

Cabinet Committee

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



Thursday, 9th March, 2023 - 10.00 a.m.

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 in particular items on the agenda and the nature of the interest(s) at this stage.
3. **MINUTES**
 - (i) Cabinet Committee of 9th February, 2023. 4 – 7
 - (ii) Minute of the Education Appointment Committee of 10th February, 2023. 8
 - (iii) Minutes of Appeals Sub-Committee of 14th December, 2022 and 20th February, 2023. 9 - 10
4. **REVENUE MONITORING 2022-23** – Report by the Executive Director (Finance and Corporate Services). 11 – 25
5. **CAPITAL INVESTMENT PLAN UPDATE - PROJECTED OUTTURN 2022-23**– Report by the Executive Director (Finance and Corporate Services). 26 – 34
6. **FIFE'S UK SHARED PROSPERITY INVESTMENT PLAN** – Report by the Executive Director (Enterprise and Environment). 35 – 50
7. **ANNUAL UPLIFT IN PAYMENTS TO FOSTER CARERS FOR FINANCIAL YEAR 2023/24** – Report by the Executive Director (Education and Children's Services). 51 – 53
8. **STATUTORY CONSULTATION REPORTS ON THE PROPOSAL TO REZONE THE SECONDARY CATCHMENT AREAS OF BELL BAXTER HIGH SCHOOL AND MADRAS COLLEGE AND THE PROPOSAL TO REZONE THE PRIMARY CATCHMENT AREAS OF CARNEGIE PRIMARY SCHOOL AND TOUCH PRIMARY SCHOOL** – Report by the Executive Director (Education and Children's Services). 54 – 277
9. **SUPPORT FOR VOLUNTARY ORGANISATIONS** – Report by the Head of Communities and Neighbourhoods Service. 278 – 323
10. **SILVERBURN PARK, FLAX MILL REGENERATION PROJECT, LEVENMOUTH** – Report by the Head of Communities and Neighbourhoods Service. 324 - 350
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11. LICENSING OF SHORT-TERM LETS - INTERIM UPDATE – Joint report by the Head of Housing Services, Head of Legal and Democratic Services and Head of Protective Services.	351 – 362
12. DOMESTIC WASTE SERVICE - SINGLE SHIFT PATTERN – Report by the Executive Director (Enterprise and Environment).	363 – 367

The Committee is asked to resolve, under Section 50(a)(4) of the Local Government (Scotland) Act 1973, as amended, to exclude the public and press from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in Part 1 of Schedule 7A of the Act (relevant paragraph number(s) are detailed beside the heading to each item).

13. COMMUNITY INVESTMENT FUNDING - FIFE ICE ARENA (PRIVATE REPORT) (para. 6) – Report by the Head of Business and Employability Services.	368 - 372
14. TRANSFER OF DEVELOPMENT LAND AT NORTH FOD, DUNFERMLINE (PRIVATE REPORT) (paras. 8 and 9) – Joint report by the Head of Housing Services and the Head of Property Services.	373 - 376

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

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2nd March, 2023.

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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.

THE FIFE COUNCIL - CABINET COMMITTEE – BLENDED MEETING

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

9th February, 2023.

10.00 a.m. – 11.15 a.m.

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

ATTENDING: Steve Grimmond, Chief Executive; Eileen Rowand, Executive Director (Finance and Corporate Services), Elaine Muir, Head of Finance, Lindsay Thomson, Head of Legal and Democratic Services, Helena Couperwhite, Manager (Committee Services) and Michelle McDermott, Committee Officer, Legal and Democratic Services, Finance and Corporate Services; Michael Enston, Executive Director (Communities) and Sinead O'Donnell, Improvement Consultant, Communities and Neighbourhoods Service; Gordon Mole, Head of Business and Employability Services and Morag Millar, Programme Manager (Strategic Growth and City Deals), Business and Employability Service; Paul Darcy, Programme Manager (New Building Housing), Housing Services; and Ms. Mary Caldwell, Religious Representative.

APOLOGY FOR ABSENCE: Mr. Brian Blanchflower, Religious Representative.

71. DECLARATIONS OF INTEREST

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

72. MINUTE

The Committee considered the minute of the Cabinet Committee meeting of 12th January, 2023.

Decision

The Committee agreed to approve the minute.

73. SERVICE CONCESSIONS

The Committee considered a report by the Executive Director (Finance and Corporate Services) detailing changes to statutory guidance for accounting for the repayment of debt on "Service Concessions" or Public Private Partnerships (PPP) and/

and Non-Profit Distribution (NPD) Contracts. Use of the new statutory guidance required approval by Fife Council, therefore, this report provided detailed information for consideration before final agreement by Fife Council.

Decision

The Committee:-

- (1) noted the report and the implications of adopting the revised accounting arrangements for Service Concessions;
- (2) noted the proposed use of the benefits generated from adopting the revised arrangements; and
- (3) recommended to Fife Council that the use of Service Concessions arrangements be approved as outlined in the report based on the Section 95 Officer's view that to do so was prudent, affordable and sustainable.

74. GENERAL FUND REVENUE BUDGET 2023-26

The Committee considered a report by the Executive Director (Finance and Corporate Services) providing an update on the financial implications for the Council's General Fund Revenue Budget position for 2023-24 to 2025-26 following publication of the Scottish Government's budget and the Local Government Finance Settlement.

Decision

The Committee noted the information contained within the report and the strategy and approach to setting a balanced budget and noted the level of council tax to levy for 2023-24 and beyond.

75. REGIONAL PROSPERITY FRAMEWORK DELIVERY PLAN

The Committee considered a report by the Head of Business and Employability Services seeking approval for the Edinburgh and South East of Scotland Regional Prosperity Framework Delivery Plan. The Plan was a live document that would be updated every twelve months to reflect changes to the local, regional and macro economy and to ensure that regional activity could react and remain relevant to city region partners.

Decision

The Committee:-

- (1) approved the Edinburgh and South East of Scotland Regional Prosperity Framework Delivery Plan; and
- (2) noted that the Delivery Plan would be considered by the other five constituent local authorities in Edinburgh and South East Scotland City Region (ESESCR) ahead of the ESESCR Joint Committee meeting on 3rd March, 2023.

76./

76. DECENTRALISATION - ISSUES AND IMPROVEMENT

The Committee considered a report by the Executive Director (Communities) updating members on the review of the current Scheme of Decentralisation and to consider next steps.

Decision

The Committee:-

- (1) agreed that the current review of the Scheme of Committee Powers (which would report to full Council) provided an opportunity to review and clarify the Area Committee role in relating to scrutiny, influence on policy and service priorities and local community planning;
- (2) established a process of review of service areas - as set out in paras. 2.10 and 2.11 of the report - in relation to the Area Committee role in scrutiny, shaping priorities and potential for varying service levels; and
- (3) noted the work on organisational arrangements for people and place and requested a further report on proposals for change.

77. SCOTTISH GOVERNMENT CONSULTATION ON EDUCATION APPEAL COMMITTEES AND TRANSFER OF FUNCTIONS TO SCOTTISH TRIBUNALS SERVICE

The Committee considered a report by the Head of Legal and Democratic Services seeking agreement on Fife Council's position on the Scottish Government Consultation on Education Appeals Committee and the transfer of functions to the Scottish Tribunals Service.

Decision

The Committee:-

- (1) agreed that Fife Council's response to the consultation would be that Education Appeal Committees should remain with Fife Council; and
- (2) agreed the draft response to the consultation set out at Appendix 1 to the report.

78. AFFORDABLE HOUSING PROGRAMME - 34 NEW HOUSES - CUPAR ROAD, NEWBURGH (PRIVATE REPORT)

The Committee resolved, under Section 50(A)(4) of the Local Government (Scotland) Act 1973, as amended, to exclude the public and press from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in Paragraphs 8 and 9 of Part 1 of Schedule 7A of the Act.

The Committee considered a report by the Head of Housing Services seeking authority to commence negotiations and conclude legally binding agreements for the development of 34 new affordable houses.

Decision/

Decision

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

- (1) for the acquisition of the site of the proposed housing development of 34 new Affordable Council houses for social rent at the site known as Cupar Road (north of), Newburgh;
- (2) for the direct award of a construction consent for the construction of 34 new Affordable Council houses for social rent at the site known as Cupar Road (north of), Newburgh; and
- (3) to suspend the Contract Standing Orders - Scheme of Tender Procedures 2018 in terms of Contract Standing Order No. 6.1 in respect of the proposed direct award of the construction contract on the grounds of the special circumstances detailed in the report.

79. AFFORDABLE HOUSING PROGRAMME - 32 NEW HOUSES - KILRYMONT ROAD, ST. ANDREWS (PRIVATE REPORT)

The Committee considered a report by the Head of Housing Services seeking authority to commence negotiations and conclude legally binding agreements for the development of 32 new affordable houses.

Decision

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

- (1) for the acquisition of the site of the proposed housing development of 32 new Affordable Council houses for social rent at the site known as Kilrymont Road, St. Andrews;
- (2) for the direct award of a construction consent for the construction of 32 new Affordable Council houses for social rent at the site known as Kilrymont Road, St. Andrews; and
- (3) to suspend the Contract Standing Orders - Scheme of Tender Procedures 2018 in terms of Contract Standing Order No. 6.1 in respect of the proposed direct award of the construction contract on the grounds of the special circumstances detailed in the report.

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

10 February 2023

9.00 am - 10.45 am

PRESENT: Councillors Dave Dempsey and Auxi Barrera, Angela Logue, Head of Service, Sarah Else, Education Manager, Miranda Field, Parent Council, Caitlyn Wilson, Parent Council.

7. EXCLUSION OF PUBLIC AND PRESS

Decision

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

8. HEADTEACHER – TREETOP FAMILY NURTURE CENTRE

The Committee interviewed 1 applicant on the short list for this post.

Decision

Agreed to recommend the appointment of Rachel Marshall, currently Acting Headteacher at Treetop Family Nurture Centre.

2022 ASC 1

THE FIFE COUNCIL - APPEALS SUB-COMMITTEE

Conference Room 2, Fife House, Glenrothes

14th December, 2022

10.00 a.m. – 12.30 p.m.

PRESENT: Councillors Robin Lawson (Convener), Lynn Ballantyne-Wardlaw, Colin Davidson, Derek Glen and Lea McLelland.

ATTENDING: Jacqui Cameron, HR Service Manager, Human Resources Service and Alison Higgins, Solicitor, Legal and Democratic Services.

Representing the Authority – Lee Ryan, HR Business Partner, Human Resources Service and Jacqueline Armitage, Service Manager, Transactions Team.

Representing the Appellant – The Appellant and George McColl, Trade Union Representative, Unison.

1. **FINANCE & CORPORATE SERVICES - DISMISSAL APPEAL**

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

The Sub-Committee considered the written submissions by both parties and also heard both parties' oral representations, following which the Authority's representatives and the appellant and their representative withdrew from the meeting.

Decision

The Sub-Committee agreed that the grounds of the appeal had been substantiated in part and the appeal be upheld to the extent that the breach was misconduct and a final formal warning would be issued.

2022 ASC 2

THE FIFE COUNCIL - APPEALS SUB-COMMITTEE

Committee Room 2, Fife House, Glenrothes

20th February, 2023

10.00 a.m. – 12.00 noon

PRESENT: Councillors Margaret Kennedy (Convener), Ian Cameron, Allan Knox and Sarah Neal

ATTENDING: Stevie Murray, HR Lead Officer, Human Resources Service and Neil Macdonald, Team Manager – Legal & Democratic Services.

Representing the Authority: - Karen Rennie, HR Business Partner, Human Resources Service and Alexander Anderson, Service Manager (Domestic Waste and Street Cleansing), Waste Operations.

Representing the Appellant: - The Appellant, and George McColl, Trade Union Representative, Unison.

2. **ASSETS, TRANSPORTATION & ENVIRONMENT - DISMISSAL APPEAL**

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

The Sub-Committee considered the written submissions by both parties and also heard both parties' oral representations, following which the Authority's representatives and the appellant and their representative withdrew from the meeting.

Decision

The Sub-Committee agreed that the grounds of the appeal had not been substantiated, and therefore the appeal was not upheld.

Revenue Monitoring 2022-23

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

Wards Affected: All

Purpose

The purpose of this report is to provide members with a strategic overview of Fife Council's finances and to report the current forecast position for 2022-23.

Recommendations

It is recommended that members note:-

- (i) the ongoing financial impacts arising from recovery from the pandemic which continue to be managed using one off additional funding and from underspends;
- (ii) the high-level financial position as detailed in this report;
- (iii) that detailed monitoring reports will be submitted to the relevant Scrutiny Committees; and
- (iv) agree discretionary fees and charges be capped at 5%.

Resource Implications

The current forecast presents a short-term favourable position in the current year, an underspend of £12.403. The current level of underspend has been realigned as part of the budget strategy for 2023-24 and will not repeat next year. The main contributors to this position are successful implementation of the Children and Families strategy as well as underspends related unused grant and difficulties in recruiting staff.

The financial consequences of COVID-19 continue to be estimated at £20m this year. This additional cost is being funded from a combination of both specific and general revenue grant funding carried forward from previous years, with the remaining cost of £5.5m being met from service underspends. Some of these impacts are likely to continue into future years and funding has been earmarked from balances in recognition of this and is kept under review.

Included in the current forecast are the known financial impacts of ongoing pay negotiations for particular staff groups and estimates for those still in negotiation. The financial impact may change once negotiations are concluded.

Although this is a positive position in the immediate term, the scale of financial pressures on the Council linked to the pandemic, supply chain problems and considerable inflationary cost pressures going forward remain substantial and uncertain.

Commitments against balances have been reviewed and updated and the estimated level of uncommitted balances is £21.314m.

Legal & Risk Implications

There are no direct legal implications arising from this report.

Impact Assessment

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

Consultation

None.

1.0 Background

- 1.1 The Council continues to deal with the continued financial implications ongoing from the pandemic as well as increased financial pressures and uncertainty brought about by the current economic crisis and the high level of inflation.
- 1.2 This report focuses on the overall financial position of the Council commenting on significant financial issues which impact on the overall financial position of the Council. Detailed explanation of forecast variances and analysis by Service is detailed in Appendices 1 to 4 of this report.
- 1.3 Whilst the immediate position continues to be favourable, there are continued significant uncertainties and financial pressures associated with the costs of recovery from the pandemic, inflationary pressures impacting all supply chains (notably energy, fuel, construction costs and other commodities) and employee costs. In view of this and the budget strategy employed, this level of underspend will not continue in future years. Some of these have been funded temporarily and have also led to the need to earmark reserves to fund these significant financial risks and impacts (Appendix 6), leaving a level of £21.314m uncommitted balances.
- 1.4 More detailed financial reports will be presented to the relevant Scrutiny Committees as part of the Council's wider scrutiny and performance management reporting arrangements. It is the role of the Scrutiny Committees to carry out in-depth scrutiny of the financial performance of functions within their remit.

2.0 Financial Overview

2022-23 Forecast Underspend

- 2.1 Looking back over the last three years, the general fund service variances have changed considerably and a number of significant factors have meant services have moved from an overspend position of around £8m back in 2019-20, to a significant underspend on general fund services this financial year of around £18m. There are a few main contributors to this change over the years.

Within Education and Children's Services, the financial position has improved significantly as a result of the successful implementation of the Children and Families strategy, coupled with increased levels of government grant recognised as well as increased staff vacancies. The position over the three years has moved from an overspend of £5m to an underspend of £19m.

The Health and Social Care position has also improved from an overspend position of around £2m to breakeven and the partnership now has a level of reserves which it did not hold three years ago.

The Communities Directorate position worsened moving from just under £1m overspend to well over £2m but the impact of lost income as a result of the pandemic has some way to go before it is fully recovered.

All Directorates are dealing with difficulties in recruiting staff to differing degrees and this is another contributory factor that has increased underspends over the three years.

Revenue Budget 2023-24

- 2.2 The favourable position in the current year demonstrates how the financial position of the Council has changed significantly over the last few years and reflects why the use of budget realignment, use of underlying underspends and vacancy factors has been an appropriate short-term strategy when considering the revenue budget for 2023-24. Where appropriate, this report reflects the decisions made during the consideration of the Revenue Budget 2023-24 at Fife Council on 23rd February 2023, in particular, the commitment to use £8m of General Fund Balances.
- 2.3 The medium-term financial strategy sets out the assumption for any inflationary uplift for discretionary fees and charges. Given the ongoing high levels of inflation, it is proposed that an upper cap of 5% is applied for 2023-24 in line with the agreed uplift in Council Tax. This allows flexibility for fees and charges to be set in a way that does not impact on demand and allows for any practical considerations. It should be noted that income budgets will not be adjusted at this time given the under recovery of income across many areas of activity.

COVID-19 Recovery

- 2.4 At this point in time, the additional net costs associated with COVID-19 remain estimated to be in the region of £20m this year, which is a reduction of £2m from the previously reported estimate. This movement represents more refined cost estimates as the year has progressed. Specific Funding has been identified for most of these costs leaving the remainder of £5.5m being funded from Service underspends.
- 2.5 Costs as a legacy of COVID-19 are likely to continue into future years and assumptions have been made as to the possible impacts for both 2023-24 and 2024-25 and commitments are recognised against balances to mitigate these costs in those years. Loss of income remains a particular challenge in several areas and may take several years to recover.

Pay Award

- 2.6 The level of pay award for 2022-23 for single status staff and craft workers has been agreed and the cost has now been reflected in individual Service budgets.
- 2.7 The Scottish Government have confirmed they will fund elements of the pay award with £140m being made available across Scotland as additional General Revenue Grant, Fife's share being £9.438m. In addition, capital grant of £120m has also been made available for the pay award, Fife's share being £8.130m. Guidance on the accounting arrangements have also been issued by the Scottish Government which sets out circumstances of how this funding can be used to fund revenue costs.

- 2.8 The additional funding, coupled with budgetary provision that the Council had made, results in a remaining shortfall of £8.933m at this time, which is being held corporately but offset by service underspends. Negotiations continue in respect of teachers and chief officers. The current forecast highlights Service underspends will offset the budget shortfall for the current years pay costs.

Other pressures – Economic/Cost of Living Crisis

- 2.9 The current global economic crisis is concerning in terms of the possible financial repercussions of inflation for the Council. These inflationary pressures mean the Council is already experiencing increased costs, most notably, energy costs (£5.4m) along with others such as fuel and other commodities.
- 2.10 The cost-of-living crisis is increasingly affecting households and, as such, commitments for several approved Cost of Living crisis measures are reflected in the budget.

Service Concessions

- 2.11 The Scottish Government has issued updated statutory guidance in respect of accounting for the repayment of debt on “Service Concessions” or Public Private Partnerships (PPP) and Non-Profit Distribution (NPD) contracts.
- 2.12 This guidance permits the accounting for the capital repayment element of the arrangements over a longer period of time, i.e. the asset life as opposed to the contract period. This means that an element of the costs will be charged to the accounts over a 40-year period rather than a 25-year period.
- 2.13 The Council is permitted to apply this guidance and changes to accounting treatment retrospectively, meaning accounting for the asset over the asset life can be applied to previous years. This effectively creates an overpayment in the accounts as the charge to the revenue account has been higher than it would have been had we originally accounted for the payments over the 40-year asset lives rather than the 25-year contract period.
- 2.14 Application of this guidance was approved by Fife Council on 23rd February, 2023. The Council also approved that the benefits that have been generated will be used to support both the forthcoming Capital Plan Review and the Revenue Budget strategy. The relevant accounting entries will be actioned as part of the year end process and the impact of those entries will impact on the final outturn whereby the benefits will result in a positive contribution to balances and the application of the benefits will be managed through drawdown from balances in future years.
- 2.15 Extending the repayment period does result in costs from years 25 to 40, initially these will be met from smoothing the benefits through balances.

3.0 Revenue forecast – Summary

3.1 General Fund Services

3.1.1 Current revenue budget

The current revenue budget of £984m is shown in Appendix 1. The table below shows all budget changes since the earlier Cabinet report:-

Table 1 – General Fund – Revenue Budget Movement

	Total Expenditure £m
2022-23 Budget (October 2022)	975.514
SG Funding	9.354m
Budgets Funded from/ (to) Balances	(0.102)
Current 2022-23 Budget (December 2022)	984.766

The increase in SG funding of £9.354m represents the redeterminations of General Revenue Grant advised in the Local Government settlement published in January 2023. These include funding for significant items such as Teachers Induction Scheme, Whole Family Wellbeing and teachers pay award in 2021-22. Funding has also been provided for other initiatives such as Summer Programme, Easter Study Provision and Adult Disability Payments.

3.1.2 Annual forecast

The current forecast presents a short-term favourable position in the current year, an underspend of £12.403m. This is a combined result of service underspends of £18.407m (1.87% of budgeted expenditure) and an overspend of £6.004m in Additional Items as shown in the Table 1 below:-

Table 2 – General Fund – 2022/23 Summarised Forecast Statement

	Annual Budget £m	Forecast £m	Variance £m	Previous Committee Variance £m	Movement £m
Service Totals	901.529	883.122	(18.407)	(12.840)	(5.567)
Additional Items	83.237	89.241	6.004	6.995	(0.991)
Total Expenditure	984.766	972.363	(12.403)	(5.845)	(6.558)
Financing	(984.766)	(984.766)	0.000	0.000	0.000
Contribution (to) / from Balances	0.000	(12.403)	(12.403)	(5.845)	(6.558)

3.1.3 At the last reported position, the forecast was an underspend of £5.845m; the forecast underspend has therefore increased by £6.558m since the previous forecast was presented to Cabinet. There are favourable movements within Education and Children's Services because of incorporating the forecast for the current academic year and the financial impact of Teachers strike day, coupled with vacancies and recruitment delays in Children and Families.

3.1.4 The net underspend will increase general fund reserves by £12.403m. Section 5 below provides more information on balances. It is anticipated that the underspend could increase if some or all of the planned industrial action by Teachers goes ahead.

3.1.5 The service level variances and movement are set out and explained in more detail at Appendices 1 and 2.

3.2 Housing Revenue Account (HRA)

3.2.1 The Housing Revenue (HRA) Account forecast position is shown in Appendix 3.

3.2.2 To maintain the breakeven position for HRA and maintain HRA reserves, CFCR (Capital Financed from Current Revenue) is reduced by (£2.642m) to offset the net forecast overspend of £2.642m for the HRA.

3.2.3 As is the case for General Fund, the HRA is also experiencing inflationary pressures which has significantly increased Repairs and Maintenance, energy, hostels and property insurance costs.

3.2.4 Appendices 3 and 4 provide further detailed variance analysis and commentaries on all variances that exceed +/- £250k.

4.0 2021-22 Revenue Budget Savings Progress

4.1 It is anticipated that the Council will achieve 92% of 2022-23 budget savings as shown in Appendix 4. This is an improvement on the last two years when the ability of services to deliver savings on time was significantly impacted in some areas as a direct result of the pandemic.

4.2 Directorates are working to deliver all savings as soon as possible and more detailed reports on the progress of savings will be presented to the relevant Scrutiny Committees as part of the Council's wider scrutiny and performance management reporting arrangements.

5.0 Balances

5.1 General Fund Balances

5.1.1 Appendix 6 details the forecast General Fund balances position which are held to fund specific one-off expenditure, provide funding to contribute to change initiatives, accumulate funds for a specific or "earmarked" purposes and to mitigate against risk by providing a level of uncommitted reserves which can be drawn on to respond to "shocks" such as unforeseen cost increases. It is important to note balances are split into two categories – committed and uncommitted with the breakdown of the detail being provided at Appendix 6.

5.1.2 Whilst the opening balance of £182.813m was exceptional, it was a direct result of increased one-off funding levels late last year and a change in accounting treatment of various Government Grants. Budgets which have been transferred to Services since the last report are detailed in Table 1 of Section 3. The forecast underspend detailed in Section 3 will provide a positive contribution to the balances position, with the estimated level before commitments being £152.464m.

- 5.1.3 As part of the Revenue Budget 2023-24, a full review of the commitments against balances was carried out. In doing so, commitments were updated to reflect the funding strategies associated with the upcoming Capital Plan Review and re-phased to reflect expected expenditure patterns. Commitments were also updated to reflect the Council decision to use £8.0m for investment which was approved on 23 February.
- 5.1.4 In future, commitments against balances will be added to Service budgets on the basis of need as it arises.

Earmarked and Commitments against Balances

- 5.1.5 The earmarked balances reflect unused grants and ring-fenced income which will fund specific expenditure. Balances are also earmarked for dealing with the ongoing costs associated with recovery from the pandemic and the impacts of inflation and supply chain disruption.
- 5.1.6 Commitments represent items for which provision has been made but, as yet, the costs are yet to be incurred.
- 5.1.7 After taking account of all commitments, the level of uncommitted balances as at 31st March 2025 is expected to be £21.314m which equates to approximately 2.5% of the revenue budget.

HRA Balances

- 5.1.8 The opening HRA balance was £7.005m. There are approved commitments of £2.5m for the Transitional Affordable Housing Programme, £1.5m for improving Estates Management and £0.5m for Disability Adaptations. After taking these commitments into account, the level of uncommitted balances is £2.505m which is the policy minimum.

6.0 Conclusions

- 6.1 There is currently a forecast underspend of £12.403m. Whilst the forecast position remains favourable in the short term, it provides one-off protection from the current rapidly increasing inflation as well as the continuing financial consequences of COVID-19. The underspend will not repeat in 2023-24 as the budget will be realigned in line with the budget strategy for next year.
- 6.2 The positive balances position is providing the Council with a level of protection from these significant cost increases and other financial risks but, given balances is one off in nature, will only be able to assist the Council's financial sustainability in the immediate term, leaving challenges ahead for the medium and longer term. Allowing for all commitments, the uncommitted level of balances is estimated as £21.314m in future years. Balances can only be used once and it is important that the focus continues to be on strong financial management and a sustainable level of core funding and that decisions on use of balances are taken wisely and without adding to recurring expenditure in future years.
- 6.3 The forecast position for the Council's Housing Revenue Account in 2022-23 is a break-even position. The level of HRA balances, allowing for all commitments, is £2.505m which is the policy minimum.

List of Appendices

1. General Fund Revenue Summary 2022-23
2. General Fund Variance Analysis
3. Housing Revenue Account Summary 2022-23
4. Housing Revenue Account Variance Analysis
5. Approved Savings 2022-23
6. Summary of Balances

Background Papers

None.

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**FIFE COUNCIL
GENERAL FUND REVENUE SUMMARY 2022-2023**

	Annual Budget £m	Forecast £m	Variance £m	Previous Committee Annual Variance £m	Movement £m
EDUCATION & CHILDREN'S SERVICES					
Education (Devolved)	228.517	220.917	(7.600)	(7.074)	(0.526)
Education (Non Devolved)	126.221	121.369	(4.852)	(2.622)	(2.230)
Children and Families	67.012	60.236	(6.776)	(6.397)	(0.379)
Criminal Justice Service	0.149	0.205	0.056	(0.072)	0.128
	421.899	402.727	(19.172)	(16.165)	(3.007)
HEALTH & SOCIAL CARE					
Health & Social Care	211.874	209.188	(2.686)	(0.445)	(2.241)
Contribution to IJB		2.686	2.686	0.445	2.241
	211.874	211.874	0.000	0.000	0.000
ENTERPRISE & ENVIRONMENT					
Assets, Transportation and Environment	99.043	100.351	1.308	1.991	(0.683)
Planning	1.782	1.497	(0.285)	(0.315)	0.030
Protective Services	3.276	2.367	(0.909)	(0.756)	(0.153)
Business & Employability Service	10.523	9.753	(0.770)	(0.585)	(0.185)
Property Repairs and Maintenance	14.039	14.039	0.000	0.000	0.000
	128.663	128.007	(0.656)	0.335	(0.991)
COMMUNITIES					
Housing & Neighbourhood Services	13.351	12.515	(0.836)	(0.192)	(0.644)
Communities & Neighbourhood	54.123	57.267	3.144	3.637	(0.493)
Customer & Online Services	15.059	15.272	0.213	0.199	0.014
	82.533	85.054	2.521	3.644	(1.123)
FINANCE & CORPORATE SERVICES					
Assessors	1.866	1.824	(0.042)	(0.053)	0.011
Finance	5.221	5.189	(0.032)	0.097	(0.129)
Revenue & Commercial Services	15.932	15.387	(0.545)	(0.255)	(0.290)
Human Resources	6.496	6.655	0.159	0.101	0.058
Business Technology Solutions	17.263	17.659	0.396	0.512	(0.116)
Legal & Democratic Services	4.678	4.843	0.165	0.155	0.010
	51.456	51.557	0.101	0.557	(0.456)
Miscellaneous	0.127	0.127	0.000	0.000	0.000
Housing Benefits	1.986	0.825	(1.161)	(1.171)	0.010
	53.569	52.509	(1.060)	(0.614)	(0.446)
CHIEF EXECUTIVE					
Chief Executive	0.293	0.253	(0.040)	(0.040)	0.000
Corporate and Democratic Core	2.698	2.698	0.000	0.000	0.000
	2.991	2.951	(0.040)	(0.040)	0.000
SERVICE TOTALS	901.529	883.122	(18.407)	(12.840)	(5.567)
ADDITIONAL ITEMS					
Loan Charges (including interest on revenue balances)	57.930	56.001	(1.929)	(1.938)	0.009
Capital Expenditure Financed from Current Revenue	5.872	5.872	0.000	0.000	0.000
Legislative Obligations / Contingencies	19.435	27.368	7.933	8.933	(1.000)
	83.237	89.241	6.004	6.995	(0.991)
TOTAL EXPENDITURE	984.766	972.363	(12.403)	(5.845)	(6.558)
FINANCED BY:					
General Revenue Grant	(581.569)	(581.569)	0.000	0.000	0.000
Non Domestic Rates	(179.690)	(179.690)	0.000	0.000	0.000
Council Tax Income	(180.755)	(180.755)	0.000	0.000	0.000
Budgets transferred to/(from) Balances (previous years carry forwards etc)	(42.752)	(42.752)	0.000	0.000	0.000
TOTAL INCOME	(984.766)	(984.766)	0.000	0.000	0.000
CONTRIBUTION (TO)/FROM BALANCES	0.000	(12.403)	(12.403)	(5.845)	(6.558)

**FIFE COUNCIL
VARIANCE ANALYSIS**

GENERAL FUND				
Area	Forecast Variance £m	Previous variance £m	Movement in variance £m	Commentary
EDUCATION & CHILDREN'S SERVICES				
Education (Devolved)	(7.600)	(7.074)	(0.526)	<p>As part of the DSM scheme, forecasts for schools are provided by business managers in conjunction with head teachers:-</p> <ul style="list-style-type: none"> • Pupil Equity Funding (PEF) underspend of (£5.000m) - this is ring-fenced funding and is carried forward and spent over 2 financial years (1 academic year) • There is a net underspend of (£2.600m) across all school sectors due to lower than anticipated staff costs. • <i>The movement in variance on DSM of (£0.526m) is a result of updated projections across school sectors which indicate a higher projected underspend on employee costs than previously reported.</i>
Education (Non Devolved)	(4.852)	(2.622)	(2.230)	<ul style="list-style-type: none"> • Early Years underspend of (£5.546m) due to the level of specific grant funding for Early Years provision and non-domestic rates relief to nurseries; • General Education underspend of (£4.061m) due to the impact of adjusting schools' budgets mainly for the reduction in school rolls of (£1.800m), and also the estimated financial saving arising from teachers strike action up to 31 December of (£1.500m); • Overspend of +£3.015m in relation to maternity pay and +£0.300m long-term absence. These costs are in relation to teachers but are charged to the non-DSM budget and not the DSM; • Transportation overspend +£0.863m and PPP charges +£0.813m due to inflationary increases relating to RPI, which are in excess of the inflation assumed in the budget. • <i>The movement from October is from the estimated financial impact of teachers' strike action (£1.500m) and an underspend in Special Education due to vacancies and recruitment lead in times for PSA's (£0.750m).</i>
Children and Families	(6.776)	(6.397)	(0.379)	<ul style="list-style-type: none"> • Underspends on third party payments and transfer payments relating to Purchased Placements (£5.742m) and foster care (£1.322m), which reflect the continued reduction in placement numbers; • Employee costs underspend of (£1.616m) predominantly due to staffing vacancies and delays in recruitment; • Some of the underspend in third party costs is offset by overspends in Continuing Care of +£0.721m, respite care of +£0.554m and supported lodgings of +£0.173m reflecting changes in care arrangements. An overspend in premises costs of +£0.376m is also projected due to increases in costs for respite and kinship care, and increases in rents for the throughcare team. • <i>The movement since the last report of (£0.379m) is due to further reductions in purchased placements with a net reduction of 5 placements.</i>
HEALTH & SOCIAL CARE				
Health & Social Care	(2.686)	(0.445)	(2.241)	<ul style="list-style-type: none"> • Adult Placements overspend +£6.797m due to greater volume of adult packages being commissioned; • Adults Supported Living underspend (£4.788m) due to vacancies across the service which will not be filled until the future design of the service is established; • Adults Fife wide underspend (£1.707m) - reduced provision for new packages where future requirements are being considered and delays in staff recruitment to take on new packages of care; • Older People Nursing & Residential underspend (£1.077m) - fewer packages being purchased on third party payments; • Care at Home underspend (£1.543m) - due to difficulties in recruiting staff which is partially offset by an increase in direct payments; • Integrated Professional & Business Enabling overspend +£0.187m - there is a shortfall on the pay award which is offset by an underspend on Carers Act due to some projects being delayed; • <i>Movement of (£2.241m) mainly due to underspend on Carers Act; a reduction in Older Peoples Care packages and vacancies across the services with the balance resulting in an increased contribution to IJB reserves.</i>
Contribution to IJB	2.686	0.445	2.241	Any over or underspend in Health & Social Care is transferred to/from IJB reserves.
ENTERPRISE & ENVIRONMENT				
Assets, Transportation and Environment	1.308	1.991	(0.683)	<ul style="list-style-type: none"> • Roads and Transportation overspend +£1.054m primarily relates to Structural Maintenance to reduce the backlog of pothole patching, and Winter Maintenance; • Domestic Waste & Street Cleaning overspend +£0.517m due to increased transportation costs relating to fuel and vehicle repairs. • The movement of (0.683m) relates mostly to a downward revaluation on the Landfill Aftercare Financial Provision.
Planning	(0.285)	(0.315)	0.030	<ul style="list-style-type: none"> • Underspend is mainly due to part year vacancies (£0.240m) and recruitment is progressing in order to relieve pressure on the workforce of increased volume of Planning applications and related work; • Higher than expected income from statutory fees of (£0.160m).
Protective Services	(0.909)	(0.756)	(0.153)	<ul style="list-style-type: none"> • Over recovery of Building Warrant statutory fees (£0.648m) due to an increased volume of applications as a result of the recovery from the COVID pandemic; • Underspend is mainly due to part year vacancies (£0.460m), recruitment has been challenging and filling of vacancies is progressing where possible.
Business & Employability Service	(0.770)	(0.585)	(0.185)	<ul style="list-style-type: none"> • There is an underspend on Employability of as a result of focussed delivery on short term externally funded projects linked to the economic recovery from Covid-19 (£0.348m). Other underspend of (£0.393m) is a contribution to costs already incurred for administrative costs from participation in various grant funded programmes.

**FIFE COUNCIL
VARIANCE ANALYSIS**

GENERAL FUND				
Area	Forecast Variance £m	Previous variance £m	Movement in variance £m	Commentary
COMMUNITIES				
Housing & Neighbourhood Services	(0.836)	(0.192)	(0.644)	<ul style="list-style-type: none"> • There are a number of vacancies creating an underspend of (£0.331m), movement £0.078m; • The remaining underspend and movement relates to overachievement of income within Homelessness Scatter Flats. The demand for Homelessness remains high meaning the number of Scatter Flats has remained at an increased level. Although some costs have increased alongside the increase in scatter flats many costs like Staffing have remained fixed. The service have also maximised the use of temporary funding awarded in year. This has resulted in the overall projected underspend in year.
Communities & Neighbourhood	3.144	3.637	(0.493)	<p>A legacy from the pandemic continues to impact on level of demand and income received for some services. These include:-</p> <ul style="list-style-type: none"> • Fife Sports and Leisure Trust and Fife Cultural Trust projected deficit £1.699m. Council officers continue to review the areas where the level of income received has been impacted by the pandemic and both Trusts continue to receive temporary financial support from the Council; • Community Use and Halls and Centres projected overspend £1.284m due to lost income; • Community Use for Public Private Partnership (PPP) charges projected overspend £0.295m; • Unachieved savings of £0.736m are offset by vacancies across the service, • The movement of (£0.493m) relates to Fife Cultural Trust and Fife Sport & Leisure Trusts identifying the need for reduced support based on performance in early 2022/23, and an increase in the number of vacancies across the service.
FINANCE & CORPORATE SERVICES				
Revenue & Commercial Services	(0.545)	(0.255)	(0.290)	<ul style="list-style-type: none"> • Underspend relates to staffing due to recruitment difficulties partially offset by delayed delivery of previously agreed savings. • The movement relates to an increase in staff turnover across Procurement and Business Support.
Business Technology Solutions	0.396	0.512	(0.116)	<ul style="list-style-type: none"> • Overspend relates to legacy savings not being achieved.
Housing Benefits	(1.161)	(1.171)	0.010	<ul style="list-style-type: none"> • Underspend relates to a reduction in Housing Benefit costs due to the incremental movement of benefit claimants nationally from Housing Benefits to Universal Credit.
ADDITIONAL ITEMS				
Loan Charges (including interest on revenue balances)	(1.929)	(1.938)	0.009	<ul style="list-style-type: none"> • The Council has had significant cash balances throughout the year which have been used as an alternative to borrowing, resulting in interest payments being less than anticipated. • The movement reflects the updated projection following a review of the borrowing requirement.
Legislative Obligations / Contingencies	7.933	8.933	(1.000)	<ul style="list-style-type: none"> • During the budget process, provision is made for additional costs associated with inflation, pay awards and additional government funding. This is held centrally until the costs are known and the budget is then transferred to the Services, reflecting where expenditure will be incurred. • The level of projected overspend reported reflects the estimated shortfall in funding associated with the pay awards, offset by additional general revenue grant which is not required in 2022-23. • The movement reflects that updated forecasts indicate that expenditure associated with additional general revenue grant funding will not be required this year. This will be carried forward and committed as a CFCR contribution towards the Capital Plan.
INCOME				

FIFE COUNCIL
HOUSING REVENUE ACCOUNT SUMMARY 2022-2023

	Annual Budget £m	Forecast £m	Variance £m	Previous Committee Annual Variance £m	Movement £m
BUDGETED EXPENDITURE					
Repairs and Maintenance	36.598	38.663	2.066	2.428	(0.362)
Supervision and Management	20.065	20.201	0.136	0.051	0.085
Funding Investment					
Cost of Borrowing	29.925	30.085	0.160	0.171	(0.011)
Revenue Contribution (incl CFCR)	29.327	26.686	(2.642)	(4.025)	1.383
	115.914	115.635	(0.279)	(1.374)	1.095
Voids	2.146	2.600	0.454	0.356	0.097
Housing Support costs	(0.448)	(0.479)	(0.031)	(0.047)	0.016
Garden Care Scheme	0.395	0.403	0.008	0.000	0.008
Bad or Doubtful Debts	3.000	2.030	(0.970)	0.000	(0.970)
Other Expenditure	10.191	11.800	1.610	1.783	(0.173)
Covid Expenditure	0.000	0.000	0.000	0.000	0.000
	131.197	131.988	0.791	0.718	0.073
FINANCED BY					
Dwelling Rents (Gross)	(123.910)	(124.937)	(1.028)	(0.928)	(0.100)
Non Dwelling Rents (Gross)	(3.494)	(3.466)	0.027	0.000	0.027
Hostels - Accommodation charges	(2.397)	(2.325)	0.072	0.072	0.000
Other Income	(1.397)	(1.259)	0.138	0.138	0.000
	(131.197)	(131.988)	(0.791)	(0.718)	(0.073)
CONTRIBUTION (TO) / FROM BALANCES	0.000	0.000	0.000	0.000	(0.000)

**FIFE COUNCIL
VARIANCE ANALYSIS**

HOUSING REVENUE ACCOUNT

Area	Forecast Variance £m	Previous variance £m	Movement in variance £m	Commentary
Repairs and Maintenance	2.066	2.428	(0.362)	• Increased costs of repairs as a result of inflationary pressures.
Revenue Contribution (incl CFCR)	(2.642)	(4.025)	1.383	• To maintain the breakeven position for HRA and maintain HRA reserves CFCR (Capital Financed from Current Revenue) is reduced by (£2.642m) to offset the overall HRA net overspend, movement £1.383m; • As the year progresses the final CFCR and the associated impact on the Capital Plan and the level of borrowing required to fund the HRA Capital Programme will become more certain.
Voids	0.454	0.356	0.097	• A recent court judgment on Temporary Accommodation has meant that a large number of HRA rental properties are being reprovisioned as temporary accommodation increasing the value of rent lost due to properties remaining empty.
Bad or Doubtful Debts	(0.970)	0.000	(0.970)	• The underspend relates to the Universal Credit and Covid-19 Support Fund. These funds are being maximised in year to give support to all tenants eligible but an underspend is expected as the impact of both UC and Covid Reduce. Some of this underspend is offsetting an increase of £0.300m of Fuel Poverty Support being provided to tenants in year.
Other Expenditure	1.610	1.783	(0.173)	The overspend mainly relates to Hostels, Insurance and Energy costs:- • Hostels expenditure is projecting to overspend by £0.758m . The service is seeking to remove this pressure in year by implementing a revised model as part of wider reforms taking place across the Homelessness service which includes General Fund Housing Homelessness and HRA Hostels; • Property Insurance is also estimated to overspend in year by £0.579m based on a projected 33% increase. Support for tenants through Fuel Poverty is also being provided in year which is projected to overspend in year by £0.300m. This is funded by underspends in the UC and Hardship Fund.
Dwelling Rents (Gross)	(1.028)	(0.928)	(0.100)	• Dwelling Rents income is higher than anticipated by £1.028m due an increase in housing stock as the Affordable Housing Programme and Property Acquisitions progress.

FIFE COUNCIL
APPROVED SAVINGS FOR 2022-23
December 2022

Directorate	Savings Target £m	Forecast £m	(Under)/Over £m	Forecast to be Achieved %
Education & Childrens Services	0.350	0.350	0.000	100%
Enterprise & Environment	0.175	0.127	(0.048)	73%
Finance & Corporate Services	0.040	0.040	0.000	100%
	0.565	0.517	(0.048)	92%

**FIFE COUNCIL
BALANCE - GENERAL FUND SERVICES**

	2022-23 £m	2023-24 £m	2024-25 onwards £m
Balance at 1 April 2022	(182.813)	(133.374)	(69.088)
Budgets transferred (to)/from balances	42.752		
Add Overall budget variance 2022-23 (Appendix 1)	(12.403)		
Estimated General Fund Balance at 31 March	<u>(152.464)</u>	<u>(133.374)</u>	<u>(69.088)</u>
Earmarked Balance			
Devolved School Management		2.600	
Energy Management Fund	0.500	1.947	
Council Tax - Second Homes	2.637	5.050	1.594
SG Specific funding	0.163	12.087	15.861
COVID-19 Funding:			
Continuing Financial Consequences of COVID-19	8.825	4.400	1.257
Community Recovery Fund	0.500	5.000	4.500
COMIS/SWIFT delay	1.005	1.180	
Inflation - Supplies & Services	1.700	2.344	
Construction Inflation :-			
Unallocated	1.782	8.125	
CFCR	0.000	0.250	2.350
Total Earmarked	<u>17.112</u>	<u>42.983</u>	<u>25.562</u>
	<u>(135.352)</u>	<u>(90.391)</u>	<u>(43.526)</u>
Commitments against balance			
Budget Carry Forward Scheme			
Change Programme		5.000	5.000
Demographics/Pay/Pensions		5.000	13.000
Fife Job Contract		0.816	
Barclay Funding - Assessors		0.147	0.062
Workforce Change	0.500	2.000	4.000
Lease Surrender - The Kirkcaldy Centre	0.400	0.340	0.150
Election	0.342		
Pay Strategy	0.122		
BTS Investment Case	0.528		
Use of Balances – Revenue Budget 2023-24		8.000	
Other Commitments	0.086		
Total Commitments	<u>1.978</u>	<u>21.303</u>	<u>22.212</u>
Estimated uncommitted balance at 31 March	<u>(133.374)</u>	<u>(69.088)</u>	<u>(21.314)</u>

BALANCE - HOUSING REVENUE ACCOUNT

	2022-23 £M	2023-24 £M	2024-25 onwards £M
Balance at 1 April 2022	(7.005)	(7.005)	(5.505)
Add Overall budget variance 2022-23 (Appendix 2)	0.000		
Estimated Balance at 31 March	<u>(7.005)</u>	<u>(5.505)</u>	<u>(2.505)</u>
Earmarked Balance			
COVID Mitigation			
Estates Management Improvement	1.500		
Transitional Affordable Housing		2.500	
Disability Adaptations		0.500	
	<u>1.500</u>	<u>3.000</u>	<u>0.000</u>
Estimated uncommitted balance at 31 March	<u>(5.505)</u>	<u>(2.505)</u>	<u>(2.505)</u>

9th March, 2023.
Agenda Item No. 5

Capital Investment Plan Update – Projected Outturn 2022-23

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

Wards Affected: All

Purpose

The purpose of this report is to provide a strategic financial overview of the Capital Investment Plan and to advise on the projected outturn for the 2022-23 financial year.

Recommendations

The Cabinet Committee is asked to:-

- (i) note the projected outturn position, and that the level of financial risk is heightened due to high levels of inflation and supply chain challenges;
- (ii) note that more detailed capital outturn reports for 2022-23 will be submitted to relevant Scrutiny Committees of the Council; and
- (iii) note that budget variances will be managed by the appropriate Directorate in conjunction with the Investment Strategy Group.

Resource Implications

The level of financial risk associated with inflation, and difficulties in supply chains, continues with the impact on rising prices likely to continue for some time to come. At this point in time, there is estimated to be an unfunded overspend of £5.471m on the major capital projects which will require a funding solution which will be reviewed in the upcoming capital plan review.

Legal & Risk Implications

Potential risks include the continuing difficulties across supply chains, rising inflation on costs of construction and availability of funding streams for larger capital projects e.g. Developers' Contributions. Further detail relating to the current risks is contained in section 2.2.

Impact Assessment

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

Consultation

Financial projections are agreed in consultation with each Directorate and are based around the expected progress and delivery of individual projects.

1.0 Background

- 1.1 The purpose of this report is to advise members of the high-level projected outturn position for the Council's Capital Investment Plan (the Plan) for the financial year 2022-23. The report also highlights the projected outturn position for major projects over £5.000m along with any potential risks associated with these projects. Explanation is provided at Section 2.1 where there is deemed to be a greater level of financial risk linked to major projects. The Plan covers capital expenditure on all Council Services including the Housing Revenue Account, which is managed and accounted for, separately from the General Fund.

2.0 Issues

2.1 Major Projects

- 2.1.1 Appendix 1 provides a summary of the major projects within the Plan. There are 25 projects / programmes in this category with an overall budget of £1,000.353m.
- 2.1.2 At this stage, cost estimates suggest that there could be an overspend of £5.471m across the life of several major projects in the programme.

Within "Opportunities for All", the projected overspend relates to 4 projects, the Viewforth High School extension project £0.634m and the construction of the Care Homes in Methil £1.000m, Cupar £1.341m and Anstruther £2.600m as a result of increased materials and labour costs. Cost valuations for the Care Homes are being advanced and indicate an increase in costs. These overspends will be considered as part of the Capital Plan review process.

2.2 Potential Risks and Issues

- 2.2.1 Across the Capital Investment Plan there continues to be risk that both the timing and the costs of projects are adversely affected by the current economic climate. Throughout the programme issues are continuing to be identified in relation to the supply of construction materials, the consequences of which are being reviewed and built into the Capital Investment Plan review which will be approved by Fife Council in May 2023. Monitoring of the impact of any additional costs on projects still in their infancy will continue, and any significant impact on timescales and associated risks will be reported to this committee. Where appropriate, any known impact on timing of delivery of projects has been built in to the rephased plan and the overall scale of any additional costs or further delays will be assessed through the upcoming review of the Capital Investment Plan. In the event that inflationary pressures are risking the progress of any major projects, these will continue to be reviewed on a case-by-case basis by this Committee until such time as a new Capital Investment Plan is reviewed.
- 2.2.2 The Council's approved Capital Plan includes £213m investment in respect of Secondary Schools in West Fife, which includes Dunfermline Learning Campus (DLC) and the Inverkeithing High School replacement. The budgets for the projects reflect the funding arrangements of the Scottish Government's Learning Estate Investment Programme (LEIP) which requires the Council to fund the up-front cost of construction, with Government support coming in the form of a revenue contribution based on the achievement of outcomes. The potential risks associated with the DLC project significantly reduced following financial close in July 2022 (award of the construction contract), which now limits the impact of inflation on the project. The project is progressing in line with the required timeline with the campus due to open in August 2024. The Council has approval through LEIP Phase 2 for a replacement Inverkeithing High School and a decision on LEIP Phase 3 is yet to be made, with the Council having bid for a replacement High School in Glenrothes in the later years of the plan.

2.2.3 There is a risk that the cost of completing the Phase 3 and Transitional Affordable Housing Programmes will cost more than the current approved project budget of £161m. This is due to the unit cost per property continuing to rise as inflationary pressures increase. The Affordable Housing Board will continue to monitor the cost of completing these phases and will report back to this Committee on any mitigating actions or potential additional borrowing required. Any additional borrowing required will be fully tested for affordability as part of the HRA 2022 Business Plan modelling.

2.3 Financial Performance – 2022-23 Total Expenditure - Projected Outturn

Appendix 2 provides a summary by capital theme of projected expenditure and income for 2022-23 showing the total reprofiled expenditure budget of £204.451m and projected spend of £188.174m in the 2022-23 financial year, £16.277m slippage across the plan. Comparable expenditure for the previous 3 years was £163.805m (2021-22), £138.473m (2020-21) and £175.104m (2019-20).

3.0 Budgets and Funding

3.1 Budget

The Capital Investment Plan 2021-31 was approved by Fife Council in March 2021. At the end of each financial year, any budget which has not been spent is rolled forward into the next financial year as slippage. Services are asked to re-profile their project budgets considering this slippage and the result of this can be seen in the movement from the approved budget to the current budget as detailed in Appendix 2.

The changes to the approved plan are summarised below and are the result of an increase in grant funding/other contributions. The change below followed agreed governance processes and have been endorsed by the Investment Strategy Group, chaired by the Head of Finance.

	Total Expenditure £m
Current Capital Investment Plan as at Oct 2022	201.384
CFCR	0.553
Increased Grant and Contribution Income	2.514
Current Capital Investment Plan as at Dec 2022	204.451

3.2 Expenditure

Expenditure variances are projected across all themes within the plan, the most significant being: -

3.2.1 Opportunities for All

Education & Children's Services – (£4.238m)

Slippage of £0.924m under Early Learning & Childcare is a result of the remaining nursery projects which are due to be completed next financial year. Slippage of £1.189m for Nursery Refurbishment relates to projects within existing nurseries now planned for future years. Slippage of £2.059m for Free School Meal Expansion has occurred as funding was announced by Scottish Government in November 2022. Services are working collaboratively to spend this funding next financial year, in line with the plans for additional equipment and building adjustments identified as required to deliver free school meal expansion.

Health and Social Care - £0.586m

The overspend for Methilhaven Care Home is expected to be £1.000m by the anticipated handover date in June 2023. This is due to the extended time the project is taking to complete and is attributed to material/supply chain delays. This has led to additional contractor claims due to extended periods on site. The overspend at Methilhaven is offset by slippage on initial work (e.g. surveying) at Cupar and Anstruther sites.

3.2.2 Thriving Places

Asset, Transportation & Environment – (£1.640m)

Sustainable Transport (£1.013m) slippage primarily relates to the Levenmouth Reconnected Programme of (£0.801m). The projected spend for the financial year is £0.519m, however, 50% of this will be claimed against the Transport Scotland Grant. Further grant applications are being assessed and prioritised for approval. The remaining slippage relates to Path & Cycleways and is due to maximising the increased Cycling Walking Safer Routes grant award for this financial year. This will be used next financial year to leverage 70% match funding from Sustrans for future projects.

Strategic Transport Intervention Programme (£0.628m) - a slower build out of housing developments compared to that forecast in the Housing Land Audit has impacted on the expected timing of the programme and has resulted in slippage this year. The slippage primarily relates to the Northern Link Road East End (£0.267m) - an external consultant has been appointed to progress with the detailed design which is due for completion in Winter 2023 and Bothwell Gardens Roundabout Signals (£0.321m) where an in-house design resource has been allocated with the detailed design programmed for completion in Autumn 2023.

Area Community & Corporate Development – (£4.719m)

There are several projects contributing to the expected levels of slippage, the main areas of slippage are as follows:

Area Community Facilities slippage of £2.477m relates to Abbeyview Integrated Hub, tenders are due to be received in early 2023. Sport & Leisure Facilities has slippage of £1.180m, £0.696m relates mainly to Lochore Meadows destination playpark. The retendered project is being evaluated and a full consultation exercise will be undertaken before the contract is let. Sports Leisure and Community Assets is showing slippage of £0.818m and will be used to support projects in 2023-24.

Improving Health Through Leisure & Sport has slippage of £0.414m relates to a number of playpark projects across Fife, these projects are at the design and consultation stage or out to tender.

Community Facilities Programme has an advancement of £0.500m due to the Glenwood Regeneration project progressing quicker than anticipated meaning the expenditure will be incurred in 2022/23 rather than in 2023/24. There is also a projected overspend of £0.500m for the same project as a result of the Compulsory Purchase Orders being higher than anticipated.

3.2.3 Inclusive Growth and Jobs

Business & Employability – (£1.554m)

Growing the Economy – (£0.768m)

There is slippage on the council funded contribution to Levenmouth Business Units which is mainly because of advancing the externally funded phase of the project in order to maximise grant funding opportunity in this financial year.

Industrial Investment Programme – (£0.786m)

This variance is mainly due to delays in retendering the design of the Glenrothes Flemington Road project following the decision to deliver this project internally resulting in slippage of £0.535m. A site acquisition at Dalgety Bay will now take place next year resulting in slippage of £0.234m and there has been underspend at Lochgelly of £0.212m where full contingency was not required. Further slippage has emerged at Fife Interchange of £0.281m due to unexpected delays in supplies. This has been offset by advancement of the construction of Levenmouth Business Units of £0.427m in order to maximise grant funding available in this financial year.

3.2.4 Maintaining Our Assets – Rolling Programmes

Education & Children's Services – (£0.705m)

Slippage on Rolling Programme is around a small number of projects that had initially been planned for this financial year now having been delayed and not starting until next financial year.

Asset & Transportation & Environment – (£3.689m)

Structures Infrastructure - (£4.530m) - The slippage primarily relates to Leven Railway Bridge (£3.500m). The Council is in the process of commissioning Network Rail and their contractors to construct the bridge and to do so requires a formal Implementation Agreement to be signed with Network Rail, which was concluded in February 2023. The remaining slippage in the programme relates to utility work delays.

Purchase of Vehicles & Equipment - £1.216m

This is due to budget being rephased at the start of the financial year to reflect information from suppliers at the time of delays to the supply chain. These delays have not been as severe as anticipated and suppliers presented opportunities to purchase vehicles in line with original programme plan.

Area Community & Corporate Dev – (£1.133m)

Slippage relates to Parks development projects across Fife. Projects such as Ravensraig Play Park, Castle Terrace Play Area and Daisy Park being in consultation design and tender stages. There is also an element of slippage relating to the Adam Smith.

Finance & Corporate Capital - £1.676m

There has been advancement of spend within the Education ICT Programme of £2.043m which mainly relates to the refresh of technology across the Primary School estate. Within the Corporate ICT Programme, there is slippage of (£0.367m). This mainly relates to the Device Refresh Programme. Priority has been given to the procurement of the relevant IT devices for the Workstyles Project, therefore, the normal refresh programme has been delayed.

3.2.5 Maintaining Our Assets – Specific

Asset & Transportation & Environment – (£0.634m)

Slippage of (£0.600m) relates to the Reception Hall work at the Anaerobic Digestion Plant within Landfill Sites. This slippage primarily relates to Contractor Delays and Supply Chain Issues with other activities on site being prioritised for the remainder of the financial year.

3.2.6 Housing Revenue Account – £0.411m

Within Special Needs / Sheltered housing there are advancements of spend relating to the Property Acquisitions Programme of £7.000m and Gypsy Travellers sites £3.000m. Approval was given at Cabinet Committee on 25th August, 2022 for the HRA to acquire sufficient properties beyond the original target of 50 to meet increasing demand. The regenerations work at the Tarvit Gypsy Traveller site was delayed in previous years due to COVID-19 but is now expected to complete in year. There is also slippage of £2.000m relating to Land Acquisitions due to no further plans to finalise any purchase of land within this financial year.

Within Policy Options there is slippage of £1.685m relating to Energy Efficiency and Non-Traditional Housing projects which were previously delayed because of COVID-19. Work is expected to progress in this area in 2023-24 and will form part of the larger Energy Efficiency Standards for Social Housing (ESSH 2). There is slippage of £1.812m projected within Regeneration & Estates Action. This is mainly due to the Touch Regeneration project (slippage £0.745m) being paused while it is rescope. The CCTV Hub is in progression but spend is not expected until 2023-24 which has resulted in slippage of £0.495m. The remaining slippage is due to several smaller projects which have been delayed or paused whilst the plans for each site are finalised. Major Projects is also projecting slippage of £1.343m. This relates to a number of smaller projects which are now not expected to start until 2023-24, this includes works at Ravenscraig flats Kirkcaldy and Bathgate Court, Cupar.

Despite the risk outlined in para 2.2.3, the Affordable Housing Programme is projecting slippage of £2.129m in year. This is due to the timings of site completions and payment stages for each site.

3.3 Total Income

- 3.3.1 Capital expenditure is funded from several income sources, some of which contribute specifically to individual projects in the plan. These income sources are Capital Financed from Current Revenue (CFCR), Scottish Government Specific Capital Grant and other grants and contributions (e.g. lottery funding).
- 3.3.2 Appendix 2 shows that there is a total income budget of £59.926m against a forecast of £61.929m giving a projected variance of £2.002m. This variance results from two main factors, a decrease in the expected CFR and increased grant income both in respect of the Housing Revenue Account.
- 3.3.3 Overspends and pressures within the Housing Revenue Account means that the Service cannot commit to the level of CFR which was originally budgeted, detail is presented in the revenue monitoring report on this agenda. Increased grant relates to the Tarvit Mill Gypsy Travellers Site and the Property Acquisitions Programme.

3.4 Total Funding

Within the total funding section of Appendix 2, the other income such as General Capital Grant and Capital Receipts are not specifically related to any capital project but is funding for the plan overall. The variance on capital receipts relates mainly to the sale of development land which was not budgeted for. The other variance is mainly due to changes in both General Fund and HRA borrowing.

4.0 Conclusions

- 4.1 The current total expenditure budget is £204.451m and the Council is estimated to deliver £188.174m (92%) investment in the year, with slippage of (£16.277m).
- 4.2 This level of projected expenditure demonstrates continued progress on the delivery of a wide range of capital projects. Major capital investment by Fife Council continues, however, there is still a level of uncertainty associated with speed of delivery and future costs.
- 4.3 There are 25 projects/programmes within the Plan which have a value of £5.000m or greater. The overall budget for these projects is £1,000.353m, the Council is showing estimated expenditure of £1,005.824m and an estimated overspend of £5.471m (0.55%).
- 4.4 Where significant variances arise, these are reviewed by the Investment Strategy Group in conjunction with the appropriate Directorate and reflected in any future capital plan reports.
- 4.5 Services have reviewed expected project delivery timescales and have re-profiled expenditure into future years where appropriate to reflect a more realistic investment profile.

List of Appendices

- 1. Major Capital Projects total Cost Monitor
- 2. Monitoring Report by Capital Theme

Background Papers

None

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FIFE COUNCIL
CAPITAL INVESTMENT PLAN 2021-31
TOTAL COST MONITOR - MAJOR CAPITAL PROJECTS

Appendix 1

		Original Approved Budget	Current Project Budget	Total Projected Outturn	Variance	Variance	Current Project Status	Expected Project Completion Date
	Service	£m	£m	£m	£m	%		
Opportunities for All								
Madras College - Langlands	E&CS	50.170	58.313	58.313	0.000	0.00%	Completed Project	2021-22
Madras College Extension	E&CS		5.709	5.709	0.000	0.00%	Future Project	2026-27
Dunfermline Learning Campus	E&CS		122.025	122.025	0.000	0.00%	Current Project	2024-25
Extension Secondary School - Viewforth	E&CS	5.989	6.335	6.969	0.634	10.01%	Future Project	2030-31
New Secondary School - Glenrothes /Glenwood	E&CS	27.532	78.937	78.937	0.000	0.00%	Future Project	2028-29
Queen Anne High School Extension	E&CS		6.626	6.626	0.000	0.00%	Future Project	2030-31
Inverkeithing High School	E&CS		85.000	85.000	0.000	0.00%	Future Project	2026-27
Primary School Development Future Projects	E&CS		79.357	79.357	0.000	0.00%	Future Project	2029-30
Methil Care Home	H&SC	6.620	7.277	8.277	1.000	13.74%	Current Project	2022-23
Cupar Care Home	H&SC	5.580	7.879	9.220	1.341	17.02%	Current Project	2023-24
Anstruther Care Home	H&SC	6.145	6.595	9.195	2.600	39.42%	Feasibility	2024-25
		102.036	464.053	469.628	5.575	1.20%		
Thriving Places								
Glenrothes District Heat	ATE	10.320	9.449	9.449	0.000	0.00%	Current Project	2023-24
Northern Road Link East End	ATE		11.171	11.171	0.000	0.00%	Preparatory Works	2026-27
Western Distributer Road	ATE		10.326	10.326	0.000	0.00%	Future Project	2028-29
Northern Road A823	ATE		8.568	8.568	0.000	0.00%	Preparatory Works	2025-26
Adam Smith Creative Hub	Communities		7.171	7.453	0.282	3.93%	Current Project	2023-24
Abbeyview Integrated Hub	Communities	1.500	7.506	7.506	0.000	0.00%	Current Project	2023-24
Templehall Community Hub	Communities	1.500	9.004	9.004	0.000	0.00%	Current Project	2025-26
		13.320	63.196	63.477	0.282	0.45%		
Inclusive Growth and Jobs								
Fife Interchange Business Units - Phase 1 & 2	Bus & Employ	8.129	11.068	11.068	0.000	0.00%	Current Project	2024-25
John Smith Business Park Business Units	Bus & Employ	3.644	5.517	5.517	0.000	0.00%	Current Project	2026-27
		11.773	16.585	16.585	0.000	0.00%		
Housing Revenue Account								
Affordable Housing	Housing	281.869	424.238	424.238	0.000	0.00%	Current Project	2022-23
		281.869	424.238	424.238	0.000	0.00%		
Maintaing Our Assets								
West Fife Depot	ATE	4.525	8.428	8.041	(0.386)	-4.59%	Completed Project	2019-20
Leven Railway Bridge & Bawbee Bridge	ATE	2.279	8.247	8.247	0.000	0.00%	Preparatory Work	2023-24
Local Area Network	BTS	7.200	7.308	7.308	0.000	0.00%	Current Project	2023-24
Balwearie High School	E&CS	8.300	8.300	8.300	0.000	0.00%	Future Project	2026-27
		22.304	32.282	31.896	(0.386)	-1.20%		
Grand Total		431.302	1,000.353	1,005.824	5.471	0.55%		

FIFE COUNCIL
CAPITAL INVESTMENT PLAN 2022-23
MONITORING REPORT

Appendix 2

Capital Theme	Approved Budget £m	Current Budget £m	Actual to Date £m	Projected Outturn £m	Projected Variance £m	Projected Outturn as % of Plan
Opportunities for All	42.474	47.333	26.354	43.680	(3.652)	92%
Thriving Places	16.485	16.273	5.725	9.609	(6.664)	59%
Inclusive Growth and Jobs	5.947	6.295	2.804	4.741	(1.554)	75%
Maintaining Our Assets - Rolling Programmes	42.437	48.320	28.463	43.858	(4.462)	91%
Maintaining Our Assets - Specific Programmes	6.099	4.035	3.728	3.680	(0.356)	91%
Housing Revenue Account	80.195	80.195	54.252	80.605	0.411	101%
Corporate Items	2.000	2.000	0.000	2.000	0.000	100%
TOTAL EXPENDITURE	195.636	204.451	121.327	188.174	(16.277)	92%
Scottish Government Specific Capital Grants	(1.429)	(1.429)	(4.177)	(4.463)	(3.035)	312%
Other Grants and Contributions	(18.502)	(18.391)	(17.649)	(19.789)	(1.398)	108%
Capital Financed from Current Revenue (CFCR)	(43.440)	(40.107)	(5.872)	(37.677)	2.430	94%
TOTAL INCOME	(63.370)	(59.926)	(27.698)	(61.929)	(2.002)	103%
TOTAL NET EXPENDITURE	132.266	144.525	93.629	126.245	(18.279)	87%
Scottish Government General Capital Grant	(24.806)	(35.875)	(29.786)	(35.875)	0.000	100%
Capital Receipts	(10.480)	(11.293)	(6.187)	(14.043)	(2.750)	124%
NHT Loan Repayments	0.000	0.000	0.000	0.000	0.000	0%
Borrowing from Loans Fund - General Fund	(56.743)	(58.070)	0.000	(39.542)	18.528	68%
Borrowing from Loans Fund - HRA	(40.237)	(39.287)	0.000	(36.785)	2.502	94%
TOTAL FUNDING	(132.266)	(144.525)	(35.973)	(126.245)	18.279	87%

9th March, 2023.
Agenda Item No. 6

Fife's UK Shared Prosperity Investment Plan

Report by: Ken Gourlay, Executive Director (Enterprise and Environment)

Wards Affected: All

Purpose

This report seeks approval for the Fife's UK Shared Prosperity Investment Plan for 2023/25.

Recommendations

It is recommended that the Cabinet Committee: -

- (1) approve Fife's UK Shared Prosperity Investment Plan and the interventions for 2023/24 and 2024/25 set out in Appendices 1 and 2;
- (2) note that there will be an Annual Review of the UKSPF in Quarter 2 of 2024/25 and quarterly reports of progress. Also, to note that the UK Government requires these by the Investment Priorities, Interventions and Fife's four UK Parliamentary Constituencies; and
- (3) delegate to the Executive Directors (Finance and Corporate Services) and (Enterprise and Environment) to deliver Fife's UK Shared Prosperity Investment Plan within the operational parameters set out in the funding award.

Resource Implications

Financial - UK Shared Prosperity Funding (UKSPF) is for mainly revenue expenditure. However, there is a requirement for a minimum amount of capital spend each year.

Approval of the Investment plan and attendant payment of the funding for 2022/23 was completed by the UK Government in December 2022. The Council also received £20,000 from the UK Government for costs to develop the Investment Plan. These were staff costs.

Unless there are changes to the Investment Plan beyond the tolerances permitted by the UK Government set out in paragraph 3.4, the Council will receive payment of the allocation for 2023/24 in Quarter 2.

Activities in 2022/23 were delayed by the late approval of the Investment Plan in December 2022. As many of the Investment Plans which were submitted required amendment, the UK Government has permitted the funding for all plans to be carried over into 2023/24, subject to a credible plan for its investment. Appendix 2 includes an estimate of the outturn. No carry forward is likely to be permitted in 2023/24 or 2024/25.

The human resources required to deliver the UKSPF Interventions will be allocated from teams within the Council, from partners and subcontractors, from existing resources where possible.

Legal & Risk Implications

It is expected that project work will be completed or legally committed or commenced within each financial year. Any unused portion of the grant, if not re-profiled by the Council to other eligible projects, which meet the conditions and ambitions of the fund, will be repayable to the UK Government.

The minimum amount of capital is 10.4% in Year 1 (£141K), 12.5% in Year 2 (£337k) and 17.9% in Year 3 (£1.265m). The Grant may be used to fund investment in the Council's capital assets, grants to third parties which would, if incurred by the local authority, be considered as capital expenditure.

The expectation is that all UKSPF grants will be awarded through competitive processes or commissioning. The intention is to set a minimum level of award at £3,000 unless there are exceptional reasons for a lower amount. All financial assistance must comply with the requirements of the Subsidy Control Act.

Impact Assessment

A summary EqlA was completed for the Interventions and included in the UKSPF Investment Plan. A Fife Environmental Impact Assessment will be considered as part of the development of relevant individual projects.

The Fairer Scotland Duty, which came into force on 1st April 2018, requires the Council to consider how it can reduce inequalities of outcome caused by socio-economic disadvantage when making strategic decisions. Both the Plan for Fife and Fife's UKSPF Investment Plan align with this Duty in their commitment to working towards achieving Inclusive Growth and Jobs and Thriving places.

Consultation

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

Extensive consultation took place across Council Services, with Community Managers and with partners to develop the UKSPF Investment Plan and its Interventions.

1.0 Background

1.1 The UKSPF allocation for Fife is as follows:

Funding Allocation	2022-23	2023-24	2024-25	Total
UKSPF Allocation excluding Multiply	£1,348,174	£2,696,348	£7,064,433	£11,108,955
Multiply Allocation	£701,051	£808,904	£808,904	£2,318,859
Total UKSPF Allocation	£2,049,225	£3,505,252	£7,873,337	£13,427,814

1.2 The UKSPF is designed to succeed and improve on EU structural Funding. However, it is not a direct replacement because it focuses on UK Government priorities. The overarching aim of UKSPF is "building pride in place and increasing life chances" through three core investment priorities: communities and place, supporting local business and people and skills. Cabinet Committee in August 2022 agreed the challenges and opportunities for the Investment Priorities and the interventions for 2022/23.

- 1.3 The Investment Plan required the funding allocation to be broken down against the interventions that most closely meet the challenges and opportunities of Fife. Cabinet Committee in August 2022 agreed the allocation by Investment Priority for each of the three years of the Plan as set out in this table. Cabinet Committee also agreed the high-level interventions to be delivered for each Investment Priority.

Investment Priority	2022/23		2023/24		2024/25		Total	
	%	Value	%	Value	%	Value	%	Value
Communities & Place	34%	£457,754	25%	£674,087	33%	£2,331,263	31%	£3,463,104
Supporting Local Businesses	16%	£216,331	25%	£674,087	33%	£2,331,263	29%	£3,221,682
People & Skills	50%	£674,087	50%	£1,348,174	34%	£2,401,907	40%	£4,424,168
Total	100%	£1,348,174	100%	£2,696,348	100%	£7,064,433	100%	£11,108,955

- 1.4 The Delivery Plans for the National Strategy for Economic Transformation (NSET) were published in December 2022. There is no new funding to deliver the National Strategy for Economic Transformation, rather, existing funding will be reprioritised and realigned to enable its delivery. The Delivery Plans did not require any change to Fife's UKSPF Investment Plan.
- 1.5 The UKSP Funding includes a menu of defined outputs and outcomes for each intervention as the basis of the Investment Plan. The activities within each Intervention to deliver these outputs and outcomes are not specified by the UK Government. It is for the Council and its partners, through the UKSPF governance approved in August 2022, to determine the activities. When developing the Investment Plan, the approach was to prioritise the interventions historically funded by EU funding to continue that activity, before including additional interventions. The Council's commitments to deliver the Climate agenda were also a priority.

2.0 UKSPF Investment Plan

- 2.1 The key challenges and areas of focus for the approved UKSPF Investment Plan were approved by Cabinet Committee in August 2022. These were summarised from the Plan4Fife 2017-27 and its 2021 Recovery and Renewal Plans. Appendix 1 to this report includes these, the UKSPF Interventions to address them and the forecast outputs and outcomes approved by the UK Government.
- 2.2 The UK Government defines the outputs and outcomes. Only one output and outcome were required for each Intervention. Additional outputs and interventions may be captured but will not be part of the UKSPF reporting. These are aligned where possible with the Performance Indicators for the Plan4Fife 2017-27 and its 2021 Recovery and Renewal Plans. The UKSPF administration and management activities will include Monitoring and Evaluation of the Interventions.

- 2.3 The following Table outlines the interventions included in the Investment Plan to respond to the challenges and opportunities.

Investment Priority	Interventions
Communities and Place	Develop and deliver Natural capital improvements. Strengthen Climate Resilience for communities and their assets. Develop the visitor economy (e.g. Forth Bridges Partnership, Fife Tourism Partnership) Town Centre improvement and animation Increase volunteering in Communities (Note: this will be delivered through the Opportunities Fife Partnership for alignment with the Employability Pathway)
Supporting Local Business	Business support Services, specialist advice, for start-ups and existing businesses (Note: approx. one third of the funding for Business Gateway Fife was EU Funding) Business grant scheme for property improvements Energy and condition improvements to the Council's Business Property portfolio Innovation support (advice and grants) for businesses Funding support to Town Centre and Tourism businesses to innovate
People and Skills	Adult skills and specialist employability support Services for young people Volunteering to encourage participation. Multiply Numeracy programme (ring fenced funding)

- 2.4 Appendix 2 summarises the UK Shared Prosperity Investment Plan 2022/25 interventions and allocations approved by the UK Government. This includes the profile of the UKSPF administration and management budget.
- 2.5 For the People and Skills Investment Priority, all investment undertaken by the partners in Opportunities Fife is determined using a commissioning approach. The UKSPF commissioning will adopt the Framework for No One Left Behind activities 2022-2025 approved by Fife Council in March 2022. This will ensure alignment and additionality with Scottish Government funding. Regional activity includes part funding a Feasibility Study for the development of a Net Zero Skills Accelerator for Edinburgh and South East of Scotland City Region. This aims to provide a pipeline of qualified people at the scale required to meet the needs of employers.
- 2.6 Multiply activity is being led by the Adult Basic Education team. Fife Voluntary Action and Fife College are collaborating with the Council to help ramp up numeracy activity in Fife. There is also discussion ongoing with national Third Sector organisations active in this area. There is a risk that the Council may not be able to achieve the levels of activity required due to competition for staff and third party capacities.

- 2.7 For Supporting Local Businesses, the delivery of the interventions will be through Business Gateway Fife or directly by Fife Council's Business and Employability Services. The realignment to deliver the National Strategy for Economic Transformation (NSET) priorities is ongoing and will apply at the activity level rather than at the Intervention. Historically around one-third of the budget for Business Gateway Fife was from EU Funding. This equates to approx. 400 businesses supported every year.
- 2.8 For the Communities and Place Investment Priority, the activity is feasibility and development and delivery of the Council's commitments to a Just Transition to net zero, resilience to Climate Change and to reduce CO2 emissions. Projects to regenerate Fife's town centres and the tourism sector will continue existing activities to March 2025 in line with existing strategies.
- 2.9 There are some regional activities included in Fife's UKSPF Investment Plan. These are intended to support delivery of the Edinburgh & South East Scotland City Region's Regional Prosperity Framework or the Tay Cities Regional Economic Strategy. In Edinburgh & South East Scotland City Region, activities are related to climate change and adaptation where a regional approach is required, e.g. a "Climate Ready" Forth or a regional energy approach.
- 2.10 Not all the asks could be met from the UKSPF allocation and continue to deliver services previously funded by EU Funding. This included Bus Network Improvement and Active Travel Plans and some town centre projects where other funding may become available.

3.0 Risks and Issues

- 3.1 In August 2022, Cabinet Committee agreed that the delivery and governance for Fife's UKSPF Investment Plan will align with the delivery of the Plan4Fife and its Recovery & Renewal Plans 2021-24. The Fife Partnership and the Council agreed that leadership and oversight roles and responsibilities will extend to include consultation and advice on the Investment Priorities within the UKPSF Investment Plan.
- 3.2 A sub-group of the Fife Partnership will be consulted for advice. Fife's four MPs and UK Government representatives will be invited to be part of a Fife Partnership UKSPF Sub-group to comply with these requirements.
- 3.3 The existing regional governance structures established as part of the City Region Deal processes for Edinburgh and South East of Scotland and Tay Cities regions will oversee regional collaboration interventions within Fife's UKPSF Investment plan. These include Joint Committees and Management Boards.
- 3.4 There is a change control process for the UKSPF Investment Plan. The Council can flex the budget between interventions in each Investment Priority to respond to changes in demand and performance without any UK Government consent. However, to move budget between the Investment Priorities, changes are capped to 30% or £5m, whichever is the greater, during the term of the Investment Plan. There is also change control for the outputs (to reduce them) – up to 20% for the total outputs for the overall Investment Plan and up to 40% for each intervention. Any changes must be submitted in the Annual Monitoring report in May each year. These then require approval by the UK Government. This is not automatic and may result in a reduced or delayed grant payment.

- 3.5 The UK Government will require formal reporting on a sixth monthly basis. The Council is expected to report by investment priority, intervention and project/activity levels. The reports need to include forecasts for each financial year. The Council is expected to deliver a Monitoring and Evaluation plan to contribute to understanding UKSPF impact on the Levelling Up Missions through intervention level evaluation. It will also help to provide evidence to bid for the next iteration of UK funding.
- 3.6 The Council as accountable body is also expected to ensure that all financial assistance complies with the requirements of the Subsidy Control Act that came into force in January 2023.
- 3.7 The UK Government requires three levels of assurance for the UKSPF Investment Plan. The first level is the operational management governance approved by Cabinet in August 2022. The second level will be conducted by Fife Council's Internal Audit team. The third level needs to be undertaken by an independent body. This is also likely to be funded from the UKSPF administration and management budget if external commissioning is required. Options for the third level are still being explored.
- 3.8 The UK Government has allocated UKSPF for 3 years, 2022/23, 2023/24 and 2024/25. No carry over of underspend is permitted. However, the delays to the approval of the Investment Plans for some Councils have meant that there is less than three months of delivery in 2022/23. Fife Council began delivery in 2022, with approx. £150k drawn down by December 2022. The risk area is Multiply as it has been challenging to recruit numeracy tutors and partners. The UK Government is not insisting that the allocation for this year is spent or legally committed by 31 March 2023. The underspend may be delivered in 2023/24 if a credible plan is approved by the UK Government. An interim position for 2022/23 is included in Appendix 2.

4.0 Conclusion

- 4.1 The UKSPF has provided an opportunity to develop an Investment Plan which helps deliver against the Plan4Fife Recovery and Renewal challenges and opportunities, including addressing the Fairness ambition of Inclusive Growth and Jobs.
- 4.2 A robust evidence base and opportunity assessment identified the preferred interventions, outputs and outcomes developed in a collaborative process. The UK Government approved Fife's UKSPF Investment Plan in December 2022. Activity is underway to mobilise delivery and invest the funding in the interventions approved by Fife Council for 2022/23.
- 4.3 Appendices 1 and 2 set out the Investment Plan 2022 -2025 as the foundation for financial and performance management by Intervention.

List of Appendices

1. Appendix 1: Monitoring Plan for the UKSPF Investment Plan for Fife
2. Appendix 2: Financial Profile for the UKSPF Investment Plan or Fife

Background Papers

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

- Cabinet Committee, August 2022, Fife's UK Shared Prosperity Investment Plan [Agenda-and-papers-for-the-Cabinet-Committee-25th-August-2022.pdf \(fife.gov.uk\)](#)

- Policy & Co-ordination Committee, March 2022, No One Left Behind 2022-23 Commissioning Framework
- Fife Partnership Board, August 2021, Plan For Fife Update: A Plan For Recovery And Renewal
- Policy & Co-ordination Committee, June 2021, Plan for Fife – A Plan for Renewal.
- Economy, Tourism, Strategic Planning & Transportation, June 2021, Mid Fife Economic Prospectus and Action plan.

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Investment Priority	Challenges/ Opportunities	Interventions	Investment 2022-2025 £m	Total Outputs	Total Outcomes
Communities & Place	<p>Challenges Accelerate the reduction in CO2 emissions. Increase Community Empowerment. The impact of Covid restrictions on Tourism and the Visitor Economy. The impact of Covid restrictions on Town Centres.</p> <p>Opportunities To lower Fife's carbon emissions in line with national targets (75% by 2030 from 1990 baseline). Increase community capacity to tackle climate change. Greater resilience to climate change. Fife's communities and individuals are more involved in local decision making and helping to plan and deliver local services. Greater number of social enterprises Increased local procurement by Fife's Anchor Institutions Fife has year on year increases in visitor numbers and tourism spend. Revived and repurposed town centres. Fife's main town centres</p>	S1: Place based investments, regen & town centre improvements	£0.610	Amount of commercial buildings developed or improved (13500 m2)	Increased footfall (4% increase)
		S2: Support /improve community assets & infrastructure projects	£0.370	6 neighbourhood improvements undertaken (numerical value).	Greenhouse gas reductions (2% decrease in Tonnes of Co2e)
		S3: Improvements to the natural environment, green & open space	£0.360	6 neighbourhood improvements undertaken (numerical value).	Improved perception of facilities/amenities (10% increase)
		S7: Campaigns to encourage visiting & exploring the local area	£0.522	Number of organisations receiving non-financial support (numerical value - 100)	Increased visitor numbers (5% increase)
		S8: Impactful volunteering and/or social action projects	£0.165	Number of volunteering opportunities supported (numerical value - 40)	Volunteering numbers as a result of support (numerical value - 40)
		S9: Investment in capacity building &	£0.776	Number of organisations receiving grants (numerical value - 16)	Number of new or improved community facilities as a

Investment Priority	Challenges/ Opportunities	Interventions	Investment 2022-2025 £m	Total Outputs	Total Outcomes
	stand out as attractive places to live, work and visit. Our public services are more joined up and acting 'one step sooner.' Fife's communities and individuals are more involved in local decision making and helping to plan and deliver local services.	resilience for local groups			result of support (numerical value - 16)
		S11: Relevant feasibility studies (Note: includes admin budget)	£0.493	Number of feasibility studies supported (numerical value - 7)	Increased number of projects arising from funded feasibility studies (100% increase)
		S12: Digital infrastructure for local community facilities	£0.166	Number of organisations receiving non-financial support (numerical value - 1000)	Number of new or improved community facilities as a result of support (numerical value - 28)
Supporting Local Business	Challenges To reduce CO2 emissions area wide per capita, particularly for the industrial/commercial sectors that accounted for 47% of total emissions for Fife in 2019. Low business birth rate, low business density, poor productivity, especially in Mid Fife. Weak levels of investment in innovation (all businesses, including tourism sector and within Town Centres). Opportunities To lower Fife's levels of carbon emissions in line with national targets (75% by 2030 from 1990 baseline).	S14: Development & promotion of the visitor economy	£0.300	Number of businesses receiving grants (numerical value - 50)	Jobs created (numerical value - 23)
		S15: SME development grants & support.	£0.525	Number of businesses receiving grants (numerical value - 175)	Number of businesses adopting new to the firm technologies or processes (numerical value - 37)
		S18: Investing in enterprise infrastructure, site development projects	£0.615	Amount of commercial buildings developed or improved (14000 m2)	Jobs safeguarded (numerical value - 300)

Investment Priority	Challenges/ Opportunities	Interventions	Investment 2022-2025 £m	Total Outputs	Total Outcomes
	<p>Increased community capacity to tackle climate change. Greater resilience to climate change. Economic activity and employment in mid-Fife are catching up with the rest of Fife and Scotland. Economic activity and employment in Fife are improving faster than in the rest of Scotland. Business numbers recovered to pre-pandemic levels. Required strategic investment achieved. Greater number of social enterprises. Year on year increases in visitor numbers and tourism spend. Revived and repurposed town centres.</p>	S19: Strengthening local entrepreneurial ecosystems	£0.574	Number of businesses receiving grants (numerical value - 179)	Jobs created (numerical value - 81)
		S20: Expert business advice & support programmes, local & regional	£0.357	Number of businesses receiving grants (numerical value - 114)	Jobs created (numerical value - 51)
		S22: Growing the local social economy.	£0.013	Number of businesses receiving grants (numerical value - 4)	Jobs created (numerical value - 2)
		S27: Support relevant feasibility studies (Note includes admin budget)	£0.366	Number of feasibility studies supported (numerical value - 11)	Increased number of projects arising from funded feasibility studies (100% increase)
		S28: Business resilience & Covid-19 recovery	£0.620	Amount of commercial buildings developed or improved (14000 m2)	Number of new businesses created (numerical value - 2)
People & Skills (including Multiply)	<p>Challenges Ensuring the transition to net zero is Just and Fair. High levels of Economic Inactivity, number of claimants of out of work benefits.</p>	S31: Employment support for economically inactive people	£1.152	Number of socially excluded people accessing support (numerical value - 392)	Number of people in employment, including self-employment, following support (numerical value - 118)

Investment Priority	Challenges/ Opportunities	Interventions	Investment 2022-2025 £m	Total Outputs	Total Outcomes
	<p>Participation rates for Young People 16-24.</p> <p>Hard to fill vacancies and skills shortages.</p> <p>Numeracy levels</p> <p>Opportunities</p> <p>To lower Fife's levels of carbon emissions in line with national targets (75% by 2030 from 1990 baseline).</p> <p>Greater resilience to climate change.</p> <p>Economic activity and employment in mid-Fife are catching up with the rest of Fife and Scotland. This includes participation by 16-24 year olds.</p> <p>Economic activity and employment in Fife are improving faster than in the rest of Scotland.</p> <p>Fife has lower levels of poverty in line with national targets.</p> <p>Increased recruitment from under-represented and deprived communities.</p> <p>Maximise incomes and reduce cost barriers to participation.</p>	S33: Enrichment & volunteering activities	£0.790	Number of volunteering opportunities supported (numerical value - 315)	Number of people in employment, including self-employment, following support (numerical value – 105)
		S36: Local areas to fund local skills needs (Note includes admin budget)	£0.864	Number of people supported to gain a qualification or complete a course (numerical value - 307)	Number of people in employment, including self-employment, following support (numerical value - 92)
		S37: Green skills courses	£0.720	Number of people supported to gain a qualification or complete a course (numerical value - 320)	Number of people in employment, including self-employment, following support (numerical value - 96)
		S39: Education & skills targeting the vulnerable leaving school	£0.897	Number of people receiving support to sustain employment (numerical value - 519)	Number of people in employment, including self-employment, following support (numerical value - 156)
		S42: Courses designed to increase confidence with numbers (Note includes admin budget)	£0.640	Number of people participating in Multiply funded courses (numerical value 285)	Number of adults achieving maths qualifications up to, and including, Level 2 equivalent (numerical value - 71)
		S43: Courses for parents wanting to increase numeracy skills	£0.250	Number of people participating in Multiply funded courses (numerical value -111)	Number of adults achieving maths qualifications up to, and including, Level 2 equivalent (numerical value - 28)

Investment Priority	Challenges/ Opportunities	Interventions	Investment 2022-2025 £m	Total Outputs	Total Outcomes
	<p>More Fife employers paying the living wage.</p> <p>Greater number of social enterprises.</p> <p>Our public services are more joined up and acting 'one step sooner.'</p> <p>Fife's communities and individuals are more involved in local decision making and helping to plan and deliver local services.</p>	S45: Courses aimed at encouraging people to upskill to access jobs/ careers	£0.600	Number of people participating in Multiply funded courses (numerical value - 267)	Number of adults achieving maths qualifications up to, and including, Level 2 equivalent (numerical value - 67)
		S47: Innovative programmes delivered with employers	£0.485	Number of people participating in Multiply funded courses (numerical value - 216)	Number of adults achieving maths qualifications up to, and including, Level 2 equivalent (numerical value - 54)
		S51: Provision developed in partnership with community organisations	£0.342	Number of people participating in Multiply funded courses (numerical value - 111)	Number of adults achieving maths qualifications up to, and including, Level 2 equivalent (numerical value - 28)
Total Investment			£13.5m		

FIFE COUNCIL (NOTE – TOTAL PROJECTED OUTTURN AS AT 15/02/23)

Appendix 2

UK SHARED PROSPERITY FUNDING INVESTMENT PLAN 2022-25 (grey – no investment)

TOTAL COST MONITOR

Investment Priority/ Interventions	Service	Total Approved Budget 22-25 £m	Approved 22/23 Revenue £m	Approved 22/23 Capital £m	Total Budget 22/23 £m	Total Projected Outturn 22/23 £m	Carry forward 23/24 £m	Approved 23/24 Revenue £m	Approved 23/24 Capital £m	Total Budget 23/24 £m	Approved 24/25 Revenue £m	Approved 24/25 Capital £m	Total Budget 24/25 £m
Communities & Place	B&E	£3.463	£0.316	£0.141	£0.457	£0.299	£0.158	£0.452	£0.222	£0.832	£1,886	£0.445	£2,331
S1: Place based investments, regen & town centre improvements	B&E	£0.610	£0.088	£0.141	£0.226	£0.226	0	£0.030	£0.020	£0.050	£0.196	£0.138	£0.334
S2: Support /improve community assets & infrastructure projects	Climate Change & Partnerships/ Community Managers	£0.370	£0.010		£0.010	£0.005	£0.005	£0	£0.026	£0.031	£0.334		£0.334
S3: Improvements to the natural environment, green & open space	Climate Change & Partnerships/ Community Managers	£0.360							£0.026	£0.026	£0.334		£0.334
S7: Campaigns to encourage visiting & exploring the local area	B&E	£0.522							£0.172	£0.172	£0.350		£0.350
S8: Impactful volunteering and/or social action projects	B&E	£0.165	£0.025		£0.025	£0	£0.025	£0.040		£0.065	£0.100		£0.100
S9: Investment in capacity building & resilience for local groups	Climate Change & Partnerships/ Community Managers	£0.776							£0.150	£0.150	£0.626	£0.307	£0.626
S11: Relevant feasibility studies (Note: includes admin budget)	B&E R&T Plan	£0.493	£0.196		£0.196	£0.068	£0.128	£0.126		£0.254	£0.170		£0.170
S12: Digital infrastructure for local community facilities	B&E	£0.166							£0.083	£0.083	£0.083		£0.083
Supporting Local Business	B&E	£3.221	£0.216		£0.216	£0.185	£0.031	£0.559	£0.115	£0.705	£1,511	£0.820	£2,331
S14: Development & promotion of the visitor economy	ETTC	£0.300									£0.150		£0.150

Investment Priority/ Interventions	Service	Total Approved Budget 22-25 £m	Approved 22/23 Revenue £m	Approved 22/23 Capital £m	Total Budget 22/23 £m	Total Projected Outturn 22/23 £m	Carry forward 23/24 £m	Approved 23/24 Revenue £m	Approved 23/24 Capital £m	Total Budget 23/24 £m	Approved 24/25 Revenue £m	Approved 24/25 Capital £m	Total Budget 24/25 £m
S15: SME development grants & support.	Economic Development	£0.525	£0.025		£0.025	£0.030	£-0.005	£0.150		£0.145	£0.350		£0.350
S18: Investing in enterprise infrastructure, site development projects	Economic Development	£0.615							£0.115	£0.115	£0.115	£0.500	£0.500
S19: Strengthening local entrepreneurial ecosystems	Economic Development	£0.574	£0.060		£0.060	£0.035	0.025	£0.154		£0.179	£0.360		£0.360
S20: Expert business advice & support programmes, local & regional	Economic Development	£0.357						£0.145		£0.145	£0.212		£0.212
S22: Growing the local social economy.	Economic Development	£0.013	£0.003		£0.003	£0.003	0	£0.005		£0.005	£0.005		£0.005
S27: Support relevant feasibility studies (Note includes admin budget)	Economic Development	£0.366	£0.128		£0.128	£0.117	0.011	£0.104		£0.115	£0.134		£0.134
S28: Business resilience & Covid-19 recovery	Economic Development	£0.620									£0.300	£0.320	£0.620
People & Skills	B&E	£4.424	£0.674		£0.674	£0.664	£0.010	£1.349		£1.359	£2.401		£2.401
S31: Employment support for economically inactive people	Opportunities Fife	£1.153	£0.300		£0.300	£0.300	0	£0.280		£0.350	£0.502		£0.502
S33: Enrichment & volunteering activities	Opportunities Fife	£0.790	£0.140		£0.140	£0.140	0	£0.250		£0.250	£0.400		£0.400
S36: Local areas to fund local skills needs (Note includes admin budget)	Opportunities Fife	£0.864	£0.037		£0.037	£0.027	£0.010	£0.253		£0.263	£0.574		£0.574
S37: Green skills courses	Opportunities Fife	£0.720						£0.245		£0.245	£0.475		£0.475

Investment Priority/ Interventions	Service	Total Approved Budget 22-25 £m	Approved 22/23 Revenue £m	Approved 22/23 Capital £m	Total Budget 22/23 £m	Total Projected Outturn 22/23 £m	Carry forward 23/24 £m	Approved 23/24 Revenue £m	Approved 23/24 Capital £m	Total Budget 23/24 £m	Approved 24/25 Revenue £m	Approved 24/25 Capital £m	Total Budget 24/25 £m
S39: Education & skills targeting the vulnerable leaving school	Opportunities Fife	£0.897	£0.197		£0.197	£0.197	0	£0.250		£0.350	£0.450		£0.450
Multiply (Ringfenced)	Communities & Corporate Development	£2.318	£0.701		£0.701	£0.180	£0.521	£0.808		£1.329	£0.808		£0.808
S42: Courses designed to increase confidence with numbers (Note includes admin budget)	Adult Basis Education (ABE)	£0.640	£0.223		£0.223	£0.040	£0.183	£0.208		£0.391	£0.208		£0.208
S43: Courses for parents wanting to increase numeracy skills	Adult Basis Education (ABE)	£0.250	£0.050		£0.050	£0	£0.050	£0.100		£0.150	£0.100		£0.100
S45: Courses aimed at encouraging people to upskill to access jobs/ careers	Adult Basis Education (ABE)	£0.600	£0.200		£0.200	£0.040	£0.160	£0.200		£0.360			£0.200
S47: Innovative programmes delivered with employers	Adult Basis Education (ABE)	£0.485	£0.150		£0.150	£0	£0.150	£0.167		£0.317	£0.167		£0.167
S51: Provision developed in partnership with community organisations	Adult Basis Education (ABE)	£0.342	£0.077		£0.077	£0.100	-£0.023	£0.132		£0.100	£0.132		£0.132
Grand Total		£13.427	£1.908	£0.141	£2.049	£1.329	£0.719	£3,168	£0.337	£4.225	£6,608	£1,265	£7.873
Administration Costs (Max 4%)	B&E	£0.537	£0.081		£0.081	£0.081	0	£0.140		£0.140	£0.314		£0.314

Appendix 2: Administration costs

This sets out the intervention where the UKSPF administration costs are included. There was no separate code for these in the UKSPF templates.

Administration Costs	22/23	23/24	24/25	Total
S11: Relevant feasibility studies	£196,219	£126,990	£170,263	£493,472
Includes Administration Costs 4%	<u>£18,310</u>	<u>£26,963</u>	<u>£93,251</u>	<u>£138,524</u>
Available to spend	£177,909	£100,027	£77,012	£354,948
S27: Support relevant feasibility studies	£128,331	£104,087	£134,228	£366,646
Includes Administration Costs 4%	<u>£8,653</u>	<u>£26,963</u>	<u>£93,251</u>	<u>£128,867</u>
Available to spend	£119,678	£77,124	£40,977	£237,779
S36: Local areas to fund local skills needs	£37,050	£253,174	£574,228	£864,452
Includes Administration Costs 4%	<u>£26,963</u>	<u>£53,927</u>	<u>£96,076</u>	<u>£176,967</u>
Available to spend	£10,087	£199,247	£478,152	£687,485
S42: Courses designed to increase confidence with numbers	£223,184	£208,904	£208,903	£640,991
Includes Administration Costs 4%	<u>£28,042</u>	<u>£32,356</u>	<u>£32,356</u>	<u>£92,754</u>
Available to spend	£195,142	£176,548	£176,547	£548,237
Total admin budget	£81,969	£140,210	£314,933	£537,113

Administration Expenditure (Note: Business and Employability Services are budget holder)

Administration Activities	Service	Total Approved Budget	Approved 22/23	Projected Outturn	Carry forward 23/24	Approved Budget 23/24	Total Budget 23/24	Approved Budget 24/25
Total admin budget (Max. 4% of total)	Business & Employability	£537,113	£81,969	£7,687	£74,282	£140,210	£214,492	£314,933
Staff costs for administration roles (B&E, Communities, Finance, BGF)			£7,687			£144,594		£160,942
Independent Monitoring & Evaluation/External Audit Support (estimated)			£0			£50,000		£50,000
Estimated Costs in Year			£7,687				£194,594	£210,942
Possible reallocation to operational activities			£0				£19,894	£103,991

9th March 2023.
Agenda Item No. 7

Annual Uplift in Payments to Foster Carers for Financial Year 2023/24

Report by: Carrie Lindsay, Executive Director (Education and Children's Services)

Wards Affected: All

Purpose

The purpose of this report is to provide the Council with information on the proposed uplift in payments to Foster Carers, Supported Lodging Carers and Kinship Carers (LAC Kinship).

Recommendation(s)

It is recommended that Cabinet approve:-

- a) the application of 5% increase in the maintenance payments made for children in a foster care and supported lodging setting; and
- b) the application of an uplift of 5% in the fees paid to Foster Carers including Supported Lodging Carers and Kinship Carers.

Resource Implications

The budgets for foster carer maintenance and fees include an inflationary increase of 5%, which is sufficient to fund the increased proposed in this report.

Legal and Risk Implications

None.

Impact Assessment

There is no requirement for an impact assessment in respect of this report as no change or revision to existing policies and practices is proposed.

Consultation

None.

1.0 Background

- 1.1 Social Work Children and Families Service supports Foster Carers who care for looked after children via a weekly fee and a maintenance payment. Foster Carers provide an essential service for Fife's looked after children and young people in their family home and this also includes Supported Lodging Carers.
- 1.2 Fostering is a way of providing a family life for children and young people who are unable to live with their parents. This can be due to a variety of reasons from parental illness to abuse and neglect. Foster care gives children a secure, safe and stable environment where they can grow in confidence. It is different from adoption in that the child's family maintain parental rights and responsibilities, which can be shared with the Council.
- 1.3 Carers provide different types of fostering from providing a home for a few days, months or even years. Many children and young people will return to their families but others may need help for longer either through continued fostering, adoption or being helped to live independently. Foster care provides children, who will be experiencing loss and may have been exposed to harm or have a range of complex care and support needs, a secure, safe and stable home. Efforts are made to ensure children have the opportunity in foster care to live with their sisters and brothers wherever possible.
- 1.4 The fees and maintenance payments to Foster Carers are normally reviewed at this point in the financial year; following approval of the Revenue Budget and recommendations brought forward. Increases to Fees and Maintenance are normally similar to the level of pay award agreed for council staff, with an inflation provision applied to the relevant budgets. The increases to payments proposed within this report can be accommodated within the budget available. The proposed increase is:-

1.5

Fee & Maintenance				
		2022/23		2023/24
Allowances		Weekly		Weekly
FC Fee L1		£266.23		£279.55
FC Fee L2		£399.36		£419.33
FC Fee L3		£584.02		£613.22
FC Age Related Maint	0 - 4 yrs.	£105.48		£110.76
FC Age Related Maint	5 - 10 yrs.	£119.18		£125.14
FC Age Related Maint	11 - 15 yrs.	£147.90		£155.29
FC Age Related Maint	16 - 18 yrs.	£189.02		£198.47
Supported Lodgings		£264.91		£278.16
Continuing Care		£292.51		£307.14

- 1.6 Kinship Carers of Looked After Children and Non-Looked After children with a Residence Order or equivalent who are in receipt of an allowance will also benefit from this decision as the basis for the payment of Kinship Allowance and Non-Looked After Kinship Allowance is the Fostering Maintenance Allowance. Supported Lodgings Carers would require to be made subject to the same uplift for the purposes of parity.

2.0 Conclusion

- 2.1 In order to support Foster Carers, it is recommended that, in recognition of rising household costs, the fee payments made to Foster Carers and Supported Lodging Carers in respect of children in a foster and supported lodgings care setting are increased by 5% for 2023-2024 and Maintenance will be increased in 2023-24 by 5%.
- 2.2 Fostering Fees are subject to national discussion which have not resolved the matter of a standardised fee across Scotland. Fife will want to consider reviewing carer fees but this should be subject to further scrutiny and exploration in 2023/2024 with any significant changes being recommended being presented to a future cabinet meeting.

Report Contact

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Statutory Consultation Reports on the Proposal to Rezone the Secondary Catchment Areas of Bell Baxter High School and Madras College, and the Proposal to Rezone the Primary Catchment Areas of Carnegie Primary School and Touch Primary School

Report by: Carrie Lindsay, Executive Director (Education & Children’s Services)

Wards Affected: Wards 4, 16, 17, 18, 20

Purpose

This report presents the statutory Consultation Reports, in terms of the Schools (Consultation) (Scotland) Act 2010, in respect of the proposal to rezone the secondary catchment areas of Bell Baxter High School and Madras College, from 30th June, 2023 and, in respect of the proposal to rezone the primary catchment areas of Carnegie Primary School and Touch Primary School, from 30th June, 2023, for full consideration by members. The report also seeks approval to proceed with the recommendations contained within the Consultation Reports.

Recommendation(s)

The Cabinet Committee is invited to:-

- (i) approve the proposal to rezone the secondary catchment areas of Bell Baxter High School and Madras College, from 30 June 2023; and
- (ii) approve the proposal to rezone the primary catchment areas of Carnegie Primary School and Touch Primary School, from 30 June 2023.

Resource Implications

Officer time will be required to implement the recommendations of the proposals and resources have been allocated for the implementation, if approved.

Legal & Risk Implications

The consideration and determination of this report is by the Council acting as Education Authority. Statutory Consultation on the Proposals is required and has been carried out in terms of the Schools (Consultation) (Scotland) Act 2010.

Impact Assessment

Equality Impact Assessments concerning the proposals have been prepared and are contained within Appendix G of the Bell Baxter High School and Madras College Consultation Report (Appendix A) and Appendix I of the Carnegie Primary School and Touch Primary School Consultation Report (Appendix B).

Officers of the Education Service, Legal Services and Assets, Transportation & Environment Service have been consulted in preparation of the statutory Consultation Reports. The proposals have been subject to the process of statutory public consultation as defined by the Schools (Consultation) (Scotland) Act 2010.

1.0 Compliance with the Schools (Consultation) (Scotland) Act 2010

- 1.1 Where, in relation to any school, an education authority has formulated a relevant proposal, before proceeding with the proposal, the education authority must comply with the following requirements:
- to prepare an educational benefits statement (EBS);
 - to prepare (and publish) a proposal paper;
 - to give notice of the proposal to the relevant consultees (and invite representations);
 - to hold (and give notice of) a public meeting;
 - to involve HMI, Education Scotland;
 - to review the proposal;
 - to prepare (and publish) a consultation report.
- 1.2 The preparation of the educational benefit statements provides the Education Service with the opportunity to set out the educational case for each particular proposal, while each proposal paper sets out all the other contextual and relevant evidence and information around and in support of the proposal. An EBS was included within each published proposal paper so that consultees could consider the whole case together.
- 1.3 Within the proposal papers, the Education Service considers the wider community and other issues, beyond the purely educational, where these have relevance to the context, timing and detail of the particular proposal and also where community and other implications of what is proposed were identified.
- 1.4 On a corporate basis, the Education Service must also ensure the most effective use of assets and control of both revenue and capital costs and managing the school estate is a major aspect of this planning process.
- 1.5 This report sets out, for each proposal, the ways by which the Education Service has complied with the requirements of the Act.

2.0 Consultation on the Proposal to Rezone the Secondary Catchment Areas of Bell Baxter High School and Madras College

- 2.1 The Rathillet Primary School building was closed in April 2014, having not been an operational school since academic session 2009/2010. Following closure of this school, the catchment area of Balmerino Primary School was rezoned to include the former catchment area of Rathillet Primary School. The area within the Bell Baxter catchment is that associated with the former Rathillet Primary School catchment area, which was not rezoned from Bell Baxter High School to Madras College at the time of the Rathillet

Primary School closure. At that time, the secondary catchment areas of Bell Baxter High School and Madras College were not included in any statutory consultation proposal and pupils from the former Rathillet Primary School catchment area were afforded the opportunity to choose, at entry to S1, Bell Baxter High School or Madras College.

- 2.2 The Cabinet Committee, of 22nd September, 2022, approved a draft proposal paper for consultation on a proposal to rezone the secondary catchment areas of Bell Baxter High School and Madras College to address the anomaly.
- 2.3 The Education Service issued the Notice of Consultation to statutory consultees on 4th October, 2022. The consultation period commenced on 5th October, 2022 and ran until 1st December, 2022 (a period of at least 6 weeks including at least 30 days of term time).
- 2.4 Two public meetings were held during the consultation period. One of these at Madras College on Monday, 31st October, 2022 and the other at Bell Baxter High School on Thursday, 10th November, 2022. These meetings were publicised on the Council's website, by posters in affected schools and through school groupcall mail. Advance notice of the dates and times and locations of the meetings was given to the relevant consultees and to Education Scotland. In addition, a number of face-to-face drop-in sessions were offered, including 2 sessions at Balmerino Primary School, with sessions at school pick up times and just before the 2 public meetings. These informal meetings provided an opportunity for parents/carers or interested parties to have a one-to-one session with officers and to discuss any aspects of the proposal. The advertised dates of these meetings were:
- Balmerino Primary School – Monday, 31st October, 2022 from 2.45-3.30 pm
 - Madras College – Monday, 31st October, 2022 from 5.00-6.00 pm
 - Balmerino Primary School – Thursday, 10th October, 2022 from 2.45-3.30 pm
 - Bell Baxter High School – Thursday, 10th October, 2022 from 5-00-6.00 pm
- 2.5 As required, HMI, Education Scotland was involved in considering the proposal. Their report sets out the views expressed by consultees during the initial consultation process and considers the educational aspects of the proposal. They also consider compliance with the requirements of the Schools (Consultation) (Scotland) Act 2010. Prior to their consultation with schools, Fife Council provided HMI, Education Scotland with a summary of all written representations received during the public consultation period, and the actual representations. A transcript of both public meetings was also provided, as well as the PowerPoint document presented during the meetings setting out the proposal. HMI, Education Scotland, joined both consultation meetings and consulted separately in person with staff, pupils and parents/carers in producing draft reports, which were submitted to Fife Council to check for inaccuracies. Following this review, HMI, Education Scotland then issued their final report, which has been responded to by Fife Council in the consultation report. HMI, Education Scotland published their report on the same day as the publication of the consultation report by Fife Council (14th February, 2023), which also contained a copy of the HMI, Education Scotland report. The dates on which information was supplied by Fife Council to HMI, Education Scotland and the reports received were as follows:-
- Information sent to HMI, Education Scotland: 8th December, 2022
 - Draft HMI, Education Scotland reports received: 20th December, 2022
 - Final HMI, Education Scotland reports received: 22nd December, 2022

- 2.6 Where an omission of relevant information or an inaccuracy has been discovered by the Education Service, or where such has been alleged, consideration has been given as to whether or not relevant information has been omitted or the paper is inaccurate and, if so, a decision made regarding what appropriate and proportionate action to take. In addition, if the omission was identified from, or there were inaccuracies in, the proposal paper, the consultation report sets out the details and the action taken and, if no action was taken, why.
- 2.7 The Education Service has reviewed the proposal consulted on in light of the written and oral representations it has received and the HMI, Education Scotland report, and then prepared and published the consultation report.
- 2.8 The consultation report explains that the decision whether to implement the proposal or not may be subject to internal governance procedures before it becomes final.
- 2.9 The Education Service has ensured that a period of 3 weeks has elapsed between the publication of the Consultation Report and the Council making a decision on whether to implement the proposal or not. Interested parties have had time to see and digest the contents of the Consultation Report and also had time, if they so wish, to voice concerns and approach and lobby councillors who are deciding on the proposal.
- 2.10 Therefore, the Education Service believes that it has met all of the requirements of the Act.

3.0 Statutory Consultation Report on the Proposal to Rezone the Secondary Catchment Areas of Bell Baxter High School and Madras College

- 3.1 This report presents the statutory consultation report, in terms of the Schools (Consultation) (Scotland) Act 2010 in respect of the proposal to rezone the secondary catchment areas of Bell Baxter High School and Madras College from 30th June, 2023, for full consideration by members.
- 3.2 The Schools (Consultation) (Scotland) Act 2010 provides for the publication of a Consultation Report that provides:-
- a record of the total number of any written representations made to the education authority (by any person) on the proposal during the consultation period;
 - a summary of those written representations and any oral representations made to it (by any person) at the public meeting;
 - a statement of the authority's response to those written and oral representations;
 - a statement of the authority's response to HMI Education Scotland's report and a copy of that report;
 - a review of the proposal by the authority having regard in particular to any relevant written representations received from any person during the consultation period, oral representations made to it by any person at the public meeting and HMI Education Scotland's report;
 - details of any omission or inaccuracy (including a statement of the authority's opinion on it), a statement of the action taken in respect of the omission or inaccuracy, or if no action has been taken, of that fact (and why).

- in the case of a closure proposal an explanation of the opportunity that may arise for making representations to Scottish Ministers for call-in of the closure proposal.

3.3 In total, 45 written representations were received online. These comprised 45 completed Consultation Response Forms.

3.4 The majority of respondents were not in favour of the proposal. A summary of the responses is provided in section 4.0 of Appendix A, the Consultation Report. The overall summary is as follows:

Summary of responses to online consultation	Number of respondents	No of Yes responses	%	No of No responses	%	No of Don't Know responses	%
Parents/carers	43	11	24.5	30	35.9	0	0
Pupils	2	0	0	2	0	0	0
Staff	0	0	0	0	0	0	0
Other interested parties	0	0	0	0	0	0	0
Total	45	11	24.5	32	71	2	4.5

3.5 Almost all of the written representations received were from parents/carers not from a school directly impacted by the proposal but from a neighbouring primary school in the Bell Baxter High School catchment area. 75% of respondents were opposed, or unsure of their view, to the rezoning proposal.

3.6 A number of concerns were raised by stakeholders which have been addressed in section 7.0 and 9.0 of the Consultation Report. The main concern raised by parents from the Balmullo Primary School catchment area is the rationale that Balmullo Primary School was not included in the proposal document. There is no catchment anomaly with Balmullo Primary School. The catchment anomaly exists as a result of the closure of Rathillet Primary School in April 2014, where the primary catchment area was rezoned to Balmerino Primary School and no change was consulted upon at that time for the secondary catchment area. There are also no concerns regarding the capacity at Bell Baxter High School which continues to be able to accommodate pupils from the Balmullo Primary School catchment area.

3.7 Pupil consultation was carried out in accordance with HMI, Education Scotland best practice and in accordance with Participants, Not Pawns - Guidance on Consulting with Children and Young People, Scotland's Commissioner for Children and Young People. Officers met with 16 pupils from primary stages P4-P7 from Balmerino Primary School and 17 pupils from Bell Baxter and Madras College.

3.8 Each pupil consultation session was facilitated by a Quality Improvement Officer and Team Manager or Project Officer. At these sessions, the officers outlined the proposal and what that would mean for the catchment area of Madras College and the reason for the visit and discussed the impact on both Bell Baxter and Madras College. A series of pictures were shown to the pupils to ensure they understood the process and what a consultation would mean for them. A number of questions were posted to the pupils to allow officers to gather information and feedback. A display board showing existing catchment maps and proposed catchment maps were also used to show pupils what a catchment area looks like, and to show the proposed catchment areas of both schools, if the proposal was approved.

- 3.9 It was clear from the discussion from all groups of pupils at these consultation sessions that all of the pupils were in support of the rezoning proposal which, if approved, would ensure the same cohort of pupils would benefit from transferring to the same secondary school. Pupils believe it is important to continue the already established friendships from primary into secondary and that consistent transition arrangements will help pupils settle into their new environments. All of the pupils felt that the small number of pupils living within the former Rathillet Primary School catchment area would not make any difference to numbers accommodated overall at Madras College.
- 3.10 Overall, there were no comments expressed by pupils during the consultation process to suggest that they had particular concerns regarding the proposals.
- 3.11 The Education Service is satisfied that the educational benefits for the pupils living within the former Rathillet Primary School catchment area can be demonstrated if the proposal is approved. The Education Service does acknowledge the concerns raised by parents within the Balmullo Primary School catchment area, who are concerned that Madras College may not be able to accept placing requests in future. The Education Service will continue to review pupil numbers in this area to determine whether Madras College will be able to continue with the current placing request trend. Any pupil who does have an older sibling already enrolled in Madras College is afforded priority within the School Admissions Policy.
- 3.12 Fife Council is pleased to note that the report from HMI Education Scotland confirms that Fife Council has set out a strong case in support of the proposal and that the proposal is of clear education benefit. The proposal, if approved, will resolve the catchment anomaly. Although a number of respondents were not in favour of the proposal, the schools' staff and pupils who met with HM Inspectors were supportive of the proposal.
- 3.13 A review of the proposal by the authority has been undertaken, having regard, in particular, to relevant written representations received during the consultation period, oral representations made at the public meetings and Education Scotland's reports.
- 3.14 It is recommended, therefore, that approval be given to the proposal to rezone the secondary catchment areas of Bell Baxter High School and Madras College from 30th June, 2023.

4.0 Consultation on the Proposal to Rezone the Primary Catchment Areas of Carnegie Primary School and Touch Primary School

- 4.1 Carnegie Primary School and Touch Primary School are both associated primary schools within the Woodmill High School cluster.
- 4.2 The past 10 years have seen a period of substantial growth in Dunfermline and, in particular, the Eastern Expansion Area. The accommodation within Carnegie Primary School was extended by 4 classrooms for academic session 2016/17, however, there are over 200 housing units still to be constructed in the catchment area.
- 4.3 The most immediate driver to the rezoning proposal is that Carnegie Primary School is unable to accommodate all of its catchment pupils as it currently stands. The figures within the proposal document (census 2021) identified 784 primary pupils living in the catchment area of Carnegie Primary School with a maximum capacity of 651 pupils that can be accommodated within Carnegie Primary School. The occupancy of the school, based on the 2021 census, was 100%. The school roll at census 2022

reported 642 pupils attending Carnegie Primary School with an occupancy of 99%. There are 764 primary aged pupils living in the existing Carnegie Primary School catchment area.

- 4.4 The increase in population in this area, and the subsequent pupil numbers expected from new housing, inhibits a parent's ability to send their child to their catchment school. This would mean that, unless a rezoning proposal was considered, a number of pupils each year would be allocated a non-catchment school if there were too many pupils looking to enrol for Carnegie Primary School.
- 4.5 Touch Primary School received a 4 classroom extension to respond to new housing within the area. This new housing was in both Touch and Carnegie catchment areas. The occupancy of the school, based on the 2021 census, was 62%. The school roll at census 2022 was 252 pupils, an occupancy of 58%. There are 299 pupils living in the Touch Primary School catchment area.
- 4.6 The Cabinet Committee of 22nd September, 2022 approved a draft proposal paper for consultation on a proposal to rezone the primary catchment areas of Carnegie Primary School and Touch Primary School.
- 4.7 The Education Service issued the Notice of Consultation to statutory consultees on 4th October, 2022. The consultation period commenced on 5th October, 2022 and ran until 1st December, 2022 (a period of at least 6 weeks including at least 30 days of term time).
- 4.8 Two public meetings were held during the consultation period. One of these at Carnegie Primary School on Wednesday, 26th October, 2022 and the other at Touch Primary School on Tuesday, 1st November, 2022. These meetings were publicised on the Council's website, by posters in affected schools and through school groupcall mail. Advance notice of the dates, times and locations of the meetings was given to Education Scotland. In addition, a number of face-to-face drop-in sessions were offered at both schools, with sessions at school drop off times, pick up times and just before the 2 public meetings. These informal meetings provided an opportunity for parents/carers or interested parties to have a one-to-one session with officers and discuss any aspects of the proposal. The advertised dates of these meetings were:
- Carnegie Primary School on Tuesday, 25th October, 2022 from 8.45-9.30 am
 - Carnegie Primary School on Wednesday, 26th October, 2022 from 5.00-6.00 pm
 - Carnegie Primary School on Tuesday, 1st November, 2022 from 2.30-3.30 pm
 - Touch Primary School on Tuesday, 25th October, 2022 from 2.30-3.30 pm
 - Touch Primary School on Wednesday, 26th October, 2022 from 8.45-9.30 am
 - Touch Primary School on Tuesday, 1st November, 2022 from 5.00-6.00 pm
- 4.9 As required, HMI, Education Scotland was involved in considering the proposal. Their report sets out the views expressed by consultees during the initial consultation process and considers the educational aspects of the proposal. They also consider compliance with the requirements of the Schools (Consultation) (Scotland) Act 2010. Prior to their consultation with schools, Fife Council provided HMI, Education Scotland with a summary of all written representations received during the public consultation period and the actual representations. A transcript of both public meetings was also provided, as well as the PowerPoint document setting out the proposal, presented during the meetings. HMI, Education Scotland, joined both consultation meetings and consulted separately in person with staff, pupils and parents/carers in producing a draft report, which was submitted to Fife Council to check for inaccuracies. Following this review, HMI, Education Scotland then issued their final report which has been responded to by

Fife Council in the consultation report. HMI, Education Scotland published their report on the same day as the publication of the consultation report by Fife Council (14th February, 2023) which also contained a copy of the HMI, Education Scotland report. The dates on which information was supplied by Fife Council to HMI, Education Scotland and the report received were as follows:-

- Information sent to HMI, Education Scotland: 8th December, 2022
- Draft HMI, Education Scotland reports received: 20th December, 2022
- Final HMI, Education Scotland reports received: 22nd December, 2022

- 4.10 On Wednesday, 26th October, 2022, the Education Service identified inaccuracies within the titles of the maps contained in Appendix 9 and Appendix 10 of the proposal document. The Education Service determined that the inaccuracies did not relate to material considerations relevant to the Council's decision as to the implementation of the proposal. These determinations were made in accordance with Section 5 of the Act. Considering that, the Education Authority decided to proceed in accordance with Section 5 (1)(b) of the Act, to issue a Notice of Correction of Inaccuracies to HMI, Education Scotland and all statutory consultees advising of the inaccuracies and correcting them. A Notice of Corrections and Inaccuracies was issued on Wednesday, 2nd November 2022. The inaccuracies and the steps taken to correct them are detailed in part 10 of the Consultation Report.
- 4.11 The Education Service has reviewed the proposal consulted on in light of the written and oral representations it has received and the HMI, Education Scotland report, and then prepared and published the Consultation Report.
- 4.12 The consultation report explains that the decision whether to implement the proposal or not may be subject to internal governance procedures before it becomes final.
- 4.13 The Education Service has ensured that a period of 3 weeks has elapsed between the publication of the Consultation Report and the Council making a decision on whether to implement the proposal or not. Interested parties have had time to see and digest the contents of the Consultation Report and also had time, if they so wish, to voice concerns and approach and lobby councillors who are deciding on the proposal.
- 4.14 Therefore, the Education Service has complied with the requirements of the Act.

5.0 Statutory Consultation Report on the Proposal to Rezone the Primary Catchment Areas of Carnegie Primary School and Touch Primary School

- 5.1 This report presents the statutory consultation report, in terms of the Schools (Consultation) (Scotland) Act 2010, in respect of the proposal to rezone the primary catchment areas of Carnegie Primary School and Touch Primary School from 30th June, 2023, for full consideration by members.
- 5.2 The Schools (Consultation) (Scotland) Act 2010 provides for the publication of a Consultation Report that provides:
- a record of the total number of any written representations made to the education authority (by any person) on the proposal during the consultation period;
 - a summary of those written representations and any oral representations made to it (by any person) at the public meeting;

- a statement of the authority's response to those written and oral representations;
- a statement of the authority's response to HMI Education Scotland's report and a copy of that report;
- a review of the proposal by the authority having regard in particular to any relevant written representations received from any person during the consultation period, oral representations made to it by any person at the public meeting and HMI Education Scotland's report;
- details of any omission or inaccuracy (including a statement of the authority's opinion on it), a statement of the action taken in respect of the omission or inaccuracy, or if no action has been taken, of that fact (and why);
- in the case of a closure proposal an explanation of the opportunity that may arise for making representations to Scottish Ministers for call-in of the closure proposal.

5.3 In total, 56 written representations were received. These comprised 42 completed Consultation Response Forms (some with detailed comments) and 14 other written representations, all received by email.

5.4 The majority of respondents to the online consultation were not in favour of the proposal to rezone the primary catchment areas of Carnegie Primary School and Touch Primary School. A summary of responses to the online consultation is provided in section 4.0 of Appendix B, the Consultation Report. The overall summary is as follows:

Summary of responses to online consultation	Number of respondents	No of Yes responses	%	No of No responses	%	No of Don't Know responses	%
Parents/carers	38	2		34		2	
Pupils	0	0		0		0	
Staff	0	0		0		0	
Other interested parties	4	1		3		0	
Total	42	3	7%	37	88%	2	5%

5.5 As outlined in the table above, 88% of parents/carers and other stakeholders who responded were not in favour of the proposal and 5% were unsure.

5.6 A number of concerns were raised by stakeholders which have been addressed in section 7.0 and 9.0 of the Consultation Report. The main concerns raised by parents is the impact on younger siblings and the decision of parents to defer their primary one application.

5.7 As outlined in the Consultation Report, it will be possible for parents that wish their children to attend the same school to do this within the catchment school they are rezoned to. Where a situation arises that a younger sibling of a child attending Carnegie or Touch Primary School no longer has the entitlement to attend that school, the parent/carer can submit a placing request. Although no guarantee can be given that placing request can be accommodated, this proposed change is, in part, designed to reinstate this type of flexibility for enrolment at Carnegie Primary School.

- 5.8 Parents can choose to defer a primary one application for pupils with a birthday after the start of the academic session in August. As outlined in the Consultation Report, no guarantee can be given to parents for a place at their current primary school should they wish to defer primary one enrolment as this would be contrary to the current policy.
- 5.9 Pupil consultation was carried out in accordance with HMI, Education Scotland best practice and in accordance with Participants, Not Pawns - Guidance on Consulting with Children and Young People, Scotland's Commissioner for Children and Young People. Officers met with 96 pupils from primary stages P4-P7, 63 from Carnegie Primary School and 33 from Touch Primary School. These figures represent more than 13% of each of the school rolls.
- 5.10 Each pupil consultation session was facilitated by a Quality Improvement Officer and Team Manager or Project Officer. At these sessions, the officers outlined the proposal and what that would mean for the catchment area, the reason for the visit and how Carnegie Primary School could not accommodate any more pupils. A series of pictures were shown to the pupils to ensure they understood the process and what a consultation would mean for them. A number of questions were posed to the pupils to allow officers to gather information and feedback. A display board showing existing catchment maps and proposed catchment maps were also used to show pupils what a catchment area looks like and to show the proposed catchment areas of both schools, if the proposal was approved.
- 5.11 It was clear from the discussion from both groups of pupils at these consultation sessions, that pupils enjoyed their experiences in their schools. Pupils talked positively about the learning and social activities they undertake throughout the year and the opportunities for leadership roles. Pupils from Carnegie Primary School felt it was important that there were areas within the school to be able to use for learning activities and that they did not want the playground, dining hall and stairwells to be overcrowded. A number of pupils were aware of the impact for pupils who may longer be in the catchment area who had younger siblings. The pupils were concerned that if more pupils attend the school there may not be as many opportunities to undertake leadership roles. The pupils at Touch Primary School said that they would be happy to have more pupils to join the school if there were still areas for other activities. Although pupils were concerned that the size of their classes would increase, it was explained that there are maximum class sizes that would be adhered to.
- 5.12 Overall, there were no comments expressed by pupils to suggest that they had particular concerns regarding the proposals.
- 5.13 The Education Service is satisfied that the educational benefits for the pupils of both schools can be demonstrated if the proposal was approved. Fife Council Education Authority does acknowledge the concerns raised by parents who have younger siblings and those who may wish to defer their Primary One place from August 2023 to August 2024. No guarantee can be given to parents of a place being available for children who defer entry to Primary One. The Education Service will continue to review the nursery information to determine whether the small number of siblings can be accommodated as placing requests within Carnegie Primary School, as having a sibling attending a Primary School is afforded priority within the School Admissions Policy.
- 5.14 The Education Service is pleased to note that the report from HMI Education Scotland confirms that Fife Council has set out a strong case in support of the proposal and that the proposal is of clear education benefit. Although the majority of respondents were not in favour of the proposal, the schools' staff and pupils who met with HM Inspectors were supportive of the proposal.

- 5.15 A review of the proposal by the authority has been undertaken, having regard, in particular, to relevant written representations received during the consultation period, oral representations made at the public meetings and Education Scotland's reports.
- 5.16 It is recommended, therefore, that approval be given to the proposal to rezone the primary catchment areas of Carnegie Primary School and Touch Primary School from 30th June, 2023.

6.0 Conclusions

- 6.1 This report provides the detailed Consultation Reports required following the decision of the Cabinet Committee on 22nd September, 2022 to consult on the proposed rezoning of the secondary catchment areas of Bell Baxter High School and Madras College, from 30th June, 2023 (Appendix A) and the proposal to rezone the primary catchment areas of Carnegie Primary School and Touch Primary School, from 30th June, 2023 (Appendix B). The Consultation Proposal Papers and Consultation Reports meet the requirements of the Schools (Consultation) (Scotland) Act 2010.
- 6.2 This report includes the individual recommendations for the proposals, following review of the proposals consulted on, in light of the written and oral representations received and the HMI, Education Scotland reports.

List of Appendices

1. Appendix A – Consultation Report on the Proposal to Rezone the Secondary Catchment Areas of Bell Baxter High School and Madras College
2. Appendix B - Consultation Report on the Proposal to Rezone the Primary Catchment Areas of Carnegie Primary School and Touch Primary School

Background Papers

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

- Schools (Consultation) (Scotland) Act 2010
- Agenda and Papers of the Cabinet Committee 22 September 2022
https://www.fife.gov.uk/_data/assets/pdf_file/0016/406024/Agenda-and-papers-for-Cabinet-Committee-meeting-22nd-September-2022.pdf
- Minute of Meeting of Cabinet Committee of 22 September 2022
[Minute of Meeting of Cabinet Committee of 22 September 2022 \(subject to approval at the next meeting\) \(fife.gov.uk\)](#)

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FIFE COUNCIL – EDUCATION & CHILDREN'S SERVICES

**CONSULTATION REPORT ON THE
PROPOSAL TO REZONE THE SECONDARY
CATCHMENT AREAS OF BELL BAXTER
HIGH SCHOOL AND MADRAS COLLEGE**

Contents

- 1.0 Background to the Proposal
- 2.0 Summary of the Proposal
- 3.0 The Consultation Process
- 4.0 Total Number of and Summary of Written Representations Received
- 5.0 Summary of Oral Representations
- 6.0 Pupil Consultation
- 7.0 Fife Council's Response to the Written and Oral representations made and to the Pupil Consultation
- 8.0 Report from Education Scotland
- 9.0 Statement of Fife Council's Response to the Report from Education Scotland
- 10.0 Inaccuracies, Omissions and Additional Information
- 11.0 Review of the Proposal by Fife Council

Appendices

- A) The Proposal Document
- B) Responses to the Consultation Response Form
- C) Comments returned on the Consultation Response Form
- D) Pupil Consultation Feedback
- E) Other Written Representations, Including Requests for Information (whether Freedom of Information or Otherwise)
- F) Record of Public Meetings
- G) Equality Impact Assessment

1.0 Background to the Proposal

- 1.1 Balmerino Primary School is an associated primary school for Madras College.
- 1.2 However, currently, a section of the Balmerino Primary School catchment area is contained within the Bell Baxter High School catchment area.
- 1.3 The area within the Bell Baxter catchment is that associated with the former Rathillet Primary School catchment area, which was not rezoned from Bell Baxter High School to Madras College at the time of the Rathillet Primary School closure in April 2014. At the time of formulating a proposal to close Rathillet Primary School, the proposal document did not include a proposal to rezone the secondary school catchment area.
- 1.4 Since the closure of Rathillet Primary School, pupils living within the former Rathillet Primary School catchment area and who are enrolled within Balmerino Primary School have been afforded the opportunity to attend either Bell Baxter High School or attend Madras College (along with the cohort of P7s from Balmerino) at entry to S1.
- 1.5 This arrangement is untenable in the longer term and consideration is required of whether the catchment area should be rezoned to ensure all pupils in the one primary school community are also incorporated within the same secondary school community.

2.0 Summary of the Proposal

- 2.1 The statutory consultation process was undertaken in respect of the proposal, to:
 - rezone the catchment area of Bell Baxter High School from 30 June 2023
 - rezone the catchment area of Madras College from 30 June 2023.
- 2.2 A copy of the full consultation proposal is contained in Appendix A.

3.0 The Consultation Process

- 3.1 The consultation process was undertaken in terms of the Schools (Consultation) (Scotland) Act 2010. A proposal paper was published on 5 October 2022, which included an educational benefits statement. The relevant consultees included: the parents/carers of pupils attending the following primary and secondary schools; parents of pupils expected to attend these schools within 2 years (current P4-P7); pupils of these schools and staff members, the parent council of any affected school, trade union representatives, Community Councils, Community Planning Partnerships. Although not a statutory consultee, the constituency MP, MSPs and elected members were also advised of the consultation.
 - Bell Baxter High School
 - Auchtermuchty Primary School
 - Balmullo Primary School
 - Castlehill Primary School
 - Madras College
 - Balmerino Primary School
 - Canongate Primary School
 - Guardbridge Primary School

- Ceres Primary School
- Craighrothie Primary School
- Dairsie Primary School
- Dunbog Primary School
- Falkland Primary School
- Freuchie Primary School
- Kettle Primary School
- Kilmaron School
- Ladybank Primary School
- Letham Primary School
- Newburgh Primary School
- Pitlessie Primary School
- Springfield Primary School
- Strathmiglo Primary School
- Kingsbarns Primary School
- Largoward Primary School
- Lawhead Primary School
- Leuchars Primary School
- Newport Primary School
- Strathkinness Primary School
- Tayport Primary School
- Wormit Primary School

- 3.2 The relevant consultees also included trade unions, community councils and other users of the schools. The relevant consultees were notified of the proposal by letter on Tuesday 4 October 2022 and by advertisement in the local newspapers, covering the towns associated with the catchment areas, week commencing 3 October 2022. The statutory period of consultation included the minimum requirement of 30 school days and ran from Wednesday 5 October 2022 until close of business on Thursday 1 December 2022. As all schools were closed to pupils on 26 November 2022, through strike action, any comments received by parents and carers on Friday 2 December 2022 have also been included in the report.
- 3.3 Section 7 of the 2010 Act requires, as part of statutory consultations on school organisation matters e.g. closures, establishments of new schools, changes to admission arrangements and catchment areas, that education authorities hold a public meeting.
- 3.4 The Education Service held two public meetings, one in each of the secondary schools, to allow parents/carers and interested parties an opportunity to attend and hear more about the proposal. The public meetings were held on:
- Monday 31 October 2022, at 6.00 -7.00 pm, at Madras College
 - Thursday 10 November 2022, at 6.00 -7.00 pm, at Bell Baxter High School.
- 3.5 The Education Service was also able to offer a number of drop-in sessions which were advertised in the local newspapers, through school bag mail, within the proposal document and in posters displayed throughout associated primary schools and detailed in the statutory Consultation Notice. At these drop-in sessions there were a number of officers available to discuss the content of the proposal document within an informal setting. The advertised dates of these meetings were:
- Balmerino Primary School – Monday 31 October 2022 from 2.45-3.30 pm
 - Madras College – Monday 31 October 2022 from 5.00-6.00 pm
 - Balmerino Primary School – Thursday 10 October 2022 from 2.45-3.30 pm
 - Bell Baxter High School – Thursday 10 October 2022 from 5-00-6.00 pm

3.6 Consultation with a small number of P4-P7 pupils from Balmerino Primary School, and with Bell Baxter High School and Madras College pupils was undertaken in individual school settings on the following days:

Tuesday 1 November 2022 – Bell Baxter High School and Madras College
Thursday 10 November 2022 – Balmerino Primary School

3.7 These visits were facilitated by one Quality Improvement Officer and the Team Manager from Education Service for each of the sessions with pupils.

3.8 The proposal paper was sent to Education Scotland on Monday 17 October 2022. At the end of the statutory consultation period, Fife Council provided documents to Education Scotland, on Thursday 8 December 2022, including a summary of the written and oral representations received by Fife Council during the consultation, for the purpose of Education Scotland preparing a report on the proposal. The proposal document, Notice of Consultation, Blank Consultation Response Form and the Powerpoint from the public meetings were also included in the documents issued to Education Scotland on Thursday 8 December 2022. Education Scotland provided a draft report to Fife Council on Tuesday 20 December 2022 and a final report on Thursday 22 December 2022.

3.9 Fife Council has reviewed the proposal having regard to the written and oral representations received; the Education Scotland report and all other responses received, before preparing this Consultation Report. The report will be published in electronic and printed form. Notification of the publication of this Consultation Report will be given to all relevant consultees and the publication of this Consultation Report will be advertised. Opportunities will then be available for consultees and other interested parties to make representations to the elected members of Fife Council who will make the decision on whether to implement the proposal or not. The Cabinet Committee, on 9 March 2022, will consider the Consultation Report and be invited to decide on it. The decision of that Committee may be subject to internal governance procedures before it becomes final and, if necessary, will be considered by the Full Council of Fife Council.

4.0 Total Number of and Summary of Written Representations Received

4.1 In total, 45 written representations were received online. These comprised 45 completed Consultation Response Forms (some with detailed comments). No other written representations were received.

4.2 The Consultation Response Form was available online at [Rezone the catchment areas of Bell Baxter High School & Madras College | Fife Council](#) and in paper format at the 2 secondary schools and Balmerino Primary School. The paper copy was available on request at the 28 associated schools and in paper format at those addresses detailed on Page 2 of the proposal document. A copy is reprinted at Appendix 1.12 of Appendix A to this report.

4.3 The majority of respondents online were not in favour to the proposal to rezone the secondary catchment areas of Bell Baxter High School and Madras College.

4.4 A summary of the online responses is given below and a further breakdown is provided within Appendix B:

Summary of responses to online consultation	Number of respondents	No of Yes responses	% of total responses	No of No responses	% of total responses	No of Don't Know responses	%
Parents/carers	43	11	24.50%	30	67%	2	4.50%
Pupils	2	0	0.00%	2	4%	0	0.00%
Staff	0	0	0.00%	0	0.00%	0	0.00%
Other interested parties	0	0	0.00%	0	0.00%	0	0.00%
Total	45	11	24.50%	32	71%	2	4.50%

- **3** Parent/Carers identified themselves in the Consultation Form as a parent/ carer, pupil and a member of staff. For the purpose of recording their views, given the comments they shared, we have included their response as a Parent.
- **1** Parent/Carers identified themselves in the Consultation Form as a Parent/Carer and Member of Staff. For the purpose of recording their views, given the comments they shared, we have included their response as a Parent.
- **10** Parent/Carers identified themselves in the Consultation Form as a Parent/Carer and Pupil. For the purpose of recording their views, given the comments they shared, we have included their response as a Parent.
- **2** Pupils identified themselves in the Consultation Form as a Parent/Carer and Pupil. For the purpose of recording their views, given the comments they shared, we have included their response as a Pupil.

4.5 Summary of comments from the Consultation Response Forms

4.5.1 Those who indicated they did not support the proposal were asked at Section 3(a) – If NO, what are your reasons? There were 33 responses to this by parent/carers and pupils, which are repeated in full in Appendix C.

4.6 All respondents were asked at Section 3(b) for any other comments on the proposal they would like to make. There were 29 responses to this, which are repeated in full in Appendix C.

4.6.1 A summary of the comments from sections (3a) and (3b) of the Consultation Response Form are as follows:

- The rezoning proposal should have included Balmullo Primary School to be rezoned to Madras College.
- Concern for opportunities for placing requests to be accepted at Madras if this proposal goes ahead
- Parents wish the choice for pupils attending Balmullo Primary School to attend Madras College
- The distance to Madras College is closer for families living in Balmullo Primary School than Bell Baxter High School, therefore Balmullo Primary School should be rezoned to Madras.
- Social connections for Balmullo PS pupils attending after school clubs in the St Andrews area, as more association with Madras College.
- Retain current position of catchment areas
- KY16 postcode should be associated with a secondary school in St Andrews

4.6.2 There were no requests for additional information. Some respondents asked for the proposal document to be emailed to them direct. There were no requests received under the Freedom of Information (Scotland) Act 2002.

5.0 Summary of Oral Representations

5.1 At the public meetings, the following issues were raised and summarised as follows:

- Where did the figures come from within the report, of families choosing Madras?
- Why was Balmullo Primary School dropped from the proposal?
- Are postcodes not taken into consideration when forming catchment areas?
- Will Madras be able to take placing requests in future?
- Are transport costs taken into consideration?
- Will Education look at the figures from Balmullo Primary School catchment area to Madras in the last 3 years?

5.2 Fife Council has considered these areas of concern and responded within section 7.0.

6.0 Pupil Consultation

6.1 The pupil consultation was carried out in accordance with Education Scotland best practice and in accordance with 'Participants, Not Pawns - Guidance on Consulting with Children and Young People', Scotland's Commissioner for Children and Young People.

6.2 Each pupil consultation session was facilitated by a Quality Improvement Officer and Team Manager from the Education Service. At these sessions, the Quality Improvement Officer outlined the proposal and what it would mean for the catchment areas of Bell Baxter High School and Madras College and the reason for the visit. A number of questions, listed below, were posed to pupils to allow officers to gather information and feedback. A series of picture boards were also shown to the primary pupils to ensure they visually understood the

process and what a consultation would mean for them. A display board showing existing catchment area maps and the proposed catchment area was explained to the pupils to ensure they understood the proposal and any impact for pupils in their schools. The information displayed to pupils was also on display at the public meetings, drop-in sessions and within the powerpoint presentation presented to stakeholders at the public meetings.

- 6.3 As part of the Statutory Consultation, the Education Service realises the importance of visiting schools to speak to pupils about the proposals that are consulted on. The views of our pupils are important to us to ensure that we have considered the impact. Officers also advised the pupils who took part in the sessions that Education Scotland may come out to see the schools and will speak to a number of pupils, the Headteacher and parents. Officers explained to the pupils that their comments would be recorded, form part of a report, and a decision will be made in future by our elected members, with an explanation given on the role of an elected member.
- 6.4 Pupil consultation sessions were set up in Bell Baxter High School and Madras College for pupils within S1-S6 year groups to take part. In addition, a session was also held with 2 groups from Balmerino Primary School, for pupils within P4-P7 age groups. These meetings took place on Tuesday 8 November and Thursday 10 November, to discuss with pupils the proposed plans to rezone the catchment area.
- 6.5 The following questions were posed to 2 groups of P4-P7 pupils within Balmerino Primary School:
- Set the scene – What is a consultation? What is a catchment area for Primary and Secondary?
 - Are you aware of a consultation proposal to look at allocating all children attending Balmerino Primary School to Madras College?
 - Has this been discussed at home or in school?
 - Are pupils aware of what that may mean for them?
 - Any other comments or worries?
- 6.6 The following questions were posed to groups of S1-S6 pupils from Bell Baxter High School and Madras College at separate pupil sessions:
- Are you aware of a consultation proposal to look at changing the Secondary catchment area for some pupils who may have attend your school in future?
 - Has this been discussed at home or in school?
 - Do you think this change (<10 pupils) will make any difference to your time in school / educational experience?
 - Will this have any impact on your school?
 - What do they think of new pupils joining / new pupils not joining the school?
 - Would they have any concerns for more or less pupils?
 - Is it more equitable for all young people in Fife to have an entitlement to only one catchment secondary school?
 - Do you have any other comments you would like us to note in relation to the consultation proposal?

6.7 **Comments from the Pupil Consultation Sessions**

6.7.1 Bell Baxter High School – Tuesday 1 November 2022

10 pupils took part in the sessions. None of the pupils had heard about the consultation or had heard the proposal being discussed at home. All of the pupils felt it is a benefit for all pupils within a P7 year group to attend the same secondary school, as a larger P7 group is likely to make more friends at secondary school, it would support their transition arrangements and transport to the same school from pupils in the same area. All of the pupils agreed that it would not make a difference to them personally if pupils living in the former Rathillet Primary School catchment area were rezoned to Madras College as there were fewer than 10 pupils affected by the proposal and there would not be a huge impact on the school roll at Bell Baxter High School.

6.7.2 Madras College – Tuesday 1 November 2022

Two of the 7 pupils who attended the session had heard about the consultation through discussion at home with parents. The pupils commented on the benefits of all P7s pupils from a school moving to one secondary school and that it would be easier to socialise with new pupils with a larger P7 cohort of pupils. All of the pupils felt there would be no impact on the overall numbers at Madras College or the learning experience for learners within the school building.

6.7.3 The only issues raised by pupils is whether the transport would be crowded by the additional pupils and whether pupils could still choose to attend Bell Baxter High School.

6.7.4 Balmerino Primary School - Thursday 10 November 2022

Two groups of 8 pupils were involved in the pupil consultation from P4 to P7 stages. Only 3 of the 16 pupils had heard about the consultation. All of the pupils felt that it was important that all pupils moved to the same secondary school. Those pupils with older siblings in Madras College felt it is important to attend the same school as their siblings, where support can be provided by the sibling should it be required. All of the pupils felt it would not make a difference to the school numbers at Madras if the small number of pupils from the former Rathillet Primary School catchment area attended Madras College, as almost all pupils already go there. The pupils understood they had a choice at P7 and that this would no longer be available if the proposal was approved, other than a placing request. The pupils also felt that the same rules should apply to all pupils in that they can only transfer to one catchment secondary school and not have a choice of 2.

6.8 Summary of Pupil Consultation

6.8.1 It is clear from the discussion with pupils at the consultation sessions that all of the pupils felt that the rezoning proposal would ensure that the same cohort of primary pupils would benefit by transferring to the same secondary school, to ensure established friendships could continue and support them

through the transition to secondary school.

- 6.8.2 All of the pupils felt that the number of catchment pupils affected by this proposal, those living within the former Rathillet Primary School catchment area, would not make any difference to the number of pupils overall who are accommodated within Madras College.

7.0 Fife Council's Response to the Written and Oral Representations made and to the Pupil Consultation

The main themes raised from written/oral representations and from the pupil consultations are as follows:

(a) Balmullo Primary School

A number of respondents raised concerns that a proposal to rezone the Balmullo PS catchment area from Bell Baxter High School to Madras College was not included in this consultation.

The proposal being consulted upon was a direct result of the closure of Rathillet Primary School. There were no pupils enrolled in Rathillet Primary School after academic session 2009/10. Following a period of 3 academic sessions, a proposal to close Rathillet Primary School was formed and the closure of Rathillet Primary School was approved by the Executive Committee of Fife Council on 18 February 2014. The primary catchment area of Rathillet Primary School was rezoned to Balmerino Primary School from this date. The small number of pupils within the rezoned Balmerino Primary catchment area (i.e. those pupils living in the former Rathillet Primary School catchment area) have been afforded the opportunity to choose, at entry to S1, whether they wished to attend their catchment secondary school or choose to attend Madras College with the cohort of pupils from their P7 peer group. This situation is untenable. The approval of the rezoning of this area to Madras College would ensure that all pupils from the same primary catchment area would have the opportunity to attend the same catchment secondary school. This is the desired outcome for those pupils who attended the pupil consultation sessions.

There is no catchment anomaly with the existing catchment area of Balmullo Primary School. Balmullo Primary School is an associated primary school of Bell Baxter High School.

Based on the current school roll projections, there is no current or expected capacity issue at Bell Baxter High School. Therefore, there is no statutory education provision reason, nor identified education benefit, that would have led the Education Service to consider a consultation on a rezoning proposal for the Balmullo Primary School catchment area from Bell Baxter High School to Madras College. The Education Service will normally consider undertaking statutory consultations to rezone school catchment areas where there are new housing developments, of a strategic size, which are expected to impact significantly on the pupil capacity available to accommodate new pupils within the existing education infrastructure. The current

school roll projections of Bell Baxter High School include the new housing development at Cupar North, for 1648 units, and it is expected that new pupils from this development can be accommodated within the existing capacity of the school. School roll projections for both Madras College and Bell Baxter High School were included in Appendix 1.9 of Appendix A (the proposal document) and show that over the period, the roll at Bell Baxter High School is expected to decline and no capacity risk is expected.

Placing requests received by Madras College from pupils attending or living within the Balmullo Primary School catchment area have, to date, been accepted. As these requests have been accepted and have not, to date, resulted in a significant over capacity situation at Madras College, there is no reason to consider a proposal to rezone this primary catchment area from Bell Baxter High School to Madras College.

(b) Analysis of Catchment and Non-Catchment Pupils

At the public meetings, the validity/accuracy of the number of pupils referred to within the proposal document attending Madras College from Balmullo Primary School catchment area was questioned. In response, we confirm that the figures detailed in the proposal document were based on the 2021 census, which was the most up to date information available when the proposal document was published. More up to date figures, from the 2022 census, are now able to be provided. The information below details the number of catchment pupils in each of the schools' catchment areas, the school roll and maximum capacities of both Bell Baxter High School and Madras College.

Bell Baxter High School

- 1575 pupils living in the catchment area
- 1401 catchment pupils attend Bell Baxter
- 14 non-catchment pupils attend Bell Baxter
- School Roll (census 2022) – 1515 pupils
- Maximum Capacity – 1696 pupils

Pupils from Balmullo Primary School catchment area attending Bell Baxter High School – **41 in total**

Year group (August 2022)	Total number of pupils
S1	<5
S2	6
S3	<5
S4	16
S5	10
S6	<5

Madras College

- 1248 pupils living in the catchment area
- 1190 catchment pupils attend Madras College
- 8 pupils from former Rathillet catchment area attend Madras College

- 186 non-catchment pupils attend Madras College (includes outwith Fife)
- School Roll (census 2022) – 1384 pupils
- Maximum Capacity – 1450 pupils

Pupils from Balmullo Primary School catchment area attending Madras College – **59 in total**

Year group (August 2022)	Total number of pupils
S1	14
S2	10
S3	17
S4	5
S5	<5
S6	9

(c) Postcodes within a Catchment Area

A number of respondents have questioned why KY16 postcodes are not contained within the Madras College catchment area. The majority of school catchment areas have been in place for over 50 years, with the exception of 3 new primary school catchment areas which were formed in 2006. Currently both Bell Baxter High School and Madras College have over 1000 individual postcodes within their catchment areas. A number of school catchment areas will have postcodes which may overlap primary and secondary catchment areas, as catchment areas are not formed based on postcodes. When forming a new catchment area, the Education Service considers areas of housing, natural boundaries and ensuring school sites are, as far as possible, in the heart of the community.

(d) Placing Requests in Madras College

As outlined in para (b), Madras College has been able to accommodate a number of placing requests for the past 6 years. The breakdown of placing requests into the school, based on the current census information is as follows:

Catchment Secondary School	S1	S2	S3	S4	S5	S6	Total
Beath		<5					<5
Bell Baxter	23	23	26	15	17	20	124
Glenwood				<5			<5
Levenmouth	<5	<5	<5	5	<5	<5	17
Lochgelly		<5					<5
Viewforth					<5		<5
Waid	11	<5	6	<5	<5	5	34
Outwith Fife	<5		<5	<5	<5	<5	7

- (e) The school roll for Madras College, at census 2022, was 1384 pupils, with a maximum pupil capacity of 1450 pupils. The Education Service is expecting Madras College to require additional teaching areas to accommodate new pupils from the strategic housing within St Andrews,

outlined in Appendix 1.10 of Appendix A (the proposal paper). The local development plan expects around 2400 houses to be constructed within the Madras College catchment area. As part of the planning process, developers in this area will be expected to contribute to providing additional pupil capacity at Madras College. Therefore, it is possible that, in future years, Madras College will not be able to approve all placing requests from non-catchment pupils. The Education Service will continue to monitor the school roll at Madras College, in conjunction with the phasing of house building in the Madras College catchment area, to determine the approval of placing requests where possible. It should be noted that developers are not obliged to fund an extension to Madras College to allow the acceptance of placing requests.

(f) Social Ties to St Andrews

Fewer than 10 parents/carers living in the Balmullo Primary School catchment area highlighted that they choose to take their children to clubs and social activities in St Andrew's, rather than Cupar. In turn this means they form friendships outwith the primary school community with peers living in Madras catchment rather than those attending Bell Baxter.

For the pupils of Balmullo Primary School, this allows social interaction outwith their own school community. This relationship building will support pupils with their own confidence and skills on transition to secondary school.

(g) Transport Costs to Madras College

For pupils who are attending Madras College following a placing request application, the Council is not required to provide free transport to and from school and therefore parents are responsible for this travel. However, pupils can apply for the Under 22 Bus Pass Scheme which allows young people to travel free, across Fife, using the existing bus network. In Fife, this includes most school bus transport as this is procured as local services. This means that pupils have the opportunity to use the existing bus transport routes to St Andrews.

(h) Distance Comparison from Balmullo Primary School catchment area to Bell Baxter High School and to Madras College

For some addresses within the Balmullo Primary School catchment area the distance to Bell Baxter High School is marginally further than the distance to Madras College.

As outlined in the proposal document, section 5.7, the direct travel route to Bell Baxter High School is along the A914 through Dairsie and Cupar and this does not transect into any of the Madras College catchment primary schools.

8.0 Report from Education Scotland

8.1 The report from Education Scotland is reproduced on the following pages.

Schools (Consultation) (Scotland) Act 2010

Report by Education Scotland addressing educational aspects of the proposal by Fife Council to rezone the catchment areas of Bell Baxter High School and Madras College.

December 2022

1. Introduction

1.1 This report from Education Scotland has been prepared by His Majesty's Inspectors of Education (HM Inspectors) in accordance with the terms of the [Schools \(Consultation\) \(Scotland\) Act 2010](#) ("the 2010 Act"). The purpose of the report is to provide an independent and impartial consideration of Fife Council's proposal to rezone the catchment areas of Bell Baxter High School and Madras College. Section 2 of the report sets out brief details of the consultation process. Section 3 of the report sets out HM Inspectors' consideration of the educational aspects of the proposal, including significant views expressed by consultees. Section 4 summarises HM Inspectors' overall view of the proposal. Upon receipt of this report, the Act requires the council to consider it and then prepare its final consultation report. The council's final consultation report should include this report and must contain an explanation of how, in finalising the proposal, it has reviewed the initial proposal, including a summary of points raised during the consultation process and the council's response to them. The council has to publish its final consultation report three weeks before it takes its final decision.

1.2 HM Inspectors considered:

- the likely effects of the proposal for children and young people of the schools; any other users; children likely to become pupils within two years of the date of publication of the proposal paper; and other children and young people in the council area;
- any other likely effects of the proposal;
- how the council intends to minimise or avoid any adverse effects that may arise from the proposal; and
- the educational benefits the council believes will result from implementation of the proposal, and the council's reasons for coming to these beliefs.

1.3 In preparing this report, HM Inspectors undertook the following activities:

- attendance at the public meetings held on 31 October 2022 and 10 November 2022 in connection with the council's proposals;
- consideration of all relevant documentation provided by the council in relation to the proposal, specifically the educational benefits statement and related consultation documents, written and oral submissions from parents and others; and
- visits to the site of Bell Baxter High School, Madras College, Balmerino Primary School and Balmullo Primary School including discussion with relevant consultees.

2. Consultation process

2.1 Fife Council undertook the consultation on its proposal(s) with reference to the [Schools \(Consultation\) \(Scotland\) Act 2010](#).

2.2 The consultation period ran from 5 October 2022 to 1 December 2022. The council published the proposal document on the council website. Information about the proposal was made available to stakeholders including children, young people, parents and carers of the schools affected by the proposal. Three people attended the public meeting in Madras College and 11 people attended the public meeting in Bell Baxter High School. All questions received at the public meetings were related to why the Balmullo Primary School catchment was not considered as part of this proposal. The council received 45 responses to their online consultation. Most written responses were from parents or carers of children attending a primary school outside the area under review, 75% were opposed to the proposal. Responses indicate that parents would like to see a future proposal for a catchment review to rezone Balmullo Primary School from Bell Baxter High School to Madras College. No stakeholder attended the four additional drop-in sessions that were promoted in the Notice of Consultation. The council consulted with children and young people from Balmerino Primary School, Bell Baxter High School and Madras College, all were in support of the proposal. They think the transition to secondary will be less stressful when children from a primary school all move to the same secondary school. They also indicated that the small number of households affected from the Rathillet area would not make a noticeable difference to the numbers attending Madras College.

3. Educational aspects of proposal

3.1 This proposal involves the re-zoning of Balmerino Primary School, in full, to Madras College. This will resolve the current catchment anomaly for postcode addresses within the former Rathillet Primary School catchment area. If the council proceeds with this proposal, parents and pupils from this area would now be required to submit a placing request to attend Bell Baxter High School. The proposal will also ensure that all households within a single primary school catchment area are associated with one secondary school catchment area. HM Inspectors agree with Fife Council that this proposal will support the continuity of learning and streamline the transition arrangements.

3.2 All headteachers in the schools affected support the proposal. They also agree with the educational benefits stated by the council. They state that this will also reduce workload in managing transition arrangements. They believe that this will remove uncertainty for children whilst retaining parental choice through placing requests.

3.3 Almost all parents that spoke with HM Inspectors are supportive of the proposal. Although parents with children attending Balmullo Primary School expressed concern that the council discounted the option to also rezone Balmullo Primary School to Madras College. Some parents were anxious that new housing developments would result in Madras College exceeding maximum pupil capacity which could negatively impact on future placing requests. However, the headteacher and council officials have confirmed that Madras College can reconfigure space in the school to accommodate up to 100 additional pupils. There may be fewer places available to accommodate pupils from outwith the Madras College catchment area.

3.4 All children who spoke with HM Inspectors were in full support of the proposal. They feel it is important to continue the friendships and support networks that they have already established. They see the value in consistent transition arrangements and believe it will help them settle into their new environment and progress their learning.

4. Summary

Overall, HM Inspectors agree that there are educational benefits from the proposal. The change will resolve a current catchment anomaly. The proposal, if approved, will assist in the coordination, continuity of learning and progression of learning pathways for children and young people transitioning between establishments. All headteachers, children and young people and almost all parents support the proposal. Parents value and continue to use placing requests, they highlight the importance of parental choice. In its final consultation report, Fife Council should outline the increased maximum pupil capacity of Madras College.

**HM Inspectors
December 2022**

9.0 Statement of Fife Council's Response to the Report from Education Scotland

9.1 Fife Council is pleased to note that the report from Education Scotland confirms that Fife Council has outlined clear educational benefit in support of the proposal, and that the rezoning proposal will resolve the current catchment anomaly. Almost all of the parents that spoke with HM Inspectors were supportive of the proposal and the headteachers, children and young people who spoke to HM Inspectors were in full support of the proposal.

9.2 The report includes the following:

“In its final consultation report, Fife Council should outline the increased maximum pupil capacity of Madras College”.

9.3 Fife Council responds to para 9.2 by advising that Madras College has the potential to be extended to create additional pupil capacity to accommodate new catchment pupils arising from housing developments contained within the Madras College catchment area. Developer contributions will be required to fund and enable these infrastructure works in terms of design and building work. The scale of any additional capacity will be directly related to the impact of the development. Therefore, the current maximum pupil capacity remains 1450.

9.4 The outcome of the pupil consultation sessions overwhelmingly demonstrated that the primary and secondary pupils were in full support of the proposal. They believe it is important to continue the already established friendships from primary into secondary and that consistent transition arrangements will help pupils settle into their new environments. Parents also recognised the value of placing requests. This ensures that parents retain the option to make a placing requests to any school of their choice.

9.5 The allocation of placing requests is in terms of the Education (Scotland) Act 1980 and in line with the existing Schools Admission Policy, which can be found online at www.fife.gov.uk, by searching for Schools Admission Policy or accessing the following link [Schools-Admission-Policy-April-2018.docx \(live.com\)](#).

10.0 Inaccuracies, Omissions and Additional Information

10.1 There were no inaccuracies or omissions identified relative to the proposal.

10.2 An equality impact assessment has been completed. The assessment included the consultation process and could not have been made available during the consultation process. It is additional information which is relevant and forms Appendix G to this report.

11.0 Review of the Proposal by Fife Council

11.1 Following receipt of the independent and impartial report from Education Scotland, Fife Council has reviewed the proposal, having regard (in particular) to the written and oral representations made and to the Education Scotland report.

- 11.2 This proposal affects a very small number of pupils living within the former Rathillet Primary School catchment area. This proposal was formed to resolve the secondary school catchment anomaly that existed for the pupils living in the former Rathillet Primary School catchment area. This catchment anomaly does not exist for the catchment area of Balmullo Primary School. Whilst forming any proposal, it is important for the Education Service to review information and catchment areas in and around any proposal. From the feedback received, a number of parents did not appreciate that Balmerino Primary School was already in the catchment area for Madras College and it was a section of the catchment area with the catchment anomaly. It has been assumed that Balmullo Primary School catchment area has been dropped from the proposal. As there is no existing catchment anomaly with the Balmullo Primary School and Bell Baxter High School catchment area, there was no reason to include Balmullo Primary School as part of the rezoning proposal.
- 11.3 Almost all of the written representations received were from parents/carers not from a school directly impacted by the proposal but from a neighbouring primary school in the Bell Baxter High School catchment area. 75% of respondents were opposed, or unsure of their view, to the rezoning proposal. This was highlighted by HMI Education Scotland in their report. No stakeholders attended the 4 drop-in sessions on offer at Balmerino Primary School, Bell Baxter High School or Madras College.
- 11.4 Comments from those in favour of the proposal came from parents/carers of children currently attending Balmerino Primary School, Bell Baxter High School and Madras College, who are directly involved in the consultation. Those making representations opposed to the proposal were not directly affected by the current proposal, but were from a neighbouring primary school in the Bell Baxter High School catchment area. Taking that into account, the Education Service still determines that the proposal to rezone the secondary catchment areas of Bell Baxter High School and Madras College should proceed.
- 11.5 Analysis of the consultation responses and oral representations received, and the report from Education Scotland, indicates that there is a positive level of support from the headteachers, children and young people for the proposal. There are clear educational benefits from implementation of the proposal as outlined by Education Scotland in their report.
- 11.6 Regard has been given to the concerns raised by a few parents from the Balmullo Primary School catchment area, seeking assurances regarding future placing requests being accepted at Madras College. A few of the comments raised by this parent group, who are not directly affected by the current proposal, suggest the rezoning of the Balmullo Primary School catchment area to Madras College catchment area and the rezoning of the Balmerino Primary School catchment area to Bell Baxter High School catchment area. This suggestion was not replicated by the pupils who spoke to Education Scotland or who took part in the pupil consultation sessions. Nor was this replicated by most of the parent comments. This, and any future rezoning of the Balmullo Primary School catchment area in respect of the catchment secondary school, would require the development of a new statutory consultation proposal and the identification of educational benefits for all pupils.

- 11.7 The Education Service will continue to review the number of placing requests from parents in the Balmullo Primary School catchment area. The forthcoming house building in the Madras College catchment area will impact on future capacity available to accept placing requests. If the proposal is approved, the small number of additional pupils from the former Rathillet Primary School catchment area attending Madras College is unlikely on its own to lead to a significant number of placing requests being refused.
- 11.8 In view of the above, it is recommended that approval be given to the proposal to rezone the secondary catchment areas of Bell Baxter High School and Madras College to include the former Rathillet Primary School catchment area within the Madras College catchment area from 30 June 2023.

FIFE COUNCIL EDUCATION & CHILDREN'S SERVICES DIRECTORATE

**PROPOSAL TO REZONE THE SECONDARY CATCHMENT AREAS OF:
BELL BAXTER HIGH SCHOOL AND MADRAS COLLEGE**

THE CONSULTATION PROCESS

The following schools are affected by this Proposal Document:

- Bell Baxter High School
- Madras College

This document has been issued by Fife Council as a proposal paper in terms of the Schools (Consultation) (Scotland) Act 2010.

DISTRIBUTION

A copy of this document is available on the Fife Council website:

<http://www.fife.gov.uk/madrasbellbaxtercatchmentreview>

A link to this document, published on the website, will be provided to:

- The Parent Council of any affected school
- The parents of the pupils at any affected school
- The parents of any children expected by the education authority to attend any affected school within 2 years of the date of publication of the proposal paper. In addition to local advertising, a copy of this document will be made available for parents of the children in Primaries 5, 6 and 7 for academic session 2022/2023 of the following schools:

Auchtermuchty Primary School
Balmullo Primary School
Castlehill Primary School
Ceres Primary School
Craigrothie Primary School
Dairies Primary School
Dunbog Primary School
Falkland Primary School
Freuchie Primary School
Kettle Primary School
Kilmarnock School
Ladybank Primary School
Letham Primary School
Newburgh Primary School
Pitlessie Primary School
Springfield Primary School
Strathmiglo Primary School

Balmerino Primary School
Canongate Primary School
Guardbridge Primary School
Kingsbarns Primary School
Largoward Primary School
Lawhead Primary School
Leuchars Primary School
Newport Primary School
Strathkinness Primary School
Tayport Primary School
Wormit Primary School

- The pupils at any affected school (in so far as the education authority considers them to be of a suitable age and maturity)

- The staff (teaching and other) at any affected school
- Trade union representatives of the above staff (teaching and other) at any affected school
- The Community Councils for the affected areas, being:

Abdie and Dunbog	Giffordtown and District
Auchtermuchty and Strathmiglo	Guardbridge
Balmerino, Kilmany and Logie Area	Kemback, Pitscottie and Blebo
Balmullo	Kettle
Boarhills and Dunino	Kingsbarns
Cameron	Ladybank and District
Carnbee and Arncroach	Leuchars
Ceres and District	Monimail
Creich & Flisk	Newburgh
Cults	Newport, Wormit and Forgan
Royal Burgh of Cupar and District	Royal Burgh of St Andrews
Dairsie	Springfield
Falkland and Newtown of Falkland	Strathkinness
Freuchie	Tayport Ferryport on Craig

- Community Planning Partnerships
- Any other Community Planning Partnership that the education authority considers relevant
- Any other relevant Education Authority
- MSPs for the area (North East Fife and Regional MSPs)
- The Constituency MP for North East Fife
- Elected Members for the area (Wards 16, 17, 18, 20)

A copy of this document is also available for inspection at and available from:

- Main Reception, Fife Council, Fife House, North Street, Glenrothes, KY7 5LT
- Customer Service Centre, County Buildings, St Catherine Street, Cupar, KY15 4TA
- The following schools:
Bell Baxter High School, Carslogie Road, Cupar, KY15 4HY
Madras College, Bell Brae, St Andrews, KY16 9BY
Balmerino Primary School, Main Street, Gauldry, Newport on Tay, DD6 8RP
- Online at <http://www.fife.gov.uk/madrasbellbaxtercatchmentreview>
- or email sustainableschoolestate.enquiries@fife.gov.uk for a pdf copy to be emailed.

This document can be made available, on request, free of charge, in alternative formats or in translated form for readers whose first language is not English. Please apply in writing to Education & Children's Services Directorate, 4th Floor, Fife House, North Street, Glenrothes or by email to: Avril.Graham@fife.gov.uk (telephone 03451 555555 ext. 444204). Page 24 of this document provides additional contact numbers, in different languages.

SUMMARY OF PROCESS FOR THIS PROPOSAL DOCUMENT

1. Consideration by the Cabinet Committee

This Proposal document has been issued as a result of a decision by the Cabinet Committee meeting of Fife Council on Thursday 22 September 2022. Views are now sought in formal consultation on the proposal in this paper.

2. Notice of Consultation and Publication of Proposal Document

Statutory consultees will be given notice of the proposal. The proposal document will be published on the council website (www.fife.gov.uk). Copies will be available for inspection and available from:

- Main Reception, Fife Council, Fife House, North Street, Glenrothes, KY7 5LT
- Customer Service Centre, County Buildings, St Catherine Street Cupar, KY15 4TA
- The following schools:
 - Bell Baxter High School, Carslogie Road, Cupar, KY15 4HY
 - Madras College, Bell Brae, St Andrews, KY16 9BY
 - Balmerino Primary School, Main Street, Galdry, Newport on Tay, DD6 8RP
- Online at <http://www.fife.gov.uk/madrasbellbaxtercatchmentreview>.
- or email sustainableschoolestate.enquiries@fife.gov.uk for a pdf copy to be emailed.

3. Advertisement of the Proposal

The proposal will be advertised through Fife Council's social media accounts e.g. Facebook and Twitter. An advertisement will also be placed in local newspapers, week commencing Monday 3 October 2022. The secondary schools will also publicise the consultation process in newsletters, school bag mail and email.

4. Length of Consultation Period

The consultation will commence on Wednesday 5 October 2022 and will, thereafter run until close of business on Thursday 1 December 2022. This meets the statutory requirement of a minimum period of 6 weeks, that runs continuously and includes 30 school days.

5. Public meetings/information sessions

Although only one public meeting is required, the Education Service will hold a public meeting in each of the following schools:

- Madras College on Monday 31 October 2022 from 6.00-7.00 pm
- Bell Baxter High School on Thursday 10 November 2022 from 6.00-7.00 pm

where there will be opportunities to:

- hear more about the proposal
- ask questions about the proposal

- make a written representation in respect of the proposal
- have your views recorded so that they can be considered as part of the consultation process.

Informal drop-in sessions have been arranged at:

- Balmerino Primary School on Monday 31 October 2022 from 2.45-3.30 pm
- Madras College on Monday 31 October 2022 from 5.00-6.00 pm
- Balmerino Primary School on Thursday 10 November 2022 from 2.45-3.30 pm
- Bell Baxter High School on Thursday 10 November 2022 from 5.00-6.00pm

At the informal drop-in sessions, there will be opportunities for parents/ carers/pupils and other stakeholders to:

- hear more about the proposal
- ask questions about the proposal
- complete a Consultation Response Form.

6. Responding to the Proposal

Interested parties can also respond to this proposal document by making a written representation by letter, email or completion of a Consultation Response Form on the proposal before close of business Thursday 1 December 2022 to any of the following:

- sustainableschoolestate.enquiries@fife.gov.uk
- Madras/Bell Baxter Catchment Review, Education & Children's Services Directorate, Fife Council, 4th Floor (West), Fife House, North Street, Glenrothes, KY7 5LT
- Completing an online Consultation Response Form at ([Managing Our School Estate | Fife Council](#))

7. Involvement of Education Scotland HM Inspectors

A copy of the proposal paper will be sent to Education Scotland, by Fife Council. Education Scotland will also receive a copy of any relevant written representations that are received by the Council from any person during the consultation period or, if Education Scotland agrees, a summary of them. Education Scotland will further receive a summary of any oral representation made to the Council at the public meetings and, as available (and so far as otherwise practicable), a copy of any other relevant documentation. Education Scotland will then prepare and submit a report on the educational aspects of the proposal within a 3-week period (unless the Council and Education Scotland agree a longer period) after the Council has sent them all representations and documents mentioned above. However, for the avoidance of doubt, the 3-week period will not start until after the consultation period ends. Education Scotland may make such reasonable enquiries of such people at the school (e.g. Headteacher, staff, pupils) as they consider appropriate and may make such reasonable enquiries of such other people as they consider appropriate.

8. Preparation of Consultation Report

The Council will review the proposal having regard (in particular) to the Education Scotland Report and written representations that it has received. In addition, oral representations made at the public meetings will form part of that review. It will then prepare a Consultation Report. The report will include a record of the total number of written representations made during the consultation period, a summary of the written representations and a summary of the oral representations made at the public meetings as well as a copy of the Education Scotland Report and any other relevant information, including details of any alleged inaccuracies and how these have been handled. The report will also contain a statement explaining how it complied with the requirement to review the proposal in light of the Education Scotland Report and representations (both written and oral) that it received. The Consultation Report will be published and available for further consideration for a period of 3 weeks before a decision can be made on the proposal. The report will be published, made available for inspection and where reasonably required, made available without charge in other forms. The publication of the report will be advertised and any person who made written representations during the consultation period will be advised of its publication.

9. Decision

The Consultation Report, together with any other relevant documentation, will be considered by the Cabinet Committee of Fife Council, which will come to a decision whether to implement the proposal, in whole or in part, or not. The decision of that Committee may be subject to internal governance procedures before it becomes final. The proposal on which Fife Council is deciding is not a proposal which is subject to call in by the Scottish Government and is not subject to review by the School Closures Review Panel.

10. Note on Corrections

If during the consultation period any inaccuracy or omission is discovered in this proposal document, either by the Council or any other person, the Council will determine whether relevant information has in its opinion been omitted, or whether there is in fact an inaccuracy, and whether the omission or inaccuracy relates to a material consideration relevant to the education authority's decision as to implementation of the proposal. It will then take appropriate action in respect of the inaccuracy or omission which may include deciding to take no further action, issuing a notice in respect of the inaccuracy or omission, extending the consultation period or publishing a correct proposal document and giving revised notice of the consultation. Where applicable, the notifier of the inaccuracy or omission will be advised of the determination, the reasons for that determination and the action (if any) it is taking and of the reasons why it is or is not taking such action and the notifier will be invited to make representations to the Council if they disagree with the determination or decision whether to take action. Where the notifier makes representations, the education authority can make a fresh determination and decision in respect of the inaccuracy or omission and must inform the notifier if it does so.

Fife Council

Education & Children's Services Directorate

THE CONSULTATION PROPOSAL

**PROPOSAL TO REZONE THE SECONDARY CATCHMENT
AREAS OF:**

BELL BAXTER HIGH SCHOOL

MADRAS COLLEGE

Format of the Proposal Document

- 1 Introduction
- 2 The Proposal
- 3 Guiding Principles
- 4 Managing the School Estate
- 5 The Requirement for Reviewing the Secondary Catchment Areas
- 6 The Case for Catchment Reviews
- 7 Siblings
- 8 Projected School Rolls Following Proposed Rezoning
- 9 Educational Benefits Statement
- 10 Transport Arrangements
- 11 Financial Implications
- 12 Community Impact
- 13 Summary of the Proposal
- 14 Proposed Date for Implementation
- 15 Statutory Consultation Process – Proposed Timeline

Appendices

- 1.1 Map of existing catchment area for Bell Baxter High School
- 1.2 Map of existing primary and secondary catchment areas for Bell Baxter High School
- 1.3 Map of existing catchment area for Madras College
- 1.4 Map of existing primary and secondary catchment areas for Madras College
- 1.5 Catchment Anomaly - addresses within the Bell Baxter High School catchment area (but within the Balmerino Primary School catchment area)
- 1.6 Map showing the A92 and the route from Balmullo Primary School to Bell Baxter High School
- 1.7 Map of proposed secondary catchment area, including associated primaries, for the Bell Baxter High School catchment area
- 1.8 Map of proposed secondary catchment area, including associated primaries, for the Madras College catchment area
- 1.9 Historic School Rolls / School Roll Projections / Core Facts
- 1.10 Housing Development within the Secondary School Catchment Areas
- 1.11 Glossary of Terms
- 1.12 Consultation Response Form

1 Introduction

- 1.1 This consultation paper sets out the rationale and implications in respect of the proposal to rezone the secondary catchment areas of Bell Baxter High School and Madras College.
- 1.2 This paper also sets out the consultation process, the timescales and the ways in which parents/carers and stakeholders can make representations on the proposal.
- 1.3 To ensure that the school estate meets the principles of best value, the Education & Children's Services Directorate must ensure that the number of pupil places is matched as efficiently as possible to the numbers of pupils living in each geographical school catchment area.
- 1.4 Overall, there is sufficient pupil capacity within both secondary schools to meet the demand of pupil places from the primary catchment area of Balmerino Primary School.
- 1.5 However, there is currently a boundary anomaly within the catchment area of Balmerino Primary School as a result of the closure of Rathillet Primary School in 2014.
- 1.6 At the time of the proposal to close Rathillet Primary School and rezone the catchment area to Balmerino Primary School, a proposal was not formed to rezone the secondary school catchment areas. As a result, the area which previously formed the catchment area of Rathillet Primary School remains part of the Bell Baxter High School catchment area, while the area which previously formed the catchment area of Balmerino Primary School remains part of the Madras College catchment area. This is demonstrated on Appendix 1.5.
- 1.7 Until such time as a formal proposal to rezone the catchment area of Madras College and Bell Baxter High School was completed, the pupils from the former Rathillet Primary School catchment, who were enrolled at Balmerino Primary School, were afforded the opportunity, at entry to secondary school, to choose either Bell Baxter High School or Madras College.
- 1.8 Therefore, a decision is required to formally change the secondary school catchment areas to ensure that the whole of the Balmerino Primary School catchment area is zoned to one secondary school.
- 1.9 This will minimise uncertainty for pupils living in the former Rathillet Primary School catchment area when making a decision on the secondary school to attend (although the Education Service has supported parents/carers and pupils and afforded them the opportunity to choose between the schools at entry to S1). In addition, this proposal will ensure positive educational benefits for pupils attending the secondary school associated with Balmerino Primary School, as detailed in this proposal paper.
- 1.10 Parents will continue to have the right to exercise parental choice and to make placing requests to alternative secondary schools, subject to the normal constraints of capacity being available. The allocation of placing requests is in terms of the Education (Scotland) Act 1980 and in line with the existing School

Admissions Policy, which can be found online at www.fife.gov.uk by searching for School Admissions Policy or accessing the following link [Schools-Admission-Policy-April-2018.docx \(live.com\)](#).

- 1.11 This paper details the rezoning proposals for the existing secondary schools, on the existing campuses, of Bell Baxter High School and Madras College.
- 1.12 Fife Council manages the education provision by dividing the entire authority area into catchment areas, based on household addresses for both denominational and non-denominational provision for both primary and secondary schools. For each household address there is a non-denominational and denomination provision identified. There are no proposed changes to the denominational primary and secondary catchment areas associated with the area to be rezoned.

2 The Proposal

2.1 The proposal is to:

- Rezone the catchment area of Bell Baxter High School from 30 June 2023
- Rezone the catchment area of Madras College from 30 June 2023.

2.2 After the consultation, a final report will be submitted to a future meeting of the Cabinet Committee. If approved, the changes to the catchment areas would be implemented on 30 June 2023. Primary 7 pupils transferring to S1 in August 2023 would continue to be supported by the Education Service and afforded the opportunity to choose either Bell Baxter High School or Madras College for their secondary school place for August 2023. If approved, the new secondary catchment areas will take effect from 30 June 2023 for all enrolments, including placing requests, from this date.

3 Guiding Principles

3.1 There are two key principles which underpin this proposal:

- the need to manage the capacity of our secondary school estate over a geographical area, and
- the ambition to create secondary school communities within a geographical area, ensuring there is a continuous border around the secondary school catchment area.

3.2 It is preferable that schools should be operating within an occupancy range of 80-100%. Schools which fall below this occupancy may be more restricted in their ability to offer the full breadth of the curriculum.

3.3 Fife Council's sustainable school estate strategy states that any proposal should support the progressive reduction in the Council's carbon footprint.

4 Managing the School Estate

4.1 Local authorities have a statutory responsibility to ensure there are sufficient school places for the pupil population; to improve the quality of school education provided; to raise standards of education and to ensure most efficient use of

available resources.

- 4.2 In Fife, the Education Authority (Fife Council) discharges its duty to secure adequate and efficient education provision for the local authority area by operating a “catchment” system, to enable parents/carers to comply with their duty to provide efficient education for their child(ren). Each household address in Fife is associated with a denominational and a non-denominational primary and a secondary school known as catchment schools. School catchments can be reviewed online at [Check school catchment areas | Fife Council](#).
- 4.3 Illustrated within the appendices at the end of the proposal are the current individual secondary school catchment areas, with additional maps showing the primary school addresses which are included in the secondary catchment areas. For example, the addresses within the Balmullo Primary School catchment area all fall within the existing catchment area of Bell Baxter High School.
- 4.4 To allow Fife Council to forward plan for future population changes and to manage our existing school estate, all proposed housing developments contained in the Fife Council Housing Land Audit report are included in the school roll projections. The Housing Land Audit is produced annually and details the expected build rate per year per housing site. This allows the Education Service to monitor the projected school rolls on a yearly basis, ensuring sufficient capacity is available within schools for their catchment population and to take account of any demographic changes.
- 4.5 Where a school is expected to exceed its maximum capacity as a result of proposed housing sites contained within a school’s catchment area, the Education Service will seek planning obligations to fund and deliver any additional school infrastructure required to accommodate new pupils from these development sites. The Council regularly reviews proposed housing development and assesses the likely impact on school places.
- 4.6 Fife Council has a robust methodology to project school rolls which considers the following factors:
- the number of pre-school children in each primary school catchment area
 - parental choices (placing requests) made at P1 and S1 stages
 - current school rolls
 - the number of proposed new homes expected to be built each year
 - school age population projections from National Records of Scotland
- 4.7 School roll projections are updated annually, as the contributing factors and assumptions can change, for example; by the inclusion of additional proposed housing sites; delayed or accelerated housing building rates; changes to expected birth rates or trends in parental choices.
- 4.8 Projections for areas with small populations tend to be less reliable than those for areas with large populations, because the former are usually affected more by migration. Projections of the number of adults are usually more reliable than those for children because of difficulties in projecting levels of fertility and parental migration. For more details of the limitations of population projections visit: <https://www.nrscotland.gov.uk/statistics-and-data/statistics/statistics-by-theme/population/population-projections/uses-and-limitations-of-population-projections>.

5 The Requirement for Reviewing the Secondary Catchment Areas

- 5.1 Prior to the formal closure of Rathillet Primary School and the rezoning of the catchment to Balmerino Primary School, pupils from the rural village of Rathillet were allocated spaces within Balmerino Primary School. Household addresses within the former Rathillet Primary School catchment area were zoned to Bell Baxter High School, whereas household address within the existing Balmerino Primary School catchment area were zoned to Madras College. As a result of this, and due to the small number of pupils located in this village, parents/pupils were given the opportunity to choose, at the time of entry to secondary school, whether they wished to attend Bell Baxter High School or Madras College at the end of Primary 7. Free transport for pupils was provided at the start of S1 to attend either school, as all the pupil addresses met the distance criteria of over 2 miles.
- 5.2 Madras College was relocated from South Street and Kilrymont Road to a new single site school building in August 2021, adjacent to St Andrews University at Bell Brae. The school has the capacity to accommodate 1450 pupils. Balmerino Primary School is one of its associated primary schools.
- 5.3 Rathillet Primary School has now been closed to pupils for over 8 years and the secondary catchment area for all the addresses within the former Rathillet Primary School catchment area remains Bell Baxter High School, as a formal proposal to consult on the rezoning of the secondary catchment area has not been carried out to date.
- 5.4 Whilst considering the rezoning proposal for the addresses within the Balmerino Primary School catchment area, officers reviewed the other schools surrounding Madras College which fall within the Bell Baxter High School catchment area. Several options were reviewed for consideration.
- 5.5 There are 9 pupils from the former Rathillet Primary School catchment area who were enrolled in secondary schools at Census 2021. Six of them attend Madras College and 3 attend Bell Baxter High School.
- 5.6 Option – rezone the catchment area of Balmerino Primary School, as a whole, to Bell Baxter High School
- 5.6.1 Based on the analysis of pupil locations, from the pupil census in September 2021, pupils who attended Balmerino Primary School and now attend Bell Baxter High School is presented as follows:
- 7 pupils who attended Balmerino Primary School attend Bell Baxter High School
 - 4 of the 7 pupils were zoned to attend Madras but made placing requests to Bell Baxter High School
 - 3 of the 7 pupils attend Bell Baxter High School as a result of living in the former Rathillet Primary School.
- 5.6.2 This option would change the secondary school catchment area for the majority of Balmerino Primary School catchment pupils. Only 12% of the Balmerino catchment area attend Bell Baxter. 88% of pupils from the Balmerino catchment

choose to attend their catchment school, Madras College. Therefore, a rezoning of Balmerino Primary School to Bell Baxter, from Madras College, would be against the choice that 88% of the secondary pupils have made recently from this primary school catchment area. This would increase the projected school roll of Bell Baxter High School and decrease the expected school roll of Madras College.

- 5.6.3 For the above reasons, this option has been discounted.
- 5.7 Option – rezone the catchment areas of Balmerino Primary School, as a whole, and Balmullo Primary School, as a whole, to Madras College
- 5.7.1 The rezoning of Balmerino Primary School, in full, to Madras College, would appear to create a geographic peninsula within the catchment area of Bell Baxter High School. Because of that, the option of Balmullo Primary School also being rezoned to Madras College has been considered.
- 5.7.2 The distance from Balmullo Primary School to Madras College is approximately 6 miles and 12 minutes by car, depending on traffic and this is of similar distance to Bell Baxter High School (6.7 miles and approximately 12 minutes).
- 5.7.3 Although the catchment area of Balmullo Primary School, which is in the secondary catchment area of Bell Baxter High School, is almost surrounded by the Madras College catchment area, the direct travel route to Bell Baxter is along the A914 through Dairsie and Cupar and this does not transect into any of the Madras College catchment primary schools. This is shown in Appendix 1.6.
- 5.7.4 From the analysis of pupil choices, 49 pupils from Balmullo Primary School have chosen to attend their associated catchment school of Bell Baxter High School and 50 pupils have chosen to make a placing request to Madras College.
- 5.7.5 Further consideration demonstrates that rezoning the pupils of Balmullo Primary School to Madras College would result in additional revenue costs for Fife Council, in the provision of transport to Madras College, and would result in Madras College exceeding maximum capacity earlier than anticipated. For these reasons, this option has been discounted.
- 5.8 Option – rezone the catchment area of Balmerino Primary School, as a whole, to Madras College
- 5.8.1 Rezoning all the Balmerino Primary School catchment area would change the catchment area for the minority of the Balmerino Primary School pupils. This would be against the choice that 12% of secondary pupils have recently made. The number of primary aged pupils this would impact upon is currently less than 15 and this would be expected to have a minimal impact on both the Bell Baxter High School and Madras College projected school rolls. If 12% of the pupils still wanted to attend Bell Baxter High School, they would likely be able to still be accommodated if making a placing request application.
- 5.8.2 Based on the analysis of pupil locations from the pupil census in September 2021, pupils who attend Balmerino Primary School and attend Madras College is presented as follows:

- 44 pupils who were zoned to Madras College attended their catchment school
 - 6 pupils opted to attend Madras College (these pupils were from the former Rathillet Primary School catchment area).
- 5.8.3 For these reasons, this is the option contained within the proposal document.

6 The Case for Catchment Reviews

6.1 Bell Baxter High School – The Case for Catchment Review

6.1.1 Bell Baxter High School was built circa 1962, with a variety of accommodation to meet the needs of all learners. The science wing, sports hall and additional teaching block were built in 1994 and tennis courts and multi-use games area built in 2009. The school has received many phases of refurbishment between the period 1990-2006, improving the condition and suitability of the building. The school roll, during session 2021/22, was 1482 pupils, with a maximum capacity of 1696 pupils. The anticipated school roll for academic session 2022/23 is 1556 and for academic session 2023/24 is 1553 pupils.

6.1.2 A map of the existing Bell Baxter High School catchment area is shown in appendix 1.1. A map showing the primary schools with addresses within the existing Bell Baxter High School catchment area is at appendix 1.2.

6.1.3 The school roll has increased at Bell Baxter for the last 5 years and continues to operate within the maximum pupil capacity. The school utilises all available accommodation within the building to deliver the breadth of the curriculum.

6.1.4 A new strategic development area for 1648 housing units is planned within the Bell Baxter High School catchment area and new pupils from this development can be accommodated within the existing accommodation. It should be noted that the development is planned on a phased basis over the period 2022-2039 as per the Housing Land Audit 2021.

6.1.5 From the analysis of the current S1-S6 school rolls for pupils living in the former Rathillet Primary School catchment area, there are fewer than 5 pupils who are currently enrolled at Bell Baxter High School.

6.1.6 Rezoning all the Balmerino Primary School catchment area to Bell Baxter High School would be against the choice that 88% of secondary pupils have made recently. This would be expected to increase the projected school roll of Bell Baxter High School and decrease the projected school roll of Madras College.

6.1.7 The proposed changes to the catchment area of Bell Baxter High School are as follows:

The postcode addresses within the primary catchment area of the former Rathillet Primary School to be rezoned from Bell Baxter High School to Madras College. The proposal will address the anomaly as a result of the closure of Rathillet Primary School. This can be shown on Appendix 1.7

6.1.8 A map of the proposed Bell Baxter High School catchment with the associated primary schools within the proposed Bell Baxter High School catchment area is

shown in appendix 1.7.

6.2 Madras College – The Case for Catchment Review

- 6.2.1 A new Madras College was constructed and operational to staff and pupils from August 2021. The new build changed location from the split sites of Kilrymont Road and South Street to the North Haugh area of St Andrews, Bell Brae, adjacent to the University of St Andrews. The close proximity to St Andrews University offers enhanced learning opportunities and partnership working. The pupil capacity for the new school was reduced from the capacity of South Street and Kilrymont Road, of 1906 places, to 1450 places. The decision to reduce the capacity was agreed at the time of statutory consultation in academic session 2017/18 because of a falling school roll and projected school rolls. The school roll, during session 2021/22, was 1378 pupils, with a maximum capacity of 1450 pupils. The anticipated school roll for academic session 2022/23 is 1418 and for academic session 2023/24 is 1446 pupils
- 6.2.2 A map of the existing Madras College catchment area is at appendix 1.3. A map showing the primary schools with addresses within the existing Madras College catchment is at appendix 1.4.
- 6.2.3 At present, some of the addresses in the Balmerino Primary School catchment area are zoned to Bell Baxter High School, as no formal consultation to rezone to one single secondary school catchment area has been completed. This is illustrated in appendix 1.5. This illustrates that for pupils attending Balmerino Primary School for their primary education the peer group at P7 may transfer to different secondary schools. By rezoning the catchment areas of Bell Baxter High School and Madras College, this catchment anomaly will be resolved, as the postcode addresses within the primary school catchment area will be rezoned to a single secondary school.
- 6.2.4 Based on the pupil trends for those pupils enrolled at Madras College from the former Rathillet Primary School catchment area, there is only a slight difference in the number of pupils choosing Madras College rather than Bell Baxter High School. The number of pupils who attend Madras College from the former Rathillet Primary School catchment area is more than 5 but less than 10 pupils.
- 6.2.5 As outlined in para 6.13, there is only a slight difference in the distribution of numbers attending Madras College compared to Bell Baxter High School. With this in mind, the Education Service believes that the educational benefits outlined in section 9 demonstrate that it would be more beneficial for all the pupils within the Balmerino Primary School catchment area to transfer to Madras College.

6.3 Placing Requests into Madras College

- 6.3.1 On reviewing the data of the surrounding catchment areas of Balmerino Primary School, it is noted that around 50 pupils living within the Balmullo Primary School catchment area have chosen to attend Madras College as a placing request. The placing requests from this catchment area will continue to be monitored, as well as potential pupils from new housing in the Madras College catchment area. As a result of a projected increase in new catchment pupils from housing within the Strategic Development Area (SDA), in future, there may be fewer places available to accommodate pupils from outwith the Madras College catchment

area.

- 6.3.2 The proposed changes to the catchment area of Madras College are as follows:

The postcode addresses within the primary catchment area of the former Rathillet Primary School, which are now within the Balmerino Primary School catchment area, to be rezoned from Bell Baxter High School to Madras College. This can be shown on Appendix 1.8.

- 6.3.3 A map of the proposed Madras College catchment area and associated primary schools within the proposed Madras College catchment area is at appendix 1.8.

7 Siblings

- 7.1 There are fewer than 25 pupils living in the former Rathillet Primary School catchment area enrolled in a Fife primary or secondary school. Based on the number of families currently living in this area, there are no families currently attending Balmerino Primary School with older siblings at Bell Baxter High School, who would be impacted by the proposed change.

- 7.2 The Council's position in relation to siblings outlined above does not include those families who have made a parental placing request to Balmerino Primary School. These parents would need to submit a parental placing request for their younger child(ren) and depending on which secondary school catchment area their household address is within, may need to submit a placing request for entry to S1. The allocation of placing requests is in terms of the Education (Scotland) Act 1980 and in line with the existing School Admissions Policy which can be found online at www.fife.gov.uk by searching for School Admissions Policy or accessing the following link [Schools-Admission-Policy-April-2018.docx \(live.com\)](#).

8 Projected School Rolls Following Proposed Rezoning

- 8.1 Based on the current number of pupils living within the former Rathillet Primary School catchment area, and the existing trends of parental choice, the proposed roll projections of Madras College will not change significantly due to this rezoning proposal. Current roll projections for both Bell Baxter High School and Madras College are detailed in Appendix 1.9.

9 Educational Benefits Statement

- 9.1 It is a requirement of the Schools (Consultation) (Scotland) Act 2010 that the education authority prepare an Educational Benefits Statement on this proposal which includes:
- (a) the authority's assessment of the likely effects of a relevant proposal (if implemented) on:
 - (i) the pupils of any affected school,
 - (ii) any other users of the school's facilities,
 - (iii) any children who would (in the future but for implementation) be likely to become pupils of the school,
 - (iv) the pupils of any other schools in the authority's area,
 - (b) the authority's assessment of any other likely effects of the proposal (if implemented),

- (c) an explanation of how the authority intends to minimise or avoid any adverse effects that may arise from the proposal (if implemented),
 - (d) a description of the benefits which the authority believes will result from implementation of the proposal (with reference to the persons whom it believes will derive them).
 - (e) the education authority's reasons for coming to the beliefs under paragraph (d).
- 9.2 The proposed rezoning of catchment areas would ensure that pupils within the Balmerino Primary School community will transfer to the same secondary school. This proposal will ensure that all the household addresses within a single primary school catchment area are associated with a single secondary school catchment area. There is a clear education benefit that will allow the transition from primary to secondary to be streamlined and easier to manage if pupils from this school community attend the same secondary school. It will reduce uncertainty for pupils while retaining parental choice through the placing request system and the established School Admission Policy.
- 9.3 The proposed catchment rezoning changes will remove the current anomalies for postcode addresses within the former Rathillet Primary School catchment area, creating a clear and distinct association with their local community.
- 9.4 **Bell Baxter High School**
- 9.4.1 If the proposal is approved, an educational benefit for Bell Baxter High School staff is that they would no longer have to undertake transition arrangements with a school outwith their allocated cluster, thus allowing them to focus on catchment pupils.
- 9.4.2 There would be a benefit for other pupils, from other communities, seeking a place within Bell Baxter High School as per placing request policy, should Balmerino Primary School pupils be rezoned to Madras College.
- 9.4.3 Pupils from the previous Rathillet Primary School catchment area equate to fewer than 5 pupils across S5 and S6 year groups at Bell Baxter High School. There has been an emerging trend that fewer pupils are now choosing to attend Bell Baxter High School from the former Rathillet Primary School catchment area. There are currently 6 pupils from the former Rathillet Primary School catchment area attending Madras College and fewer than 5 pupils attending Bell Baxter High School. This would suggest that the transition to Madras College, and the friendships already formed at P7, is influencing the decision for parents.
- 9.5 **Madras College**
- 9.5.1 Rezoning the postcode addresses from all the Balmerino Primary School catchment area from Bell Baxter High School to Madras College will enable those pupils to continue their association and friendships with other young people residing in their locality who currently attend Madras College. This will further strengthen young people's links and sense of belonging to their local community, in addition to more fully exploiting existing opportunities for the integration of services for children and families.

- 9.5.2 As part of the self-improving system adopted within the Education Service in Fife, nurseries and schools across the primary and secondary sectors work in clusters to support transitions in learning and wellbeing within their associated secondary catchment school. This allows the co-ordination of continuity and progression in learning pathways for children and young people transitioning between establishments. All pupils transitioning from the same Primary School to the same Secondary School allows for a more co-ordinated approach to comprehensive and well-planned transition programmes taking account of pupils mental, social, emotional and physical needs. It also allows for easier transfer of information to support continuity of a young person's learning journey.
- 9.5.3 Cluster transition events will ensure that young people from Balmerino Primary School have the opportunity to attend transition events with their peers. This ensures an excellent transition both educationally and socially for those young people going to Madras College. These opportunities are available because of the close working relationships which already exist between the staff, headteachers and other agencies supporting the cluster schools.
- 9.5.4 Those parents who choose to send their children to attend a different secondary school, other than the catchment school of Madras College, are likely to be accommodated.
- 9.6 **Benefits for children who would be likely to become pupils at these schools within two years of the publication of this proposal paper**
- 9.6.1 All young people will experience a broad, relevant, enjoyable and progressive curriculum through S1 to S6, delivered in a stimulating learning environment.
- 9.6.2 All young people will be supported in inclusive learning environments that meet the needs of all learners. There will be access to a broad range of teaching and specialist staff, including guidance and support for learning staff, to meet pupils' additional support needs at all stages of intervention. Getting it Right for Every Child is the responsibility of all at all primary and secondary schools in Fife. Pupils will be supported in a range of ways and given help, when they need it, to ensure that they reach their full potential. Pupils and their families will have regular and frequent opportunities, within caring educational communities, to discuss their learning and progress with teachers, guidance staff, support staff and members of the school leadership team.
- 9.6.3 An extended range of opportunities for pupils' achievements will be available through the provision of varied educational, cultural and sporting activities and clubs. Pupils will have opportunities to participate as individuals and teams in a variety of local and national competitions and events. Such opportunities have a significant impact on their personal and social development and achievements, resulting in the acquisition of skills for learning, life and work.
- Within each Secondary School there will be a broad range of strengths, expertise, talents and interests amongst the staff teams. This will have a direct positive impact on the professional learning and practice of teachers and support staff across the schools ensuring consistently ambitious standards and expectations across subjects, departments and schools.

- There will be sufficient social and recreational spaces within the grounds of each Secondary School to meet the needs of pupil numbers at each stage.
- Cluster transition events will be established to ensure that children have many opportunities throughout their school life to work collaboratively with children and staff from the associated primary schools and the secondary school. This ensures an excellent transition both educationally and socially for all children. These opportunities are available because of the close working relationships which already exist between the staff, headteachers and other agencies supporting the cluster schools.
- The catchment rezoning will enable children and families to forge associations and friendships with other young people residing in their locality who currently attend the catchment Secondary School. This will further strengthen young people's links and sense of belonging to their local community, in addition to more fully exploiting existing opportunities for the integration of services for children and families.
- Continued opportunities will exist for parents and carers to be involved in their child's education through a range of home and school engagement activities aimed at supporting their child's learning. As at present, parents will have opportunities to participate within the school's Parent Council.

9.7 **Benefits for other pupils in the authority area**

9.7.1 The Education Service realises the educational benefit where all pupils who are living in the same primary school catchment area are zoned to the same secondary school and is working to achieve this across Fife for all pupils. This proposal will ensure that communities are formed with a continuous border around the secondary school catchment area.

9.8 **How the Authority intends to minimise or avoid any adverse effects**

9.8.1 The authority has confirmed that it is likely that there will be no impact on any siblings already enrolled at Bell Baxter, as the census information does not highlight any primary school siblings who would be impacted upon.

9.8.2 Existing primary pupils will have an opportunity, at the end of the relevant academic session, to transfer to their new secondary catchment school if they wish.

9.8.3 Any new S1 pupils, after the rezoning, will be expected to attend the rezoned secondary school associated with their postal address or make a parental placing request to another school.

9.8.4 The transfer of pupils to secondary schools is carefully planned by the Education and Children Service's Directorate staff, school staff and parents/carers will continue to ensure that children are supported through the transition.

9.8.5 School staff will continue to support pupils at the time of transition to forge new friendships, embrace new opportunities and integrate into their new environment at secondary school.

9.8.6 Particular priority will be given to ensuring continuity for children with additional support needs.

9.9 **Any other likely effects of the proposal**

9.9.1 Existing transport contracts will be affected and consultation with Fife Council's Transportation Service and Bus Operators will be arranged if the proposal is approved. Any school transport contract to Bell Baxter High School will continue to run until all pupils from this area have completed their education. Existing Fife Council policy is to provide free transport to pupils living more than 2 miles from their catchment school.

9.10 **Benefits the Authority believes will result from implementation of the proposal (and reasons for this belief)**

9.10.1 For parents of pupils living within the Balmerino Primary School catchment area they will be assured that their children will be able to be accommodated within their secondary catchment school with the rest of the peer group from Balmerino Primary School.

9.10.2 This proposal will ensure better alignment of communities and catchment areas to ensure 100% of pupils within a primary school and community will transfer to the same secondary school.

9.10.3 No secondary school will be over-occupied and there will be continued flexibility to deliver Curriculum for Excellence.

10 **Transport Arrangements**

10.1 A pupil is legally entitled to free transport to school if:

- they are under 8 and live more than 2 miles from their catchment school or
- they are over 8 and live more than 3 miles from their catchment school

10.2 However, in terms of the current school transport policy, Fife Council provides free transport to all primary pupils living more than one mile and all secondary pupils living more than two miles from their catchment area school. For those pupils who live within two miles of their secondary school, parents have the responsibility to ensure that pupils are supervised on journeys to and from school.

10.3 If the proposal to rezone the catchment areas of the 2 secondary schools is approved, the following would apply:

- Free transport will still be provided, if distance entitled, for existing pupils enrolled in the 2 schools until they leave secondary school, or as long as they continue to reside at the same address. If they move to a new address, transport provision will be in accordance with the terms of the transport policy in place at that time.
- Fife Council would not expect any currently enrolled pupil to enrol at the secondary catchment school their home has been rezoned to unless they

wished to do so.

- New catchment pupils to either secondary school will also receive free transport in accordance with the terms of the transport policy in place at that time.
- As is the case currently for pupils living within Balmerino Primary School catchment area, free transport will be provided to Madras College, in accordance with the current policy, based on distance entitlement.
- Parents have the right to request that their child attend a school other than their designated catchment school (or to their designated catchment school if the child has not been offered a place there). Any such request is called a placing request and is governed by the Education (Scotland) Act 1980. In most circumstances placing requests will be granted where pupil places are available, but the pupil will not automatically be entitled to free or subsidised school transport. However, there is discretion within the existing transport policy and cases will be looked at on an individual basis. Further information on placing requests and the procedure involved can be found in the School Admissions Policy for Primary and Secondary Schools in Fife which can be found at [Apply for a school place | Fife Council](#)

11 Financial Implications

- 11.1 There will be a very small cost implication for Fife Council, associated with transport contracts. Individual transport contracts for pupils attending Bell Baxter High School will continue to run until the end of their education. This will be offset against the future saving of transport to Bell Baxter High School.

12 Community Impact

- 12.1 The proposal to rezone the catchment area of the Bell Baxter High School and Madras College would:
- remove the uncertainty for parents/carers and pupils living in the Balmerino Primary School catchment area as to whether to transfer to Bell Baxter High School which has been the associated secondary school for the village of Rathillet;
 - realign the Rathillet village with Madras College and resolve the existing catchment anomaly.

13 Summary of Proposal

- 13.1 The proposal is to:
- Rezone the catchment area of Bell Baxter High School from 30 June 2023
 - Rezone the catchment area of Madras College from 30 June 2023.

14 Proposed Date for Implementation

- 14.1 It is intended that the proposal, if approved by the Cabinet Committee of Fife Council on 9 March 2023 (or a subsequent Cabinet Committee), would be implemented on 30 June 2023. Primary 7 pupils transferring to S1 in August

2023 would continue to be supported by the Education Service and afforded the opportunity to choose either Bell Baxter High School or Madras College for their secondary school place for August 2023. If approved, the new secondary catchment areas will take effect from 30 June 2023 for all enrolments, including placing requests, from this date.

15 Statutory Consultation Process – Proposed Timeline

22 September 2022	Consultation proposal considered by Fife Council’s Cabinet Committee
4 October	Parents and other statutory consultees issued with Consultation Notice informing them of relevant dates and information about the statutory consultation
5 October – 1 December	Consultation live (period of 31 school days)
10–21 October	School holidays
	<p>Public meetings held on:</p> <ul style="list-style-type: none"> • Madras College High School on Monday 31 October 2022 from 6.00-7.00 pm • Bell Baxter High School High School on Thursday 10 November 2022 from 6.00-7.00 pm <p>Drop-in sessions at:</p> <ul style="list-style-type: none"> • Balmerino Primary School on Monday 31 October 2022 from 2.45-3.30 pm • Madras College on Monday 31 October from 5.00-6.00 pm • Balmerino Primary School on Thursday 10 November from 2.45- 3.30 pm • Bell Baxter High School on Thursday 10 November from 5.00-6.00 pm
1 December	Consultation close
9 December	Report on consultation process is submitted to Education Scotland
12 December – 13 January 2023	Education Scotland 3-week review
16 January 2023	Education Service receive report from Education Scotland
13 February 2023	Consultation Report published 3 weeks before Cabinet Committee
9 March 2023	Report submitted to the Cabinet Committee

The information included in this document can be made available in large print, braille, audio CD/tape and British Sign Language interpretation on request by calling 03451 55 55 00
Calls cost between 3p to 7p per minute from a UK landline, mobile rates may vary.
BT Text phone number for Deaf people 18001 01383 441177

LANGUAGE LINES

এ নথিতে যেসব তথ্য আছে তা 03451555599 এ নাম্বারে ফোন করে অনুরোধ করলে বড় ছাপা, ব্রেইল, ওডিও সিডি/টেইপ ও ব্রিটিশ সাইন ল্যাংগুয়েজ ইত্যাদি মাধ্যমে পাওয়া যাবে।
কলের জন্য ইউকে ল্যান্ডলাইন থেকে খরচ হবে প্রতি মিনিটে ৩পি থেকে ৭পি, মোবাইলের খরচ ভিন্ন হতে পারে।

عند الطلب، يمكن توفير المعلومات الواردة في هذا المستند في صورة مستندات مطبوعة بأحرف كبيرة ومستندات بطريقة برايل وعلى مترجمة/أقرص مضغوطة صوتية مع الترجمة بلغة الإشارة البريطانية من خلال الاتصال بالرقم 03451 55 55 77
تتراوح تكلفة المكالمات بين 3 إلى 7 بنسات في الدقيقة من أي خط أرضي في المملكة المتحدة، وقد تختلف أسعار المكالمات بالهاتف المحمول.

如果你需要以大字體印刷、盲人點字、光碟/錄音帶格式或英國手語傳譯說明這份文件的內容，請致電 03451 55 55 88 提出要求。

用英國電訊固定座機撥打上述電話號碼收費每分鐘 3 至 7 便士，以手機撥打收費各異。

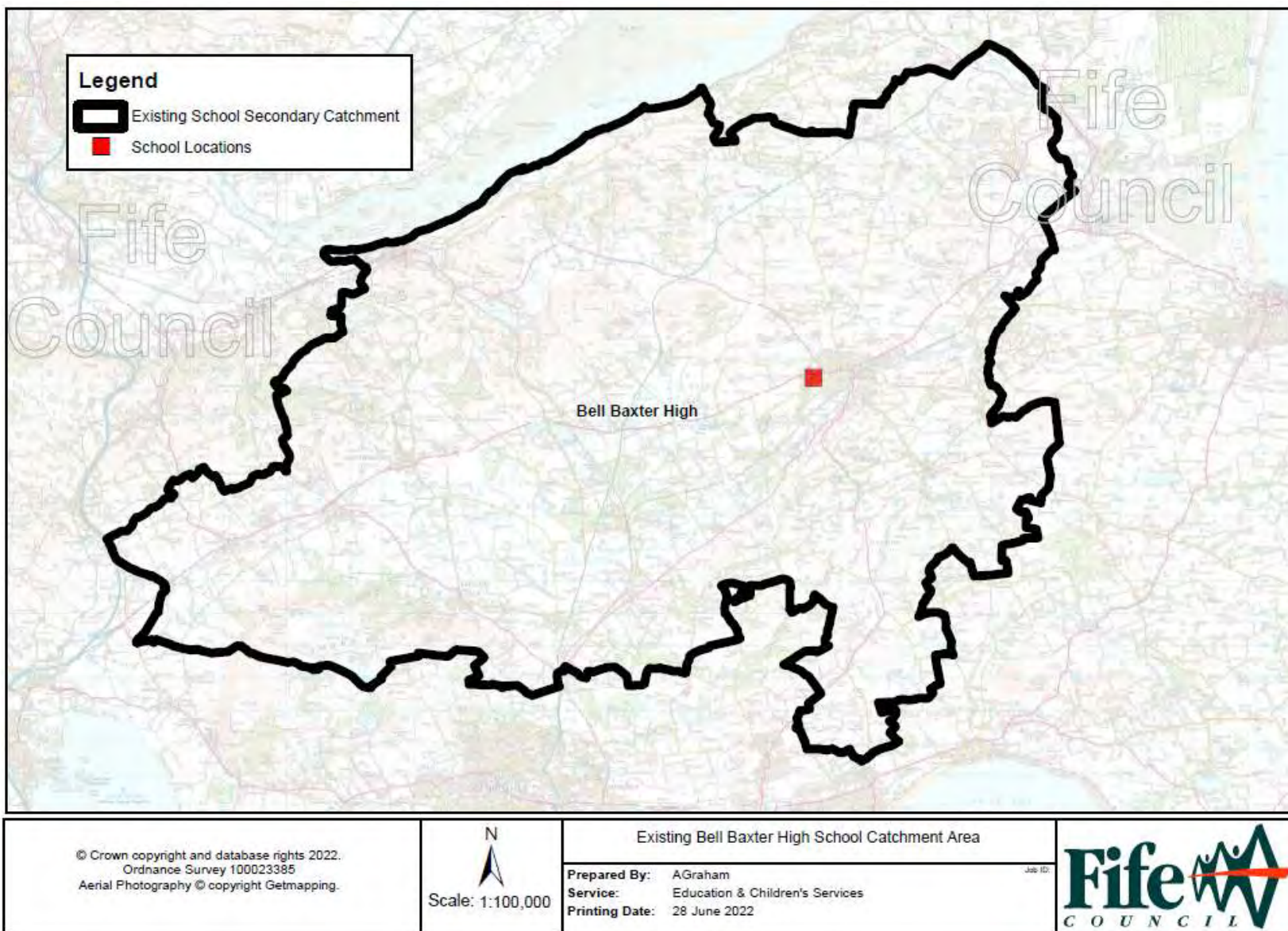
Informacje zawarte w tym dokumencie mogą zostać udostępnione w wersji drukowanej dużą czcionką, w alfabecie Braille'a, w wersji dźwiękowej na płycie CD/taśmie lub w tłumaczeniu na brytyjski język migowy – prosimy o kontakt pod numerem 03451 55 55 44.

Koszt połączenia wynosi 3-7p za minutę z brytyjskich telefonów stacjonarnych, koszty połączeń z telefonów komórkowych mogą być różne.

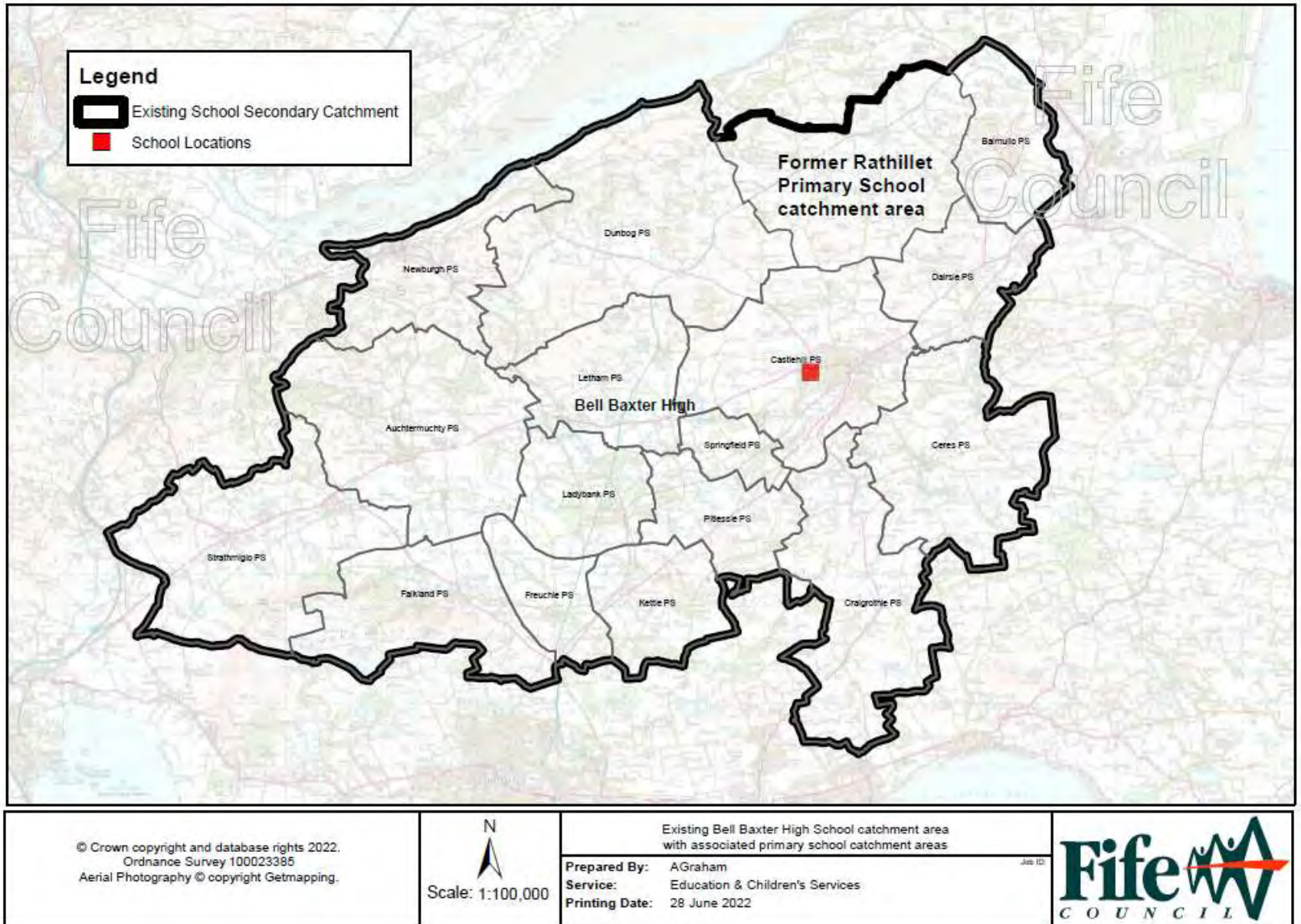
ਇਸ ਦਸਤਾਵੇਜ਼ ਵਿਚਲੀ ਜਾਣਕਾਰੀ ਟੈਲੀਫੋਨ ਨੰਬਰ 03451 55 55 66 ਰਾਹੀਂ ਮੰਗ ਕਰਨ ਉੱਤੇ ਵੱਡੇ ਅੱਖਰਾਂ, ਬ੍ਰੇਅਲ, ਆਡੀਓ ਸੀ.ਡੀ./ਟੇਪ ਅਤੇ ਬ੍ਰਿਟਿਸ਼ ਸਾਈਨ ਲੈਂਗੁਏਜ ਦੇ ਅਨੁਵਾਦ ਵਿਚ ਮੁਹੱਈਆ ਕਰਾਈ ਜਾ ਸਕਦੀ ਹੈ।

ਯੂ.ਕੇ. ਲੈਂਡਲਾਈਨ ਰਾਹੀਂ ਕਾਲ ਕਰਨ ਦਾ ਖਰਚਾ 3 ਤੋਂ 7 ਪੈਨੀਆਂ ਪ੍ਰਤੀ ਮਿੰਟ ਹੋਵੇਗਾ, ਮੋਬਾਈਲਾਂ ਦੇ ਰੇਟ ਵੱਖਰੇ ਵੱਖਰੇ ਹੋ ਸਕਦੇ ਹਨ।

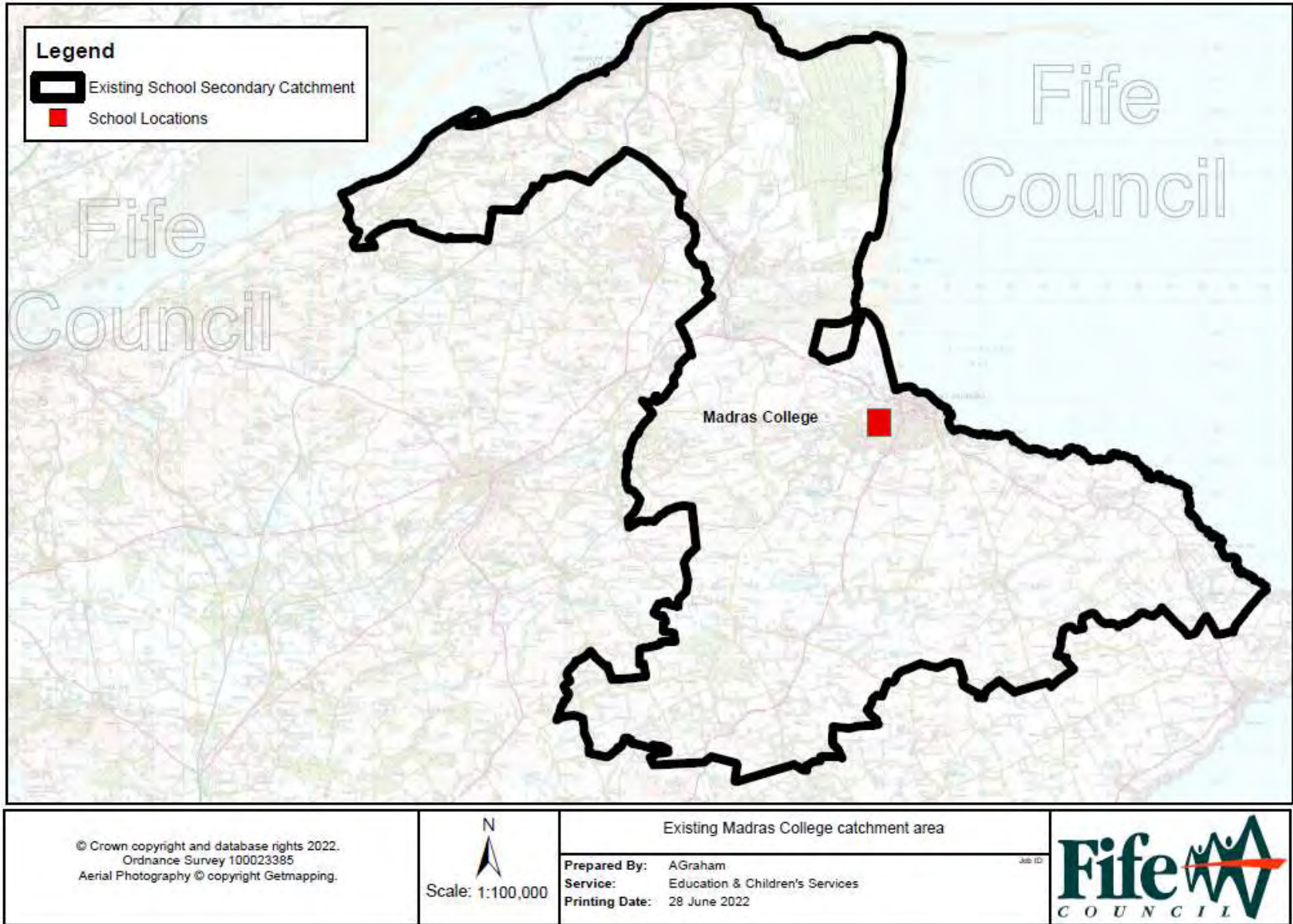
03451 55 55 66 پر درخواست کرنے سے اس تحریر میں دی گئی معلومات بڑے پرنٹ، بریل، آڈیو سی ڈی/ٹیپ اور ترجمانی والی برطانیوی اشاراتی زبان (برٹش سائن لینگویج) میں مہیا کی جاسکتی ہیں۔
کسی برطانیوی لینڈ لائن سے فون کے نرخ 3 تا 7 پنس فی منٹ ہیں، موبائل کے نرخ مختلف ہوسکتے ہیں۔



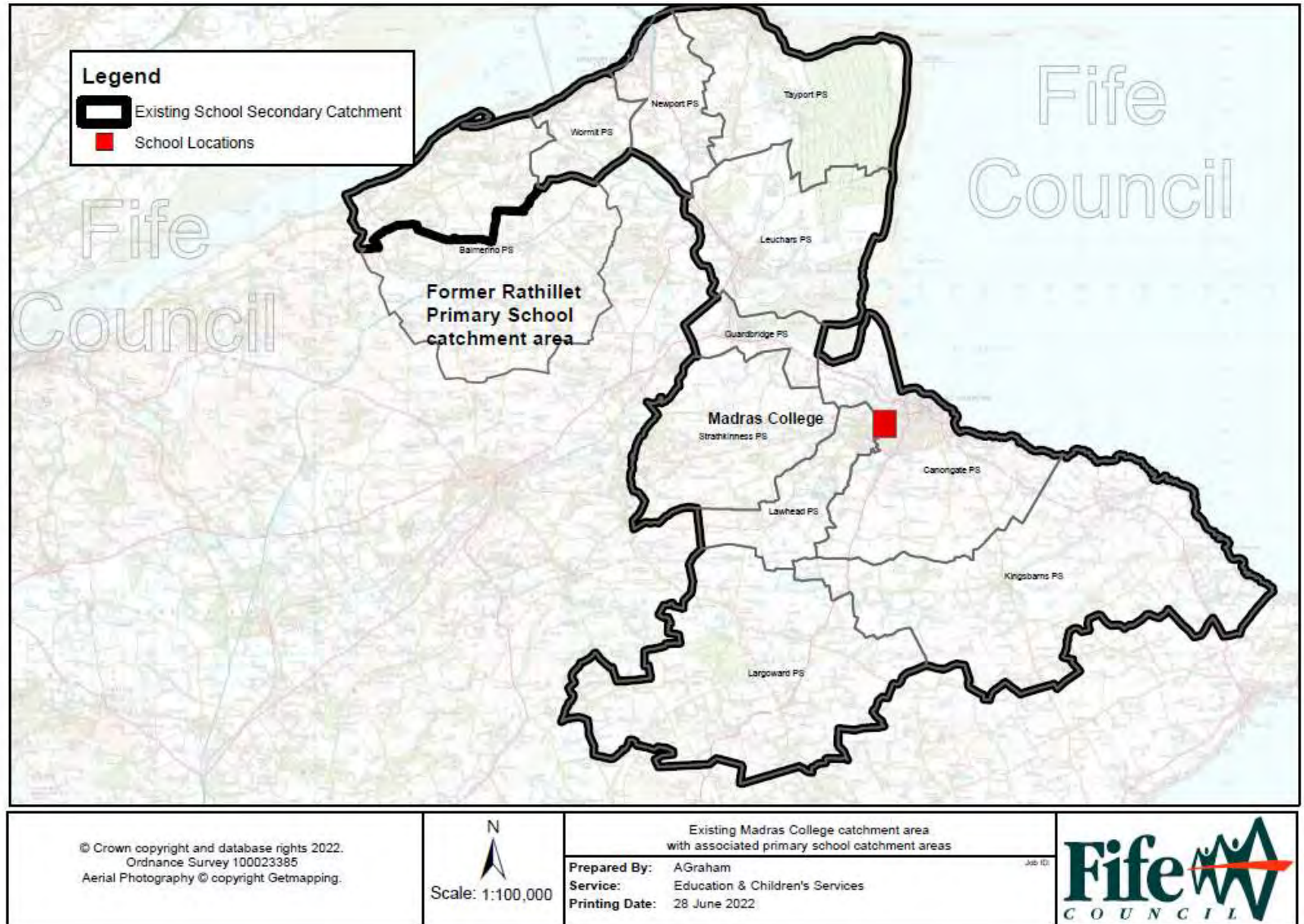
Appendix 1.2 Map of existing primary and secondary catchment areas for Bell Baxter High School



Appendix 1.3 Map of existing catchment area for Madras College

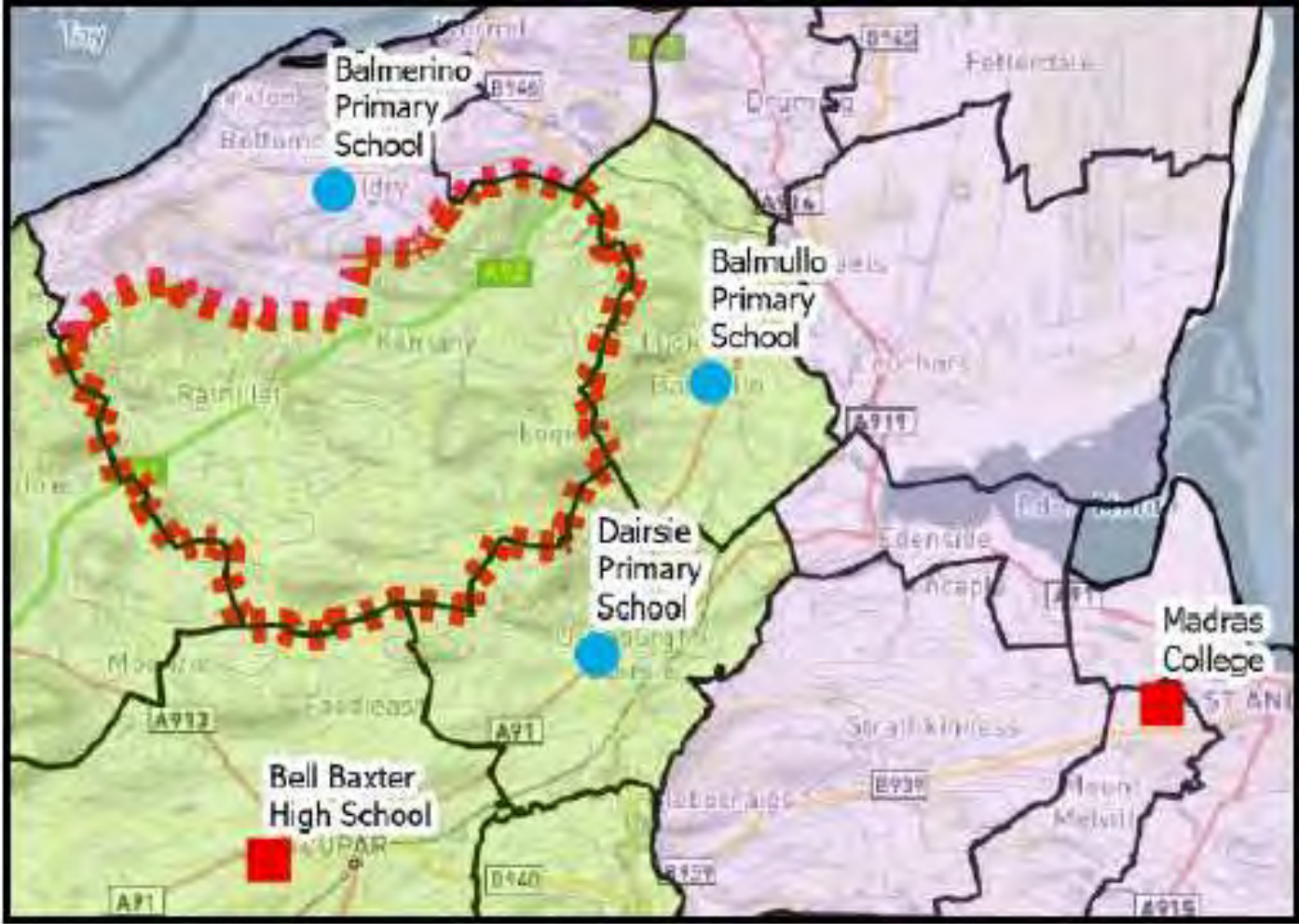


Appendix 1.4 Map of existing primary and secondary catchment areas for Madras College



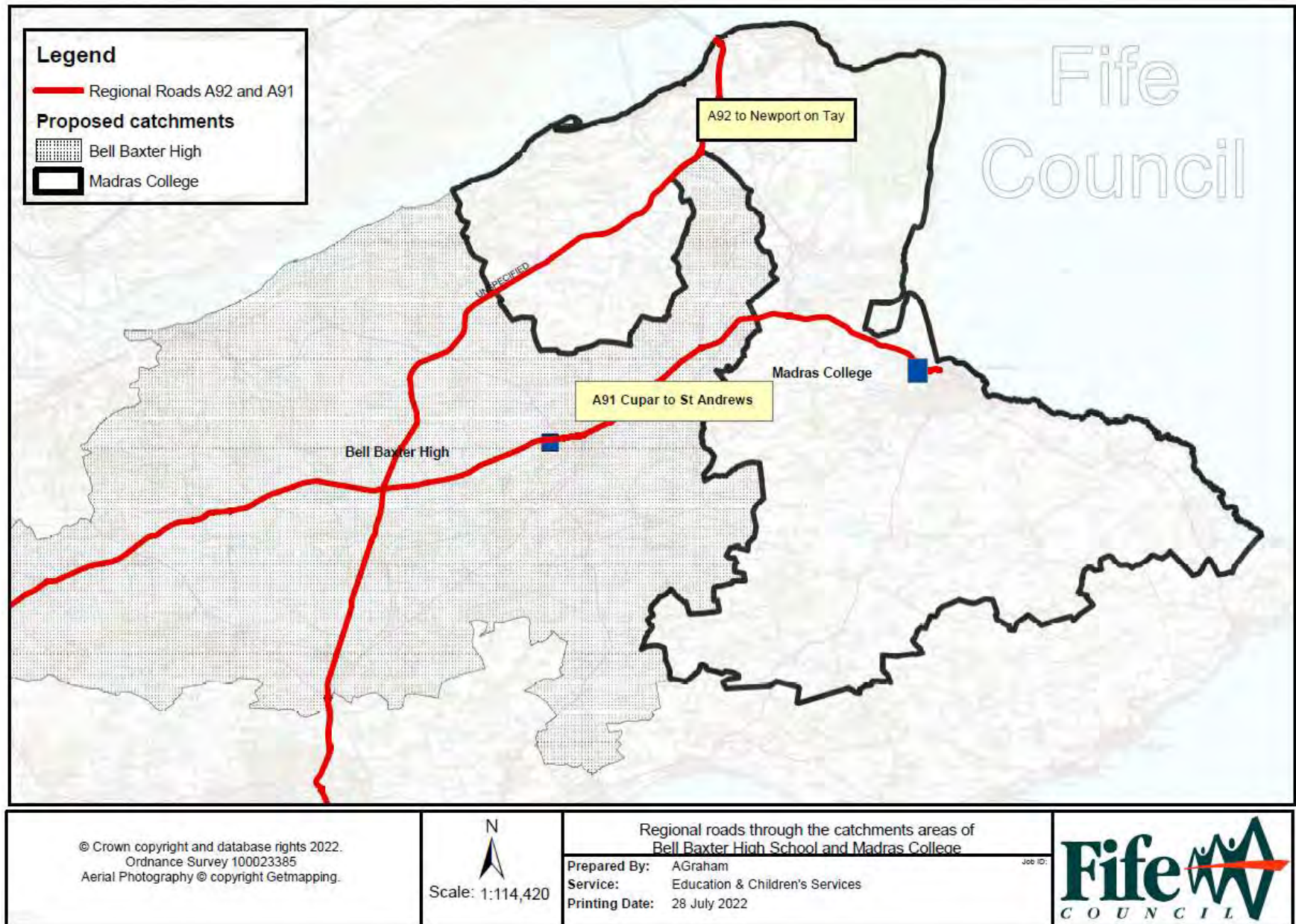
Appendix 1.5 Catchment Anomaly - addresses within the Bell Baxter High School catchment area (but within the Balmerino Primary School catchment area)

The extract to the right shows the Balmerino Primary School catchment, former Rathillet Primary School catchment area (red dashes), Bell Baxter catchment (green) and Madras College catchment area (pink) and school locations.

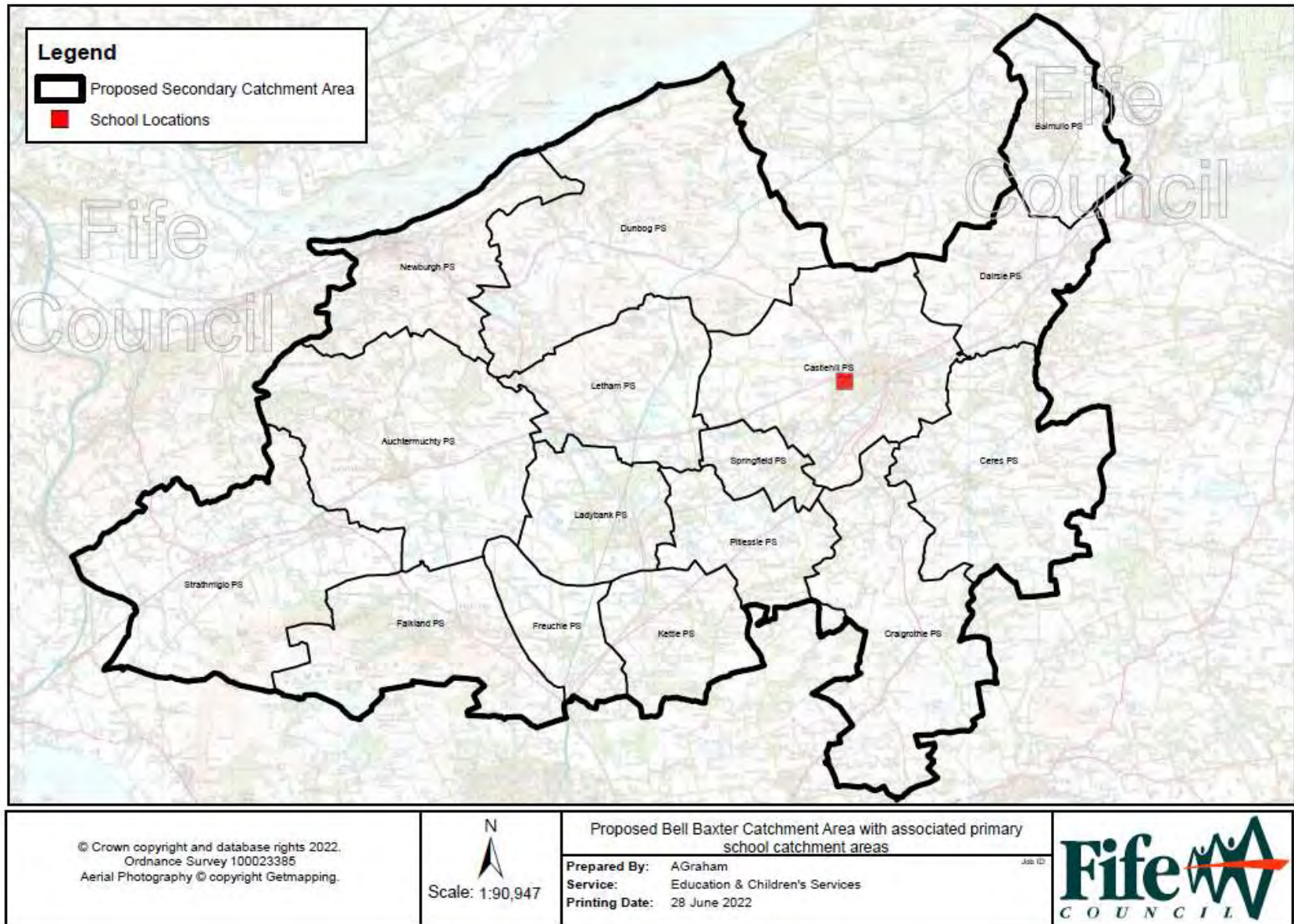


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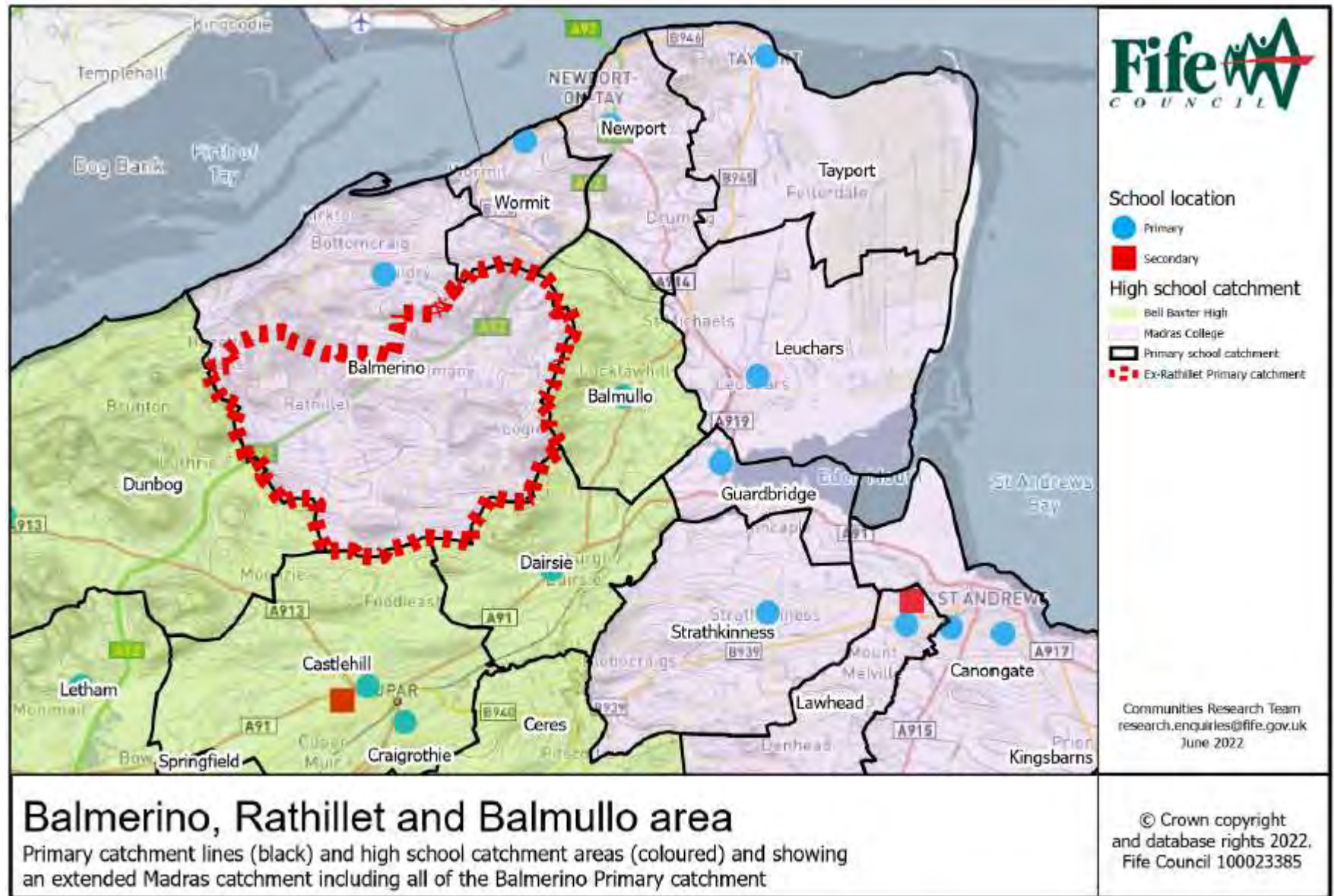
Appendix 1.6 Map showing the A92 and the route from Balmullo Primary School to Bell Baxter High School



Appendix 1.7 Map of proposed secondary catchment area, including associated primaries, for the Bell Baxter High School catchment area



Appendix 1.8 Map of proposed secondary catchment area, including associated primaries, for the Madras College catchment area



Appendix 1.9 Historic School Rolls / School Roll Projections / Core Facts

Historic School Rolls from 1990-2020 (every 2 years)

School Name	1990	1992	1994	1996	1998	2000	2002	2004	2006	2008	2010	2012	2014	2016	2018	2020
Bell Baxter High School	1608	1627	1624	1658	1584	1722	1722	1769	1823	1817	1782	1662	1615	1459	1390	1459
Madras College	1531	1613	1733	1768	1772	1839	1778	1729	1683	1621	1456	1339	1263	1288	1243	1338

Projected School Rolls (after rezoning proposals)

School Name	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Bell Baxter High School	1556	1553	1578	1570	1547	1542	1491	1452	1411	1381	1363	1337	1328	1325
Madras College	1418	1446	1498	1520	1536	1530	1532	1526	1508	1481	1436	1408	1371	1345

Core Facts

School Name	Condition	Suitability	Accessibility	Maximum Pupil Capacity	School Roll Census 2021	Occupancy
Bell Baxter High School	B	B	A	1696	1482	87%
Madras College	A	A	A	1450	1378	95%

Housing Development within the High School Catchment Areas

The current list of housing sites included in the school roll projection model from June 2022 is shown below. This list is based on Housing Land Audit (HLA) 2020 effective sites, strategic development area sites and planning applications received from non-HLA sites.

The totals below are based on total expected completions for each year from 2020/21 to 2039/40.

Bell Baxter High School catchment area is expected to have 2383 proposed homes which consists of 1648 new homes to be developed within the Cupar North Strategic Development Area (SDA) and 735 new homes through local plan/non-SDA sites.

Madras College catchment area is expected to have 2428 proposed homes which consists of 1090 new homes to be developed within the St Andrews West Strategic Development Area and 1338 local plan/non-SDA sites.

The SDA sites are as follows:

Bell Baxter High - Cupar North SDA (1480 units to start 2024 to 2039)

Bell Baxter High - Gilliefaulds West SDA (planning application ref. 17/00536/FULL) (168 units to start 2022-2030)

Madras College - St Andrews West SDA (760 units to start 2022 to 2040 and post 2040)

Madras College - Craigtoun SDA (370 units to start 2022-2032).

Glossary of Terms

Appendix 1.11

Core Facts

Core Facts are a series of data which are collected by local authorities to measure progress and success of a school estate strategy as well as benchmarking against other local authorities in Scotland. The core facts are used at both local and national level to:

- establish a baseline
- inform targets
- inform spending decisions
- support monitoring and evaluation of progress over time
- support assessments of value for money.

More information is available at: [School estates: core facts overview - gov.scot \(www.gov.scot\)](http://www.gov.scot/Topics/education/school-estates/core-facts-overview)

School Condition Rating

Condition core facts are established by professional review, carried out by the Council's Asset & Facilities Management Service. Schools are assessed against a range of criteria set down by the Scottish Government and are examined on a 5-year rolling programme.

- A: Good – Performing well and operating efficiently
- B: Satisfactory – Performing adequately but showing minor deterioration
- C: Poor – Showing major defects and/or not operating adequately
- D: Bad – Life expired and/or serious risk of imminent failure.

School Suitability Rating

Suitability core facts are established through a similar process to the condition core facts process, undertaken by Headteacher and Business Managers.

This information assesses how well the school environment supports the delivery of the curriculum against criteria laid down by the Scottish Government.

- A: Good – Performing well and operating efficiently (the school buildings support the delivery of services to children and communities)
- B: Satisfactory – Performing well but with minor problems (the school buildings generally support the delivery of services to children and communities)
- C: Poor – Showing major problems and/or not operating optimally (the school buildings impede the delivery of activities that are needed for children and communities in the school)
- D: Bad – Does not support the delivery of services to children and communities (the school buildings seriously impede the delivery of activities that are needed for children and communities in the school).

Suitability surveys are reviewed by Headteachers/Business Managers every 5 years. The last survey was completed by Headteachers in 2010. Where school investment has been carried out in a particular school, the following year's Core Facts Update will be amended to reflect any subsequent change to the condition, suitability or accessibility rating.

School Accessibility Rating

Accessibility ratings are collated by the School Estate Team, along with the Education Access Officer, who undertake surveys of all the school buildings.

These ratings are then ratified by the Accessibility Strategy Group. The ratings are classified as follows:

- A: Fully accessible
- B: Building partially accessible but Curriculum accessible
- C: Partially accessible or not currently accessible but has the potential to be made accessible
- D: Inaccessible and unable to be reasonably adapted to be made accessible.

As part of the Accessibility Strategy, there will be a number of accessible schools in each geographical area.

Strategic Land Allocations

Strategic Land Allocations are housing developments sites within Fife identified through Fife Council's Structure Plan 2006-2026 (approved May 2009). The Structure Plan also includes infrastructure developments for business and employment, town centres, retailing, housing, affordable housing, transportation and waste management. A Strategic Land Allocation for residential units range from 300 units in a small town/village to 4200 units in a large town.

Local Development Plan

Fife Council adopted FIFEplan (Fife's Local Development Plan) on 21 September 2017. This plan details the local development changes to infrastructure within settlements and include new plans with planning consent. **The Council are currently inviting communities to create Local Place Plans, which will help shape the next Local Development Plan. More information is available at [Invitation to create Local Place Plans](#) page.**

Housing Land Audit

Enterprise, Planning & Protective Services undertakes an annual audit (known as the Housing Land Audit) of the Housing Land Supply in Fife, using 1st April as the base date. The Audit monitors housing completions and makes predictions about future house building in Fife.

Homes for Scotland (representing the national house builders) and local developers are consulted on the information to be included in the Housing Land Audit to discuss and agree the Audit as far as possible. The latest publication for 2021 is published at [Planning Information and Land Use Audits | Fife Council](#)

Public Private Partnership (PPP)

There are 2 existing contracts in Fife (PPP1 and PPP2) where schools have been procured and constructed through this process. The schools are maintained for a period of 25 years by a contractor and after 25 years the building is handed to the Council for future repair and maintenance. An annual unitary charge includes design and construction, services delivery including building and grounds maintenance, finance costs, legal, insurances, management and risk.

Life Cycle Costs

Costs for replacing assets at the end of their life span. These include building, fabric, services and furniture and equipment to ensure the asset is maintain is a substantial condition.

Efficiency Range 80-100%

No local authority can effectively run at 100% occupied. The 80%-100% efficiency range allows a degree of flexibility within schools to support Curriculum for Excellence.

Cost per Pupil Calculation

The cost per pupil calculation for schools is computed in July of each year. The calculation is intended to bring together all comparable costs for each school and benchmark these at individual school level through the production of a cost per pupil figure.

The calculation is currently based on the School Revenue Budget Statements that are issued to schools in April of each year. The calculation takes into account a number of factors particularly the school roll from the last census in September of the previous year. The calculation takes schools running costs including an allocation for janitorial staffing costs. It excludes the costs for school transport, depreciation and the financing costs of schools built under PFI contract arrangements (PPP schools).

Having identified the relevant running costs for each school and by dividing these costs by the school roll this produces a cost per pupil figure which is used for comparison purposes.

Proposal Paper

The Schools (Consultation) (Scotland) Act 2010 provides that where an education authority has formulated a relevant proposal in relation to any school, it must comply with the requirements of the Act before proceeding with the proposal. One of the requirements is that it must prepare and publish a proposal paper. Section 4 of the Act provides:

4 Proposal paper

- (1) The education authority must prepare a proposal paper which—
 - (a) sets out the details of the relevant proposal,
 - (b) proposes a date for implementation of the proposal,
 - (c) contains the educational benefits statement in respect of the proposal,
 - (d) refers to such evidence or other information in support of (or otherwise relevant in relation to) the proposal as the education authority considers appropriate.

- (2) The proposal paper must also give a summary of the process provided for in [sections 1 to 17D] (so far as applicable in relation to the proposal).

(2A) Where a proposal paper relates to a closure proposal, it must also contain information about the financial implications of the proposal.

- (3) A proposal paper may include more than one proposal.

- (4) The education authority must—
 - (a) publish the proposal paper in both electronic and printed form,
 - (b) make the paper, and (so far as practicable) a copy of any separate documentation that it refers to under subsection (1)(d), available for inspection at all reasonable times and without charge—
 - (i) at its head office and on its website,

- (ii) at any affected school or at a public library or some other suitable place within the vicinity of the school,
- (c) provide without charge the information contained in the proposal paper—
 - (i) to such persons as may reasonably require that information in another form, and
 - (ii) in such other form as may reasonably be requested by such persons.
- (5) The education authority must advertise the publication of the proposal paper by such means as it considers appropriate.

Educational Benefits Statement

The Schools (Consultation) (Scotland) Act 2010 provides that where an education authority has formulated a relevant proposal in relation to any school, it must comply with the requirements of the Act before proceeding with the proposal. One of the requirements is that it must prepare an educational benefits statement. Section 3 of the Act provides:

3 Educational benefits statement

- (1) The education authority must prepare an educational benefits statement which includes:
 - (a) the authority's assessment of the likely effects of a relevant proposal (if implemented) on:
 - (i) the pupils of any affected school,
 - (ii) any other users of the school's facilities,
 - (iii) any children who would (in the future but for implementation) be likely to become pupils of the school,
 - (iv) the pupils of any other schools in the authority's area,
 - (b) the authority's assessment of any other likely effects of the proposal (if implemented),
 - (c) an explanation of how the authority intends to minimise or avoid any adverse effects that may arise from the proposal (if implemented),
 - (d) a description of the benefits which the authority believes will result from implementation of the proposal (with reference to the persons whom it believes will derive them).
- (2) The statement must also include the education authority's reasons for coming to the beliefs expressed under subsection (1)(d).
- (3) In subsection (1), the references to effects and benefits are to educational effects and benefits.

Rural School

In terms of the Schools (Consultation) (Scotland) Act 2010 a rural school is a school designated as rural by Scottish Ministers. Section 14 provides:

14 Designation of rural schools

- (1) In this Act, a “rural school” is a school which is designated as such by its inclusion in the list of rural schools maintained by the Scottish Ministers for the purposes of this subsection.
- (2) In determining the question of rurality when considering whether a school falls to be included in or excluded from the list of rural schools, the Scottish Ministers are to have regard (in particular) to:
 - (a) the population of the community (or settlement) in which the school is located,
 - (b) the geographical circumstances of that community (or settlement) including its relative remoteness or inaccessibility.
- (3) The list of rural schools is to be accompanied by an explanation of how the Scottish Ministers devised the list:
 - (a) by reference to subsection (2), and
 - (b) if they consider it appropriate, by reference to any recognised criteria available from a reliable source.
- (4) The Scottish Ministers are to:
 - (a) monitor the list of rural schools (and update it as regularly as they consider necessary),
 - (b) publish it (including as updated) in such way as they consider appropriate.
- (5) An education authority must provide the Scottish Ministers with such information as they may reasonably require of it in connection with the list of rural schools.

Special Provision for Rural Schools

11A Presumption against rural school closure

- (1) This section applies in relation to any closure proposal as respects a rural school.
- (2) The education authority may not decide to implement the proposal (wholly or partly) unless the authority—
 - (a) has complied with sections 12, 12A and 13, and
 - (b) having so complied, is satisfied that such implementation of the proposal is the most appropriate response to the reasons for formulating the proposal identified by the authority under section 12A(2)(a).
- (3) The authority must publish on its website notice of—
 - (a) its decision as to implementation of the proposal, and
 - (b) where it decides to implement the proposal (wholly or partly), the reasons why it is satisfied that such implementation is the most appropriate response to the reasons for formulating the proposal identified by the authority under section 12A(2)(a).

12 Factors for rural closure proposals

- (1) Subsection (2) applies in relation to any closure proposal as respects a rural school.
- (2) The education authority must have special regard to the factors mentioned in subsection
- (3) The factors are—
 - (a) [...]1 (Repealed by Children and Young People (Scotland) Act 2014 asp 8 (Scottish Act) Pt 15 s.80(2)(a) (August 1, 2014: repeal has effect subject to transitional provision specified in SSI 2014/165art.5)
 - (b) the likely effect on the local community in consequence of the proposal (if implemented),
 - (c) the likely effect caused by any different travelling arrangements that may be required in consequence of the proposal (if implemented).
- (4) For the purpose of subsection (3)(b) [and sections 12A(2)(c)(ii) and 13(5)(b)(ii)] 2, the effect on the community is to be assessed by reference (in particular) to—
 - (a) the sustainability of the community,
 - (b) the availability of the school's premises and its other facilities for use by the community.
- (5) For the purpose of subsection (3)(c) and sections 12A(2)(c)(iii) and 13(5)(b)(iii) 3 —
 - (a) the effect caused by such travelling arrangements includes (in particular)—
 - (i) that on the school's pupils and staff and any other users of the school's facilities,
 - (ii) any environmental impact,
 - (b) the travelling arrangements are those to and from the school of (and for) the school's pupils and staff and any other users of the school's facilities.

12A Preliminary requirements in relation to rural school closure

- (1) This section applies where an education authority is formulating a closure proposal as respects a rural school.
- (2) The authority must—
 - (a) identify its reasons for formulating the proposal,
 - (b) consider whether there are any reasonable alternatives to the proposal as a response to those reasons,
 - (c) assess, for the proposal and each of the alternatives to the proposal identified under paragraph (b) (if any)—
 - (i) the likely educational benefits in consequence of the implementation of the proposal, or as the case may be, alternative,
 - (ii) the likely effect on the local community (assessed in accordance with section

- 12(4)) in consequence of such implementation,
 - (iii) the likely effect that would be caused by any different travelling arrangements that may be required (assessed in accordance with section 12(5)) in consequence of such implementation.
- (3) For the purposes of this section and section 13, reasonable alternatives to the proposal include (but are not limited to) steps which would not result in the school or a stage of education in the school (within the meaning of paragraph 12 of schedule 1) being discontinued.
- (4) The authority may not publish a proposal paper in relation to the proposal unless, having complied with subsection (2), it considers that implementation of the closure proposal would be the most appropriate response to the reasons for the proposal.
- (5) In this section and section 13, the references to the reasons for the proposal are references to the reasons identified by the education authority under subsection (2)(a).

13 Additional consultation requirements

- (1) This section applies in relation to any closure proposal as respects a rural school.
- (2) The proposal paper must additionally—
 - (a) explain the reasons for the proposal,
 - (b) describe what (if any) steps the authority took to address those reasons before formulating the proposal,
 - (c) if the authority did not take such steps, explain why it did not do so,
 - (d) set out any alternatives to the proposal identified by the authority under section 12A(2)(b),
 - (e) explain the authority's assessment under section 12A(2)(c),
 - (f) explain the reasons why the authority considers, in light of that assessment, that implementation of the closure proposal would be the most appropriate response to the reasons for the proposal.
- (3) The notice to be given to relevant consultees under section 6(1) must—
 - (a) give a summary of the alternatives to the proposal set out in the proposal paper,
 - (b) state that written representations may be made on those alternatives (as well as on the proposal), and
 - (c) state that written representations on the proposal may suggest other alternatives to the proposal.
- (4) In sections 8(4)(c), 9(4) and 10(2)(a), the references to written representations on the proposal include references to written representations on the alternatives to the proposal set out in the proposal paper.

- (5) When carrying out its review of the proposal under section 9(1), the education authority is to carry out—
- (a) for the proposal and each of the alternatives to it set out in the proposal paper (if any), a further assessment of the matters mentioned in section 12A(2)(c)(i) to (iii), and
 - (b) an assessment, in relation to any other reasonable alternative to the proposal suggested in written representations on the proposal, of—
 - (i) the likely educational benefits in consequence of the implementation of the alternative,
 - (ii) the likely effect on the local community (assessed in accordance with section 12(4)) in consequence of such implementation,
 - (iii) the likely effect that would be caused by any different travelling arrangements that may be required (assessed in accordance with section 12(5)) in consequence of such implementation.
- (6) The consultation report must additionally explain—
- (a) the education authority's assessment under subsection (5)(a),
 - (b) how that assessment differs (if at all) from the authority's assessment under section 12A(2)(c),
 - (c) the authority's assessment under subsection (5)(b),
 - (d) whether and, if so, the reasons why the authority considers that implementation of the proposal (wholly or partly) would be the most appropriate response to the reasons for the proposal.

**FIFE COUNCIL – EDUCATION AND CHILDREN’S SERVICES DIRECTORATE
CONSULTATION RESPONSE FORM**

Proposal to rezone the secondary catchment areas of Bell Baxter High School and Madras College from 30 June 2023.

Section 1 – Your Details

(to be provided by parent/carers or interested parties to enable the local authority to inform any person who makes written representations on the proposal of the publication of the consultation report as required by the Schools (Consultation) (Scotland) Act 2010).

Name	
Address	
Postcode	
Email address (if applicable)	

Section 2 - What is your main interest in responding to this consultation?

I am a parent/carer of a child:

Living in the Bell Baxter HS catchment area	
Living in the Madras College catchment area	

I am a parent/carer of a child attending:

Bell Baxter High School	
Madras College	
Balmerino Primary School	
A primary school in Bell Baxter HS cluster	
A primary school in Madras College cluster	
Any nursery in the North East Fife area	

I am a pupil attending:

Bell Baxter High School	
Madras College	
Balmerino Primary School	
A primary school in Bell Baxter HS cluster	
A primary school in Madras College cluster	
Any nursery in the North East Fife area	

I am a member of staff at:

Bell Baxter High School	
Madras College	
Balmerino Primary School	
A primary school in Bell Baxter HS cluster	
A primary school in Madras College cluster	
Any nursery in the North East Fife area	

Other interested party	
Please explain if you are responding on behalf of an organisation or for another reason	

Section 3 - Your Views

Question 3.1 Do you support the proposal to rezone the secondary catchment areas of Bell Baxter High School and Madras College from 30th June 2023? (**please choose one** ✓)

YES		NO		DON'T KNOW	
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If NO, what are your reasons? (please list these below)

Are there any further comments on the proposal you would like to make?

Section 4 - About You

The following questions are **voluntary**. They are to assist Fife Council in fulfilling its obligations under the Equality Act 2010 in relation to the proposal. Your responses to these questions are confidential.

1. What is your age? Please choose one (✓).

18 or under		25-34		45-54		65-74	
19-24		35-44		55-64		75 and over	

2. What is your gender? Please choose one (✓).

Male		Female		Non-Binary		Prefer not to say	
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3. What is your ethnic background? Please choose one (√).

White Scottish	
Other White British	
Other White background	
Mixed or multiple ethnic background	

African	
Asian, Asian Scottish, or other Asian British	
Caribbean or Black	
Other ethnic background	

4. Do you consider yourself as having a disability? Please choose one (√).

Yes No

Thank you for taking part in this consultation. For further information on how we use your data please visit: www.fife.gov.uk/privacy/education

Please complete online at www.fife.gov.uk/madrasbellbaxtercatchmentreview **or** return this form by post to: Bell Baxter High School/Madras College Catchment Review, Education & Children's Services Directorate, Fife Council, 4th Floor (West), Fife House, North Street, Glenrothes, KY7 5LT **by close of business on Thursday 1 December 2022.**

Appendix B – Responses to the Consultation Response Form

The online consultation response form was used to gather feedback from parents/carers, pupils, staff and interested parties on whether they were in support or not in support of the proposal to rezone the secondary catchment areas of Bell Baxter and Madras College. The form is included as Appendix 1.12 of the proposal document (which is Appendix A of this document) and was made available, in hard copy, to all of the affected schools, for those parents/carers who were unable to access online technology. It was also made available online at [Rezone the catchment areas of Bell Baxter High School & Madras College | Fife Council](#) and the hyperlink included in the Notice of Consultation.

During the consultation process a total of 45 responses to question 3.1 on the Consultation Response Form were received. The table below provides details of the responses.

	3.1 Do you support the proposal to rezone the secondary catchment areas of Bell Baxter High School and Madras College from 30 June 2023? (please choose one ✓)					
Parent/Carer of a child living in the:	Consultees who responded Yes	%	Consultees who responded No	%	Consultees who responded Don't know	%
Madras College catchment area	4		6		1	
Bell Baxter HS catchment area	6		23		1	
Unknown	1		3		0	
Total	11	24.5	32	71	2	4.5
Parent/Carer of a child attending:	Consultees who responded Yes	%	Consultees who responded No	%	Consultees who responded Don't know	%
Bell Baxter HS	1		0		0	
Madras College	1		3		0	
Balmerino PS	0		0		1	
A primary school in the Bell Baxter HS Cluster	6		22		1	
A primary school in the Madras College cluster	2		4		0	
Any nursery in the North East Fife area	1		1		0	
Total	11	26	30	70	2	4
Pupil attending:	Consultees who responded Yes	%	Consultees who responded No	%	Consultees who responded Don't know	%
Bell Baxter HS	0		1		0	
Madras College			1			
Balmerino PS						
A primary school in the Bell Baxter HS Cluster						
A primary school in the Madras College cluster						
Any nursery in the North East Fife area						
Total	0	0	2	100	0	0

	Do you support the proposal to rezone the catchment area of Bell Baxter High School from 30 June 2023 and to rezone the catchment area of Madras College from 30 June 2023? (please choose one ✓)					
Member of staff at:	Consultees who responded Yes	%	Consultees who responded No	%	Consultees who responded Don't know	%
Bell Baxter HS						
Madras College						
Balmerino PS						
A primary school in the Bell Baxter HS Cluster	0					
A primary school in the Madras College cluster						
Any nursery in the North East Fife area						
Total	0		0	0	0	0
Other Interested Party	0		0		0	
Total	0		0		0	
OVERALL TOTAL	11	24.5	32	71	2	4.5

Appendix C - Comments Returned on the Consultation Response Form

The Consultation Response form is reprinted at Appendix 1.12 of Appendix A to this document.

Comments made under 3(a) of the Consultation Response Form – if No, what are your reasons?

1	As above ,balmullo should but have been discounted from being changed catchments
2	As above it's unsettling and we do what we can as parents to work towards secondary where already allocated and moved house here on basis of the catchment. We won't cope at Bellbaxter as too large a school
3	The redone of the catchment area should include Balmullo Primary school. Which is closer to madras and in the last 2 years the majority of children attending Madras from Balmullo has been almost 90% of the children.
4	Balmullo should be rezoned to madras
5	I think Balmullo should stay with Bell Baxter cluster. I have no real opinions on Balmarino's situation.
6	I believe Balmullo Primary should be included in the Madras catchment area
7	Balmullo is closer to Madras than Balmerino therefore should take priority of reviewing boundaries.
8	I am concerned that the opportunity for Balmullo children to access Madras in future will be reduced by the proposal, if not made impossible.
9	I think Balmullo should become catchment for Madras
10	My children attend Balmullo Primary School and I would like them to have the choice to attend Madras College.
11	I strongly believe at this time Balmullo Primary school should be included within the rezone. The figures quoted from the 2021 census is 50% split of S1-S6 pupils. However in the previous 3 years, there has been a far higher percentage of placing requests made to Madras from Balmullo. In some years over 90%.
12	I strongly believe Balmullo should be the Madras catchment and so the option to rezone should include Balmullo primary
13	Balmullo students should be able to choose Madras as secondary school. In the past several years, more students from Balmullo are attending Madras than Bell Baxter. Ray bridgehead pupils are much farther away from Madris, yet they are in catchment. This makes no sense
14	I already have an older child attending Bell Baxter and wish my two Primary aged children to attend Bell Baxter as their catchment school. One of the reasons we moved to Balmullo was that Bell Baxter was the designated high school.
15	My twin girls attend Balmullo Primary school. We live in Guardbridge and part of the reason we bought a house there, in the new Persimmons development, was the catchment for Madras. I'm extremely concerned with this proposal that my children will be completely cut off from their 7 year friendships once they complete Primary school and are then sent to a new high school without any of their peers. It doesn't make sense that Balmullo Primary would be in the catchment for Bell baxter but Wormit isn't when it's closer to Madras especially since the new site was built.

16	The rezoning Balmullo PS to Bell Baxter HS with limited acceptance to Madras college via transfer requests means a great deal of disturbance as we bought our place in Balmullo on the basis of Madras entrance for secondary school. Most of our children's friends outside school will be attending Madras (from their golf, tennis lessons), therefore our children will struggle at Bell Baxter. We are also a multi cultural family, therefore Madras will offer more stable and familiar setting for our children we believe. The options should be allowed to Balmullo pS families which secondary school to attend as it is.
17	Balmullo should be rezoned to Madras due to the proximity to St Andrews. Balmerino and Rathillet should be re zoned together to Bell Baxter as they are closer there. Balmullo pupils have more connections with clubs etc in St Andrews
18	I strongly believe the option to rezone should include Balmullo Primary School. Balmerino and Rathillet are both closer to Bell Baxter than Madras. Rathillet would have to cross Bell Baxter catchment area to get to Madras. If the goal is just that Rathillet and Balmerino are in the same secondary catchment then Bell Baxter makes more sense. Balmullo on the other hand is in fact closer by distance to Madras. Many kids at Balmullo have strong rugby ties with the Madrascals and want to go on to play for Madras.
19	I want my children to have the opportunity to attend Madras
20	I strongly believe the option to rezone should include Balmullo Primary School. Balmerino and Rathillet are both closer to Bell Baxter (time and distance). Rathillet would have to cross Bell Baxter catchment area to get to Madras. If the goal is just that Rathillet and Balmerino are in the same secondary catchment then Bell Baxter makes more sense. Balmullo on the other hand is in fact closer by distance to Madras. Many kids at Balmullo have strong rugby ties with the Madrascals and want to go on to play for Madras.
21	Balmullo children have strong connections to St Andrews/Madras already due to the close proximity, club ties(football/rugby/swimming ect.) and local friendships already developed with the local madras catchment.
22	The rezoning should include Balmullo!
23	I strongly believe Balmullo should be included in the rezoning proposal
24	I want Balmullo included in the rezoning
25	I would like to see Balmullo become the catchment area for Madras. My son has been playing with Madrascals rugby in St Andrews for past few years and has made super friends in St Andrews. Our oldest son is already at Madras. As it is equal distance to Madras and Bellbaxter I think pupils should be allowed to choose.
26	The proposed schools (Balmerino/Rathillet) are a shorter distance to Bell Baxter and should directly fit into that catchment zone. In a world where carbon footprint is now heavily focussed on in all large organisations, it is disappointing to see Fife Council propose approx. 80 miles additional travel per week for Rathillet alone vs that of the travel to Bell Baxter
27	I wish Balmullo primary to remain in madras catchment as I intend to send my son madras
28	I believe that Balmullo Primary School should be rezoned to the Madras cluster as it is geographically closer than Cupar and much of the work done in the school is as part of the community with links to the other feeder primaries, the military base at Leuchars and sports clubs in the area. My eldest is at Madras and is thriving and I would like my daughter to be at the same school benefiting from the same opportunities.

29	Balmullo primary should be included in the rezoning of madras. Madras is nearer to balmullo, Balmullo is surrounded by areas included in the Madras catchment area. Balmullo comes under a St. Andrews postcode.
30	Currently Balmullo primary is closer to Madras and my child in P1 plays sports in St Andrews and would like to continue playing for Madras.
31	I want my children to attend Madras due to location, work, childcare support from family based in St Andrews. I understand that it will be difficult for them to get in as a result of the rezoning and they may be turned away. It makes no sense that pupils who live further away from St Andrews and closer to Bellbaxter have priority over pupils in Balmullo. These reasons are historical and political, not logical or justified for present circumstances.
32	My children attend Balmullo primary school and will be attending madras college in St Andrews. The catchment areas are extremely outdated and need a complete review. Furthermore, a KY16 postcode has every right to attend the school in which has the same postcode.
33	I don't see the point or understanding of the change, if it ain't broken there for it's not needing fixed

3.2 Comments made under 3(b) of the Consultation Response Form – Are there any further comments on the proposal you would like to make?

1	I seriously think Balmullo Primary should now be in the Madras cluster. To receive clarification on your figures regarding Balmullo children attending Bell Baxter and Madras College over the last 4 years. What period of time have you taken the figures stated.
2	Change balmullo catchment to madras .also would like to know what the data for 49children to bell Baxter and 50 to madras what time frame that was over as last year over 90% requested placement in madras. We live in Balmullo and want our children to go to madras as it's closer but this option was discounted because apparently this will cost fife council more ...why??the school is closer to us and there is already a service bus the children go on for free.all the local primary schools we interact with go to madras.
3	Keep as is. Concern for my son not being with peers as we have set up for him to go to St.Andrews groups etc at this stage already planning for where he will be at secondary. Changes to the boundary and schools in Tayhead Tayport/Newport and Wormit is really had as all children are struggling to be in their community already..so attended Madras is a reasurance fir them all in later life we are working towards.
4	Balmullo has a KY16 post code, mist of our children attend extra curricular activities in St Andrews. All surrounding areas are within the madras catchment area. Madras College is closer to Balmullo. The numbers quoted do not aShow a true reflection of what is actually happening in recent years.
5	Balmullo rezoned to madras
6	Include Balmullo Primary School in the rezone of catchment area from BBHS to MC. Madras College is now parents/ carers preferred choice of high school. MC's new location and proximity makes it very accessible to Balmullo pupils.
7	Balmullo and Dairsie children (Bell Baxter cluster) already mix together, at the Fife council run after school club, beavers/cubs/scouts, AM soccer and various other groups.

8	It was my understanding that the design of Madras was such to allow expansion funded by developers of any new housing. Our eldest is at Madras and we would like our youngest to follow.
9	We would like Balmullo added to the Madras catchment area.
10	Currently have an older sibling at Madras. I wish my child to go to Madras.
11	Balmullo falls right in the middle of the Madras catchment so it makes sense for Balmullo children to have the opportunity to attend there. This is essential for them to maintain friendships and socialise as public transport is much more accessible to St Andrews and the Madras catchment than the Bell Baxter catchment.
12	Surrounding areas in the Madras catchment so better after school interaction
13	Allow Balmullo primary school children and families a choice to attend Madras. Such a sudden change will cause a chaos, after the pandemic it's another thing to cause instability in children's academic journeys.
14	I believe it makes the most sense to have Balmullo in the Madras catchment area
15	Current decision appears not to appreciate the fundamental options available in regard the geography of the schools. Why a local school to Madras (with a St Andrews postcode, 12 min drive) is overlooked, and a school positioned much further away (approx. 27 min drive) is even in consideration. And to further compound the frustration, Balmerino/Rathillet is a much shorter commute to Bell Baxter (average 12 min drive) Regardless of current catchment zones, to me it makes more sense to rezone Balmullo to Madras and Balmerino to Bell Baxter. The proposed restructuring affecting Balmullo pupils' ability to apply for future placement at Madras college
16	There would be many benefits of changing Balmullo primary catchment area to Madras. Many of the children have social ties with the St Andrew community as it is the closest town to us. The majority of children are choosing to attend Madras not only because of the new building but because of the poor reputation and failing of older siblings who are attending/ attended Bell Baxter. Balmullo is closer in distance and many parents work within st Andrews local area. If the aim is to merge 2 primaries to the same catchment school then it would make sense to send both to BBHS and change Balmullo to Madras and this would accommodate any capacity issues. I have one child currently at Madras and 2 children who attend Balmullo primary. I strongly believe that our catchment area should be rezoned to Madras over other considered primaries as Madras is the closest High School to us. My children have social ties within the local community of St Andrews.
17	I have not enjoyed my time at Bell Baxter and wanted to attend Madras for the social aspects. Due to my parents being unable to afford the cost of paying bus travel to Madras my wellbeing has been compromised. St Andrews is the closest town to my family and it is where my parents work. I feel my postal address being registered as a st Andrews area I should be attending the High School which is closest to me. I wish for Balmullo to be included in rezoning proposals
18	I would like my travel to school to be one that does not cause me anxiety due to how the bus company treats me because I am not a catchment pupil. I enjoy Madras and did not want to attend BBHS after the treatment my brother faced. I have all my friends at Madras and within the St Andrews community which is important for my wellbeing. I attended Madras and wish for my travel to be valid for me to attend school without the anxiety of being asked to get off the bus if the catchment school fill up the bus.

19	A huge part of adolescence is developing and cultivating friendships. Currently Balmullo primary school builds links with the Madras feeder primaries and with other parts of the local community such as the military base. I think there will be a huge impact on the mental health of our children and young people if they feel geographically isolated from new friends (think how far the Bell Baxter catchment extends to). Many children are already involved in sport within this community or have siblings at Madras. The idea that there will be a big split in the village with older siblings at madras and younger siblings at Bell Baxter is upsetting and something many families will find hard to cope with.
20	Balmullo primary should be included in the catchment for Madras as it is closer.
21	Madras is 6.2 miles away (13 mins) and Bellbaxter is 6.7 miles away (15 mins). Balmullo is classed as St Andrews and Balmullo addresses are under St Andrews, Fife. Therefore the idea of children being turned away who live in Balmullo is illogical. That there is no bus service and current Balmullo Madras pupils have difficulty with transport is also unfair and it will remain that way if the catchment is not changed to accommodate Balmullo children. The majority of parents at Balmullo primary school intend to send their children to Madras (based on a poll done by parent Council) and many are concerned about the situation.
22	I want my children to go to Madras, not Bell Baxter, and need bus support for that to happen.
23	I suggest all areas need looked at and resined correctly. It is completely outdated on the map. Such as kingsbarns, Crail etc are resined to Waid academy. Ky15 postcodes should be attending the school that comes under ky15 which is bellbaxter. Taking Balmullo out of madras college catchment area is most definitely not an option when we share the same postcode as St Andrews.
24	We live in the balmerino catchment but children attend Balmullo primary. We are more likely to send them to Madras due to work and their friends preferences for high school. However currently it would be hard to get them there due to kilmany being in the bell Baxter catchment so there is only a bus to Cupar. If the catchments were rezoned it would make it much easier for the children to attend our preferred school.
25	My child attends Balmullo Primary School. I would like for her to attend Madras College for her secondary school years
26	I would like my child to attend madras college
27	I have a child attending Madras out of Cachment and one attending Balmullo primary (in Bell Baxter catchment)
28	I strongly believe Balmullo should be included in the rezoning proposal based on distance to Madras being shorter and Balmullo coming under a St Andrews postcode
29	I don't understand why this needs to change

Appendix D – Pupil Consultation Feedback

Pupil consultation sessions were set up in Bell Baxter High School and Madras College for pupils within S1-S6 year groups to take part. In addition, a session was also held with 2 groups from Balmerino Primary School for pupils within P4-P7 groups. These meetings took place on Tuesday 8 November and Thursday 10 November, to discuss with pupils the proposed plans to rezone the catchment area.

The Quality Improvement Officer or Team Manager outlined the proposal and what that would mean for the catchment areas of Bell Baxter High School and Madras College and the reason for the visit. A number of questions, listed below, were posed to pupils to allow officers to gather information and feedback. A series of pictures were shown to the primary pupils to ensure they understood the process and what a consultation would mean for them. A display board showing maps was also used to ensure all the pupils understand the catchment area and what the catchment area would look like should the proposal was approved.

As part of the Statutory Consultation, we want to come out and speak to pupils about the proposals that we are consulting on. The views of our pupils are really important to us. Officers also advised the pupils that Education Scotland may come out to see the schools and will speak to a number of pupils, the Headteacher and parents. Officers explained to the pupils that their comments would be recorded, form part of a report, and a decision will be made in future by our elected members, with an explanation given on the role of an elected member.

Primary - Balmerino

- Set the scene – What is a consultation? What is a catchment area for Primary and Secondary?
- Are you aware of a consultation proposal to look at allocating all children attending Balmerino PS to Madras HS?
- Has this been discussed at home or in school?
- Are pupils aware of what that may mean for them?
- Any other comments or worries?

Secondary Ball Baxter / Madras

Gather views and feelings about:

- Are you aware of a consultation proposal to look at changing the Secondary catchment area for some pupils who may have attend your school in future?
- Has this been discussed at home or in school?
- Do you think this change (<10 pupils) will make any difference to your time in school / educational experience?
- Will this have any impact on your school?
- What do they think of new pupils joining / new pupils not joining the school?
- Would they have any concerns for more or less pupils?
- Is it more equitable for all young people in Fife to have an entitlement to only one catchment secondary school?
- Do you have any other comments you would like us to note in relation to the consultation proposal?

Bell Baxter High School – Tuesday 1 November 2022

The first group consisted of 8 pupils from S1-S3 pupil. None of the pupils had heard about the consultation nor had it been discussed at home or in school.

The pupils highlighted that it is a benefit for all pupils for a P7 year group to attend the same secondary school, as if only a small number attend Bell Baxter they might not know many pupils. A larger P7 group are likely to make more friends at high school.

All pupils agreed that if all pupils attended the same primary school as shown on the maps, they should all have the same secondary school catchment.

All of the pupils felt that it would not make a difference to them or the size of the school roll if the former Rathillet PS area was rezoned to Madras College as there were fewer than 10 pupils affected by the proposal. The benefit to the pupils is they would all transition to the same school.

The second group consisted of 2 pupils from S4-S6. None of the pupils had heard about the consultation nor had it been discussed at home or in school.

This group also felt that it would be better for P7 pupils to transfer to one secondary school as it is a big change with friendship groups and having some existing friendship groups will help. It should also help with the transport arrangements, transporting all pupils from the same area.

One of the pupils identified the challenge if a parent still wanted to send their child to Bell Baxter High School and the Quality Improvement Officer advised they could still do this through a placing request application.

As there are less than 10 pupils affected, the group felt that this would have little impact on the school roll at Bell Baxter High School as the numbers were very small and Bell Baxter High School was a large school.

The pupils asked if pupils already within Bell Baxter High School would be expected to move and it was outlined to the group that this would not be the case. Any existing pupil would not be expected to move.

Madras College – Tuesday 1 November 2022

There were 7 pupils who attended the pupil consultation meeting from S1-S6 year groups. Only 2 of the 7 pupils had heard about the consultation through discussion at home with parents.

The pupils commented on the benefits of all P7s pupils from a school moving to one high school as it is not as hard to socialise with new pupils if you know pupils from your primary school. If only half the class chose to go to the same high school, pupils felt that P7s would only know a small number of pupils.

Pupils felt that the bus transport could be an issue and would there be space on the bus for the additional pupils. It was explained to the pupils that the council must provide bus transport for catchment pupils who are entitled to travel.

All of the pupils felt that it would make no difference to the overall number of pupils at Madras College if the former Rathillet PS area was rezoned to Madras. It should not impact on the experience for the other learners in the school.

The pupils asked what the current position was in relation to pupils from the former Rathillet Primary School catchment area and it was explained to them that they were given a choice at P7, to either attend Bell Baxter High School or Madras College with their P7 peers.

There was concern if a sibling is already attending Bell Baxter High School and it was outlined that parents could still choose to make a placing request application to attend Bell Baxter High School.

Balmerino Primary School – Thursday 10 November 2022

Two groups of pupils were involved in the pupil consultation. The first group consisted of 8 pupils from P4 and P5 stages.

None of the pupils were aware of the consultation as it had not been discussed at home or in school.

All of the pupils within this group felt that it was important that all pupils moved to the same secondary school. The pupils have the same group of friends so it will be easier for them to transfer to the same school. The pupils also felt that if they go as a group, it will make it easier for them also to make new friends.

Five of the 8 pupils had older siblings in the school and all these pupils felt it was important to attend the same school as their older siblings. Having an older sibling at the same school ensures there is support should they need it.

The pupils felt it would not make a difference to the school numbers at Madras if the small number of pupils from the former Rathillet PS catchment area attended Madras, as almost all pupils already go there. The pupils understood they had a choice at P7 and that this would no longer be available if the proposal was approved. The pupils understood that the pupils would be staggered when they started. For example, P1 would not go at the same time as P4.

The pupils feel that it is better for all pupils to get one choice of secondary school not some pupils with 2 choices.

The only issue that has been raised is if a pupil decided to go to Bell Baxter High School and their friends attend Madras College they may be sad to be separated from friends.

The method of travel to school was split between pupils with 4 pupils walking and 4 pupils travelling by car each day.

The second group at Balmerino Primary School included 8 pupils from P6 and P7. Three of the 8 pupils had heard about the proposal.

All of the pupils felt that all of the P7 should transfer to the same secondary school. They felt that it may cause stress if pupils want to go to another school and their friends wish to do the same.

The pupils also felt that the same rules should apply to all pupils in that they can only transfer to one secondary school.

A few of the pupils had older siblings in Madras and felt it was important to attend the same school.

The pupils felt that the small numbers of pupils would not make a difference to the numbers of pupils at Madras College.

All of the pupils agreed that the catchment area should change.

The travel to school was split between pupils with 6 pupils travelling by car/bus/taxi and 2 pupils walk to school each day.

Summary

It is clear from discussion with the pupils at Balmerino Primary School and the pupils from the two secondary schools that all pupils feel it is important that a cohort of Primary 7 pupils from a primary school should attend the same secondary school. All pupils felt that the small number of pupils from this area would not make any difference to the numbers attending Madras College.

**Appendix E - Other Written Representations Including
Requests for Information (whether Freedom
of Information or otherwise)**

There were no other written representations received.

Appendix F - Record of Public Meetings

As detailed in the Notice of Consultation, the proposal document and as advertised by other means, 2 public meetings were arranged and 4 drop-in sessions at different times of the day, in Balmerino Primary School, Bell Baxter High School and Madras College to provide flexibility for parents/carers and other stakeholders. There were fewer than 5 people who attended the meeting at Madras College and fewer than 20 attendees at the meeting held at Bell Baxter High School.

Although drop-in sessions were promoted in the Notice of Consultation and advertising as well as through schools, there was no uptake by parents/carers or interested parties at these events.

FIFE COUNCIL – EDUCATION AND CHILDREN’S SERVICES DIRECTORATE Public Consultation Meeting held at Madras College Monday, 31 October 2022 at 6.00 pm

Attendees:

Shelagh McLean, Head of Education & Children's (SMcL)

Avril Graham, Team Manager (AG)

Lyn Meeks, Quality Improvement Officer (LM)

Ken Currie, Headteacher

Kim Lawson, Note Taker

Carole Scott, Note Taker

3 people attended the meeting.

Shelagh McLean (SMcL) opened the meeting by introducing Fife Council representatives.

This was the first of two formal public meetings and informal drop-in sessions, scheduled in respect of the Schools Consultation Act (Scotland) (2010), following the decision by the Cabinet Committee of Fife Council which authorised the Education & Children’s Services Directorate, on 22 September 2022, to consult with parents and pupils on the proposal to rezone the catchment areas of Bell Baxter High School and Madras College.

The statutory consultation period is from Wednesday 5 October 2022 to Thursday 1 December 2022.

Questions were requested at the end of the presentation and any questions that arose after the meeting could be sent in as outlined in the proposal paper. A summary of these questions would form part of the final report.

SMcL delivered a PowerPoint presentation on the proposal, highlighting the educational benefits of the proposal, along with a site map.

Question	Parent Where did the figures come from regarding how many children moved to Bell Baxter/Madras? For the last three years numbers have been top-heavy for Madras. Last year only one child went to Bell Baxter and twelve chose Madras, 2020 – nine to Madras and six to Bell Baxter and 2019 – fourteen to Madras and four to Bell Baxter.
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Response	SMcL The figures are taken from matching catchment primary to catchment secondary. AG added that numbers are taken from the 2021 census, as the 2022 census is not yet available. We match pupils from postcode addresses to their catchment area schools.
Question	Parent Why was Balmullo Primary School dropped from the proposal?
Response	SMcL It was felt that the proposal would allow both schools, Madras and Bell Baxter, to realise educational benefits for all pupils, however, the purpose of the consultation is for us to gather opinions. We will certainly take all responses into consideration and would encourage you to complete a response form. All comments, both from the response forms and all public meetings, will be included in the report.
Question	Parent The children regularly take part in activities such as football, clubs etc. within St. Andrews and not Cupar, so already have connections and friends within the Madras area. We are closer to St Andrews and Madras compared with Cupar and Bell Baxter. The main services we use are based in St Andrews, including the post office.
Response	SMcL I would again encourage you to feed this back within the response forms and we will take care to consider and respond to your concerns formally.
Question	Parent Are postcodes not taken into consideration, as we all have a St Andrews postcode, not Cupar?
Response	SMcL Postcodes are not considered, the catchment boundary lines dictate the homes involved.
Question	Parent We are here to represent a lot of the Balmullo parents and are on the Parent Council. We are aware it is getting tight in Madras without adding extra pupils (until the extension is built) but are now nervous that placing requests will not be accepted for Madras.
Response	SMcL We don't want to get to the stage where we can't accommodate placing requests. We appreciate the importance of placing requests. We hope that the proposal will allow placing requests to be accepted at both Bell Baxter and Madras, however, I understand that you would want to be in the secondary catchment of your choice.
Question	Parent There is already a bus which goes through Balmullo – the MD12 to Leuchars, so we have been told in the past that transport costs are also taken into consideration so this would not need additional transport. Also, if pupils can use the Under 22 pass, is this cost not reduced?
Response	SMcL Education is still required to provide school transport for those catchment pupils who meet the distance criteria. The main purpose of the Under 22 pass is that it can be used outside home to school transport. AG added that some transportation may be provided by taxi, or by taxis taking children living on e.g. farms to/from the school bus. SMcL added that all catchment pupils will be transported regardless of school.
Statement	SMcL requested that the representatives of the parents of Balmullo encourage parents to share their feedback via the response form online or at the end of the proposal document, and to take up the opportunity to attend the next drop in and public meeting at Bell Baxter High School. It's important to include the feelings of the families, children and young people, so that we can reflect on what we need to do.

Response	Parent Thanked SMcL and stated they understood there had to be a cut off at some point but felt that as they understood that 90% of Balmullo pupils predominately attend Madras, this should be taken into consideration. They believe that Balmullo should be in the Madras catchment based on the geographical location and that Balmerino should be potentially moved to the Bell Baxter catchment.
Question	Parent Do Education look at figures of numbers going from Balmullo to Bell Baxter and Madras over the last three years?
Response	SMcL We will review this and provide feedback

Shelagh McLean concluded the meeting by thanking people for their attendance and their comments. Meeting closed at 7.00 pm.

FIFE COUNCIL – EDUCATION AND CHILDREN’S SERVICES DIRECTORATE
Public Consultation Meeting held at Bell Baxter High School
Thursday, 10 November 2022 at 6.00 pm

Attendees:

Shelagh McLean, Head of Education & Children's (SMcL)
 Avril Graham, Team Manager (AG)
 Lynne Cademy-Taylor, Team Manager (LCT)

Sheila Hastie, Note Taker

Approximately 11 people attended the meeting.

Shelagh McLean (SMcL) opened the meeting by introducing Fife Council representatives.

This was the second of two formal public meetings and informal drop-in sessions scheduled in respect of the Schools Consultation Act (Scotland) (2010), following the decision by the Cabinet Committee of Fife Council who authorised the Education & Children’s Services Directorate, on 22 September 2022, to consult with parents and pupils on the proposal to rezone the catchment areas of Bell Baxter High School and Madras College.

The statutory consultation period is from Wednesday 5 October 2022 to Thursday 1 December 2022.

Questions were requested at the end of the presentation and any questions that arose after the meeting could be sent in as outlined in the proposal paper. A summary of these questions would form part of the final report.

SMcL delivered a PowerPoint presentation on the proposal, highlighting the educational benefits of the proposal, along with a site map.

Question	Parent: Imagine a slice of pizza and eating it from the outside in, why would you choose to include it in the Madras catchment area as it’s further away?
Response	SMcL: Balmerino is already in the catchment area.
Question	Parent: Why not do this in a more logical way. Rathillet addresses going to Madras adds and extra 80 miles per week. 80 miles per week over 38

	weeks, that's an increase in travel that's not required. You need to look at a more logical way that fits in with Fife's carbon footprint.
Response	SMcL: We're required to address this anomaly and we need to identify what would be the Educational Benefits. We did look at all the options available to us. This is a well-established catchment area for Balmerino. What's important in terms of educational benefit is that all the pupils go to the same secondary area. The Educational Benefits are important and what we would move forward with, but it's felt important the pupils in the catchment area for Balmerino PS can all go to the same secondary school.
Question	Parent: Why did you decide to move Bell Baxter from that area?
Response	SMcL: We looked at all the options.
Question	Parent: Balmerino had to go to Madras.
Response	SMcL: Most pupils from the former Rathillet area are choosing to attend Madras, as they are currently allowed to choose.
Question	Parent: We had to go, there was no choice.
Response	SMcL: We'll get feedback from all parents. It's important we hear all views. It would be a significant catchment change to move Balmerino to Bell Baxter. There are a small number of pupils from Rathillet and we can accommodate the pupils from Balmerino at Madras.
Question	Parent: I personally feel all this applies to Balmullo. There's a huge link between Balmullo and Madras for rugby. My child wants to continue playing rugby for Madras.
Question	Parent: We are also surrounded by Madras catchment schools.
Response	SMcL: That would be a different proposal. We considered this and that would require a proposal to change a whole catchment area. This proposal is addressing the anomaly and it doesn't stop us consulting further in the future. We have a duty to address the anomaly and need to accommodate those zoned to a particular school. There are a few young people in the Rathillet catchment area who are affected by this proposal but we cannot continue with the current enrolment arrangements.
Question	Parent: Do you know why parents from Rathillet moved to Balmerino?
Response	SMcL: They wanted their young people to go to Madras with those at the primary school.
Question	Parent: Rathillet address pupils, can they make a request to go to Madras?
Response	SMcL: They've been given the option to go there as a catchment pupil.
Question	Parent: I don't understand why there's this huge consultation for a small number of pupils?
Response	SMcL: It's to do with the anomaly as currently it's not in line with our Admissions Policy.
Question	Parent: Is this an option for Balmullo as well?
Response	SMcL: A parent can make a placing request to any school.
Question	Parent: I think as the stats go, there were 2 in my class went to Madras – now it's 2 to Bell Baxter and 15 to Madras. Fife Council have allowed that to happen and the numbers have drastically changed. Why is Bell Baxter not looking to see why they're losing pupils?
Response	SMcL: That's quite a different question. Legislation requires us to have catchments identified clearly with both primary, secondary, non-denominational and denominational schools. Particularly at P1 and S1 parents have a choice. In addition, the legislation says a parent can choose to make a placing request to any school they choose and we are required

	to accommodate this if we have space. Trends change over time and we are looking at this now to see how we can address the anomaly.
Question	Parent: If Rathillet is in the middle, in the current situation, Rathillet can choose either secondary?
Response	SMcL: Yes, but we can't allow that to continue.
Question	Parent: How many P7s are there in the Balmerino catchment?
Response	Parent: There are probably 60, there's two classes.
Response	AG: There are less than 10 from Rathillet.
Question	Parent: So not as big an upheaval for Balmerino to move here (Bell Baxter HS)?
Response	SMcL: That would be a full secondary catchment change for all the pupils at Balmerino PS. That is not the proposal being considered here.
Question	Parent: How much work happened pre September 2022?
Response	SMcL: We were aware of this issue and a draft consultation paper was considered at the end of last year when we received the pupil census information. In January we looked at information across Fife which showed us where pupils were going and identified any areas we may need to address in the future. It was felt there was a need to address this issue, the anomaly in Rathillet, and look at the buildings and what we would plan to do going forward. In May /June there was a draft proposal prepared. The local Government Elections were happening and there was a new administration. The first Committee of the Council was in September 2022 and they said that, yes, we could consult. No decision has been made.
Question	Parent: It feels like a decision has been made and that you're just ticking boxes and that Rathillet and Balmerino will be at Madras. How do we get Balmullo to be considered in a new consultation?
Response	SMcL: We'll report the feedback as part of the consultation report and this may mean going out to engage with communities. Sometimes we engage before a proposal and we have the option to go back out to discuss with communities. We need to make sure there is enough space in Madras. It's been built to meet the current needs and if the catchment changes significantly we will need to extend the building. The foundations for extension are built into the design of the building. If the roll goes higher than the current capacity, we need to get an understanding of the capacity required. At the moment, if all of Balmullo was zoned there, there wouldn't be enough space.
Question	Parent: Why does the catchment go to Crail, it seems more logical to go to Waid. Why do that when Madras is so far down the coast?
Response	SMcL: That's historical. We reflect on that every year and if the community make comments we listen to those. The Admissions Policy from 2013 sets out the catchments for a number of years.
Question	Parent: When you reflected this year, did you consider the 12 from Rathillet?
Response	Parent: When they are in December 2022, they look at January 2023, they are working on 2021 figures. When looking at a whole year group from 2018 to current, it's heavier to Madras than Bell Baxter.
Response	SMcL: Those trends do change, that's as it stands at the moment.
Comment	Parent: At Rathillet there's not a large number of pupils, there's 60 at Balmerino, Balmullo would be double. With the pupils from Rathillet as part of Madras, what would the situation be with Balmullo? Would it be a 50/50 split, or would everyone be rejected?

Response	SMcL: We would apply the Admissions Policy. If we had more placing requests than spaces in Madras we'd apply the Admissions Policy.
Question	Parent: What's the criteria for that?
Response	SMcL/AG: 1. ASN 2. Siblings in Madras 3. Attends an associated Primary School 4. When your address is closer to the catchment school 5. Childcare
Question	Parent: If the address was in Balmullo you'd go to Tayport?
Response	AG: They'd attend the associated Primary School.
Question	Parent: If there were siblings already there, you'd get more points?
Response	SMcL/AG: Yes.
Question	Parent: Is there a reason why 2 schools, 9 miles apart have completely different resources for ASN? Why does Madras have better ASN?
Response	SMcL: It doesn't. Both have Supported Learners Services (previously DAS).
Question	Parent: As a parent, I can identify that Madras does have a far better delivery of ASN. Why is the Service delivery not the same?
Response	SMcL: Schools do operate differently, to meet the needs of their pupils and their context. Resources are devolved to schools and they make the decision about how they operate

Shelagh McLean (SMcL) concluded the meeting by thanking people for their attendance and their comments. Meeting closed at 7.10 pm.

Appendix G – Equality Impact Assessment

Part 1: Background and information

Title of proposal	Proposal to rezone the secondary catchment areas of Bell Baxter High School and Madras College
Brief description of proposal (including intended outcomes & purpose)	<p>This is a new proposal to rezone the secondary catchment areas of Bell Baxter High School and Madras College.</p> <p>Rathillet Primary School closed in April 2014 following approval of the consultation report which enabled the rezoning of the catchment area of Rathillet Primary School to Balmerino Primary School. There have been no pupils enrolled in Rathillet since academic session 2009/2010.</p> <p>Pupils who were living in the former Rathillet Primary School catchment area were zoned to Bell Baxter High School for secondary education. Pupils living in the Balmerino Primary School catchment area are currently zoned to Madras College.</p> <p>Each year, the cohort of P7 pupils living in the Rathillet Primary School catchment area were afforded the opportunity to choose transfer to Bell Baxter High School, the catchment secondary school, or transfer to Madras College with the remaining peer group from Balmerino Primary School.</p> <p>The proposal has been consulted in accordance with the Schools (Consultation) (Scotland) Act 2010.</p> <p>If this proposal is approved by Committee on 9 March 2023, this will result in pupils living in the former Rathillet Primary School catchment area being zoned to Madras College.</p> <p>For pupils due to commence S1 in August 2023, any pupils attending Balmerino Primary School will still be given the opportunity to choose Bell Baxter High School or Madras College for this final year.</p> <p>The catchment area of both schools will be amended from 30 June 2023 and the new catchment areas will be implemented for any pupils who move into this area, after that date.</p> <p>Due to the small number of pupils, it is not expected to impact on pupils, staff or the school rolls.</p>
Lead Directorate / Service / Partnership	Shelagh McLean, Head of Service (Early Years and Directorate Support)
EqlA lead person	Avril Graham, Team Leader (Systems and Infrastructure) Education & Children's Services
EqlA contributors	All relevant consultees, as defined by the Schools (Consultation) (Scotland) Act 2010, were invited to participate in the formal consultation process. The Equality Impact

	Assessment was contributed to by a range of staff within Fife Council.
Date of EqIA	9 February 2023

How does the proposal meet one or more of the general duties under the Equality Act 2010? (Consider proportionality and relevance on p.12 and see p.13 for more information on what the general duties mean). If the decision is of a strategic nature, how does the proposal address socio-economic disadvantage or inequalities of outcome?)

General duties	Please Explain
Eliminating discrimination, harassment and victimisation	
Advancing equality of opportunity	Both schools have sufficient accommodation to allow young people to socialise in a variety of areas both inside and out and this will include accessible areas to include any young people with additional support needs. All of the addresses located within the former Rathillet Primary School catchment area are greater than 2 miles from both Bell Baxter High School and Madras College. It is not expected that the journey to and from either school will have a negative impact.
Fostering good relations	There will be opportunities to build on the existing friendships already made with pupils from Balmerino Primary School who attend Madras College.
Socio-economic disadvantage	Whilst we recognise the journey to school may be further extended for some pupils, across all socio-economic groups, we would continue to promote a healthy lifestyle which includes exercise and activity both within and outwith school, promoting active travel would contribute to this healthy lifestyle choice.
Inequalities of outcome	The Education Service are confident that the facilities and resources on offer within Madras College continue to provide a wide range of curriculum opportunities, extra-curricular activities and inclusive approaches supporting a focus on improved outcomes for all of the young people. This includes an enhanced learning provision for young people with a range of additional support needs.

Having considered the general duties above, if there is likely to be no impact on any of the equality groups, parts 2 and 3 of the impact assessment may not need to be completed. Please provide an explanation (based on evidence) if this is the case.

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Part 2: Evidence and Impact Assessment

Explain what the positive and / or negative impact of the policy change is on any of the protected characteristics

Protected characteristic	Positive impact	Negative impact	No impact
Disabled people	Madras College is classed as a category A for accessibility ensuring all children will benefit from a learning environment which can support their individual needs		
Sexual orientation			No impact
Women			No impact
Men			No impact
Transgendered people			No impact
Race (includes gypsy travellers)			No impact
Age (including older people aged 60+)			No impact
Children and young people	Pupils will have clarity of their catchment secondary school and will transfer with their known P7 cohort.		
Religion or belief			No impact
Pregnancy & maternity			No impact
Marriage & civil partnership			No impact

Please also consider the impact of the policy change in relation to:

	Positive impact	Negative impact	No impact
Looked after children and care leavers			No impact
Privacy (e.g. information security & data protection)			No impact
Economy			No impact

- Please record the evidence used to support the impact assessment. This could include officer knowledge and experience, research, customer surveys, service user engagement.
- Any evidence gaps can also be highlighted below.

Evidence used	Source of evidence
1. Knowledge of existing school provision/practice	Officer discussion/consultation
2. Knowledge of facilities and accommodation	School layout plans
3. Feedback received from relevant parties during the statutory consultation process	Consultation Response Forms, public meetings and pupil consultation, report from HMI Education Scotland

Evidence gaps	Planned action to address evidence gaps

Part 3: Recommendations and Sign Off

(Recommendations should be based on evidence available at the time and aim to mitigate negative impacts or enhance positive impacts on any or all of the protected characteristics).

Recommendation	Lead person	Timescale
1.Ensure all young people have an appropriate transition to secondary school	Headteacher	April 2023 onwards

Sign off

(By signing off the EqIA, you are agreeing that the EqIA represents a thorough and proportionate analysis of the policy based on evidence listed above and there is no indication of unlawful practice and the recommendations are proportionate.

Date completed: 9 February 2023	Date sent to Community Investment Team: Enquiry.equalities@fife.gov.uk
Senior Officer: Avril Graham	Designation: Team Manager (Systems and Infrastructure)

FOR COMMUNITY INVESTMENT TEAM ONLY

EqIA Ref No.	
Date checked and initials	

FIFE COUNCIL – EDUCATION & CHILDREN'S SERVICES

**CONSULTATION REPORT ON THE
PROPOSAL TO REZONE THE PRIMARY
CATCHMENT AREAS OF CARNEGIE
PRIMARY SCHOOL AND TOUCH
PRIMARY SCHOOL**

Contents

- 1.0 Background to the Proposal
- 2.0 Summary of the Proposal
- 3.0 The Consultation Process
- 4.0 Total Number of and Summary of Written Representations Received
- 5.0 Summary of Oral Representations
- 6.0 Pupil Consultation
- 7.0 Fife Council's Response to the Written and Oral representations made and to the Pupil Consultation
- 8.0 Report from Education Scotland
- 9.0 Statement of Fife Council's Response to the Reports from Education Scotland
- 10.0 Inaccuracies, Omissions and Additional Information
- 11.0 Review of the Proposal by Fife Council

Appendices

- A) The Proposal Document
- B) Notice of Correction of Inaccuracies
- C) Responses to the Consultation Response Form
- D) Comments returned on the Consultation Response Form
- E) Pupil Consultation
- F) Other Written Representations, Including Requests for Information (whether Freedom of Information or Otherwise)
- G) Record of Public Meetings
- H) Walked Routes to School Assessments
- I) Equality Impact Assessment

1.0 Background to the Proposal

- 1.1 The Education Service undertakes regular reviews of the school estate. Included within these reviews are assessments of changes within the school rolls, to ensure that the number of pupil places required are available within each of our existing schools. To review all information, the Education Service must take account of any changing demographic patterns leading to falling and rising school rolls in different parts of Fife; planned housing development and other factors which might impact on the need for school places.
- 1.2 Dunfermline has seen a significant increase in house building as a result of the expansion to the east of the city, which commenced around 1996. In addition to this, housing construction is underway now within the city centre, in the north west of the city (at the Wellwood area) and new strategic development sites in Halbeath and Broomhall are also planned in due course.
- 1.3 As a result, the pupil roll of Carnegie Primary School has continually increased since the building was opened in August 2011.
- 1.4 The development of housing on the former Shepherd Offshore site resulted in an initial 200 units, with a further 200 expected, leading to the completion of a 4-class extension at Carnegie Primary School.
- 1.5 The pupil roll for Carnegie Primary School was 651 pupils at Census 2021. The maximum capacity of Carnegie Primary School is 651 pupils, if pupils are equally dispersed across each primary age and stage. The current pupil roll is 642 pupils.
- 1.6 As outlined in the proposal paper, the information from the census 2021 highlighted that there were 784 primary age pupils living in the Carnegie Primary School catchment area. If all had chosen Carnegie Primary School, it would have been oversubscribed by 133 pupils. From the information within the census 2022 data, there are 764 pupils living within the catchment area. If all wished to attend Carnegie Primary School, the school would be oversubscribed by 113 pupils.
- 1.7 This is prior to the impact of the further house building planned within the current catchment area.

2.0 Summary of the Proposal

- 2.1 The statutory consultation process was undertaken in respect of the following proposal, to:
 - rezone the catchment area of Carnegie Primary School, from 30 June 2023
 - rezone the catchment area of Touch Primary School, from 30 June 2023
- 2.2 A copy of the full consultation proposal is contained in Appendix A.

3.0 The Consultation Process

- 3.1 The consultation process was undertaken in terms of the Schools (Consultation) (Scotland) Act 2010. A proposal paper was published which included an educational benefits statement. The relevant consultees included: the

parents/carers of pupils attending the following primary schools; parents of pupils expected to attend these schools within 2 years; pupils of these schools and staff members; the parent council of any affected school; trade union representatives; Community Councils and Community Planning Partnerships. Although not a statutory consultee, the constituency MP, MSPs and elected members were also advised of the consultation:

- Carnegie Primary School
- Touch Primary School

3.2 The relevant consultees were notified of the proposal by letter on Tuesday 4 October 2022 and by advertisement in the local newspapers, week commencing 3 October 2022. The statutory period of consultation included the minimum requirement of 30 school days and was to run from Wednesday 5 October 2022 until close of business on Thursday 1 December 2022.

3.3 Following the issue of the statutory Notice of Consultation on Tuesday 4 October 2022 and publication of the proposal, the Education Service identified inaccuracies within the titles of the maps contained in Appendix 9 and Appendix 10 of the proposal document. The inaccuracies were:

Page 34/35 - Appendix 9 and Appendix 10 of the Proposal Document

The maps on page 34 were identified as detailing one mile walking routes from various points from Touch Primary School. This was incorrect. The maps on page 34 showed one mile walking routes from Carnegie Primary School. The maps on page 35 were identified as detailing one mile walking routes from various points from Carnegie Primary School. This was incorrect. The maps on page 34 showed one mile walking routes from Touch Primary School.

3.4 The Education Authority determined that these inaccuracies did not relate to material considerations relevant to the Council's decision as to implementation of the proposal. These determinations were made in accordance with Section 5 of the Act. Considering that, the Education Authority decided to proceed in accordance with Section 5 (1) (b) of the Act: to issue a Notice of Correction of Inaccuracies (included in Appendix B) to Education Scotland and all statutory consultees advising of the inaccuracies and correcting them. A Notice of Corrections and Inaccuracies was issued to all stakeholders on Wednesday 2 November 2022, which included in the letter the maps titled correctly.

3.5 The above actions were taken early in the statutory consultation period to ensure parents/carers and interested parties were aware of the errors and the steps implemented by the Education Authority.

3.6 During the consultation period, there was a one-day strike whereby all schools in Fife were closed to pupils, on Thursday 26 November 2022. Although the consultation period amounted to 31 school days, all comments received by parents/carers on Friday 2nd December 2022 have been included in this report.

3.7 Section 7 of the 2010 Act requires, as part of statutory consultations on school organisation matters e.g. closures, establishments of new schools, changes to admission arrangements and catchment areas, that education authorities hold a

public meeting.

- 3.8 The Education Service held two public meetings, one in each of the primary schools, to allow parents/carers and interested parties an opportunity to attend and hear more about the proposal. The public meetings were held on:
- Wednesday 26 October 2022 at 6-7.00 pm at Carnegie Primary School
 - Tuesday 1 November 2022 at 6-7.00 pm at Touch Primary School.
- 3.9 The Education Service was also able to offer a number of drop-in sessions which were advertised in the local newspapers, shared through school bag mail and within the proposal document and posters displayed in each of the primary schools. At these drop-in sessions there were a number of officers available to discuss the content of the proposal document within an informal setting. The dates of these meetings were:
- Carnegie Primary School on Tuesday 25 October 2022 from 8.45-9.30 am
 - Carnegie Primary School on Wednesday 26 October 2022 from 5.00-6.00 pm
 - Carnegie Primary School on Tuesday 1 November 2022 from 2.30-3.30 pm
 - Touch Primary School on Tuesday 25 October 2022 from 2.30-3.30 pm
 - Touch Primary School on Wednesday 26 October 2022 from 8.45-9.30 am
 - Touch Primary School on Tuesday 1 November 2022 from 5.00-6.00 pm
- 3.10 Consultation with a number of P4-P7 pupils in both schools was undertaken in individual school settings on the following days:
- Carnegie Primary School on Tuesday 1 November 2022
 - Touch Primary School on Thursday 3 November 2022
- 3.11 These sessions were facilitated by a Quality Improvement Officer and Team Manager from Education Service for each of the sessions with pupils.
- 3.12 The proposal paper was sent to Education Scotland on Monday 17 October 2022. At the end of the statutory consultation period, Fife Council provided documents to Education Scotland, on Thursday 8 December 2022, including a summary of the written and oral representations received by Fife Council during the consultation, for the purpose of Education Scotland preparing a report on the proposal. The proposal document, Notice of Consultation, Notice of Correction of Inaccuracies, Blank Consultation Response Form and the PowerPoint presentation from the public meetings were also included in the documents issued to Education Scotland on Thursday 8 December 2022. Education Scotland provided a draft report to Fife Council on Tuesday 20 December 2022 and the final report on Thursday 22 December 2022.
- 3.13 Fife Council has reviewed the proposal having regard to the written and oral representations received, the Education Scotland report and all other responses received before preparing this Consultation Report. The report will be published in electronic and printed form. Notification of the publication of this Consultation Report will be given to all relevant consultees and the publication of this Consultation Report will be advertised. Opportunities will then be available for consultees and other interested parties to make representations to the elected members of Fife Council who will make the decision on whether to implement the

proposal or not. The Cabinet Committee on 9 March 2023 will consider the Consultation Report and be invited to make a decision on it. The decision of that committee may be subject to internal governance procedures before it becomes final and, if necessary, will be considered by the Full Council of Fife Council.

4.0 Total Number of and Summary of Written Representations Received

4.1 In total, 56 written representations were received. These comprised 42 completed Consultation Response Forms (some with detailed comments) and 14 other written representations, all received by email.

4.2 The Consultation Response Form was available online at [Rezone the catchment area of Carnegie Primary School and Touch Primary School | Fife Council](#), as well as in paper format at the 2 primary schools affected by the proposal and those addresses detailed on Page 2 of the proposal document. A copy is reprinted at Appendix 12 of Appendix A to this report. No paper copies were received.

4.3 The majority of respondents were not in favour of the proposal to rezone the catchment areas of Carnegie Primary School and Touch Primary School.

4.4 A summary of the online responses is given below, and a further breakdown is provided within Appendix C:

Summary of responses to online consultation	Number of respondents	No of Yes responses	%	No of No responses	%	No of Don't know responses	%
Parents/carers	38	2		34		2	
Pupils	0	0		0		0	
Staff	0	0		0		0	
Other interested parties	4	1		3		0	
Total	42	3	7%	37	88%	2	5%

- **8** Parent/Carers identified themselves in the Consultation Form as a Parent/Carer and a Pupil. For the purpose of recording their views, given the comments they shared, we have included their response as a Parent.
- **3** Parent/Carers identified themselves in the Consultation Form as a Parent/Carer, Member of Staff and a Pupil. For the purpose of recording their views, given the comments they shared, we have included their response as a Parent.
- **3** Parent/Carers identified themselves in the Consultation Form as a parent / carer, but their comments indicate they are a Grandparent of a Pupil attending Carnegie Primary School. For the purpose of recording their views we have included their responses as a Parent.
- **1** respondent did not identify which category their child comes into. However, their comments indicate they are a parent of a pre-school child. For the purpose of recording their views we have included their response as Other Interested Party.

4.5 Summary of comments from the Consultation Response Forms

4.5.1 Those who indicated they did not support the proposal were asked at Section 3(a) – If NO, what are your reasons? There were 36 responses to this by parent/carers, which are repeated in full in Appendix D.

4.5.2 All respondents were asked at Section 3(b) for any other comments on the proposal they would like to make. There were 28 responses to this, which are repeated in full in Appendix D.

4.5.3 The 42 responses from Parents/Carers and Interested Parties who completed the online Consultation Response Form, raised several issues. The issues raised within sections (3a) and (3b) of the Consultation Response Form are summarised as follows:

- Concern regarding younger siblings not being able to attend the same school as older siblings. A number of respondents suggested any children who already have older siblings at Carnegie Primary School should be guaranteed a place at their current catchment school.
- Concern over pick up times if siblings are in two different schools and additional expenditure for families who require to make additional childcare plans. Impact on childcare arrangements for parents/grandparents to potentially drop off and collect children from 2 different schools.
- A number of respondents suggested they bought their house in the Carnegie catchment area for the purpose of their child being able to attend Carnegie Primary School and they would be outwith the catchment of Carnegie should the proposal be approved.
- Concern over the safety of the walking route to Touch Primary School and the distance to Touch Primary School from the area to be rezoned.
- Concern amongst parents who would be out with the catchment area (based on this proposal) regarding being unable to secure a place at Carnegie Primary School through a placing request application.
- Parent's decision to defer their child's entry to primary school from August 2023 to August 2024.
- Perceived impact by parents of rezoning part of the eastern expansion to another part of Dunfermline.
- Concern for parents who feel that existing built houses, already in a catchment area, should not be rezoned to another school to allow new housing estates and the feeling that the Council are prioritising children who are not currently living in the area.

- Impact for nursery aged pupils who are attending Carnegie Nursery, who will no longer be able to attend Carnegie Primary School.
- Concern whether their child's education would be affected by attending a school in a less affluent area.
- Concern over loss of relationships with school staff which have been built up and may be impacted upon if younger sibling has to attend a different school.
- Concern over increased traffic around Kellock Avenue and increase in air pollution through additional car journeys.

4.5.4 As indicated at Para 4.1, 14 other written representations were received, which are included in Appendix F. The issues raised in these written representations are summarised as follows:

- Concern over existing pupils enrolled in the school and seeking clarification in relation to staying at their existing school for the remainder of their primary education.
- Seeking clarification if places would be honoured for future pupils who had older siblings already enrolled in Carnegie Primary School.
- Seeking clarification on how many nursery pupils are affected by the proposed change of catchment, for example, those who have started at a nursery and will no longer be able to attend the school associated with the nursery. Concern that a child has settled into nursery, made friends, but child would not be able to attend the same school, unless placing request is approved.
- Impact on younger siblings who are not expected to start school until 2024 or 2025 and the decision for parents who wish to defer their primary one application, which may result in the child no longer being in Carnegie catchment area and not guaranteed a place with older sibling.
- Feeling that the council are taking away the right to defer a primary one application if house is impacted by the rezoning proposal. Seeking assurance that the particular issue in relation to deferrals will be examined and consideration given to the suggestion by parents, that places should be guaranteed for pupils of this age category for their existing school catchment area, for those parents exercising their right to defer.
- Concern over busier road networks to Touch Primary School, which may lead to increased traffic around Touch Primary School. Impact on increased traffic, walk route and distance to Touch Primary School
- Concern that parents may have to use childcare facilities, as grandparents may not be able to collect from Touch Primary School
- Potential impact on friendship groups - both in nursery and in the community, and children may have friends who may not be in the same catchment area should the proposal go ahead.

- Feeling that new housing should not impact on families that have lived in the area of Carnegie for years.
- Pupils already enrolled in nursery should be given a guarantee of attending the catchment school currently associated with their address.
- Concern over impact on education for enrolled pupils where parents move them to the new catchment school from their current settled environment.

4.6 In terms of requests for additional information, some respondents asked for information on specific matters relevant to them. Where requests asked for more up to date or detailed information on matters contained within the consultation proposal document, these are responded to within this report. There were no requests received under the Freedom of Information (Scotland) Act 2002.

5.0 Summary of Oral Representations

5.1 There were fewer than 20 parents/carers or interested parties who attended the public meeting at Carnegie Primary School. No parents/carers or interested parties attended the public meeting at Touch Primary School. A record of each public meeting is contained in Appendix G. The key issues raised at the public meetings are summarised as follows:

5.2 Siblings

- 5.2.1 Parents would not be able to manage children at different schools at pick up times and the impact on the siblings being separated.
- 5.2.2 Negative impact on child changing school in the middle of their primary education, where the child is settled.
- 5.2.3 Proposal could mean siblings at 2 different schools – can you tell us how many siblings are affected.

5.3 Walk Routes

- 5.3.1 How will you ensure safeguarding is in place?
- 5.3.2 Concern regarding traffic in Kellock Avenue, which the Headteacher is already aware of.
- 5.3.3 Has a walk route assessment been completed to Touch Primary School?
- 5.3.4 There needs to be a School Crossing Patrol.

5.4 Woodmill High School

- 5.4.1 Is there sufficient capacity at Woodmill High School?

5.5. House Purchases Based on Catchment Areas

- 5.5.1 Property was purchased based on the catchment area – why does it have to change to accommodate new housing?

5.6 Deferrals

- 5.6.1 The council is taking away the option of deferring, as if I enrol in January 2024 the catchment will have changed.
- 5.6.2 I think there should be a different arrangement for families who are thinking of deferment, as these are the people who are most affected.

5.7 Nursery applications

- 5.7.1 When does the nursery application close, as I may want to move my child to the nursery that may become our catchment area?

5.8 School Roll Projections

- 5.8.1 Is it possible to provide roll projections to see how the projections stack up against capacity?
- 5.8.2 What will happen 5 years down the line?
- 5.8.3 Would any placing requests be able to be accepted?

5.9 New Primary Schools

- 5.9.1 It would be useful to know about the 3 new primary schools and would Carnegie Primary School catchment area be impacted upon.

5.10 Childcare

- 5.10.1 What plans would you put in place for parents trying to collect their children from 2 schools?

5.11 Alternatives

- 5.11.1 Can the new housing not be zoned to another school?

6.0 Pupil Consultation

- 6.1 The pupil consultation was carried out in accordance with Education Scotland best practice and in accordance with 'Participants, Not Pawns - Guidance on Consulting with Children and Young People', Scotland's Commissioner for Children and Young People.
- 6.2 A groupcall message was issued by the schools to all parents with a child in P4-P7, to advise that their child may be selected to take part in one of these sessions. Parents who did not want their child to attend were asked to contact the school. These pupil consultations were carried out on Tuesday 1 November 2022 at Carnegie Primary School and Thursday 3 November 2022 at Touch Primary School.
- 6.3 A total of 96 P4 – P7 pupils took part in the consultation sessions from the 2 primary schools: 63 pupils from Carnegie Primary School and 33 from Touch Primary School.

6.4 The questions and information provided by pupil groups is detailed in Appendix E. A summary of responses to the questions is listed below.

6.4.1 Are you aware of a consultation proposal to look at changing the catchment areas of your school? Has this been discussed at home or in school?

From the total number of 63 Carnegie Primary School pupils, there were very few pupils who had heard about the consultation. The pupils who had heard about the consultation had either heard about it at home or at school from other pupils. Of the 33 Touch Primary School pupils, only half of the pupils had heard about the consultation, as they had heard about it at school or from their parents.

6.4.2 Are you aware of what changing the catchment area may mean for your school?

The majority of Carnegie Primary School pupils did not feel that this consultation would change anything for them but were aware that this could affect other pupils who had younger siblings at nursery. Pupils were also aware of neighbours who may not be in the same school going forward if things were to change.

Pupils understood that it would be difficult for parents to drive to 2 different schools to drop off and collect their children, which also has an impact on air pollution and increased traffic around schools. Almost all of the pupils feel that it is important that siblings attend the same schools.

The pupils at Touch Primary School commented that the change in catchment area may mean more pupils attend their school, which would make their catchment bigger. However, they thought that more pupils would allow an opportunity to make new friends and there would be an increase in teaching staff.

6.4.3 Do you think this will make any difference to your time in school (P4/5/6/7) or educational experience at Carnegie?

Pupils in both Carnegie and Touch Primary Schools were concerned there would be more pupils in classes, however, officers advised the pupils that there are restrictions on class sizes, depending on the primary stage. Pupils in Touch Primary School would be happy to have more pupils but hoped that it would not impact on the nurture space or library.

6.4.4 What do you think would happen if more/less pupils attended your school?

Almost all of the pupils from the groups felt that the shared areas within Carnegie Primary School would not be able to take any more pupils, for example, corridors, dining halls, playground areas. Pupils feel the playground areas would be busy and more chance that pupils would bump into each other. Carnegie Primary School pupils were also concerned there would not be enough resources to go around the school, or their opportunities for leadership roles and to sign up for activities in the school would be impacted upon, with more pupils.

The pupils from Touch Primary School expressed some concern that classes may be noisier with more pupils, that they would lose some of their available space and their shared areas of dining, playground and toilets may be busier.

6.4.5 What's important to you about your school?

All of the pupils highlighted positive experiences within the learning environment, such as polite and supportive staff, opportunities to participate in activities and take on leadership rolls. Pupils felt that their learning experience was important to them, to make sure they gain an education to get a good job, learning in a way that is suitable for them and ensuring pupils and staff are healthy. It was evident from all the group discussions that the pupils from both schools felt it is important to have good friendships within schools.

6.4.6 Any other comments or concerns about the proposal you want to share?

A couple of pupils gave suggestions of how their playground areas could be enhanced, such as new equipment and a gate to separate the infant and upper classes. The majority of pupils were happy with their current school facilities.

7.0 Fife Council's Response to the Written and Oral Representations made and to the Pupil Consultation

7.1 The main themes raised from written/oral representations and from the pupil consultation are as follows:

(a) Implementation and Current Pre-school (N5) pupils

A small number of parents requested some clarity regarding the nursery aged pupils who were due to start Primary One in August 2023 and which school they would enrol at.

If the proposal is approved, the changes to the catchment area would be implemented from 30 June 2023. Nursery aged pupils transferring to Primary One in August 2023 would enrol in their existing catchment primary school in January 2023. Consequently, primary one enrolments for August 2023 are not affected by this proposal. For all subsequent catchment enrolments after the 30 June 2023, pupils will be enrolled in their new catchment school.

(b) Placement of Siblings

A strong feeling was expressed by a number of parents regarding the impact on younger siblings who were not due to start Primary One until 2024 or 2025. In such a situation, where a family would want all children to attend the same school, this will be possible within the catchment school to which they are rezoned, in accordance with the Fife Council School Admissions Policy. These concerns have been fully considered during the consultation process. Fife Council notes the concerns of parents in relation to the potential impact of changing the catchment areas for families who have a child or children attending a school for whom the catchment area changes to a different school.

As outlined in the proposal document in section 11, a situation may arise that a sibling of a child currently attending Carnegie Primary School no longer has an automatic entitlement to attend the same primary school as their older sibling, if the rezoning proposal is approved. In those circumstances, a placing request would be required for the child to attend Carnegie Primary

School, where their sibling is already in attendance. Where (after catchment pupils have been enrolled) the number of placing requests exceeds the number of available places at the school, the priority criteria within the School Admissions Policy apply. These include that a child living at the same household address as their sibling is given a higher priority (following pupils with ASN) than a pupil where their non-catchment school is closer to the home address and a pupil where the parent or carers' place of employment or domestic arrangements would result in the pupil being in before or after school care closer to the school than to the catchment area school. . This would also be the same for any family who are no longer in the Touch Primary School catchment area

Alternatively, if parents/carers want both/all siblings to attend the same school, they could move their older child/ren to the new catchment school, which does not require a placing request (unless the catchment school is oversubscribed).

If the proposal is approved, the Education Service will work with parents and carers and review the nursery information to determine whether siblings can be accommodated in terms of placing requests or by enrolment at their new catchment school if desired.

If the proposal is not approved, and the catchment areas are not changed, it is unlikely that all children living in the current catchment area of Carnegie Primary School and who wish to attend the school will be able to be accommodated. In that event, places at Carnegie Primary School will be allocated in accordance with the terms of the School Admissions Policy and those children who are not allocated a place at Carnegie Primary School will be offered a place at the nearest available school to their home address.

Therefore, while there can be no guarantee that placing requests can be accommodated, this proposed change is, in part, designed to reinstate this type of flexibility for enrolment for Carnegie Primary School.

The nursery information has been analysed for those pupils attending Fife Council nurseries or funded providers, to understand how many younger siblings would be affected by this proposal. The details of this analysis are as follows:

August 2023 Primary One enrolments

There are 47 pupils living in the existing Carnegie Primary School catchment area who are affected by the proposal and who are attending Carnegie nursery or another Fife Council or funded provider provision. Twenty-six of these nursery pupils must enrol in primary one for August 2023, based on their dates of birth. Therefore, there are 21 pupils for whom parents can defer Primary One entry, as the pupil's 5th birthday is after 16 August 2023 and before 1 March 2024. These pupils would be impacted by this proposal, if parents chose to defer entry to primary school, as their current household address would be rezoned to a different catchment area if the proposal is approved. Of the 21 pupils, 14 have a date of birth between 17th August and December 2023 and 7 have a date of birth in January or February 2024. Of these 21 pupils who are eligible to start primary one, but may choose to defer entry, 8 have older siblings already enrolled in Carnegie Primary School.

August 2024 Primary One enrolments

There are 20 pupils living in the existing Carnegie Primary School catchment area who are affected by the proposal and who are attending Carnegie nursery or another Fife Council or funded provider provision. Twelve of these nursery pupils must enrol in primary one for August 2024, based on their dates of birth, and 7 pupils have older siblings already enrolled within Carnegie Primary School.

New nursery places for academic session 2023/24, for start dates in August 2023, January 2024 or April 2024 have not been allocated, as the admission process has not been concluded. Therefore, no further analysis can be carried out on nursery and older siblings at this time. It should be noted that not all parents take up a 3-year-old place within a Fife Council or funded provider nursery, therefore the known numbers for primary one pupils for an August 2024 start are lower than those anticipated for August 2023.

Although no guarantee can be given, based on these known numbers, in 2024 it is anticipated that we could receive 15 placing request applications, from those impacted, where there are siblings currently attending Carnegie Primary School. The Education Service will apply the Schools Admissions Policy and it is probable that siblings will be able to be accommodated, through parental placing requests, without this significantly impacting on the future occupancy of Carnegie Primary School.

From previous history, the Education Service has always worked with parents/carers who would have siblings separated following a catchment rezoning proposal across Fife, to manage enrolment effectively in the same school as their older sibling.

(c) Primary One Deferral

For a number of parents, the option to defer their children with birthdays after the start of the school academic session in August 2023 is an important one and not a decision taken lightly by them. Fife Council understands that parents will wish time to consider their options. In terms of the Schools Admissions Policy, Fife Council is unable to guarantee places for nursery aged pupils at their current catchment school for August 2024, should they wish to defer their primary one enrolment in August 2023. For the purpose of enrolment, a child who defers entry to primary one, is placed in the same position as all other children due to enrol the following year.

However, the School Admissions Policy includes having an older sibling at the school in the priority order for determination of placing requests. Those pupils with an older sibling, who defer their primary one enrolment and make a subsequent placing request to the non-catchment school where their sibling attends, will be considered along with placing requests from other children who have older siblings in attendance at the school.

(d) Available Walking Routes

Fife Council acknowledges that, for a small number of families in the area proposed to be rezoned from Carnegie Primary School to Touch Primary

School, it may be a slightly longer walk route for pupils to and from school. This may also mean they are crossing different roads to those they are currently familiar with. Some parents perceive these to be busier than their current route.

Fife Council currently exceeds the statutory requirement in respect of the provision of free transport for primary aged children and provides all primary pupils living more than one mile from their catchment school with free transport. For those who walk to school, the safety of our pupils en route is important for the Education Service, therefore walked route assessments have been carried out for 2 different routes from this proposed rezoned area, to ensure that the routes would be available in accordance with the Walked Routes to School Assessment Policy. There are specific criteria to be considered by officers undertaking these assessments. Additionally, in accordance with legislation and the Fife Council policy, it is assumed that a pupil will be accompanied by an adult when walking to school until parents decide that their child is able to walk on their own or with a group of friends.

For most houses in the proposed area to be rezoned, the distance to Touch Primary School would be within one mile. Fife Council Transportation Service has identified the walking routes to Touch Primary School. The first walked route to school assessment was carried out from Trondheim Parkway to Touch Primary School. This assessment followed Linburn Road, Woodmill Road, Garvock Bank and through footpath near Gilfillan Road. There is a pedestrian crossing on Woodmill Road and another on Linburn Road. The second walk route was from Swift Street to Touch Primary School. Officers walked to Linburn Road, however there was also the option to walk along Redwing Wynd/Serf Avenue which also has an opening at Linburn Road. Officers walked along the Linburn Grove/Linburn Corridor which leads to the woodland area, then across the bridge to Touch Primary School and crossing to the entrance area of the school.

Further detail about these walk routes is contained in Appendix H of this report. Included in the assessments are details of speed restrictions on roads in and around the area affected. These routes were walked by different officers in the morning and afternoon. All routes were assessed as available walking routes as per the Walked Routes to School Policy.

(e) Nursery Attendance

The Education Service understands the concerns of those parents who may have a child enrolled in Carnegie Nursery from August 2022, where the catchment primary school may change as a result of the proposal.

There is no catchment system for nursery admissions based on household postcode. The nursery admissions process is based on 22 local areas where each local area has more than one nursery associated with each household postcode. This allows parents/carers an opportunity to apply for a nursery depending on the hours offered within each setting. As outlined at the public meeting, a parent can apply to move a nursery child at any point of the session, if a space is available in the nursery of their choice. The application process each year for nursery is available online, with a closing

date of 31st January. Parents are notified by 31st March on their allocated setting. If the proposal is approved, any parent could still apply to change the nursery setting for their child and this will be granted if there are places within the setting.

(f) House Purchases based on catchment areas

The majority of catchment areas for primary schools in Fife were formed over 50 years ago, with the exception of the catchment areas for our new schools, Carnegie, Duloch and Masterton Primary Schools. The Education Service is required to review the Local Development Plan, schools rolls and demographics to ensure that it has a sufficient number of spaces available for all pupils in their catchment school. The Education Service does not want to make changes to catchment areas unnecessarily, however, will consider changes to respond to emerging needs. Fife Council acknowledges that some parents have chosen to purchase a house in a specific catchment area to ensure their child is enrolled within a school, however, we are unable to give guarantees that any catchment area will remain the same indefinitely. Whilst the Education Service understands the concerns of parents who consider that existing housing should be considered before new housing and new pupils for enrolment in a school, the authority has an obligation to support new housing. New pupils from new house building are included in school roll projections and it is important there are sufficient spaces in our schools for both existing catchment pupils and new pupils.

(g) Childcare arrangements

A number of families have advised that childcare will be a problem if their catchment area is rezoned to Touch Primary School. This may mean, for a number of families, that grandparents and parents could not pick up children from 2 different schools.

As outlined in (a) above, should a parent wish to move their children to their new catchment school this can be accommodated. There is after school childcare available at the Vine Centre, for families attending Touch Primary School and for families moving from Touch Primary School to Carnegie Primary School there are childcare facilities within Carnegie Primary School.

(h) Community Impact

A number of families raised concerns that their neighbours would be attending a different school if the rezoning proposals were approved.

Currently, in the area at South Larch, where new housing has been constructed, there are a number of houses where the catchment line extends through a property, which means a house may have 2 different catchment schools. This situation cannot continue and for families in this area, they may also be attending a different school to their neighbours. The proposal tries to ensure that, in future, the school is in the heart of the community and the catchment boundary for both schools takes an area of housing together within its catchment. It should be noted, a number of neighbours and streets will have pupils that attend both non-denominational and denominational

schools, but the children interact with each other in the evening and weekends or attend community activities together. The younger children being referred to within the comments have been assumed as pupils who have not yet enrolled in school.

If the proposal is approved, pupils currently in attendance at Carnegie or Touch Primary Schools will not be required to change school during their primary years, unless they wished to do so.

(i) Impact on Secondary Education

There is no impact on secondary education, as the secondary catchment area is not being amended. Both Carnegie Primary School and Touch Primary School will remain part of the Woodmill High School cluster, along with Lynburn and Duloch Primary Schools. A replacement Woodmill High School is currently under construction, as part of the Dunfermline Learning Campus, and is due to be completed and opened in August 2024. This will be able to accommodate all catchment pupils.

(j) Communication within the Community

A small number of respondents raised their concern that the consultation was not reported to all residents in the area.

As part of the statutory requirements, parents/carers, pupils, community councils and local elected members were advised of the consultation process. This was also advertised in the local press and on social media. The proposal only affects the parents/carers of pupils who are currently enrolled within both schools and for those parents of nursery aged children, in accordance with the Schools (Consultation) (Scotland) Act 2010. Fife Council believes it has fulfilled the requirements of the Act in ensuring all relevant statutory consultees, as outlined in page one of Appendix A, have been consulted. The list of consultees recognises that this proposal could impact on any future enrolments too, therefore the circulation of the proposal paper covers as wide an audience as possible, through the many channels utilised.

(k) Nursery pupils affected by the rezoning proposals

A small number of families raised concerns that the proposal has been consulted upon after 3-year-old nursery pupils started their nursery in August 2022 and that they may have considered a different nursery had they known about the proposal being consulted upon in October.

The timing of any proposal which may impact on nursery or primary pupils is difficult to manage, as there is always someone impacted. However, support will be given for any pupil at primary or nursery who wishes to move to a different primary or nursery provision, to ensure that they settle into a new environment. Transition arrangements for any pupil moving between schools is well managed by the schools involved.

(l) Impact on Carnegie with the 3 new primary schools

There are 3 new primary schools to be delivered within the Dunfermline area

as part of the local development plan. These new schools will serve new communities in the Wellwood area, Halbeath area and Broomhall area. The housing within the Halbeath area is currently, in part, located within the catchment areas of Townhill Primary School and Carnegie Primary School. The other 2 schools will not have a direct impact on the catchment area of Carnegie Primary School. This new housing, for 1400 units, is scheduled to start in 2024 and pupils from this development will be accommodated within temporary accommodation on the grounds of Townhill Primary School until such time as a new school is constructed.

A new catchment area will require to be formed for the 3 individual schools and statutory consultation undertaken by the Education Service. Whilst reviewing the boundary of each strategic development site, at the time of forming a catchment area for Halbeath, a review of the Carnegie Primary School catchment area will have to be considered. A new school is not expected until 2028/29. Transition space for new pupils from this development are unable to be accommodated within Carnegie Primary School and the site is unable to accommodate temporary accommodation until a new school is constructed. The following table shows the number of new pupils and classes required for the Halbeath development:

Year	2024	2025	2026	2027	2028	2029	2030	2031	2032
Halbeath	7	22	42	83	164	225	279	328	370
Classes	1	1	2	4	7	9	11	12	13

(m) Future School Roll Projections

The analysis of school roll projections, to take into account the pupils already born into the 2 areas to be rezoned, has now been included in school roll projections. Up to date information has been received from NHS to enable more accurate school roll projections.

School Roll Projections – before rezoning – Carnegie Primary School

Year	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Roll	642	667	644	645	651	654	635	624	610	619	614
Capacity	651	651	651	651	651	651	651	651	651	651	651
Classes required	22	23	22	23	23	23	22	22	22	22	21

School Roll Projections – after rezoning – Carnegie Primary School

Year	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Roll	642	633	593	575	560	562	540	525	534	551	561
Capacity	651	651	651	651	651	651	651	651	651	651	651
Classes required	22	22	21	20	20	19	19	19	19	19	20

School Roll Projections – before rezoning – Touch Primary School

Year	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Roll	252	249	242	228	242	263	262	268	274	277	274
Capacity	434	434	434	434	434	434	434	434	434	434	434
Classes required	10	10	9	9	9	10	10	10	10	11	10

School Roll Projections – after rezoning – Touch Primary School

Year	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Roll	252	281	290	295	329	350	352	363	347	341	325
Capacity	434	434	434	434	434	434	434	434	434	434	434
Classes required	10	11	11	11	12	13	13	13	13	13	12

(n) Managing Greater numbers of pupils in dining/external play areas

A number of pupils from both schools raised concerns about how the school will manage a greater number of pupils within the dining areas and external play areas.

The Education Service is confident that an increased school roll at Touch Primary School can be managed within the dining area and large external play areas within the school grounds. The projected school roll, after rezoning, is expected to increase the occupancy of Touch Primary School to 13 classes, which can be managed within the existing accommodation. The majority of primary schools across Fife are unable to accommodate all pupils in one sitting and headteachers manage this, on a school by school basis, through timetabling.

8.0 Reports from Education Scotland

8.1 The report from Education Scotland is reproduced on the following pages.

Schools (Consultation) (Scotland) Act 2010

Report by Education Scotland addressing educational aspects of the proposal by Fife Council to rezone the primary catchment areas of Carnegie Primary School and Touch Primary School.

December 2022

1. Introduction

1.1 This report from Education Scotland has been prepared by His Majesty's Inspectors of Education (HM Inspectors) in accordance with the terms of the [Schools \(Consultation\) \(Scotland\) Act 2010](#) ("the 2010 Act"). The purpose of the report is to provide an independent and impartial consideration of Fife Council's proposal to rezone the primary catchment areas of Carnegie Primary School and Touch Primary School. Section 2 of the report sets out brief details of the consultation process. Section 3 of the report sets out HM Inspectors' consideration of the educational aspects of the proposal, including significant views expressed by consultees. Section 4 summarises HM Inspectors' overall view of the proposal. Upon receipt of this report, the Act requires the council to consider it and then prepare its final consultation report. The council's final consultation report should include this report and must contain an explanation of how, in finalising the proposal, it has reviewed the initial proposal, including a summary of points raised during the consultation process and the council's response to them. The council has to publish its final consultation report three weeks before it takes its final decision.

1.2 HM Inspectors considered:

- the likely effects of the proposal for children and young people of the schools; any other users; children likely to become pupils within two years of the date of publication of the proposal paper; and other children and young people in the council area;
- any other likely effects of the proposal;
- how the council intends to minimise or avoid any adverse effects that may arise from the proposal; and

- the educational benefits the council believes will result from implementation of the proposal, and the council's reasons for coming to these beliefs.
- 1.3 In preparing this report, HM Inspectors undertook the following activities:
- attendance at the public meetings held on 26 October 2022 and 1 November 2022 in connection with the council's proposals;
 - consideration of all relevant documentation provided by the council in relation to the proposal, specifically the educational benefits statement and related consultation documents, written and oral submissions from parents and others; and
 - visits to the site of Carnegie Primary School and Touch Primary School, including discussion with relevant consultees.

2. Consultation process

2.1 Fife Council undertook the consultation on its proposal(s) with reference to the [Schools \(Consultation\) \(Scotland\) Act 2010](#).

2.2 The formal consultation ran from 5 October 2022 until 1 December 2022. The council published the proposal document on the council website. Information about the proposal was made available to stakeholders including children, young people, parents and carers of the schools affected by the proposal. There were 17 attendances across the two public meetings at Carnegie Primary School and Touch Primary School. The council also organised three drop-in sessions at Carnegie and Touch Primary Schools. Children from both primary schools have also been consulted on the proposal. Fife Council received 46 responses to their online consultation. Most were not in favour, a few were in agreement with the proposal, and a few did not know. Fourteen submissions were received by email or letter. Of these, eight were not in favour. The remaining six were seeking clarification on aspects of the proposal and no specific view was expressed. Almost all submissions received were from parents/carers of children who are currently in the catchment area of Carnegie Primary School.

2.3 All children from Carnegie or Touch Primary Schools who met with council staff, understood the benefits of the proposal. Children at Carnegie Primary School felt it was important that they had access to all the areas in their school for learning activities. They did not want to feel too crowded in the playground. They also thought that they would not get as many opportunities for leadership roles if there were more children. Children at Touch Primary School would be happy to have more children at their school. However, they like the flexible learning spaces they have and would not want to lose all of these to create more classrooms.

2.4 Of the objections received, the majority are concerned that siblings not in the catchment area of Carnegie Primary School would have to attend different schools. The council plans to address this issue through the current guidelines for placing requests. Priority is currently given to children with a sibling already at the chosen school. However, the council points out that this does not guarantee a place. Parents also raised concerns, at the public meeting and through online submissions, for children due

to start at Carnegie Primary School in August 2023. Those who will no longer be in the catchment area can attend Carnegie Primary School in August 2023 but if they choose to defer their start, they would then be offered a place at Touch Primary School. Parents have expressed anxiety about having to make this choice.

3. Educational aspects of proposal

3.1 The council outlines the main educational benefit from the proposal as being of assistance in managing capacity pressures at Carnegie Primary School and making better use of the underused capacity at Touch Primary School. The school capacity at Carnegie Primary School is 651. Taking account of a future housing development projections for the school roll show that numbers of children in the current school catchment area will increasingly exceed available places. Rising from 665 in 2022 to 711 by 2025. Carnegie Primary School cannot be extended further to meet increased demand. Pressure on the space at Carnegie Primary School restricts staff's ability to deliver a broad range of experiences to support high quality learning. It also creates uncertainty for parents/carers whose children may not be able to access a place within the catchment area. This could also create a situation where siblings are not offered a place at the same school. Touch Primary School currently has an occupancy of 62%. HM Inspectors agree with the potential educational benefits set out by the council in its proposal.

3.2 The proposal includes consideration of walking routes to both schools, which in most cases are under one mile. Where the distance is more than a mile, transport will be provided by the council. The opportunity to walk to school supports children's daily activity and has health benefits. The proposed re-zone creates clearer school boundaries than those currently in place. The current catchment boundary splits at least one street, meaning that children living there are zoned to different primary schools. The council believes that the proposal will ensure that more children from the same communities can attend school together. This could support peer group relationships and children's socialisation within their communities.

3.3 HM Inspectors met with staff and children at Touch Primary School and a group of children from Carnegie Primary School. No parents chose to meet with HM Inspectors. Almost all staff and children at Touch Primary School who met with HM Inspectors are positive about the proposal. If the proposal were to be accepted, and resulted in the projected increase in school roll, staff and children believe that this would benefit the whole school. If the proposal is implemented, an increased school roll could enable children at Touch Primary School to develop peer relationships with a greater number of children. A few staff would like reassurance that any increase in the school roll will result in appropriate resources, particularly for those children with additional support needs.

3.4 Children from Carnegie Primary School who met with HM Inspectors, agree with the proposal. They recognise that their school is large and busy. They would like to see the school roll reduced to make better use of the space and have more time with staff. Children from both schools also recognise the health benefits of walking to school and attending school with children from their own communities. They feel that they have more time with their friends when they go to the same school. This helps them to build

social skills at school and at home. All the children and staff HM Inspectors spoke to, think that siblings should be able to go to the same school as each other. They think this is important for family life and supporting parents and carers and that it helps school staff to build relationships with the whole family.

3.5 During the consultation period the council identified an error in the proposal, relating to the maps appended to the proposal document. Two maps had been mislabelled. The council determined that the error did not make a material difference to their final decision on the proposal. Steps were taken by the council to highlight the error and a Notice of Corrections was issued to Education Scotland and all statutory consultees. The council will need to ensure that it takes the necessary steps to include the correction in its final consultation report. The council will need to set out the actions it has taken to address any alleged inaccuracies and omissions notified to it.

4. Summary

HM Inspectors agree that there are educational benefits from the proposal. If approved, this has potential to support a more even distribution of children and young people in the affected schools in the future. The proposed catchment changes will provide clarity to parents on the catchment schools for their area. However, the council should consider the arrangements for children due to start at Carnegie Primary School in August 2023, where deferment means they are no longer in the catchment area. In preparing the final report the council should also consider the potential impact on siblings placed at different schools as a result of the proposed changes. In its final consultation report, the council will need to set out the actions it has taken to address the inaccuracy identified in the proposal appendices.

**HM Inspectors
December 2022**

9.0 Statement of Fife Council's Response to the Report from Education Scotland

9.1 Fife Council is pleased to note that the independent and impartial report from Education Scotland confirms that Fife Council has set out a clear case in support of the proposal and that the proposal is of clear educational benefit. Although the majority of respondents were not in favour of the proposal, the school staff and pupils who met with HM Inspectors were supportive of the proposal. The outcome of the pupil consultation sessions highlighted that pupils from both schools were positive and supportive of the proposal. Pupils from Carnegie Primary School recognise that their school is large and busy. Pupils from Touch Primary School would welcome new pupils but do not want all their spare classes used to teach pupils.

9.2 As referred to the paragraph 2.4 of Education Scotland's report, in respect of pupil's due to start Carnegie Primary School in August 2023 where implementation of the proposal would mean they are no longer in the Carnegie Primary School catchment area, the Council can respond as follows:

As outlined in the proposal document in section 11, a situation may arise that a sibling of a child currently attending Carnegie Primary School no longer has an automatic entitlement to attend the same primary school as their older sibling, if the rezoning proposal is approved. In those circumstances, a placing request would be required for the child to attend Carnegie Primary School, where their sibling is already in attendance. Where (after catchment pupils have been enrolled) the number of placing requests exceeds the number of available places at the school, the priority criteria within the School Admissions Policy apply. These include that a child living at the same household address as their sibling is given a higher priority (following pupils with ASN) than a pupil where their non-catchment school is closer to the home address and a pupil where the parent or carers' place of employment or domestic arrangements would result in the pupil being in before or after school care closer to the school than to the catchment area school. . This would also be the same for any family who are no longer in the Touch Primary School catchment area.

Alternatively, if parents/carers want both/all siblings to attend the same school, they could move their older child/ren to the new catchment school, which does not require a placing request (unless the catchment school is oversubscribed).

The Schools Admissions Policy does not provide for priority to be given to pupils who have deferred enrolment at primary school. However, where such a child has a sibling already in attendance at the school, their placing request will fall within the priority order, along with non-deferred children with a sibling already in attendance.

9.3 As referred to in the paragraph 2.4 of Education Scotland's report, in respect of the potential impact on siblings placed at different schools as a result of the proposed catchment changes, Fife Council is unable to guarantee places for children with siblings already in attendance at Carnegie Primary School or guarantee places for children who have deferred enrolment into primary school. To provide such guarantees would be contrary to Fife Council's established policy and priority order

for the admission to schools. The application of the established policy will ensure fairness for all pupils with a sibling already in attendance at Carnegie Primary School.

- 9.4 The inaccuracy identified during the consultation period is dealt with in section 10 of this report below.

10.0 Inaccuracies, Omissions and Additional Information

- 10.1 Following the issue of the statutory Notice of Consultation on Tuesday 4 October 2022 and publication of the proposal, the Education Service identified inaccuracies within the titles of the maps contained in Appendix 9 and Appendix 10 of the proposal document. The inaccuracies were:

Page 34/35 - Appendix 9 and Appendix 10 of the Proposal Document

The maps on page 34 were identified as detailing one mile walking routes from various points from Touch Primary School. This was incorrect. The maps on page 34 showed one mile walking routes from Carnegie Primary School. The maps on page 35 were identified as detailing one mile walking routes from various points from Carnegie Primary School. This was incorrect. The maps on page 34 showed one mile walking routes from Touch Primary School.

- 10.2 The Education Authority determined that these inaccuracies did not relate to material considerations relevant to the Council's decision as to implementation of the proposal. These determinations were made in accordance with Section 5 of the Act. Considering that, the Education Authority decided to proceed in accordance with Section 5 (1) (b) of the Act: to issue a Notice of Correction of Inaccuracies (included in Appendix B) to Education Scotland and all statutory consultees advising of the inaccuracies and correcting them. A Notice of Corrections and Inaccuracies was issued to all stakeholders on Wednesday 2 November 2022, which included in the letter the maps titled correctly.
- 10.3 The above actions were taken early in the statutory consultation period to ensure parents/carers and interested parties were aware of the errors and the steps implemented by the Education Authority.
- 10.4 An equality impact assessment has been completed. The assessment included the consultation process and could not have been made available during the consultation process. It is additional information which is relevant and forms Appendix H to this report.

11.0 Review of the Proposal by Fife Council

- 11.1 Following receipt of the report from Education Scotland, Fife Council has reviewed the proposal, having regard (in particular) to the written and oral representations made and to Education Scotland's report.
- 11.2 Analysis of the consultation responses and representations received in writing and orally, and the report from Education Scotland, indicates from the majority of

respondents that they are not in support of the proposal. Most of the parents who are not in favour of this catchment rezoning proposal are from the existing Carnegie Primary School catchment area. A few who did not support the proposal were other interested parties. A few parents from the Carnegie Primary School catchment area supported the proposal whilst a few of the Carnegie Primary School catchment did not know if they supported the rezoning proposal.

- 11.3 The report from Education Scotland and the information from pupils, from the pupil consultation sessions, note that pupils were positive about the proposal. A number of pupils from Touch Primary School felt that an increase in their school roll would benefit the school and Education Scotland felt an increased school roll would enable Touch Primary School pupils to develop peer relationships with a greater number of children. Children in Touch Primary School would be happy to have more children in the school but stated that they would not want to lose all the flexible spaces. If the rezoning proposal is approved, Touch Primary School is not expected to reach maximum capacity and flexible areas will still be available for pupils, and this is demonstrated within roll projections following rezoning within section 7.1 (m).
- 11.4 Pupils at Carnegie Primary School did not want to feel too crowded in their playground and felt they would not get as many opportunities for leadership roles with more children in the school. However, the pupils who met HM Inspectors agreed with the proposal. They felt their school is large and busy and would like to see the school roll reduced to make better use of the space. The school roll projections shown in section 7.1 (m) show that following the rezoning proposal the housing will be distributed to Touch Primary School and this will allow the school roll to decline to enable multi-use areas to be used for a variety of different curricular experiences.
- 11.5 Due regard will be taken of the concerns raised by parents relating the issue of younger siblings who may wish to defer their Primary One place from August 2023 to August 2024 and siblings who are no longer in the primary catchment area from 30 June 2023. Although no guarantee can be given to parents, as this is outwith the Schools Admissions Policy, the Education Service will endeavour to work with parents to try and secure places, where possible, within available accommodation. If the proposal is approved, it will come into effect from 30 June 2023, therefore parents are still able to apply for a Primary one place from January 2023 and will know the outcome of the proposal before they need to accept or decline the place. Deferrals are an individual choice and should be what is best for each individual child. If a parent makes a decision to defer their child, Fife Council would do everything they can to support individual families. From previous rezoning proposals, such as the rezoning proposal involving Masterton, Canmore and Pitreavie Primary Schools, the Education Service managed at that time to enable younger siblings to be accommodated within their previous catchment school. The Education Service worked really hard to get to the point that they could accommodate siblings and there is no history of siblings being forced to attend different schools following a catchment rezoning proposal.

11.6 In view of the above, it is recommended that approval be given to the proposal to rezone the primary catchment areas of Carnegie Primary School and Touch Primary School from 30 June 2023.

Appendix A – The Proposal Document

THE CONSULTATION PROCESS

The following schools are affected by this Proposal Document:

- Carnegie Primary School
- Touch Primary School

This document has been issued by Fife Council as a proposal paper in terms of the Schools (Consultation) (Scotland) Act 2010.

DISTRIBUTION

A copy of this document is available on the Fife Council website:

<http://www.fife.gov.uk/CarnegieTouchcatchmentreview>

A link to this document, published on the website, will be provided to:

- The Parent Council of the affected schools
- The parents of the pupils at the affected schools
- The parents of those pupils expected to attend the affected schools within 2 years
- The pupils at the affected schools (in so far as the Education Authority considers they are to be of a suitable age and maturity)
- School staff at the affected schools
- The trade unions representatives of the above staff
- The Community Councils (Central Dunfermline, Halbeath & Duloch, Touch & Garvock)
- Community Planning Partnerships
- Any other Community Planning Partnership that the education authority considers relevant
- Any other relevant education authority
- MSPs for the area (Shirley-Anne Somerville, Murdo Fraser, Alex Rowley, Liz Smith, Claire Baker, Roz McCall, Alexander Stewart, Mark Ruskell)
- The Constituency MP (Douglas Chapman)
- Elected Members for the area (Ward 3 and Ward 4)

A copy of this document is also available for inspection at and available from:

- Main Reception, Fife House, North Street, Glenrothes, KY7 5LT
- Main Reception, New City House, 1 Edgar Street, Dunfermline KY12 7EP
- The following schools:
- Carnegie Primary School, Pittsburgh Road, Dunfermline KY11 8SS
- Touch Primary School, Garvock Bank, Dunfermline KY11 4JZ
- Duloch Library, Nightingale Place, Dunfermline, KY11 8LW
- Or email sustainablechoolestate.enquiries@fife.gov.uk for a pdf copy to be emailed.

This document can be made available, on request, free of charge, in alternative formats or in translated form for readers whose first language is not English. Please apply in writing to: Education & Children's Services Directorate, 4th Floor, Fife House North Street,

Glenrothes, KY7 5LT or by email to: avril.graham@fife.gov.uk (telephone 03451 555555 ext. 444204). Page 25 of this document provides additional contact numbers, in different languages.

SUMMARY OF PROCESS FOR THIS PROPOSAL DOCUMENT

1. Consideration by the Cabinet Committee

This Proposal Document has been issued as a result of a decision by the Cabinet Committee of Fife Council on Thursday 22 September 2022. Views are now sought in formal consultation on the proposal in this document.

2. Notice of Consultation and Publication of the Proposal Document

Statutory consultees will be given notice of the proposal. The proposal document will be published on the council website (www.fife.gov.uk). Copies will be available for inspection at and available from:

- Main Reception, Fife House, North Street, Glenrothes KY7 5LY
- Main Reception, New City House, 1 Edgar Street, Dunfermline KY12 7EP
- Carnegie Primary School, Pittsburgh Road, Dunfermline KY11 8SS
- Touch Primary School, Garvock Bank, Dunfermline KY11 4JZ
- Duloch Library, Nightingale Place, Dunfermline, KY11 8LW
- Or email sustainableschoolestate.enquiries@fife.gov.uk for a pdf copy to be emailed.

3. Advertisement of the Proposal

The proposal will be advertised through Fife Council's social media accounts e.g. Facebook and Twitter. An advertisement will also be placed in local newspapers, week commencing Monday 3 October 2022. Primary schools will also publicise the consultation process in newsletters, school bag mail and email.

4. Length of Consultation period

The consultation will commence on Wednesday 5 October 2022 and will, thereafter run until close of business on Thursday 1 December 2022. This meets the statutory requirement of a minimum period of 6 weeks, that runs continuously and includes 30 school days.

5. Public meeting/information sessions

Although only one public meeting is required, the Education Service will hold a public meeting in each of the following schools:

- Carnegie Primary School on Wednesday 26 October 2022 from 6.00-7.00 pm
- Touch Primary School on Tuesday 1 November 2022 from 6.00-7.00 pm

where there will be opportunities to:

- hear more about the proposal

- ask questions about the proposal
- have your views recorded so that they can be considered as part of the consultation process.

Informal drop-in sessions have been arranged at:

- Carnegie Primary School on Tuesday 25 October 2022 from 8.45-9.30 am
- Carnegie Primary School on Wednesday 26 October 2022 from 5.00-6.00 pm
- Carnegie Primary School on Tuesday 1 November 2022 from 2.30-3.30 pm
- Touch Primary School on Tuesday 25 October 2022 at 2.30-3.30 pm
- Touch Primary School on Wednesday 26 October 2022 from 8.45-9.30 am
- Touch Primary School on Tuesday 1 November 2022 from 5.00-6.00 pm.

At the informal drop-in sessions, there will be opportunities for parents/carers/pupils and other stakeholders to:

- hear more about the proposal
- ask questions about the proposal
- complete a Consultation Response Form.

6. Responding to the Proposal

Interested parties can also respond to this proposal document by making a written representation by letter, email, or completion of a Consultation Response Form on the proposal before close of business Thursday 1 December 2022 to any of the following:

- sustainableschoolestate.enquiries@fife.gov.uk
- Carnegie/Touch Catchment Review, Education & Children's Services Directorate, Fife Council, 4th Floor (West), Fife House, North Street, Glenrothes KY7 5LT
- Completing an online Consultation Response Form at ([Managing Our School Estate | Fife Council](#))

7. Involvement of Education Scotland HM Inspectors

A copy of the proposal paper will be sent to Education Scotland by Fife Council. Education Scotland will also receive a copy of any relevant written representations that are received by the Council from any person during the consultation period or, if Education Scotland agrees, a summary of them. Education Scotland will further receive a summary of any oral representation made to the Council at the public meetings and, as available (and so far as otherwise practicable), a copy of any other relevant documentation. Education Scotland will then prepare and submit a report on the educational aspects of the proposal within a 3-week period (unless the Council and Education Scotland agree a longer period) after the Council has sent them all representations and documents mentioned above. However, for the avoidance of doubt, the 3-week period will not start until after the consultation period ends. Education Scotland may make such reasonable enquiries of such people at the school as they consider appropriate and may make such reasonable enquiries of such other people as they consider appropriate.

8. Preparation of Consultation Report

The Council will review the proposal having regard (in particular) to the Education Scotland Report and written representations that it has received. In addition, oral representations made at the public meetings/information sessions will form part of that review. It will then prepare a Consultation Report. The report will include a record of the total number of written representations made during the consultation period, a summary of the written representations and a summary of the oral representations made at the public meeting as well as a copy of the Education Scotland Report and any other relevant information, including details of any alleged inaccuracies and how these have been handled. The report will also contain a statement explaining how it complied with the requirement to review the proposal in light of the Education Scotland Report and representations (both written and oral) that it received. The Consultation Report will be published and available for further consideration for a period of 3 weeks before a decision can be made on the proposal. The report will be published, made available for inspection and where reasonably required, made available without charge in other forms. The publication of the report will be advertised and any person who made written representations during the consultation period will be advised of its publication.

9. Decision

The Consultation Report, together with any other relevant documentation, will be considered by the Cabinet Committee, which will come to a decision whether to implement the proposal, in whole or in part, or not. The decision of the Cabinet Committee will be subject to the Council's internal governance procedures before it becomes final. The proposal on which Fife Council is deciding is not a proposal which is subject to call in by the Scottish Government and is not subject to review by the School Closures Review Panel.

10. Note on Corrections

If during the consultation period any inaccuracy or omission is discovered in this proposal document, either by the Council or any other person, the Council will determine whether relevant information has in its opinion been omitted, or whether there is in fact an inaccuracy, and whether the omission or inaccuracy relates to a material consideration relevant to the education authority's decision as to implementation of the proposal. It will then take appropriate action in respect of the inaccuracy or omission which may include deciding to take no further action, issuing a notice in respect of the inaccuracy or omission, extending the consultation period or publishing a correct proposal document and giving revised notice of the consultation. Where applicable, the notifier of the inaccuracy or omission will be advised of the determination, the reasons for that determination and the action (if any) it is taking and of the reasons why it is or is not taking such action and the notifier will be invited to make representations to the Council if they disagree with the determination or decision whether to take action. Where the notifier makes representations, the education authority can make a fresh determination and decision in respect of the inaccuracy or omission and must inform the notifier if it does so.

Fife Council

Education & Children's Services Directorate

THE CONSULTATION PROPOSAL

PROPOSAL TO REZONE THE PRIMARY CATCHMENT AREAS OF:

**CARNEGIE PRIMARY SCHOOL
TOUCH PRIMARY SCHOOL**

Format of the Proposal Document

1. Introduction and the reasons for Formulating the Proposal
2. The Proposal
3. Contextual Analysis
4. Carnegie Primary School - Rationale for the Rezoning of the primary catchment areas of Carnegie and Touch Primary Schools
5. Receiving/Impacted School – Touch Primary School
6. Rationale for the Proposal – Summary
7. Educational Benefits Statement
8. Available Walking Routes to School – Transport Arrangements
9. Nursery Provision
10. Secondary School Implications
11. Siblings
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1. Introduction and the reasons for formulating the Proposal

- 1.1 This consultation paper sets out the rationale and implications in respect of the proposal to rezone the catchment areas of Carnegie Primary School and Touch Primary School.
- 1.2 This paper also sets out the consultation process, the timescales and the ways in which parents/carers and stakeholders can make representations on the proposal.
- 1.3 In Fife, the education authority discharges its duty to secure adequate and efficient education for the local authority area by operating a “catchment” system to enable parents/carers to comply with their duty to provide efficient education for their child(ren). Postcodes for each address in Fife are associated to a denominational (Roman Catholic) and non-denominational primary and secondary school, known as catchment schools. Parents can check their catchment area at [Check school catchment areas | Fife Council](#).
- 1.4 There are no proposed changes to the denominational primary and/or secondary catchment areas of the addresses affected by this proposal. The denominational schools associated with addresses within the Carnegie and Touch Primary School catchment areas are St Margaret’s RC Primary School and St Columba’s RC High School.
- 1.5 To ensure that the school estate provides best value for money, the Education & Learning Directorate must ensure that the number of pupil places is matched as efficiently as possible to the numbers of pupils living in each catchment area. In doing this, the Directorate must take account of changing demographic patterns leading to falling and rising school rolls in different parts of Fife, planned housing development and other factors which might impact on the need for school places. This may require the Education Service to review school catchment areas and where demand for places exceeds existing capacity, changes to the catchment area may be required. Where a change to a catchment area is required, a statutory consultation with stakeholders will be carried out.
- 1.6 This paper details the proposal to rezone the catchment areas for Carnegie Primary School and Touch Primary School. However, parents will continue to have the right to exercise parental choice and to make placing requests to alternative schools, subject to the normal constraints of pupil capacity being available. The allocation of placing requests is in terms of the Education (Scotland) Act 1980 and in line with the existing School Admissions Policy which can be accessed online at [Schools-Admission-Policy-April-2018.docx \(live.com\)](#).

2. The Proposal

- 2.1 The proposal is to:
- Rezone the catchment area of Carnegie Primary School, from 30 June 2023
 - Rezone the catchment area of Touch Primary School, from 30 June 2023.

2.2 After the consultation, a report will be submitted to a future meeting of the Cabinet Committee. If approved, the changes to the catchment areas would be implemented from 30 June 2023. Nursery aged pupils transferring to Primary 1 in August 2023 would enrol in their existing catchment primary school in January 2023. The new primary catchment areas will take effect from 30 June 2023 for all subsequent enrolments including placing requests.

2.3 The appendices for this proposal are detailed as follows:

Appendix 1 details the new housing planned within the Dunfermline and West Fife area shown by high school catchment area. Appendix 2 and Appendix 3 detail the existing primary school catchments areas for Carnegie and Touch Primary Schools, with Appendix 4 showing these side by side. Appendix 5 details the housing within the catchment areas of Carnegie and Touch Primary School. Appendix 6 and Appendix 7 detail the proposed catchment areas of Carnegie and Touch Primary Schools should this proposal be approved, with Appendix 8 showing the catchment areas side by side. Appendix 9 and Appendix 10 detail a number of one-mile routes from both school locations to show parents/carers the distance from each of the schools. Appendix 11 is a Glossary of terms to allow parents/carers the opportunity to understand the terminology in this report. Appendix 12 is a copy of the online Consultation Response Form which can be accessed live at: [Managing Our School Estate | Fife Council](#)

3. Contextual Analysis

3.1 Guiding Principles

3.1.1 The Council has set several guiding principles for the review of the school estate, which were agreed by the Council's Executive Committee on 2 October 2012, following a Fife school review, and more recently at the Education & Children's Services Committee, on 28 August 2018:

- (a) Every school should be rated as 'A' or 'B' for both condition and suitability, to include a number of accessible schools in each geographical area.
- (b) Schools should have an occupancy rate greater than 60% of capacity and, in order to ensure equity in provision, schools should be operating within an optimal occupancy and efficiency range of 80-100%. Consideration should be given to establishing a minimum number of pupils in any school which is less than 5 miles from another school; therefore, schools should have a minimum of 3 classes, recognising that effective learning requires interaction between pupils. This group activity is most effective when children are of a similar age and, to enable this, where possible, schools should have a minimum roll of 50 pupils.
- (c) A strategy for a sustainable school estate should support the progressive reduction in the overall carbon footprint for the Council.

3.2 Review Factors

3.2.1 The factors considered in the review of the school estate include:

- Educational benefits
- Condition surveys
- Suitability assessments
- Recent investment in school buildings
- Energy performance data
- School roll projections and capacities
- Catchment areas, including impact of Strategic Land Allocations and Local Development Plans
- Cost per pupil
- Distance to nearest school
- Best Value model for existing Public Private Partnership (PPP) contracts i.e. increasing occupancy

3.3 **New Housing Developments within the Carnegie and Touch Primary School Catchment Areas**

3.3.1 Dunfermline as a town has seen a significant increase in new housing because of the expansion to the east, which commenced from 1996. The town, which was awarded City status on 22nd May 2022, has seen the construction of 3 new primary schools to support new pupils from the eastern expansion area (Carnegie in 2011, Duloch in 2007 and Masterton in 2006). The City of Dunfermline is now expected to see an additional 3 primary schools to accommodate new pupils because of the developments planned at Wellwood, Broomhall and Halbeath.

3.3.2 The Housing Land Audit is published by Fife Council on an annual basis. It presents the known housing development sites, along with their current status (effective, non-effective, planning consent or complete) and the phasing of the new homes that are expected per calendar year. Within the Dunfermline & West Fife secondary school catchment areas there are approximately 9000 new homes to be complete between the period of April 2022 to April 2040. These housing developments are situated within the secondary catchment areas of Dunfermline, Inverkeithing, Queen Anne and Woodmill High Schools, as well as St. Columba's RC High School. The extent of the housing can be shown within Appendix 1.

3.3.3 The biggest developments are as follows:

- Wellwood Strategic Development Area – 1085 units
- Swallowdrum North Strategic Development Area – 900 units
- Halbeath Strategic Development Area – 1400 units
- Berrylaw – 665 units
- Broomhall Strategic Development Area– 2150 units.

3.3.4 The number of proposed homes in each school catchment area varies and the expected number of new homes built will change year by year, largely dependent upon the market rate of the sale of new homes. Fife Council must be responsive to these variations, to ensure that the school estate is sufficient in size to manage pupil demand. As well as the planning process and the construction of these new primary schools, the Education Service will be

required to carry out a statutory consultation with stakeholders to establish the new school communities.

- 3.3.5 Within the Touch Primary School catchment area there are 100 units at the Lynebank Hospital site, which is classed an effective site within the Housing Land Audit. This means that the site is free or expected to be free of constraints in the period under consideration and will therefore be available for the construction of housing. A non-effective site is not expected to contribute towards meeting the housing land requirement due to ownership, physical, contamination, marketability, constraints etc. The expected pupil product for this site is included in the school roll projections for both Touch Primary School and Woodmill High School. These units are expected to be built between the period 2023-2025.
- 3.3.6 Within the Carnegie Primary School catchment area there are 287 units from the following sites;
- Dunlin Drive – 193 units (to start from 2022-2025)
 - Halbeath South – 56 units to be completed
 - South Fod –38 units to be completed
- 3.3.7 The proposed pupils from these development sites (Dunlin Drive and Halbeath South) are included in the school roll projections for Carnegie Primary School. The Dunlin Drive site is part of the former Shepherd Offshore site, which already has planning consent under application 14/00809/PPP. The development of the remaining 193 units is currently onsite, with initial groundworks underway.
- 3.3.8 It should be noted that the Halbeath expansion for 1400 units is currently partially contained within the Carnegie and Townhill Primary School catchment areas. A new primary school is proposed to accommodate pupils from this development and a further catchment review will be required to rezone this housing from both the Carnegie and Townhill Primary School catchment areas to the new primary school and allow the establishment of a new catchment area to be formed for this community.

4. Carnegie Primary School - Rationale for the rezoning of the primary catchment areas of Carnegie and Touch Primary Schools

- 4.1 Carnegie Primary School opened as a virtual school in August 2009, for one class of pupils. The staff and pupils were based in Inverkeithing Primary School and pupils/staff were bused from the Duloch area of Dunfermline until the new school was completed. The roll increased to 85 pupils for the second academic session and all pupils transferred to the new building in August 2011. When first constructed, Carnegie Primary School had a maximum capacity for 434 pupils, which was based on 14 mainstream classes. Three additional teaching spaces were designed to accommodate additional support needs (ASN) classes as part of the Fife strategy to provide enhanced ASN provision in a small number of Primary Schools. There were also 2 nursery rooms to accommodate 80 pupils in the morning and 80 pupils in the afternoon. As a result of the expansion to 1140 hours for nursery aged pupils, the model within Carnegie nursery was amended to deliver 80 places

operating the 9am-3pm model. The additional ancillary accommodation on site, to support the full breadth of curriculum, includes a community room, library/ICT room and multi-purpose room.

- 4.2 By 2014, the number of pupils attending the school had exceeded the initial maximum capacity and therefore the 3 areas initially designed to accommodate ASN classes were reconfigured to accommodate mainstream pupils. This changed the maximum capacity of the school from 434 pupils to 509 pupils (17 classes). In addition, the community room, staffroom, library/ICT room and multi-purpose room were reconfigured to accommodate pupils from the catchment area.
- 4.3 Due to this increase of catchment pupils for a continued period, the ancillary spaces such as the community room, staffroom, library/ICT room and multi-purpose room had to be used to accommodate classes.
- 4.4 The published capacity was revised formally, in May 2017, following the completion of a 4-classroom extension, occupied by pupils from August 2016. This took the maximum capacity to 651 pupils (21 classes).
- 4.5 Prior to Carnegie Primary School being built, Masterton and Duloch Primary Schools were constructed to meet the requirements of the planned house building in the Dunfermline eastern expansion. Housing development in the area was rapid and significant, causing an influx of families from outwith Fife. This impacted significantly on the pupil product (previously applied throughout Fife) used to predict pupil numbers from large housing developments.
- 4.6 The catchment area for Masterton Primary School was subject to a statutory rezoning proposal during 2005/6 and then again during session 2013/14. The Duloch Primary School catchment area was first established prior to the school opening in 2007. Further rezoning changes were made to the Duloch Primary School catchment area at the time when a new catchment area was formed for Carnegie Primary School. The rezoning change resulted in housing from the catchment area of Duloch Primary School being rezoned to Carnegie Primary School.
- 4.7 In 2011, a planning application was received to consider new housing units from the former Shepherd Offshore development, a site which was allocated for employment land within the local plan for the Dunfermline area. This area was subsequently reclassified from employment land to an area for residential development. Included in the conditions of planning consent, to enable housebuilding to commence, the developer was required to fund the 4-classroom extension to Carnegie Primary School, to mitigate the capacity risk for education provision known at that time. The extension to Carnegie Primary School was completed for August 2016 and the maximum capacity of the school therefore increased in May 2017, from 509 pupils to 651 pupils (17 to 21 classes). There are still 193 housing units to be completed from this development, as detailed in the masterplan application, which also includes the development of a new Dunfermline Learning Campus (replacement Fife College, and replacement secondary schools for St Columba's Roman Catholic and Woodmill High Schools).

- 4.8 The school roll for Carnegie Primary School was 651 pupils at Census 2021. The school roll is projected to be 654 pupils for August 2022. The maximum capacity of Carnegie Primary School is 651 pupils if they are equally dispersed across each primary stage. This is very rarely the case as was evident in session 2021-2022, when the school census figures of 651 indicated that the total could be accommodated within the maximum capacity, however the class composition required for each primary stage resulted in the school requiring 23 teaching areas and having to utilise 2 multi-purpose spaces to the detriment of the curriculum.
- 4.9 The school has been utilising a multi-purpose area for several years, which has impacted on its availability, for staff to deliver the full breadth of the curriculum in spaces other than core classrooms.
- 4.10 As a result of the class configuration requirements, for session 2021-22, Carnegie Primary School has been operating with a number of classes that is in excess of its current capacity. Additionally, if all 784 pupils currently living in the catchment area had chosen to attend Carnegie Primary School, it would be oversubscribed by 133 pupils.
- 4.11 The increase in the population located within the catchment area, and the subsequent pupil numbers, inhibits a parent's ability to send their child to their catchment school. As outlined in para 1.3, Fife Council manages pupil places through catchment areas. It is the responsibility of Fife Council to ensure those catchment areas meet the current and future demand in the area. Where a catchment area includes more pupils than the capacity of the catchment school, places become limited for both catchment pupils and those who wish to attend the school by placing request.
- 4.12 The current information relating to Scottish Government Core Facts Data is as follows:
- Carnegie Primary School is currently rated as 'A' for condition (Core Facts April 2021).
 - The building is rated as 'A' for suitability.
 - The building is rated as 'A' for accessibility.
- 4.13 The new housing within the Carnegie Primary School catchment area is situated to the west of the M90. The existing residential housing, to the east of the M90, is located within the Crossgates Primary School catchment area.
- 4.14 The expected pupils, from the local plan housing sites located in the Carnegie Primary School catchment area, cannot be accommodated within the existing accommodation at Carnegie Primary School. The school roll has already exceeded the maximum pupil capacity and 25 teaching areas, along with 5 multi-purpose areas (to deliver the full breadth of the curriculum activities) would be required to accommodate all the catchment pupils within the existing Carnegie catchment area.

Year	2022	2023	2024	2025	2026	2027	2028	2029	2030
Carnegie Projected Roll	665	696	703	711	685	690	687	672	652

- 4.15 Although pupils from new housing development sites arrive on a phased basis, the considerable number of anticipated pupils in this catchment area will exacerbate the capacity issue at Carnegie Primary School. The site is unable to be extended to provide a further additional 4 teaching spaces as well as an additional hall and/or multi-purpose areas to support the full breadth of the curriculum.
- 4.16 Although the rationale for the proposal is based on the existing over occupancy of Carnegie Primary School, due to new housing within the catchment area it is prudent to manage the catchment areas across all our schools based on the inclusion of new housing developments, the proximities to local schools and to consider long term management of the school estate. Failure to manage the school catchment area of Carnegie Primary School, in relation to new developments, would exacerbate the existing capacity problem at the school.
- 4.17 This proposal would allow the catchment area of Carnegie Primary School to be rezoned, to ensure that pupils currently living in the catchment area can attend the catchment school that would be assigned to their household address/postcode. Additionally, any new pupils from the new housing to the east of Carnegie Primary School (former Shepherd Offshore development), could be accommodated within the capacity of the school, ensuring that the school is situated at the heart of its community.
- 4.18 It is a geographic imperative that the catchment area is realigned to allow those children living in the catchment area the opportunity to attend their catchment school.
- 4.19 If the catchment area were to remain as it currently stands, the Education Service would be unable to accommodate all pupils entitled to a catchment place at Carnegie Primary School. This would result in the oversubscription of pupils for the number of places on offer each year. The management of primary enrolments would be required in accordance with the Schools Admissions Policy For Primary and Secondary Schools in Fife and those pupils unable to be allocated a place at Carnegie Primary School would be allocated a place at Touch Primary School. This may result in a number of pupils being transported to school and an increase in revenue costs for Fife Council.

5. Receiving/Impacted School – Touch Primary School

- 5.1 Touch Primary School is 1.1 miles from Carnegie Primary School, situated at Garvock Bank, Dunfermline. The school accommodation has benefited from significant investment in financial years 2014/15, 2015/16 and 2017/18 as part of the school rationalisation programme where part of the Lynburn Primary School catchment area was rezoned to Touch Primary School to redistribute pupils across this area of Dunfermline. That proposal identified surplus

capacity within the area and allowed the Education Service the opportunity to optimise occupancy and ensure best value across the school estate. The school's digital and wireless capacity was upgraded, as well as significant refurbishment of classroom areas, including new carpeting, painting, and heating. In addition, a project to upgrade the boundary fencing and external lighting was completed.

- 5.2 The school roll at Census 2021 was 268 pupils, with a maximum capacity of 317 pupils (11 classes). The school benefits from a large dining hall, multi-purpose learning spaces and a tutorial space to support the delivery of the breadth of the curriculum. The nursery on site can accommodate 75 pupils on a term time model (9am-3pm 39 weeks a year). As part of the 1140 hours expansion of early years provision, one of the classrooms was reconfigured to allow the delivery of additional early years places.
- 5.3 A decision was made to extend Touch Primary School by 4 classes, which has increased the maximum pupil capacity from 317 pupils to 434 pupils. This increase in core classrooms allows for the continued use of multi-purpose areas over and above the core accommodation. The increase in provision at Touch Primary School was agreed to manage the influx of pupils from new development sites, as there was overall site capacity to build an extension. As well as the 4-classroom extension, an upgrade to a set of toilets was completed.
- 5.4 To respond to the Scottish Government's expansion of early years provision, a decision was taken in 2016 to expand the nursery provision in Touch Primary School. This enabled the Education Service to expand outdoor provision for the nursery as well as providing a dedicated external play area for Primary 1 to Primary 3 pupils. Additional refurbishment of the nursery toilets is scheduled for the October 2022 and Easter 2023 school holidays.
- 5.5 The current information relating to Scottish Government Core Facts Data is as follows:
- Touch Primary School is currently rated as 'B' for condition (Core Facts April 2021).
 - The building is rated as 'B' for suitability.
 - The building is rated as 'B' for accessibility.
- 5.6 The school rolls (as recorded in the annual September census) from the last 10 years are presented as follows:

Year	School Roll / Occupancy	Year	School Roll / Occupancy
2010	355 / 434 (82%)	2016	313 / 434** (72%)
2011	355 / 434 (82%)	2017	299 / 367 (81%)
2012	348 / 459* (76%)	2018	296 / 317 (93%)
2013	325 / 459 (71%)	2019	302 / 317 (95%)
2014	331 / 459 (72%)	2020	292 / 317 (92%)
2015	324 / 459 (71%)	2021	268 / 434 (62%)

**The 459 maximum capacity in 2012 included a temporary hut which was*

*removed in **Summer 2016. This had been included as accommodation for break out space.*

- 5.7 The pupil analysis, from the 2021 census, shows that there are 96 catchment pupils whose parents have made placing requests to attend other schools. However, 82 pupils are enrolled within Touch Primary School from outwith the Touch Primary School catchment area as a result of placing requests.
- 5.8 The school roll at Touch Primary School has slowly declined as a result of the natural demographics of its catchment area. The current school roll projections for Touch Primary School expect that space is required for between 9 and 10 classrooms until 2036, with the roll projected to decline to 8 classes thereafter. The occupancy at this point would be 53% and would be below the school estate principles (para 3.1(b)) of above 60% occupancy.
- 5.9 The school roll projections for Touch Primary School include one site for 100 units at Lynebank Hospital. Projected new pupils from this development site are expected to sustain the current occupancy level of Touch Primary School. However, the pupil product from this site alone will not increase the school roll above 60% occupancy. It will also mean there are 4 classrooms available which could accommodate additional pupils.

Year	2022	2023	2024	2025	2026	2027	2028	2029	2030
Touch projected Roll	256	243	259	263	244	246	246	249	250

- 5.10 While Touch Primary School does not have an out of school childcare provision on site at present, a privately run childcare provision for school age children is delivered by Garvock Out of School Club. This is operated from the Vine Conference Centre, which is located less than a 5-minute walk from Touch Primary School. Pupils are collected from Touch Primary School by staff operating within the Garvock Out of School Club.

6. Rationale for the Proposal – Summary

- 6.1 The Education Service is required to plan and review its learning estate based on current and future roll projection information, to mitigate any capacity pressures on schools as a result of new housing developments in the catchment areas and/or demographic trends.
- 6.2 The existing house building pressures in this housing market area make the current catchment arrangements unsustainable. It is not possible to accommodate the projected catchment population on the existing Carnegie Primary School site. School provision within Carnegie Primary School has already been extended to create additional pupil capacity. All options to create additional capacity on this site have been explored. No additional capacity on this site can be delivered without having a detrimental impact on the space available to deliver high quality learning and teaching, breadth of curriculum, outdoor learning environments as well as the available external spaces for the pupils to play and socialise on site.

- 6.3 As there were no other options to enable extensions to this school, Touch Primary School was expanded to support the future school estate plan for this area of Dunfermline. The existing site of Touch Primary School had the overall site capacity to build an extension, to allow development to take place in the area without significant impact to external play space for pupils. Touch Primary School is in close proximity to Carnegie Primary School and the proposed expansion of the Touch Primary School catchment area will not impact negatively on the educational experience of the pupils and infrastructure within the building.
- 6.4 As Touch Primary School is currently under capacity, the option to increase the catchment area will ensure the housing expansion and the over occupancy of Carnegie Primary School can be managed within this school catchment area.
- 6.5 Touch Primary School has the capacity to accommodate the extra pupils from the proposed rezoning area included in this proposal. Without any additional housing, the school roll of Touch Primary School is expected to decline to 9 classes then potentially to 8 classes beyond 2036 if current trends continue. If the proposal is approved, it is likely that pupils currently enrolled at Carnegie would not transfer to enrol at Touch Primary School, unless parents/carers chose to. If the catchment is rezoned, any new pupils would be expected to enrol at Touch Primary School from the rezoned catchment area. While the eastern expansion area is near completion, it is anticipated that we will continue to see new pupils through housing turnover in both catchment areas.
- 6.6 Without the new housing and rezoned area from Carnegie Primary School, Touch Primary School roll will stay around 57% for the foreseeable future. Without a reduction in residential properties within the Carnegie Primary School, the school will continue to be significantly oversubscribed with catchment pupils. This will create uncertainty for parents/carers who may not know until the last minute if they have a catchment place and could result in siblings attending different schools. The management of school places would also continue to be an ongoing challenge for the Headteacher. The new housing planned within the Carnegie Primary School catchment area is unable to be zoned to an alternative school as this would create a catchment anomaly that new pupils would need to travel past Carnegie Primary School to attend a school allocated to them.
- 6.7 The rezoning of the catchment areas will realign the anomaly of new housing estates, where part of the street is aligned to 2 different primary catchment areas. For example, South Larch Road is split between Carnegie and Touch Primary Schools. This proposal would allow existing housing to be better associated together and natural boundaries to be used to realign the catchment areas. The existing house building pressures in this area make the current arrangements unsustainable. Accommodating the projected catchment population on the existing Carnegie Primary School site would require several additional classrooms and multi-purpose areas. It is not possible to provide these additional classrooms and multi-purpose areas as the site is unable to accommodate any new infrastructure.

7. Educational Benefits Statement

7.1 It is a requirement of the Schools (Consultation) (Scotland) Act 2010 that the education authority prepare an Educational Benefits Statement on this proposal which includes:

- (a) the authority's assessment of the likely effects of a relevant proposal (if implemented) on:
 - (i) the pupils of any affected school,
 - (ii) any other users of the school's facilities,
 - (iii) any children who would (in the future but for implementation) be likely to become pupils of the school,
 - (iv) the pupils of any other schools in the authority's area,
- (b) the authority's assessment of any other likely effects of the proposal (if implemented),
- (c) an explanation of how the authority intends to minimise or avoid any adverse effects that may arise from the proposal (if implemented),
- (d) a description of the benefits which the authority believes will result from implementation of the proposal (with reference to the persons whom it believes will derive them).
- (e) the education authority's reasons for coming to the beliefs under paragraph (d).

7.2 Educational benefits for the pupils of any affected school

7.2.1 Parents will be able to choose the catchment primary school associated with their postal address. This provides significant reassurance to parents when while their child is transitioning from nursery to primary.

7.2.2 Catchment realignment would remove the uncertainty for parents in the area who would be unlikely to gain a catchment place at Carnegie Primary School based on distance to school criteria. It would also remove uncertainty in timing of places at school being confirmed to parents in the area.

7.2.3 The distribution of pupils across the area will reduce the accommodation pressures in Carnegie Primary School, thus ensuring that the school accommodation supports teachers to deliver the broad range of experiences and outcomes of Curriculum for Excellence in the most appropriate flexible learning environments that enhance learners' experiences and support high quality teaching. The opportunity to utilise space flexibly in Touch Primary School is already an option and would continue to be the case if the school roll increases.

7.2.4 The learning environment in Carnegie Primary School was initially designed to accommodate 17 classes of pupils (14 mainstream and 3 ASC) with additional multi-purpose spaces throughout the building supporting the diverse range of pupils needs. In addition to the core classroom space, the well-planned routes into the building are designed to allow swift access to a range of features such as coat pegs, packed lunch bag storage, hand washing sinks supporting a speedy transition at the start and end of the day as well as break and lunchtime. As a result, limited teaching time is lost each day. When core

accommodation is exceeded, alternative accommodation that is designed for transient use is less likely to support daily operational matters.

- 7.2.5 Access to the diverse range of multi-purpose spaces in both Carnegie and Touch Primary Schools will have a positive impact on the teachers' flexibility to deliver the breadth of the curriculum in different learning spaces. It also allows additional teaching and non-teaching staff working in both schools the opportunity to utilise space to meet children's diverse range of needs and foster individual interests, such as musical tuition.
- 7.2.6 This proposal would reduce the constant accommodation pressures within Carnegie Primary School of managing an over-subscribed school and would reduce the pressure of managing all the curricular activities within the core classroom space. This will ensure that the accommodation within both school buildings supports the delivery of a comprehensive curriculum.
- 7.2.7 Attending the same school as peers living in close geographical proximity helps provide continuity and security for children, with the fostering of peer relationships both in and out of school.
- 7.2.8 Realigning the catchment areas of both Carnegie and Touch Primary Schools ensures that all catchment pupils can enjoy the benefits of daily exercise walking to school.

7.3 Benefits for other users of the schools' facilities

- 7.3.1 At Carnegie Primary School almost all spaces are utilised as core classrooms, due to sustained over occupancy. This has inhibited the space being used by any other users previously. However, if the proposal is approved, multi-purpose spaces will return to flexible use and can be utilised for a wide range of activities, both during the school day and beyond. This would support the opportunity for community users to play a more active role in the school life.
- 7.3.2 In Touch Primary School, a larger sustained school roll enhances the future stability of the school community. Flexibility of the use of school facilities will continue to be available.

7.4 Benefits for children who would (in the future but for implementation) be likely to become pupils of the school

- 7.4.1 Almost all of the pupils who are currently zoned to attend Touch Primary School will continue to do so. The exception being that the partial housing contained to the east of South Larch Road (The Heathers Wynd, South Larch Way, South Larch Lane) will be zoned to Carnegie Primary School, to allow pupils to attend school with their immediate neighbours. Housing from odd numbers 3 to 23 of South Larch Road will be zoned to Touch Primary School, along with existing housing, even 2 to 20 South Larch Road. This will remove the boundary of the catchment directly across houses and ensure the boundary retains housing developments together.
- 7.4.2 From the area of houses that is being proposed to be rezoned from Carnegie Primary School to Touch Primary School, there are already pupils from the

Carnegie Primary School catchment area who choose to attend Touch Primary School and nursery. This would provide certainty for parents who would otherwise have to continue to make a placing request to attend Touch Primary School.

7.4.3 The postcodes identified in the proposal will ensure that the houses furthest away from Carnegie (Shearwater Crescent/Osprey Crescent) are zoned to the closer in proximity Touch Primary School. For those pupils being rezoned from Carnegie to Touch Primary School, this will alleviate any future uncertainty of a catchment primary school place for their child at Carnegie Primary School. As the properties in this area are furthest away from the existing Carnegie Primary School catchment area, any allocation of places, where there is an oversubscription of pupils, would mean that pupils from this area would be unlikely to be allocated a place in Carnegie Primary School.

7.5 **Benefits for other pupils in the authority area**

7.5.1 The rezoning of both Carnegie and Touch Primary Schools would reduce inefficient operating expenditure, thus allowing the redirection of resources to support pupils across Fife. The more efficient use of resources will result in a more balanced and “best value” model for deployment of resources across Fife schools. This has implications for the school estate, resources, and staffing, all of which are considered to impact positively on children’s learning.

7.6 **Any other likely effects of the proposal and how the authority intends to minimise or avoid any adverse effects that may arise from the proposal (if implemented)**

7.6.1 A situation may arise that a sibling of a child currently attending Carnegie Primary School no longer has an automatic entitlement to attend the same primary school as their older sibling if the rezoning proposal is approved. However, the Education Service will continue to adhere to the priority criteria within the Admissions Policy where a child living at the same household address as their sibling is given a higher priority (following pupils with ASN), than if the non-catchment school is closer to the home address than the catchment school and childcare/parent’s working arrangements.

7.7 **Benefits which the authority believes will result from implementation of the proposal (and reasons for the belief)**

7.7.1 For parents of pupils living with in the Carnegie Primary School catchment area there will be greater certainty that their children will be able to be accommodated within their catchment primary school with the rest of their peer group from their community.

7.7.2 This proposal will ensure better alignment of communities and catchment areas to reduce the oversubscription of pupils for places within one primary school catchment area.

7.7.3 Carnegie Primary School will no longer be over occupied and there will be a better opportunity for staff to deliver curriculum for excellence within a variety

of teaching spaces which will enhance the learning experience for all pupils.

- 7.7.4 This proposal will utilise the capacity currently available within Touch Primary School and support the school roll of current catchment pupils to grow, helping to meet the school estate principle of over 60% occupancy. There will also be a better opportunity for a wider staff group to deliver curriculum for excellence within the variety of teaching spaces there, which will enhance the learning experience for all pupils.
- 7.7.5 This proposal will provide a best value approach to the management of the school estate, as capacity exists across the area to manage the influx of pupils from new developments.
- 7.7.6 This proposal will ensure that all pupils could walk to their catchment school, building relationships, resilience, and independence for our young people.

8. Available Walking Routes to School – Transport Arrangements

- 8.1 Touch Primary School is located 1.1 miles from Carnegie Primary School. This proposal will ensure that pupils from both proposed catchment areas are afforded the opportunity to walk to their catchment schools. A map showing the one-mile walking route from Touch Primary School to the proposed area to be rezoned is included at Appendix 9. A map showing the one-mile walking route from Carnegie Primary School is shown at Appendix 10.
- 8.2 As part of the detailed planning application for any new housing developments, footpaths and infrastructure design would be included in a planning application, thus giving an opportunity for pupils to walk to school and increasing their independence.
- 8.3 Any pupil living more than one mile away from their catchment primary school would be provided with free transport, in accordance with current Fife Council transport policy.

9. Nursery Provision

- 9.1 There is no impact on the nursery provision or operating models on offer as a result of this proposal to rezone the primary school catchment areas.
- 9.2 Nursery provision is managed using local nursery areas, with a family nurture centre in each of the 7 committee areas across Fife. These local nursery areas are not necessarily the same as primary school catchment areas. The nurseries (operated by Fife Council) in the areas impacted by this proposal are:

Carnegie Primary School pupils – D2 nursery area – the nurseries associated with this primary school catchment area are: Carnegie (including Halbeath), Duloch, Lynburn, Halbeath and Pitreavie nurseries.

Touch Primary School pupils – D1 nursery area – the nurseries associated with this primary school catchment area are: Beanstalk, St Leonard's, St

Margaret' and Touch nurseries.

- 9.3 A new purpose-built facility titled Halbeath Nursery and Community is located in the Halbeath area (Guttergates Road, Halbeath). The nursery provision and staff are managed by the Carnegie Primary School Headteacher. This nursery has provided an additional 96 places in the morning and afternoon, for the locality, in addition to the 80 places (term time) already delivered within Carnegie Primary School. This building benefits from Community Use availability for local groups or organisations to hire the facilities in the evening and weekends.
- 9.4 Parents/Carers are expected to apply in January for a nursery place based on the operating models in each nursery setting.

10. Secondary School Implications

- 10.1 In terms of the School Admissions Policy for Primary and Secondary Schools in Fife, enrolment at a secondary school is based on the catchment area in which a pupil's home address is situated.
- 10.2 Carnegie and Touch Primary Schools are part of the Woodmill High School catchment area and there are no changes to secondary school catchments areas being proposed as part of this consultation.
- 10.3 The denominational schools associated within Carnegie and Touch Primary Schools are St Margaret's RC Primary School and St Columba's RC High School. There are no changes to these catchment areas being proposed as part of this consultation.
- 10.4 The policy also provides that standard enrolments for transfer from primary to secondary are organised annually between the secondary school and its associated primary schools.
- 10.5 Parents have the right to request that their child attend a school other than their designated catchment school (or to their designated catchment school if the child has not been offered a place there). Any such request is called a placing request and is governed by the Education (Scotland) Act 1980. In most circumstances placing requests will be granted where pupil places are available, but the pupil will not automatically be entitled to free or subsidised school transport. However, there is discretion within the existing transport policy and cases will be looked at on an individual basis. Further information on placing requests and the procedure involved can be found in the School Admissions Policy for Primary and Secondary Schools in Fife which can be found at [Apply for a school place | Fife Council](#).

11. Siblings

- 11.1 The Council's position in relation to siblings outlined above does not include those families who have made a placing request to attend Carnegie or Touch Primary Schools. These parents would need to submit a placing request for their younger child(ren) and depending on which secondary school catchment area their household address is within, may need to submit a placing request

for entry to S1. The allocation of placing requests is in terms of the Education (Scotland) Act 1980 and in line with the existing School Admissions Policy which can be found online at www.fife.gov.uk by searching for School Admissions Policy or accessing the following link [Schools-Admission-Policy-April-2018.docx \(live.com\)](#).

- 11.2 A situation may arise that a sibling of a child currently attending Carnegie Primary School no longer has an automatic entitlement to attend the same primary school as their older sibling if the rezoning proposal is approved. In those circumstances, a placing request would be required for the child to attend Carnegie Primary School where their sibling is already in attendance. Where the number of placing requests exceeds the number of available places at the school, the priority criteria within the Admissions Policy applies including that a child living at the same household address as their sibling is given a higher priority (following pupils with ASN), than if the non-catchment school is closer to the home address than the catchment school and childcare/parent's working arrangements.

12. Cost per Pupil

- 12.1 The cost per pupil calculation for schools is computed in July of each year. The calculation is intended to bring together all comparable costs for each school and benchmark these at individual school level through the production of a cost per pupil figure. This figure is arrived at by dividing this number by the number of pupils on the school roll.
- 12.2 The cost per pupil is the total expenditure for all running costs associated with a primary or secondary school divided by the number of pupils at the school.
- 12.3 The cost per pupil for the schools included in this proposal are:
- Carnegie Primary School - £3,280
 - Touch Primary School - £4,526

13. Community Impact

- 13.1 In preparing this proposal, the Council has considered a number of ways the community may be impacted by the proposed rezoning of the primary school catchment areas. Both schools will remain part of the same secondary school community, as there are no changes planned to the secondary school catchment areas. This proposal will not impact on a parent's desire to be involved in their children's education as both schools have an active parent council for those parents who wish to be engaged in these forums. Each of the schools will offer, at different points of the year, active school clubs or after school activities for parents to participate within. Each of the schools has a nursery on site, ensuring that parents with older siblings can apply for their younger sibling to attend the nursery setting.
- 13.2 Although Touch Primary School, at present, does not operate an onsite childcare provision, this can be provided by a partner provision at the Vine Conference Centre, which is also in the heart of the Touch Primary School catchment area, located less than a 5 minute walk.

- 13.3 This proposal provides families an opportunity for wider engagement across the geographical area.
- 13.4 In summary, if the proposal is implemented, the Council does not consider that there will be any adverse effect on the local community, whether defined as the school community, housing developments or the wider eastern expansion area.

14. Summary of Proposal

- 14.1 The proposal is to rezone the Carnegie Primary School catchment area and the Touch Primary School Catchment area, from 30 June 2023. This will reduce the overall number of residential properties within the Carnegie Primary School catchment area and ensure both schools have sufficient housing to sustain the school rolls at an optimum level. This will increase the number of residential properties within the catchment area of Touch Primary School and subsequently increase occupancy. This proposal will ensure that pupils from the revised Carnegie Primary School catchment area can attend their catchment school in future, without a significant risk of over-subscription of pupils.

15. Proposed Date for Implementation

- 15.1 It is intended that the proposal, if approved by the Cabinet Committee of Fife Council on 9 March 2023 (or a subsequent Cabinet Committee), would be implemented on 30 June 2023. Nursery aged pupils transferring to Primary 1 in August 2023 would enrol in their existing catchment primary school in January 2023. The new primary catchment areas will take effect from 30 June 2023 for all subsequent enrolments including placing requests.

16. Statutory Consultation Process – Timeline

22 September 2022	Consultation proposal considered by Fife Council's Cabinet Committee
4 October 2022	Parents and other statutory consultees issued with Consultation Notice informing them of relevant dates and information about the statutory consultation
5 October – 1 December 2022	Consultation live (period of 31 school days)
10 – 21 October 2022	School holidays
	<p>Public meeting held on:</p> <ul style="list-style-type: none"> • Carnegie Primary School on Wednesday 26 October from 6.00-7.00 pm • Touch Primary School on Tuesday 1 November 2022 from 6.00-7.00 pm <p>Drop in sessions at:</p> <ul style="list-style-type: none"> • Carnegie Primary School on Tuesday 25 October 2022 from 8.45-9.30 am • Carnegie Primary School on Wednesday 26 October from 5.00-6.00 pm

	<ul style="list-style-type: none"> • Carnegie Primary School on Tuesday 1 November from 2.30-3.30 pm • Touch Primary School on Tuesday 25 October at 2.30-3.30 pm • Touch Primary School on Wednesday 26 October 2022 from 8.45-9.30 am • Touch Primary School on Tuesday 1 November from 5.00-6.00 pm
1 December 2022	Consultation Close
9 December 2022	Report on consultation process is submitted to Education Scotland
12 December – 13 January 2023	Education Scotland 3 week review
16 January 2023	Education Service receive report from Education Scotland
13 February 2023	Consultation Report published 3 weeks before the Cabinet Committee
9 March 2023	Report submitted to the Cabinet Committee

The information included in this document can be made available in large print, braille, audio CD/tape and British Sign Language interpretation on request by calling 03451 55 55 00

Calls cost between 3p to 7p per minute from a UK landline, mobile rates may vary.

BT Text phone number for Deaf people 18001 01383 441177

LANGUAGE LINES

এ নথিতে যেসব তথ্য আছে তা 03451555599 এ নাম্বারে ফোন করে অনুরোধ করলে বড় ছাপা, ব্রেইল, ওডিও সিডি/টেপ ও ব্রিটিশ সাইন ল্যাংগুয়েজ ইত্যাদি মাধ্যমে পাওয়া যাবে।
বলের জন্য ইউফে ল্যান্ডলাইন থেকে খরচ হবে প্রতি মিনিটে ৩পি থেকে ৭পি, মোবাইলের খরচ ভিন্ন হতে পারে।

عند الطلب، يمكن توفير المعلومات الواردة في هذا المستند في صورة مستندات مطبوعة بأحرف كبيرة ومستندات بطريقة برايل وعلى شرائط/أقراص مضغوطة صوتية مع الترجمة بلغة الإشارة البريطانية من خلال الاتصال بالرقم 03451 55 55 77
تتراوح تكلفة المكالمات بين 3 إلى 7 بنسات في الدقيقة من أي خط أرضي في المملكة المتحدة، وقد تختلف أسعار المكالمات بالهاتف المحمول.

如果你需要以大字體印刷、盲人點字、光碟/錄音帶格式或英國手語傳譯說明這份文件的內容，請致電 03451 55 55 88 提出要求。

用英國電訊固定座機撥打上述電話號碼收費每分鐘 3 至 7 便士，以手機撥打收費各異。

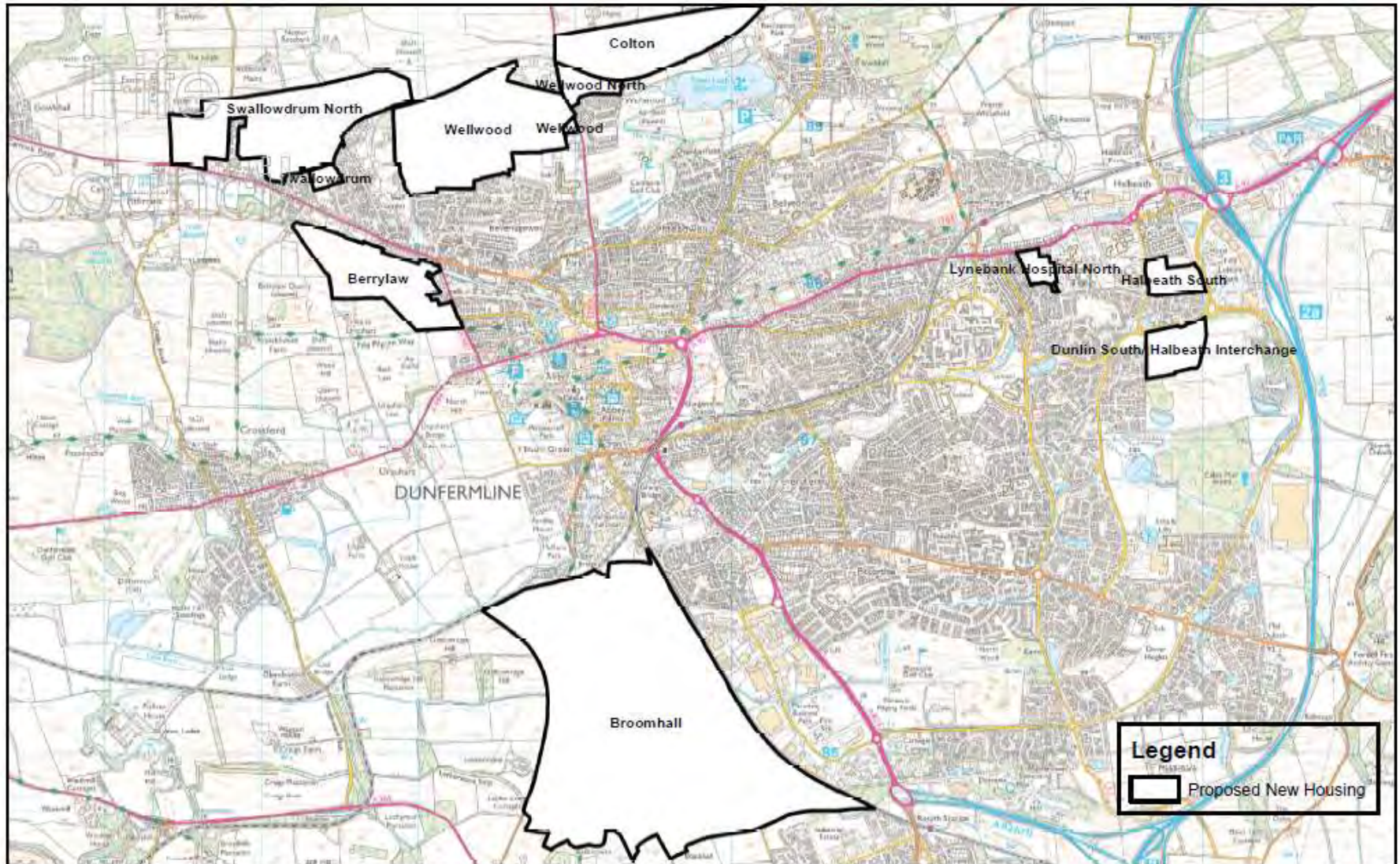
Informacje zawarte w tym dokumencie mogą zostać udostępnione w wersji drukowanej dużą czcionką, w alfabecie Braille'a, w wersji dźwiękowej na płycie CD/taśmie lub w tłumaczeniu na brytyjski język migowy – prosimy o kontakt pod numerem 03451 55 55 44.

Koszt połączenia wynosi 3-7p za minutę z brytyjskich telefonów stacjonarnych, koszty połączeń z telefonów komórkowych mogą być różne.

ਇਸ ਦਸਤਾਵੇਜ਼ ਵਿਚਲੀ ਜਾਣਕਾਰੀ ਟੈਲੀਫੋਨ ਨੰਬਰ 03451 55 55 66 ਰਾਹੀਂ ਮੰਗ ਕਰਨ ਉੱਤੇ ਵੱਡੇ ਅੱਖਰਾਂ, ਬ੍ਰੇਅਲ, ਆਡੀਓ ਸੀ.ਡੀ./ਟੇਪ ਅਤੇ ਬ੍ਰਿਟਿਸ਼ ਸਾਈਨ ਲੈਂਗੂਏਜ ਦੇ ਅਨੁਵਾਦ ਵਿਚ ਮੁਹੱਈਆ ਕਰਾਈ ਜਾ ਸਕਦੀ ਹੈ।

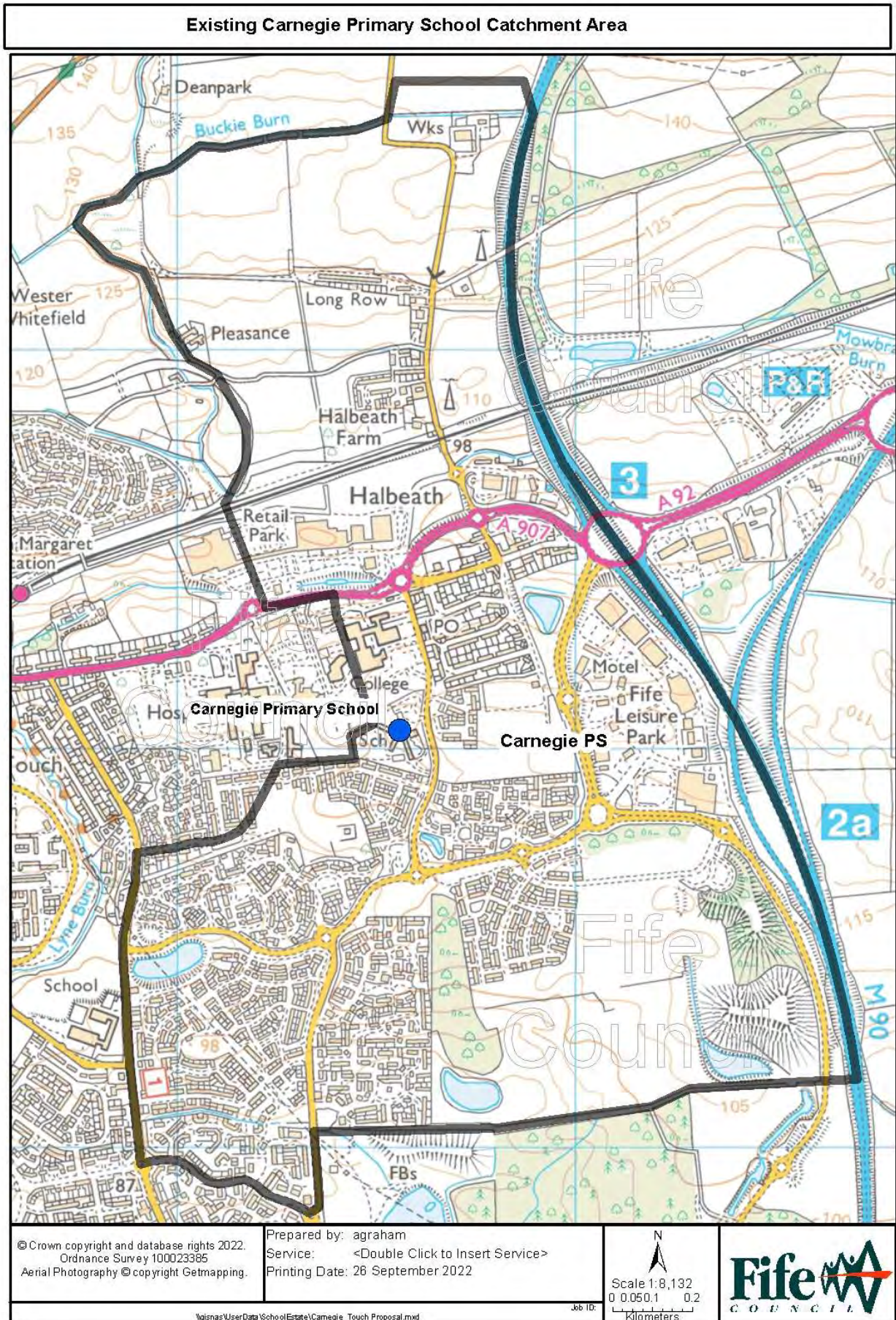
ਯੂ.ਕੇ. ਲੈਂਡਲਾਈਨ ਰਾਹੀਂ ਕਾਲ ਕਰਨ ਦਾ ਖਰਚਾ 3 ਤੋਂ 7 ਪੈਨੀਆਂ ਪ੍ਰਤੀ ਮਿੰਟ ਹੋਵੇਗਾ, ਮੋਬਾਈਲਾਂ ਦੇ ਰੇਟ ਵੱਖਰੇ ਵੱਖਰੇ ਹੋ ਸਕਦੇ ਹਨ।

03451 55 55 66 پر درخواست کرنے سے اس تحریر میں دی گئی معلومات بڑے پرنٹ، بریل، آڈیو سی ڈی/ٹیپ اور ترجمانی والی برطانوی اشاراتی زبان (برٹش سائن لینگویج) میں مہیا کی جاسکتی ہیں۔
کسی برطانوی لینڈ لائن سے ہون کے نرخ 3 تا 7 پنس فی منٹ ہیں، موبائل کے نرخ مختلف ہوسکتے ہیں۔



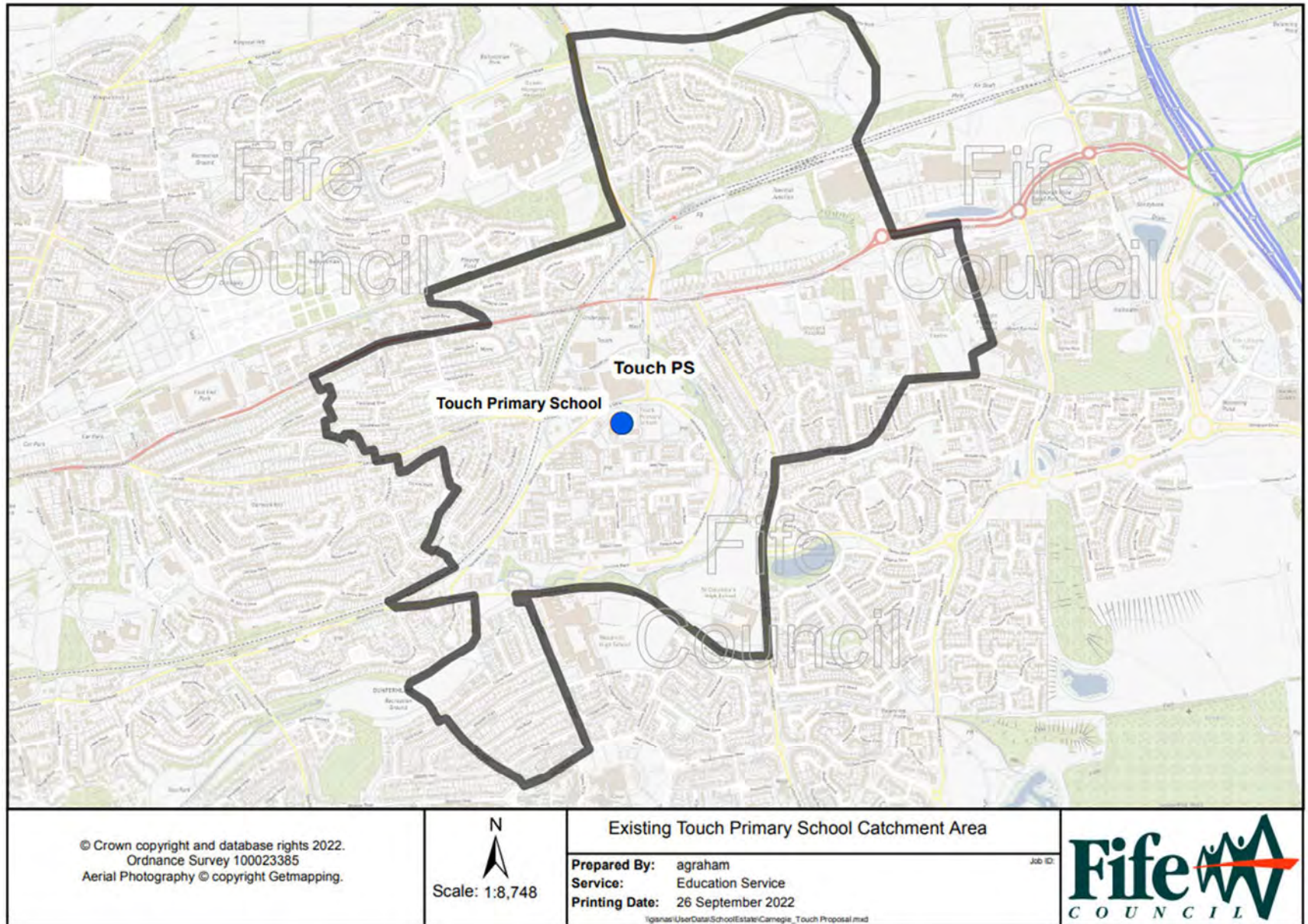
Legend
 Proposed New Housing

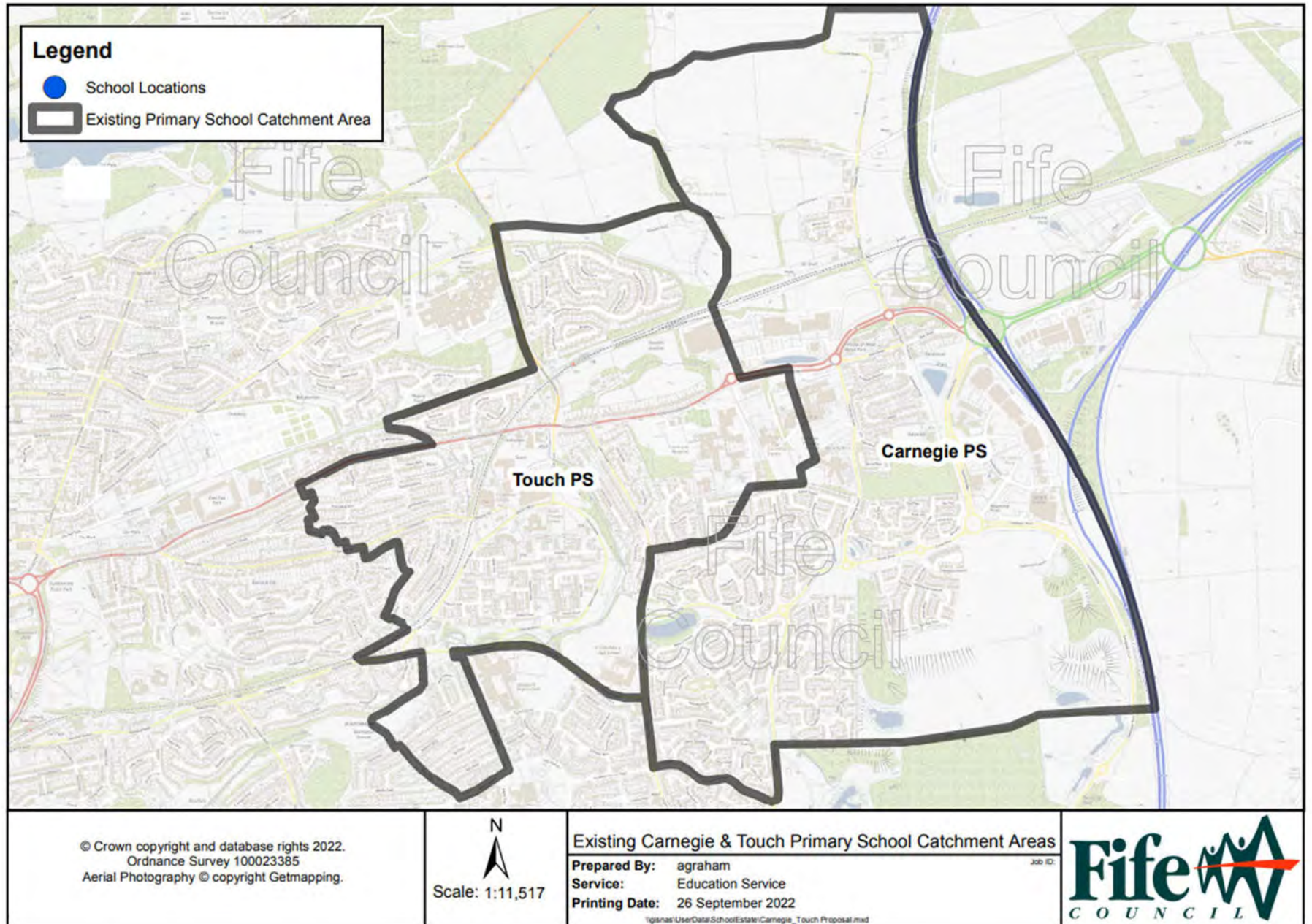
<p>© Crown copyright and database rights 2022. Ordnance Survey 100023385 Aerial Photography © copyright Getmapping.</p>	<p>N Scale: 1:21,880</p>	<p>Proposed New Housing within the Dunfermline & West Fife Area</p> <p>Prepared By: AGraham Service: Education & Children's Services Printing Date: 27 September 2022</p>	<p>Job ID: </p>
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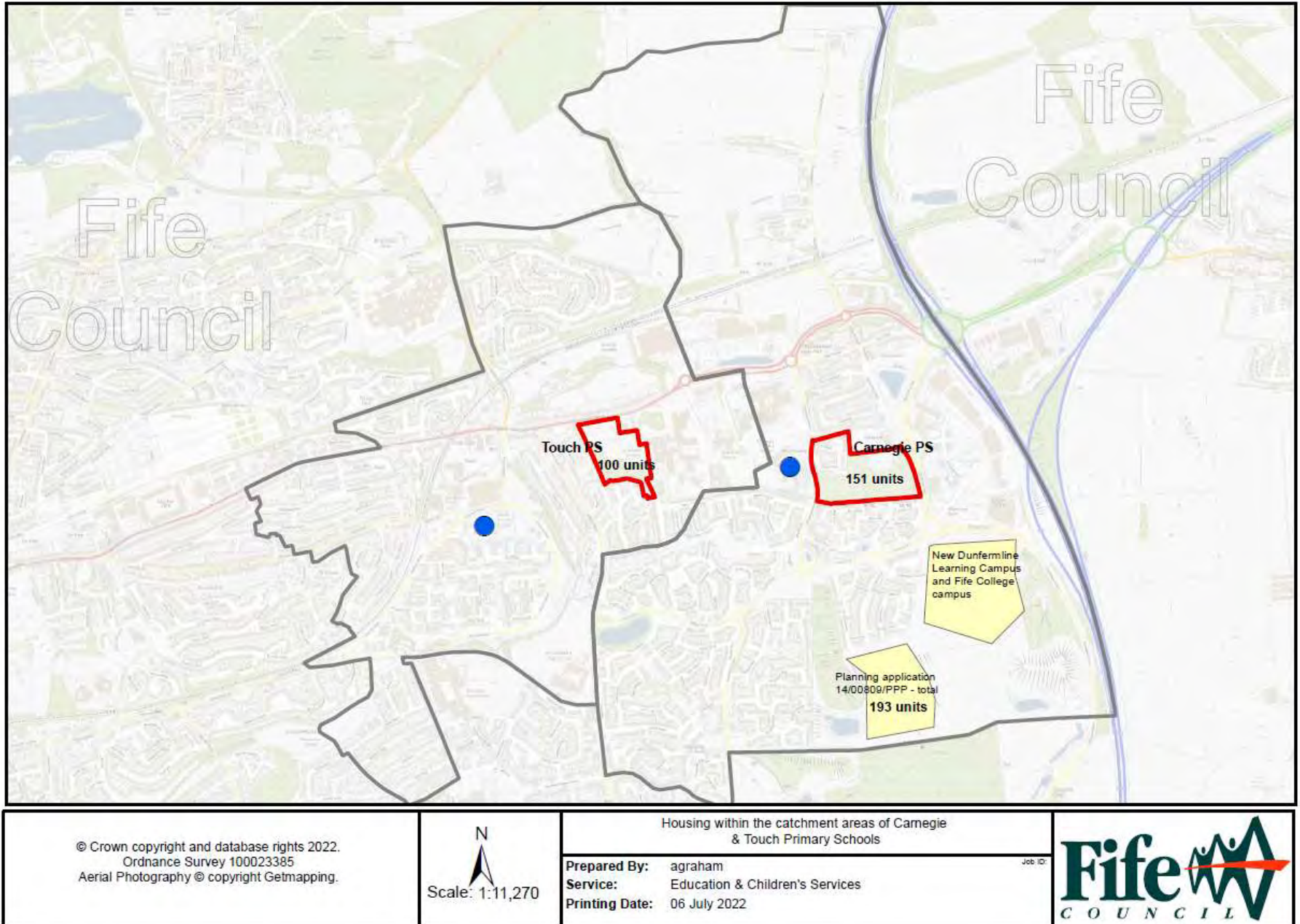
Appendix 3

Map of the Existing Touch Primary School Catchment Area



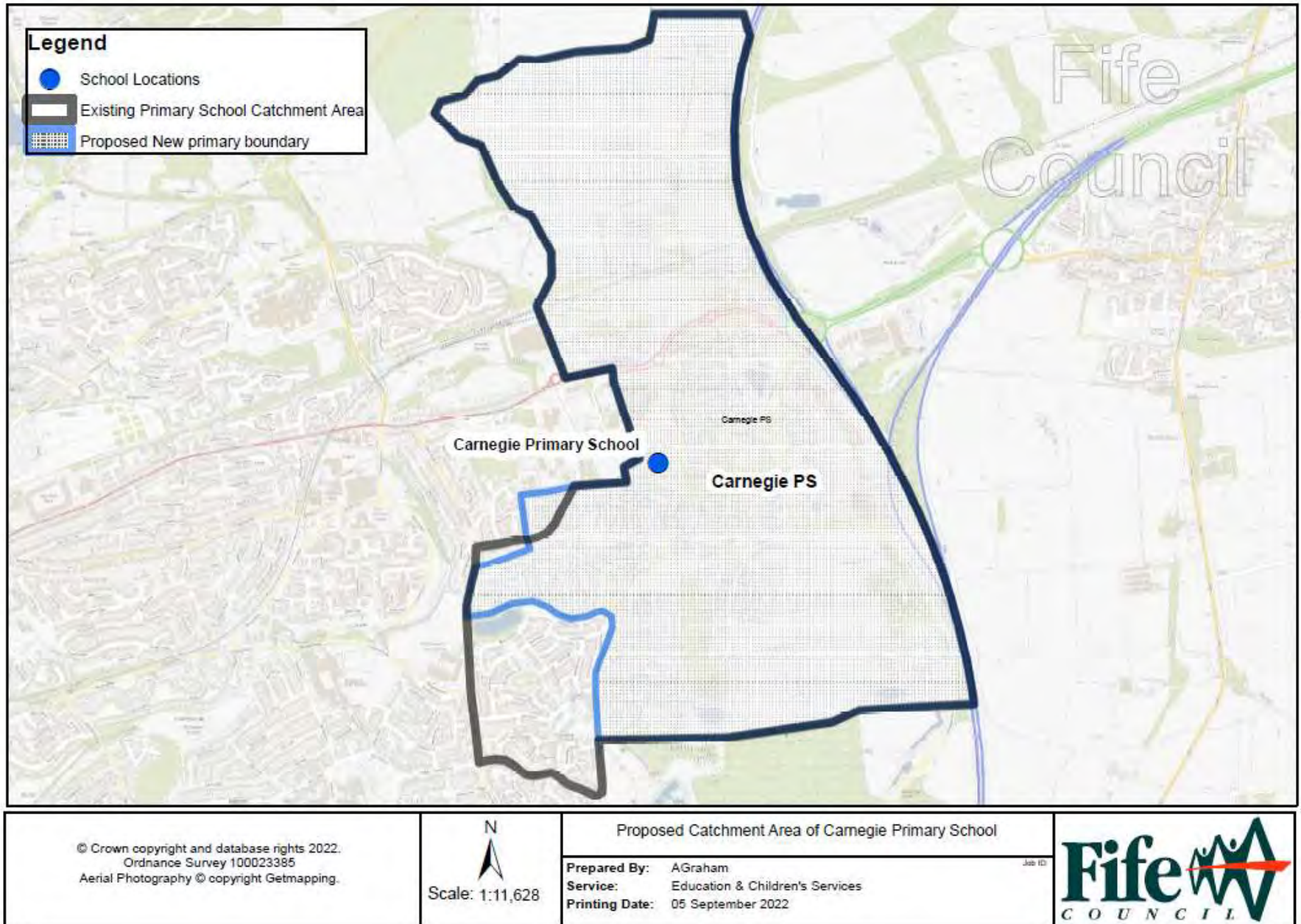


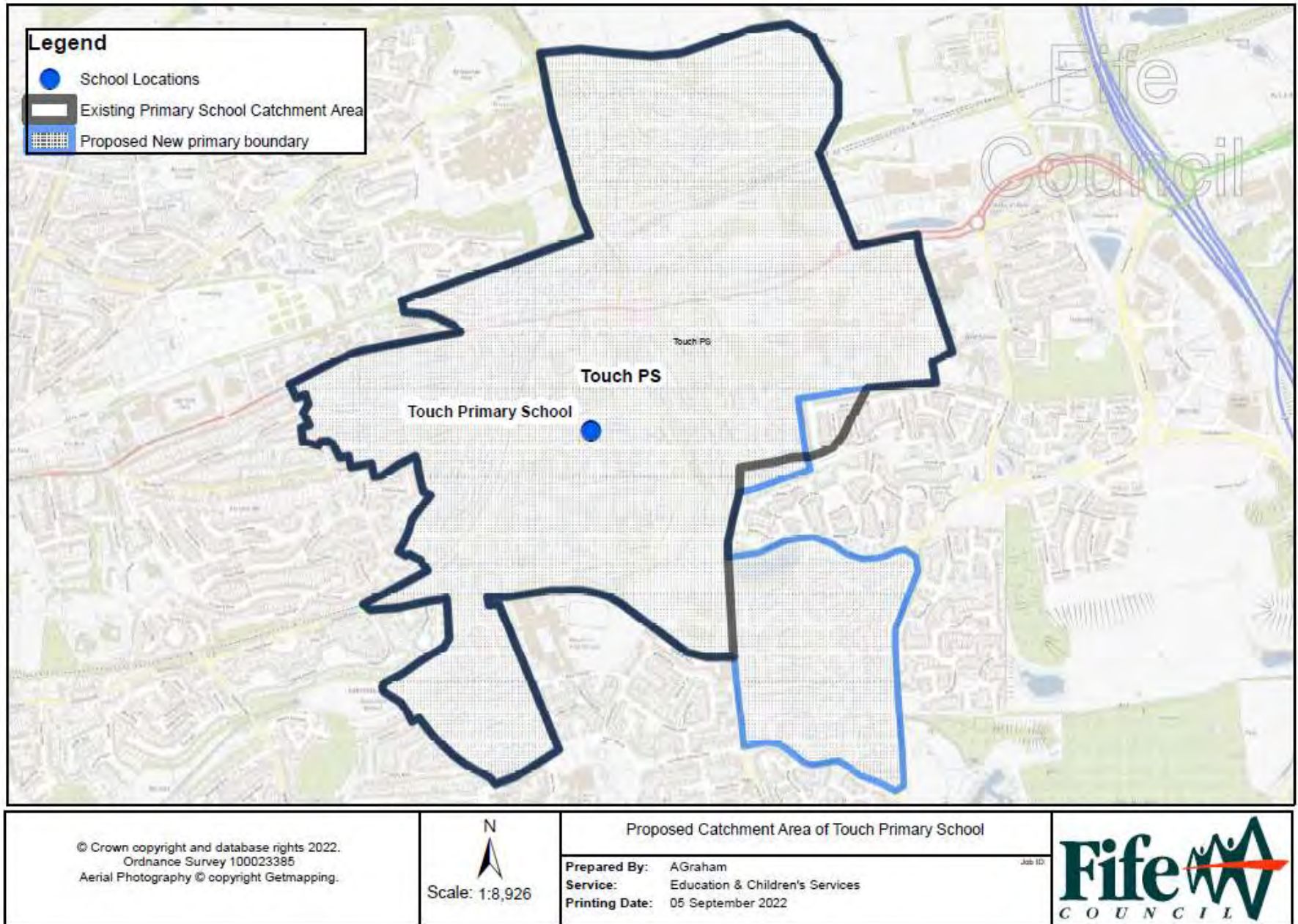
Appendix 5 Map showing proposed housing developments within the Carnegie and Touch Primary School catchment areas

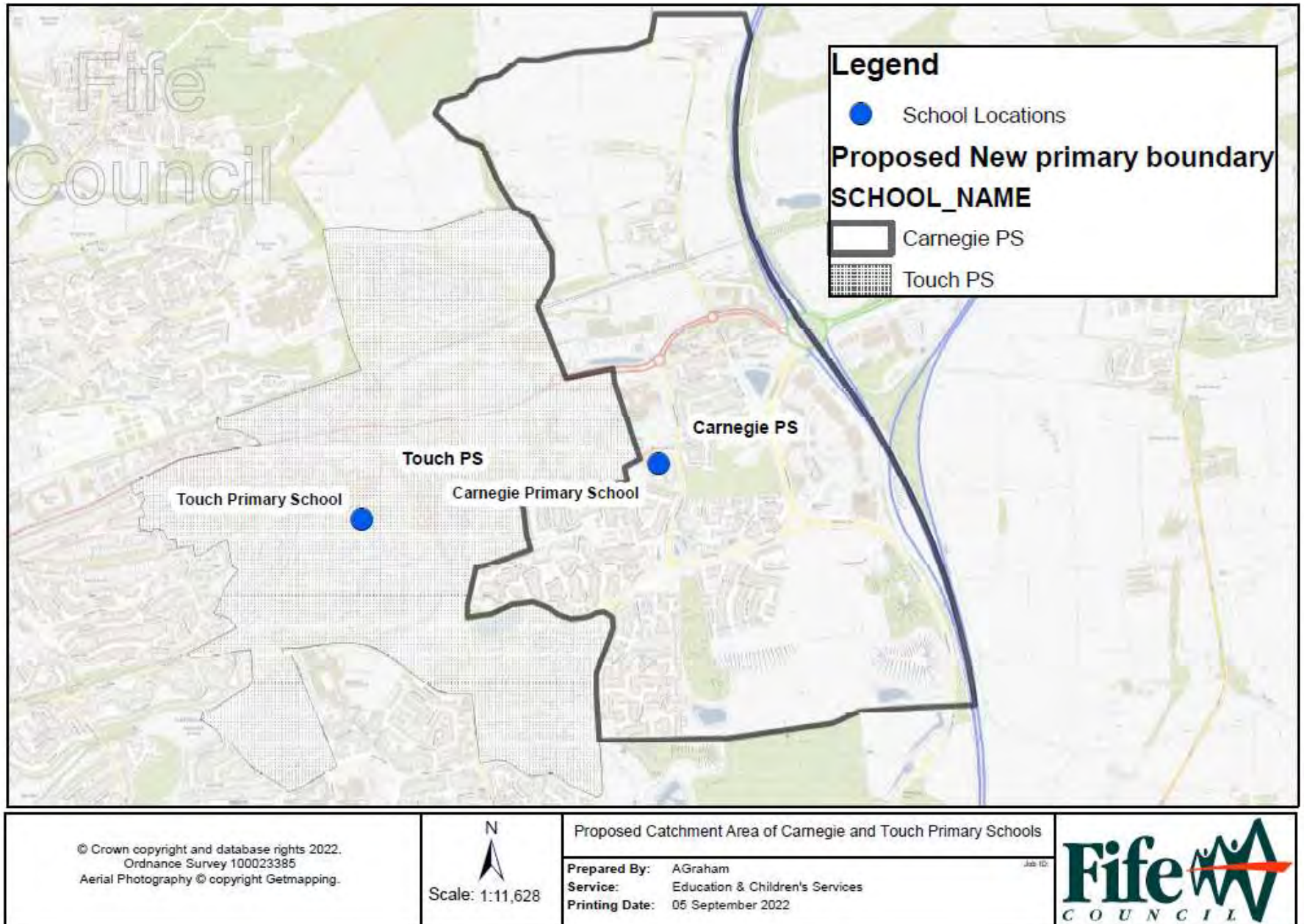


Appendix 6

Map of the Proposed Catchment Area of Carnegie School with existing catchment area

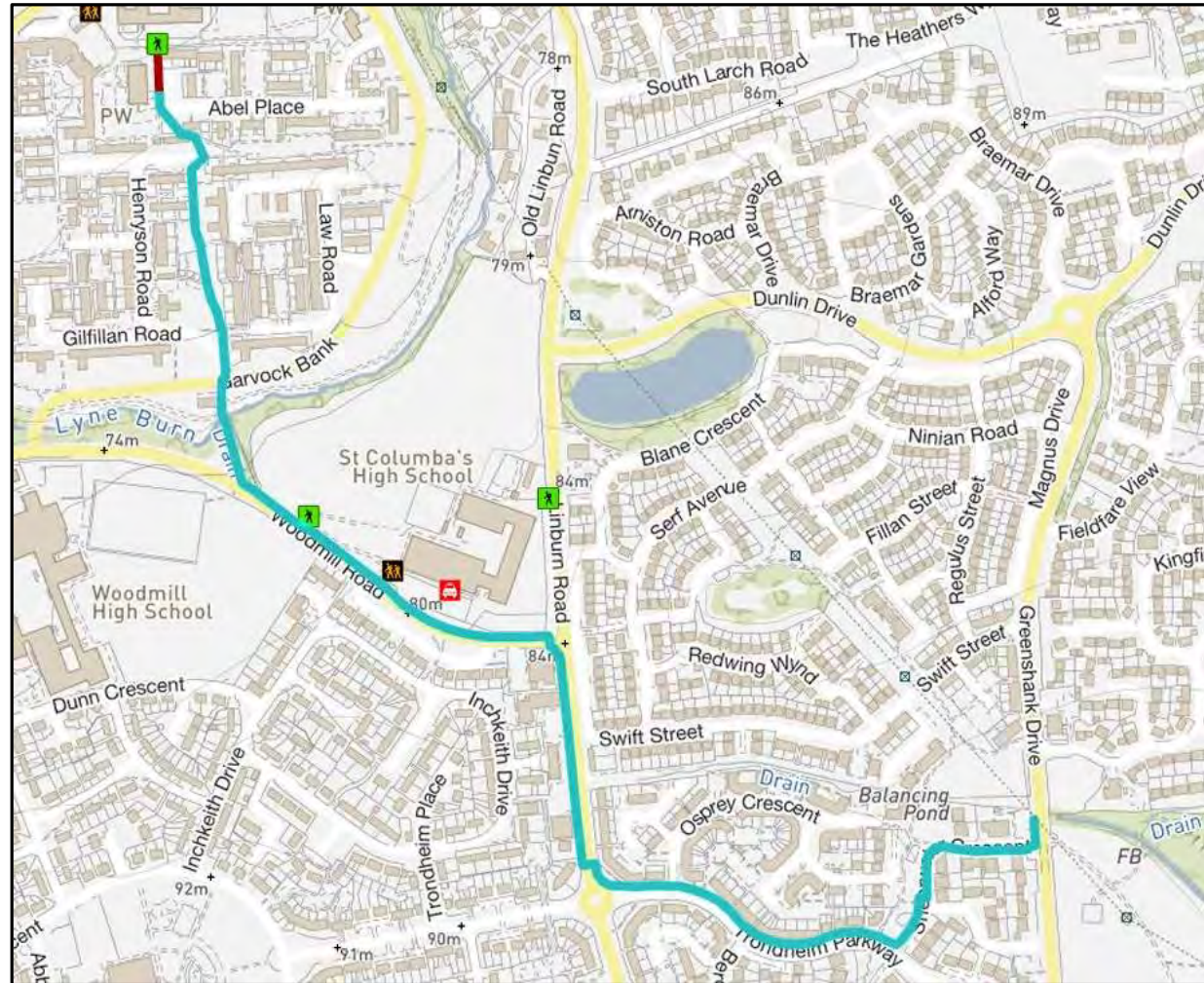
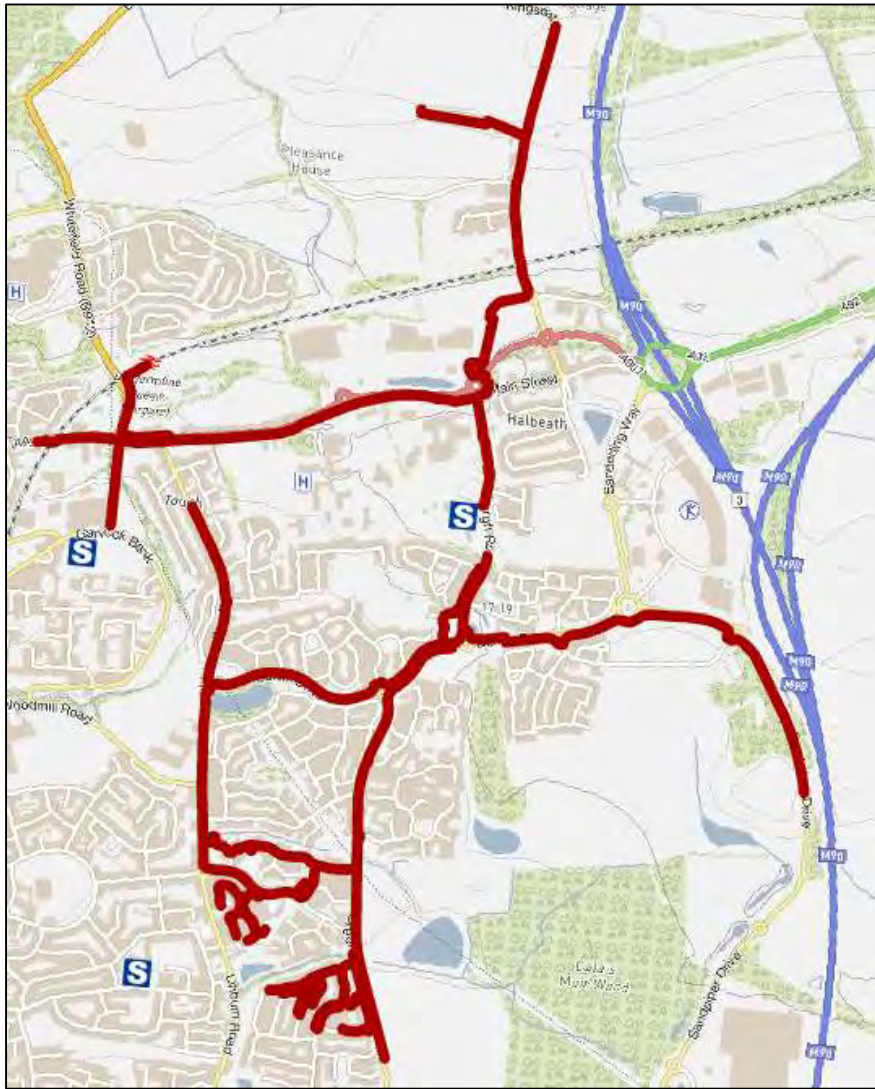




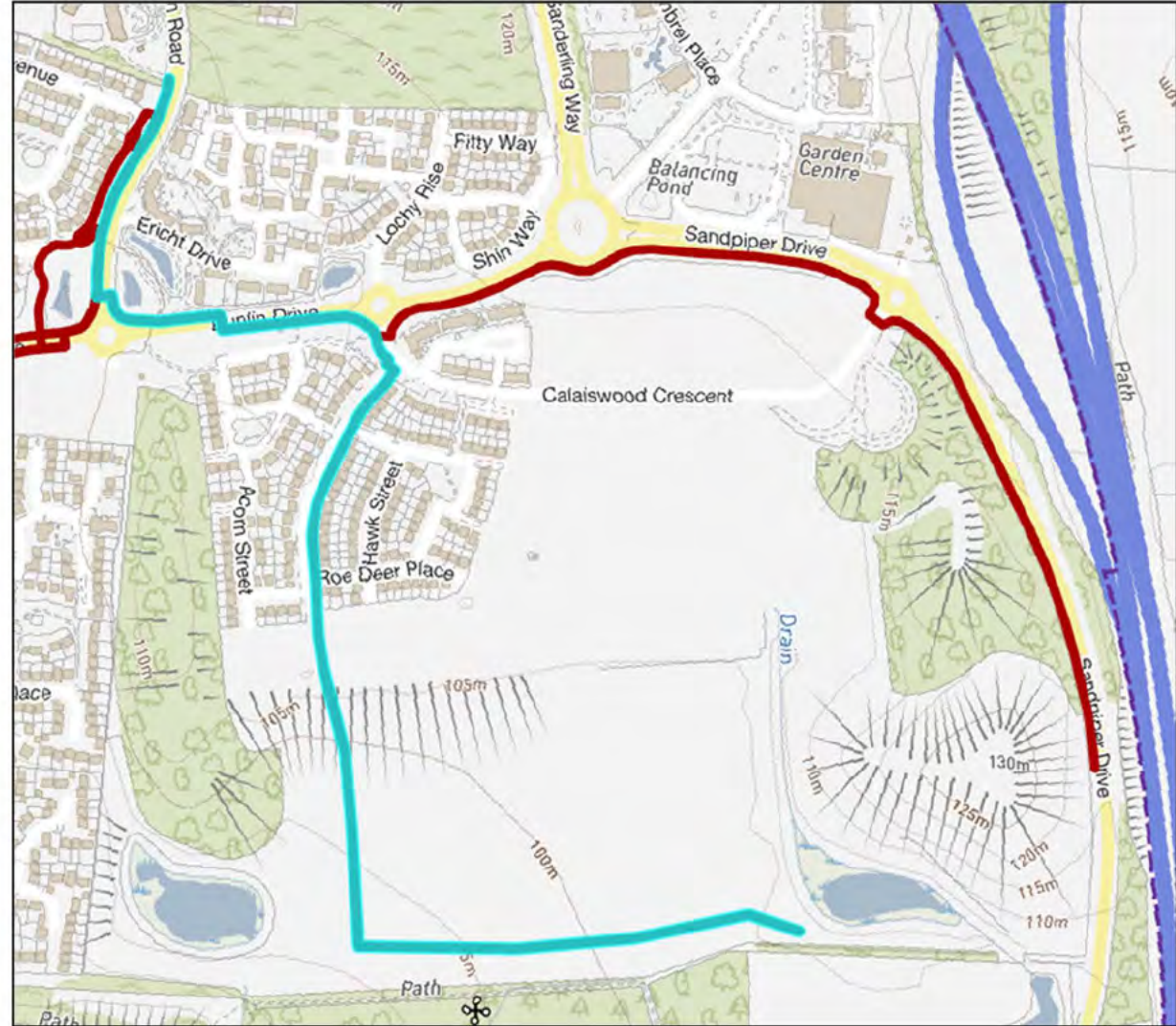
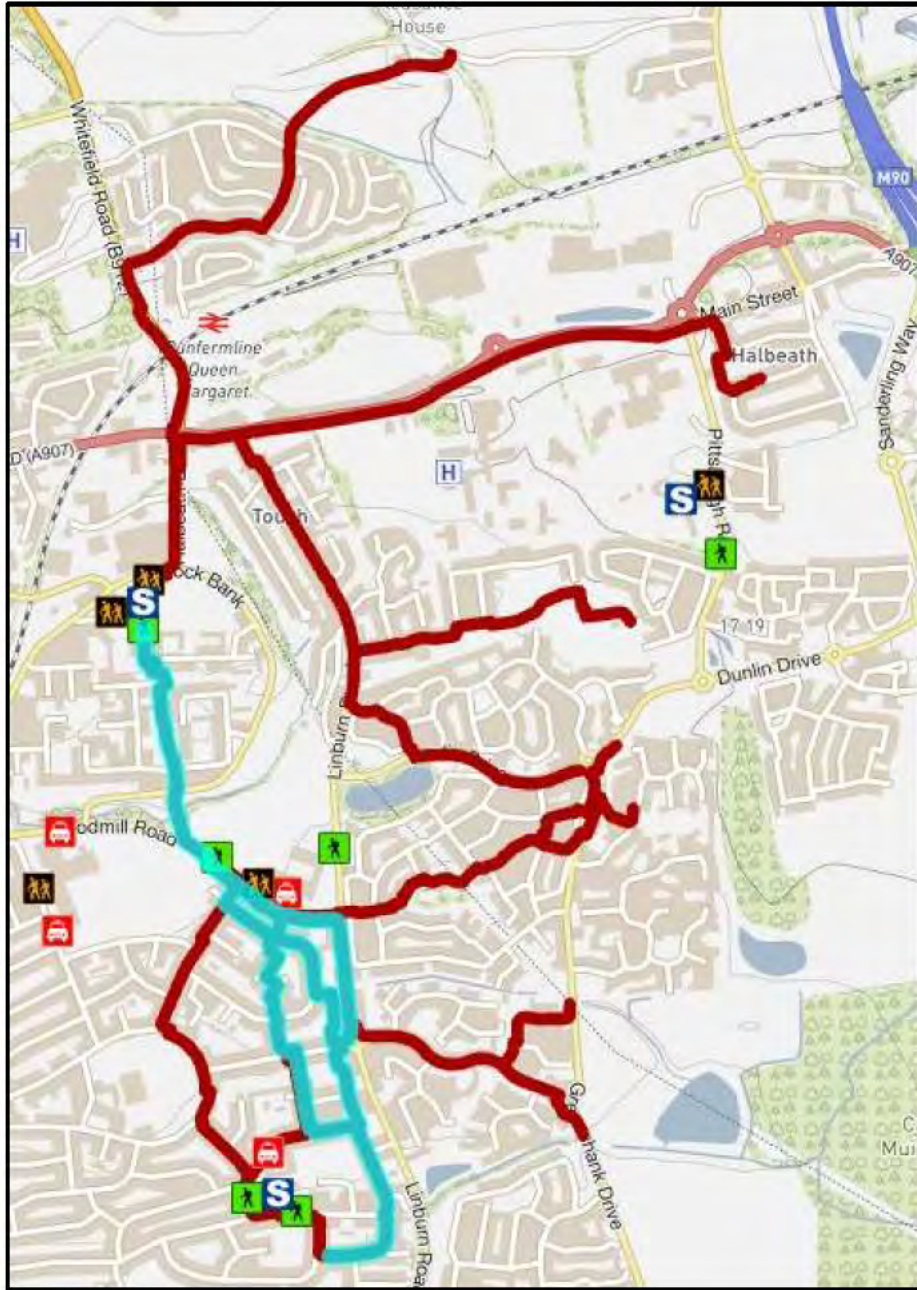


Appendix 9

Map showing one mile walking routes from Touch Primary School



Appendix 10 Map showing one mile walking routes from Carnegie Primary School



Core Facts

Core Facts are a series of data which are collected by local authorities to measure progress and success of a school estate strategy as well as benchmarking against other local authorities in Scotland. The core facts are used at both local and national level to:

- (a) establish a baseline
- (b) inform targets
- (c) inform spending decisions
- (d) support monitoring and evaluation of progress over time
- (e) support assessments of value for money.

More information is available at: [School estates: core facts overview - gov.scot \(www.gov.scot\)](http://www.gov.scot/School%20estates%20core%20facts%20overview)

School Condition Rating

Condition core facts are established by professional review, carried out by the Council's Asset & Facilities Management Service. Schools are assessed against a range of criteria set down by the Scottish Government and are examined on a 5-year rolling programme.

- A: Good – Performing well and operating efficiently
- B: Satisfactory – Performing adequately but showing minor deterioration
- C: Poor – Showing major defects and/or not operating adequately
- D: Bad – Life expired and/or serious risk of imminent failure.

School Suitability Rating

Suitability core facts are established through a similar process to the condition core facts process, undertaken by Headteacher and Business Managers.

This information assesses how well the school environment supports the delivery of the curriculum against criteria laid down by the Scottish Government.

- A: Good – Performing well and operating efficiently (the school buildings support the delivery of services to children and communities)
- B: Satisfactory – Performing well but with minor problems (the school buildings generally support the delivery of services to children and communities)
- C: Poor – Showing major problems and/or not operating optimally (the school buildings impede the delivery of activities that are needed for children and communities in the school)
- D: Bad – Does not support the delivery of services to children and communities (the school buildings seriously impede the delivery of activities that are needed for children and communities in the school).

Suitability surveys are reviewed by Headteachers/Business Managers every 5 years. The last survey was completed by Headteachers in 2010. Where school investment has been carried out in a particular school, the following year's Core Facts Update will be amended to reflect any subsequent change to the condition, suitability or accessibility rating.

School Accessibility Rating

Accessibility ratings are collated by the School Estate Team, along with the Education Access Officer, who undertake surveys of all the school buildings.

These ratings are then ratified by the Accessibility Strategy Group. The ratings are classified as follows:

- A: Fully accessible
- B: Building partially accessible but Curriculum accessible
- C: Partially accessible or not currently accessible but has the potential to be made accessible
- D: Inaccessible and unable to be reasonably adapted to be made accessible.

As part of the Accessibility Strategy, there will be a number of accessible schools in each geographical area.

Strategic Land Allocations

Strategic Land Allocations are housing developments sites within Fife identified through Fife Council's Structure Plan 2006-2026 (approved May 2009). The Structure Plan also includes infrastructure developments for business and employment, town centres, retailing, housing, affordable housing, transportation and waste management. A Strategic Land Allocation for residential units range from 300 units in a small town/village to 4200 units in a large town.

Local Development Plan

Fife Council adopted FIFEplan (Fife's Local Development Plan) on 21 September 2017. This plan details the local development changes to infrastructure within settlements and include new plans with planning consent. **The Council are currently inviting communities to create Local Place Plans, which will help shape the next Local Development Plan. More information is available at [Invitation to create Local Place Plans](#) page.**

Housing Land Audit

Enterprise, Planning & Protective Services undertakes an annual audit (known as the Housing Land Audit) of the Housing Land Supply in Fife, using 1st April as the base date. The Audit monitors housing completions and makes predictions about future house building in Fife.

Homes for Scotland (representing the national house builders) and local developers are consulted on the information to be included in the Housing Land Audit to discuss and agree the Audit as far as possible. The latest publication for 2021 is published at [Planning Information and Land Use Audits | Fife Council](#)

Public Private Partnership (PPP)

There are 2 existing contracts in Fife (PPP1 and PPP2) where schools have been procured and constructed through this process. The schools are maintained for a period of 25 years by a contractor and after 25 years the building is handed to the Council for future repair and maintenance. An annual unitary charge includes design and construction, services delivery including building and grounds maintenance, finance costs, legal, insurances, management and risk.

Life Cycle Costs

Costs for replacing assets at the end of their life span. These include building, fabric, services and furniture and equipment to ensure the asset is maintain is a substantial condition.

Efficiency Range 80-100%

No local authority can effectively run at 100% occupied. The 80%-100% efficiency range allows a degree of flexibility within schools to support Curriculum for Excellence.

Cost per Pupil Calculation

The cost per pupil calculation for schools is computed in July of each year. The calculation is intended to bring together all comparable costs for each school and benchmark these at individual school level through the production of a cost per pupil figure.

The calculation is currently based on the School Revenue Budget Statements that are issued to schools in April of each year. The calculation takes into account a number of factors particularly the school roll from the last census at September of the previous year. The calculation takes schools running costs including an allocation for janitorial staffing costs. It excludes the costs for school transport, depreciation and the financing costs of schools built under PFI contract arrangements (PPP schools).

Having identified the relevant running costs for each school and by dividing these costs by the school roll this produces a cost per pupil figure which is used for comparison purposes.

Proposal Paper

The Schools (Consultation) (Scotland) Act 2010 provides that where an education authority has formulated a relevant proposal in relation to any school, it must comply with the requirements of the Act before proceeding with the proposal. One of the requirements is that it must prepare and publish a proposal paper. Section 4 of the Act provides:

4 Proposal paper

- (1) The education authority must prepare a proposal paper which—
 - (a) sets out the details of the relevant proposal,
 - (b) proposes a date for implementation of the proposal,
 - (c) contains the educational benefits statement in respect of the proposal,
 - (d) refers to such evidence or other information in support of (or otherwise relevant in relation to) the proposal as the education authority considers appropriate.
- (2) The proposal paper must also give a summary of the process provided for in [sections 1 to 17D] (so far as applicable in relation to the proposal).

(2A) Where a proposal paper relates to a closure proposal, it must also contain information about the financial implications of the proposal.
- (3) A proposal paper may include more than one proposal.

- (4) The education authority must—
- (a) publish the proposal paper in both electronic and printed form,
 - (b) make the paper, and (so far as practicable) a copy of any separate documentation that it refers to under subsection (1)(d), available for inspection at all reasonable times and without charge—
 - (i) at its head office and on its website,
 - (ii) at any affected school or at a public library or some other suitable place within the vicinity of the school,
 - (c) provide without charge the information contained in the proposal paper—
 - (i) to such persons as may reasonably require that information in another form, and
 - (ii) in such other form as may reasonably be requested by such persons.
- (5) The education authority must advertise the publication of the proposal paper by such means as it considers appropriate.

Educational Benefits Statement

The Schools (Consultation) (Scotland) Act 2010 provides that where an education authority has formulated a relevant proposal in relation to any school, it must comply with the requirements of the Act before proceeding with the proposal. One of the requirements is that it must prepare an educational benefits statement. Section 3 of the Act provides:

3 Educational benefits statement

- (1) The education authority must prepare an educational benefits statement which includes:
- (a) the authority's assessment of the likely effects of a relevant proposal (if implemented) on:
 - (i) the pupils of any affected school,
 - (ii) any other users of the school's facilities,
 - (iii) any children who would (in the future but for implementation) be likely to become pupils of the school,
 - (iv) the pupils of any other schools in the authority's area,
 - (b) the authority's assessment of any other likely effects of the proposal (if implemented),
 - (c) an explanation of how the authority intends to minimise or avoid any adverse effects that may arise from the proposal (if implemented),
 - (d) a description of the benefits which the authority believes will result from implementation of the proposal (with reference to the persons whom it believes will derive them).

- (2) The statement must also include the education authority's reasons for coming to the beliefs expressed under subsection (1)(d).
- (3) In subsection (1), the references to effects and benefits are to educational effects and benefits.

Rural School

In terms of the Schools (Consultation) (Scotland) Act 2010 a rural school is a school designated as rural by Scottish Ministers. Section 14 provides:

14 Designation of rural schools

- (1) In this Act, a "rural school" is a school which is designated as such by its inclusion in the list of rural schools maintained by the Scottish Ministers for the purposes of this subsection.
- (2) In determining the question of rurality when considering whether a school falls to be included in or excluded from the list of rural schools, the Scottish Ministers are to have regard (in particular) to:
 - (a) the population of the community (or settlement) in which the school is located,
 - (b) the geographical circumstances of that community (or settlement) including its relative remoteness or inaccessibility.
- (3) The list of rural schools is to be accompanied by an explanation of how the Scottish Ministers devised the list:
 - (a) by reference to subsection (2), and
 - (b) if they consider it appropriate, by reference to any recognised criteria available from a reliable source.
- (4) The Scottish Ministers are to:
 - (a) monitor the list of rural schools (and update it as regularly as they consider necessary),
 - (b) publish it (including as updated) in such way as they consider appropriate.
- (5) An education authority must provide the Scottish Ministers with such information as they may reasonably require of it in connection with the list of rural schools.

Special Provision for Rural Schools

11A Presumption against rural school closure

- (1) This section applies in relation to any closure proposal as respects a rural school.
- (2) The education authority may not decide to implement the proposal (wholly or partly) unless the authority—
 - (a) has complied with sections 12, 12A and 13, and
 - (b) having so complied, is satisfied that such implementation of the proposal is the most appropriate response to the reasons for formulating the proposal identified by the authority under section 12A(2)(a).

- (3) The authority must publish on its website notice of—
 - (a) its decision as to implementation of the proposal, and
 - (b) where it decides to implement the proposal (wholly or partly), the reasons why it is satisfied that such implementation is the most appropriate response to the reasons for formulating the proposal identified by the authority under section 12A(2)(a).

12 Factors for rural closure proposals

- (1) Subsection (2) applies in relation to any closure proposal as respects a rural school.
- (2) The education authority must have special regard to the factors mentioned in subsection
- (3) The factors are—
 - (a) [...]1 (Repealed by Children and Young People (Scotland) Act 2014 asp 8 (Scottish Act) Pt 15 s.80(2)(a) (August 1, 2014: repeal has effect subject to transitional provision specified in SSI 2014/165art.5)
 - (b) the likely effect on the local community in consequence of the proposal (if implemented),
 - (c) the likely effect caused by any different travelling arrangements that may be required in consequence of the proposal (if implemented).
- (4) For the purpose of subsection (3)(b) [and sections 12A(2)(c)(ii) and 13(5)(b)(ii)] **2**, the effect on the community is to be assessed by reference (in particular) to—
 - (a) the sustainability of the community,
 - (b) the availability of the school's premises and its other facilities for use by the community.
- (5) For the purpose of subsection (3)(c) and sections 12A(2)(c)(iii) and 13(5)(b)(iii) **3**—
 - (a) the effect caused by such travelling arrangements includes (in particular)—
 - (i) that on the school's pupils and staff and any other users of the school's facilities,
 - (ii) any environmental impact,
 - (b) the travelling arrangements are those to and from the school of (and for) the school's pupils and staff and any other users of the school's facilities.

12A Preliminary requirements in relation to rural school closure

- (1) This section applies where an education authority is formulating a closure proposal as respects a rural school.
- (2) The authority must—
 - (a) identify its reasons for formulating the proposal,
 - (b) consider whether there are any reasonable alternatives to the proposal as a response to those reasons,
 - (c) assess, for the proposal and each of the alternatives to the proposal identified under paragraph (b) (if any)—

- (i) the likely educational benefits in consequence of the implementation of the proposal, or as the case may be, alternative,
 - (ii) the likely effect on the local community (assessed in accordance with section 12(4)) in consequence of such implementation,
 - (iii) the likely effect that would be caused by any different travelling arrangements that may be required (assessed in accordance with section 12(5)) in consequence of such implementation.
- (3) For the purposes of this section and section 13, reasonable alternatives to the proposal include (but are not limited to) steps which would not result in the school or a stage of education in the school (within the meaning of paragraph 12 of schedule 1) being discontinued.
- (4) The authority may not publish a proposal paper in relation to the proposal unless, having complied with subsection (2), it considers that implementation of the closure proposal would be the most appropriate response to the reasons for the proposal.
- (5) In this section and section 13, the references to the reasons for the proposal are references to the reasons identified by the education authority under subsection (2)(a).

13 Additional consultation requirements

- (1) This section applies in relation to any closure proposal as respects a rural school.
- (2) The proposal paper must additionally—
- (a) explain the reasons for the proposal,
 - (b) describe what (if any) steps the authority took to address those reasons before formulating the proposal,
 - (c) if the authority did not take such steps, explain why it did not do so,
 - (d) set out any alternatives to the proposal identified by the authority under section 12A(2)(b),
 - (e) explain the authority's assessment under section 12A(2)(c),
 - (f) explain the reasons why the authority considers, in light of that assessment, that implementation of the closure proposal would be the most appropriate response to the reasons for the proposal.
- (3) The notice to be given to relevant consultees under section 6(1) must—
- (a) give a summary of the alternatives to the proposal set out in the proposal paper,
 - (b) state that written representations may be made on those alternatives (as well as on the proposal), and
 - (c) state that written representations on the proposal may suggest other alternatives to the proposal.
- (4) In sections 8(4)(c), 9(4) and 10(2)(a), the references to written representations on the proposal include references to written representations on the alternatives to

the proposal set out in the proposal paper.

- (5) When carrying out its review of the proposal under section 9(1), the education authority is to carry out—
 - (a) for the proposal and each of the alternatives to it set out in the proposal paper (if any), a further assessment of the matters mentioned in section 12A(2)(c)(i) to (iii), and
 - (b) an assessment, in relation to any other reasonable alternative to the proposal suggested in written representations on the proposal, of—
 - (i) the likely educational benefits in consequence of the implementation of the alternative,
 - (ii) the likely effect on the local community (assessed in accordance with section 12(4)) in consequence of such implementation,
 - (iii) the likely effect that would be caused by any different travelling arrangements that may be required (assessed in accordance with section 12(5)) in consequence of such implementation.
- (6) The consultation report must additionally explain—
 - (a) the education authority's assessment under subsection (5)(a),
 - (b) how that assessment differs (if at all) from the authority's assessment under section 12A(2)(c),
 - (c) the authority's assessment under subsection (5)(b),
 - (d) whether and, if so, the reasons why the authority considers that implementation of the proposal (wholly or partly) would be the most appropriate response to the reasons for the proposal.

FIFE COUNCIL – EDUCATION AND CHILDREN’S SERVICES DIRECTORATE CONSULTATION RESPONSE FORM

Proposal to rezone the catchment area of Carnegie Primary School and the catchment area of Touch Primary School from 30 June 2023.

Section 1 - Your Details

(to be provided by parent/carers or interested parties to enable the local authority to inform any person who makes written representations on the proposal of the publication of the consultation report as required by the Schools (Consultation) (Scotland) Act 2010).

Name	
Address	
Postcode	
Email address (if applicable)	

Section 2 - What is your main interest in responding to this consultation?

I am a parent/carer of a child:

Living in the Carnegie Primary School catchment area	
Living in the Touch Primary School catchment area	

I am a parent/carer of a child attending:

Carnegie Primary School	
Touch Primary School	
Another primary school in Dunfermline	
Any nursery in the Dunfermline local area	

I am a pupil attending:

Carnegie Primary School	
Touch Primary School	
Another primary school in Dunfermline	
Any nursery in the Dunfermline local area	

I am a member of staff at:

Carnegie Primary School	
Touch Primary School	
Another primary school in Dunfermline	
Any nursery in the Dunfermline local area	

Other interested party	
Please explain if you are responding on behalf of an organisation or for another reason	

Section 3 - Your Views

Question 3.1

Do you support the proposal to rezone the catchment area of Carnegie Primary School and to rezone the catchment area of Touch Primary School from 30 June 2023?

(please choose one ✓)

YES		NO		DON'T KNOW	
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(a) If NO, what are your reasons?

(b) Are there any further comments on the proposal you would like to make?

Section 4 - About You

The following questions are **voluntary**. They are to assist Fife Council in fulfilling its obligations under the Equality Act 2010 in relation to the proposal. Your responses to these questions are confidential.

1. What is your age? Please choose one (✓).

18 or under		25-34		45-54		65-74	
19-24		35-44		55-64		75 and over	

2. What is your gender? Please choose one (✓).

Male		Female		Non-Binary		Prefer not to say	
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3. What is your ethnic background? Please choose one (✓).

White Scottish		African	
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Other White British	
Other White background	
Mixed or multiple ethnic background	

Asian, Asian Scottish, or other Asian British	
Caribbean or Black	
Other ethnic background	

4. Do you consider yourself as having a disability? Please choose one (✓).

Yes No

Thank you for taking part in this consultation. For further information on how we use your data please visit: www.fife.gov.uk/privacy/education

Please complete online at <http://www.fife.gov.uk/CarnegieTouchcatchmentreview> or return this form by post to: Carnegie & Touch Primary School Catchment Review Proposal, Education & Children’s Services, Fife Council, 4th floor (West), Fife House, North Street, Glenrothes, KY7 5LT **by close of business on Thursday 1 December 2022.**

Appendix B – Notice of Correction of Inaccuracies



For the attention of:

- The Parent Council of the affected schools
- The parents of the pupils at the affected schools
- The parents of those pupils expected to attend the affected schools within 2 years
- The pupils at the affected schools
- School staff at the affected schools
- The trade unions representatives of the above staff
- The Community Councils (see proposal document)
- Community Planning Partnerships
- MSPs for the area
- The Constituency MP
- Elected members of the area

Education and Children's Services

Shelagh McLean

03451 555555 ext. 444229

Shelagh.mclean@fife.gov.uk

Your Ref:

Our Ref: SMcL/AG

Date: 2 November 2022

Dear Sir/Madam

Notice of Correction of Inaccuracies

Proposal to Rezone the Primary Catchment Areas of Carnegie Primary School and Touch Primary School Schools (Consultation) (Scotland) Act 2010

I refer to the Statutory Consultation Notice issued to you on 4 October 2022. As a statutory consultee, the notice provided you with information relevant to the commencement of the Consultation on the above proposal to rezone the primary catchment areas of Carnegie and Touch Primary Schools from 30th June 2023.

Since then, the Education Authority has identified two inaccuracies in the proposal document. The inaccuracies are as follows: -

- **Page 34 – Appendix 9**
The maps on page 34 are identified as showing one mile walking routes from Touch Primary School. This is inaccurate. The maps on page 34 show one mile walking routes from Carnegie Primary School. Appendix 9, with the correct information, is attached. These maps show the one-mile walking routes from Touch Primary School.
- **Page 35 - Appendix 10**
The maps on page 35 are identified as showing one mile walking routes from Carnegie Primary School. This is inaccurate. The maps on page 35 show one mile walking routes from Touch Primary School. Appendix 10, with the correct information, is attached. These map shows the one-mile walking routes from Carnegie Primary School.

The Education Authority has determined that the above inaccuracies do not relate to material considerations relevant to the decision as to implementation of the proposal. These determinations have been made in accordance with Section 5 of the Act. Considering this, the Education Authority has decided to proceed in accordance with Section 5 (1) (b) of the Act, to issue this Notice of Correction of Inaccuracies to HMIE and all statutory consultees advising of the inaccuracies and

correcting them.

The above actions have been taken early to ensure parents/carers and interested parties are aware of the inaccuracies and the steps implemented.

A full copy of the proposal, together with this notice and the Consultation Response Form, can be accessed at <http://www.fife.gov.uk/CarnegieTouchcatchmentreview>. A copy of the proposal is available for inspection at, and printed copies are available from:

- Fife Council, Main Reception, Fife House, North Street, Glenrothes KY7 5LT
- Fife Council, New City House, 1 Edgar Street, Dunfermline KY12 7EP
- Carnegie Primary School, Pittsburgh Road, Dunfermline KY11 8SS
- Touch Primary School, Garvock Bank, Dunfermline KY11 4JZ
- Online at <http://www.fife.gov.uk/CarnegieTouchcatchmentreview>
- Duloch Library, Nightingale Place, Dunfermline, KY11 8LW
- Or email sustainableschoolestate.enquiries@fife.gov.uk for a pdf copy to be emailed.

The proposal can also be made available in other languages and formats, free of charge, on request, by contacting Education Services on 03451 555555 ext. 444204

Public meetings were held in Carnegie Primary School on 26 October 2022 and Touch Primary School on 1 November 2022. Informal drop-in sessions have also taken place at both schools.

You are invited to have your say on the proposal by making written representations on it:

- by emailing a completed Consultation Response Form to: sustainableschoolestate.enquiries@fife.gov.uk
- to Carnegie/Touch Catchment Review, Education & Children's Services Directorate, Fife Council, 4th Floor (West), Fife House, North Street, Glenrothes, KY7 5LT
- by completing an online Consultation Response Form at <http://www.fife.gov.uk/CarnegieTouchcatchmentreview>

The statutory consultation period began on Wednesday 5 October 2022. In order to be considered as part of the consultation process, all views on the proposal in writing, by e-mail or by completion of the Consultation Response Form must arrive by close of business on Thursday 1 December 2022.

Following conclusion of the consultation period, the Council will review the proposal and prepare a Consultation Report for consideration by a future Cabinet Committee of Fife Council. Further detail on this process is contained in the proposal paper.

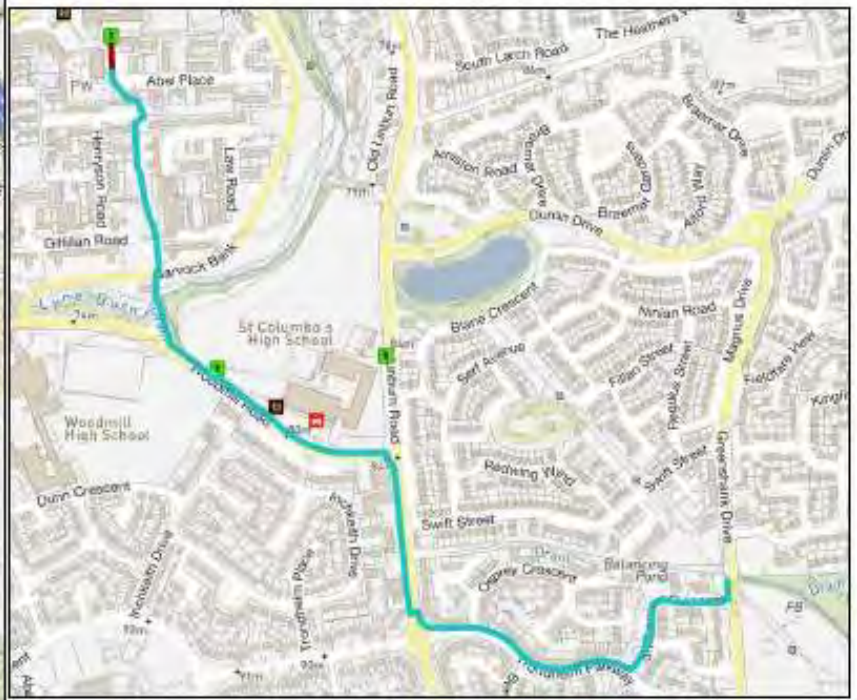
For further information on how we use your data please visit: www.fife.gov.uk/privacy/education.

Yours sincerely



Shelagh McLean
Head of Education & Children's Services

Appendix 9 Map showing one mile walking routes from Touch Primary School (corrected copy)



4

Appendix 10 Map showing one mile walking routes from Carnegie Primary School (corrected copy)



5

Appendix C – Responses to the Consultation Response Form

During the consultation process a total of 42 responses to question 3 on the Consultation Response Form were received either in written form or online. The table below provides details of the responses.

	Do you support the proposal to rezone the catchment area of Carnegie Primary School and to rezone the catchment area of Touch Primary School from 30 June 2023? (please choose one ✓)					
Parent/Carer of a child living in the:	Consultees who responded Yes	%	Consultees who responded No	%	Consultees who responded Don't know	%
Carnegie PS catchment area	2		33		2	
Touch PS catchment area	0		1		0	
Total	2		34		2	
Parent /Carer of a child attending:	Consultees who responded Yes	%	Consultees who responded No	%	Consultees who responded Don't know	%
Carnegie PS	1		26		1	
Touch PS	0		0		0	
Another primary school in Dunfermline	0		0		0	
Any nursery in the Dunfermline area	1		8		1	
Total	2		34		2	
Pupil attending:	Consultees who responded Yes	%	Consultees who responded No	%	Consultees who responded Don't know	%
Carnegie PS	0		0		0	
Touch PS	0		0		0	
Another primary school in Dunfermline	0		0		0	
Any nursery in the Dunfermline area	0		0		0	
Total	0		0		0	
Member of staff at:	Consultees who responded Yes	%	Consultees who responded No	%	Consultees who responded Don't know	%
Carnegie PS	0		0		0	
Touch PS	0		0		0	
Another primary school in Dunfermline	0		0		0	
Any nursery in the Dunfermline area	0		0		0	
Total	0		0		0	
Other Interested Party	1		3		0	
Total	1		3		0	
OVERALL TOTALS	3	7	37	88	2	5

Appendix D – Comments returned on the Consultation Response Form

3.1 Comments made under 3(a) of the Consultation Response Form – if No, what are your reasons?

1	It is completely isolating a section of Duloch from the Duloch primary schools. Isolating children from their peers and providing unrest to parents who already have children at the school in its current area, meaning any other children will not be guaranteed a place at the same school making it impossible to pick up both children if no spaces are available. Being given priority to available spaces is not enough. Carnegie and Touch primary schools are a 20 minute walk away from each other with a difference of 5 minutes in finishing time.
2	I am concerned that my 2 younger children will end up at a different primary school from my oldest child. It would be impossible to collect children from 2 different places and i don't want to move my oldest who has settled really well in Carnegie school
3	The disruption it will cause especially when having bought a house in the specific catchment area for Carnegie school changes such as these should not be made with such little notice especially as children are already settled in the nursery attached to the school if changes such as this has to be implemented there should be a 2 year notice period so we have the option of sending our children to the appropriate nursery minimising disruption to them
4	It appears from your poor drawings of plans provided that our catchment would change to Touch catchment. I wholly object to this proposal. This housing estate has been in existence for at least 10 years. We have been in this house new for 6 years. We purchased this house partly due to catchment. This is a private housing estate and purchased on the proviso that the children would go to Carnegie. This proposal would mean that one of my children potentially must have a placing request to get into the same school as their sibling; which they may not get as per your figures outlining the true catchment of Carnegie. Again looking at the map, from what I can gather it appears the addition to the Carnegie boundary is the new housing estate at the back of Carnegie. Those in catchment should not have to be moved to accommodate these new estates. Planning for this should have been done and catchment schools outlined at the time, in the knowledge that Carnegie was nearing capacity. Poor planning decisions again by Fife Council.
5	My son currently goes to Carnegie primary in p3. His younger sister attends Carnegie nursery. Her birthday is in January, so under the new proposals she has a chance of attending Carnegie primary like her brother if we chose to send her to school next year. But she loses this chance if we decide she is not ready and we want to defer her start date for a year. This is a ridiculous situation. It will effectively force us to gamble with her future and education. We were planning to defer her start date as we feel she will not be ready by next summer.
6	Child already at Carnegie school and a child who will be attending Carnegie nursery then school in future will not be running between 2 different schools to drop kids off.
7	If approved will be stressful for parents to try and get a space at Carnegie when an older child already attends the school. It is unacceptable to think children will walk to touch school from the new proposed catchment area. Two busy main roads and into a wooded area. Not appropriate for children to walk this
8	Kids have to cross a busy road

9	We currently have a child in P1 at Carnegie. Her brother has a confirmed place at Carnegie nursery next year and we wish for him to attend the same primary school as his sister. This will provide support for him from his sister, continuity of attending school with nursery friends and finally the practicalities of dropping/collecting children from different schools at the same time.
10	I have a daughter in primary one at Carnegie, my son is due to start primary one in 2024 and I want them to be in the same school. If they were placed in different schools it would break down family/ teacher relationships and be detrimental to my childrens confidence and development. My son was born in 2020 and has suffered socially due to the pandemic. Separating him from his big sister will only hinder him further. Also logistically this is a nightmare for working parents. I am a full time Art and Design teacher at Queen Anne High School and having two children at different schools would be impossible for me to navigate.
11	My eldest child currently attends Carnegie P.S and is settled. My youngest is not due to start school until August 2024 which would now mean he would have to attend Touch P.S meaning 2 different drop offs for the school run in the opposite directions. Carnegie is also closer to us than Touch.
12	My granddaughter attends primary 1 and my grandson will be starting in 2025. My grandchildren live in the area being rezoned to touch primary meaning I will not be able to pick up both children from school. This will mean my daughter will have to pay for after school club which in a cost of living crisis is terrible when I can help. Separating siblings is well known to be damaging to their emotional development not to mention the stress this has put on my daughters family.
13	I have a child already at Carnegie primary school and another starting the nursery soon would be very difficult to be in two places at once for drop off and pick up! We have no child care. Road safety is another reason, it's not safe walking from our home to touch when it's congested already at that time of the morning!
14	FAR too far to expect a child to walk safely to Touch primary school. We walk or cycle to Carnegie every day.
15	Changing the catchment area means changing the distances distance children have to go to get to school
16	Collecting my grand children will be impossible from 2 schools
17	Under the proposed rules my grandson will not attend the school attached to his nursery, forcing him to a new school with all new people. As he was born during covid, he is already withdrawn socially and having his sister there as well as nursery classmates will be instrumental in his development.
18	Not possible to collect two children at two different schools at the same time
19	This would be a further journey to collect my niece.
20	We bought our house based on Carnegie Primary. I currently have one child enrolled at Carnegie but our youngest son is not due to start primary 1 until 2024, there is no way I can be in two places at the same time for pick up. Furthermore Carnegie is a modern eco friendly school with a great ethos where my children can cycle or walk to safely. Touch primary is across a busy road and in an area unsafe for my child to be walking or cycling by themselves. I appreciate there is a need to greater distribution of children however if it very unfair to have your children at different schools.
21	Negatively affects my child's current situation as he is in nursery at Carnegie. Will make childcare a lot more difficult due to grandparents living near Carnegie and unable to drive.
22	Based on information shared on both schools I want my son to attend Carnegie. All of his friends will be attending this school and are unaffected by the zone change.

	negative impact on house prices and the investment made by homeowners in the affected area.
28	We have a 2 year old child and chose our house because of the catchment area it was for our children. Touch P.S. is further, not our desired choice of school for our children, and I feel this change in catchment will lower our house price.
29	The rezone seems to be weighted significantly towards capturing more pupils in the Touch catchment area, despite homes being closer to Carnegie. This will likely result in my children being split primary and potentially secondary schools when we move house next year, despite not moving far.
30	No, we firmly disagree to the rezoning. This will directly affect our children. We already have 1 child in attendance at Carnegie and given the proposed change our 2nd child would not be at the same school. We also purchased our house with consideration of school catchments 6 years ago. We have built a relationships, friendships and trust with teacher/staff etc at Carnegie over the last 5 years and should not have to change/suffer due to issues out with our control
31	The increased traffic that will flow through Kellock Avenue which is already extremely dangerous at pick-up / drop-off time. Providing alternatives will not work - parents are already encouraged to park at the Fife College car park and many do not, obstructing roads and crossing points at Kellock and Fleet Street. This will only worsen when Fife College moves to its new location and that land is no longer available as a car park for the school. Then everything will be in Kellock / Fleet Street and extra traffic through Kellock Avenue will only add to the problem. I also do not feel that walking along the Lyne Burn is a safe route for primary children, and to avoid it they either need to walk through 2 high school areas or along the narrow pavements on the busy Halbeath Road. Both of these alternative routes would be over a mile from my house, and that is too far for a 4 or 5 year old to walk very morning. Therefore, this proposal is in contravention of the Scottish Government's policy of safer walking routes to schools and will add to traffic on the main roads and increased traffic / air pollution / climate change.
32	I have a child at Carnegie, his younger brother will go to Touch, it will be impossible to drop/collect both kids at the same time!
33	We have two children who be will attend Carnegie primary come August. As it stands our 3rd child would be enrolled at Touch. It would be next to impossible to drop kids at two different schools at the beginning of the school day.
34	The re-zoned catchment area directly affects my son who would attend Touch P.S. under the changes. Touch P.S. does not perform as well as Carnegie P.S. in recent assessments in writing, reading and numeracy.
35	When we purchased our house we did so on the basis that any children we went on to have would go to a good school, with Carnegie being the school which was our catchment area. The statistics from Touch primary especially regarding the number of pupils leaving with an adequate level of understanding of reading and writing are troubling at best. Carnegie also provides a much safer walking route and in terms of our carbon footprint we would be less likely to drive to the school. Our child's cousins currently attend Carnegie school and their parents have nothing but praise for the teachers and school in terms of its values. I would be more than comfortable sending my son to Carnegie where I know he will receive the best start in terms of his education, I'm not sure the same can be said for Touch primary.
36	When my Son starts school we will already have one child at Carnegie Primary and he will then not be guaranteed a space at the school his sister is at through no fault of our own or decision to move and change school catchments. I also don't think it is an

	acceptable to expect children to walk to Touch primary from my house when the route to walk to Carnegie Primary is much quicker and safer.
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3.2 Comments made under 3(b) of the Consultation Response Form - Are there any further comments on the proposal you would like to make?

1	From my address I have details for the 4 closest primary schools. Touch is not within the top 3, if any change was to be made the other two should be considered. From KY11 8JS Carnegie Primary School is - 18 minute walk; 4 minute (no traffic) driving; 0.8 miles distance. From KY11 8JS Duloch Primary School is - 13 minute walk; 3 minute (no traffic) driving; 0.7 miles distance. From KY11 8JS Lynburn Primary School is - 10 minute walk; 3 minute (no traffic) driving; 0.5 miles distance. From KY11 8JS Touch Primary School is - 21 minute walk; 5 minute (no traffic) driving; 1 miles distance. The area from Duloch being removed from catchment to Touch is completely segregated by a large main road with heavy traffic further isolating this small area of Duloch which is being removed from the Duloch community effectively by this proposed change. It is not promoting Fife Councils aims at safe travel to school and promoting active routes to school, further hindering the ability for children from this area to do this when they are already at the 3rd closest school by forcing them to go to their 4th closest school.
2	Build a new school in one of your new housing estates.
3	Yes there is a nursery newly built at Halbeath not attached to a school surely it would make more sense to rezone the children attending the Halbeath nursery as they are not familiar with Carnegie school or started building attachments and friendships that the Carnegie pupil's have
4	New estates that have been moved into catchment are Touch catchment rather than move those already in Carnegie catchment for many years!
5	Children who already attend Carnegie nursery or have siblings at the school should still have the opportunity to attend Carnegie primary
6	Siblings at the school already
7	While I understand the need to revise catchment areas given the eastern expansion of the town, I believe that it is important for children and parents siblings be allowed to attend the same school.
8	I am pleased South larch way and other adjacent streets are being added to Carnegie catchment. No main roads to cross for the walk to school and joining up with friends in the Upper aspect of the estate already in catchment and attending Carnegie.
9	A guarantee for younger children to be able to attend Carnegie p.s if their older sibling currently attends the school.
10	I don't mind what catchment school my street falls into but I want my 2 children to go to the same school to avoid one having to be dropped off and picked up early therefore missing school learning. My eldest is due to start Carnegie in Aug 2023, and my youngest if this consultation is agreed would go to Touch in 2024. Will the decision be made before school applications need to be submitted for the Aug. 2023 intake so I can make the best decision for my children and put in a placing request for my eldest for Touch?. Obviously I only want to do a placing request if this consultation is agreed so would appreciate a timescale on the agreement process
11	I would suggest that younger siblings are given guaranteed enrolment into the same school as their older sibling
12	We live in Duloch, not Touch. We moved to our new build Duloch house for the catchment of Carnegie!

13	This therefore decreases the safety of these children, especially the older children that will potentially want to walk to school. Increasing the distance will also increase traffic/pollution from said traffic due to potentially having to drive to drop the children off.
14	Siblings of children already at Carnegie should be allowed to attend the same school.
15	Siblings of those already attending Carnegie should be allowed to follow them into the same school. This will help their development, settling in and help working parents manage pick-up and drop off.
16	I think disruption to my nieces education and friendships she has made will not be beneficial.
17	It is not possible for the children who already have siblings at Carnegie to be given a place. Other children could commence at Touch Primary.
18	Extremely disgusted and disappointed that you let the new nursery term and intake happen then release this a few weeks after.
19	Are existing children who are at Carnegie already, but would now be in the Touch catchment, going to be allowed to keep their place at Carnegie?
20	Newer homes placed in Touch catchment as they are closer. New primary school needed at leisure complex new houses as a separate issue.
21	These types of motions should be physically communicated to residents in the affected area. Not passed secretly on the website.
22	We heard about this change from a neighbour. It was not shared via letter to the houses it affected or publicised enough/well and this is needed as it will affect many family and homes.
23	I feel very strongly that this proposal should go ahead. I had not appreciated prior to moving to my address that my direct neighbour's catchment area differs from my own and I do not understand the justification of a different catchment area for two neighbours living next door to each other in the same housing estate. Carnegie is also far closer to my address and I would be absolutely delighted for this proposal to be approved and my son, as a result to go to Carnegie when he comes of age.
24	Rezoning the proposed new houses to another school out with there catchment area, ask house builder/planning committees to look at how building houses can affect already built areas with settled families.
25	In addition to my objection to the re-zoning in general, I think consideration needs to be given to providing a guaranteed exemption to those children who have an elder sibling at Carnegie, especially those who may start in 2023 or defer to 2024. It is simply not practical to ask parents to be at both schools at 9 am and 3 pm. In that traffic there is easily a 30 min drive or walk from one to the other and wrap around care currently costs £91 per week per child at Carnegie Primary. These children are also part of the Carnegie community, they are used to the school, attend playgroups there, make friends at pick-up drop-off for elder siblings, they know the teaching staff and attend regular family events in the school. My child is being denied his right to an extra year of nursery as although I firmly believe in starting children as late as possible, I cannot take the risk of him not getting to Carnegie. I cannot have two children at two different schools, and cannot tell my youngest he will not be able to go to that school. It is not the same choice to start the same school one year later, or somewhere else entirely with the added financial burden on parents and daily stress of getting to both schools. Education in Scotland is supposed to be child centred and this proposal is purely administrative. It is certainly not Getting It Right For Every Child unless those exemptions are guaranteed.
26	We strongly feel those with siblings already at Carnegie should be given a space automatically

27	New houses planned should be moved into the new catchment (Touch P.S.) - existing houses should remain in their existing catchments. This is more transparent for current and future house owners in the area.
28	More primary schools are needed in the are to combat the massive overcrowding issues. Maybe once the high schools move to the new campus a proposal could be put forward for a new primary school and not more houses.

Proposal by Fife Council to rezone the primary catchment areas of Carnegie Primary School and Touch Primary School

A series of meetings were set up in both Carnegie Primary School and Touch Primary School for pupils within P4-P7 groups during the period from 1st November to 4th November to discuss with pupils the proposed plans to rezone the catchment area.

The Quality Improvement Officer (QIO) or Team Manager outlined the proposal and what that would mean for the catchment area and the reason for the visit and how Carnegie Primary School could not accommodate any more pupils. A number of questions, listed below, were posed to pupils to allow officers to gather information and feedback. A series of pictures were shown to pupils to ensure they understood the process and what a consultation would mean for them. A display board showing maps was also used to all the pupils to understand the catchment area and what the catchment area would look like, if the proposal was approved.

Primary Carnegie and Touch

Set the scene – What is a Statutory consultation? What is a catchment area? What does it mean to be oversubscribed?

There are more children living in the Carnegie PS catchment area than the school has space for.

- Carnegie PS has previously been extended but can't be extended further.
- Touch PS has been extended and has capacity to accommodate additional pupils.
- To help balance things out – Education and Children's Services is proposing to rezone the catchment areas to redistribute the number of pupils who attend Carnegie PS and Touch PS,
- As part of the Statutory Consultation, we want to come out and speak to pupils about the proposals that we are consulting on. The views of our pupils are really important to us.
- Advise that Education Scotland may come out to see the schools and will speak to a number of pupils, the Headteacher and parents.
- Advise pupils that all their comments are recorded, form part of a report, and a decision will be made in future by our elected members, explaining the role of elected members.
- We are proposing to rezone the primary catchment areas so we can address the overcapacity issue at Carnegie PS.
- Share the catchment areas on the map.
- Things that would change for some pupils in the future – which primary school children starting P1 in the future may attend.
- Things that would stay the same – Attend Dunfermline Learning Campus (if currently a primary catchment pupil), stay at your current school, still play with friends in the community.

Gather views and feelings about:

- Are you aware of a consultation proposal to look at changing the catchment areas of the school?
- Has this been discussed at home or in school?
- Are you aware of what changing the catchment area may mean for your school?
- Do you think this will make any difference to your time in school (P4/5/6/7)/ educational experience at Carnegie?
- What do you think would happen if more/ less pupils attended your school?
- How do you travel to school just now?
- What's important to you about your school?
- Any other comments or concerns about the proposal you want to share?

Touch

- Are you aware of a consultation proposal to look at changing the catchment areas of the school?
- Has this been discussed at home or in school?
- Do you think the change will make any difference to you while you are at Touch?
- What do they think of new pupils joining the school?
- Would they have any concerns for more / less pupils?
- How do you travel to school just now?
- What's important to you about your school?
- Any other comments or concerns about the proposal you want to share?

Carnegie Primary School – Tuesday 1 November 2022

63 pupils of Carnegie Primary School took part in the discussion.

The pupils focus groups were split into by their leadership roles within the school such as Pupil Council, Digital, Sports Ambassador, Playground Pals etc. The same questions were asked of each group. The pupils were positive in their views and eager to share information with the officers.

Junior Librarians

- The first group consisted of 7 pupils (1 x P4, 3 x P5 and 3 x P6).
- One pupil from the group had heard about the consultation as a family member had discussed the proposal at home.
- The majority of pupils from this group did not feel that the consultation would change anything for them.
- In terms of any impact on the school, if more pupils joined the school, it would make it very busy in areas of the school. The Primary One and Primary Two areas are already busy. Pupils reported that the school already feels busy at lunchtime and breaks.
- Although there may not be a change for these pupils, one of the pupils had neighbours who would have to go to another school. The pupils reported that it may be hard for nursery pupils to make new friends and it could split up friendships.
- Pupils were concerned that the classes would take more pupils, however, officers advised the pupils that the classes would only take the maximum number of pupils.
- Could be difficult to play certain games in the playground if there are more pupils as safety could be an issue.
- When changes happen – opportunity to make new friends.
- Travel to school – 3 pupils walk, 3 pupils walk/car, one pupil by scooter.

- Important things around Carnegie - The learning experience inside Carnegie is good and making friends is important to the pupils. It is important that pupils have a group of friends and there is collaboration (pupil's own words).

Digital Group

- 7 pupils took part in this group. Three of the 7 pupils knew about the consultation. Heard about it in class and were aware that younger siblings may not be able to attend the same school as older siblings. Parents at home had been talking about the letter from the HT and pupils felt it was lucky not to be them.
- One of the pupils stated that there could be positives and negatives from the proposed change.
- It may be difficult to drive to 2 schools and parents may not be able to work as long and they would not receive paid for less hours. A positive experience is that the Carnegie pupils would be able to learn in a less busy school. There may be an increase in air pollution if parents have to drive to 2 schools.
- There was one pupil who had a younger sibling in nursery who would be impacted upon and one of the pupils had a friend with a younger sibling in nursery.
- Pupils advised that there may be an impact in the playground with more pupils as it would be crowded and more accidents could happen by pupils bumping into each other. There may be more fights or arguments for adults to deal with. A good impact is that pupils would be able to make new friends. The lunch hall would also be crowded and the school may need more staff in the playgrounds.
- More pupils in school may mean there are not enough ICT resources for all of the classes.
- Pupils asked that we consider the use of the butterfly room as a classroom or other different spaces.
- The majority of pupils from this group walked to school 4 – walk, 2 car and one on scooter.

Sports Ambassador

- 12 pupils participated in this group (P4 x 4, P5 x 2, P6 x 5 and P7 x 1).
- Only one pupil had heard about the consultation from other pupils in class.
- If more pupils continued to attend Carnegie the outside streets would be busier walking to school.
- Shared areas of the school such as the playground and dining hall would be busier as well as the traffic in the area. If there is no space in Carnegie would need to find other school in other schools for new pupils.
- The pupils thought that it may have an impact on pupils who sign up for activities within the school or important roles within the school. It may not be possible to be as flexible if more pupils attend Carnegie.
- The majority of pupils from this group walked/cycled or scooted to school.
- Two of the pupils had younger nursery pupils and they hoped that they would be able to attend the school. If they attended another school, they wouldn't see them formally. One pupil wouldn't mind if their sibling went to another school as their sibling is annoying.
- Pupils from this group asked whether they would still go to Woodmill High School.
- Pupils advised that they were happy with everything in school and there were a lot of good areas and a number of team sports. One of the pupils asked for a gate to separate the P1 and P2 pupils from the P3 and P4 pupils.

Pupil Council

- 12 pupils participated in this group (P4 x 3, P5 x 2, P6 x 1 and P7 x 1).
- Only one pupil had heard about the consultation as their parent had been talking about it at home.
- The pupils felt that more pupils into the school would have impact as there may be less opportunities to do stuff such as the pupil council or house captain roles.
- Pupils felt there would not be enough room to store cycles.
- Pupils also thought that pupils joined the school because their friends went to Carnegie and they would be sad or upset if they could no longer join Carnegie.
- Spaces in the school would be busier such as the playground, lunch hall, library and during assemblies.
- None of the pupils had younger siblings, although a few had friends with younger siblings not at school.
- One of the pupils felt that it should be the same for younger siblings and it would be difficult to split them. One pupil already had a sibling at a different school. One of the pupils would like it if their sibling was at a different school.
- The majority of pupils from this group walked/scooted to school.
- Staff in the school are polite and supportive with pupil's learning. Children in Halbeath nursery should get an automatic space in school.
- Pupils felt more equipment should be provided in the playground i.e. Beat box for other year groups.

Playground Pals

- A total of 16 pupils took part in the discussion (7 x P6, 9 x P7).
- Only one pupil had heard about the consultation as their parent had been talking about it at home.
- Pupils stated that if more pupils continued to attend Carnegie, the entrance, corridor areas would be more crowded as well as assemblies. Pupils pointed out that the school would run out of classrooms and that the school would have to say no to pupil. One of the pupils thought that it would not be fair on people who lived closest to the school if they could not get a place.
- Other areas of concern – dinner hall, bathrooms, library, stairwells, playground and elevators.
- Pupils said that they would miss the quiet areas, the rainbow room for group work, the library, and the outdoor classroom as there would be less time for each class using it.
- None of the pupils had younger siblings but they did say that it would be hard for parents to go to 2 places and at times it may be lonely for one pupil.
- The majority of the 16 pupils walked to school with 5 pupils travelling by car and one by scooter.
- A few of the pupils said it was good to change the boundary whilst others didn't think it was a good idea. Some of the pupils wanted the school to be the same size and not get any bigger. One of the pupils stated that pupils may be overwhelmed by the number of the pupils and not sure how they could make it any bigger.
- One pupil was worried if the school was smaller, pupils from the new houses would not get in.
- One pupil stated that there were too many pupils in this school but there may be not enough pupils in other schools.
- One pupil asked that the new houses should go into a different catchment area if new pupils were expected.

Junior Road Safety Officers

- A total of 16 pupils took part in the discussion (P7 x 9 and P5 x 4, P6 x 1)
- Nobody had heard about the consultation.
- Pupils felt that if more pupils joined the school there would be less space. More classrooms would be required for more pupils or build another school.
- The impact on more pupils for existing pupils would impact crucially on the rights of children – and the right to rest and play due to overflow and oversubscription. And it may impact on learning if limited space is available.
- Dinner hall, pitches, MUGA, corridors/stairs and cloakrooms would be busier.
- The pupils felt their opportunities may be limited and may not be chosen to take on roles within the school. More pupils may also affect child morale and teachers would have to divide their attention which may impact on pupil performance.
- There would be less space to fit everyone in for assemblies.
- One pupil had a younger sibling in nursery and that they may have to go to another school. This could make the household more stressed by traveling to 2 places.
- The majority of pupils walked to school with only 1 in a car and 2 cycling to school.
- The new houses being built - what school would they go to?

Touch PS – Thursday 3 November 2022

The pupil group included 16 pupils from Primary 4 and Primary 5. The comments received were as follows:

- The majority of pupils (13) had heard about the plans to change the catchment areas of the school.
- The majority of pupils found out about the proposal from school and others discussing it with their parents at home.
- Pupils thought that changing the catchment area would mean:
 - more people
 - making the catchment bigger
- Children expressed some of the differences it would make to them while they were attending Touch PS:
 - more rooms being used
 - if there are more pupils there will be more teachers
 - bigger classes
 - busier playground
 - one pupil said there would be no difference to them as they are in P6
 - more people in the carpark
 - more mess for the janitor to clean up
 - some concerns there wouldn't be enough teachers
 - some concerned that they would lose their nurture space and library area
 - changes to classes
 - not enough money to keep teachers
 - more new people to make friends with
 - it would be a good thing to have more people
 - play with more people
 - classes would be louder
 - one child mentioned there would be more work

- nice to make new friends if more people came to the school
- share the same interests as new pupils and make friends with them
- Out of the 16 pupils, 8 of them travel to school by car, 7 walk and 1 travel by scooter.
- When pupils were asked what was important to them about their school, they responded with:
 - Nice teachers
 - Quiet
 - Playground space
 - Friends
 - Fire safety
 - Some pupils were unsure
 - Keeping everybody safe
 - Having rights in the school
- Pupils expressed the following concerns/thoughts about the proposal:
 - Some weren't sure what to answer to this question
 - One pupil mentioned it would be good if 2 new people were in each class
 - One pupil mentioned it would be good to see new people in class
 - Two other pupils said it would be good to find out more about new pupils and become friends with them.
 - One pupil asked how many people would be moving.
 - One pupil asked if they had to move school.
 - One pupil asked if another extension would be built.
 - A couple of children concerned about bullying
 - One pupil mentioned that it would be different with other children in the class that they do not know.

Touch Primary School – Thursday 3rd November 2022

The pupil group included pupils from primaries 6-7, a total of 17 pupils. The comments received were as follows:

- ❖ Almost all of pupils had not heard about the consultation, only one had discussed it at home due to a sibling potentially being affected
- ❖ The pupils thought that more children in the school would mean:
 - More opportunity to make new friends
 - More teachers due to an increase in pupils
- ❖ The pupils were concerned that there would be less space available at lunchtime and breaktimes, suggesting these would need to be staggered
- ❖ The pupils raised the layout of the building might need to be changed to accommodate more children and ensure appropriate use of all available space
- ❖ The pupils did not believe having additional pupils within the school would have an impact on their learning.
- ❖ The pupils raised the importance of having the space available to have time on their own if it was required.
- ❖ The pupils believed it is appropriate for you to go to the school for the area you live in.
- ❖ The main concerns for the pupils were around the impact of the additional pupils in relation to making the classroom noisier and all the current facilities including playground, lunch hall and toilets, being busier.
- ❖ The pupils believe the most important elements of Touch Primary School are:

- Being able to gain an education to enable them to get a good job
- Being able to learn in a way that is suitable for them
- Ensuring pupils and staff are healthy
- Being able to enjoy the wildlife garden
- Having a bike shelter
- ICT suite
- Having a big enough playground
- Some pupils expressed enthusiasm in welcoming new pupils to Touch Primary School. They suggested there would need to be more buddies in the playground to support.
- One pupil suggested more children meant more choice when picking football teams at lunch time.
- One pupil raised the impact of the costs associated with extensions
- One pupil asked if the proposed change would mean pupils would be asked to change school.
- One pupil asked if they would still have a music room
- One pupil asked if there will be additional cloakrooms as the ones in use are currently full
- A number of pupils suggested current shelter space is too small. They would like to have more shelter space to be able to stay dry when it is wet outside.

Summary

It is clear that the pupils of both Carnegie Primary School and Touch Primary School enjoy their learning experiences at school. They talked positively about the learning and social activities they undertake throughout the year.

The pupils at Carnegie Primary School felt it was important that other areas within the school were available to them to use when needed for learning activities. The pupils also did not want to be overcrowded in the playground, dining hall and stairwells. The pupils were concerned that they would not get as many opportunities for leadership roles if there were more pupils in the school.

The pupils at Touch Primary School would be happy for more pupils to join the school. However, the pupils enjoy the use of small flexible spaces around the school and would not want these to be used as classrooms. The pupils also raised concerns the size of their classes and that staff would have more work with more pupils. Officers reassured the pupils that there are maximum class sizes that would be adhered to.

**Appendix F - Other Written Representations Including
Requests for Information (whether Freedom
of Information or otherwise)**

The following representations were received from interested parties by email or by letter.

1	<p>With reference to the recent announcement for Rezone the catchment area of Carnegie Primary School and Touch Primary School. I would like to have some clarification about students current enrolled in these schools.</p> <p>I have already asked the school and was told I should seek more information through the source as the letters available only outline what is to be done with the intake of pupils progressing from nursery to primary 1 next year.</p> <p>My daughter is an attending pupil in Carnegie Primary and with the proposed rezoning might fall outside of the catchment area for the school.</p> <p>I am aware it will be a concern for a lot of parents with pupils already attending the school but I would like some clarification as to what it would mean for current pupils. Will these children be expected to relocate or will they be allowed to continue their education at the current school if the proposal is accepted?</p>
2	<p>I am a parent of a child at Touch Nursery who will be starting primary school next August. I have this morning received the proposal from the school re the change of catchment areas, however the maps attached (and the ones on the Fife council website) are illegible re street names.</p> <p>Could I please be sent a copy of the map with ability to zoom in and read the map. We live within the newly built Heathers estate (South Larch Road) and am aware our estate is heavily involved with the plan of changes.</p>
3	<p>I was wondering if you could send me a copy of the map of the new catchment area for Carnegie and Touch Primary Schools. New City House gave me your contact details. We were sent the information yesterday from Carnegie however I cannot see if our street is affected or not as the map does not show the street names clearly.</p>
4	<p>I live in one of the houses that is part of the proposed move from Carnegie to Touch catchment. I wanted to ask if spaces would be honoured for future pupils with siblings already at the school?</p> <p>If not I have some serious concerns as my daughter will be at the school and I will now have to put in a placing request for my son. This causes a lot of stress as I can not have my children at different school nor do I want to have to move my daughter where she is settled and happy unnecessarily.</p>
5	<p>I am a parent of a child currently attending Carnegie nursery who, if new proposals are to be confirmed, will not be in the catchment area for Carnegie Primary School. As I am sure you can understand, I would very much like to make my thoughts on the proposal clear so these can be taken into account during the consultation process. Unfortunately, i am finding the forms/process so far a bit inefficient/unhelpful. My partner attended the informal drop-in session in Touch today and wasn't able to have any of his questions answered by the member of staff he spoke to - perhaps it would be prudent to have members of staff who are able to actually answer the questions put to them at these events. Otherwise, it may appear that they are being held</p>

	<p>merely to "tick a box" as opposed to a genuine method of updating parents/families and getting their views.</p> <p>In addition, I have just tried to access the online consultation response form and have a few comments as the form is not very clear/user friendly. Again, I would suggest that a form such as this (especially given I assume you would like to have a good response rate to gather the views of those directly affected by these proposals) should be clear and easy to navigate/use. It appears that most of the questions are just trying to get at why you have an interest in the form - really clumsy way of asking those questions. It is also unclear whether the questions I would answer (i.e. q2) are referring to current position or future position under new proposal. The only two questions that actually mean anything (7 and 8) don't allow you to actually view your whole response while typing - again, very badly thought out.</p> <p>I have also been told via the school that we have the option to fill the form in and email it to this address - how would i go about exporting the form to fill in and email back? I can't see a way to do this.</p>
6	<p>As they were his questions I wouldn't be able to tell you exactly - I just know that the general takeaway was that the session was a bit pointless, no new info that we didn't already know and not much further clarity given when questioned (for example around timings for final decision to be made and how this would practically link with requests for nursery places for next year). I have since also heard similar sort of feedback from another couple who live in our area. General feeling from those I have discussed this with is that the sessions are being held to satisfy the statutory requirements as opposed to genuinely looking to meaningfully take feedback and answer queries/concerns. My email was only to draw attention to some of the areas of the current consultation exercise that the team involved may want to focus on moving forward to make sure everyone gets the most they can out of the process.</p> <p>I will be attending one or more of the more formal sessions so hopefully that will bring some clarity. One question I did have personally (and I don't think this was something my partner would have asked today) was around how many nursery children will be affected in the same way we will (i.e. how many children will have done their first nursery year/potentially both nursery years in touch/Carnegie nursery and will then fall out of catchment for the school and have to move)? In addition, at this stage what would actually stop this plan from going ahead? I note in some of the comms I have seen it is being discussed as a consultation on a proposal and that no decision has been made as yet. As mentioned above, it does however seem like a bit of a formality to put something through that has been in the works for a very long time (potentially years). I just wonder what would actually have to happen for the proposal not to go ahead (a certain number of people expressing concerns)? It would be good to get some reassurance on this.</p> <p>Grateful if you could also come back to me re. the form (i.e. It doesn't allow me enough characters to respond fully).</p>
7	<p>I have two children currently at Carnegie who, if the proposal is approved, would be in the Touch catchment. I'm assuming they will continue at Carnegie and the change in catchment is only for new pupils from 2023 onwards?</p>
8	<p>Looking at the revised maps sent for the boundary changes, a key new walking route is missing for Carnegie. There is now a route up through the Larches to Pittsburgh</p>

	<p>Road via the new houses. It's not a vehicle route, but perfect for walking/scooting/cycling.</p> <p>We're not affected by the boundary changes, but keen to help Dunfermline have active transport for the health & environmental benefits.</p> <p>Before this path opened, it was a longer route for some kids to Carnegie than to Touch.</p> <p>Please this pass on as relevant so hopefully more families have more options.</p>
9	<p>I attended the public meeting on 28th October 2022 at Carnegie Primary to ensure my voice was heard regarding my concerns around the rezoning of Carnegie and Touch school catchments.</p> <p>I live in ██████ Gardens, and we have two sons. ██████ is currently in Primary at Carnegie and ██████ will turn ██████ in January 2023. We will be completing a school application for ██████ in either January 2024 or January 2025, depending on when we feel ██████ is ready (we plan to make this decision closer to the time).</p> <p>When attending the meeting last week, I hoped to be given some kind of reassurance that siblings of children already at Carnegie would be offered a place at Carnegie. I was unfortunately not offered any reassurance of this. It is absurd to expect a family to have two children and two different schools (how do we manage to drop both of them off and pick them up and work????). For me and my family, it is not an option to remove my eldest son and change schools after he has already got to know the staff, fellow pupils and developed fantastic relationships.</p> <p>I completely understand the capacity issues at Carnegie and the catchment line needs to fall somewhere, however on reflection from the meeting I attended, why can't you guarantee siblings a place at Carnegie? If they already have a brother or sister going there? As you told us at the meeting, Carnegie is a large school with a capacity of 650+. There can not be that many families affected with the sibling issue surely. Why will you not guarantee this for us few families affected, and give us some peace of mind?</p> <p>I would ask you to please consider this request, to guarantee my youngest son a place at the same school as his brother. Your presentation on 28th October included a bullet point of the rezoning meaning you can "offer reassurance to parents moving to the catchment area" that their child will get a place at their catchment school. What you are doing to us is the complete opposite – you are causing concern and worry. Because you will not offer any sibling guarantee, I will now have to worry about this for the next two years.</p>



The Scottish Parliament
Pàrlamaid na h-Alba

Carrie Lindsay
Executive Director Education and Children's Services
Fife Council
Fife House
North Street
Glenrothes
Fife
KY7 5LT

Our Ref: SS7061

27 October 2022

Dear Carrie

As MSP for Dunfermline, I have been contacted by my constituent [REDACTED] resident at [REDACTED] regarding concerns he has over the catchment proposals for Carnegie and Touch Primary School in the 2023/24 intake.

[REDACTED] issue is around the impact that these proposed changes will have on his ability as a parent to make a decision regarding deferral of school start date for his youngest child.

My constituent has shared that he currently has a seven-year-old son who attends Carnegie Primary and a three-year-old daughter who attends Carnegie Nursery. His daughter was born in January and as such, as parents he and his partner have the option of his daughter starting school next year or start can be deferred to the following year if they do not feel she is ready to start school. With the proposals in place, if my constituent chooses to send his daughter to school next year, her catchment is Carnegie primary, but if deferment is selected, her catchment will be Touch primary.

[REDACTED] has expressed that while he appreciates the need for the change to the catchment areas, he believes that the situation he and his partner are being placed in with regards to a deferral decision is not fair. My constituent has shared with me the following :

"We feel that we are being forced to gamble on my daughter's education. We feel that she will not be ready for the 23/24 intake and this feeling is echoed by her nursery teachers. There is no way we can have both our children at different primary schools. Furthermore, I feel that fife council are effectively taking away our right to defer for my daughter.

This situation is exactly the same for at least 2 other families that live in our street.

Shirley-Anne Somerville MSP for Dunfermline
Unit 2, 15 Pitreavie Court, Dunfermline, KY11 8UU
Tel: 0131 348 5778, Email: shirley-anne.somerville.msp@parliament.scot

The situation for all other families who are affected by the changes are very clear, they will either be entitled to a place or not."

██████████ has shared that he feels that he is effectively being "penalised" for deferring his daughter's start date.

I appreciate that when catchment areas are altered, there will be individual cases for families which throw up issues around sibling placements. However, the issue of deferral is a valid concern here and I can appreciate the very difficult dilemma ██████████ and his partner have to consider as a result of these proposed changes.

As you will appreciate, my constituents would wish to have some discretion applied to the criteria around the placement process for deferrals of siblings who attend the same school, as opposed to the placement system which applies in other cases. I understand that ██████████ is not alone and that to his knowledge, at least another two families are in the same position.

I would seek your assurances that this particular issue in relation to deferrals will be examined and consideration given to the suggestion by my constituents that places could be guaranteed in the existing school catchment area for children whose parents exercise their right to defer.

I look forward to your response which I will share with my constituent.

Yours sincerely

██████████
Shirley-Anne Somerville MSP

11 Will this impact children due to start at the school in August 2023?

12 Myself and my family oppose the proposal to change the catchment areas of Carnegie and Touch Primary Schools for the following reasons:

- Road safety concerns for children making their way to and from school – there are more main/busier roads with more congestion on our walking route from our house to Touch Primary School than there is to Carnegie Primary School. I would have real concerns allowing my child to walk to school along this route and would therefore have to drive them there. Assuming that other parents will be the same, this will inevitably lead to increased traffic congestion in and around Touch Primary and increased risk of child safety while walking to school/crossing the roads. In addition, the walking route to Touch Primary would involve crossing a burn – this is something we do not have to consider on our walking route to Carnegie and would mean I would never be comfortable with my child walking to school due to safety concerns;
- Disruption for my child who is currently in the Carnegie system (attend the nursery) having to move to a different primary school. In the absence of this catchment change, I would have applied for my child to attend Carnegie Primary as their catchment Primary School – I have been well informed that my child would still have not been guaranteed a place (attending the nursery does not mean you will definitely attend the primary school) but it is clear that he would have had a very high likelihood of attending the same school as the nursery he attended. This position has now changed for us and we find ourselves in the situation where my son will attend a different nursery to the primary school he will be in catchment for. I feel that this will massively disadvantage my son who has now settled into nursery, making friends with

classmates and feeling comfortable around the teachers. It will make an already challenging transition even harder for him and I feel that he is being unfairly disadvantaged as one of only a handful (I am told less than 10) of pupils who will find themselves in a similar situation.

- Childcare support in getting to and from school – a lot of planning goes into pre and post school childcare for parents who work full time. We have had a childcare plan arranged with Grandparents for a long time (long before my son started nursery). We have help from Grandparents twice a week to drop our child to nursery (and, in time, school) and pick up afterwards. This allows both myself and my partner to continue to work full time. Due to Grandparents proximity to Carnegie (even closer than we are) and their health, they would not be able to walk to Touch to do the same for us (and don't drive). Therefore, this would leave us with 2 days of childcare that we would find unworkable and would have an inevitable financial impact on us which, in current climate, is unthinkable. We also regularly rely on support from neighbours to assist with nursery (and, in time, school) pick-ups on days we aren't able due to work commitments. These informal childcare arrangements would also have to end if the plans were to be put in place as our child will attend a different school from all (all the school/nursery age kids I am aware of) the kids in our street

- Disruption to child's friendships/community support - all the primary school age children in our street attend Carnegie Primary School (& nursery age children with siblings at the school attend the nursery). The children are all friends outside of school and nursery, have built very strong friendships and these have helped to transition our child (and others) into nursery and school. If the new proposal is agreed, it would mean that our child would be separated from these other kids who would either be guaranteed a place at Carnegie (already there) or highly likely to get one (siblings already there). It would be a really sad and unfortunate position for us to be in after having made a lot of effort to socialise our son with these kids and families. Having the community support in our street from other families who all attend the same nursery/school (currently) also means we can share drop offs/pickups as mentioned above.

In terms of suggestions for different ways to do things – I, personally, do not think it is up to parents and families to come up with the solutions. We have been put in this position due to exponential rates of house building in the area (which is continuing) and a lack of planning for schools/GPs/other services to go along with it. This needs to be something that the council work with house builders on and I feel very strongly that an ill-thought-out proposal for catchment schools in Duloch (when building the new houses at S Larch) should not affect children and families in areas that have been in the Carnegie catchment for years – especially not as unfairly as this proposal (affecting such a small number of families in such a large way).

That being said, the one proposal I would make which I think would really reduce the adverse effects of this proposal (if approved) would be to reconsider which children will be affected from the change. I strongly feel that children who are already in the Carnegie (or Touch) system (incl. nursery) (or those who already have siblings there) should still be viewed as "in catchment" should they wish to apply to the primary school as their first choice. This proposal would therefore only affect families who are applying this January for nursery, and it would at least mean that those families make a decision on their nursery choices in the knowledge that the catchment may well change from March 23. This wasn't something that myself or any other family who has been cut out of catchment were aware when applying for nursery/school in the past and I therefore think it is very

	<p>unfair for it to have such a massive detrimental impact on us and our children. I trust these comments will be considered during the ongoing consultation.</p>
13	<p>I write to express my deep dis-satisfaction with this consultation. Re establishing boundaries for this catchment will cause chaos. Touch primary location is not set up or suitable for the amount of extra traffic this will cause. Children in the area near Carnegie Primary School walk to and from School on the most part they would not be able or likely to do this if they attended Touch. As a result there will be increase cars and traffic for these pupils to attend school.</p> <p>I don't believe this has been well thought through and frankly a little concerning on the congestion and child road safety front.</p> <p>I sincerely hope Fife Council re consider this proposal until such time that the infrastructure is in place to adopt such approach</p>
14	<p>In line with the consultation process we write to register our feelings about this matter and the impact it will have on our family.</p> <p>We currently have a 5-year-old daughter in primary one at Carnegie Primary and her 2-year-old brother who is due to start nursery at Carnegie in April. Like most families, we hoped our children would attend the same primary school, building relationships and forming part of the community we choose to live in. While we appreciate that change has become necessary due to the size of the school roll at Carnegie, we believe the impact of this on our family will be severe and damaging for the following reasons:</p> <ul style="list-style-type: none"> • It is well known that separating siblings has a severe impact on their wellbeing and development. This issue is compounded by the fact that our son was born in 2020 during lockdown and already struggles socially – being in the same environment will be hugely beneficial for him. • We appreciate that we have the option to move our daughter from Carnegie to Touch however we believe this will be detrimental to her given that she has now settled in and established relationships with her classmates. • I work full time while my wife is a teacher at Queen Anne High School which would make dropping off children at two schools logistically impossible and would force us to use pre/after school clubs which we cannot afford in the current climate. • The proposed route from our home on Swift Street to Touch Primary is not suitable for primary aged children given its secluded sections and poor lighting. <p>In summary, we believe the proposed changes will severely impact on the wellbeing and development of both of our children and cause a great deal of stress to our family. As such we hope that they are rejected at the next stage of the process. If this is not the outcome, we would implore the council to allow younger children to follow their older siblings to the same school.</p>

Appendix G - Record of Public Meetings

As detailed in the Notice of Consultation, the proposal document and as advertised by other means, 2 public meetings were arranged. Six drop-in sessions were also arranged at different times of the day to suit working or childcare arrangements for parents/carers and other stakeholders. There were less than 20 people who attended the meeting at Carnegie Primary School and there were no attendees at the meeting held at Touch Primary School.

Although drop-in sessions were promoted in the Notice of Consultation and advertising as well as through Schools, there was little uptake by parents/carers or interested parties.

5.1 Wednesday 26 October 2022 – Carnegie Primary School

FIFE COUNCIL – EDUCATION AND CHILDREN’S SERVICES DIRECTORATE Public Consultation Meeting held at Carnegie Primary School Wednesday, 26 October 2022 at 6.00 pm

Attendees:

Shelagh McLean, Head of Education & Children's (SMcL)
Avril Graham, Team Manager (AG)
Karen Hamilton, Team Manager (KH)
Lyn Meeks, Quality Improvement Officer (LM)
Deborah Davidson, Education manager (DD)

Carole Scott, Note Taker
Sheila Hastie, Note Taker

Approximately 17 people attended the meeting.

Shelagh McLean (SMcL) opened the meeting by introducing Fife Council representatives.

This was the first of two formal public meetings and informal drop-in sessions scheduled in respect of the Schools Consultation Act (Scotland) (2010) following the decision by the Cabinet Committee of Fife Council who authorised the Education & Children’s Services Directorate on 22 September 2022 to consult with parents, pupils and the wider community of Dunfermline on the proposal to rezone the primary catchment areas of Carnegie Primary School and Touch Primary School.

The statutory consultation period is from Wednesday 5 October 2022 to Thursday 1 December 2022.

SMcL presented a PowerPoint presentation on the proposal, highlighting the educational benefits of the site, along with a site map.

Questions were requested at the end of the presentation and any questions that arose after the meeting could be sent in as outlined in the proposal paper. A summary of these questions would form part of the final report.

Question	Parent I have a child in P2 who would be impacted if Carnegie was rezoned to Touch. I think I speak for quite a few parents in the room. I would like to hear your thoughts on siblings as it's not practicable to have children at different schools. In your presentation you have said you are trying to alleviate worry but you are causing a huge amount of worry if there could be two or three children at different schools.
Response	SMcL I understand your concerns and the potential impact and I can't guarantee all siblings would get in. We hope to get to the situation where most people can go to their catchment schools. We apply the Admissions Policy and if a child already has a sibling in a school that child is higher up in the process. I cannot guarantee a sibling would get into Carnegie. We'd do everything we can to help, if at all possible. I am aware this is not alleviating your concerns but we are very much aware of your concerns and in most cases we can try to manage this sensitively and work with families.
Question	Parent Carnegie moving to Touch, there can't be that many siblings, obviously it is a worry. I can understand why you've chose this catchment but it's not good for families to have two children at different schools.
Response	SMcL We will try to accommodate children where we can, we want people to have an element of choice.
Question	Parent I have a child already in P2 in Carnegie and a child due to start Primary 1 in August 24. I feel Fife Council has not taken into consideration the potential impact this will have on having to have either two children in different schools or having to take a child out of a school where he has friends and is settled.
Response	SMcL We fully appreciate this will mean families may have to make difficult decisions, however, as per the Admissions Policy, a pupil with a sibling already in a school will be higher up the priority list if a placing request was made. Fife Council will do everything they can to support families but cannot guarantee that all placing requests will be successful.
Question	Parent You have said you don't think any child currently in the system will be disadvantaged by the changes. I spoke to your colleague about nursery catchments and was told these were adjustable. I don't think that's a fair comment to make.
Response	SMcL We don't have catchments for nurseries, parents choose the nursery they want their child to attend based on childcare, is best for them. We're required to make it equitable and required to ensure if you are within the catchment you get a space at your catchment school.
Question	Parent I have a child in P3 and a child in nursery who, due to being a January birthday, I may decide to defer. I feel you are taking the option of deferring away, as if I enrol in January 2024 my catchment will have moved to Touch, and I may not get a place in Carnegie.
Response	SMcL If the proposal is accepted, it will come into effect from 30 June 2023, therefore you will be able to apply for a P1 place in January 2023 and will know the outcome of the proposal before you need to accept or decline the place. Deferrals are an individual choice and should be what is best for each individual child. If you decided to defer, then the response to the previous question would apply and Fife Council would do everything they can to support all families.
Question	Parent The nursery cut off is January I was told. My son is in Carnegie N4, if next year he moves to Touch I need to do that in January. You have said the

	decision about this won't be made until March, how can we make a decision in January if we don't know until March?
Response	SMcL If you have a place at Carnegie that will be kept, you should apply for Touch and then decide what's best for you. We would not remove a Carnegie Nursery place until you tell us you don't want that space.
Question	Parent I am concerned about children walking the route which includes Kellock Avenue. Julie Journeaux (Carnegie HT) is aware of the traffic issues in the area – it's carnage at times.
Response	SMcL Walking routes have been assessed by Fife Council, but your comment will be taken into account and will be included in the feedback on the proposal and be considered.
Question	Parent My first point is that I have a P1 pupil and I'm in a similar situation as I have a two year old starting in a few years time who would have to go to Touch. I get that it is something that needs to happen but it's impractical for us to have children at two different schools. My daughter is settled here. To be able to make an informed decision is it possible to provide roll projections to see how the projections stack up regarding capacity. My second point is that it would be useful to know about the potential three new Primary Schools, would Carnegie catchment be impacted when they come on stream?
Response	SMcL Carnegie would be impacted by Halbeath at the moment as that's the current area.
Question	Parent I'm in a similar situation and could end up with siblings in different schools, it's mental. They could both be in Carnegie this year but the following year they could end up in different schools and I would have to move my older child. This means that any child currently in the system is disadvantaged by this proposal.
Response	SMcL I would refer you to my previous response. Fife Council will do everything we can to support placing requests.
Question	Parent What will happen say 5 years down the line?
Response	SMcL We have no timescale for this yet. We are working on Wellwood and still working with the developers, looking at what the new catchment would be. We had thought to consult on Halbeath at the same time as Carnegie but there is no one to consult with yet as the houses aren't built or occupied. Projecting numbers for Nursery is really difficult however, we can project accurately into P1 which indicates there is going to be a challenge for places at Carnegie while there is space in Touch.
Question	Parent If there is a cushion, would it be more likely that a placing request was accepted? If the roll was 671 and reduced to 650 it may be accepted.
Response	SMcL We expect the roll to come down over time but the timing on that depends.
Question	Parent What plans will be put in place to accommodate parents trying to collect children from two schools?
Response	SMcL We would look to provide support in the shape of wrap around care, i.e. After School Clubs, where parents would pay. We already have Breakfast Clubs which are free. There is also the option of formal child care where parents would pay. Schools look to build independence however, it would be parental choice when to allow a child to walk without adult supervision.
Question	Parent If there is going to be a particular peak in 2025, it would be useful to know the roll projections.

Response	SMcL We know about pupils in this nursery but we don't know the detail of pupils in other nurseries.
Question	Parent Where are the measurements taken from as some of the houses are closer to Duloch than Touch?
Response	SMcL We looked at the area as a whole to allow us to accommodate children in all schools as Duloch is still over capacity.
Question	Parent You mention new Primary Schools, will there be any more catchment changes in this area, for example, Duloch?
Response	SMcL We've taken that into consideration.
Comment	Comment - Parent While the meeting is meant to alleviate concerns with regard to the sibling issue, I would urge you to take on board that you are doing the opposite.
Question	Parent What about the walk route, have you seen the walk route to Touch?
Response	SMcL I've not done it, but my team has.
Question	Parent You might expect a P7 to walk that, but it would be dark and it's not nice.
Comment	Comment - Parent My kids would be taken in the car.
Comment	Comment - Parent There's not a chance they'd walk.
Response	SMcL We'll look into that.
Question	Parent We could end up with siblings in different schools. Is there a history of this happening, can you tell us if there are a lot or not as it would help to stop us worrying?
Response	SMcL In the last situation there was Masterton, Canmore, Pitreavie and the Dunfermline Learning Campus. The changes made allowed us to manage it effectively. We do work very hard to get to that point. There is no history of children going to different schools.
Question	Parent You mentioned the Woodmill Campus, will there be capacity issues there as well?
Response	SMcL No, this has been taken into consideration.
Question	Parent I have a P2 child and a baby. We bought our house as Carnegie was the catchment school. This is not fair. Could you change the catchment of those not built yet?
Response	SMcL We need to choose 'a' point in time to do this. We have to take new house building into account and make sure it's reasonable.
	Parent What about the new developments that are not built yet?
Response	SMcL Work has started, there are 193 homes at the former Shepherd Offshore site. We can't have pupils walking past one school to get to another. We also want these pupils to go to the same Secondary School.
Question	Parent Are the walking routes a proposal or a rule? I wouldn't allow children to walk by the stream. Older children would be in the river.
Response	SMcL We would work with the school and determine a reasonable walking route. However, while we ensure the route is reasonable, it is a parental decision as to when a parent determines their child is old enough to walk without an adult accompanying them.
Question	Parent We want our children at the same school, and I think that needs to be addressed.
Question	Parent What about road safety? If my child walks to Touch there's a need to cross three main roads, could there be a School Crossing Patrol? There's a

	stream and I've seen rats running up the stream. This is a massive concern for me. These are busy roads; someone is going to be killed.
Response	SMcL If we think we can make an adjustment to the road workings or a route we can do that. We can contact Janitorial about a School Crossing Patrol Officer.
Question	Parent Have you walked every single street?
Response	SMcL Yes Avril Graham and the team walk all streets summer and winter.
Question	Parent If you go up that road it's more than a mile, if you send them the other way it would take them over a mile.
Question	Parent If you take them away from the stream it's over a mile.
Response	SMcL We'll take that into consideration. All routes will be formally checked if we are moving forward with a proposal.
Statement	Statement - Parent I feel it should be different for deferments as that's the most people who are impacted.
Response	SMcL We have to apply the policy (Admission) in its entirety to protect and be equitable and fair in the allocation of parental placing requests.
Question	Parent You mentioned it was a parental decision to defer but you're taking that decision away from me. We work in Edinburgh and exceptions should be made for families who can't manage two children in two schools. You say Breakfast Clubs are free but they're not, there would be the added cost of £10 per day for people affected.
Response	SMcL We'll take that away and look at how we apply the policy. The timings will allow you to make an informed decision.

Shelagh McLean concluded the meeting by thanking people for their attendance and for all the points they have raised. Shelagh advised there will be another Public Meeting in Touch Primary School and further drop in sessions.

Shelagh further advised all points have been noted and will be responded to.

Parents were asked to note they had from now until close of day on 1 December 2022 to have their say regarding the consultation and were advised how they could do this.

Meeting closed at 7.15 pm.

5.2 Tuesday 1 November 2022 – Touch Primary School

**FIFE COUNCIL – EDUCATION AND CHILDREN'S SERVICES DIRECTORATE
Public Consultation Meeting held at Touch Primary School
Tuesday, 1 November 2022 at 6.00 pm**

Attendees:

Shelagh McLean, Head of Education & Children's (SMcL)

Avril Graham, Team Manager (AG)

Lyn Meeks, Quality Improvement Officer (LM)

Lesley Henderson, Education Manager (LH)

Carole Scott, Note taker

Sheila Hastie, Note taker

This meeting was attended by a representative from HMle. No members of the public attended this meeting.

Appendix H – Walked Routes to School Assessments



WALKED ROUTE ASSESSMENT FORM

School/Educational Establishment & Route details

School/Educational Establishment Name	Route – write a brief description only (start/end point and key roads). <i>Attach map at end of document</i>
Touch Primary School	Touch Primary School from Trondheim Parkway

Assessment Details

Date	Time
Wednesday 28 September 2022	08:15 am
Weather Conditions Fair	Key Observations Straight forward route

Assessors

Name	Designation	Organisation	Contact Details
	Team Manager	Education Service	
	Transportation Officer	Transportation Services – School Transport	
	Safer Communities Project Officer	Safer Communities Team	

Observers (including Councillors)

Name	Designation	Organisation	Contact Details

Key Notes for the Assessor

- The assessment should take place at a time when pupils would usually be walking to/from school

- It should be assumed pupils will be accompanied by a responsible adult, where appropriate.
- On all routes (rural or not) it is assumed that pupils behave reasonably, remain vigilant and act responsibly.
- Each route should be assessed independently, taking account of the specific features on the route. Continuous judgement of the assessor is required.
- 'Footway' includes surfaced or unsurfaced pavements, roadside strips, paths and verges which can be walked without hindrance from vegetation or other obstacles and are free from undulations.
- Weather is not considered in the assessment of walk route availability. However, the impact of weather on a route's availability may be taken into account e.g. regular flooding making a route impassable.
- Street lighting or its absence should be noted but does not make a route unavailable on its own.
- Routes through cemeteries, graveyards, crematoria and places of worship are not permitted.
- The presence or absence of a road gradient should be noted but does not make a route unavailable on its own. Check the list of road lengths $\geq 12\%$ (1 in 8) and $\geq 100\text{m}$ (provided by Roads & Transportation) held on file. Path, ramp and step gradients are not considered as part of an assessment.
- Pollution: check if an AQAP is in place and its recommendations.
- Fear of crime is not considered.
- If there is the need to cross a road, there must be sufficient gaps in the traffic or facilities to enable safe crossing. You must discuss the need for a traffic count and gap analysis, on return to the office, if you have any doubts.
- A conclusion should only be established when matters such as traffic counts and vegetation removal are completed. As a result, the outcome may not be finalised on the day the assessment takes place.

1. Is there a continuous adequate footway?

Footpath suitability / condition / length

Tarmac and continuous and more than 1m in width throughout the route.

If length of footway is less than 1m width:

Consider the combination of site-specific factors including the following to determine availability:

- length of footway less than 1m width
- ability to step off onto an adjacent verge
- any necessity to step off onto the road itself
- traffic flow and speed limit
- sightlines/visibility
- additional footway obstructions
- accident data.

Requirement/need to cross a road

We crossed 2 main roads (Linburn Road and Woodmill Road) and a few side streets (Garvock Bank, Gilfillan Road)

Where it is appropriate to cross this road

We crossed at a Pelican crossing on Linburn Road which was situated at the local shops. We then crossed at the pedestrian crossing at Woodmill Road, directly across from St Columba's RC HS.

Waiting time was not long to cross Linburn Road or at the pedestrian crossing on Woodmill Road.

Visibility at the point of crossings

Sight lines and visibility were good throughout the walk.

CONCLUSION: continuous adequate footway? Yes No

If yes, at this stage the route is deemed to be a non-hazardous walking route, please go to question 4. If no, please go to question 2.

2. In the absence of a continuous adequate footway, are there step offs with adequate sight lines?

Suitability and nature of step offs

Visibility

Good throughout the route.

CONCLUSION: step offs with adequate sight lines? Yes No

If yes, at this stage the route is deemed to be a non-hazardous walking route, please go to question 4. If no, please go to question 3.

3. If there are no step offs, are there adequate sight lines?

Provide details

CONCLUSION: are there adequate sight lines? Yes No

If yes, at this stage the route is deemed to be a non-hazardous walking route, please go to question 4. If no, the route is an unsafe walking route, please go to question 5.

4. Are there any other considerations that will impact on the assessment outcome?

Visibility / sight lines for pedestrians*

Sight lines and visibility were good throughout the walk.

Traffic flow (observed) *

There is no requirement for a formal traffic count/gap analysis to be undertaken as we did not wait long to cross Linburn Road or Woodmill Road (30 mph).

List all crossings / patrols / islands & speed limits

We walked along Trondheim Parkway (20mph) and crossed Woodmill Road (30 mph) at the pedestrian crossing.

We used the footpath which crossed Lyne Burn at the Adamson Hall and crossed Garvock Bank (20 mph) on to the pavement at Gilfillan Road (20 mph). We took the steps up to a footpath just south of Henryson Road (20 mph) and then used the footpath up to Abel Place (20 mph) into the back entrance of the school.

Paths/ Wooded Areas/ Vegetation/ flooding (frequency over a year)

Consider the combination of site-specific factors including:

- continuous footpath, pavement and verge/road
- street lighting was available throughout the walk
- visibility and sightlines were good throughout the walk
- all footpaths were clear of vegetation

Availability of public transport

n/a

Exceptional features e.g. type of vehicles on route

n/a

Transport Scotland Input (if appropriate) for routes along A92 & A985

n/a

Accident Data (damage only, slight, serious & fatal covering the last 3 years)

n/a

CONCLUSION: Are there any other considerations that will impact on the assessment outcome?

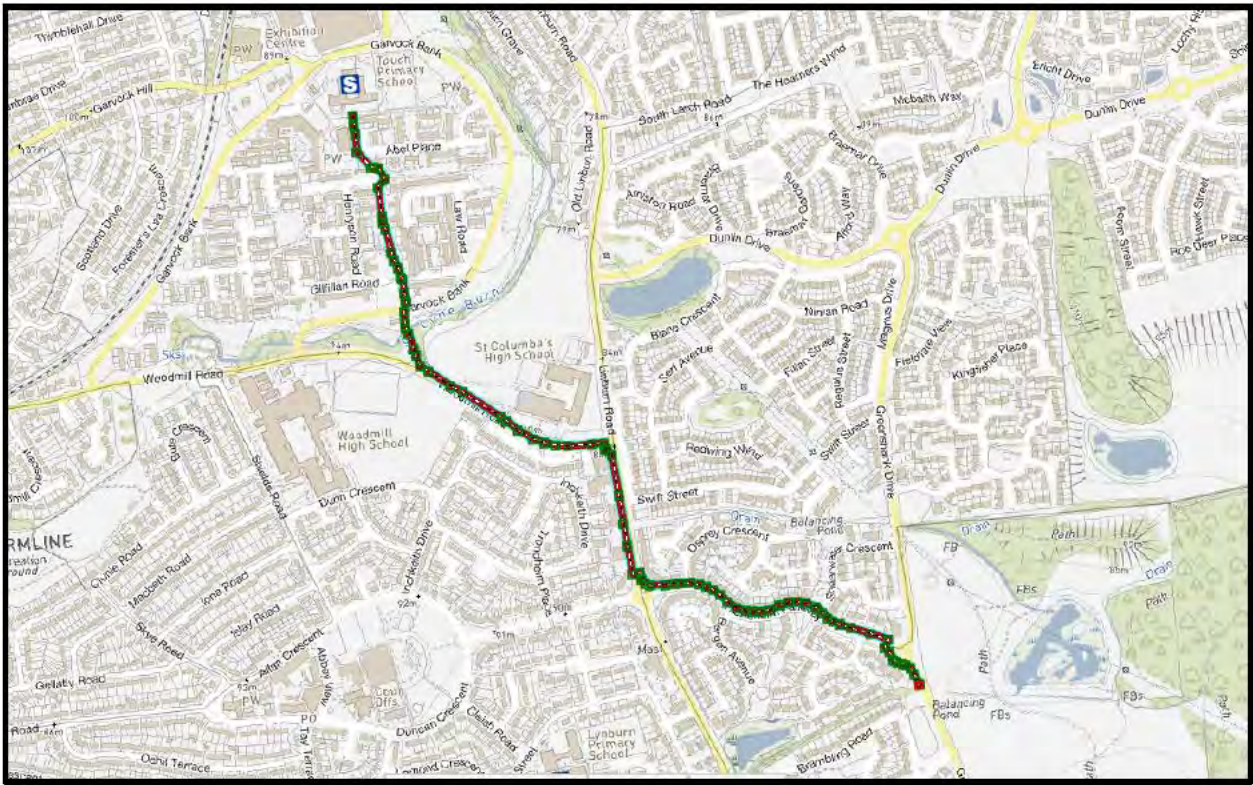
Yes No

**Where the traffic flow / sight line is considered, a record of any vehicle count / speed survey should be retained. Only relevant where a road is crossed without available traffic interrupters.*

5. CONCLUSION: is the route available?

Yes No

WALKED ROUTE ASSESSMENT FORM SUPPLEMENTARY INFORMATION



From Woodmill Road, to footpath that brings pedestrians out at Adamson Hall.



Lighting at Adamson Hall, and crossing area at Adamson Hall to join up with footpath at Gilfillan Road.

WALKED ROUTE ASSESSMENT FORM

School/Educational Establishment & Route details

School/Educational Establishment Name	Route – write a brief description only (start/end point and key roads). <i>Attach map at end of document</i>
Touch Primary School	Touch Primary School to Trondheim Parkway Via Garvock Bank, Woodmill Road, Linburn Road.

Assessment Details

Date Wednesday 28 September 2022	Time 3.00pm
Weather Conditions Dry, light	Key Observations Straight forward route, no issues experienced. Route typical of a walk route within an urban area.

Assessors

Name	Designation	Organisation	Contact Details
	Compliance Officer	Education Service	
	Compliance Officer	Education Service	
	Safer Communities Project Officer	Safer Communities Team	
	Technician	Transportation Service	

Observers (including Councillors)

Name	Designation	Organisation	Contact Details

Key Notes for the Assessor

- The assessment should take place at a time when pupils would usually be walking to/from school
- It should be assumed pupils will be accompanied by a responsible adult, where appropriate.
- On all routes (rural or not) it is assumed that pupils behave reasonably, remain vigilant and act responsibly.

- Each route should be assessed independently, taking account of the specific features on the route. Continuous judgement of the assessor is required.
- 'Footway' includes surfaced or unsurfaced pavements, roadside strips, paths and verges which can be walked without hindrance from vegetation or other obstacles and are free from undulations.
- Weather is not considered in the assessment of walk route availability. However, the impact of weather on a route's availability may be taken into account e.g. regular flooding making a route impassable.
- Street lighting or its absence should be noted but does not make a route unavailable on its own.
- Routes through cemeteries, graveyards, crematoria and places of worship are not permitted.
- The presence or absence of a road gradient should be noted but does not make a route unavailable on its own. Check the list of road lengths $\geq 12\%$ (1 in 8) and $\geq 100\text{m}$ (provided by Roads & Transportation) held on file. Path, ramp and step gradients are not considered as part of an assessment.
- Pollution: check if an AQAP is in place and its recommendations.
- Fear of crime is not considered.
- If there is the need to cross a road, there must be sufficient gaps in the traffic or facilities to enable safe crossing. You must discuss the need for a traffic count and gap analysis, on return to the office, if you have any doubts.
- A conclusion should only be established when matters such as traffic counts and vegetation removal are completed. As a result, the outcome may not be finalised on the day the assessment takes place.

1. Is there a continuous adequate footway?

Footpath suitability / condition / length

Tarmac and continuous and more than 1m in width throughout the route. Some parts of the route have a cycle path.

If length of footway is less than 1m width:

Consider the combination of site-specific factors including the following to determine availability:

- length of footway less than 1m width
- ability to step off onto an adjacent verge
- any necessity to step off onto the road itself
- traffic flow and speed limit
- sightlines/visibility
- additional footway obstructions
- accident data.

Requirement/need to cross a road

Yes. Garvock Bank, Woodmill Road, Linburn Road. Number of side streets.

Where it is appropriate to cross this road

Garvock Bank – beside Scout Hall. No issues, no waiting time and visibility good in both directions.

Woodmill Road – used pedestrian crossing at St Columbas HS.

Linburn Road – used pelican crossing at the shops

Side streets in Trondheim parkway - were all crossed at the junctions where there are dipped kerbs. No issues with waiting time, little traffic and good sightlines. Also, a pedestrian crossing on Trondheim Parkway.

Visibility at the point of crossings

Sightlines and visibility were good throughout the walk.

CONCLUSION: continuous adequate footway?

Yes No

If yes, at this stage the route is deemed to be a non-hazardous walking route, please go to question 4. If no, please go to question 2.

2. In the absence of a continuous adequate footway, are there step offs with adequate sight lines?

Suitability and nature of step offs

Visibility

CONCLUSION: step offs with adequate sight lines?

Yes No

If yes, at this stage the route is deemed to be a non-hazardous walking route, please go to question 4. If no, please go to question 3.

3. If there are no step offs, are there adequate sight lines?

Provide details

CONCLUSION: are there adequate sight lines?

Yes No

If yes, at this stage the route is deemed to be a non-hazardous walking route, please go to question 4. If no, the route is an unsafe walking route, please go to question 5.

4. Are there any other considerations that will impact on the assessment outcome?

Visibility / sight lines for pedestrians*

Sight lines and visibility were good throughout the walk.

Traffic flow (observed) *	<p>Traffic flow was fairly light. The traffic flow is likely to be higher at the time Woodmill HS and St Columbas HS finish but our walk was completed by that time.</p> <p>There is no requirement for a formal traffic count/gap analysis to be undertaken as there was no waiting time to cross Garvock Bank or any of the side streets. As stated above, Woodmill Road and Linburn Road had crossings to stop the traffic and allow a safe crossing.</p>
List all crossings / patrols / islands & speed limits	<p>All road speed limits are 20mph/30mph. Pedestrian crossing used on Woodmill Road Pelican crossing used on Linburn Road</p>
Paths/ Wooded Areas/ Vegetation/ flooding (frequency over a year)	<p>Consider the combination of site-specific factors including:</p> <ul style="list-style-type: none"> • continuous footpath • street lighting was available throughout the walk • visibility and sightlines were good throughout the walk • all footpaths were clear of vegetation
Availability of public transport	n/a
Exceptional features e.g. type of vehicles on route	n/a
Transport Scotland Input (if appropriate) for routes along A92 & A985	n/a
Accident Data (damage only, slight, serious & fatal covering the last 3 years)	n/a

CONCLUSION: Are there any other considerations that will impact on the assessment outcome?

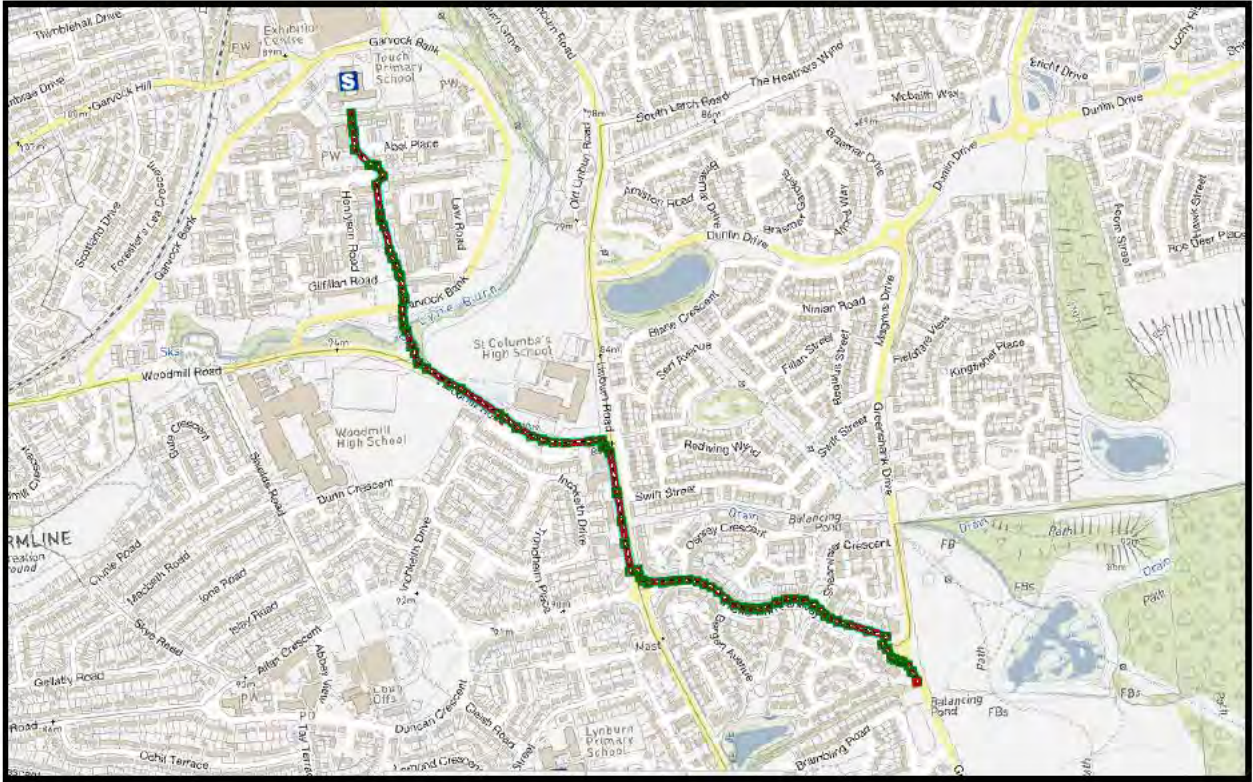
Yes No

**Where the traffic flow / sight line is considered, a record of any vehicle count / speed survey should be retained. Only relevant where a road is crossed without available traffic interrupters.*

5. CONCLUSION: is the route available?

Yes No

WALKED ROUTE ASSESSMENT FORM SUPPLEMENTARY INFORMATION



WALKED ROUTE ASSESSMENT FORM

School/Educational Establishment & Route details

School/Educational Establishment Name	Route – write a brief description only (start/end point and key roads). <i>Attach map at end of document</i>
Touch Primary School	Touch Primary School from Swift Street

Assessment Details

Date	Time
Tuesday, 29 November 2022	08.40am
Weather Conditions	Key Observations
Fair	Straight forward route

Assessors

Name	Designation	Organisation	Contact Details
	Compliance Officer	Education Service	
	Transportation Officer	Transportation Services – School Transport	
	Safer Communities Project Officer	Safer Communities Team	

Observers (including Councillors)

Name	Designation	Organisation	Contact Details

Key Notes for the Assessor

- The assessment should take place at a time when pupils would usually be walking to/from school
- It should be assumed pupils will be accompanied by a responsible adult, where appropriate.

- On all routes (rural or not) it is assumed that pupils behave reasonably, remain vigilant and act responsibly.
- Each route should be assessed independently, taking account of the specific features on the route. Continuous judgement of the assessor is required.
- 'Footway' includes surfaced or unsurfaced pavements, roadside strips, paths and verges which can be walked without hindrance from vegetation or other obstacles and are free from undulations.
- Weather is not considered in the assessment of walk route availability. However, the impact of weather on a route's availability may be taken into account e.g. regular flooding making a route impassable.
- Street lighting or its absence should be noted but does not make a route unavailable on its own.
- Routes through cemeteries, graveyards, crematoria and places of worship are not permitted.
- The presence or absence of a road gradient should be noted but does not make a route unavailable on its own. Check the list of road lengths $\geq 12\%$ (1 in 8) and $\geq 100\text{m}$ (provided by Roads & Transportation) held on file. Path, ramp and step gradients are not considered as part of an assessment.
- Pollution: check if an AQAP is in place and its recommendations.
- Fear of crime is not considered.
- If there is the need to cross a road, there must be sufficient gaps in the traffic or facilities to enable safe crossing. You must discuss the need for a traffic count and gap analysis, on return to the office, if you have any doubts.
- A conclusion should only be established when matters such as traffic counts and vegetation removal are completed. As a result, the outcome may not be finalised on the day the assessment takes place.

1. Is there a continuous adequate footway?

Footpath suitability / condition / length

Tarmac and continuous.

If length of footway is less than 1m width:

Consider the combination of site-specific factors including the following to determine availability:

- length of footway less than 1m width
- ability to step off onto an adjacent verge
- any necessity to step off onto the road itself
- traffic flow and speed limit
- sightlines/visibility
- additional footway obstructions
- accident data.

Requirement/need to cross a road

We crossed one main road and a few side streets.

Where it is appropriate to cross this road

We crossed at a Pelican crossing on Linburn Road. This was a different crossing point to the map route however, both could be used. The map route showed a pedestrian island

which can be used to cross at Dunlin Drive. This would result in crossing Linburn Road at another point further along Linburn Road.

Waiting time was not long to cross Linburn Road.

Visibility at the point of crossings

Sight lines and visibility were good throughout the walk.

CONCLUSION: continuous adequate footway?

Yes No

If yes, at this stage the route is deemed to be a non-hazardous walking route, please go to question 4. If no, please go to question 2.

2. In the absence of a continuous adequate footway, are there step offs with adequate sight lines?

Suitability and nature of step offs

Step offs were available at Garvock Bank to cross to Touch PS.

Visibility

Good.

CONCLUSION: step offs with adequate sight lines?

Yes No

If yes, at this stage the route is deemed to be a non-hazardous walking route, please go to question 4. If no, please go to question 3.

3. If there are no step offs, are there adequate sight lines?

Provide details

CONCLUSION: are there adequate sight lines?

Yes No

If yes, at this stage the route is deemed to be a non-hazardous walking route, please go to question 4. If no, the route is an unsafe walking route, please go to question 5.

4. Are there any other considerations that will impact on the assessment outcome?

Visibility / sight lines for pedestrians*

Sight lines and visibility were good throughout the walk.

Traffic flow (observed) *

There is no requirement for a formal traffic count/gap analysis to be undertaken as we did not wait long to cross Linburn Road.

List all crossings / patrols / islands & speed limits

We walked along Swift Street (20mph) and crossed at Linburn Road (30mph). (There is also the option to walk Redwing Wynd/Serf Avenue which also lead to Linburn Road.) We carried along Linburn Road and turned into Linburn Grove/Linburn Corridor which is suitable for both pedestrians and cyclists. From there we took the path passed an open space and turned right. We then crossed a metal bridge and walked the path coming out onto Garvock Bank opposite Touch PS.

Paths/ Wooded Areas/ Vegetation/ flooding (frequency over a year)

Consider the combination of site-specific factors including:

- continuous footpath, pavement and verge/road
- street lighting was available throughout the walk
- visibility and sightlines were good throughout the walk
- all footpaths were clear of vegetation

Availability of public transport

Public transport is available in this area.

Exceptional features e.g. type of vehicles on route

N/A

Transport Scotland Input (if appropriate) for routes along A92 & A985

N/A

Accident Data (damage only, slight, serious & fatal covering the last 3 years)

N/A

CONCLUSION: Are there any other considerations that will impact on the assessment outcome?

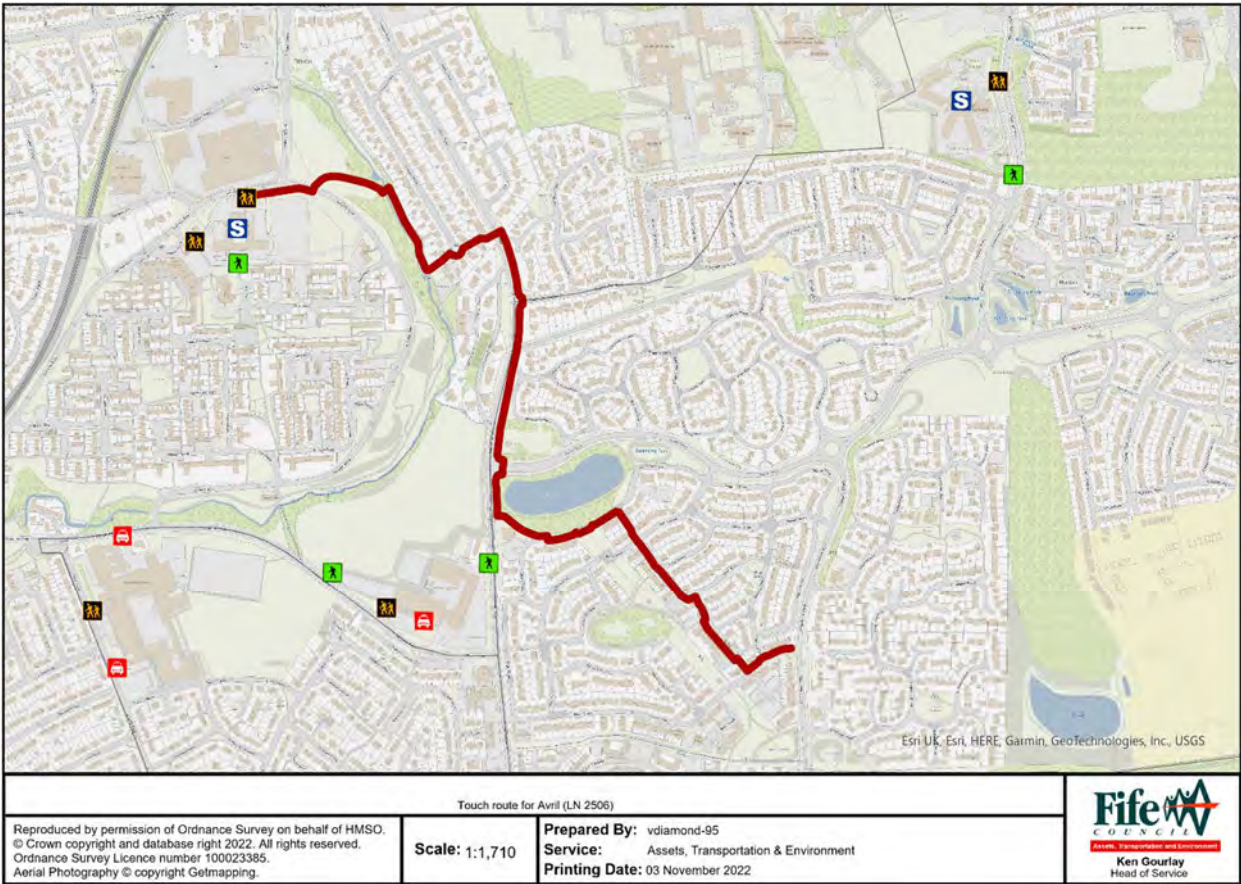
Yes No

**Where the traffic flow / sight line is considered, a record of any vehicle count / speed survey should be retained. Only relevant where a road is crossed without available traffic interrupters.*

5. CONCLUSION: is the route available?

Yes No

WALKED ROUTE ASSESSMENT FORM SUPPLEMENTARY INFORMATION



Redwing Wynd



Pelican Crossing, Linburn Road



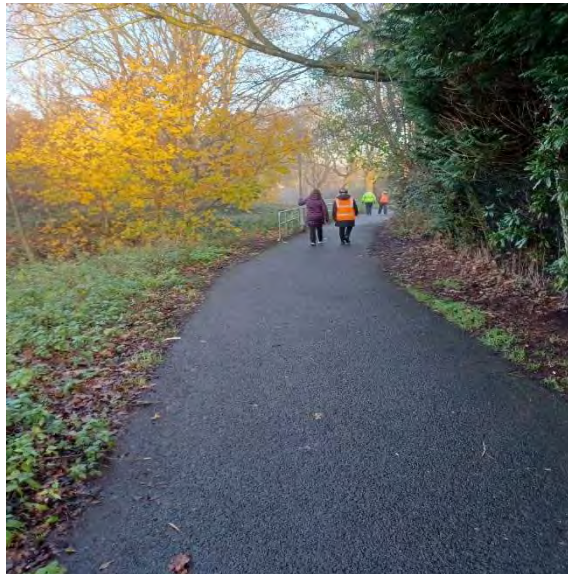
Pedestrian Island - Dunlin Drive



Linburn Grove



Linburn Corridor



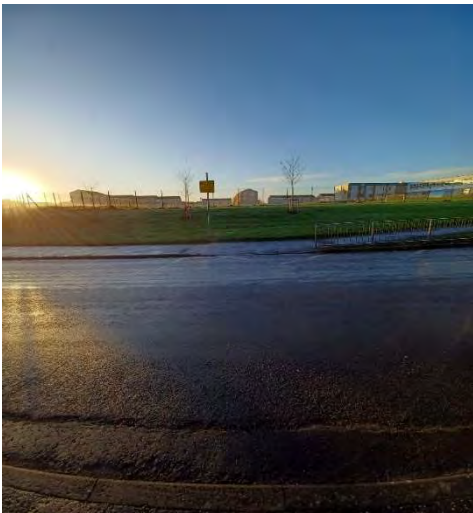
Linburn Path



Bridge at Linburn Path heading towards Garvock Bank



Linburn Path toward Garvock Bank



Step Offs - Garvock Bank to Touch PS

WALKED ROUTE ASSESSMENT FORM

School/Educational Establishment & Route details

School/Educational Establishment Name	Route – write a brief description only (start/end point and key roads). <i>Attach map at end of document</i>
Touch Primary School	Touch Primary School to Swift Street

Assessment Details

Date Tuesday, 29 November 2022	Time 3.00pm – 3.20pm
Weather Conditions Fair	Key Observations Straight forward route, no issues

Assessors

Name	Designation	Organisation	Contact Details
	Compliance Officer	Education Service	
	Technician	Transportation Services – School Transport	
	Safer Communities Project Officer	Safer Communities Team	
	Compliance Officer	Education Service	

Observers (including Councillors)

Name	Designation	Organisation	Contact Details

Key Notes for the Assessor

- The assessment should take place at a time when pupils would usually be walking to/from school
- It should be assumed pupils will be accompanied by a responsible adult, where appropriate.
- On all routes (rural or not) it is assumed that pupils behave reasonably, remain vigilant and act responsibly.
- Each route should be assessed independently, taking account of the specific features on the route. Continuous judgement of the assessor is required.

- 'Footway' includes surfaced or unsurfaced pavements, roadside strips, paths and verges which can be walked without hindrance from vegetation or other obstacles and are free from undulations.
- Weather is not considered in the assessment of walk route availability. However, the impact of weather on a route's availability may be taken into account e.g. regular flooding making a route impassable.
- Street lighting or its absence should be noted but does not make a route unavailable on its own.
- Routes through cemeteries, graveyards, crematoria and places of worship are not permitted.
- The presence or absence of a road gradient should be noted but does not make a route unavailable on its own. Check the list of road lengths $\geq 12\%$ (1 in 8) and $\geq 100\text{m}$ (provided by Roads & Transportation) held on file. Path, ramp and step gradients are not considered as part of an assessment.
- Pollution: check if an AQAP is in place and its recommendations.
- Fear of crime is not considered.
- If there is the need to cross a road, there must be sufficient gaps in the traffic or facilities to enable safe crossing. You must discuss the need for a traffic count and gap analysis, on return to the office, if you have any doubts.
- A conclusion should only be established when matters such as traffic counts and vegetation removal are completed. As a result, the outcome may not be finalised on the day the assessment takes place.

1. Is there a continuous adequate footway?

Footpath suitability / condition / length	Tarmac footpath for all of the route, all reasonable condition, width.
If width of footway is less than 1m width:	N/A
Requirement/need to cross a road	We crossed one main road (Linburn Road) and a number of streets.
Where is it appropriate to cross this road	We crossed at a Pedestrian crossing on Linburn Road (just north of Old Linburn Road).
Visibility at the point of crossings	Sight lines and visibility were good throughout the walk including all crossing points.

CONCLUSION: continuous adequate footway?

Yes No

If yes, at this stage the route is deemed to be a non-hazardous walking route, please go to question 4. If no, please go to question 2.

2. In the absence of a continuous adequate footway, are there step offs with adequate sight lines?

Suitability and nature of step offs

Visibility

CONCLUSION: step offs with adequate sight lines? Yes No

If yes, at this stage the route is deemed to be a non-hazardous walking route, please go to question 4. If no, please go to question 3.

3. If there are no step offs, are there adequate sight lines?

Provide details

CONCLUSION: are there adequate sight lines? Yes No

If yes, at this stage the route is deemed to be a non-hazardous walking route, please go to question 4. If no, the route is an unsafe walking route, please go to question 5.

4. Are there any other considerations that will impact on the assessment outcome?

Visibility / sight lines for pedestrians*

Sight lines and visibility were good throughout the walk.

Traffic flow (observed) *

Traffic flow throughout the walk was fairly low. We had no or minimal waiting time at each crossing. Traffic on Linburn Road was slightly busier but there is a pedestrian crossing to stop the traffic. We used this.

List all crossings / patrols / islands & speed limits

Garvock Bank (beside Touch PS)
Linburn Road (used crossing)
South Larch Road
Dunlin Drive
Blane Crescent-Fillan Street-Duthac Court-Regulas Street-Swift Street
All 20mph or 30mph speed limit

Paths/ Wooded Areas/ Vegetation/ flooding (frequency over a year)

Linburn Path was used to get from Garvock Bank to Linburn Road. This path runs by a stream/burn, has a tarmac surface and the route was lit. No overhanging vegetation or areas of flooding. Number of pedestrians were using this path (dog walker etc).

Availability of public transport

Public transport is available in this area.

Exceptional features e.g. type of vehicles on route

N/A

Transport Scotland Input (if appropriate) for routes along A92 & A985

N/A

Accident Data (damage only, slight, serious & fatal covering the last 3 years)

N/A

CONCLUSION: Are there any other considerations that will impact on the assessment outcome?

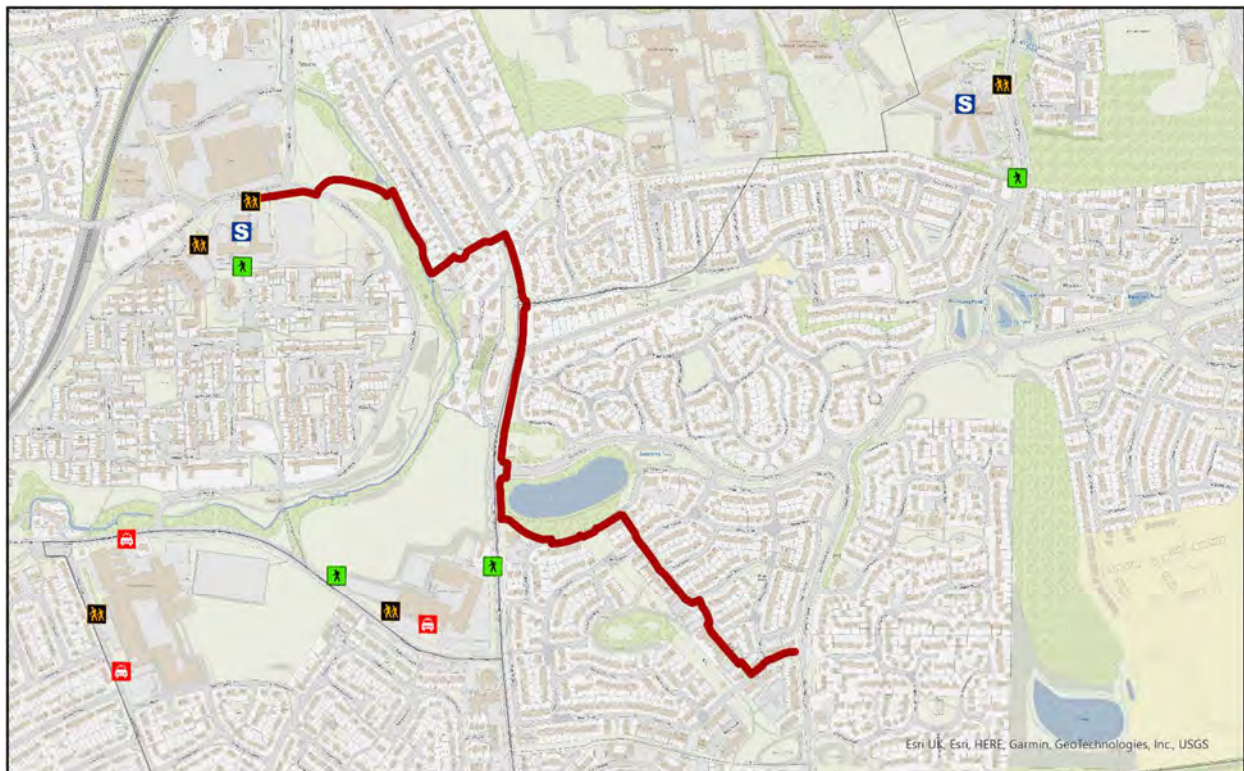
Yes No


**Where the traffic flow / sight line is considered, a record of any vehicle count / speed survey should be retained. Only relevant where a road is crossed without available traffic interrupters.*

5. CONCLUSION: is the route available?

Yes No

**WALKED ROUTE ASSESSMENT FORM
SUPPLEMENTARY INFORMATION**



<p>Reproduced by permission of Ordnance Survey on behalf of HMSO. © Crown copyright and database right 2022. All rights reserved. Ordnance Survey Licence number 100023385. Aerial Photography © copyright Getmapping.</p>		<p>Scale: 1:1,710</p>	<p>Prepared By: vdiamond-95 Service: Assets, Transportation & Environment Printing Date: 03 November 2022</p>	 <p>Fife COUNCIL Assets, Transportation and Environment Ken Gourlay Head of Service</p>
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Appendix I – Equality Impact Assessment

Part 1: Background and information

Title of proposal	The rezoning of the catchment areas of Carnegie Primary School and Touch Primary School from 30 June 2023.
Brief description of proposal (including intended outcomes & purpose)	<p>This is a new proposal to rezone the catchment areas of Carnegie Primary School and Touch Primary School from 30 June 2023.</p> <p>Currently there are too many catchment pupils that can be accommodated within Carnegie Primary School and new housing sites in the catchment area require to be accommodated a school located in the community. The school has been extended and no further accommodation can be added to the site. Touch Primary School has spare capacity to accommodate new pupils following a 4-classroom extension to support house building in the area. The distribution of pupils across the area will ensure that both schools are within capacity and all new pupils can be accommodated.</p> <p>Failure to rezone the catchment area could result in an oversubscription of catchment pupils for Carnegie Primary School catchment area, where priority criteria would need to be applied for all catchment pupils to determine which pupils were allocated a place at Carnegie Primary School.</p> <p>The proposal has been consulted in accordance with the Schools (Consultation) (Scotland) Act 2010.</p> <p>The proposal will not impact on any pupil who is due to start Primary One in August 2023 as they will enrol for their existing primary school.</p> <p>If this proposal is approved by the Cabinet Committee on 9 March 2023 this will result in the realignment of catchment areas to ensure a balance redistribution of housing across the area, ensure that Carnegie Primary School has sufficient space to accommodate catchment pupils and deliver the full breadth of the curriculum within the existing accommodation.</p> <p>For Touch Primary School this will ensure an increased roll and occupancy if catchment pupils attend Touch Primary School.</p> <p>It is important to note that there will be no changes to the secondary catchment area of Woodmill High School as currently both Carnegie and Touch Primary Schools are associated with Woodmill High School. There are also no changes to the Roman Catholic catchment areas of St Margaret’s RC Primary School and St Columba’s RC High School.</p>
Lead Directorate / Service / Partnership	Shelagh McLean, Head of Service (Early Years and Directorate Support)

EqlA lead person	Avril Graham, Team Manager (Systems and Infrastructure) Education & Children's Services
EqlA contributors	All relevant consultees, as defined by the Schools (Consultation) (Scotland) Act 2010, were invited to participate in the formal consultation process. The Equality Impact Assessment was contributed to by a range of staff within Fife Council.
Date of EqlA	16 January 2023

How does the proposal meet one or more of the general duties under the Equality Act 2010? (Consider proportionality and relevance on p.12 and see p.13 for more information on what the general duties mean). If the decision is of a strategic nature, how does the proposal address socio-economic disadvantage or inequalities of outcome?)

General duties	Please Explain
Eliminating discrimination, harassment and victimisation	
Advancing equality of opportunity	<p>Both schools have sufficient accommodation to allow young people to socialise in a variety of areas both inside and out and this will include accessible areas to include any young people with additional support needs. Touch Primary School has a variety of multi-purpose areas which allow the full breadth of the curriculum to be experienced. Carnegie Primary School will enable this to happen with a reduction in school roll to be managed within 21 classes of the school.</p> <p>There may be some negative impact for pupils who currently walk to Carnegie Primary School. The distance to Touch Primary School may be slightly longer for some pupils. However, the majority of the area proposed to be rezoned is within one mile walking route. For any pupils who are over one mile, they will be entitled to free transport to school.</p> <p>There is also a positive impact for some pupils where their property is located in both catchment areas. This will give them clarity on their school catchment area.</p> <p>The Education Service has assessed available walking routes as per existing policy from two different directions for pupils affected by this rezoning proposal.</p>
Fostering good relations	
Socio-economic disadvantage	<p>Whilst we recognise the journey to school will further extended for some pupils living within close proximity of their existing high school, across all socio-economic groups, we would continue to promote a healthy lifestyle which includes exercise and activity both within and outwith school, promoting active travel would contribute to this healthy lifestyle choice.</p>

Inequalities of outcome	The Education Service are confident that the facilities and resources on offer within both primary schools will ensure that the wide range of the curriculum is delivered with plenty of pupil opportunities, extra-curricular activities and inclusive approaches supporting a focus on improved outcomes for all of the young people.
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Having considered the general duties above, if there is likely to be no impact on any of the equality groups, parts 2 and 3 of the impact assessment may not need to be completed. Please provide an explanation (based on evidence) if this is the case.

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Part 2: Evidence and Impact Assessment

Explain what the positive and / or negative impact of the policy change is on any of the protected characteristics

Protected characteristic	Positive impact	Negative impact	No impact
Disabled people			No impact
Sexual orientation			No impact
Women			No impact
Men			No impact
Transgendered people			No impact
Race (includes gypsy travellers)			No impact
Age (including older people aged 60+)		May impact on grandparents who have a longer distance to travel to collect pupils from school.	
Children and young people	School buildings with multi-purpose space available to provide greater flexibility and enhanced opportunities for pupils.		
Religion or belief			No impact
Pregnancy & maternity			No impact
Marriage & civil partnership			No impact

Please also consider the impact of the policy change in relation to:

	Positive impact	Negative impact	No impact
Looked after children and care leavers	Additional spaces to ensure the needs of care experienced pupils can be met e.g. multi-agency meetings can take place		

Privacy (e.g. information security & data protection)		No impact
Economy		No impact

1.0 Please record the evidence used to support the impact assessment. This could include officer knowledge and experience, research, customer surveys, service user engagement.

2.0 Any evidence gaps can also be highlighted below.

Evidence used	Source of evidence
1. Knowledge of existing school provision/ practice	Officer discussion/ consultation
2. School facilities and accommodation	School layout plans
3. Feedback received from relevant parties during the statutory consultation process	Consultation Response Forms, public meetings and pupil consultation, report from HMI Education Scotland
Evidence gaps	Planned action to address evidence gaps

Part 3: Recommendations and Sign Off

(Recommendations should be based on evidence available at the time and aim to mitigate negative impacts or enhance positive impacts on any or all of the protected characteristics).

Recommendation	Lead person	Timescale
1. Ensure any pupil from nursery or other pupils wishing to relocate to their new catchment school have an enhanced transition prior to relocating to the new school	Headteachers	August 2023 onwards
2. Ensure walked route assessments are completed and impact on school travel plans	Education/Transportation/ Community Safety	August 2023 onwards

Sign off

(By signing off the EqlA, you are agreeing that the EqlA represents a thorough and proportionate analysis of the policy based on evidence listed above and there is no indication of unlawful practice and the recommendations are proportionate.

Date completed:	Date sent to Community Investment Team: Enquiry.equalities@fife.gov.uk
Senior Officer: Avril Graham	Designation: Team Manager (Systems & Infrastructure)

FOR COMMUNITY INVESTMENT TEAM ONLY

EqlA Ref No.	
Date checked and initials	

9th March, 2023.
Agenda Item No. 9

Support for Voluntary Organisations

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

Wards Affected: Fife-wide

Purpose

This report presents recommendations for the level of support to voluntary organisations for the period 2023-2026 within the Directorates of Communities, Education and Children's Services and Enterprise and Environment.

Recommendation(s)

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

Resource Implications

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

- Communities and Neighbourhoods £208,406 (detailed in Appendix 1)
- Housing Services totalling £8,270,382 (detailed in Appendix 2)
- Education and Children's Services:
 - Core Service £6,103,139 (detailed in Appendix 3)
 - Our Minds Matter £300,000 (detailed in Appendix 4)
 - Pupil Equity Fund (PEF) £151,801 (detailed in Appendix 5)
 - Whole Family Well Being Fund £471,209 (detailed in Appendix 6)
 - Community Mental Health & Wellbeing Fund £334,206 (Appendix 7)
- Roads & Transportation Services £205,055 (detailed in Appendix 8)

The total recommended for approval for the period 2023-2026 is £16,044,198.

In line with Fife Council policy, a number of the grants are for a three-year period and will place demand on future budgets whilst allowing the sector more security and the opportunity for better future planning.

A 5% uplift for Voluntary Sector agencies has been included within the Council's Revenue Budget. The figures contained with the Appendices include the 5% uplift with the exception of Scottish Government funded awards (appendices 4,5,6 and 7) and organisations which applied for a smaller award, for example as a result of changes to their operation.

For information only, Appendix 9 shows the level of funding approved previously by Communities and Housing Committees on 18th March 2021 and 2nd February 2022 under the Council's three-year funding arrangements. The Communities and Neighbourhoods awards impact on future years and are also subject to a 5% uplift equating to an additional £181,656 over and above amounts listed.

The Housing Services awards also shown in Appendix 9 impact on future years and are also subject to an uplift equating to an additional £91,326 over and above amounts listed.

Legal & Risk Implications

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

Impact Assessment

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

Consultation

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

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

1.0 Introduction

- 1.1 This report presents awards to voluntary organisations from the Directorates of Communities, Education and Children's Services and Enterprise and Environment. A separate report will be presented to the Joint Health Improvement Board for the awards in their remit.
- 1.2 In line with Fife Council policy, a number of the grants within the Communities Directorate are presented for a three-year period as highlighted under the Resource Implications above. This allows the sector more security and the opportunity for better future planning.
- 1.3 The majority of awards recommended by Education and Children's Services are for a one-year period only. This is because 2023-24 represents the final year of a three-year grant awards programme and any ongoing award beyond this will be subject to a refresh of the Strategic Needs Analysis, Commissioning Framework and Commissioning Briefs.
- 1.4 The grants relating to employability activity from Business and Employability have not yet been finalised and will come to Cabinet Committee in June when they have been confirmed. The Opportunities Fife Partnership (OFP) is in the process of initiating a commissioning process for employability delivery in 2023-24 and 2024-25 relating to both the No One Left Behind (including Parental Employability Support Fund) and UK Shared Prosperity Fund, funding streams. An updated OFP Commissioning Framework is being

considered for approval by the OFP on 21 February 2023. The Framework will be published in March with prospective delivery partners preparing applications for submission by 30 April 2023. An OFP Scoring Team, consisting of Skills Development Scotland, Department of Work and Pensions, Fife Council Communities and Neighbourhoods, and a representative from the Voice of Lived Experience Panel (a panel to support the ongoing co-production and co-design of the employability services) will score the bids and prepare recommendations for the OFP's approval in May. The OFP will bring the final grant allocation to Cabinet Committee for approval in June.

2.0 Monitoring and Evaluation

- 2.1 The Monitoring and Evaluation Framework is continually updated and developed putting robust procedures in place within Services providing support to voluntary organisations. The work is overseen by the Voluntary Sector Task Group which includes representatives from each of the Council's Services awarding grants to voluntary organisations as well as from Fife Voluntary Action (FVA - Fife's third sector interface). The Task Group is responsible for reviewing the overall Framework and updating it as necessary. Training is provided for all Services when necessary to support the implementation of the Framework. A re-design of the Service Level Agreement (SLA) is underway.
- 2.2 The following monitoring and assessment procedures are undertaken prior to each award being presented to this Committee for a decision:
 - 2.2.1 Organisations are required to submit an application or forward plan outlining the services they aim to provide during the period 2023-2026 including an appropriate budget for the application period.
 - 2.2.2 All projects funded in the previous year have undergone either an annual monitoring exercise or if appropriate a 3-year evaluation. Where the organisation receives over £10,000, the annual monitoring is carried out by the appointed Link Officer. An independent officer who is not the organisation's Link Officer carries out the 3-year evaluation. As part of these monitoring procedures, an assessment of the governance of the organisation is made. This includes compliance with relevant legislation such as child protection.
 - 2.2.3 The organisation's constitution and latest set of annual accounts have also been checked. The latter are checked by officers from Finance.
 - 2.2.4 The project is assessed by the appropriate Service Management Team against the priorities of the Service, the Council and the Plan for Fife.
- 2.3 Having gone through each of these stages, the award is presented to Cabinet Committee for decision. If the award fails to satisfy all elements of the Monitoring and Evaluation Framework, the recommendation and therefore the payment of the grant will be delayed and presented for members' consideration at a future Cabinet Committee meeting. Where compliance conditions are not being met, it may be recommended that funding is not provided.

3.0 Progress Update

Communities Directorate

Communities and Neighbourhoods

- 3.1 This update sets out support provided by communities for activities supported through recurring grants directly to the organisations.
- 3.2 Communities and Neighbourhoods are recommending 6 grants in the 2023/26 period, totalling £208,406.
- 3.3 Twenty-five grants were approved at Community and Housing Services Committee on 2nd February 2022 as part of a three-year funding agreement. A full list of awards for that time period (2022/25) are outlined in Appendix 9. These previous awards will also receive the 5% uplift for the remaining years of the Service Level Agreements (2 years remaining) which equates to an additional £29,780.
- 3.4 Seventy-seven grants were approved at Community and Housing Services Committee on 18th March 2021 as part of a three-year funding agreement. A full list of awards for that time period (2021/24) are also outlined in Appendix 9. These previous awards will also receive the 5% uplift for the remaining years of the Service Level Agreements (1 year remaining) which equates to an additional £151,876.
- 3.5 Communities and Neighbourhoods work closely with Link Officers on the decision-making process, ensuring alignment with the Recovery and Renewal Plan for Fife 2021-24, Local Community Plans and strategies.
- 3.6 Twenty-six Communities Directorate Link Officers have attended Monitoring and Evaluation Training during 2022. The Council continues to develop the Voluntary Sector Monitoring and Evaluation Framework which provides guidance to ensure that effective systems of governance and control are in place.

Housing Services

- 3.7 Housing Services commission 23 services from their core commissioning budget. The full list of services and the recommended awards for 2023-2026 period are detailed in Appendix 2.
- 3.8 Over the last year, there have been major changes to the way services are commissioned and this change is still ongoing. The Public Social Partnership was decommissioned at the end of March 2022 and all organisations are now on individual Service Level Agreements from April 2022.
- 3.9 A Commissioning Team has been developed to work and support organisations through the transformation and service transition with the support of an external Business Change Manager with extensive experience of the housing/homelessness voluntary sector in Fife and elsewhere.
- 3.10 A robust Outcomes Monitoring Framework has been developed in consultation with the partners and is now in place. Organisations have trialled the framework for Quarter 3 and 4 and changes/improvements are being made based on feedback received from all Organisations. Included in the new Outcome Monitoring Framework is a Financial Monitor which is in the early stages of being developed. Organisations are trialling the Framework and the Commissioning Team will make changes/improvements based on feedback received.

- 3.11 The Commissioning Team are working with organisations to develop and implement Person Centred Outcomes, moving away from traditional hourly rate based commissioning. This allows the monitoring framework to be more focused on a customer's journey allowing the tracking of a customer's journey in relation to Health, Finance, Engaging in the Community, Prevention of Homelessness, Loss of Temporary Accommodation, Tenancy Sustainment, Social Networks and Behaviours, and Responsibilities.
- 3.12 For the first time, organisations were given the opportunity to put in Recurring Grant Applications to do something different which will support our Rapid Rehousing Transitional Plan. A full list of applications received and recommendations are detailed in Appendix 2.

Education and Children's Services

- 3.13 There are five commissioning streams available within Education and Children's Services which are (1) Core Grant Monies (2) Community Mental Health & Well Being Funding (3) Our Minds Matter (4) Pupil Equity Fund (5) Whole Family Well Being Fund. Investment Decisions across all Commissioning Streams are aligned to Departmental Strategic Priorities which are (1) Delivering the Promise (2) Closing the attainment Gap (3) Improving Opportunity (4) Supporting Well Being (5) Empowering All.

Core Grant Monies:

- 3.14 Core Grant Monies are positioned to support families who are experiencing a range of vulnerabilities, and who are consequently on the edges of care, to remain safely living together. The supports focus upon early intervention to prevent crisis from escalating in the first instance, or through intensive supports to families who are experiencing significant distress and harm. Most awards are aligned to 8 thematic service briefs which give explicit information to commissioned services about strategic priorities, operational model, budget envelope and anticipated outputs and outcomes.
- 3.15 Previous reports to Committee have reported on Service Briefs 2A (Support for Early Years & Young Families) & 6 (Children & Young People with or affected by Substance Use). Both briefs are delivered through multi agency partnerships and have been subject to an enhanced monitoring framework designed to support implementation and to understand impact. Both Briefs have consistently projected an overspend. Ongoing dialogue with delivery partners involved in Brief 2A (The Cottage, Fife Gingerbread & x 6 Fife wide Homestart schemes) evidenced the need to increase the budget from £800K to £946K in the 2022-23 financial year. This increase is sustained in the 2023-24 figures with a 5% inflationary increase. However, the increase is within the context of the current delivery arrangement i.e. a multi-agency partnership involving eight organisations. A core priority for the 2023-24 financial year includes a review of the current partnership delivery approach; it is anticipated that this will support better understanding of patterns of need within local communities, how partners work together to address such need, and areas of convergence and potential duplication in terms of service delivery within local communities. The review will incur additional costs outwith those detailed in Appendix 3 and these will be met through the Whole Family Well Being Fund (see Appendix 6). It is envisaged that this will culminate in a revised partnership model and associated budget for the 2024-25 period and beyond.
- 3.16 Ongoing dialogue with organisations involved in the delivery of Brief 6 (Barnardos & Clued Up) highlighted two potential strategies to support delivery within budget (1) achieve efficiencies through the integration of management and back-office functions (2) support both organisations to apply for match funding. Both organisations chose the latter option and have been fully supported to submit a strong bid to the CORRA foundation.

- 3.17 Members will see that, with the exception of the award to DAPL (rows 19 & 20 of Appendix 3), all other awards are being recommended for the 23-24 financial year only. This is because 2023-24 is the final year in a three-year funding cycle, with a new three-year cycle due to begin in financial year 2024-25 and ending 2026-27. The award to DAPL pertains to School Counselling provision. Members may recall that a report was submitted to Cabinet Committee in August 2022, outlining that a new Schools Counselling Brief was being developed and which will draw upon a number of funding streams across the Education and Children's Services Directorate. The new Brief will become operational in April 2023, which means that it will initially sit out with the funding cycle attached to all other Core Grant Monies. However, the Schools Counselling Brief has been made as an initial 4-year award, which means that it will realign with the broader funding cycle and end in 2026-27. Operationally, the Schools Counselling service is overseen by the Our Minds Matters Steering Group and further information on the development and award of the new Brief is set out below.

Our Minds Matter

- 3.18 Fife Schools' Counselling Service is overseen by the Our Minds Matter Steering group and the current delivery partners are DAPL. The service received core funding from Scottish Government finance to Education and through the ECS Core Commissioning budget: DAPL have also received supplementary monies from the budget attached to the Our Minds Matters Framework.

As reported to Cabinet Committee in August 2022, a core priority has been to create a new, integrated, Schools' Counselling brief standardising the referral criteria, referral processes and the practice model. The new brief now contains just two points of access to the service (1) Part A: referral through the Wellbeing Pathway (2) Part B: direct access by young people through self-referral. The refreshed brief has been completed and promoted nationally to applicants offering to provide services beginning in 2023 for a four-year period. Following a robust selection process, DAPL has been identified as the preferred service provider and so DAPL's service will continue in place, adjusting to the new, evolved brief and funding cycle.

PEF

- 3.19 A small number of schools have commissioned services to support the wellbeing of children and young people using their pupil equity funding. Headteachers have the autonomy to direct this spending in consultation with their wider school community. Plans are sampled and quality assured by the Education Service and Education Scotland. Session 2022/23 commissioned services include DAPL counselling, YMCA mentoring and Clued-Up counselling support for mental health and substance misuse. Details can be found in Appendix 5.

Whole Family Well Being Fund

- 3.20 Fife Council Children Services Planning Partnership have been awarded £2.3 million for the financial year 2022/23 and 2023/24, the funding for this financial year was only received in August 2022. WFW developments are set in the context of holistic family support which is empowering, relationship based, rooted in GIRFEC and building on existing universal services. The principles and objectives of WFW are informed by The Promise which identified upscaling of whole family support as a priority for Plan 2021-24. The ambition is that support must be rooted in prevention, providing early help across universal, targeted, and intensive need.

- 3.21 A WFW Leadership group has been established to ensure leadership and oversight of the current activity underway, reporting progress to the Children in Fife Group and associated commissioning activity to the Strategic Commissioning Group. The Third sector are active partners in WFW developments and are represented on the WFW Leadership Group.
- 3.22 The first phase of year 1 funding is to scale up practice and initiatives that have evidence of making a difference as well as testing new approaches. The Early Years Collective (Fife Gingerbread, The Cottage and Homestart schemes) were awarded £146,586 for the financial year 2022/23. This funding was designed to support further integration between all eight partners in delivery of Service Brief 2A. A further round of awards is being recommended for the 2023-24 financial year. This monies will be used to support partner organisations to project future levels of need across all 7 Fife Communities in regard to Service Brief 2A and to identify an ongoing service model that will be able to achieve delivery of the Brief within the budget envelope. The proposed award for approval is £153,916.
- 3.23 The Third sector have a pivotal role in contributing to whole system change based on the experience of families who access services. A new service brief on co-production has been developed and will be led by Fife Voluntary Action (FVA) in partnership with Third sector colleagues. Co-production with families is integral to the approach in Fife and this new development will shape learning and practice in this area. The proposed award for approval is £150,000.
- 3.24 The diversity of the Third sector in Fife has supported delivery of support to families across the continuum of need i.e., universal/ additional /intensive. To strengthen the connections both within the Third sector and the interface with the public sector, a new post has been developed which will be part of FVA. £50,000 for 2023-24 and £39,000 for 2024-25 are recommended for approval on the basis this post is for a two year period and commenced in January 2023.
- 3.25 Making it Work for Families is a partnership project developed through the City Region deal and employability services. Additional funding has been agreed to strengthen the connect and offer of support to families supported by Children & Families Social Work Teams. The proposed award for the financial year 2023-24 is £78,294.

Community Mental Health & Wellbeing Framework:

- 3.26 There have been two main awards programmes made available through this Commissioning Stream (1) awards over 10K (2) awards under £10K. The focus of the former was upon supporting existing providers to enhance and/or extend their established provision. The focus of the latter was upon supporting early intervention and prevention to promote positive mental health & well-being.

Roads and Transportation

- 3.27 Roads and Transportation Services have historically provided grants to organisations linked to its activities, namely, Shopmobility and the Royal Voluntary Service (RVS). These grants are awarded on an annual basis.
- 3.28 Shopmobility is an organisation which supplies electric scooters and manual equipment to people with mobility difficulties for use in the shopping malls in Dunfermline, Glenrothes and Kirkcaldy and around the town centres. They also offer a companion shopping service to anyone who requires a bit more assistance. In addition, they can also offer a sighted guide for anyone with a visual impairment.

- 3.29 The Royal Voluntary Service (RVS) volunteer drivers provide Community Transport for trips where mobility issues can make it difficult, if not impossible, for people to use public transport or if someone lives in rural areas with limited transport. Trips usually include getting to or from hospital or to a GP appointment but can also include trips to the shops or into town or to social activities. The service is primarily provided in East Fife however over the last year, progress is being made to trial an expansion into West Fife.
- 3.30 Members may recall that the grants for Fife Shopmobility and RVS Fife were considered as part of the wide-ranging six-month Passenger Transport Reform & Recovery review that was reported to Policy & Co-ordination Committee on 1st April, 2021 (2021 PC 141 para. 284 refers). It was the finding of the review that these grants complemented the Council's own Fifebus Service and supported essential local transport services and should be retained.
- 3.31 Both organisations are showing increased usage of their services as confidence grows and numbers start to recover following the pandemic.

4.0 Conclusions

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

List of Appendices

1. Recommended awards – Community & Neighbourhoods
2. Recommended awards – Housing Services
3. Recommended awards – Education and Children's Services - ECS Core Commissioning Budget
4. Recommended awards – Education and Children's Services - Our Minds Matter Framework
5. Recommended awards – Education and Children's Services - PEF
6. Recommended awards – Education and Children's Services - Whole Family Well Being Fund
7. Recommended awards – Education and Children's Services – Community Mental Health and Wellbeing Fund
8. Recommended awards – Roads & Transportation Services
9. Awards approved at previous Committees for financial years 2022/2025 under Council's 3-year funding arrangements

Background Papers

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

- Voluntary Sector Monitoring & Evaluation Framework

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**Recommended Awards – 2023/26
Communities and Neighbourhoods**

Service Monitoring Officer: Nicola Buchanan, Policy Officer (Nicola.Buchanan@fife.gov.uk)

Organisation	Project Description	Grant Award 22/23	Requested Grant by Organisation	2023/24	2024/25	2025/26	Total 2023/26	Additional Comments
Kincardine Community Association	Provides CLD, youth activities	£30,536	£58,618	£32,062.80	0	0	£32,062.80	One year funding.
Thornton Public Hall	Provision of facility for organisations	£3,086		£3,240.30	£3,240.30	£3,240.30	£9,720.90	
Dunfermline & West Fife Sports Council	Partner with Fife Council/Sport and Carnegie Trust	£15,632	£19,800	£16,413.60	£16,413.60	£16,413.60	£49,240.80	
East Fife Sports Council	Development work with amateur sports and clubs	£15,632	£20,793	£16,413.60	£16,413.60	£16,413.60	£49,240.80	
Kirkcaldy and Central Area Sports Council	Developing amateur sport and sports club	£15,632		£16,413.60	£16,413.60	£16,413.60	£49,240.80	
Digital Fife			£6,000	£6,300	£6,300	£6,300	£18,900	New application with budget being transferred as the organisation has now become a SCIO
Total		£80,518	£105,211	£90,843.90	£58,781.10	£58,781.10	£208,406.10	

**Recommended Awards – 2023/26
Housing Services**

Service Monitoring Officer: Gavin Smith, Service Manager (Gavin.Smith@fife.gov.uk)

Organisation	Project Description	Grant Award 22/23	Requested Grant by Organisation	2023/24	2024/25	2025/26	Total 2023/26	Additional Comments
Auchmuty & Dovecot Tenants & Residents Association	Payment of rent for community flat	£5,000	£6,073	£5,250	0	0	£5,250	Recommend 1 year funding – includes 5% increase.
Fife Tenants Forum	Fife-wide forum activities	£21,432	£20,000	£20,000	0	0	£20,000	Recommend 1 year funding – no increase included.
Kingdom Housing Association Care & Repair & Disability Adaptations	Fife-wide Care & Repair and Disability Adaptations Service	£212,037	£259,146	£222,638.85	0	0	£222,638.85	Recommend 1 year funding pending review – includes 5% increase.
Kingdom Housing Association Small Repairs Service	Fife-wide Small Repairs Service	£75,808	£65,296	£65,296	0	0	£65,296	No increase due to requested grant amount is less than 22/23 award. Recommend 1 year funding pending review.
Disabled Persons Housing Service	Fife-wide provision of information, advice, and assistance to disabled persons. Right to Adapt Project	£72,230	£81,457.58	£75,841.50	0	0	£75,841.50	Recommend 1 year funding – includes 5% increase.
Fife International Forum	Building Bridges – Housing	0	£92,520.82	£92,520.82	0	0	£92,520.82	1 year funding.

Organisation	Project Description	Grant Award 22/23	Requested Grant by Organisation	2023/24	2024/25	2025/26	Total 2023/26	Additional Comments
Penumbra	Fife Short Term Housing Support - Additional resources	0	£38,001	0	0	0	0	Commissioning Team to take next 6 months - 1 year to evaluate the changes made STHS and locate gaps. No recommendation currently.
Link Living	Steps to Resilience	0	£39,668	0	0	0	0	Not closely tied enough to priority development areas. No recommendation currently.
Link Living	Smartliving	0	£38,444.76	£38,444.76	0	0	£38,444.76	1 year funding.
Glenrothes YMCA	Wellbeing Academy	0	£95,596	0	0	0	0	Not closely tied enough to priority development areas. No recommendation currently.
Trust in Fife	SAP	0	£89,850	0	0	0	0	SAP Provision currently being reviewed. No recommendation currently.
Greener Kirkcaldy	Additional Funding	£200,000	£601,186	0	0	0	0	Unable to recommend at this time – to be referred to the Poverty Board.
Total		£586,507	£1,427,239.16	£519,991.93	0	0	£519,991.93	

Grants listed below are for the former Public Social Partnership (PSP) Providers

Organisation	Project Description	Grant Award 22/23	*Award 22/23 inc. living wage uplift	Requested Grant by Organisation	2023/24	2024/25	2025/26	Total 2023/26	Additional Comments
Bethany Christian Trust	Visiting Short Term Housing Support (STHS)	£125,153	£136,495	£135,261	£135,261	0	0	£135,261	No increase due to requested grant amount is less than 22/23 award. 1 year funding recommended.
ENeRGI (East Neuk Recovery Group Initiative)	Visiting Short Term Housing Support (STHS)	£48,392	£52,777.39	£61,256.10	£55,416.26	0	0	£55,416.26	Recommend 1 year funding – includes 5% increase.
Fife Women’s Aid	Amalgamation of all projects into one budget.	£801,298	N/A	£886,479	£871,716.30	£871,716.30	£871,716.30	£2,615,148.90	5% increase - 3 year funding recommended – budgets realigned into one budget.
Frontline Fife	Core & Cluster & SAP	£371,108	£404,479	£454,221	£424,702.95	0	0	£424,702.95	5% increase - 1 year funding recommended (Core & Cluster & SAP funding realigned together).
Frontline Fife	Fife-wide Independent Housing Advice	£293,139	N/A	£320,598	£307,795.95	0	0	£307,795.95	5% increase - 1 year funding.
Frontline Fife	Fife-wide Visiting Short Term Housing Support (STHS)	£526,106	£558,526	£576,448	£576,448	0	0	£576,448	3% increase due to requested grant amount is less 5% - 1 year funding.
Kingdom Support & Care	West Fife Homelessness Prevention	£350,024	£379,344.02	£425,698.85	£398,311.22	0	0	£398,311.22	5% increase - 1 year funding.

Organisation	Project Description	Grant Award 22/23	*Award 22/23 inc. living wage uplift	Requested Grant by Organisation	2023/24	2024/25	2025/26	Total 2023/26	Additional Comments
Kingdom Support & Care	Hunter House Housing First & Assertive Outreach Project <i>(2021/22 grant awarded direct from PSP Change Fund)</i>	£268,807	£298,168	£301,982.11	£301,982.11	0	0	£301,982.11	3% increase due to requested grant amount is less 5% - 1 year funding.
Link Living	Skills Academy <i>(2021/22 grant awarded direct from PSP Change Fund)</i>	£64,500	N/A	£66,435	0	0	0	0	Decommission due to duplication of service through HSCP Programme.
Link Living	Visiting Short Term Housing Support (STHS)	£518,963	£565,993.87	£664,954	£594,293.56	0	0	£594,293.56	5% increase - 1 year funding.
Link Living	Accommodation - based Housing Support to West Bridge Mill supported accommodation, Kirkcaldy	£79,056	£86,220.59	£91,850	£90,531.62	0	0	£90,531.62	5% increase - 1 year funding.
Penumbra	Visiting Short Term Housing Support (STHS)	£315,177	£343,739.92	£400,673	£360,926.92	0	0	£360,926.92	5% increase - 1 year funding.

Organisation	Project Description	Grant Award 22/23	*Award 22/23 inc. living wage uplift	Requested Grant by Organisation	2023/24	2024/25	2025/26	Total 2023/26	Additional Comments
Trust in Fife	Fife Private Rental Solutions (formerly known as Fife Keyfund)	£432,301.50	N/A	£331,391	£331,391	0	0	£331,391	No increase due to requested grant amount is less than 22/23 award. Recommend 1 year funding dependant on successful review at 6 months
Trust in Fife	Housing management/ accommodation-based housing support services for Craig House (Oasis) hostel and Valley Accommodation Unit, Kirkcaldy	£380,053	£414,495	£533,917	£533,917	0	0	£533,917	1 year funding – budget realignment to reflect full cost recovery.
YMCA	Amalgamation of Accommodation projects into one budget (Not including digital project)	£606,489	£661,452	£709,827	£689,973.81	0	0	£694,524.60	5% increase - 1 year funding – all accommodation budgets aligned into one.
YMCA Glenrothes	Digital Transitional Support (2021/22 grant awarded direct from PSP Change Fund)	£25,121	£27,398	£99,279	£28,767.48	0	0	£28,767.48	5% increase - 1 year funding.

Organisation	Project Description	Grant Award 22/23	*Award 22/23 inc. living wage uplift	Requested Grant by Organisation	2023/24	2024/25	2025/26	Total 2023/26	Additional Comments
Wheatley Care/ Loretto (formerly known as Barony Housing Association)	Visiting Short Term Housing Support (STHS)	£262,821	£286,639.59	£335,202.87	£300,971.57	0	0	£300,971.57	5% increase - 1 year funding.
Total (Former PSP Provider Funding)		£5,468,508.50	£4,215,728.38	£6,395,472.93	£6,006,957.54	£871,716.30	£871,716.30	£7,750,390.14	

Scottish Government Housing Support Living Wage settlement was paid as an uplift in year 22/23. In 23/24 this award has been built into the budget therefore no additional uplift is required.

**Recommended Awards for Education & Children's Services
ECS Core Grant Monies**

Service Monitoring Officer: Mike Bell, Team Manager (Mike.Bell@fife.gov.uk)

Organisation	Project Description	Award 2022/23	2023/24	2024/25	2025/26	Total 2023/26	Additional Comments
Barnardos	Provision of Rights based advice, information and advocacy to Children & Young People who are Looked After & Accommodated.	£300,000	£315,000	*	*	£315,000	*Will be re-commissioned in 24-25
Homestart Cowdenbeath	Whole Family Supports to families with a child below the age of 8.	£75,636	£79,418	*	*	£79,418	*Will be re-commissioned in 24-25
Homestart Dunfermline	Whole Family Supports to families with a child below the age of 8.	£87,146	£91,503	*	*	£91,503	*Will be re-commissioned in 24-25
Homestart Kirkcaldy	Whole Family Supports to families with a child below the age of 8.	£81,517	£85,593	*	*	£85,593	*Will be re-commissioned in 24-25
Homestart Glenrothes	Whole Family Supports to families with a child below the age of 8.	£78,728	£82,664	*	*	£82,664	*Will be re-commissioned in 24-25
Homestart Leven	Whole Family Supports to families with a child below the age of 8.	£71,852	£75,445	*	*	£75,445	*Will be re-commissioned in 24-25
Homestart NE Fife	Whole Family Supports to families with a child below the age of 8.	£64,181	£67,390	*	*	£67,390	*Will be re-commissioned in 24-25
The Cottage	Whole Family Supports to families with a child below the age of 8.	£300,927	£315,973	*	*	£315,973	*Will be re-commissioned in 24-25
Fife Gingerbread	Whole Family Supports to families with a child below the age of 8.	£186,599	£195,929	*	*	£195,929	*Will be re-commissioned in 24-25
Barnardos	Whole Family Supports to families with a child below 13 and who are experiencing adversity & trauma.	£450,000	£472,500	*	*	£472,500	*Will be re-commissioned in 24-25
Includem	Whole Family Supports to families with a child aged 13-21 and who are experiencing adversity & trauma.	£528,320	£554,736	*	*	£554,736	*Will be re-commissioned in 24-25
Aberlour	Whole Family Supports to families who have a child who is affected by disability.	£506,759	£532,097	*	*	£532,097	*Will be re-commissioned in 24-25

Organisation	Project Description	Award 2022/23	2023/24	2024/25	2025/26	Total 2023/26	Additional Comments
Fife Womens Aid	Whole Family Supports for families affected by Domestic Violence.	£477,057	£500,910	*	*	£500,910	*Will be re-commissioned in 24-25
Fife Young Carers	One to One & Group Work Support for children & young people who have caring responsibilities.	£149,907	£157,402	*	*	£157,402	*Will be re-commissioned in 24-25
Clued Up	Support to young people who are affected by their own Substance Use.	£210,696	£161,805	*	*	£161,805	*Will be re-commissioned in 24-25
Barnardos	Provision of Additional & Intensive Supports to families who are affected by substance use and where a lack of intervention may lead to family breakdown.	£171,024	£153,195	*	*	£153,195	*Will be re-commissioned in 24-25
APEX	Provision of support and advice to Care Leavers in making progress towards employment, training or education.	£53,455	£56,128	*	*	£56,128	*Will be re-commissioned in 24-25
CHAS	CHAS is established to provide hospice services in Scotland for children and young people with life limiting conditions. Fife contributes to the overall funding in line with COSLA agreement.	£51,644	£54,226	*	*	£54,226	*Will be re-commissioned in 24-25
DAPL (Fife Schools' Counselling Service - Part A)	Provision of supports for school-aged children & young people (aged 10 and above) experiencing low to moderate levels of distress. Referral through the Wellbeing Pathway	£450,000	£472,500	£472,500	£472,500	£1,417,500	Will form part of new Integrated Schools Counselling Brief. Additional monies coming from OMM – see Appendix 4
DAPL (Fife Schools' Counselling Service – Part B)	Gateway, direct access by school-aged children and young people aged ten and above to counselling supports for low to moderate levels of distress.	£188,000	£66,150	£66,150	£66,150	£198,450	Will form part of new Integrated Schools Counselling Brief. Additional monies coming from OMM – see Appendix 4

Organisation	Project Description	Award 2022/23	2023/24	2024/25	2025/26	Total 2023/26	Additional Comments
Early Years Scotland	Development Officer support to Playgroup committees to ensure financial sustainability, explore alternative management models and promote best management practice and procedures.	£48,952	£51,400	*	*	£51,400	*Will be re-commissioned in 24-25
Fife Women's Aid (cntrbn to MARAC)	Multi Agency Assessment, Planning & Supports to children & women who are at high risk of experiencing Domestic Violence.	£120,936	£126,983	*	*	£126,983	*Will be re-commissioned in 24-25
Fife Women's Aid (NHS contrbn to MARAC)	Multi Agency Assessment, Planning & Supports to children & women who are at high risk of experiencing Domestic Violence.	£30,000	£31,500	*	*	£31,500	*Will be re-commissioned in 24-25
Fife Women's Aid (Housing cntrbn to MARAC)	Multi Agency Assessment, Planning & Supports to children & women who are at high risk of experiencing Domestic Violence	£66,000	£69,300	*	*	£69,300	*Will be re-commissioned in 24-25
Crossroads	Provides respite for carers to enable them to have a break from their caring role.	£33,036	£34,688	*	*	£34,688	*Will be re-commissioned in 24-25
Families First	One to one befriending & family supports to children, young people and families based in North East Fife.	£40,154	£42,162	*	*	£42,162	*Will be re-commissioned in 24-25
Families Outside	Whole Family Supports to families affected by imprisonment.	£14,000	£14,700	*	*	£14,700	*Will be re-commissioned in 24-25
Relationship Scotland – Family Mediation	Provides information, mediation counselling and other closely related service to separated and divorced parents and their children.	£32,032	£33,634	*	*	£33,634	*Will be re-commissioned in 24-25
Relationship Scotland – Couple Counselling	Provides a confidential counselling service for people in Fife who are experiencing difficulties in their marriage or intimate personal relationship.	£23,000	£24,150	*	*	£24,150	*Will be re-commissioned in 24-25

Organisation	Project Description	Award 2022/23	2023/24	2024/25	2025/26	Total 2023/26	Additional Comments
SENSE	Provision of support to children and young people with communication support needs .	£31,788	£33,377	*	*	£33,377	*Will be re-commissioned in 24-25
Scottish Child Minding Association	Childminding services for children and families at times of crisis and need, support is tailored to family's needs and priority is given to children 0-3 yrs. of age. Inc.	£47,520	£34,146	*	*	£34,146	*Will be re-commissioned in 24-25
SEAL Association	Support aimed at children and young people experiencing difficulties at home, school or in the community.	£28,596	£30,025	*	*	£30,025	*Will be re-commissioned in 24-25
Birthlink	Provides assistance in the fulfilment of statutory duties towards adults affected by adoption.	£4,963	£5,211	*	*	£5,211	*Will be re-commissioned in 24-25
Childline Scotland	Contribution to the telephone helpline, free confidential access to all children and young people.	£1,600	£1,680	*	*	£1,680	*Will be re-commissioned in 24-25
Scottish Child Law Centre	Promotes the rights and welfare of children and young people.	£2,209	£2,319	*	*	£2,319	*Will be re-commissioned in 24-25
Snowdrop		£2,314	£0	*	*	£0	Ceased to exist.
Total		£5,010,548	£5,025,839	£538,650	£538,650	£6,103,139	

**Recommended Awards for Education & Children’s Services
Our Minds Matter**

Service Monitoring Officer: Mike Bell, Team Manager (Mike.Bell@fife.gov.uk)

Organisation	Project Description	Award 2022/23	2023/24	2024/25	2025/26	Total 2023/26	Additional Comments
DAPL (Contribution towards School Counselling – Part A)	Provision of targeted for supports children & young people experiencing low to moderate levels of distress.	£100,000	£100,000	£100,000	£100,000	£300,000	Part of new integrated Counselling Brief with additional monies provided through Core Commissioning Monies – see appendix 6.
Total		£100,000	£100,000	£100,000	£100,000	£300,000	

**Recommended Awards for Education & Children Services
Pupil Equity Fund**

Service Monitoring Officer: Mike Bell, Team Manager (Mike.Bell@fife.gov.uk)

Organisation	Project Description	Award 2022/23	2023/24	2024/25	2025/26	Total 2023/26	Additional Comments
Drug and Alcohol Project Ltd (DAPL)	Counselling and Support service 21 hours per week over 40 weeks in St Joseph's School.	£22,000	£22,000	Unknown	Unknown	£22,000	Funded by Scottish Government attainment Challenge Fund via Education Service
Drug and Alcohol Project Ltd (DAPL)	Counselling and Support service 21 hours per week over 40 weeks in St Kenneth's Primary School.	£28,500	£28,500	Unknown	Unknown	£28,500	Funded by Scottish Government attainment Challenge Fund via Education Service
Drug and Alcohol Project Ltd (DAPL)	Counselling and support service 2 days per week over 40 weeks in Queen Anne High School.	£15,300	£15,300	Unknown	Unknown	£15,300	Funded by Scottish Government attainment Challenge Fund via Education Service
Drug and Alcohol Project Ltd (DAPL)	Counselling and support service 2 ½ days per week over 40 weeks in Glenrothes High School.	£16,800	£16,800	Unknown	Unknown	£16,800	Funded by Scottish Government attainment Challenge Fund via Education Service
Drug and Alcohol Project Ltd (DAPL)	Counselling Service at Lynburn Primary School.	£18,900	£18,900	Unknown	Unknown	£18,900	Funded by Scottish Government attainment Challenge Fund via Education Service
YMCA – In - Sync Mentoring Programme (Kirkcaldy High School)	This is 10 hours per week for 2 youth workers to mentor 6 vulnerable young people each to sustain their place in mainstream school. The mentoring programme uses a coaching/goal setting approach and also offers achievement awards.	£14,000	£14,000	Unknown	Unknown	£14,000	Funded by Scottish Government attainment Challenge Fund via Education Service

Organisation	Project Description	Award 2022/23	2023/24	2024/25	2025/26	Total 2023/26	Additional Comments
YMCA – In-Sync Mentoring Programme (Viewforth High School)	YMCA In-Sync, in partnership with Viewforth HS and Cluster Primary Schools, will identify pupils in P7 transferring to VHS and support those with poor attendance, difficulties forming peer relationships, behavioural issues as well as confidence and self-esteem issues. The young people will receive targeted support during weekly meetings with their mentor while in S1. The group in S2 and S3 will continue with their mentors support. Others will receive more intensive support and will meet their mentor several times a week.	£30,755	£30,755	Unknown	Unknown	£30,755	Funded by Scottish Government attainment Challenge Fund via Education Service
Clued – Up (Levenmouth Academy)	Young people have access to high quality support to address mental health, substance misuse and other concerns.	£5,546	£5,546	Unknown	Unknown	£5,546	Funded by Scottish Government attainment Challenge Fund via Education Service
Total		£151,801	£151,801	-	-	£151,801	

**Recommended Awards for Education & Children Services
Whole Family Well Being Fund**

Service Monitoring Officer: Mike Bell, Team Manager (Mike.Bell@fife.gov.uk)

Organisation	Project Description	Award 2022/23	2023/24	2024/25	2025/26	Total 2023/26	Additional Comments
The Cottage	Support a programme of integration with other members of the Early Years Collective.	£46,527	£48,853	*	*	£48,853	*Undecided for 24-25,25-26 until confirmation of WFW funding
Fife Gingerbread	Support a programme of integration with other members of the Early Years Collective.	£28,999	£30,449	*	*	£30,449	*Undecided for 24-25,25-26 until confirmation of WFW funding
Homestart Cowdenbeath	Support a programme of integration with other members of the Early Years Collective.	£11,636	£12,218	*	*	£12,218	*Undecided for 24-25,25-26 until confirmation of WFW funding
Homestart Dunfermline	Support a programme of integration with other members of the Early Years Collective.	£13,546	£14,223	*	*	£14,223	*Undecided for 24-25,25-26 until confirmation of WFW funding
Homestart Kirkcaldy	Support a programme of integration with other members of the Early Years Collective.	£12,717	£13,353	*	*	£13,353	*Undecided for 24-25,25-26 until confirmation of WFW funding
Homestart Glenrothes	Support a programme of integration with other members of the Early Years Collective.	£12,328	£12,944	*	*	£12,944	*Undecided for 24-25,25-26 until confirmation of WFW funding
Homestart Leven	Support a programme of integration with other members of the Early Years Collective.	£11,052	£11,605	*	*	£11,605	*Undecided for 24-25,25-26 until confirmation of WFW funding
Homestart NE Fife	Support a programme of integration with other members of the Early Years Collective.	£9,781	£10,271	*	*	£10,271	*Undecided for 24-25,25-26 until confirmation of WFW funding
Fife Voluntary Action	Support a programme of Co-Production involving children, young people & families and third sector organisations.		£150,000	*	*	£150,000	*Undecided for 24-25,25-26 until confirmation of WFW funding

Organisation	Project Description	Award 2022/23	2023/24	2024/25	2025/26	Total 2023/26	Additional Comments
Fife Voluntary Action	Post to strengthen the connections between the third sector and the interface with the public sector.	£11,000	£50,000	£39,000		£89,000	Post for 2-year period commenced January 2023. Undecided for 24-25,25-26 until confirmation of WFW funding
Making it work for Families	Employability Supports to families.	£19,573.39	£78,293.56	*	*	£78,293.56	*Undecided for 24-25,25-26 until confirmation of WFW funding
Total		£177,159.39	£432,209.56	£39,000		£471,209.56	

**Recommended Awards for Education & Children Services
Community Mental Health & Well Being Fund**

Service Monitoring Officer: Mike Bell, Team Manager (Mike.Bell@fife.gov.uk)

Organisation	Project Description	Award 2022/23	2023/24	2024/25	2025/26	Total 2023/26	Additional Comments
The Ecology Centre	Outdoor education for young people aged 14-19 who are disengaged with education/at risk of not having a positive destination. Support to complete qualifications towards a field leader – Forest Award level 4. Providing opportunities for volunteering, nature employability schemes. Links in with the 5 ways to wellbeing.	£21,914	£9,185	0	0	£9,185	
Residential Social Work Team	Financial support to offer additional training to residential staff in group work activities and provide key resources to provide these. Provide OMM mental health and CBT (Decider Skills) training to residential staff and support backfill costs to release staffing to attend.	0	£10,000	0	0	£10,000	
Foster and Kinship Care Social Work Team	Provide OMM mental health and CBT (Decider Skills) training to Foster and Kinship carers and support with financial cost or incentives to attend training.	0	£56,683	0	0	£56,683	

Organisation	Project Description	Award 2022/23	2023/24	2024/25	2025/26	Total 2023/26	Additional Comments
Link Living	Extension of current service to support YP for an intensive 1:1 short term period to address specific challenges which stop them engaging in additional supports. This will be used alongside their underspend for this year which will allow them to pilot this until the end of their 2-year grant period.	0	£36,678	0	0	£36,678	
Relationship Scotland Fife & Tayside	Family mediation for CYP experiencing breakdown in family relationships.	0	£5,000	0	0	£5,000	
Options in Life	evening cookery classes for care experienced young people with learning disabilities (aged 18-25) who are suffering social and economic deprivation and associated mental health issues. At the end of the course participants will earn an SQA level qualification.	0	£8,555	0	0	£8,555	
Heart and Sound	Youth Café for 11–15-year-olds and 16–19 year olds). Focussing on the five ways to wellbeing.	0	£9,000	0	0	£9,000	
Fife Alcohol Support Service	Targeted support for young people who are affected by social isolation, mental health issues brought about by the impact of FASD on mental health and wellbeing, which was exacerbated by the Covid-19 pandemic.	0	£8,704	0	0	£8,704	
What moves you CIC	Creative collaboration with CYP and adult volunteers to make an eye-catching Lantern Parade followed by an indoor LED Torch Dance at the Tayside Institute (T.I.C.C) in Newburgh, Fife.	0	£6,281	0	0	£6,281	

Organisation	Project Description	Award 2022/23	2023/24	2024/25	2025/26	Total 2023/26	Additional Comments
Methil Community Centre	Afterschool activities for disadvantaged Children within the learning garden to introduce children in a deprived urban area to the opportunities of nature and benefit from all the natural learning resources.	0	£9,000	0	0	£9,000	
Safe Space	Specialised training for volunteer counsellors in working with young people up to the age of 24 who have suffered childhood sexual abuse.	0	£5,000	0	0	£5,000	
Relationship Scotland – Couple Counselling Fife	Counselling for young people from ‘at risk’ groups including a diagnosis of autism/asperges, young carers, care experienced youngsters, LGBT+ clients and youngsters who have experienced trauma.	0	£8,000	0	0	£8,000	
Dunnikier Park Community Golf	Purchase of equipment for Park Golf to support a fully inclusive school’s participation programme.	0	£8,000	0	0	£8,000	
Community Trade hub	Evening, weekend and holiday camp activities for young people in Levenmouth.	0	£9,950	0	0	£9,950	

Organisation	Project Description	Award 2022/23	2023/24	2024/25	2025/26	Total 2023/26	Additional Comments
Collydean Community Centre	Activity for CYP and their parents/carers, to take part in various activities. focused on prepping, cooking, and eating together. Learning in a fun, interactive way about food hygiene, nutrition, cooking on a budget, freezing meals , etc then eating together around a table: learning how to lay a table, table manners, etiquette and good conversation. Followed by post dinner family activities.	0	£9,929	0	0	£9,929	
Falling UP Together	Outdoor creativity-location project aimed at young people aged from 13 to 24 years to co-create and maintain the 'Falling UP' Living in Art Woodhenge concept of an outdoor gallery.	0	£9,920	0	0	£9,920	
Art with a Heart	Residential wellbeing retreat and activity-based event for two nights for care experienced families who have been isolated over the past 2 years by shielding and lack of opportunity.	0	£6,116	0	0	£6,116	
Kirkcaldy YMCA	Youth café for young people aged 11-15-year-olds using a youth work-based approach to help them gain skills, build resilience and improve their mental, physical and emotional wellbeing while their social isolation. Another for 16–24-year-olds focussed on resilience building, employability, learning new skills and signposting to other services when required.	0	£8,757	0	0	£8,757	

Organisation	Project Description	Award 2022/23	2023/24	2024/25	2025/26	Total 2023/26	Additional Comments
Cupar Youth Cafe	A Community Leadership project allowing Wellbeing Ambassadors to undertake part in a residential training programme. To build on their existing leadership skills to help them on their mentoring journey, participants will then deliver opportunities to more young people in the community, encouraging a supportive peer-led approach to engagement in their services.	0	£9,714	0	0	£9,714	
Roths Juniors FC	Support for whole family club events, a facilities container and video recording equipment.	0	£8,750	0	0	£8,750	
Amin8s	Co-creation of a series of photo stories and articles. To support Children with additional support needs to explore their feelings in a dynamic, engaging way producing creative stories through a process of model-making, creative writing, drawing and photography.	0	£7,700	0	0	£7,700	
St Andrew Botanic Garden	Easter holiday provision for primary school aged children living in areas of socio-economic deprivation who receive the school meals allowance and are struggling in holidays to pay for childcare and feed their children.	0	£9,999	0	0	£9,999	
Cambo Heritage Trust	Intergenerational wellbeing activities promoting connection with nature, physical activity and growing food centred on the principles of the five ways to wellbeing, tailored to local groups and young people and their families.	0	£7,429	0	0	£7,429	

Organisation	Project Description	Award 2022/23	2023/24	2024/25	2025/26	Total 2023/26	Additional Comments
Buckhind Player	Youth theatre programme with two full productions. Support for Support of LGBT Youth Scotland and expand on the experience and information they can provide to those who identify as LGBTQ+ in the community. Supporting Buckhind Pride festival.	0	£9,999	0	0	£9,999	
YMCA Glenrothes	Outdoors/Indoors programme for YMCA homeless residents aged from 16 to 24. Facilitated sessions to help homeless residents engage with local adult learning centre, find local interest groups, visit Fife College for access and further education, recruit volunteers and enable people to come together. The Indoors element focuses on cooking healthily and cheaply in their training kitchen. Indoors also focusses on people improving their mental health/body image/alcohol and drug awareness/anger management and more.	0	£9,900	0	0	£9,900	
Furniture Plus	Health and Wellbeing Woodwork Workshops for YP aged 15-24 (up to 26 if Care experienced). Woodwork skills will use reclaimed wood from pallets, bed slats, and scrap wood, or items of furniture that need refurbished or repaired thus preventing landfill and emphasising the importance or re-use to the attendees.	0	£9,999	0	0	£9,999	

Organisation	Project Description	Award 2022/23	2023/24	2024/25	2025/26	Total 2023/26	Additional Comments
Fife Deaf Club	Youth club for young people who are deaf building peer relationships others through sign language and peer support.	0	£9,999	0	0	£9,999	
Gallatown Bike Hub	14-week open programme of Bike and Scooter fixing/re-cycling and cycling skills to young people in the local East Kirkcaldy area, especially those who are socially isolated. 'Bike / scooter-swap' - young people will help each other build up a bike or scooter, strip it, re-spray it and then re-build it with re-cycled, donated or new parts.	0	£6,320	0	0	£6,320	
Kingdom Offroad Motorcycle Club	12 weeks groupwork programme in motorcycle mechanics and practical riding skills, with a focus on achieving a Bronze Youth Achievement Award. Induction & baseline, Health & safety, responsible riding, health & nutrition, Portfolio preparation & evaluation, introduction to other off-road disciplines, Gym visits Mental Health, Victim Perspective, Drugs & Alcohol session, introduction to first aid & Mental Health, At the end of the Back On Track programme individual sessions offered, post programme sign posting & an opportunity for ongoing volunteering giving back & kindness stimulates feelings of worth and belongingness.	0	£9,640	0	0	£9,640	

Organisation	Project Description	Award 2022/23	2023/24	2024/25	2025/26	Total 2023/26	Additional Comments
St. Andrews Botanical Gardens	Summer holiday provision for primary school aged children living in areas of socio-economic deprivation who receive the school meals allowance and are struggling in holidays to pay for childcare and feed their children.	0	£9,999	0	0	£9,999	
Total		£21,914	£334,206	0	0	£334,206	

**Recommended Awards – 2023/24
Roads & Transportation Services**

Service Monitoring Officer: Angela Hutchison, Lead Consultant Demand Responsive Service (Angela.Hutchison@fife.gov.uk)

Organisation	Project Description	Award 21/22	Award 22/23	Requested Grant 23/24	Award 23/24	Additional Comments
Fife Shopmobility Ltd	Lending powered and manual wheelchair and electric scooter to people with mobility difficulties free of charge. Provide a long term hire of manual equipment. The organisation also provides escorted shopping services for vulnerable people and those with visual impairments	£150,791	£150,791	£193,650	£158,330.55	Whilst Roads and Transportation Services fully supports this initiative as it meets a primary aim of targeting support to the most vulnerable in our communities there is no additional money available to meet the increased level of funding applied for. The service only recommends maintaining the Grant within current budget levels for one year only. It should be noted that a Council Revenue Budget increase of 5% has been included.
RVS East Fife	Targeting support to the most vulnerable in our communities who are unable to access mainstream public transport due to some form of reduced mobility. This is in the form of both transport and personal support to individuals ensuring people remain active and supported in their local communities.	£44,500	£44,500	£47,287	£46,725	Roads and Transportation Services fully supports this initiative as it meets a primary aim of targeting support to the most vulnerable in our communities. The service recommends maintaining the Grant within current budget levels for one year only. It should be noted that a Council Revenue Budget increase of 5% has been included.
Total		£195,291	£195,291	£240,937	£205,055.55	

**Approved Awards – Community & Housing Services Committee 2nd February 2022
Communities & Neighbourhoods**

Organisations	Project Description	Grant Award 21/22	Requested Grant 2022	2022/23	2023/24	2024/25	Total 2022-2025	Additional Comments
Auchtertool Village Hall	Provision of community facilities and events	£1,997	£7,370	£1,997	£1,997	£1,997	£5,991	
Cadham Neighbourhood Centre	Provision of community facilities and events	£6,382	£6,382	£6,382	£6,382	£6,382	£19,146	
Carnock & Gowkhall Community Trust	Provision of community facilities and events	£3,473	£8,950	£4,515	£4,515	£4,515	£13,545	
Chapel N/Hood Centre	Provision of community facilities and events	£5,430		£5,430	£5,430	£5,430	£16,290	
Comrie Community Centre	Provision of community facilities and events	£2,628	£8,010	£2,628	£2,628	£2,628	£7,884	
Culross Youth Club	Supporting Stables Youth Centre and Youth Club	£3,900	£4,000	£3,900	£3,900	£3,900	£11,700	
Dalgety Bay Youth Club	Provides accommodation and facilities to groups	£6,054	£8,160	£6,054	£6,054	£6,054	£18,162	
Dysart Centre	Providing a facility for organisations in Dysart	£1,999		£1,999	£1,999	£1,999	£5,997	
Dysart Community Hall	Providing a facility for organisations in Dysart	£4,639	£4,639	£4,639	£4,639	£4,639	£13,917	
Exit Community Centre Glenrothes	Supporting the provision of CLD and youth work	£26,149		£26,149	£26,149	£26,149	£78,447	

Organisations	Project Description	Grant Award 21/22	Requested Grant 2022	2022/23	2023/24	2024/25	Total 2022-2025	Additional Comments
Glenrothes YMCA/YWCA	CLD opps provided through educational programmes	£52,545	£173,240	£52,545	£52,545	£52,545	£157,635	
Hayfield Community Centre Kirkcaldy	Provision of community facilities	£2,347	£8,015	£2,347	£2,347	£2,347	£7,041	
Kincardine Community Association	Provides CLD, youth activities	£30,536	£58,618	£30,536	0	0	£30,536	
Kincardine Old Peoples Welfare	Provision of meeting place, social events	£776		£776	£776	£776	£2,328	
North Queensferry Community Centre	Provision of community facilities and events	£11,877	£12,570	£13,064	£13,064	£13,064	£39,192	
Queens Hall Charleston	Provision of facility for organisations	£2,069	£3,000	£2,069	£2,069	£2,069	£6,207	
Raeburn Community Centre Kirkcaldy	Provision of facility for organisations	£1,453		£1,453	£1,453	£1,453	£4,359	
Thornton Public Hall	Provision of facility for organisations	£3,086		£3,086	0	0	£3,086	
Young Community Hall Kirkcaldy	Provision of facility for organisations	£3,024	£9,758	£3,024	£3,024	£3,024	£9,072	
Dunfermline & West Fife Sports Council	Partner with Fife Council/Sport and Carnegie Trust	£15,632	£19,800	£15,632	0	0	£15,632	
East Fife Sports Council	Development work with amateur sports and clubs	£15,632	£20,793	£15,632	0	0	£15,632	

Organisations	Project Description	Grant Award 21/22	Requested Grant 2022	2022/23	2023/24	2024/25	Total 2022-2025	Additional Comments
Kirkcaldy and Central Area Sports Council	Developing amateur sport and sports club	£9,490	£11,370	£15,632	0	0	£15,632	
Fife Voluntary Action	To support a successful and resilient third sector in Fife which is supported and informed	£154,513	£155,000	£154,513	£154,513	£154,513	£463,539	
Kinghorn Community Centre	Provision of community facilities and events	£4,318	£4,318	£4,318	£4,318	£4,318	£12,954	
Digital Fife	Promoting digital technology			£6,000	0	0	£6,000	
C&N Total		£369,949		£384,320	£297,802	£297,802	£979,924	

Approved Awards – Community & Housing Services Committee 18th March 2021

Communities & Neighbourhoods

Organisations	Project Description	Grant Award 20/21	Requested Grant 2021	2021/22	2022/23	2023/24	Total 2021-2024	Additional Comments
Abdie Village Hall	Provision of community facilities and events	£188	£780	£188	£188	£188	£564	
Anstruther Town Hall (Dreel Halls)	Provision of community facilities and events	£188	£998	£188	£188	£188	£564	
Arcroach Church Hall	Provision of community facilities and events	£188	£188	£188	£188	£188	£564	
Balmullo Village Hall	Provision of community facilities and events	£188	£185	£188	£188	£188	£564	
Blebo Craigs Village Hall	Social, cultural gatherings and public meeting room	£188	£500	£188	£188	£188	£564	
Burnturk Jubilee Hall	Main focus point in village for community events	£188	£200	£188	£188	£188	£564	
Cameron Parish Hall	Provision of community facilities and events	£188		£188	£188	£188	£564	
Ceres Memorial Hall	Provision of community facilities and events	£188	£188	£188	£188	£188	£564	
Colinsburgh Town Hall	Provision of community facility for all ages	£188	£180	£188	£188	£188	£564	
Collessie Village Hall	Provision of community facilities and events	£188	£50	£188	£188	£188	£564	

Organisations	Project Description	Grant Award 20/21	Requested Grant 2021	2021/22	2022/23	2023/24	Total 2021-2024	Additional Comments
Craigrothie Village Hall	Provision of community facilities and events	£188	£188	£188	£188	£188	£564	
Crail British Legion	Provision of community facilities and events	£188	£2978	£188	£188	£188	£564	
Crail Town Hall	Provision of community facilities and events	£188	£188	£188	£188	£188	£564	
Dairsie War Memorial Hall	Provision of community facilities and events	£188	£250	£188	£188	£188	£564	
Dunbog Parish Hall	Provision of community facilities and events	£188	£548	£188	£188	£188	£564	
Dunshalt Village Hall	Provision of community facilities and events	£188	£500	£188	£188	£188	£564	
Gateside Memorial Hall	Provision of community facilities	£188	£185	£188	£188	£188	£564	
Giffordtown Village Hall	Provision of community facilities and events	£188	£188	£188	£188	£188	£564	
Kettle Memorial Hall	Provision of community facilities and events	£188	£188	£188	£188	£188	£564	
Kilmany Parish Hall	Provision of community facilities and events	£188	£188	£188	£188	£188	£564	
Kingsbarn Memorial Hall	Provision of community facilities and events	£188	£1,500	£188	£188	£188	£564	
Largoward Public Hall	Provision of community facilities	£188	£250	£188	£188	£188	£564	

Organisations	Project Description	Grant Award 20/21	Requested Grant 2021	2021/22	2022/23	2023/24	Total 2021-2024	Additional Comments
Letham Village Hall	Provision of community facilities and events	£188	£225	£188	£188	£188	£564	
Luthrie Village Hall	Provision of hall to the benefit of groups, etc	£188		£188	£188	£188	£564	
Montrave Hall Lundin Links	Provision of community facilities in Lundin Links	£188	£300	£188	£188	£188	£564	
Morison Duncan Hall Gauldry	Provision of community facilities and events	£188	£1,000	£188	£188	£188	£564	
New Gilston & Woodside Village Hall	Provision of community facilities and events	£188	£188	£188	£188	£188	£564	
Newton of Falkland Village Hall	Provision of community facilities and events	£188	£810	£188	£188	£188	£564	
Pittenweem New Town Hall	Provision of facility for organisations	£188	£188	£188	£188	£188	£564	
Simpson Institute Upper Largo	Provision of community facilities and events	£188	£580	£188	£188	£188	£564	
St David's Durham Hall Lower Largo	Provision of community facilities and events	£188	£300	£188	£188	£188	£564	
Strathkinness Village Hall	Provision of community facilities and events	£188	£5,400	£188	£188	£188	£564	
Strathmiglo Public Hall	Provision of community facilities and events	£188	£188	£188	£188	£188	£564	
West Hall, Wormit	Provision of community facilities	£188		£188	£188	£188	£564	

Organisations	Project Description	Grant Award 20/21	Requested Grant 2021	2021/22	2022/23	2023/24	Total 2021-2024	Additional Comments
Auchtermuchty Community Centre	Provision of CLD, youth activities	£18,466	£23,500	£18,466	£18,466	£18,466	£55,398	
Castlehill Association of Clubs Cupar	Provision of community facilities in Cupar	£2,066	£2,300	£4,614	£4,614	£4,614	£13,842	
Coaltown of Wemyss Village Hall	Provision of community facilities and events	£2,334	£3,150	£2,334	£2,334	£2,334	£7,002	
Collydean N'Hood Centre	Provision of community facilities and events	£6,101	£6,100	£6,101	£6,101	£6,101	£18,303	
Cosmos Centre St Andrews	Provides CLD, youth activities	£30,261	£65,750	£30,261	£30,261	£30,261	£90,783	
Crossford Village Hall	Provision of community facilities and events	£678	£678	£678	£678	£678	£2,034	
Cupar YMCA/YWCA	Provides CLD, youth activities	£52,567	£52,568	£52,567	£52,567	£52,567	£157,701	
Cupar Youth Café	Provides youth activities	£31,945	£43,845	£31,945	£31,945	£31,945	£95,835	
Dolphin Community Centre Tayport	Supporting the provision of CLD and youth work	£8,263	£8,263	£8,263	£8,263	£8,263	£24,789	
Dundonald Institute Cardenden	Provision of community facilities	£6,880	£4,013	£6,880	£6,880	£6,880	£20,640	
East Neuk Centre Trust	Provision of CLD facilities in Anstruther	£67,827	£72,950	£67,827	£67,827	£67,827	£203,481	
Fife Society for the Blind	Contribution of 1/3 rd cost of employing Project Worker	£5,217	£7,187	£5,217	£5,217	£5,217	£15,651	

Organisations	Project Description	Grant Award 20/21	Requested Grant 2021	2021/22	2022/23	2023/24	Total 2021-2024	Additional Comments
Forgan Arts Centre Newport On Tay	Providing arts and craft classes and courses	£10,048	£10,000	£7,500	£7,500	£7,500	£22,500	
Grieg Institute Leven	Provision of community facilities in Windygates	£4,166	£8,520	£4,166	£4,166	£4,166	£12,498	
Kirkcaldy YMCA	Provides CLD, youth activities	£147,793	£245,963	£147,793	£147,793	£147,793	£443,379	
Ladybank Youth Club	Provision of youth work facilities	£6,861	£9,670	£6,861	£6,861	£6,861	£20,583	
Linktown Comm. Action Centre	Guidance, advice and facilities provided to groups, etc.	£25,447	£26,000	£25,447	£25,447	£25,447	£76,341	
Linton Lane Centre Kirkaldy	Provides social, leisure and educational facilities	£25,855	£52,410	£26,943	£26,943	£26,943	£80,829	
Markinch Town Hall	Provision of hall to the benefit of groups, etc	£4,155	£12,631	£4,155	£4,155	£4,155	£12,465	
Memorial Park N'Hood Association Leven	Provision of facility for organisation	£2,810	£3,000	£2,810	£2,810	£2,810	£8,430	
Milton of Balgonie Village Hall	Provision of community facilities and events	£1,997	£2,000	£1,997	£1,997	£1,997	£5,991	
Rio Community Centre Newport	Supporting the provision of CLD and youth work	£17,768	£18,900	£17,768	£17,768	£17,768	£53,304	
Rosie & McDuff Comm Hall Kirkcaldy	Provision of community facilities in East Wemyss	£1,511	£1,600	£1,511	£1,511	£1,511	£4,533	
Seal Dunfermline	Promoting social inclusion of young people	£3,889	£5,000	£3,889	£3,889	£3,889	£11,667	

Organisations	Project Description	Grant Award 20/21	Requested Grant 2021	2021/22	2022/23	2023/24	Total 2021-2024	Additional Comments
Star Village Hall	Provision of community facilities	£2,816	£3,588	£2,816	£2,816	£2,816	£8,448	
Stenton Jubilee Hall	Provision of community facilities and events	£6,608	£10,000	£6,608	£6,608	£6,608	£19,824	
Tayside Institute	Provides CLD, youth activities	£22,498	£53,285	£22,498	£22,498	£22,498	£67,494	
Thornton Pensioners Welfare	Provision of facility for organisations	£1,176	£1,176	£1,176	£1,176	£1,176	£3,528	
Toll Centre Burntisland	Provides social, leisure and educational facilities	£24,855		£24,855	£24,855	£24,855	£74,565	
Workers Educational Association	Promoting adult education, Fife-wide provision	£42,552	£84,230	£42,552	£42,552	£42,552	£127,656	
Youth 1st	Supporting and developing high quality youth work. Fife-wide provision	£65,788	£101,961	£65,788	£65,788	£65,788	£197,364	
Elie Harbour Trust	Upkeep and maintenance of harbour area	£1,783	£3,333	£1,783	£1,783	£1,783	£5,349	
St Andrews Harbour Trust	Helps with the cost of revenue expenses	£8,917		£8,917	£8,917	£8,917	£26,751	
Tayport Harbour Trust	Upkeep and maintenance of harbour area	£1,700	£1,700	£1,700	£1,700	£1,700	£5,100	
St Andrews Botanic Gardens Trust	Management and operation of St Andrews Botanic Garden and delivery of botanical, horticultural	£272,726	£272,724	£272,726	£272,726	£272,726	£818,178	

Organisations	Project Description	Grant Award 20/21	Requested Grant 2021	2021/22	2022/23	2023/24	Total 2021-2024	Additional Comments
	and environmental education programmes.							
Disability Sport Fife	Supporting part-time Administration post	£8,928	£9,999	£8,928	£8,928	£8,928	£26,784	
Crail Museum Trust	Provision of Museum	£2,200	£2,750	£2,200	£2,200	£2,200	£6,600	
Fife Folk Museum	Provision of Museum	£4,206	£4,208	£4,206	£4,206	£4,206	£12,618	
Fife Contemporary Arts & Craft	Partners providing specialist expertise in arts and crafts	£31,000	£31,000	£31,000	£31,000	£31,000	£93,000	
Scottish Fisheries Museum	Provision of Museum – Fishing, Heritage and Culture	£44,500	£56,800	£44,500	£44,500	£44,500	£133,500	
CARF	Free confidential independent and impartial advice to help resolve problems. Resources for welfare benefit tribunal representation and dealing with complex benefits issues	£1,862,087	£1,957,465	£1,862,087	£1,862,087	£1,862,087	£5,586,261	
Fife Centre for Equalities	Fifes independent third sector equalities hub which engages with equalities groups in Fife across all 9 of the protected characteristics across Fife as defined in the equalities act 2010	£130,804	£171,760	£130,804	£130,804	£130,804	£392,412	
Fife Pride	Support Fife Pride Event	£10,000	£10,000	£10,000	£10,000	£10,000	£30,000	
Communities & Neighbourhoods Total				£3,037,529	£3,037,529	£3,037,529	£9,112,587	

Approved Awards – Community & Housing Services Committee 2nd February 2022
Housing Services

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

Organisation	Project Description	Award 21/22	Requested Grant (Over 1 year)	2022/23	2023/24	2024/25	Total 2022-2025	Additional Comments
Kingdom Housing Association Small Repairs Service	Fife-wide Small Repairs Service	£75,808	£75,808	£75,808	£0	£0	£75,808	
Fife Disabled Persons Housing Service	Fife-wide provision of information, advice and assistance to disabled persons	£42,310	£42,310	£42,310	£42,310	£42,310	£126,930	
Fife Disabled Persons Housing Service	Fife-wide Right to Adapt Project	£29,920	£29,920	£29,920	£29,920	£29,920	£89,760	
Greener Kirkcaldy	Fife-wide Fuel Poverty Assistance	£300,000	£309,000	£300,000	£300,000	£300,000	£900,000	
NE Fife Tenants & Residents Fed (NEFTRF)	East Area – federated tenant association activity	£28,337	£40,028	£29,045	£29,045	£29,045	£87,135	
Glenrothes Area Residents Federation (GARF)	Central Area – federated tenant association activity	£49,254	£56,763	£50,485	£50,485	£50,485	£151,455	
Fife Federation of Tenants/Residents Associations (FFOTRA)	Central & West Areas - federated tenant association activity	£103,777	£74,341	£76,200	£103,777	£103,777	£283,754	
SACRO (Safer Support Services)	To provide a community mediation Service, and to provide support to victims of	£173,000		£173,000	£173,000	£173,000	£519,000	

Organisation	Project Description	Award 21/22	Requested Grant (Over 1 year)	2022/23	2023/24	2024/25	Total 2022-2025	Additional Comments
	anti-social behaviour and hate incidents							
TOTAL		£1,166,151		£1,256,477	£905,048	£921553	3,083,078	

9th March, 2023.
Agenda Item No. 10

Silverburn Park, Flax Mill Regeneration Project Levenmouth

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

Wards Affected: Ward 21

Purpose

The purpose of this report is to secure agreement from the Cabinet Committee on the business plan approach being recommended for the Silverburn Park, Flax Mill Regeneration Project.

Recommendation(s)

The Cabinet Committee is asked to:-

- (i) agree business plan Option 3 as noted in the attached PF01 document;
- (ii) agree that because of VAT partial exemption implications, that there is a transfer of the partially completed Flax Mill property to FEAT (Fife Employment Access Trust) at the point where £3.8m (the Council's full financial contribution to this project) of refurbishment work has taken place;
- (iii) note the proposal will use an advance payments framework to facilitate this project;
- (iv) note that Cabinet Committee approval is required to change the original proposal of transfer on completion of all works, previously agreed at the Assets and Corporate Services Sub-Committee on 27th January 2022; and
- (v) note that FEAT supported by FHBT (Fife Historic Buildings Trust) will lead this project.

Resource Implications

The current total budgeted cost of the project is in the region of £8.0m.

Confirmed direct or administered investment from Fife Council for this project equates to:-

- £2.000m – Fife Communities Capital Plan – Confirmed Funding
- £1.500m – Regeneration Capital Grant (Fife Council administered) – Confirmed Funding
- £0.300m – Levenmouth Reconnected (Fife Council /Transport Scotland) – Confirmed Funding

The balance of the funding for the project is has been secured from the following sources

- £3.476m - National Lottery Heritage Fund – Confirmed Funding
- £0.510m - Historic Environment Scotland – Confirmed Funding
- £0.025m – FEAT Contribution – Confirmed Funding
- £0.211m - Other Trusts and Crowdfunding – Ongoing

Legal & Risk Implications

As noted in the attached PF01 there have been several risks identified for this project. Mitigations have been sought for these risks and these will be highlighted within this report. The risks noted are as follows-

- Potential for funding shortfall
- Reduction in scope of the project
- VAT partial exemption
- Requirement for payments in advance
- Variation to standard project approach.

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 Flax Mill Regeneration Project has been subject to significant local consultation. The project has reported progress to the Levenmouth Area Committee on several occasions and local elected members have visited the site as and when significant developments have occurred.

1.0 Background

- 1.1 Silverburn Park is an estate of around 27 acres consisting of mature mixed woodland, formal gardens and paddocks between Leven and Lundin Links and situated on the A915 and on the Fife Coastal Path. It was the home of the Russell family and contained Silverburn House (destroyed by fire in 2018 due to vandalism), a dowager house, the Flax Mill and several cottages which once housed workers on the estate. The cottages are still in use but the other buildings have been empty for a significant period.
- 1.2 The Park was gifted to the predecessor of Fife Council in 1973/4. It was very well used up until the early 2000s with up to 20,000 visitors a year enjoying a range of activities offered including a small animal farm. A range of issues including vandalism, foot and mouth and lack of available investment funding saw Fife Council gradually reducing its commitment to the site.
- 1.3 The formal gardens were still maintained but numbers of visitors, other than dog walkers, tailed off given the lack of broader activities in the park. The buildings deteriorated, in the case of the dowager house, to a point of dereliction.
- 1.4 Local members raised concerns over several years about the lack of investment in Silverburn Park. Various marketing attempts to attract some inward investment was tried, including discussions with the local golf courses about using Silverburn House as a joint clubhouse and the possibility of a hotel chain developing Silverburn House was also explored.

- 1.5 None of these approaches offered a whole park solution in terms of maintenance and securing the future of the listed Flax Mill building which is unique in terms of the historical legacy of this industry in Scotland. The condition of the Flax Mill was a growing concern.
- 1.6 In 2012, Grounds Maintenance Service stopped using the building as a welfare base and store due to the concerns around the stability of the structure's roof.
- 1.7 Further deterioration of the building would see it become a danger to the public use of the lower park area, which includes the main pedestrian thoroughfare. Alongside this there was a reputational concern raised with the Council as the Flax Mill was noted on the Buildings at Risk register.
- 1.8 In 2012, an approach was agreed to open a competition to encourage community groups, third sector agencies and charities to submit business plan proposals that satisfied the following criteria:
 - To develop Silverburn as a place of quiet enjoyment
 - To maintain and improve the woodlands and gardens
 - To restore the flax mill to modern standards while respecting its historic features
 - To develop facilities which will attract visitors to use the park in keeping with the conditions on which it was gifted
 - To develop appropriate revenue generating activity to cover maintenance and improvement works
- 1.9 Fife Employment Access Trust (FEAT) were successful in the open competition and were awarded exclusivity to develop their business plan proposal in a paper to the Executive Committee on 5th March 2013.
- 1.10 The business plan for the project is an attachment to this report. In summary, the project has the following scope: -
 - A café and restaurant
 - Arts and Crafts Studio Space for local artisans and enterprises
 - Gift shop
 - Fully accessible Changing Places Toilet Facilities
 - Meeting Rooms and Event Spaces
 - Office Space for FEAT Charity and other charity partners
 - A back packer's hostel with 10 en-suite rooms
- 1.11 A design and specification document along with a project costing breakdown are attached giving the full detail for the approach. These can be found in the attachments AP9 Cost Breakdown Spreadsheet and AP15 Design and Specification.

- 1.12 By 2019, the project had progressed to a stage where FEAT took on the formal lease of Silverburn Park and its green space maintenance burden. The buildings on site were exempted from the lease. This coincided with the construction of campsite infrastructure within the lower paddock area of the park which opened after some delays caused by the pandemic in summer 2021
- 1.13 A report to the Assets and Corporate Services Sub-Committee on 27th January, 2022 secured an agreement to transfer the Flax Mill at nominal cost to FEAT on completion of the capital work. This agreement was a key element in securing external funding. This report will, however, advise that a variation to that initial advice to the Sub-Committee will be required to change as per the recommendations.

2.0 Issues and Options

- 2.1 As noted above, this is a complex project and several risks are noted in the Legal and Risk Implications section above. These will be dealt with below.
- 2.2 **Funding Shortfall** – in the current economic environment there is a risk in terms of cost inflation for all capital projects. For this approach, the Council's exposure is limited to the funds already agreed, totalling £3.800m. FEAT, as the client, will assume the responsibility for the completion of the project and will continue to fundraise through the development phase. Work has already been undertaken by the design team for the project to assess value engineering approaches should they be required, to contain costs.
- 2.3 **Reduction in scope** – as noted, value engineering will be employed as required, however, it is fully expected that the general scope of the project noted in para 1.4 above will be achieved. There will however require to be an assessment of where savings can be made and this will be overseen by the joint sponsor group in discussion with the design team. This may, for example, result in changing specifications in terms of finishes and materials used.
- 2.4 **VAT Partial Exemption** - A significant issue was raised by Finance colleagues around transferring the Flax Mill property to FEAT after construction works are completed. This concern was based on the fact that, at that point, the total cost of the project of around £8 million would have to be factored into the Council's partial exemption limit for VAT purposes.
- 2.5 Given the high number of large-scale capital projects currently underway in Fife at this time, the partial exemption concern required to be addressed.
- 2.6 Advice from the Council's VAT specialist has noted that, without factoring in the costs relevant to the Silverburn Flax Mill Project, the Council's partial exemption limit is currently being exceeded in both 2022/23 and 2023/24. Although this can be managed within the 7-year period allowed for calculating exemption, the additional impact of adding in the Flax Mill Project at full cost would mean the partial exemption limit for the Council would be exceeded in 4 consecutive years and this could not be subsumed over the 7-year average.
- 2.7 The potential cost to the Council, should the limit be breached, would be £3m per annum in each year the partial exemption limit is breached.

- 2.8 After consideration of this issue, officers are recommending that there is a transfer of the partially completed Flax Mill property to FEAT before the impact of the partial exemption limit occurs. This is based on advice from the Council's external VAT adviser at Price Waterhouse & Coopers.
- 2.9 This will require varying the original proposal to transfer the Flax Mill on completion of all capital works. Agreement from the Committee for this new recommendation would see the transfer of the Flax Mill property at the point where £3.8m (the Council's full contribution to this project) of refurbishment work has taken place.
- 2.10 The work to ensure that the necessary arrangements are in place to allow this transfer to happen at the required time has been commissioned with the Council's external solicitors, Harper McLeod. This will put in place an agreement which triggers the transfer of ownership work at the appropriate time within the contract.
- 2.11 This agreement will be incorporated into the Licence to Occupy granted by Fife Council to permit FEAT and its contractors to carry out work on the Flax Mill building up until its ownership is transferred. The agreement will clarify the extent of the work to be carried out which will be in alignment with the Council's financial contribution. This requirement will be monitored by the joint sponsor group and will use the interim certificates provided by the architect overseeing the project to ascertain spend.
- 2.12 **Payments in advance** - FEAT have requested advance payments from the FC element of the project funding, as per financial regulations, a business case will need to be approved by the Head of Finance. On that basis, discussions have been concluded re the arrangements for transferring the £2m council capital funding to FEAT.
- 2.13 The agreement proposed for the advance payments is based on four tranches of £500,000, which will be allocated to FEAT as the lead for the project in May 2023, November 2023, May 2024 and finally November 2024. All the required due diligence to ensure the viability of any contractor receiving payments in advance from FEAT will be carried out by the joint sponsor group with support from the design team and FHBT and will mirror the processes ordinarily carried out by Fife Council for advance payment arrangements.
- 2.14 The RCGF element is claimed once expenditure has been incurred and evidenced, therefore, the Council could not prepay this element to FEAT.
- 2.15 The proposals noted in relation to payments in advance would support FEAT to manage the cashflow requirements for this significant project and allow them to claim back the VAT element, which is crucial to the viability of the project.
- 2.16 **Variation to approach for a capital project** – As noted in the PF01, this is not a standard approach to a design and build capital project. The requirement for FEAT to take the lead on this proposal was driven by the access to funding sources that would not have been open to the Council should it have led the project itself.
- 2.17 The Council did not have a clear end use for the Flax Mill building so was unlikely to have been able to find the required level of investment needed to develop it. Allowing FEAT to lead on the project and promote its business plan has ensured that large scale funding has been attracted into Fife. On completion, this will produce a significant asset for the area which will be available for use by local people and visitors alike.

- 2.18 Although led by a third party, it is important to note that through the joint sponsor group, Fife Council will retain a strong overview in terms of the development of the Flax Mill building. The Council also retains full ownership of the land surrounding the development proposal.

3.0 Conclusion

- 3.1 This project aligns well with Levenmouth's stated local planning priorities around improving the amenity of our green spaces to promote well-being and ensuring we have a high-quality tourism offer to align with the rail link investment.
- 3.2 This project also supports the key priorities contained within the Plan 4 Fife Recovery and Renewal update from August 2021, specifically in terms of leading the economic recovery.
- 3.3 The modification to a mid-contract transfer of ownership for the partially refurbished Flax Mill building noted in this report will ensure we have a business model for this approach which mitigates the key risks identified for this complex project.

List of Appendices

1. Business Case – Silverburn Flax Mill

Background Papers

1. Executive Committee 5th March 2013 Agenda Item
2. Executive Committee 13th December 2016 Agenda Item 13
3. Assets and Corporate Services Sub Committee 27th January 2022 Agenda Item 5
4. FEAT Post Development Business Plan
5. Socio Economic Impact Study- Silverburn Flax Mill
6. Silverburn Flax Mill Design and Specification Statement AP15
7. Silverburn Flax Mill –Project Cost Breakdown AP9

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Project ref & title	Silverburn Flax Mill Refurbishment, Leven
Programme or Service Change Plan Ref (if applicable)	Communities Programme
Project Manager	David Paterson Community Manager
Project Sponsor	Gordon Mole/Paul Vaughan
Approval board(s)	Investment Strategy Group & Cabinet Committee
Date & version	8/1/23 Version 1.1

Document history

Date	Version	Last revised by	Details of revision
8/1/23	1.0	David Paterson	Transfer of notes and previous report content into initial draft PF01 document
Various dates			Additional Updates
25/1/23	1.1	Lesley Kenworthy David Paterson	Comments on budget and risk statements. Updates as per comments

Section 1: Proposal

Section 1 of this document forms the Project Proposal. This section of the template covers the project basics to work-up an idea. This allows the Project Sponsor to make an informed decision on the idea and assess its' merits as a project.

1.1 What is the project going to do?

This project aims to fully refurbish the B Listed Flax Mill building **within** Silverburn Park Leven, the completed building will then become a key tourism resource within the Levenmouth area providing the following facilities.

- A café and restaurant
- Arts and Crafts Studio Space for local artisans and enterprises
- Gift shop
- Fully accessible Changing Places Toilet Facilities
- Meeting Rooms and Event Spaces
- Office Space for FEAT Charity and other charity partners
- A back packer's hostel with 10 en-suite rooms

1.2 Why should we do it and what will happen if we do not?

1.2.1 Project background

Silverburn Park is an estate of around 27 acres consisting of mature mixed woodland, formal gardens, and paddocks, between Leven and Lundin Links, and situated on the A915 and on the Fife Coastal Path. It was the home of the Russell family and contained Silverburn House (destroyed by fire in 2018 due to vandalism), a dowager house, the Flax Mill, and several cottages which once housed workers on the estate. The cottages are still in use, but the other buildings are generally in very poor repair.

The Park was gifted to the predecessor of Fife Council in 1973/4. It was very well used up until the early 2000s, with up to 20,000 visitors a year enjoying a range of activities offered including a small animal farm. A range of issues including vandalism, foot and mouth, and lack of available investment funding saw Fife Council gradually reducing its commitment to the site.

The formal gardens were still maintained but numbers of visitors other than dog walkers tailed off given the lack of broader activities in the park. The buildings deteriorated, in the case of the dowager house to a point of dereliction.

Local members raised concerns over several years about the lack of investment in Silverburn Park. Various marketing attempts to attract some inward investment was tried, including discussions with the local golf courses about using Silverburn House as a joint clubhouse, and the possibility of a hotel chain developing Silverburn House.

None of these approaches offered a whole park solution in terms of maintenance and securing the future of the listed Flax Mill building which is unique in terms of the historical legacy of this industry in Scotland. The condition of the Flax Mill was a growing concern, and in 2012 Grounds Maintenance service stopped using the building as a welfare base for local staff, and a store for equipment and materials, due to concerns over the safety of the roof of the building. Further deterioration of the building would see it become a danger to the public use of the lower park area, which includes the main pedestrian thoroughfare, which would significantly compromise the use of this key greenspace in Levenmouth. Alongside this there was a reputational concern raised with the Council as the building had been added to the [Buildings at Risk](#) Register for Scotland.

In 2012 an approach was agreed to open a competition to encourage community groups, 3rd sector agencies and charities to submit business plan proposals that satisfied the following criteria:

- To develop Silverburn as a place of quiet enjoyment, supporting the health and wellbeing of the community and respecting the habitat and biodiversity of the environment.
- To maintain and improve the woodlands and gardens
- To restore the flax mill to modern standards while respecting its historic features
- To develop facilities which will attract visitors to use the park in keeping with the conditions on which it was gifted.
- To develop appropriate revenue generating activity to cover maintenance and improvement works.

Fife Employment Access Trust (FEAT) were successful in the open competition and were awarded exclusivity to develop their business plan proposal in a paper to the Executive Committee on 5th March 2013.

In summary this project requires to be advanced to ensure the future unimpeded use by local people and visitors to the area of this important green asset. Continued disinvestment in the site would open the Council up to further criticism about its stewardship of Silverburn Park and a lack of adherence to the agreement it entered into in the 1970's, when it took on the responsibility to maintain the park in perpetuity. The Council has an obligation also to The National Trust for Scotland (NTS), who hold a Conservation Agreement over the Park – NTS are fully supportive of FEAT's proposals.

1.2.2 Project justification

The Silverburn Flax Mill Refurbishment Project (SFMRP) will build on the investment already targeted at the development of the Levenmouth Rail Link **and other related projects**. As an overview the rail link project aims to deliver

- 9 single track kilometres of new / reinstated railway. (This means a double track railway running the full length).
- Two new modern accessible stations
- Electrification of the line

- Work with partners to optimise travel / interchange options connecting stations – notably the **increase** in active travel options as well as bus connectivity
- Work with local groups and stakeholders to support and promote social, economic and regeneration aspirations
- Work with stakeholders and local interest groups to support environmental goals and promote active travel and active leisure activities in the railway corridor
- Work with stakeholders and business to consider freight options as part of the development
- Work with local groups to consider opportunities in **supporting tourism along with** charter connections.

The Rail link approach has already expanded its reach to recognise the importance of other project developments in the area, and has pulled these under the Levenmouth Reconnected banner – its main stated aim is noted as follows –

‘The Levenmouth Reconnected Programme (LRP) is a £10 million fund managed by Fife Council, which aims to maximise the economic and social opportunities presented by the new Leven rail link, the regeneration of the River Leven and its proposed path network, investments in renewable energy, as well as other initiatives being implemented within Levenmouth.

The programme aims to create a viable and sustainable legacy for Levenmouth’s people, communities, businesses and visitors.’

The SFMRP has already carried out a socio-economic impact report which outlines the benefits of both the development work on the Flax Mill building as well as the outcomes accrued once it is fully operational – this document is available via the following [link](#).

The Silverburn Flax Mill project is viewed as a key element within the wider Levenmouth Reconnected Programme.

The headline benefits of this report can be captured in part by noting that it is expected that there will be 26 FTE posts directly employed within Silverburn Park once it is fully operational, generating around 637K of household income for Levenmouth residents. There are expected to be 11 further jobs in Fife as a whole, directly supported by activities within the park.

During the construction phase there will be 21 FTE posts for Levenmouth residents generating 782K of household income – with a further 66 jobs supported by the development activity within Fife as a whole, adding 2.5M of household income as a result.

Using the Treasury’s Green Book approach to assessing social value impact on wellbeing – the economic value of leisure time spent in the park was calculated to be 1.15M per year.

These figures and the other detail within the Socio-economic impact report provide a strong evidential base for the progression of the project, showing high value and ongoing returns from this investment. The evidence is timely and up to date and stands up to scrutiny given the credentials of its authors.

The project aligns with many of the stated outcomes of the Plan 4 Fife 2017-27 along with the [Recovery and Renewal](#) statement for the plan published in August 2021. It supports the priorities of ‘Leading economic recovery’ and “Addressing the climate emergency’.

Leading Economic Recovery

This project will bring a significant asset for the Levenmouth area back into full use and will develop appropriate economic activity that will support the asset to be further developed and properly maintained, create and sustain good quality jobs as noted above, and provide a destination point that supports the investment in the new rail link into Leven.

Addressing the Climate Emergency

This development will bring back into use a redundant building that will support the development of a key green space for the area promoting active travel to and from and beyond it. The development itself will seek to use new technologies to deal with wastewater and will seek to generate as much of its own power requirement on site. Local people will have a destination park and facilities within their locale that will provide an option for recreation and leisure time in Levenmouth rather than opting to travel.

The campsite will develop further alongside the Flax Mill development and will strengthen its already good reputation as a quality site for staycations. VisitScotland’s visitor survey highlights that a third of tourists are inspired to visit locations for cultural and heritage reasons, the interpretation of the history of the Flax Mill will be of real interest especially when coupled with the interpretation of the mill sites on the nearby River Leven which will be undertaken by the [Leven Project](#).

1.2.3 Urgency and consequences

The Flax Mill urgently requires significant investment to secure its future and to deliver the socio-economic benefits noted above. A limited recent maintenance contract to carry out wind, watertight and security work on the Flax Mill (funded through an application supported by EPES colleagues to the Vacant and Derelict Land Fund) resolved several urgent repairs, but the building will continue to deteriorate without the planned full repair and adaptation scheme.

As noted, there is a reputational risk to the Council to allow a unique B listed building with strong connections to an industrial past to deteriorate further. The timing of the Flax Mill proposal is also completely supportive of the significant investment in the Rail Link, by providing a tourism asset for new visitors, and enhancing the facilities available to the 3.36 million Fife coastal path users (est. 2016).

The Flax Mill Refurbishment project is a genuine statement of ambition for an area that has suffered decades of decline, but now has an opportunity to reverse that trajectory. The stimulus provided by the Rail Link will see higher visitor numbers, and the area needs to rapidly build its tourism infrastructure to ensure there is a good reason for visitors to come to the area and spend.

If the project was not to go ahead – all responsibilities for the ongoing maintenance and preservation of the Flax Mill would fall back to the Council, as previously noted there had been little investment in the whole park site since the early 2000s, and as a result there had been no defined budget within Grounds Maintenance, available for ongoing maintenance of the assets. Anything out with the normal cycle of green space maintenance was treated reactively, and funding required to be found from revenue budgets on each occasion repair work, caused by wear and tear or vandalism was identified. The Council cannot afford to maintain this building without the funding that has been raised in collaboration with FEAT

This project provides the Council with its best opportunity to see Silverburn Park maintained to a high standard, with its feature building not just preserved, but brought back into operational order that will provide good quality employment opportunities for local people.

1.2.4 **Lessons learned**

All projects involving unique buildings will have idiosyncrasies and issues. In this case due to the listing of the building it has been necessary to pull in the services of conservation architect to ensure the approach taken in refurbishing the building is in line with recommendations from Historic Environment Scotland and the FC Planning Service. Early retention of an experienced team to plan and ultimately carry out the work is an essential part of ensuring the success of the project.

This team will work within a robust governance framework and will be guided by the experience that colleagues from Fife Historic Buildings Trust (FHBT) bring to the table. FHBT are the default for all Fife Council building projects that require to have a conservation focus. FHBT are Fife Council's strategic heritage regeneration partner – a collaboration which has generated over £40m of investment for people and historic places across Fife

FHBT have a proven track record in working on important building assets across Fife – examples of which can be found [here](#).

1.3 What are the key deliverables/outputs of the project?

As noted above this project aims to fully refurbish the B Listed Flax Mill building within Silverburn Park Leven, the completed building will then become a key tourism resource within the Levenmouth area providing the following facilities.

- A café and restaurant
- Arts and Crafts Studio Space for local artisans and enterprises
- Gift shop
- Fully accessible Changing Places Toilet Facilities
- Meeting Rooms and Event Spaces
- Office Space for FEAT Charity and other charity partners
- A back packer's hostel with 10 en-suite rooms

1.4 What are the desired outcomes and benefits?

Outcome	Benefit
<p>A wider range of people will be involved in heritage:</p>	<p>The project will create new uses which will attract people to use the flax mill building, learn about heritage, and create sources of income to make the project sustainable and contribute to the overall regeneration and sustainability of the park. Because the flax mill is in a public park, people will come across it who would not otherwise have sought it out.</p> <p>Through demonstrating and interpreting the history of the estate and the mill, we will encourage people to find out about and engage with forgotten aspects of local social and industrial history; this will enhance their sense of place and stimulate pride in the local area and its heritage.</p>

<p>Heritage will be in better condition:</p>	<p>The project will rescue an abandoned historic building, and completely rehabilitate it. The project will involve sensitive restoration which safeguards important architectural features where possible, while bringing the building up to modern day standards of energy conservation and accessibility. The work will meet the requirements of Historic Environment Scotland and the National Trust for Scotland.</p> <p>The rehabilitation includes the creation of a management and maintenance plan, and for the first time since being used as a mill, the building will be actively managed. Regular maintenance will allow the condition of the property to be conserved. The outcome will be that a B-listed historic building at risk will be saved, its historic features preserved, its heritage celebrated, and will be transformed into something that offers a wide range of uses to draw in the local community and visitors from further afield, providing a new resource, a point of interest, and a sustainable business model.</p>
<p>Heritage will be better interpreted and explained:</p>	<p>The rehabilitation of the Flax Mill will be accompanied by activities which bring to life the history of the building and the estate, and which engage visitors in learning about what was once an extremely significant industry – flax and linen was at one point the main export from Scotland and was a very big source of employment in the local area, but the industry has all but vanished.</p> <p>As well as the activities, there will be an interpretation plan ensuring that everyone can understand and appreciate the heritage of the estate.</p>
<p>People will have developed skills:</p>	<p>The core work of FEAT already involves helping people develop skills, with a view to finding work. The flax mill project will support and extend this into new areas. This will include opportunities for experience of sensitive heritage building conservation work and energy efficiency in a challenging building through including a requirement for contractors to offer work experience and training to local people.</p>
<p>People will have greater wellbeing:</p>	<p>Outdoor activity is well known to promote better physical and mental health, and FEAT clients and the general public will all benefit from the plans for the Flax Mill and the ongoing regeneration of the wider park. By</p>

	<p>working with organisations already active in deprived communities, this project will help target the people whose health and wellbeing is most in need of enhancing. The team currently in Silverburn have experience of working in ways that connect people with the natural heritage to enhance wellbeing and are very well placed to use this experience to develop activities promoting wellbeing.</p>
<p>FEAT as an organisation will be more resilient:</p>	<p>FEAT currently carry out work, which is valued highly by strategic partners and funders, and produces great outcomes, however the organisation is continually dependent on grants which must be won afresh every year. This is not a very stable base on which to plan. It is for this reason that FEAT established a trading subsidiary, with a view to developing some self-generated income which can achieve its aims and goals while at the same time diversifying the funding base. This project is an opportunity to do this while meeting the broader strategic aims of the local authority and provide something which at the same time deals with what has become a problem with no obvious solution (what to do with the derelict flax mill) and provides valuable new facilities to a deprived community.</p>
<p>Levenmouth will be a better place to live, work or visit:</p>	<p>By making the park an attractive place to spend time, the project will improve the quality of life for local people, creating a valuable tourism and leisure resource to encourage people to visit.</p>
<p>The local economy of Levenmouth will be boosted and visitor numbers will increase:</p>	<p>The project will restore the flax mill in such a way that it enhances the park, provides useful facilities for visitors and for local businesses, and attracts visitors from elsewhere. By creating these new facilities, the project will be enhancing economic activity locally. In particular, the provision of a campsite and hostel and cafe will be attractive to people using the Fife Coastal Path and will encourage them to stop over during their journey. At present, there is little suitable accommodation locally for walkers, so they tend not to stop in the area, and attracting people to spend a little time here will benefit the area and other local businesses. The project will achieve these goals in combination with creating employment, offering work and skills development to local people and providing a boost to the wider local economy.</p>

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

1.5.1 Costs

Total expected one-off cost	Total expected recurring cost
<p>The total expected cost of the project is estimated at £8.0m (including contingency)</p> <p>Details of the £3.8m funding administered by Fife Council are as follows:</p> <p>Fife Council Capital Budget £2m Regeneration Capital Grant Fund £1.5m Levenmouth Reconnected Fund £0.3m</p> <p>Other sources of funding from external sources are noted in para 1.5.4 below and total £4.222m.</p> <p>Total funding is £8.022m</p>	<p>Given the transfer of the building and the current lease arrangements in place with FEAT who have maintained the green spaces and woodlands in Silverburn since 2019, the refurbished asset will be cost neutral in terms of FC revenue Budget.</p>

1.5.2 Resource requirement

Resource requirement for this project is not onerous in terms of Fife Council resource as the delivery of the development will be undertaken by a range of external experts led by colleagues in FHBT. The Project Board will however be attended by Gordon Mole Head of Business and Employability, with the day-to-day interaction with the project assumed by David Paterson Community Manager Levenmouth.

1.5.3 Project timeline

The work on this project will begin in May 2023 and will be completed by November 2026.

1.5.4 Funding availability

- £2.000m – Fife Council Communities Capital Plan – Confirmed Funding
- £1.500m – Regeneration Capital Grant (Fife Council administered) – Confirmed Funding
- £0.300m – Levenmouth Reconnected (Fife Council /Transport Scotland) – Confirmed Funding
- £3.476m - National Lottery Heritage Fund – Confirmed Funding
- £0.510m - Historic Environment Scotland – Confirmed Funding
- £0.025m – FEAT Contribution – Confirmed Funding
- £0.211m - Other Trusts and Crowdfunding - Ongoing

1.5.5 Resource availability

All resources required for this project are known and available, as this project is being led by a third party the draw on Fife Council resource is relatively low.

1.6 What are the known pre-start-up risks?

Risk description	Probability score (1-5)	Impact score (1-5)	Overall score (probability x impact)
Funding Shortfall - the project is not completed due to funding shortfall or delays to onsite works due to external factors	3	3	9
Scope – the scope of the project is reduced due to rising costs and the need to use value engineering	3	3	9
VAT Partial Exemption concerns – Exceeding the £3.8 million contribution by Fife Council before transferring ownership of the Flax Mill building	2	4	8
Payments in Advance – Use of Prepayment Request	5	2	10
Variation to standard project approach – FC not being the project management lead.	4	2	8

Note: Once the project enters the Plan stage, the project's pre-start-up risks should be copied into the project's Risk Log. The Risk Log will supersede the items detailed in the above table.

1.7 Proposal sign-off

Approved by	Role	Date approved
David Paterson	Project Manager	30.1.23
Paul Vaughan	Project Sponsor	30.1.23

Section 2: Business Case

Section 2, when combined with Section 1 & 3 of this document, forms the full Business Case for the project. When completed, it provides a baseline document that fully defines the project prior to project planning.

2.1 What is the scope of the project?

2.1.1 Output

Project outputs are defined in [Section 1.3](#) of this document.

- A café and restaurant
- Arts and Crafts Studio Space for local artisans and enterprises
- Gift shop
- Fully accessible Changing Places Toilet Facilities
- Meeting Rooms and Event Spaces
- Office Space for FEAT Charity and other charity partners
- A back packer's hostel with 10 en-suite rooms

2.1.2 Resources

Project resources are defined in [Section 1.5.2](#) of this document. Any updates to project resources will be made in Section 1.5.2.

2.1.3 Customers

Customers for this project will include:

- Local People
- Visitors from within Fife
- Visitors from out with Fife – including Coastal Path users, campers, hostel users etc.
- Local Organisations
- Fife wide organisations
- National Organisations
- Local Businesses
- Schools

2.1.4 Staff

As the PF01 is ordinarily aimed at understanding the impact that the delivery of a project will have on staff from the local authority or one of its associated Trusts, it is important to point out that there will be no FC or Trust staff directly in scope throughout the delivery of this project other than in a supporting role locally and overseeing role through the Joint Sponsor Group. All staffing will be managed by FEAT as the deliverer of services from the refurbished Flax Mill.

2.1.5 Business processes

Modify existing Service business processes

This project is a variation in terms of normal business processes to bring about an outcome.

Ordinarily projects of this nature would be a design and build approach led by the local authority from conception to completion. Given the listed status of this building, which will require specialist overview to ensure compliance, the fact that Fife Council would not have had a defined end use for the building, and the need for project partners to be in place to access funding has resulted in this variation to a standard approach with FEAT and FHBT as recognised leads for the project.

2.1.6 Exclusions
Not Applicable

2.2 How will 'business as usual' be maintained whilst change is implemented?

Access to the park will not be impeded by the ongoing work to the Flax Mill, visitors will still be able to access facilities such as the small café at Silverburn Cottages, public toilets, camp site and parking etc. All green spaces will continue to be maintained and remain open for all. Some rerouting may be required as work progresses to ensure safety of pedestrians, but this will be contained around the Flax Mill curtilage. This project will not impact on any Fife Council, day to day business needs.

2.3 Who are the key stakeholders?

- Local People
- Local Organisations
- Elected Members
- Communities and Neighbourhoods
- Grounds Maintenance
- Enterprise and Environment
- Finance and Corporate Services
- FEAT Board of Management

2.4 What are the options to deliver the project (minimum of 3)?

Note: To add more than 3 options, copy and paste the tables below as required.

Option 1:	Do nothing
Cost	The decision to do nothing in terms of this project would free up the commitment of £2million from the current Communities capital plan. In the longer term however, the Council would retain the liability of a building that will continue to deteriorate and provide an ongoing revenue burden for the authority in terms of periodic maintenance.
Time	The outputs suggested for this project would not be achieved over time and the fact that no development taking place at the Flax Mill would hamper the development of the wider park area, to the detriment of users and visitors.
Quality	As noted, the building asset will continue to deteriorate with an impact on the use of the green space in which it sits. There would be no practical use for the building in its current condition. This option would support none of the outputs noted.
Resource	There would be an ongoing resource requirement for the authority in terms of regular inspections and periodic maintenance of the building due to deterioration, storm damage or vandalism. It is impossible to identify the extent of that resource requirement given it would be reactive.
Scope	This option would support no part of the proposed scope of the project.
Risk	The project supports the higher level of aspiration being shown in Levenmouth since the announcement of the new rail link. Not pushing forward with this proposal would see a reputational risk to the Council given its close support for the business planning approach provided by FEAT over the last number of years. There would be a reputational risk as significant external funding for the project has been secured.
Benefits	There are no direct benefits accrued from a do-nothing approach.

Option 2:	Fife Council led design and build approach.
Cost	There would be no cost benefit in this project being led by Fife Council. All the requirements in terms of skills and knowledge to steer a project of this kind would need to be bought in given the specialised nature of the proposal.
Time	The outputs noted for this project could not be achieved without a third party developing the future use of the facility. Fife Council had since the late 1990's, tried to

	find a use for the Flax Mill building without success – the current proposal is the only approach that provides sustainability in the long term for the Flax Mill as a community hub and tourism asset for Levenmouth.
Quality	If funding could have been found the building would be improved under this approach and would need to have complied with the requirements imposed given the building is listed.
Resource	Although a significant contributor to this project, most of the funding towards the Flax Mill regeneration has come from sources external to the Council, this is funding that could not have been accessed by the Council directly.
Scope	Given the difficulties in accessing the required funding as noted above, none of the outcomes noted in the scope would have been achieved.
Risk	Fife Council would have been required to take on all elements of risk in a design and build led approach
Benefits	The benefits noted in the scope would not have been achieved from this approach.

Option 3:	Current proposal – FEAT/FHBT Led Contract
Cost	£8.0m based on current estimates and pending return of tenders. The cost breakdown for the project is contained in the attachments to this report titled AP9 Cost Breakdown Spreadsheet.
Time	The outputs noted in this report would be achieved by the end of the works programme in late 2026.
Quality	The Flax Mill building will be brought back into use to the specifications stipulated within the works contract and would facilitate the benefits noted in the scope for this project.
Resource	This proposal will require the use of the already committed £2.000m from the FC Communities capital budget and associated budgets administered by FC, RGCF£1.5m and LRP £0.3m. There will be no revenue implications for FC in terms of this approach – given the transfer arrangements proposed for the ownership of the Flax Mill building and the ongoing lease arrangements for Silverburn Park.
Scope	This approach would achieve the scope for this project.
Risk	The risk elements relating to concerns over breaching the partial exemption limit relating to VAT and concerns relating to FC exposure to cost increases for the project are dealt with at para 1.6 – Risk issues relating to the conduct and completion of the contract are carried by FEAT/FHBT as the project leads.
Benefits	The benefits noted in the scope would be achieved through this approach.

2.5 What is the recommended option from Section 2.4 to deliver the project?

The recommended approach for this project is Option 3 which is a FEAT /FHBT led contract to fully develop the Flax Mill building within Silverburn Park Leven. This is the only feasible approach that will achieve the benefits accrued from the scope noted in 2.1.1 above. This approach has a defined end use and a service provider in the shape of FEAT in place, who will ensure the asset develops and thrives for the benefit of the area.

2.6 What is the outline plan and cost break-down?

2.6.1 Outline Plan

Outputs/deliverables	Timescale
<ul style="list-style-type: none"> • A café and restaurant • Arts and Crafts Studio Space for local artisans and enterprises • Gift shop • Fully accessible Changing Places Toilet Facilities • Meeting Rooms and Event Spaces 	<p>All will be delivered by the project completion date – November 2026</p>

- Office Space for FEAT Charity and other charity partners
- A back packer's hostel with 10 en-suite rooms

Note: Once the project enters into the Plan stage, and moves to developing the Project Plan, the Project Plan will supersede the Outline Plan detailed above.

2.6.2 Budgets

Total capital budget	Total revenue budget
Fife Council administered budget <ul style="list-style-type: none"> • £2.000m – Fife Capital Plan – Confirmed Funding • £1.500m – Regeneration Capital Grant (Fife Council administered) – Confirmed Funding • £0.300m – Levenmouth Reconnected (Fife Council /Transport Scotland) – Confirmed Funding External Funding to FEAT £4.222m Total funding £8.022m	As noted there will be no revenue requirements for FC in terms of this project post completion. The Flax Mill property will be transferred to FEAT and the maintenance of the park area will continue as per the lease agreement signed between Fife Council and FEAT in 2019.

2.6.3 Cost break-down

Item description	One-off cost	Recurring cost	Funding source	Funding available
Construction including risk contingency	£8.0m estimate pending tender returns-Feb 2023	No recurring costs for Fife Council through the recommended approach	£2.000m FC Communities Capital £1.500m Regeneration capital Grant £0.300m Levenmouth Reconnected £3.476m NLHF £0.510m HES	Capital: Yes Revenue: N/A

			£0.211 Other trusts and fundraising	
Drainage solution	Included above			
Demolition of Outbuildings	Included above			
Risk	Included above			
Professional Fees	Included above			
Totals	£8.0m	£0.00		£8.022m

Note: For the “Funding available” column above; state either Yes or No to indicate whether or not the funding is already available for this project item. Remember to state Yes or No for both the Capital and Revenue costs incurred by the project for this item.

2.6.4 How realistic is the approach?

The approach noted here has been determined by a team of individuals with significant expertise in guiding complex projects within a conservation framework. The difficulties in working with non-standard and historic buildings requires a range of skills to be brought to the table to ensure success. The NLHF have had a significant overview of the plans as the main funder for the project, accordingly the plan timescales and costs have had significant and ongoing scrutiny, accordingly we are confident that these stated elements are realistic.

2.7 What are the benefits of the project and what measures will be used to show their realisation?

Benefit name	Heritage will be in better condition
Measure	Quality of building asset improved to allow it to be fully utilised in line with the scope of the proposal.
Baseline(s) per measure	Current condition of the Flax Mill building, and its zero valuation as noted by the District Valuer.
Target per measure	Targets will be dictated by the contract in place to improve the building and will be overseen by the Joint Sponsor Group.
Benefit Owner	Joint Sponsor Group, Fife Council FEAT Board of Directors
Timescale	By completion of the contract of works - long stop date November 2026
Programme end benefit(s)	“Not applicable”.

Note: Benefits in this section should cover the above content, but feel free to use another format if that is more appropriate for your specific project. Use a new table for each individual benefit. If you require more tables just select the whole table and copy and paste it below.

Benefit name	The local economy of Levenmouth will be boosted and visitor numbers will increase
Measure	Higher footfall within Silverburn Park, higher levels of bookings at camp site, higher revenues from tourism activity – town centre footfall and activity, new business start-ups.

Baseline(s) per measure	Footfall counters are in situ at Silverburn Park and will be used to measure increased visitor numbers. Higher revenues will be reported as part of the trading companies reporting. Footfall counters are in situ within the town centre and GOAD figures will be used to measure vacancy rates within the town centre.
Target per measure	Targets will be set using May 2023 as a baseline – it is likely that we will see increased activity throughout the life of the project, with the full realisation of benefits after the conclusion of the contract of works in 2026. Over the period between 2023 and 2026 we are likely to see the further development of the campsite, however it will be the opening of the accommodation within the Flax Mill building which will provide the most significant boost to income. Vacancy rates are collected as a matter of course and will be derived through colleagues in EPES.
Benefit Owner	Joint Sponsor Group, FEAT Board of Directors, Fife Council officers
Timescale	As noted, it is expected that we will see activity right through the period of development given the park area will remain in operation throughout, however the major impact of the benefits accrued will be post the works completion in 2026.
Programme end benefit(s)	“Not applicable”.

Benefit name	People will have developed skills
Measure	No.s of individuals receiving help developing skills that supports them back into the workforce. No.s of FTE posts created by the project – see Socio Economic Impact study
Baseline(s) per measure	Over the course of the development phase, it is expected that 21 posts will be created over the lifetime of the development working directly on the Flax Mill project. When fully operational the project will secure 26 jobs in varying roles including campsite management, catering, green space and woodland management etc. The site is currently being used for training and vocational purposes by both FEAT and FC colleagues from the Employability team who use Silverburn as a base for a range of skills development work.
Target per measure	Targets will be set using May 2023 as a baseline, all construction jobs created during the development phase will be new to the area. It is expected that the FTE numbers directly employed within the park will rise from the current 11 to the 26 noted in the socio-economic impact study once the works are concluded and the Flax Mill building is fully operational in 2026.
Benefit Owner	Joint Sponsor Group, FEAT Board of Directors, Fife Council officers
Timescale	As noted, it is expected that we will see activity right through the period of development given the park area will remain in operation throughout, however the major impact of the benefits accrued will be post the works completion in 2026.
Programme end benefit(s)	“Not applicable”.

2.8 What are the key assumptions and dependencies?

2.8.1 Assumptions

The assumptions are based on the development and post development business plans for the Flax Mill building which will be overseen by the Joint Sponsor Group.

2.8.2 Dependencies

For activity to start a contract tender process (currently underway) will require to be completed and a contract award made. This will allow the start of the project to take place in May 2023.

Another dependency is the requirement to draw up an agreed approach to secure the transfer of the Flax Mill building to the ownership of FEAT at a point in the contract where work to the value of £3.8m has been carried out. The transfer of the partially refurbished building we have been advised through our external VAT specialists at PWC will ensure FC do not breach its partial exemption limit. Our external solicitors at Harper McLeod have been instructed to put in place a robust framework that ensures this expenditure limit is observed, therefore triggering the transfer of building ownership.

2.9 What are the known pre start-up risks?

Project pre start-up risks have already been identified in [Section 1.6](#) of this document.

There is a risk that costs will exceed the funding available after the partially completed building has been transferred to FEAT. FEAT will be responsible for obtaining funding for any shortfalls.

2.10 What are the permitted tolerances set for this project?

	Amber status	Red status <i>(triggers exception report to Project Sponsor/Project Board)</i>
Cost	Up to 5% over either capital or revenue budgets, compared to the original. This 5% is included in the £8.022m cost. Expected project costs and budgetary requirements.	Any percentage over budget that exceeds the amber cost threshold.
Time	Up to 4 weeks late against the original project schedule.	Any schedule delay that exceeds the amber time threshold.
Quality	Elements of acceptance criteria likely to be missed which have no impact on the Business Case. These risks will be controlled through review and discussion at the JSG	Elements of acceptance criteria that have slipped beyond what is defined within the amber quality threshold
Resource	Resources available, but minor delay in obtaining them, or up to 10% more resource required than originally anticipated.	Resources cannot be secured within a reasonable timescale, threatening other tolerances, or any additional resource required above the amber resource threshold.
Scope	Any variation to the current scope and outcomes noted in the Outline Plan at 2.6.1	Any element of project scope slippage out with, or over and above, what is defined under amber for scope.
Risk	All risks can be managed within the project with an overall score of up to 15.	Any risk exceeding the amber threshold sees the entire Risk element of the project slip to red.
Benefits	Small scale value engineering proposals to control costs	Large scale value engineering proposals to control costs

Section 3: Project Structure

Section 3 specifically sets out the management framework from which project decisions are made. It also captures details on who will undertake specific roles as part of the Project Board and Project Team.

3.1 What is the governance arrangement? *(delete as required)*

This project has a formal Project Board with a Project Sponsor.

3.2 What skills, knowledge and experience are required for successful project delivery?

Skills, knowledge & experience description	Essential	Desirable
Architect	Yes	
Conservation Architect	Yes	
Structural Engineer	Yes	
Mechanical Engineer	Yes	
Electrical Engineer	Yes	
Quantity Surveyor	Yes	

3.2.1 Is the required mix of ‘essential’ skills, knowledge and experience available to the Project Manager?

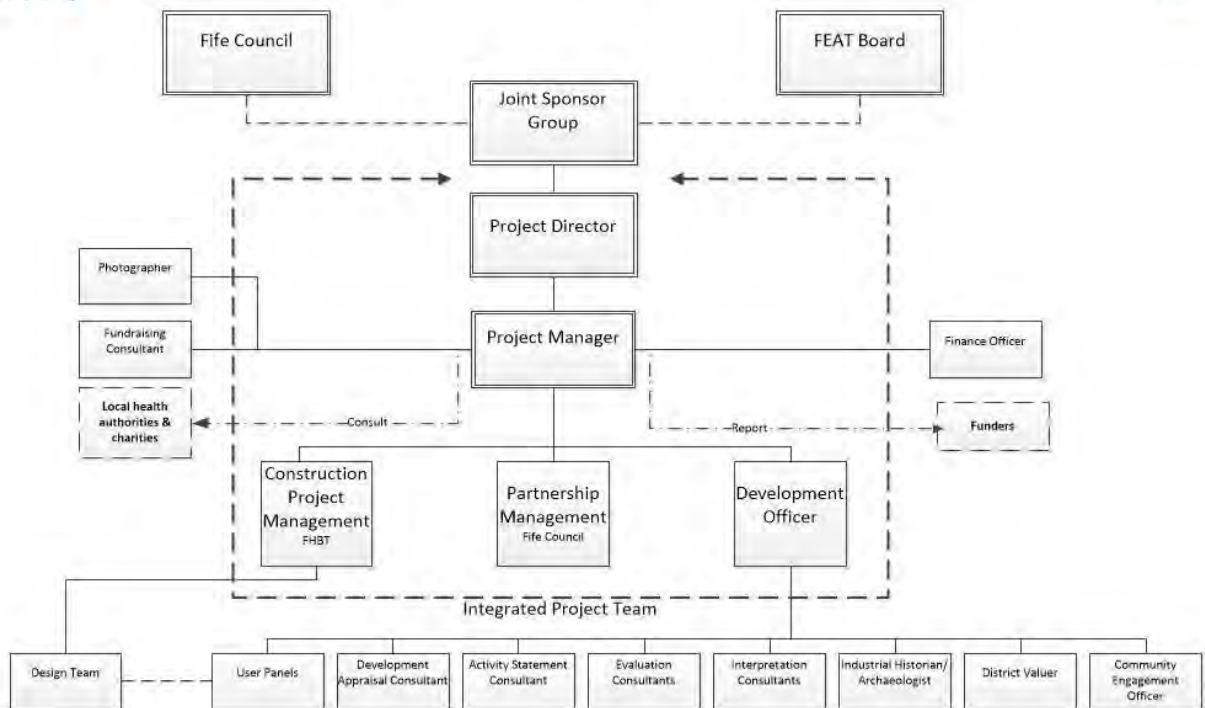
Yes all skills are available and will work as part of the Design Team as noted below. Retained as part of the design team structure noted below.

3.3 Project structure chart and project roles

Note: This chart represents who occupies each of the specific roles within the Project Board and Project Team. If your project has no formal Project Board this chart illustrates who is fulfilling each role. For specific guidance on what each role entails see the [Change & Improvement FISH site](#) for more details.



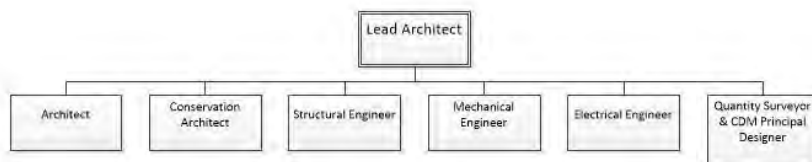
FLAX MILL PROJECT MANAGEMENT STRUCTURE Development Phase



V13-02 Mar 20



FLAX MILL DESIGN TEAM STRUCTURE Development Phase



V13-02 Mar 20

The role of the Joint Sponsor Group (JSG) is to provide the top level of governance for the Silverburn Flax Mill project

Responsibilities

The JSG is responsible for:

- • Answering to Fife Council and the FEAT Board for the successful delivery of the project
- • Establishing the project management structure
- • Providing unified direction, advice and support to the project and the Project Director
- • Approving key elements of the project and revisions to them throughout the project:

o Project Plan

o Project budget, including risk allowance o Risk register

o Procurement Strategy

- Approving the appointment of contractors for the Delivery Phase
- Approving the move between project phases
- Approving internal funding and external funding applications for the project
- Resolving strategic and directional issues between Fife Council and FEAT
- Providing continued commitment and endorsement from Fife Council and FEAT to the project
- Agreeing the timing and cost of the purchase of the Silverburn Flax Mill by FEAT
- Confirming successful delivery and sign-off at the closure of the project
- Approving the Post Project Evaluation

Membership

The initial membership is:

- 2 representatives appointed by Fife Council:
 - o • Councillor Alistair Suttie
 - o • Gordon Mole, Head of Business & Employability
- 2 Directors from FEAT:
 - o • Dougie McPhail, FEAT Chair
 - o • Helen Lawrenson
- The Project Director
- The Project Manager as Secretary
- Specialist advisers as required to address issues

Meetings

Meetings will be held at least 4 times a year but may be held more frequently if required. Meeting dates will be aligned with the NLHF quarterly reporting dates and will be agreed in advance.

3.4 Business Case sign-off

Approved by	Role	Date approved
Dave Paterson	Project Manager	30.1.23
Paul Vaughan	Project Sponsor	30.1.23
Eleanor Hodgson	Finance Representative/ Service Accountant	30.1.23
Insert new rows as required		

9th March, 2023.

Agenda Item No. 11

Licensing of Short-term Lets - Interim Update

Report by: John Mills, Head of Housing Service, Lindsay Thomson, Head of Legal and Democratic Services and Nigel Kerr, Head of Protective Services

Wards Affected: All

Purpose

Following approval at Cabinet Committee on 22nd September, 2022 of the Short-term Let Licensing Policy under The Civic Government (Scotland) Act 1982 (Licensing of Short-term Lets) Order 2022, which came into force on 1st March, 2022, Cabinet requested a 6-month interim post implementation review to be completed. This was to allow for an earlier view on the operation of additional conditions; pending a full review at 12 months.

Recommendation(s)

Members are recommended to:-

- (1) note the progress on the implementation of the Short-term let Licensing Scheme from 1st October, 2022 and initial review of the 'additional conditions'; and
- (2) note the intention to review the initial implementation of the policy and operation of the scheme and report back to Cabinet by November 2023, pending a full review after 3 years of operation in 2025.

Resource Implications

The Short-term Let Licensing (STL) Scheme is resourced with appropriate staffing levels and operational systems within Housing Services, Protective Services and Legal Services. Legislation requires the scheme to be self-funding with fee income expected to cover all service costs.

Legal & Risk Implications

The Council is required to manage the licensing scheme in compliance with The Civic Government (Scotland) Act 1982 (Licensing of Short-term Lets) Order 2022 and to have this in place by 1st October, 2022.

Impact Assessment

An EqIA is included as Appendix 1 – completed September 2022

Consultation

Following the implementation of the STL Licencing Scheme on 1st October, 2022, engagement sessions have taken place with relevant stakeholders to promote the Fife Council STL Policy and respond to host and operator enquiries:

- Fife Tourism Partnership Executive Board – 22nd September 2022
- Webinar Session with STL Hosts and Operators – 23rd November 2022

1.0 Background

- 1.1 The Civic Government (Scotland) Act 1982 (Licensing of Short-term Lets) Order 2022 came into effect on 1st March, 2022. This 2022 Order introduced a requirement for Local Authorities to develop a licensing scheme for Short-term Lets (STL). All STL premises must be licensed by 1st April, 2024. Prior to the introduction of this Order, there was no requirement for short term lets to be licenced in Scotland.
- 1.2 Fife Council implemented the STL Licencing Scheme on 1st October, 2022 following approval at Cabinet Committee on 22nd September, 2022. The Scheme includes the following aspects:
 - Application Process and Fees
 - Licence Types and Term of Licence
 - Mandatory Condition (set by Scottish Government)
 - Additional Conditions (set by Fife Council)
 - Objections and Appeals
 - Housing Decision Panel
 - Planning and Control Areas
- 1.3 On 1st October, 2022, Scottish Government launched a digital marketing campaign to raise awareness of the new legislation and host requirements as part of the application process. The initial campaign took place from 1st October to 21st October, 2022 to coincide with the licensing scheme opening. The second phase of the campaign will take place in 2023, ahead of the application deadline for existing hosts. The campaign was shared with partner services, promoted on our Fife Council STL website and through social media. The second phase of the campaign will be promoted using the same approaches.
- 1.4 From 1st October, 2022, all new hosts are required to apply for a STL licence before accepting bookings or receiving guests and all new STLs must be licenced before they can operate. The existing hosts must apply for a provisional licence by 1st April, 2023.
- 1.5 On 7th December, 2022, the Scottish Government announced legislation would be laid at the Scottish Parliament in January 2023 to give existing hosts additional time to make an application for a licence. This will be a one-off, six-month extension for existing hosts to recognise the wider cost of living crisis that is placing pressure on existing STL hosts and businesses. Currently, existing hosts must apply for a licence before 1st April, 2023 and can continue operating whilst their application is being determined. Subject to the approval of the Scottish Parliament, existing hosts and operators will be required to apply for a licence before 1st October, 2023. The final deadline for all hosts and operators to have a licence is 1st July, 2024. Scottish Government anticipate that this change will be approved in March 2023.

2.0 Additional Conditions

- 2.1 Following the approval of the Short-term Let licensing Scheme on 22nd September, 2022, Cabinet Committee recommended a review of 'additional conditions' for STL Licensing Scheme by March 2023.
- 2.2 The legislation states in addition to mandatory licence conditions, which apply to all short-term lets across Scotland, licensing authorities may impose additional conditions. Additional conditions can help licensing authorities to respond to local challenges and concerns specific to certain models of short-term letting.

- 2.3 Previous feedback from the public consultation and members workshop in June 2022 indicated the need for additional conditions in relation to avoiding any anti-social behaviour negatively impacting on communities and was reflected in the Policy. Fife Council included additional conditions within the STL Licensing Policy to mitigate issues such as anti-social behaviour, noise and nuisance, unlawful activity, and privacy and security.
- 2.4 Fife Council reflected experience from delivering property licensing schemes through House in Multiple Occupation (HMO) Licensing, with the knowledge of the types of 'additional conditions' relevant to manage a successful property licensing scheme. 26 'additional conditions' apply to the STL Licensing Scheme as shown in Appendix 2.
- 2.5 It is anticipated, as the numbers of applications increase and more licenses are determined, there will be an increased knowledge of issues or concerns from stakeholders to allow for a review of the 'additional conditions'. Inspections to premises may also highlight any requirements for licence variations or the need to apply more 'additional conditions' to the Fife STL Licensing Scheme.
- 2.6 Fife Council has engaged with stakeholders following implementation of the licensing scheme. This has taken place with the Fife Tourism Partnership Executive Board in September 2022 and at a further engagement event with hosts and operators arranged through Fife Tourism Partnership in November 2022. Additional conditions were not raised as a concern at either of engagement sessions held. Fife Council will continue to meet with stakeholders including hosts, to provide support and address themes raised.
- 2.7 The interim 6-month review provides elected members with an update of the progress of implementing the scheme and at present there is no evidence of any operational difficulties in relation to additional conditions. A review will be carried out after 12 months of operation.

3.0 Short-term Let Applications

- 3.1 Since the implementation of the STL Licensing Scheme the Council have received 159 applications, this is fewer than initially anticipated compared to the numbers indicated in the September 2022 Cabinet Committee report, which noted 768 self-catering properties identified on non-domestic rates, 2,257 second homes and around 5,000 properties advertised on booking sites (during the Golf Open season). Most applications received relate to secondary letting.

Applications received between 1st October 2022 and 31st January 2023:

STL Monitor	Oct-22	Nov-22	Dec-22	Jan-23	Total	%
Applications Received	22	44	24	45	135	
Secondary Letting	18	38	20	38	114	84.4%
Home Share	2	4	1	3	10	7.4%
Home Letting	2	1	1	3	7	5.2%
Home Share and Letting	0	1	2	1	4	2.9%

- 3.2 To inform potential hosts and operators premises registered through non-domestic rates as a self-catering business were sent a letter to inform them of the STL Licensing Scheme.

3.3 Application may be made online or a paper copy. Documents requested include:

- Gas Safety Certificate (for premises with gas supply)
- Electrical Installation Condition Report (EICR)
- Portable Appliance Testing Report
- Planning permission (if required)
- Licence Fee

Floor plans may be required if requested.

3.4 The Council has issued 23 licenses to date. The Council have up to 12 months to issue a licence for current hosts and up to 9 months for new hosts (which are a priority to allow them to operate). In order to issue a licence, hosts and operators must meet the compliance conditions as noted in section 4, as we receive feedback from consultees that compliance measures are satisfactory then licences will be issued.

4.0 Compliance and Enforcement

4.1 Protective Services check applications for compliance in relation to mandatory conditions and documentation is requested including Gas Safety, Electrical Installation Condition Report (EICR) and Portable Appliance Testing Report. Further property checks are undertaken through a desk-top exercise in relation to complaints and building warrants.

4.2 A risk assessment process is used to assist in identifying properties due for an inspection. To date, 159 STL applications have been received and in line with the 10% risk-based approach 16 will be liable for a property inspection.

4.3 Legislation provides the licensing authority with options for enforcement action as required and outlined below:

- Serve enforcement notices to require licence holder to take action to put right any condition that has been breached
- Include additional licence conditions
- Vary, suspend, or revoke a licence
- Pursuance of prosecution in respect of an offence under Civic Government (Scotland) Act 1982

The council have 12 months initially to approve applications and will work with hosts and operators to meet the required standards of compliance.

4.4 Mandatory Fire consultation will be undertaken in line with requirements. Based on the fire risk assessment around 29% of applications require further consultation with Scottish Fire and Rescue Service (SFRS). There has been some delay experienced with responses from SFRS, due to systems being established.

4.5 Mandatory Police consultation will be undertaken in line with requirements. Details of all applications are sent to Police Scotland to undertake a fit and proper test. There has been a positive response rate from Police Scotland to consultation requests.

5.0 Licence Fees

5.1 Fee structures are required to recover establishment and running costs of the licensing scheme. Licence fees are set to cover the costs of administration and risk-based inspection to allow for the management of the Scheme. Each Council is responsible for setting the appropriate fee for each licence type, this means that all Local Authority fees vary depending on the licence type, licence length and the inspection regime. Appendix 3 outlines the fee structure for Fife.

5.2 Fife Council fees vary from £264 (1-2 occupants) to £518 (19-20 occupants) for a 3-year secondary let licence. Comparisons to other STL schemes are noted below.

5.3 Local Authority Highest and Lowest Fee for a Secondary Let Licence:

Lowest Fee: £189 for up to 3 bedrooms, for a 3-year licence.
£208 for more than 3 bedrooms, for a 3-year licence.
Highest Fee: £5,264 for an occupancy of 16-24 for 1-year licence.

Secondary Let Licence	Fife	LA Average	Other LA (Lowest)	Other LA (Highest)
Lowest Fee	£264 (1-2 Occupancy)	£389 (All LA fees)	£189 (max 3 bedrooms)	£653 (1-3 Occupants)
Highest Fee	£518 (19-20 Occupants)	£943 (All LA fees)	£208 (>3 bedrooms)	£5,264 (16-20 occupants)

5.4 The licence fees will be reviewed over the first year of licensing to ensure full cost recovery and may be subject to change.

6.0 Planning Control

6.1 The introduction of the licensing scheme requires Short-term Let operators to interact with the Planning Authority to establish if they have the necessary planning permissions in place when applying for a Short-term Let licence.

6.2 The current advice is that planning permission is only required for the use of a property as a short-term let if a material change of use occurs. This is determined on a case-by-case basis. However, in cases where flats with a shared entrance are being used as short term lets, planning permission is required.

6.3 Powers to designate Short Term Let Control Areas (STLCA) have been introduced to manage high concentrations of secondary lettings by restricting or preventing short term lets that affect the availability of residential housing and the character of the local community. STLCA can also help local authorities ensure that homes are used to best effect in their areas. Within a STLCA, a change of use to a short-term let will always require planning permission. It is not a ban on short-term lets but will allow planning policies to be used by local planning authorities to assess applications for such a change of use and allow communities and individuals the right to make representations through the planning application process.

6.4 Planning Services will work with Housing Services and Protective Services to identify the extent of short term lets across Fife and their impact. A decision to designate a STLCA is subject to consultation which will require evidence of the planning issues which the STLCA will address. That work will be carried out in preparing the local development plan from 2024.

7.0 Governance

- 7.1 Licensing authorities are required to maintain a public register of short-term let licenses and share the content of the register with Scottish Government on an ongoing regular basis in a format that enables analysis of the information.
- 7.2 The Housing Decision Panel (HDP) is composed of senior officers of the Council, resourced with a Legal Advisor. It is not a statutory body. The HDP will decide on applications where there are five or less valid representations (that is, notes of opposition to the granting of a licence). Where six or more valid representations are received, the decision to refuse or grant a licence will be made by the Regulation and Licensing Committee. Currently, the HDP meets around monthly to review the cases and make licence decisions. This division between of responsibility between the Committee and the HDP works well as the HMO decisions and appeals to the Sheriff Court have been minimised.
- 7.3 To date, the Council have received 3 representations from the public in relation to 2 STL premises and HDPs will be convened.

8.0 Review

- 8.1 As recommended at Cabinet Committee on 22nd September, 2022, a 12-month review of the STL Licensing Scheme will be reported by November 2023, with a further review due after 3-years of operation in 2025.

9.0 Conclusions

- 9.1 This report invites members to note the progress made on the implementation of the licensing of short-term lets from 1st October 2022 in line with legislative requirements, and the plans for further review at 12 months and 3 years post implementation.

List of Appendices

1. EqlA Summary
2. Short-term Let Additional Conditions
3. Table of Fees

Background Papers

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

- The Civic Government (Scotland) Act 1982 (Licensing of Short-term Lets) Order 2022 (legislation.gov.uk)
- The Town and Country Planning (Short-term Let Control Areas) (Scotland) Regulations 2021The Civic Government (Scotland) Act 1982 (Licensing of Short-term Lets) Order 2022 (legislation.gov.uk)
- Planning Circular 21/2021:Short-term Let Control Areas - gov.scot (www.gov.scot)

Scottish Government Guidance:

- [Part 1: Guidance for Hosts and Operators](#)
- [Part 2: Supplementary Guidance for Licensing Authorities, Letting Agencies and Platforms](#)

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Equality Impact Assessment Summary Report

<p>Which Committee report does this IA relate to (specify meeting date)?</p> <p>Cabinet Committee on 22nd September 2022</p>
<p>What are the main impacts on equality?</p> <p>Impacts will be on owners of STL licenced properties and there will be no direct equality impact. In general, STL licensing is intended to improve the conditions and safety of certain types of rented property which should benefit STL renters.</p>
<p>In relation to a strategic decision, how will inequalities of outcome caused by economic disadvantage be reduced?</p> <p>No impact. The policy will apply to anyone who is renting out a property on short-term let irrespective of protected characteristics.</p>
<p>What are the main recommendations to enhance or mitigate the impacts identified?</p> <p>No recommendations other than to monitor any potential impacts through future reviews.</p>
<p>If there are no equality impacts on any of the protected characteristics, please explain.</p> <p>As above, there will be no direct impact on equality groups.</p>
<p>Further information is available from: Name / position / contact details:</p> <p>Mhairi Mullen Service Manager (Income, Poverty & Private Housing) Housing Services Email: Mhairi.mullen@fife.gov.uk</p>

Additional Short-term Let Licence Conditions

1. Manage the Premises - The licence holder must take reasonable steps to manage the premises in such a way as to seek and prevent and deal effectively with any anti-social behaviour by guests to anyone else in the short-term let and in the locality of the short-term let.
2. Noise and Nuisance - The licence holder must take reasonable steps to:
 - Ensure that no disturbance or nuisance arises within or from the premises, for example by explaining the house rules to the guests
 - Deal effectively with any disturbance or nuisance arising within or from the premises, as soon as practicable after the licence holder is made aware of it; and
 - Ensure any vehicles belonging to guests are parked lawfully, for example explaining where any designated parking spaces are to be found and highlighting any local rules
3. Privacy and Security - The licence holder must manage the premises in such a way as to respect and protect the privacy and security of neighbours. The licence holder must ensure:
 - Guests know and understand any particular rules applying to shared areas and entrances
 - Guests understand that shared doors should be properly and securely closed after use; and
 - The provision of access codes or keys to guests cannot be used by guests to gain access to shared areas after they have finally departed
4. Noise Conditions - The licence hold must take reasonable steps to minimise noise impact on neighbouring properties to short-term lets. Reasonable steps may include:
 - Physical moderations to the property in order to minimise noise impact on neighbours, such as:
 - Replacing wood/laminate/vinyl floors with carpets; or
 - Installing door closers to prevent doors being slammed
5. Guest Arrival - The licence holder must take reasonable steps to ensure that guests do not first arrive or finally depart from the property between the hours of 11pm to 7am. The licence holder must advise guests of this as part of their booking terms and conditions. ("Reasonable steps" allows for exceptions, such as significantly delayed transport).
6. Recycling and Waste - The licence holder must provide adequate information on, and facilities for, the storage, recycling and disposal of waste.

The licence holder must provide written documentation to guests, advising them of:

 - Their responsibilities
 - The use of the bins/sacks provided for the premises
 - The location of the nearest recycling centre or recycling point

The licence holder must:

 - Clearly label bins belonging to the premises
 - Ensure that guests manage their waste in compliance when they depart
 - Maintain the bin storage area and the exterior of the premises in a clean and tidy condition
7. Common Areas - The Licence holder must not affix a key box, or other device to facilitate guest entry to the property, to any public or jointly owned private infrastructure without prior written permission of the relevant authority or owner(s). The licence holder must be able to produce the permission to the licensing authority on request.

8. Maintenance - The Licence Holder must take steps to ensure that the property, fittings and furniture, water, drainage, gas and electrical installations, are maintained throughout the period of the Licence to the standard required. The licence holder should hold all the necessary certificates. This is supplementary to the mandatory conditions.
9. Emergency Instructions - The Licence Holder must ensure that instructions to occupiers on action to be taken in the event of an emergency, together with details of who to contact in an emergency along with their contact details, is clearly and prominently displayed within the living accommodation. This is supplementary to the mandatory conditions.
10. Living Conditions - The Licence Holder must ensure that the physical standards for the living accommodation remain suitable for the duration of the licence.
11. Licence - This licence is not transferrable, and the Licence Holder must not sublet the property for use as a Short-term Let to any party. This is supplementary to the mandatory conditions.
12. Repossession - The Licence Holder must ensure that actions to secure repossession are only by lawful means.
13. LPG - Prohibition of Liquefied Petroleum Gas (LPG) room-heaters and storage of inflammable liquids:
 - (a) The licence holder shall not permit the use or storage on the premises of LPG room-heaters or, unless in an external store designed and approved for such storage, the storage of any liquified petroleum gas (LPG) or any highly inflammable liquid, gas, or substance
 - (b) This condition shall not apply to small amounts of liquids or gas sold in small non-refillable retail packs (e.g. lighter fuel or cosmetic appliance cartridges) kept by guests for their own use. Nor shall it apply to the external storage of LPG in cylinders or tanks which are provided by the licence holder for the provision of gas for cooking or for water or space heating or other domestic use, provided the storage complies fully with LPGA Codes of Practice and Building Regulation Technical Standards and that any installation connected to such cylinders or tanks complies with The Gas Safety (Installation and Use) Regulations 1998 or any amendment thereto
14. Solid Fuel Appliances - Where there is a solid fuel appliance within the premises (e.g. open fire and/or wood burning stove), the holder of the licence shall ensure:
 - (a) the chimney/flue associated with the appliance is inspected and cleaned annually by a suitably competent person
 - (b) a record of the annual inspection and cleaning of the flue is able to be produced, on request by the Council
15. Hot Tubs - Where there is a hot tub provided at the premises, the holder of the licence shall ensure:
 - (a) that it is suitably located and maintained so as to ensure it can be safely operated and used by guests
 - (b) that suitable and sufficient cleaning and disinfection procedures are in place
 - (c) that guests are provided with clear instructions on its safe use and any restrictions on its use
 - (d) that it is kept securely covered when not in use
16. Gas and Electricity - The Licence Holder shall comply with the current Ofgem provisions regarding the maximum re-sale prices of gas and electricity supplied, as appropriate.
17. Insurance - The certificates of building insurance and public liability insurance must be clearly and prominently displayed within the living accommodation for the duration of the licence.

18. Fit and Proper - The Licence Holder together with, (if applicable, any director, partner or other person concerned in the management of the licence holder) and if applicable the licence holder's agent (including any director, partner or other person concerned in the management of the agent) have been deemed fit and proper to hold a licence. In the event that any party aforementioned behaves in a way which would call into question their suitability to hold a licence, including but not limited to, any finding by a court or tribunal that they have practised unlawful discrimination; being charged with a criminal offence or of any civil or criminal proceedings relating to housing, public health, environmental health or landlord and tenant law resulting in a judgement or finding being made against them, then the Licence Holder must advise Fife Council as soon as reasonably practicable, and no later than 14 days from the date of the incident. This is supplementary to the mandatory conditions.
19. Visitor List - The Licence Holder must maintain up-to-date records of guests to include the following information:
 - (a) Guest full name and contact details
 - (b) Dates of entry and departure of each occupantThis information must be made available to Officers of Fife Council on request.
20. Obstruction - The Licence Holder must ensure that all approaches, staircases and passageways shall be kept entirely free from obstructions. All emergency exits or means of escape shall be available at all times and either capable of being opened from the inside without recourse to a key or, if a key is required, that key can be easily accessed. The layout and arrangement of premises shall be such as Fife Council consider satisfactory, where the property is inspected, to allow and permit the safe and orderly evacuation of the premises in the event of an emergency.
21. Repair - The Licence Holder must ensure that the building is maintained to a reasonable state of repair, having regard to its age, type and location. Garden and environmental areas should also be safe and adequately maintained. Both the exterior and interior of the property must be maintained in reasonable decorative order. This is supplementary to the mandatory conditions.
22. Common Repairs and Maintenance - Where the premises is in a shared building the Licence Holder should co-operate and participate in the general repair and maintenance of the building and the cleaning of common parts.
23. Tradesperson - Any repairs, safety checks, maintenance work, pest treatment or any other work carried out in respect to the property or any installations, facilities or equipment within it are carried out by a suitably competent person (relevant current training/qualifications and experience). This is supplementary to the mandatory conditions.
24. Premises Alterations - No alterations to the layout of the property including structural or non-structural shall be carried out within the licensed premises without the prior approval of the licensing authority, in writing. This is supplementary to the mandatory conditions.
25. Material Change - If there is a material change of circumstance affecting the Licence Holder, their agent or the operation of the premises; the Licence Holder, their agent or their legal representative must inform the licensing authority as soon as possible.
26. Access to the Premises - The Licence Holder shall ensure that, access is permitted to Fife Council Officers in connection with carrying out statutory duties, whether such inspections are scheduled or unannounced.

Table of Fees

Occupancy	Temporary Exemption	Temporary Licence	First Full Licence	Renewed Full Licence
1 - 2	£190	£215	£264	£264
3 - 4	£190	£243	£292	£292
5 - 6	£190	£272	£320	£320
7 - 8	£190	£300	£348	£348
9 - 10	£190	£328	£377	£377
11 - 12	£195	£356	£405	£405
13 - 14	£195	£385	£433	£433
15 - 16	£195	£413	£461	£461
17 - 18	£195	£441	£490	£490
19 - 20	£195	£469	£518	£518
<i>Where hosts and operator have a greater occupancy than those noted above the charge for each 2 additional guests is £28</i>				

9th March, 2023.
Agenda Item No. 12

Domestic Waste Service - Single Shift Pattern

Report by: Ken Gourlay, Executive Director (Enterprise and Environment)

Wards Affected: All

Purpose

The report presents the management proposal to return to a single shift pattern in the Domestic Waste Service.

Recommendation(s)

Cabinet is asked to:-

- (i) approve a new operating model for domestic waste collection which would see the end of the twin shift system and the introduction of a single shift pattern. The workforce would be deployed on a 4 day working week; and
- (ii) approve the revised capital investment requirement of £3.12m for 13 new refuse collection vehicles, subject to delivery of the revenue savings outlined in this report

Resource Implications

The managing change project will be managed within existing resources.

The introduction of a single shift pattern will require an initial capital investment of £3.12m to purchase additional RCVs. There will be an annual saving of £0.482m as a result of this change which will be used to fund the capital investment.

Fife Resource Solutions are expected to avoid costs of £0.149m as a result of this change and this will contribute towards the current budget gap within their business plan.

Legal & Risk Implications

The managing change project will follow the Council's policies and procedures and in doing so will manage and mitigate all risks and legal exposures.

There is a risk that if the life of the RCV cannot be extended to 7 years, then an additional £3.12m capital investment would be required every 5 years.

Impact Assessment

Environmental, Change and Equalities Impact Assessments have been prepared.

Consultation

Trade Unions, Fife Resource Solutions, Human Resources and Finance Service.

1.0 Background

- 1.1 The current twin shift pattern was introduced in 2012 to achieve annual revenue savings through a reduction in refuse collection vehicles.
- 1.2 The twin shift system pattern comprises a day shift working from 6.00 a.m. to 1.40 p.m. and a backshift starting at 1.20 p.m. and finishing at 9.00 p.m. Staff alternate shifts on a week-to-week basis.
- 1.3 Over the last ten years, the twin system as an operating model has become less fit for purpose. Challenges with new build housing growth, rising absence levels and excess travelling and downtime have weakened resilience.
- 1.4 The last three years have seen collection services delayed across Fife with HGV driver shortages, difficulties with vehicle parts supply, increased maintenance with older vehicles and high staff absence levels.
- 1.5 Recurring delayed collections are frustrating residents and causing reputational damage for the Council. Without some form of intervention and change, a level of service failure will continue into the foreseeable future.
- 1.6 Current performance has stabilised and all bins are being collected as scheduled but spikes in absence still leave the service vulnerable and sporadic delays in waste collection services are inevitable if the twin shift continues.
- 1.7 Returning to a single shift pattern and normal working hours has many benefits and will strengthen the service, enabling the provision of a consistent quality service going forward.
- 1.8 The September 2022 Cabinet approved a management approach to the Trade Unions to seek support for a single shift pattern based on a rotational 4 day working week. This pattern was more financially viable than a 5-day week and provided a resilience and capacity that would improve performance and absorb future demand.
- 1.9 The Trade Union engagement with the workforce on the 4-day rotational working week was positive and the majority of staff were supportive of the change.
- 1.10 If the single shift pattern is to be introduced, Cabinet must accept the revised capital investment requirement and proposed funding solution and approve the managing change project to alter the contractual terms and conditions of the domestic waste staff affected.

2.0 Management Proposal

- 2.1 The service will move from 30 crews working a daily twin system to 43 crews on a single shift 4-day rotational pattern, with a rolling day off, Monday one week, Tuesday the next, etc.
- 2.2 A 9 hour working day and new urban and rural route design with no downtime at shift change is the most efficient operating model and minimises the number of additional RCV'S required to 13.
- 2.3 The working day would start at 7.00 a.m. and finish at 4.30 p.m.

- 2.4 Every 5 weeks, staff will have a 4-day weekend with both the Friday and following Monday off.
- 2.5 Crews operating in rural areas will leave the RCVs in strategic, approved and secure locations to minimise unnecessary travelling and downtime.

3.0 Single Shift Pattern - Benefits

- 3.1 The service currently loses nearly two productive hours per day per vehicle during the shift change between crews at depots, as they leave and return to unfinished routes. This inefficiency is removed with a single shift pattern, which will see crews and their vehicles stay out till route completion.
- 3.2 A single shift pattern will need a complete redesign of routes and that will provide the opportunity to build in capacity for new build housing development.
- 3.3 Returning to collect missed bins is estimated to cost the service over £300k every year. CCTV on RCVs shows that the vast majority of missed bins are not actually presented at the kerbside between 6.00 a.m. and 7.00 a.m. This hour of the morning is too early for residents who have forgotten to present their bins the night before.
- 3.4 A single shift pattern would see collections happening in normal working hours which would allow more time for residents to present their bins in the morning. This would prevent the costs of return journeys and reduce reports of missed bins.
- 3.5 Operating during normal working hours will also stop the noise and disruption caused by vehicles and crews while people are sleeping.
- 3.6 Operating in normal hours means more daylight working in the winter and a safer road traffic environment for the public and waste collectors alike.
- 3.7 New route designs and the cessation of shift change journeys will reduce fuel usage and carbon emissions.
- 3.8 An earlier finishing time will mean landfill sites will be able to close earlier because RCVs will not need to discharge waste in the evening. This will reduce staffing and infrastructure costs for Fife Resource Solutions.
- 3.9 The removal of unsociable hours will help to attract and retain staff.
- 3.10 Working normal hours will improve the work/life balance for staff, particularly those with young families. This change supports the Council's new workstyles agenda and affords waste collectors the same benefits enjoyed by colleagues in other services.
- 3.11 A better work/life balance will support a more contented workforce and will likely see absence levels reduce.

4.0 Refuse Collection Vehicles (RCVs)

- 4.1 The smart design of new rural and urban collection routes and introduction of a 9-hour working day has limited the requirement for additional RCVs to 13.
- 4.2 The capital cost of procuring 13 RCVs at £240k per unit is £3.12m.
- 4.3 The increased fleet contract hire costs will be £368k annually.

4.4 Reduced operating time for vehicles not being run on twin shifts will extend their working life to 7 years, meaning that a reprofiling of the existing fleet capital budget could absorb the future cost of replacing the additional vehicles.

4.5 Table 1 - RCV Fuel Source Options:

Item	Diesel (£000)	Hydrogen (£000)	Electric (£000)
Capital replacement cost per RCV	240	500	500
Capital cost of 13 vehicles	3,120	6,500	6,500
Electric charging points			170
Total potential one-off capital cost	3,120	6,500	6,670

4.6 Hydrogen and/or fully electric vehicles will replace diesel RCVs over time. Unfortunately, the capital budget gap is still too wide and funding is not yet available from the Scottish Government for alternative fuel source RCVs or the substantial infrastructure costs.

4.7 Diesel is currently the only affordable option for the single shift change.

4.8 The Service is committed to a green fleet transformation and is trialling two different electric RCV models later this year and is liaising closely with Aberdeen City Council on their experience with the UK's first Hydrogen fuel cell lorry. Work on establishing the best solution for Fife will continue.

5.0 Finance

Capital

5.1 The 4-day single shift pattern requires 13 additional RCVs at £240k per vehicle, totalling **£3.12m**.

Revenue

5.2 Table 2 - Annual recurring revenue costs and savings.

Item	Saving (£000)
Fuel Saving	(225)
Repairs Saving	(99)
Staff Saving (13 FC4)	(387)
Unsocial Hours Allowance Saving	(264)
Fleet Contract Hire Costs (13 RCVs)	368
Mechanics for additional RCV maintenance (3 FC6)	125
Net Saving	(482)

- 5.3 The single shift system will generate recurring annual revenue savings of **£482k**.
- 5.4 The normal working hours of the single shift pattern will remove the need to keep landfill sites open later in the evening for tipping. The earlier closure of Lower Melville Wood and Wellwood at 6.00 p.m. will reduce costs for FRS by circa **£149k** annually.
- 5.5 The annual revenue savings of £482k pays back the £3.12m capital outlay within 7 years making the proposal financially viable without impacting on the capital budget.

6.0 Next Steps and Timeline

- 6.1 Subject to Cabinet approval, the new RCV order cannot be commissioned until formal agreement has been reached with the Trade Unions and workforce on the single shift pattern to be implemented. This could take three months through the managing change process, therefore an order for the vehicles could not be placed until July 2023.
- 6.2 The current lead-in time for manufacture and delivery of RCVs is 15 months, which would mean an October 2024 start date for the new shift pattern. This takes the service in to the quieter winter months and a better, more manageable period for introducing this scale of change.
- 6.3 Within the 18-month timeline from March 2023, the managing change exercise will be worked through and the route design work completed and tested in readiness for the single shift introduction.

7.0 Conclusion

- 7.1 The introduction of a single shift system will modernise and reset a service which has struggled in recent years. This change will improve staff wellbeing, absorb future new build demand and return reliability and confidence to a critical public service.

Report Contact

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