain future than even a few years ago. The pandemic has also accelerated changes in the ways in which people work and their working lives, with much more emphasis on working from home and other hybrid models of work. The full implications of this new style of working life may have many benefits, but may also create some unforeseen issues, and many businesses and organisations will need time in which to adapt and adjust to this new environment.

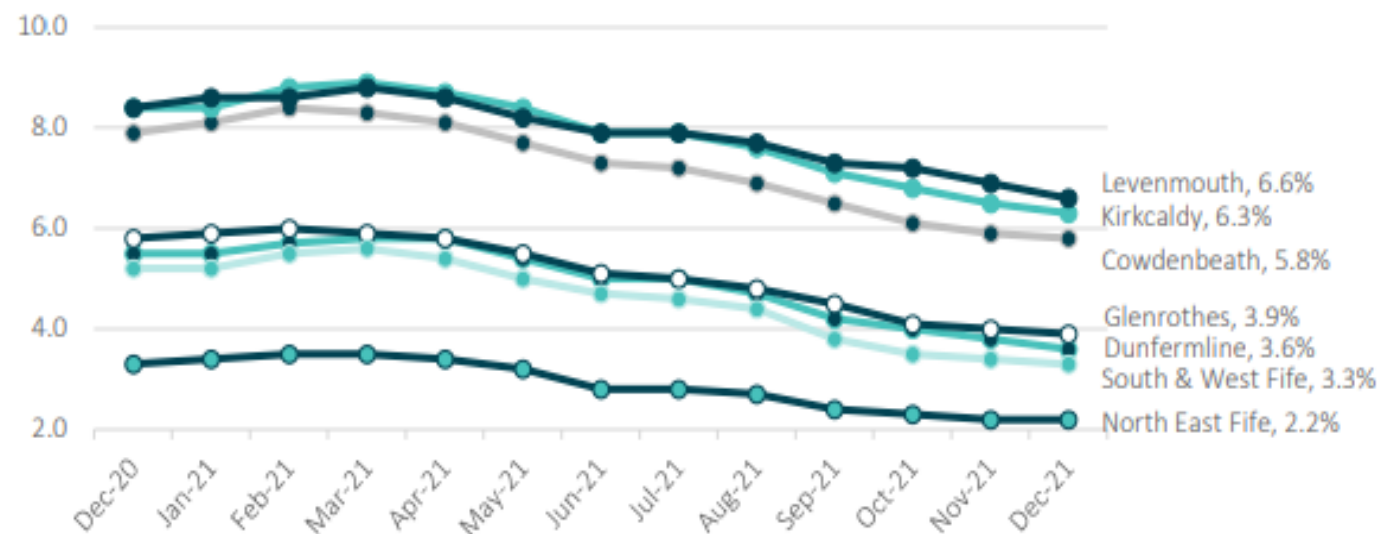


Figure 8.3 – Claimant Rate by Area Committee (Source: Fife Local Areas Economic Profile)

The current rise in living costs that people are experiencing for everyday goods and services is an example of how easily local people's lives can be impacted by global events in a relatively short period of time. Levels of poverty were increasing before the pandemic, with rates of child poverty in Buckhaven, Methil and Wemyss Villages tracking well above both Leven, Kennoway and Largo, and Fife. Now high levels of inflation and substantial increases in the cost of living for basic necessities, such as food and fuel, are adding to the pressures felt by individual households. It is unclear when this situation will stabilise, and how this will impact on widening inequalities within Fife's communities.

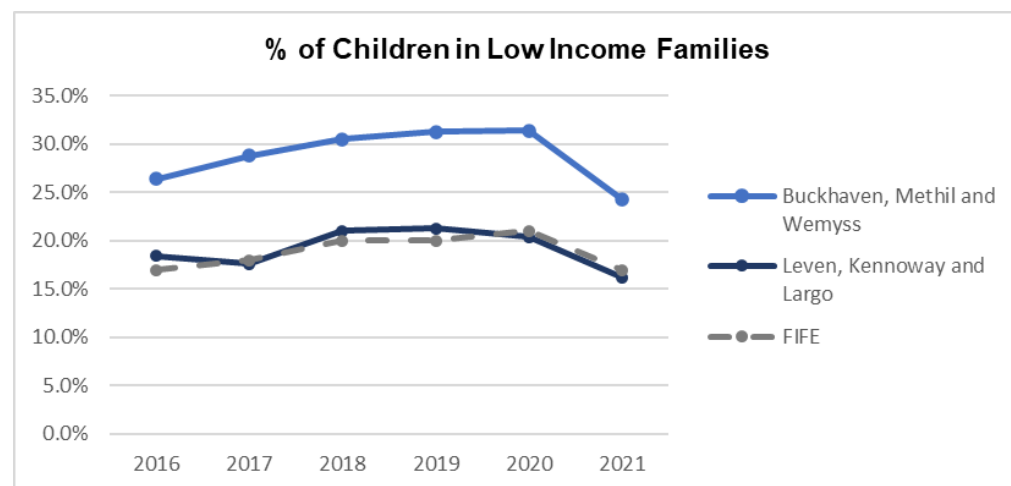


Figure 8.4 – Children in low income families by Ward (Source: Department of Work and Pensions)

There is a need to anticipate and plan for the more pressing implications of climate change and how it will affect people's lives, particularly in the areas of multiple deprivation, adaptation and community priorities.

Climate Fife Theme	Classification
Adaptation	High
Energy Consumption	Low
Transport Consumption	Low
SIMD	Critical
Community priorities	High

Figure 8.5 – Area Summary by Climate Fife Theme (Source: Climate Change and Zero Waste Team)

As with many parts of Fife, the Area's built assets, including its buildings and property, are not resilient or easily adapted to increased surface water, rainfall or storm surges. In some cases, the buildings' construction may not be sufficient, for example, old or unsuitable gutters, and their location may suffer from poor performing drainage systems and sewer infrastructure. Many homes, premises and other buildings, are not resilient to high temperatures. Due to the construction of these buildings, it would be difficult or costly to install measures that would alleviate excessive heat, or provide other facilitation that would allow them to be cooled. Levenmouth also has high rates of challenging home types, including older properties, listed or restricted buildings status, and non-traditional properties, that make energy efficiency improvements expensive or prohibited. An investment portfolio blending public and private investment will be essential for homes of all tenures and non-domestic buildings, to reduce energy demand and decarbonise remaining energy consumption. There will need to be a significant increase in the pace and scale of progress on transition of buildings to decarbonise energy required if we are to meet new building criteria and the Scottish Government's targets. This will be hampered to some extent by a lack of sufficient skills and suitable supplies. The cost of energy transition will be significant against existing income and spend opportunities across the area, and large-scale improvement initiatives will be needed as small-scale improvements tend to be less cost effective in the long run. Scottish Water Horizons shows interest in heat from waste water for Leven pool and the surrounding area, but currently there is no Council capacity to develop this at present, and it is in competition with ongoing development of H100 Fife. The issue for the area is to balance the different opportunities for decarbonised heat by the end of 2023, and it has proved challenging to engage communities. In the short-term, there is likely to be significant increase in fuel poverty in the area due to increasing energy prices. Given the location of the Levenmouth area, it has a large extent of its boundary next to coastal areas, that are classified as high risk of fluvial and coastal flooding and coastal erosion creating a need to increase resilience of existing buildings and infrastructure, and planned developments. It also has a large catchment for rivers and coastal areas which further increases the risks from flooding. Levenmouth has a number of high socioeconomic flood vulnerability areas. This involves a number of areas which are not only prone to physical flooding, but the people that live there, mainly in areas of multiple deprivation (SIMD), are also the most vulnerable to these episodes of flooding. People living in SIMD areas are the least likely to be able to cope and are less resilient than more affluent areas in dealing with future repeat episodes of flooding. In terms of transport and infrastructure, Levenmouth area does not currently benefit from good rail access, but with the introduction of the Levenmouth Rail Link, and improvements to surrounding transport infrastructure, this should provide better opportunities for access to rail services, and to move freight onto rail from 2024. As with other areas in Fife, Levenmouth will still need to decarbonise its various forms of transport including private and public methods and to increase options and facilities for walking and cycling.

5th April 2023

Agenda Item No. 10

Community Recovery Fund Proposals – Combined Report

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

Wards Affected: 21 & 22

Purpose

The purpose of this report is to secure agreement to proceed on a range of Community Recovery Fund (CRF) proposals for the Levenmouth area with a total funding commitment of approximately £447,000.

Recommendation(s)

The Committee is asked to:

- agree the funding requests to allow the projects noted in 2.0 of this report to be implemented.
- Note the business plan proposals relevant to each proposal contained in the CRF01 attachments
- Note that agreement to the 'Support for Non FC Facilities' framework proposal will also trigger permission for officers to start work with Methilhill Bowling Club who have made an early application to the CRF which aligns with this framework proposal.

Resource Implications

If agreement is secured on the noted projects this will reduce the available budget by £447,000.

The total budget available in the CRF (Community Recovery Fund) budget is £1.343 million. Members have already agreed expenditure of £155,233 at the February 2023 meeting of the Levenmouth Area Committee.

If all projects noted in this report are agreed, this will leave a balance of £740,767 still to be committed. As members will be aware there are still a considerable number of projects being worked up by officers and these will continue to come to Area Committee for sign off throughout the year ahead. Prior to reporting to Area Committee workshop sessions will be held to ensure members are comfortable with the proposals.

Legal & Risk Implications

There are no legal and specific risk implications raised by this report at this stage.

Impact Assessment

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

Consultation

All projects have been derived from the core draft priorities for the Levenmouth area which will appear in the next incarnation of the local community plan. Elected members have been engaged in discussions on how they would like to see the CRF directed since November 2022. The specific projects contained in this report were discussed on the 10th of March 2023 workshop with members held at FRIC (Fife Renewables Innovation Centre) in Methil.

1.0 Background

- 1.1 The criteria for spend from the LCPB and CRF requires authorisation from Area Committee before amounts of over £5,000 can be committed.
- 1.2 This report is to seek agreement from the Area Committee for a contribution from the Covid Recovery Fund (CRF).
- 1.3 At its meeting of 25th August 2022, Fife Council's Cabinet Committee agreed to allocate £10million of revenue balances as a Community Recovery Fund. Further to this the subsequent Cabinet Committee meeting on 22nd September approved the "help with Cost of Living: Extending Community Support" report which set out a general approach and criteria for the fund, notably that the projects brought forward should link to Local Community Plan Priorities.
- 1.4 The current local plan is currently under development, however the key priorities for the area have been captured over the last few months and the draft approach is shown below in para 1.5. Members will note that the headline themes follow the model contained within the [Reform and Recovery](#) Plan for Fife Update of August 2021, and the current local draft priorities align well with the desired outcomes in that document.

1.5 Opportunities for All

- Improved Health Outcomes - with a particular focus on mental health support and issues around drug misuse and drug related deaths.
- Take action to improve rates of participation in physical activity in Levenmouth.
- Promote active travel options as an alternative to car use.
- Targeted Anti-Poverty Opportunities - Increasing local support options for mitigating the impact of the cost-of-living crisis.
- Improved Literacy and Numeracy outcomes for all ages.

Thriving Places

- Improvements to transport connectivity - continue to build on the opportunities offered by the rail link to improve local connectivity in Levenmouth
- Improvements to digital connectivity.
- Targeted Action on ASB - continued focus on ASB including misuse of motorcycles, fire raising and illegal dumping.
- Town Centre Public Realm Improvements- continue improvements in Leven town centre and assess the support required for improvements in the smaller neighbourhood centres.

- Promote improvement and interpretation of the areas-built environment including its built heritage.
- Green Space and Play Space Improvements - continue to improve play facilities and our green space assets.

Inclusive Growth and Jobs

- Put in place local opportunities for skills development and training tailored to the needs of local businesses
- Support the development of a strong tourism offer for Levenmouth.
- Ensure the area captures all potential dividends in terms of job opportunities and training for local people, from the large-scale projects currently underway.

Community Led Services

- Develop and support community leadership in all forms as part of a wider community wealth building approach.
- Promote and support Community Asset Transfer where it is appropriate and beneficial to the local community.
- Promote and support community growing and food insecurity initiatives.

2.0 Issues and Options

- 2.1 At the members workshop session on 10th March 2023 a range of projects were discussed and members signalled their agreement of these to be brought to today's meeting.
- 2.2 The projects for agreement will be noted below – however there was also agreement secured at the 10th of March workshop on the following actions;
- Police ASB (Anti-Social Behaviour) Initiative Levenmouth- This project led by the Police under the Improving Levenmouth Together (ILT) banner is subject of a separate Committee report today. It was proposed that this initiative could be covered from the CRF budget – it was however agreed by members that they would prefer this project was funded through a split contribution from the Ward 21 and 22 LCPB (Local Community Planning Budget) budgets.
 - Police/ Public Health Approach- Mental Health Pilot – This project has been discussed previously and members are supportive of the initiative. The proposal has developed since it was initially advised at the ILT. There had been a desire to look at a fixed building location where clients picked up by the Police who are exhibiting mental health issues, but do not require to be detained on a police matter can be assessed and triaged appropriately without referral to Victoria Hospital. The project has now developed and is likely to be founded on a mobile unit which will be staffed by Scottish Ambulance Service. Members have signalled that they would like to better understand the level of risk associated with the approach and how this would be mitigated, the numbers expected to benefit from this approach, and the potential savings and expected benefits that will be accrued. The Community Manager was asked to link with the short life working group who are tasked to look at this project and support them in bringing a full report to the May 2023 Area Committee for consideration.
 - East Fife Community Football Club – Development Worker – Members advised that they welcomed the proposal from this local organisation but would like to see more detail in terms of costs and longer-term sustainability of the development worker role.

- Green Health Partnership Coordinator - Members advised that they welcomed the proposal from this partnership organisation and would appreciate a briefing from the partnership prior to the submission of a report for consideration of the funding request at the May 2023 Area Committee. The briefing session has been confirmed and will have taken place on 28.3.23.
- 2.3 The projects that members were supportive of are as follows. All these projects have a CRF01 business plan document overview attached to this report.
- 2.4 **Support for Non-FC Facilities** – Sustainability Approaches – members noted at the workshop that they would be supportive of setting aside 150K to support non-Fife Council community facilities mitigate running costs through targeted improvements to their buildings. The essential criteria for consideration would be:
- The applicant club or organisation would be formally constituted with a functioning management committee whose building is open for wider community use and is perceived as a strong community asset.
 - The club or organisation will have undertaken a review of its building using a recognised expert and be able to show how interventions and improvements to heating, insulation, power generation etc will contribute to longer term sustainability. This proposal will be supported by a formal energy audit report and recommended interventions tailored to the needs of the facility in question by the recognised expert.
 - Any intervention will be based on a grant of up to 75% of total cost of the proposal up to a maximum contribution of £50,000.
 - Where an organisation holds significant uncommitted balances – discussions on varying the threshold for self-funding above the 25% minimum will take place. This will allow the allocated CRF funds to be freed up to help more groups.
 - All proposals will require to have comparative quotes for the work proposed based on an agreed specification– in all cases the lowest quote will be used.
 - Any contract agreed will be managed by the applicant organisation, the Council will only act as the grant making body and cannot be involved in negotiations with the contractor.
- 2.5 Members agreed that the submission by Methilhill Bowling Club would be considered as the initial project for this type of support. Agreement today will allow officers to work with the organisation to progress their proposal.
- 2.6 **Big Hoose Support Worker** – members agreed that they would be happy to see further detail on this proposal for consideration at this Committee. Detailed Proposal being drafted to follow. - 50K
- 2.7 **Buckhaven Regeneration Project** – members agreed at the workshop session that they would be happy to support the contribution of 50K as match funding for first phase funding of this regeneration project. CRF01 sent to FHBT (Fife Historic Buildings Trust) for detailed overview of project.
- 2.8 **Skatepark Design Costs** – members agreed at the workshop session that they would be supportive of setting aside 10K for the commissioning of detailed designs for the improvement of the skatepark facility on Leven Promenade.
- 2.9 **Play Area Improvements** - members agreed at the workshop session that they would be supportive of setting aside funding to accelerate the play park improvement programm for Levenmouth.

- 2.10 Officers are proposing that we focus on one site at this time, that being Oakvale Road. The rationale for focusing on one site is that we are unable to draw on other funding streams at this time so will require to fully fund this project to ensure it can be achieved in the current financial year. Total commitment would be 155K
- 2.11 **Leven Town Centre Marketing Approach**- members agreed at the workshop session that they would be supportive of setting aside 10K to cover the costs of an ongoing marketing campaign for Leven Town Centre as part of a supportive approach for businesses recovering from both the pandemic and the two recent fire incidents.
- 2.12 **CLEAR Buckhaven – Water Connection** – members agreed at the workshop session that they would be supportive of setting aside 14K to cover the costs of a mains water connection to the CLEAR growing space at Burns Avenue Buckhaven.

3.0 Conclusions

- 3.1 The proposals contained in this report all align well with the stated draft priorities for the Levenmouth area local community plan.
- 3.2 All projects have been tested with members through a workshop process and as a result have been accepted as meeting the general requirements for support via the CRF.

List of Appendices

1. CRF01 – Non FC Facilities Sustainability Support Methilhill Bowling Club
2. CRF01 – Big Hoose Support Worker
3. CRF01 – Buckhaven Regeneration Project
4. CRF01 - Skatepark Design Costs
5. CRF01 –Playpark Improvements
6. CRF01 – Leven Town Centre Marketing Approach

Background Papers

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

Report Contact

David Paterson
Community Manager Levenmouth
Workplace Buckhaven Burgh Chambers
Email: david.paterson@fife.gov.uk

Proposal Title:	Non FC Facilities – Support for community owned facilities to improve sustainability and reduce running costs.		
Brief Summary of Proposal:	Non FC Facilities – Support for community owned facilities to assist with investment in mitigation work to improve sustainability. This could extend to heating replacement, lighting upgrades, insulation work etc. The main aim is to assist clubs and community facilities that can show they are in danger of closing due to the impact of utility cost rises. As agreed with members at the 10th of March workshop where this issue was discussed - the level of intervention will be limited to 75% of the total cost of any proposal with a maximum ceiling of 50k per project. Organisations will be expected to raise the balance of funding under their own steam		
Select relevant Area or Fife wide:		Levenmouth	x
	Dunfermline	North East Fife	
	Glenrothes	South and West Fife	
	Kirkcaldy	Fife wide	
If Fife wide, will the proposal deliver across all 7 areas?	N/A		
Project Lead	Dave Paterson		
Lead Organisation	FC –as funder – all project implementation will be led by the relevant applicant body.		
Date	15.3.23		

Community Recovery Fund - Background

At its meeting on 25th August 2022, Cabinet Committee agreed to allocate £10 million of revenue balances as a Community Recovery Fund. Further to this, the subsequent Cabinet Committee meeting on 22nd September 2022 approved the 'Help with Cost of Living: Extending Community Support' report which set out a general approach and criteria for the Fund, including the allocation of £9m across the 7 Area Committees with the remaining £1m to be used to support initiatives spanning several areas or of Fife wide significance.

Approach

- Area Committees will decide allocations from the fund
- Communities should help identify priorities and projects
- The fund can be used flexibly across financial years 22/23 and 23/24
- Projects and spend should support wider community recovery as well as shorter term challenges e.g., cost of living

- Minimise any recurring revenue spend but promote innovation and pilot schemes which may influence future delivery

Specific Criteria

- Projects should link to Local Community Plan priorities
- Projects should take account of Plan for Fife recovery priorities (Community Wealth Building, Tackling Poverty, Economic Recovery, Climate)
- Projects should provide assessment of benefit to ensure no unintended consequences

Monitoring & Evaluation

- Applicant organisations will be asked to provide 6-monthly progress reports at 6 months, 12 months and 18 months. Where applicable, a final report will be required upon completion.
- We expect organisations to source best value and provide verification of the budget spend.

DETAILS OF PROPOSAL

1.	<p>What benefits will the proposal deliver and what are the timescales for delivery? Please also include in this section the consideration given to any unintended consequences associated with the proposal, during implementation or upon completion.</p>
<p>Within the current financial year officers envisage that 3 community owned facilities will be helped to develop and put in place mitigation measures that help them offset some of the rising costs of heating and lighting.</p> <p>We have several key organisations in the area who are facing difficult choices when considering their viability in the current economic environment.</p> <p>At the moment organisations are having to consider partial closures to try and mitigate heating and lighting costs – however this is often proving to be counterproductive especially for those organisations that require to generate income from their facility to continue to be sustainable. The benefits of this approach will be to facilitate organisations move towards alternative power sources like solar or ground source for example through assistance with initial capital costs.</p>	
2.	<p>Please detail which priorities this proposal meets.</p>
a)	<p>Recovery and Renewal Plan 4 Fife Update priorities met.</p>
<p>Thriving Places Inclusive Growth and Jobs Climate Change concerns</p>	
b)	<p>Local Community Plan priorities met.</p>
<p>As above</p>	

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3.	What consultation has taken place regarding the proposal? (e.g., with communities, Elected Members, other Services, partner organisations, at People and Place Leadership Groups)
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Initial discussions on interventions for no FC facilities took place initially in November 2022. This resulted in broad agreement to the approach of supporting community owned facilities in their endeavours to mitigate rising costs - this was written into the 8th February report to Area Committee (Agenda item 7 page 72) which highlighted a range of possible CRF supported proposals. This approach was explored further at the 10th March workshop on CRF – and it was agreed at that workshop that a further proposal should come to the April LAC, giving the criteria for the approach and an estimated cost for the proposal. It was also discussed that as the Methilhill Bowling Club had already registered an interest in seeking support under this proposed framework, they would become the test project for the approach.

4.	List the desired outcomes and benefits, and what measures of success will be used.
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Outcome	Benefit	Measurement
Installation of appropriate low carbon power source	Improved sustainability of community owned facility	Lower fuel bills and energy rating improvement
Community owned asset remains open	Community space preserved for ongoing use by local people for leisure, recreation and learning use.	Higher levels of activity and participation
Economic activity continues	Local people can access employment opportunities or maintain current employment	No FTE reduction in relation to the staffing compliment at the supported facilities

COSTS

5.	Provide a breakdown of the proposal's costs.
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Cost Description	£
3 X Interventions based on a 50K maximum grant or up to 75% of total intervention cost. - if costs fall below the 50K ceiling then other projects will be supported from the residual	£150,000
	£
	£
	£
	£
	£
Total:	£150,000

6.	How much funding are you requesting from the Community Recovery Fund?
<p>This is a request to set aside £150,000 to allow officers to work up detailed individual proposals alongside community organisations that make an application to this framework. Reports on these individual approaches will then be brought to Area Committee for formal sign off with full details of the interventions proposed.</p>	
7.	Where Community Recovery Fund monies are requested to fund a portion of the total proposal cost, list below all other sources of funding and indicate whether this funding is confirmed or pending.
<p>Individual projects will be expected to have in place self-funding arrangements that can meet at least 25% of the total expected cost of the work proposed. Where organisations have significant balances of uncommitted funds, we will look to increase through negotiation the proportion of costs that should be self-funded.</p>	

RISKS

8.	What are the risks associated with this proposal?		
Risk Description	Probability Score (1-5)	Impact Score (1-5)	Overall Score (Probability x Impact)
Funding not agreed	2	5	10
High demand for assistance	3	3	9
Lack of resource for energy audits to be carried out	4	4	12
Delays in contracted work being carried out	3	4	12
Material Cost inflation	4	3	12
9.	For each risk, please detail the mitigation measures in place.		
Risk	Mitigation Measures		
Funding	Members have been supportive of this type of proposal from the initial discussions on CRF going back to November 2022.		
High demand	Officers will seek to establish priorities in terms of the projects that come forward – applicants will require to show the level of urgency for support in terms of potential impacts on their short to medium term viability.		
Audits	Current audits are being facilitated through Greener Kirkcaldy as part of LACER funding allocated by EPES this will end 31 st March 2023– officers have investigated the potential for individual commissions to be made post the closure date – this has been positive.		

Delays Contract work	Officers are discussing with Finance the possibility of CRF funding being profiled through to March 2025 rather than March 2024, this would mitigate potential delays within the contracts put in place under this framework
Material Cost Inflation	Any organisation benefitting from CRF grant funding will be encouraged to agree a fixed cost contract – where this is not possible, organisations will require to fund a contingency element to the contract.

PROPOSAL SIGN OFF

10.	Can you confirm the proposal does not have any of the following:	
	Recurring costs	None
	Unintended consequences	None
	Duplication with existing projects / initiatives	No Duplication
11.	Approval	
	Approved By	Role
	Dave Paterson	Community Manager
		Accountant
		Area Committee
		Cabinet Committee (if Fife wide)
		Date
		15.3.23
		5.4.23

Proposal Title:	The Plus Partnership			
Brief Summary of Proposal:	<p>The Plus Partnership brings together Fife Furniture Plus and Fife Council's Communities and Neighbourhoods Team with the hope of increasing access and support to local individuals and families in relation to household assistance.</p> <p>We are seeking support from the local area CRT fund to enable FP to employ a member of staff who can provide holistic case management welfare support as part of this project. The support offered in relation to ongoing Big Hoose distribution of goods to community members is a short-term measure which alleviates a situational issue and will be beneficial. However, through ongoing relational case-management welfare support we believe we can work with community members to seek to address more fundamental issues and barriers which leave people in a position where goods, food and practical items are required to manage day to day living. This support will be offered to individuals and families where it is identified material deprivation is an issue and where people are accessing The Plus Partnership goods across the Levenmouth area.</p>			
Select relevant Area or Fife wide:	Cowdenbeath		Levenmouth	x
	Dunfermline		North East Fife	
	Glenrothes		South and West Fife	
	Kirkcaldy		Fife wide	
If Fife wide, will the proposal deliver across all 7 areas?				
Project Lead	Jen Knight/Colin Bruce			
Lead Organisation	FC/FFP			
Date	14/03/23			

Community Recovery Fund - Background

At its meeting on 25th August 2022, Cabinet Committee agreed to allocate £10 million of revenue balances as a Community Recovery Fund. Further to this, the subsequent Cabinet Committee meeting on 22nd September 2022 approved the 'Help with Cost of Living: Extending Community Support' report which set out a general approach and criteria for the Fund, including the allocation of £9m across the 7 Area Committees with the remaining £1m to be used to support initiatives spanning several areas or of Fife wide significance.

Approach

- Area Committees will decide allocations from the fund
- Communities should help identify priorities and projects
- The fund can be used flexibly across financial years 22/23 and 23/24
- Projects and spend should support wider community recovery as well as shorter term challenges e.g., cost of living

- Minimise any recurring revenue spend but promote innovation and pilot schemes which may influence future delivery

Specific Criteria

- Projects should link to Local Community Plan priorities
- Projects should take account of Plan for Fife recovery priorities (Community Wealth Building, Tackling Poverty, Economic Recovery, Climate)
- Projects should provide assessment of benefit to ensure no unintended consequences

DETAILS OF PROPOSAL

1.	What will the proposal deliver and what are the timescales for delivery?
<p>The Plus Partnership proposal is focussed on delivering support to households experiencing material deprivation in the Levenmouth area. We seek support from CRF to employ a welfare support worker who will be responsible for providing support to families and individuals with the aim of addressing and alleviating household hardship. The role will provide holistic support to build resilience and reduce reliance on crisis interventions. This will involve income maximisation, barrier removal and will aim to bring about positive change and encourage households to reach their potential through direct support and also joint work with local specialist agencies where appropriate.</p> <p>A key outcome for this work aims to reduce instances of reliance on crisis-oriented interventions for individuals and families such as food bank and crisis grants administered via Scottish Welfare Fund. There are soft outcomes such as increasing confidence and a greater feeling of being able to cope, increased ability to manage a tenancy and increases in positive networks which we expect to see in participants. As part of this work we will identify and implement an appropriate outcomes framework tool to measure impact and help inform development of the project and other anti-poverty approaches.</p> <p>Additionally, we hope to see community members accessing services such as community based mental health support, family learning and play sessions and progression to learning and/or employability provision. The staff member will undertake one to one sessions with individuals either face to face, via telephone or utilising teams/zoom. Along with this there will be an ethos of supporting participants to access wider community networks and assisting with this where appropriate. Onwards referrals will be treated with sensitivity and supportive 'warm handovers' are recognised as key to the progression from crisis services to resilience.</p> <p>The post holder will be trained and supported to manage assisting vulnerable people including situations where child and adult protection concerns are required to be actioned, along with GDPR, Equalities and Good Conversations training which supports asset based and a personal outcomes approach to support.</p> <p>This role compliments existing Plus Partnership activity in which we have developed a unique approach to delivering The Big Hoose project locally; we have a network of 10 venues/organisations which allows supportive community access to household goods including personal hygiene and essential household items across the area. Community members will be supported by local staff to engage in appropriate and relevant support to address identified issues/barriers which leave households in a position of material deprivation. This first phase of this project will enable 100 households' access to this support with roll-out planned for a further 100 households over the following 12 weeks after launch of the project. This work is a new approach for the area so we have embedded an emphasis on testing and learning alongside discreet and dignified delivery.</p>	

We also envisage the role supporting Furniture Plus's Goodwill Support in the area which is accessible by the community and organisations providing support. Items of furniture, white goods and carpets are able to be requested as part of a referral which is fulfilled by Furniture Plus via their re-use items. Households referred will be offered additional holistic support by the staff member based on their individual needs and situation.

We have utilised existing data to inform the development of this holistic approach aimed at addressing and alleviating material deprivation experienced by households in the Levenmouth area. The support offered in terms of goods to community members is a short-term measure which alleviates a situational issue and will be beneficial however, through ongoing relational case-management welfare support we believe we can work with community members to seek to address more fundamental issues and barriers which leave people in a position where goods, food and practical items are required to manage day to day living.

This support is one of the interventions we aim to provide in the area as a suite of support aimed at addressing household hardship along with Castle Furniture's Independence Initiative, The Hope Chest and the development of a cash first approach to support our community members.

The Big Hoose Project continues to need local support to increase access and maximise access to goods available from their warehouse in Lochgelly to support vulnerable families facing household material goods hardship. The newly developed local hubs in NE Fife and Glenrothes continue to support access solely to families. Levenmouth area identified demographic groups including single people and older people who cannot access this service via The Big Hoose. Furniture Plus support dignity and choice through their Re-Use Charity Store, this proposed model builds on this approach whilst incorporating local need and building new partnerships to enhance support to address material deprivation.

This role will also contribute to wider anti-poverty work in the area where systems and more structural issues can be addressed in a wider partnership context.

This project looks to secure year one funding through CRF beginning in April 2023 with a view to securing local anti-poverty funds to continue year two delivery until March 2025. We believe this two year period will ensure we gather information on the approach, delivery and impact in the community to allow us to effectively analyse next steps in terms of sustainability and scaling up delivery.

2. Please detail which priorities this proposal meets.

a) Recovery and [Renewal Plan 4 Fife Update](#) priorities met.

This approach meets the priorities and aims detailed within tackling poverty and preventing crisis in relation to addressing immediate need through community members being able to access goods to manage day to day living however in the plan we are encouraged to understand that *'Lack of funds, difficulties in accessing services, and other issues can lead to crisis, where people need short-term help. However, solutions need to take a longer term, preventative approach'* this approach aims to provide that longer term support which will build resilience and lessen the undignified crisis situations our community members find themselves in. We aim to work with households for them to have time to build relationships with staff who can respond quickly and sensitively to address the causes of deprivation experienced in our communities; *'Poverty is a spiral - the effects of poverty serving to make poverty worse. It is this spiral which needs to be broken'*.

We envisage the welfare worker supporting the principle to *'Make it easier to access services through a no wrong door approach'* and being able to *'Challenge stigma and attitudes that can*

prevent people from accessing the services they need’ by embedding themselves in the community, being visible and having the time to provide appropriate and relevant support. Activities associated with the role include being able to carry out benefit checks utilising the Fife Benefits Checker and linking to appropriate services such as DWP, SSS and others to maximise income, along with supporting joint work with CARF where appropriate to address more specialist issues such as debt therefore we aim to *‘Help people maximise income and remove cost barriers to participation’*

This project has been designed utilising data gathered from successful pilot projects such as Choice First where beneficiaries of the project engaged with support in conjunction with access to monetary assistance in order to address root causes of poverty. This project links to our local WRAP group and People Leadership Group where any local partner will be able to easily connect community members with the worker at any time it is deemed appropriate and ideally once delivery is in action we will link with people securing tenancies including where there has been domestic violence, liberation from prison, discharge from hospital admissions in a proactive manner allowing us to use; *‘Better intelligence to proactively reach people in need, with a focus on prevention rather than just responding to crisis’* with this in mind we believe we are building *‘Sustainable approaches to basics such as food security and welfare provision’*.

The ambition *‘Fife has lower levels of poverty in line with national targets’* links to this project with the following priorities particularly pertinent to this work:

- *Fewer children in poverty*
- *Increased household income*
- *Lower rates of income deprivation*
- *More households managing well financially*

b) Local Community Plan priorities met.

Within the Levenmouth Local Community Plan themes this approach fits with ‘Opportunities For All’ priority area. It is identified that increasing local support options for mitigating the cost-of-living crisis is a key delivery area as part of ‘Targeted Anti-poverty Opportunities’ the role has been designed to have an element of specialism built in so we can meet the needs of local people and to create connectedness and collaboration around household assistance approaches in the area, also therefore contributing to community led services. We understand that this approach will highlight areas of development which may require creative and bespoke approaches to meet the needs of people so careful and thoughtful monitoring is important to ensure we gather learning and shape support with partners to meet needs at a universal, additional and intensive level where appropriate.

Additionally, we hope an area this project demonstrates success in is ‘improved health outcomes’ with a particular focus on mental health support, the role will involve being able to support community members where poor mental health is experienced and supportive onward referrals to local community based and/or statutory services will be one of our key referral routes. The member of staff will be trained in trauma informed practice, mental health first aid and ASIST training to ensure they are able to support community members appropriately in situations of distress and/or where mental health is identified as a personal outcome the individual chooses to address.

3. What consultation has taken place regarding the proposal? (e.g., with communities, Elected Members, other Services, partner organisations, at People and Place Leadership Groups)

Members are aware of the proposal and discussions on the framework and approach took place at the 10th March workshop session on CRF proposals. The proposal has also been considered by the Levenmouth WRAP which has a significant multi partner membership.

4. List the desired outcomes and benefits, and what measures of success will be used.

Outcome	Benefit	Measurement
Community members are supported to access holistic welfare support focussed on addressing household hardship	Community members experience less financial hardship and reliance on crisis interventions	Participants involved report increased resilience and we see a decrease in numbers of local people accessing crisis interventions
Income maximisation work has a positive effect on household income	Local people involved see a direct increase in household income from income maximisation activity	We will capture and record financial gains associated with project activity and will be able to demonstrate a monetary figure
Community members will engage with support and participate in identifying their own routes to increasing resilience	Participants will build positive relationships and will be empowered to take ownership of their journey and support.	We will capture participation and engagement with the project and monitor activities, outcomes and progression achieved by participants.
Household assistance work in the area becomes more collaborative and joined up allowing easy access points for the community to engage with support they need	Community members and partners working in the area understand the range of available options for assistance and can access appropriate and timely support	Organisations delivering work around the theme of household assistance will report an increase in partnership working, be able to share the benefits of this and be co-designing community access and sustainable future delivery

COSTS

5.	Provide a breakdown of the proposal's costs.	
	Cost Description	£
	Staff wages	£33626
	Travel Training and subsistence	£2500
	CRMS – Fife Online Referral and Tracking	£5000
	Development Fund	£17,500
		£
		£
		£
	Total:	£58,626
6.	How much funding are you requesting from the Community Recovery Fund?	
	<p>Staffing - £33626 (this includes NI and Pension contributions). Travel/Training/Subsistence Costs - £2500 FORT expenses - £5000 Development fund – £17,500</p>	

7.	Where Community Recovery Fund monies are requested to fund a portion of the total proposal cost, list below all other sources of funding and indicate whether this funding is confirmed or pending.
N/A	

RISKS

8.	What are the risks associated with this proposal?		
	Probability Score (1-5)	Impact Score (1-5)	Overall Score (Probability x Impact)
Funding not agreed	2	5	10
Lack of suitable candidates for the post	2	5	10
Outcomes and benefits not achieved	2	5	10
9.	For each risk, please detail the mitigation measures in place.		
	Mitigation Measures		
Funding	Members have been briefed on this proposal and have shown significant support for the model prior to being asked to consider at Area Committee. This pre committee briefing approach has proved successful in ensuring members are comfortable in endorsing officer recommendations.		
Candidates	The post will be advertised widely and network contacts will be used to ensure the availability of the position is known to suitable individuals who may wish to apply.		
Outcomes and benefits	There will be robust monitoring of progress , and partnership support will be available to the incumbent to ensure they have the tools to achieve the outcomes required.		

PROPOSAL SIGN OFF

10.	Can you confirm the proposal does not have any of the following:	
Recurring costs	There are no recurring costs for the CRF approach – however after assessment and evaluation the post will be considered for follow on funding from LCPB Anti Poverty fund for the 2024/25 financial year.	
Unintended consequences	None	



Community Recovery Fund Project Proposal

Document ref

CRF01

Duplication with existing projects / initiatives		As this position anchors on the Big Hoose approach there is no duplication in terms of work activity.	
11.	Approval		
Approved By	Role	Date	
	Community Manager	15.3.23	
	Accountant		
	Area Committee	5.4.23	
	Cabinet Committee (if Fife wide)	N/A	

Project Title	Buckhaven Heritage Regeneration – Development Phase
Area Project or Corporate Project	<i>Area Project</i>
Area Project covers	<i>Levenmouth (Buckhaven)</i>
Project Manager	FHBT
Approval	Area Committee
Date	5 th April 2023

Section 1: Proposal

1.1 What is the project going to do?

This is Phase 1 of the Buckhaven Heritage Regeneration project - an area-based project that will support the ambitions of local people to bring the historic town centre of Buckhaven back to life by celebrating and enhancing the built and natural environments. The project will work with the local community to invest in Buckhaven’s historic buildings and streets to support the town’s future. There will also be events and activities for the community, and training for young people and the local construction industry. There will be a strong focus on health and wellbeing, and increasing pride in and a sense of belonging to the local area.

The project will be delivered by Fife Council in partnership with Fife Historic Buildings Trust and community partners.

During Phase 1 (project development phase) we will carry out community engagement activities and prepare our more detailed second-round applications to the main funders, the National Lottery Heritage Fund and Historic Environment Scotland. The following activities will be carried out:

- Finalise and sign the Buckhaven Heritage Regeneration Partnership Memorandum of Understanding between Fife Council and members of the partnership including Fife Historic Buildings Trust, CLEAR Buckhaven & Methil and Community Trade Hub.
- Recruit a Trainee Project Assistant to support the development phase tasks.
- Procure and appoint consultants to assist or lead on the development phase tasks.
- Carry out a Community Place-Making Exercise to refresh the existing Buckhaven Links! Community Action Plan 2018-2023. This will evaluate the successes and review local priorities to ensure that the updated plan remains relevant for the people of Buckhaven, and to inform the Buckhaven Heritage Regeneration project priorities. This will include:
 - Delivering 4 no. community workshops/ drop-in events and 1 no. exhibition so that people from the local community and

- stakeholders contribute to the review and refresh of the community plan.
- Delivering 2 no. youth workshops (one for primary schools and one for Levenmouth Academy) so that children and young people contribute to the refreshed community plan and learn new skills.
 - Delivering an online and paper-based consultation so that people from the local community and stakeholders contribute to the review and refresh of the community plan.
 - Develop the existing Outline Area Character Appraisal for Buckhaven into a detailed Area Character Appraisal and draft Area Management Plan (ACA and AMP), with community involvement and training. This will include:
 - Recruiting 10 no. Community Appraisers from the local community to assist with the production of a variety of thematic surveys to record and photograph key aspects of the area including the condition, character, shopfronts, architectural features, views, land use and natural heritage.
 - Delivering training to the Community Appraisers in related skills such as research, recording, consultation and photography.
 - Delivering 2 no. training events for the wider local community and young people.
 - Carry out Options Appraisals for St Andrew’s Theatre and Buckhaven Parish Church and prepare a Business Plan for St Andrew’s Theatre.
 - Develop design proposals and specifications for the Community Trade Hub to RIBA Stage 3. Subject to timescales develop design proposals for St Andrew’s Theatre to RIBA Stage 2 or 3.
 - Develop design proposals for the public realm improvement projects in house by Fife Council Transportation.
 - Carry out before and after Property Valuations for the three Priority Building Projects and for a representative range of buildings within the Third Party Grant scheme area, to allow the calculation of appropriate grant intervention rates using the conservation deficit method.
 - Develop a Third Party Grant Scheme, including grant processes, guidance and requirements, and confirm owner interest.
 - Carry out a Materials Audit and Traditional Skills Audit.
 - Develop a detailed Traditional Skills Training & Community Heritage Activity Plan. Develop an Interpretation Plan. We have allowed for community consultation, and piloting some activities on a small scale during the development phase to test some of our proposals.
 - Design an evaluation and reporting strategy and collect baseline data, including a Socio-Economic Impact Assessment.
 - Review the project management structure for the delivery phase, including the role and membership of the Partnership Board. We will explore the potential to establish a youth forum or similar mechanism

for the delivery phase to enable young people to contribute to the shape and direction of the project.

- Prepare the Area Action Plan for the delivery phase, including the associated supporting documents (e.g. detailed delivery phase timetable, project management structure, project costs etc.)
- Secure funding for the delivery phase.

1.2 Which priority does it meet?

Thriving Communities

1.3 What consultation with Elected Members has taken place on this project?

Members have been kept apprised of this project at ward meetings.

1.4. What are the desired outcomes and benefits, and what measures will be used?

Outcome	Benefit	Measures
Preservation of built heritage	Enhanced security of identity and understanding of built heritage locally	Local people involved in the preservation and improvement of their area Local people developing skills and knowledge

1.5 What are the known costs and timescale? How will this be funded?

1.5.1 Costs

Total expected one-off cost	Profile of spend
	Jan 23 - £0
£282,975	Feb 23 - £0
	Mar 23 - £0
	Apr 23 - £0
	May 23 - £10,000
	Jun 23 - £10,000
	Jul 23 - £20,000
	Aug 23 - £20,000
	Sept 23 - £30,000
	Oct 23 – Mar 24 - £192,975

1.5.2 Funding requested

How much funding is being requested? £50,000

1.5.3 Funding availability

This will list all sources of funding including any match funding

- National Lottery Heritage Fund - £85,000
- Historic Environment Scotland - £85,000
- Fife Council Town Centres - £19,958

- Fife Council Regeneration - £10,000
- Fife Council Locality - £4,999
- Fife Council/ FHBT Partnership Fund - £28,018
- **Fife Council Community Recovery Fund – £50,000**

1.5.4 Resource availability within the service to deliver

This will be low impact on the service with FHBT taking the lead.

1.5.5 Can you confirm the project does not have

Recurring Cost	No recurring cost in terms of the development phase
Unintended consequences	None
Duplication with existing projects or initiatives	No Duplication

1.5.6 Is the project a spend to save proposal, if yes please provide details of savings

No

1.6 What are the known risks?

1.6.1 Risk Assessment

Risk description	Probability score (1-5)	Impact score (1-5)	Overall score (probability x impact)
Management - changes in project team	2	3	6
Organisational – lack of time to develop R2 application	2	4	8
Lack of community support for proposals	2	5	10
Failure to appoint suitably qualified consultants	1	3	3
Inability to recruit Project Assistant	2	3	6
Failure to engage with third party owners	3	3	9
Public realm work of insufficient heritage quality	1	3	3
Inability to secure agreement for end uses for Priority Buildings	2	5	10

1.6.2 Risk mitigation

Risk description	Mitigation Measures
Management - changes in project team	Ensure all on Steering Group are well-briefed; with good record-keeping to enable hand-over of tasks as required.
Organisational – lack of time to develop R2 application	Project Management Structure - Steering Group and wider

	FC/stakeholder input enables spreading of workload.
Lack of community support for proposals	Maintain & enhance relations with local stakeholders, with early & regular updates, using a variety of methods/ media
Failure to appoint suitably qualified consultants	Draft briefs prepared – share with potential consultant teams, to seek expressions of interest in principle; and advertise widely where required.
Inability to recruit Project Assistant	Advertise via local community partners & social media, as well as conventional channels
Failure to engage with third party owners	Continue dialogue with owners – repeat/ sustain promotion campaigns
Public realm work of insufficient heritage quality	Continue archival/photographic research to inform development of detailed proposals - specify need in any tender arrangements
Inability to secure agreement for end uses for Priority Buildings	Continued positive engagement with local partners and stakeholders during development phase; and set early deadlines for agreement.

1.6 Proposal sign-off

Approved by	Role	Date approved
Dave Paterson	Project Manager	15.3.23
	Accountant	
	Area Committee	5.4.23
	Who will approve corporate projects?	N/A

	Community Recovery Fund Project Proposal	Document ref
		CRF01

Proposal Title:	Skatepark Design Costs			
Brief Summary of Proposal:	Commissioning of Property Services to initiate designs and feasibility study for the improvements to Leven Promenade skatepark			
Select relevant Area or Fife wide:	Cowdenbeath		Levenmouth	X
	Dunfermline		North East Fife	
	Glenrothes		South and West Fife	
	Kirkcaldy		Fife wide	
If Fife wide, will the proposal deliver across all 7 areas?	N/A			
Project Lead	Dave Paterson			
Lead Organisation	Fife Council			
Date	15.3.23			

Community Recovery Fund - Background

At its meeting on 25th August 2022, Cabinet Committee agreed to allocate £10 million of revenue balances as a Community Recovery Fund. Further to this, the subsequent Cabinet Committee meeting on 22nd September 2022 approved the 'Help with Cost of Living: Extending Community Support' report which set out a general approach and criteria for the Fund, including the allocation of £9m across the 7 Area Committees with the remaining £1m to be used to support initiatives spanning several areas or of Fife wide significance.

Approach

- Area Committees will decide allocations from the fund
- Communities should help identify priorities and projects
- The fund can be used flexibly across financial years 22/23 and 23/24
- Projects and spend should support wider community recovery as well as shorter term challenges e.g., cost of living
- Minimise any recurring revenue spend but promote innovation and pilot schemes which may influence future delivery

Specific Criteria

- Projects should link to Local Community Plan priorities
- Projects should take account of Plan for Fife recovery priorities (Community Wealth Building, Tackling Poverty, Economic Recovery, Climate)
- Projects should provide assessment of benefit to ensure no unintended consequences

Monitoring & Evaluation

- Applicant organisations will be asked to provide 6-monthly progress reports at 6 months, 12 months and 18 months. Where applicable, a final report will be required upon completion.
- We expect organisations to source best value and provide verification of the budget spend.

DETAILS OF PROPOSAL

1.	What benefits will the proposal deliver and what are the timescales for delivery? Please also include in this section the consideration given to any unintended consequences associated with the proposal, during implementation or upon completion.
<p>Commissioning of designs and feasibility for the improvement of the current skatepark asset on Leven Promenade. There are no concerns around unintended consequences relevant to this proposal.</p>	
2.	Please detail which priorities this proposal meets.
a)	Recovery and Renewal Plan 4 Fife Update priorities met.
<p>Thriving Communities Opportunities for All.</p>	
b)	Local Community Plan priorities met.
<p>As Above</p>	
3.	What consultation has taken place regarding the proposal? (e.g., with communities, Elected Members, other Services, partner organisations, at People and Place Leadership Groups)
<p>Members are aware of the proposals to improve this asset. Consultations have taken place locally with young people and the established skatebord club in Leven.</p>	

4.	List the desired outcomes and benefits, and what measures of success will be used.																					
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Outcome</th> <th style="width: 33%;">Benefit</th> <th style="width: 33%;">Measurement</th> </tr> </thead> <tbody> <tr> <td>Full design and feasibility</td> <td>Known costs and a design in place that meets local aspirations</td> <td>Securing funding agreements to start on site activity.</td> </tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Outcome	Benefit	Measurement	Full design and feasibility	Known costs and a design in place that meets local aspirations	Securing funding agreements to start on site activity.															
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COSTS

5.	Provide a breakdown of the proposal's costs.																		
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7.	Where Community Recovery Fund monies are requested to fund a portion of the total proposal cost, list below all other sources of funding and indicate whether this funding is confirmed or pending.																		
	NA																		

--

RISKS

8.	What are the risks associated with this proposal?		
Risk Description	Probability Score (1-5)	Impact Score (1-5)	Overall Score (Probability x Impact)
Funding for design process not agreed	2	5	10
Delay in. Progress due to workload at Property Services	3	3	9
Local Group does not engage in design process	1	5	5
9.	For each risk, please detail the mitigation measures in place.		
Risk	Mitigation Measures		
Funding	Members previously indicated support for funding request to come to Area Committee		
Delay	Potential to use external design resource to be investigated		
Consultation	Local Group are fully on board.		

PROPOSAL SIGN OFF

10.	Can you confirm the proposal does not have any of the following:	
Recurring costs	No recurring costs for this aspect.	
Unintended consequences	None	
Duplication with existing projects / initiatives	No Duplication	
11.	Approval	
Approved By	Role	Date
	Community Manager	15.3.23
	Accountant	
	Area Committee	5.4.23
	Cabinet Committee (if Fife wide)	N/A



Community Recovery Fund Project Proposal

Document ref

CRF01

	Community Recovery Fund Project Proposal	Document ref
		CRF01

Proposal Title:	Play Area Improvements			
Brief Summary of Proposal:	Proposal to fully fund the accelerated improvement of the Oakvale Road play area and the removal of play equipment and subsequent landscaping of the area at Castle Terrace East.			
Select relevant Area or Fife wide:	Cowdenbeath		Levenmouth	X
	Dunfermline		North East Fife	
	Glenrothes		South and West Fife	
	Kirkcaldy		Fife wide	
If Fife wide, will the proposal deliver across all 7 areas?	N/A			
Project Lead	Ian Wilson/Dave Paterson			
Lead Organisation	Fife Council			
Date	15.3.23			

Community Recovery Fund - Background

At its meeting on 25th August 2022, Cabinet Committee agreed to allocate £10 million of revenue balances as a Community Recovery Fund. Further to this, the subsequent Cabinet Committee meeting on 22nd September 2022 approved the ‘Help with Cost of Living: Extending Community Support’ report which set out a general approach and criteria for the Fund, including the allocation of £9m across the 7 Area Committees with the remaining £1m to be used to support initiatives spanning several areas or of Fife wide significance.

Approach

- Area Committees will decide allocations from the fund
- Communities should help identify priorities and projects
- The fund can be used flexibly across financial years 22/23 and 23/24
- Projects and spend should support wider community recovery as well as shorter term challenges e.g., cost of living
- Minimise any recurring revenue spend but promote innovation and pilot schemes which may influence future delivery

Specific Criteria

- Projects should link to Local Community Plan priorities
- Projects should take account of Plan for Fife recovery priorities (Community Wealth Building, Tackling Poverty, Economic Recovery, Climate)
- Projects should provide assessment of benefit to ensure no unintended consequences

Monitoring & Evaluation

- Applicant organisations will be asked to provide 6-monthly progress reports at 6 months, 12 months and 18 months. Where applicable, a final report will be required upon completion.
- We expect organisations to source best value and provide verification of the budget spend.

DETAILS OF PROPOSAL

1.	<p>What benefits will the proposal deliver and what are the timescales for delivery? Please also include in this section the consideration given to any unintended consequences associated with the proposal, during implementation or upon completion.</p>
<p>This proposal is to accelerate the proposal to renew all equipment at the Oakvale Road play area site so that it can be completed in the 2023/24 financial year.</p>	
2.	<p>Please detail which priorities this proposal meets.</p>
a)	<p>Recovery and Renewal Plan 4 Fife Update priorities met.</p>
<p>Thriving Places Opportunities for All</p>	
b)	<p>Local Community Plan priorities met.</p>
<p>As Above</p>	
3.	<p>What consultation has taken place regarding the proposal? (e.g., with communities, Elected Members, other Services, partner organisations, at People and Place Leadership Groups)</p>
<p>The improvement programme for play areas in Levenmouth has been the subject to local discussion for a number of years and follows a local strategy of investment to promote play and activity in Levenmouth. Which elected members have been fully supportive of.</p>	

4.	List the desired outcomes and benefits, and what measures of success will be used.		
	Outcome	Benefit	Measurement
	New Play Area Installed	Better play provision for local children	Higher footfall Better facilities

COSTS

5.	Provide a breakdown of the proposal's costs.	
	Cost Description	£
	Equipment costs	£120,000
	Installation and fees	£20,000
	Removal and landscaping costs – Castle Terrace East	£15K
		£
		£
		£
	Total:	£155,000
6.	How much funding are you requesting from the Community Recovery Fund?	
	£155.000	
7.	Where Community Recovery Fund monies are requested to fund a portion of the total proposal cost, list below all other sources of funding and indicate whether this funding is confirmed or pending.	

RISKS

8.	What are the risks associated with this proposal?		
Risk Description	Probability Score (1-5)	Impact Score (1-5)	Overall Score (Probability x Impact)
Funding Refused	2	5	10
Installation delay	3	4	12
Increased costs	3	3	9
9.	For each risk, please detail the mitigation measures in place.		
Risk	Mitigation Measures		
Funding Refused	Members have been briefed on the desired sites for promotion.		
Installation Delay	Potential to see profiling of CRF out to March 2025 are being investigated		
Increased costs	Contingency to be discussed as and when required.		

PROPOSAL SIGN OFF

10.	Can you confirm the proposal does not have any of the following:	
Recurring costs	There are recurring costs for te maintenance of the site on completion- however as these costs are already factored into the budget the renewal should see a reduction current maintenance costs in the short to medium term	
Unintended consequences	None	
Duplication with existing projects / initiatives	No Duplication	
11.	Approval	
Approved By	Role	Date
David Paterson	Community Manager	15.3.23
Eleanor Hodgson	Accountant	
	Area Committee	5.4.23
	Cabinet Committee (if Fife wide)	

	Community Recovery Fund Project Proposal	Document ref
		CRF01

Proposal Title:	Leven Town Centre Marketing Approach			
Brief Summary of Proposal:	To set aside funding to commission the development of a marketing approach to aid the recovery of the High Street.			
Select relevant Area or Fife wide:	Cowdenbeath		Levenmouth	X
	Dunfermline		North East Fife	
	Glenrothes		South and West Fife	
	Kirkcaldy		Fife wide	
If Fife wide, will the proposal deliver across all 7 areas?	N/A			
Project Lead	Dave Paterson.David Grove			
Lead Organisation	Fife Council			
Date	15.3.23			

Community Recovery Fund - Background

At its meeting on 25th August 2022, Cabinet Committee agreed to allocate £10 million of revenue balances as a Community Recovery Fund. Further to this, the subsequent Cabinet Committee meeting on 22nd September 2022 approved the ‘Help with Cost of Living: Extending Community Support’ report which set out a general approach and criteria for the Fund, including the allocation of £9m across the 7 Area Committees with the remaining £1m to be used to support initiatives spanning several areas or of Fife wide significance.

Approach

- Area Committees will decide allocations from the fund
- Communities should help identify priorities and projects
- The fund can be used flexibly across financial years 22/23 and 23/24
- Projects and spend should support wider community recovery as well as shorter term challenges e.g., cost of living
- Minimise any recurring revenue spend but promote innovation and pilot schemes which may influence future delivery

Specific Criteria

- Projects should link to Local Community Plan priorities
- Projects should take account of Plan for Fife recovery priorities (Community Wealth Building, Tackling Poverty, Economic Recovery, Climate)
- Projects should provide assessment of benefit to ensure no unintended consequences

Monitoring & Evaluation

- Applicant organisations will be asked to provide 6-monthly progress reports at 6 months, 12 months and 18 months. Where applicable, a final report will be required upon completion.
- We expect organisations to source best value and provide verification of the budget spend.

DETAILS OF PROPOSAL

1.	<p>What benefits will the proposal deliver and what are the timescales for delivery? Please also include in this section the consideration given to any unintended consequences associated with the proposal, during implementation or upon completion.</p>
<p>Funding for the development of a strategy to support the promotion of the area and Leven High Street in particular. At this point the approach will consider a range of interventions including</p> <ul style="list-style-type: none"> Specific advertising through a range of media Support for a Scotland Loves Local Campaign including the use of a gift card scheme Small scale events in or around the town centre 	
2.	Please detail which priorities this proposal meets.
a)	Recovery and Renewal Plan 4 Fife Update priorities met.
<p>Thriving Places Inclusive Growth and Jobs</p>	
b)	Local Community Plan priorities met.
<p>As Above</p>	
3.	What consultation has taken place regarding the proposal? (e.g., with communities, Elected Members, other Services, partner organisations, at People and Place Leadership Groups)
<p>Proposals around the promotion of the town centre as part of the recovery from both</p>	

**the pandemic and the two fire incidents have been promoted by elected members over the recent months.
EPES colleagues will support the process alongside Grounds Maintenance, Transportation and Communities.
The approach will include support from the LTA Tourism Officer who will be in post imminently.**

4. List the desired outcomes and benefits, and what measures of success will be used.

Outcome	Benefit	Measurement
Strategy in place for the promotion of the High Street and area	Better general advertising in place promoting the range of retail and leisure opportunities in the area	Higher levels of footfall – measured in te town centre through the people counter system and higher revenues for local businesses.

COSTS

5. Provide a breakdown of the proposal’s costs.

Cost Description	£
Marketing and promotion campaign strategy various interventions	£10,000
	£
	£
	£
	£
	£
Total:	£10,000

6. How much funding are you requesting from the Community Recovery Fund?

£10,000

7. Where Community Recovery Fund monies are requested to fund a portion of the total proposal cost, list below all other sources of funding and indicate whether this funding is confirmed or pending.

N/A

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RISKS

8.	What are the risks associated with this proposal?		
Risk Description	Probability Score (1-5)	Impact Score (1-5)	Overall Score (Probability x Impact)
Funding not agreed	2	5	10
Lack of physical resource to implement proposals	2	5	10
9.	For each risk, please detail the mitigation measures in place.		
Risk	Mitigation Measures		
Funding	No cost approaches to promotion will be sought however it is clear these will be less effective than a funded scheme.		
Physical Resource	Agreement for a range of service operatives being involved in this approach has already been secured.		

PROPOSAL SIGN OFF

10.	Can you confirm the proposal does not have any of the following:	
Recurring costs	None	
Unintended consequences	None	
Duplication with existing projects / initiatives	No Duplication	
11.	Approval	
Approved By	Role	Date
Dave Paterson	Community Manager	15.3.23
	Accountant	
	Area Committee	5.4.23
	Cabinet Committee (if Fife wide)	

5th April 2023

Agenda Item No.11

Supporting the Levenmouth Local Community Plan – Area Budget Request- Anti Social Behaviour Approach

Report by: Paul Vaughan, Head of Communities and Corporate Development

Wards Affected: 21,22

Purpose

This report is to secure funding for the 2022/23 financial year to support the increased Police resource in the Levenmouth area for a period of 7 months to focus on specific anti – social behaviour issues. The funding amount requested is £26,210.33.

Recommendation(s)

Members are asked to:

- Reconfirm support for the coordinated approach previously taken by local partners in 2019, 2020, 2021 and 2022.
- Agree the funding request as highlighted in this report to allow the Police resource, which is key to spearheading the partnership approach to be allocated to this priority issue. The total cost associated with this part of the claim is £26,210,33. This figure is the pro rata Police Constable salary for 7 months as at 2022. This figure may be subject to change in April 2023.
- Note Police Scotland will match fund this spend with dedication of a further Police resource to create a team of two dedicated to countering anti-social behaviour.

Resource Implications

It is proposed that the sum noted of £26,210,33 is covered by both ward budgets.

This split funding approach will fully recognise that the issue is reasonably well spread over both wards 21 and 22.

It should be noted that the funding involved is a 50% match with Police resources to meet the full cost requirement for this approach. It can be confirmed that this contribution has already been secured.

Legal & Risk Implications

There are no legal or risk implications for Fife Council inherent in this report. All work will be coordinated by a steering group of partners and will comply with all necessary regulations.

All work will be risk assessed within standard operating frameworks.

Impact Assessment

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

Consultation

This matter has been the subject of significant discussion, both at Police Engagement meetings, Community Councils, Councillor Surgeries, and has also attracted press coverage. The matter has been highlighted as a concern within local community planning engagement sessions since 2012, and has been tackled using local financial resources, usually through educational, diversion and engineering solutions. This approach to ASB has been recognised throughout the United Kingdom.

1.0 Background

- 1.1 There is a requirement for all requests over £5000 from the local community planning budget to be considered and agreed by the Area Committee.
- 1.2 Since the first local community plan incarnation back in 2012, the issue of anti-social behaviour, most notably focussed on the illegal use of motorcycles and quad bikes has been considered a priority concern, both amongst elected members and local communities.
- 1.3 While there have been significant improvements in terms of the perception of crime within the Levenmouth community, there are still measurable concerns in relation to anti -social behaviour. To overcome this Police Scotland have undertaken this initiative across 2019, 2020, 2021 and 2022.
- 1.4 Members were briefed in December 2022 on the success of the project and will be fully sighted on the approach, given regular monthly meetings and dialogue between Police and Local Area Committee.

OFFICIAL: POLICE AND PARTNERS

- 1.5 The performance of the partnership approach led by Police Scotland and reported to Area Committee in December 2022 were again impressive, building on the success of previous years. For member information are shown again below.
- **28** vehicles seized - this includes Motorbikes, Cars and a Quads.
 - **388** people charged in connection with Anti-social behaviour and Road Traffic offences.
 - **2** Search warrants executed. Quantity of drugs recovered.
 - **3** Stolen vehicles recovered.
 - **18** People arrested on apprehension warrants.
 - There has been an 81% decrease in motorbike related calls between 2018 / 2019 to 2021 / 2022.
- 1.6 Anecdotal evidence from comments made on social media have shown that local people recognised that there had been a significant drop in nuisance behaviour in their area, which again starts to improve the perception of Levenmouth as being a safe place to live and work.
- 1.7 The 2023 incarnation of this proposal will include a continued focus on diversion, intervention and prevention.

2.0 Project Detail

- 2.1 It is proposed this local coordinated approach to ASB issues in Levenmouth, will follow the same format as previous years with additional areas of focus decided upon through intelligence gathering and hotspot identification.
- 2.2 The local partnership arrangements will continue to be led by Police Scotland, assisted by SFRS, Safer Communities, Community Education Workers, Housing, and a range of other third sector agencies.
- 2.3 Although working from a better starting point in terms of reported crime when compared to the figures relevant to January 2021, it is proposed to keep the level of resource to maintain results and also work towards improved diversionary activities.
- 2.4 This approach has been effective in that it has allowed a specific focus on a key issue of concern for Levenmouth residents, and the additional resource is aimed at breaking the cyclic nature of these incidents.
- 2.5 Aligned to the local policing priorities and the Levenmouth Local Community Plan, Thriving Places focus in respect to ASB, the key strategic aims for the project will remain the same and are shown below for reference –

OFFICIAL: POLICE AND PARTNERS

- Tackle anti-social behaviour in relation, public space concerns, including alcohol misuse, motor/quad bike offences and deliberate fire setting
- Tackle crimes of violence
- Improve our existing partnership approach
- Increase public confidence
- Ensure a more effective education, prevention and diversion programme is embedded by all partners.
- Improved engagement with the community

2.6 A dedicated police resource has shown itself to be a significant contributory factor towards getting traction on ASB issues. Accordingly, this report is seeking to secure the financial support from the LCP budgets for wards 21 and 22, to again assist in freeing up this vital component within this approach.

2.7 Two Full Time Equivalent police officers be dedicated solely to support collaborative prevention, intervention and enforcement activities. This will continue the work of the Community Engagement Officer who was appointed on January 1st, 2023, to fill the gap between the ILT officers completing their deployment on 31st October 2022 and not recommencing until April 1st 2023.

3.0 Conclusions

3.1 This approach aligns with a specific statement in the Levenmouth local community planning approach under the Thriving Communities headline and is a key priority within the local Policing Plan.

Report Contact

Author Name David Paterson
Author's Job Title Community Manager
Workplace Buckhaven Burgh Chambers
Telephone: 08451 55 55 55 Extension Number 493928
Email -david.paterson@fife.gov.uk

5th April 2023
Agenda Item No. 12

Supporting the Levenmouth Local Community Plan – Fifers for The Community Resource Request - Community Recovery Fund.

Report by: Paul Vaughan, Head of Communities and Neighbourhoods

Wards Affected: Ward 21.22

Purpose

The purpose of this report is to seek agreement from the Area Committee for a contribution from the Community Recovery Fund of £21,700 towards supporting the continuation of Fifers for the Community (FFTC) staffing resource in the Levenmouth area over the fiscal year 2023/24. This request covers two officer positions within FFTC. This report is an update of a previous report tabled at the 8th February 2023 Levenmouth Area Committee meeting.

Recommendation(s)

The Committee -

- is asked to agree a contribution of £21,700 to support the continuation of FFTC officer activity in Levenmouth in the financial year 2023/24. This is from the Community Recovery Fund.

Resource Implications

Approval of this funding will reduce the Community Recovery Fund for Levenmouth by £21,700.

Legal & Risk Implications

There are no legal implications inherent in this report. All issues relating to the employment of these individual post holders will be covered by the framework used by FFTC who will be the employing organisation for these positions and will directly manage the incumbents.

Impact Assessment

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

Consultation

There has been a long-term relationship with FFTC in the Levenmouth area going back to 2017. FFTC have been involved in a range of different work streams locally which has involved significant community engagement.

1.0 Background

- 1.1 The criteria for spend from the LCPB and CRF requires authorisation from Area Committee before amounts of over £5,000 can be committed.
- 1.2 This report is to seek agreement from the Area Committee for a contribution from the Covid Recovery Fund (CRF), as it is part of the CRF approach members will be aware that this is one of several projects that will come to members for consideration over the next year.
- 1.3 The report has attached to it a CRF01 business plan which is a required additional document for projects covered by the CRF budget.
- 1.4 This report is to seek agreement from the Area Committee to support the employment of two officer posts, managed by FFTC and working in partnership with a range of organisations which are based in the Levenmouth area.
- 1.5 FFTC are a [registered charity](#) and have accepted charitable purposes noted as follows - "the advancement of citizenship or community development", & "the advancement of public participation in sport".
- 1.6 The bid to the CRF fund is for wages coverage up until March 2024 to cover the costs of two part time positions, specifically a Community Development Manager and a Project coordinator.
- 1.7 The total cost of covering the employment costs for both posts is £23,000 and FFTC are contributing a total of £2300 from their own funds towards this cost.
- 1.8 As members will be aware the main objective of setting up the FFTC organisation was to support the process of installing running and maintaining a 3G pitch at Bayview for Community Use.
- 1.9 The ongoing priority for FFTC is to ensure that the facilities at Bayview provide a balanced programme of activities for the wider community. They are also responsible for ensuring that the facilities are maintained in a safe operational manner and that a charging policy is in place that protects the long-term sustainability of the facilities. This includes managing a sinking fund for a replacement pitch and looking at additional funding options to develop the wider service offer to the Levenmouth community.

- 1.10 During the pandemic FFTC expanded its work in the area to progress its community development focus which is one of its core charitable purposes. One of the strongest pieces of work stemming from this over a difficult period, was the establishment and ongoing support for the [Shed@Bayview](#) which has become an excellent example of community-based support for local people.
- 1.11 Another good piece of development work taken on by the group stemmed from the successful application to the Fife Communities Mental Health and Wellbeing Fund in late 2021. This funding was part of the Scottish Government's new community mental health and well-being fund, which sought to reconnect communities and support adults over 16 years of age with issues around mental health.
- 1.12 In conjunction with colleagues at Fife Coast and Countryside Trust (FCCT)- the team at FFTC have helped to progress the work on developing the linkage along the promenade in Leven, which ties in with the development of the new Leven station and dovetails with the ongoing work around the on road active travel network project and the off-road River Parks approach under the Leven Programme. It is hoped this approach will be supported through to a conclusion by the [Places for Everyone](#) funding available through Sustrans. Members will be aware that Community Recovery funding has already been agreed to progress the design stage of this work in conjunction with AMEY.

2.0 Issues and Options

- 2.1 As noted the funding is to continue to support two officers within FFTC who's roles will undertake activity across several work streams.
- 2.2 As already advised one of the key elements of work to be undertaken is around the better coordination and accessibility of mental health support in the area. The Project coordinator role has fitted in well with the partnership landscape in Levenmouth and has specifically worked with existing mental health providers to assess gaps in provision.
- 2.3 This work has included the delivery of local forums and training events in the area which has helped to focus on a range of priorities including the Police/Public Health approach which members will be considering for support at the May Committee and has been the subject of discussions at the Improving Levenmouth Together meetings.
- 2.4 One of the key delivery elements for this focused work on mental health will be the development of a wellbeing hub in the local area which will be able to provide a range of supports locally, and which several partners will be able to utilise to service local needs. Initial work supporting ADAPT for example, to run a substance recovery assessment clinic on a weekly basis has shown the value of creatively using nonclinical settings as a way of providing local services.
- 2.5 As an adjunct to this key work around mental health – FFTC worker resource has also helped with the provision of the recent warm space's initiative in both wards – this has

been a significant support for people who have had to deal with social isolation over the period of the pandemic.

- 2.6 Both workers tie in with the local partnership framework in Levenmouth – with a specific input into the Welfare Reform and Anti-Poverty (WRAP) Group’s work.
- 2.7 In line with the reporting arrangements agreed as part of the support the Levenmouth Area Committee has provided to both CORRA and the Levenmouth Tourism Association, we will ensure members are updated on the work of our FFTC colleagues throughout the year.

3.0 Conclusion

- 3.1 The continuation of the two posts noted above will give surety of resource for a further year and will be of benefit in terms of COVID recovery and cost of living crisis work, which is high on the local agenda in Levenmouth.
- 3.2 The investment from Fife Council if agreed will act as a back stop position for these posts, and as noted external funding sources will still be sought to perpetuate the positions beyond March 2024.
- 3.3 In addition, this project meets the underpinning aims of the current approved Levenmouth Local Community Plan, notably around the theme of Opportunities for All and the promotion and implementation of Community Led Services.

List of Appendices

CRF01

Background Papers

None

Report Contact

David Paterson

Community Manager (Levenmouth)

Buckhaven Burgh Chambers

Telephone: 08451 55 55 55 + 493928

Email – david.paterson@fife.gov.uk

Project Title	FFTC Resource CRF
Area Project or Corporate Project	<i>Area</i>
Area Project covers	<i>Levenmouth</i>
Project Manager	Allan Duthie FFTC/Dave Paterson FC
Approval	Levenmouth Area Committee 8 th February
Date	30/1/23

Section 1: Proposal

1.1 What is the project going to do?

This proposal will secure the positions of two part time officers to work for FFTC on the specific workstreams of mental health organisation and support, and COVID and Cost of Living Crisis mitigations.

1.2 Which priority does it meet?

This meets targets around Opportunities for All, and Community Led Services

1.3 What consultation with Elected Members has taken place on this project?

Members are aware of the wider FFTC involvement in a range of projects, and this particular proposal was brought forward for consideration at the 8th of February Levenmouth Area Committee. After consideration, a subsequent update report was requested to be tabled at the 5th of April Area Committee.

1.4. What are the desired outcomes and benefits, and what measures will be used?

Outcome	Benefit	Measures
2X part time posts in position up until March 2024	A good level of interaction between local communities and a dedicated local resource	Achievements against the objectives noted in the body of this covering report around mental health mitigation work, numbers involved in sport and activity and targets achieved around the sinking fund for 3G pitch replacement at Bayview.

1.5 What are the known costs and timescale? How will this be funded?

1.5.1 Costs

Total expected one-off cost	Profile of spend
	Jan 23 - £

	Feb 23 - £
Wages and on cost payment of grant	Mar 23 - £
	Apr 23 - £ 21,700
	May 23 -
	Jun 23 -
	Jul 23 -
	Aug 23 -
	Sept 23 -

1.5.2 Funding requested

How much funding is being requested? £21,700 – potential pound for pound reduction on this amount depending on the success of discussions with FVA which are currently ongoing.

1.5.3 Funding availability

This will list all sources of funding including any match funding

- £2300 confirmed from FFTC reserves

1.5.4 Resource availability within the service to deliver

No resource requirement from Communities and Neighbourhood's service

1.5.5 Can you confirm the project does not have

Recurring Cost	No
Unintended consequences	No
Duplication with existing projects or initiatives	No

1.5.6 Is the project a spend to save proposal, if yes please provide details of savings

N/A

1.6 What are the known risks?

1.6.1 Risk Assessment

Risk description	Probability score (1-5)	Impact score (1-5)	Overall score (probability x impact)
Elected members do not support the funding request	2	5	10
Lack of applications for the post	1	5	5
Performance of individual in post does not meet expectations	2	4	8

1.6.2 Risk mitigation

Risk description	Mitigation Measures
Elected members do not support the funding request	Any concerns raised by members will be discussed and responded to as required.

Lack of applications for the post	The positions currently have incumbents.
Performance of individual in post does not meet expectations	The individual in post will have a defined workplan and core priorities to work to. The post will be managed by FFTC and performance measures will be set – local reporting on progress to Ward meetings or Area Committee if requested will be facilitated.

1.6 Proposal sign-off

Approved by	Role	Date approved
David Paterson	Project Manager	30.1.23
Eleanor Hodgson	Accountant	30.1.23
	Area Committee	Pending
	Who will approve corporate projects?	

5th April 2023

Agenda Item No.13

PROPERTY TRANSACTIONS

Report by: Alan Paul, Senior Manager – Property Services

Wards Affected: 21 and 22

Purpose

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

Recommendation(s)

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

Resource Implications

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

Legal & Risk Implications

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

Impact Assessment

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

Consultation

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

1.0 Background

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

2.0 Transactions

2.1 Disposals

2.1.1 231 sqm of additional ground at 49 Woodlands Road, Lundin Links

Date of Sale: 20 May 2022
Price: £11,800
Purchaser: Christopher Sayer & Susan Millar

2.1.2 67.4 sqm of additional ground at 3 Holly Road, Leven

Date of Sale: 21 December 2022
Price: £3,800
Purchaser: James Gosk

2.2 Acquisitions

2.2.1 49 Scoonie Road, Leven

Date of Acquisition: 16 December 2022
Price: £60,000
Seller: Kenneth McRae

2.2.2 6 Rodger Place, Coaltown of Wemyss

Date of Acquisition: 13 January 2023
Price: £130,000
Seller: Anne Mullen Hayes

2.2.3 6 Shepherds Park, Methil

Date of Acquisition: 13 January 2023
Price: £97,000
Seller: Carole Logie as Executor Nominated of the late Alexander George McIntosh

2.2.4 19 Pirnie Street, Methilhill

Date of Acquisition: 13 January 2023
Price: £80,000
Seller: Fiona Jane Michelle Chung

2.2.5 5 Denbert Gardens, Kennoway

Date of Acquisition: 13 January 2023
Price: £130,000
Seller: Rhona Maclean

2.2.6 30 Letham Avenue, Leven

Date of Acquisition: 3 February 2023
Price: £67,000
Seller: Alexander John Knox

2.2.7 27 Somerville Road, Leven

Date of Acquisition: 20 January 2023
Price: £75,000
Seller: Stanley Dawson and Gary Dawson surviving partners and Trustees for Firm of Dawson Properties

2.2.8 33 Glenburn, Leven

Date of Acquisition: 3 February 2023
Price: £72,000
Seller: Ian David Haywood, Executor Nominated of the late May Catherine Copley

2.5 Leases by the Council – New Leases

2.5.1 Balmaise Centre, Leven

Term: 10 years from 25 February 2021
Rent: £4,500
Tenant: Mark Taylor

2.5.2 Silverburn Park, Leven

Term: 25 years from 23 August 2019
Rent: £2,700
Tenant: FEAT Trading Community Interest Company

2.5.3 Lundin Square, Lundin Links

Term: 20 years from 22 March 2022
Rent: £425
Tenant: Largo Library and Community Hub

2.5.4 Letham Glen Park, Sillerhole Road, Leven

Term: 3 years 1 July 2022
Rent: £195
Tenant: Home-Start Levenmouth

2.5.5 Cricket Square & Pavilion, East Drive, Upper Largo

Term: 20 years from 1 April 2021
Rent: £250
Tenant: Trustees and Officer Bearers at Largo Cricket Club

3.0 Conclusions

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

List of Appendices

1. N/A

Background Papers

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

N/A

Report Contact

Author Name Michael I McArdle
Author's Job Title Lead Professional
Workplace Property Services – Estates
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5th April, 2023

Agenda Item No. 14

Levenmouth Area Committee Workplan

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

Wards Affected: 21 and 22

Purpose

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

Recommendation(s)

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

Resource Implications

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

Legal & Risk Implications

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

Impact Assessment

None required for this paper.

Consultation

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

1.0 Background

- 1.1 Each Area Committee operates a workplan which contains items which fall under three broad headings: items for decision, supporting the Local Community Plan and Scrutiny/Monitoring. These items will often lead to reactive rather than proactive scrutiny. Discussion on the workplan agenda item will afford members the opportunity to shape, as a committee, the agenda with future items of business it wishes to review in more detail.

2.0 Conclusions

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

List of Appendices

1. Workplan

Background Papers

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

None

Report Contact

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

Levenmouth Area Committee of 31 May 2023			
Title	Service(s)	Contact(s)	Comments
School Attainment and Achievement Report	Education and Children's Services	Shelagh McLean	Annual Report
Community Renewal Project Proposals - Update and Current Spend Profile	Communities and Neighbourhoods Service	David Paterson	
Common Good Funds (Standing Item)	Communities and Neighbourhoods Service	David Paterson	If any update on position to be reported
Public Health Policing Approach - Community Recovery Fund Request'	Health and Social Care	Jacque Stringer-fc	
Community Safety Partners Update Fire, Police		Liz Watson-SC	Police, Fire and Safer Communities update report
Grounds Maintenance Service Domestic Waste and Street Cleansing Service Annual Review	Environment & Building Services	Scott Clelland, Alexander Anderson-Es	Annual Report
Electrical connection to the steel storage container at The Centre, Leven	Communities and Neighbourhoods Service	David Paterson	
Pumptrack Kennoway - Additional Funding request please	Communities and Neighbourhoods Service	David Paterson	

Levenmouth Area Committee of 30 August 2023			
Title	Service(s)	Contact(s)	Comments
Local Area Profiles - Levenmouth approach	Business and Employability	Gordon Mole	

Levenmouth Area Committee of 30 August 2023			
Title	Service(s)	Contact(s)	Comments
Operational and Community Briefing on Policing Activities within Levenmouth	Police Scotland	Brian Poole/Paul Gillespie	Annual Report Due June/July 2023
2022-23 Area Roads Programme outturn position	Roads & Transportation	Neil Watson	

Levenmouth Area Committee of 4 October 2023			
Title	Service(s)	Contact(s)	Comments
Area Housing Plan Update 2023	Housing Services	Peter Nicol	Annual Report

Levenmouth Area Committee of 22 November 2023			
Title	Service(s)	Contact(s)	Comments
Complaints Update Report	Customer and Online Services	David Thomson-CRM	Annual Report 2023

Levenmouth Area Committee of 20 March 2024			
Title	Service(s)	Contact(s)	Comments
Pupil Equity Fund	Education and Children's Services	Zoe Thomson	Annual Report 2024
Area Roads Programme	Roads & Transportation	Neil Watson, Lesley Craig	Annual Report 2024
Local Area Economic Profiles	Business and Employability	Peter Corbett	Annual Report

Levenmouth Area Committee of 15 May 2024			
Title	Service(s)	Contact(s)	Comments
Grounds Maintenance Service Domestic Waste and Street Cleansing Service Annual Review	Environment & Building Services	Scott Clelland, Alexander Anderson-Es	Annual Report
School Attainment and Achievement Report	Education and Children's Services	Shelagh McLean	Annual Report 2024
Area Housing Plan Update 2024	Housing Services	Peter Nicol	Annual Report

Unallocated			
Title	Service(s)	Contact(s)	Comments
Events Funding - Proposed Levenmouth Framework	Communities and Neighbourhoods Service	David Paterson	
Play Park Upgrade Proposals Capital Budget Support	Communities and Neighbourhoods Service	David Paterson	
Health & Social Care Partnership Report - Local Priorities	Health and Social Care	Tracey Harley-Sc	Due 2022
Sport Scotland Targeted Approach- Levenmouth- Anti Poverty Funding to Remove Barriers to Individual Access	Communities and Neighbourhoods Service	David Paterson	
Water supply for Buckhaven Growing Space; plus offgrid ideas	Communities and Neighbourhoods Service	David Paterson	
Common Goods Fund (Standing Item)	Communities	David Paterson	
Grassland Management Strategy	Environment & Building Services	Scott Clelland	Annual Report
Safer Communities Team Update Report	Communities and Neighbourhoods Service	Liz Watson-SC	Annual Report due June/July 2024