

Cabinet Committee

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



Thursday, 7 September 2023 - 10.00am

AGENDA

Page Nos.

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST** – In terms of Section 5 of the Code of Conduct, members of the Committee are asked to declare any interest in particular items on the agenda and the nature of the interest(s) at this stage.
3. **MINUTE** – Minute of meeting of the Cabinet Committee of 10 August 2023. 3 - 6
4. **BUDGET 2024-27 UPDATE** – Report by the Executive Director (Finance and Corporate Services). 7 – 16
5. **REVENUE MONITORING - PROVISIONAL OUTTURN 2022-23** – Report by the Executive Director (Finance and Corporate Services). 17 – 30
6. **CAPITAL INVESTMENT PLAN - PROVISIONAL OUTTURN 2022-23** – Report by the Executive Director (Finance and Corporate Services). 31 – 41
7. **DEVELOPING A TRAUMA INFORMED WORKFORCE** – Report by the Head of Customer and Online Services. 42 – 56
8. **STATUTORY CONSULTATION REPORT ON THE PROPOSAL TO RELOCATE INVERKEITHING HIGH SCHOOL FROM THE EXISTING SCHOOL SITE OF HILLENDD ROAD, INVERKEITHING TO A NEW SITE, SOUTH OF THE A985 (ADMIRALTY ROAD, ROSYTH), THE FLEET GROUNDS, ROSYTH** – Report by the Head of Education and Children's Services. 57 – 233
9. **FIFE TOURISM STRATEGY 2023-30** – Report by the Head of Business and Employability Services. 234 – 250
10. **SIGNING THE GLASGOW DECLARATION ON CLIMATE ACTION IN TOURISM** – Report by the Head of Business and Employability Services. 251 – 263
11. **COWDENBEATH LEISURE CENTRE REFURBISHMENT PROJECT** – Report by the Head of Communities and Neighbourhoods Service. 264 – 285
12. **COUNCIL TAX - CONSULTATION RESPONSE** – Report by the Head of Revenue and Commercial Services. 286 - 297

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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31 August 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 have cameras switched on during meetings and mute microphones when not speaking. During any breaks or adjournments please switch cameras off.

THE FIFE COUNCIL - CABINET COMMITTEE – BLENDED MEETING

Committee Room 2, Fife House, North Street, Glenrothes

10 August 2023

1.00pm – 2.55pm

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

ATTENDING: Ken Gourlay, Chief Executive; Eileen Rowand, Executive Director (Finance and Corporate Services), Elaine Muir, Head of Finance, Laura Robertson, Finance Operations Manager, Sharon McKenzie, Head of Human Resources, Jacqui Cameron, Service Manager and Stevie Murray, HR Lead Officer, Human Resources, 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; Pam Ewen, Head of Planning, Alastair Hamilton, Service Manager (Development Management) and Alison Wood, Planner, Planning Service; and Michael O’Gorman, Service Manager (Estates and Asset Management), Estates Service.

ALSO ATTENDING: Paul Wilson, Link Asset Group (for para. 136 only).

APOLOGIES FOR ABSENCE: Councillors Dave Dempsey, Judy Hamilton, Rosemary Liewald and Carol Lindsay.

132. DECLARATIONS OF INTEREST

Councillor Linda Erskine declared an interest at para. 139 – Equal Pay – as she had been a witness for the Council at the Employment Tribunal Hearing.

133. MINUTE

The committee considered the minute of the Cabinet Committee meeting of 29 June 2023.

Decision

The committee agreed to approve the minute.

134./

134. FIFE COUNCIL RESPONSE TO SCOTTISH GOVERNMENT CONSULTATION ON PROPOSED CHANGES TO PERMITTED DEVELOPMENT RIGHTS (PHASE 3)

The committee considered a report by the Head of Planning seeking approval of a proposed response to the Scottish Government's consultation on Phase 3 Amendments to Permitted Development Rights (PDR) applying to various forms of development for both domestic and non-domestic properties. PDRs are rights to undertake different types of development and changes to land and property which individuals and businesses can undertake without requiring planning permission.

Decision

The committee:-

- (1) reviewed and approved the proposed consultation response as set out within the Appendix to the report;
- (2) authorised officers to submit the consultation to the Scottish Government; and
- (3) delegated to the Head of Planning, in conjunction with the Convener and the Finance, Economy and Strategic Planning Spokesperson, to include additional comments agreed by this committee and respond to the consultation, forwarding a copy of the response being submitted to the Scottish Government to the political group leaders.

135. CONSULTATION RESPONSE TO LOCAL LIVING AND 20-MINUTE NEIGHBOURHOODS: DRAFT PLANNING GUIDANCE

The committee considered a report by the Head of Planning seeking approval of a proposed response to the Scottish Government consultation on the draft Local Living and 20-minute Neighbourhoods: Draft Planning Guidance.

Decision

The committee:-

- (1) reviewed and approved the proposed consultation response as set out in the Appendix to the report;
- (2) authorised officers to submit the consultation to the Scottish Government; and
- (3) delegated to the Head of Planning, in conjunction with the Convener and the Finance, Economy and Strategic Planning Spokesperson, to include additional comments agreed by this committee and respond to the consultation, forwarding a copy of the response submitted to the Scottish Government to the political group leaders.

136./

136. TREASURY MANAGEMENT 2023-26

The committee considered a report by the Executive Director (Finance and Corporate Services) requesting members to adopt the Treasury Management Code 2021 for inclusion in the financial regulations and to adopt the Treasury Management Policy Statements. The report outlined the revised Treasury Management Strategy and Investment Strategy of the council following the recently approved Capital Investment Plan and sought members' approval of the associated prudential indicators.

Decision

The committee agreed to:-

- (1) adopt the Treasury Management Code 2021 Edition as published by the Chartered Institute of Public Finance and Accounting (CIPFA);
- (2) adopt the clauses in paragraph 2.1 of the report as part of the council's Financial Regulations;
- (3) adopt the Treasury Management Policy Statement;
- (4) approve the Treasury and Management Strategies;
- (5) approve the Statutory Repayment of Loans Fund Advances Policy; and
- (6) approve the revised Prudential Indicators detailed within Appendix C which were agreed at the Fife Council meeting on 22 June 2023.

The meeting adjourned at 2.00pm and reconvened at 2.10pm.

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 Part 1 of Schedule 7A of the Act (relevant paragraph numbers are detailed beside the heading to each item).

137. AFFORDABLE HOUSING PROGRAMME - LEVEN MILL, GLENROTHES (PRIVATE REPORT) (paras. 8 and 9)

The committee considered a joint report by the Head of Housing Services and the Head of Property seeking authority, as part of the ongoing implementation of the Transitional Affordable Housing Programme (TAHP 2022-24), to purchase affordable homes for social rent at Leven Mill, Glenrothes.

Decision

The committee authorised the Head of Legal and Democratic Services to enter into legally binding agreements, on terms to their satisfaction, for the acquisition of newly constructed affordable homes at Leven Mill, Glenrothes.

138./

138. AFFORDABLE HOUSING PROGRAMME - MAIN ROAD, GAULDRY (PRIVATE REPORT) (paras. 8 and 9)

The committee considered a joint report by the Head of Housing Services and the Head of Property seeking authority, as part of the ongoing implementation of the Transitional Affordable Housing Programme (TAHP 2022-24), to conclude legally binding agreements for the acquisition of land and the delivery of affordable (older persons) homes for social rent and an employee welfare unit at Main Road, Gauldry.

Decision

The committee:-

- (1) agreed to purchase land at Main Road, Gauldry for affordable housing in accordance with the policy framework established by the 2023/24 Strategic Housing Investment Plan (SHIP); and
- (2) noted that, following purchase, the council would enter into a Design and Build contract for the development of new affordable homes and an employee welfare unit at the site at Main Road, Gauldry for a total indicative price (including the land acquisition) recognising that the figure may be adjusted as detail of the proposal was finalised.

Councillor Linda Erskine, having declared an interest in the following item, left the meeting at this stage.

139. EQUAL PAY (PRIVATE REPORT) (paras. 11 and 12)

The Committee considered a report by the Executive Director (Finance and Corporate Services) providing an update on the outcome of the Employment Tribunal determination of the equal pay claims against Fife Council on behalf of current and former Fife Council employees.

Decision

The Committee:-

- (1) noted the decision of the Employment Tribunal;
- (2) accepted the advice on options and next steps, as informed by the council's independent legal adviser and officers; and
- (3) agreed all other recommendations contained within the report.

7 September 2023
Agenda Item No. 4

Budget 2024-27 Update

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

Wards Affected: All

Purpose

The purpose of this report is to provide Cabinet Committee with an update on the General Fund Revenue Budget for 2024 onwards following the publication of the Scottish Government's updated Medium Term Financial Strategy and the impact on our financial planning assumptions and our planned approach to achieve a sustainable and balanced budget.

Recommendation(s)

Cabinet Committee are asked to note:

- (1) the updated financial planning assumptions;
- (2) the continuing uncertainty around these planning assumptions; and
- (3) the planned approach to achieve a sustainable and balanced budget for 2024-25 onwards.

Resource Implications

The report identifies significant resource implications that must be considered in the planning of the budget for 2024-25 and future years.

Legal & Risk Implications

It is a statutory requirement for the council to set a balanced budget.

Impact Assessment

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

Consultation

None in relation to this report.

1.0 Background

- 1.1 Following the council setting its budget on 9 February 2023, there remained an indicative budget gap of £23.5m for 2024-25, rising to £45.9m for 2025-26. Using the same assumptions, the budget gap would rise again to £59.5m for 2026-27. These assumptions have now been reviewed and baseline figures revised.
- 1.2 While reviewing the budget planning assumptions, we have considered the Scottish Government's Medium Term Financial Strategy (MTFS) published in May 2023 in conjunction with the Resource Spending Review published in May 2022.

2.0 Scottish Government Medium Term Financial Strategy

- 2.1 The Scottish Government's MTFS sets out the financial outlook from 2023-24 to 2027-28 and, although not a detailed budget, does give a background for financial planning over that timeframe.
- 2.2 The Scottish Government is expecting the financial outlook to remain challenging over the medium-term. Revenue funding is forecast to increase from £45.260bn in 2023-24 to £50.971bn in 2027-28 while spending requirements are anticipated to increase to £52.846bn by 2027-28, creating a gap of £1.875bn. Table A breaks this down to show Local Government estimated spending requirements against Social Security, Health and Social Care, and Other budgets. As the Scottish Government is also required to set a balanced budget, difficult decisions on spending priorities will be needed.

Table A. 1: Central Resource Spending Outlook

	2023-24	2024-25	2025-26	2026-27	2027-28
Social Security	5,290	6,192	6,638	7,000	7,389
Health and Social Care	18,176	18,903	19,660	20,446	21,264
Local Government	10,958	11,403	11,720	12,054	12,417
Other	10,836	11,076	11,513	11,513	11,777
Total	45,260	47,575	49,304	51,013	52,846
Central Funding Outlook	45,260	46,535	47,917	49,415	50,971
Modelled Shortfall	0	-1,040	-1,387	-1,598	-1,875
		-2%	-3%	-3%	-4%

- 2.3 There is a great deal of uncertainty in these figures given the wider economic situation, the effect of inflation and the unknown scale of future UK Government budgets. Key points are:
- The Scottish Government's MTFS uses a central pay award scenario of 2% for all sectors from 2024-25 onwards.
 - For Health and Social Care the previous modelling assumption of 3.5% annual growth rate has been increased to 4.0% each year.
 - Non-pay inflation is based on forecasts by the Office for Budget Responsibility (OBR) that fall from the current peak and vary between 1.0% and 1.7% during the period shown.
 - The Scottish Government acknowledges the risk of inflation not falling as anticipated by the OBR and that any additional costs would need to be managed within available budgets.
 - Demand-led expenditure and demographic change both carry a degree of forecast risk.
 - Although the Local Government line increases over time, the Scottish Government is facing an overall shortfall, and that shortfall could be partly met from the Local Government outlook.
- 2.4 The MTFS confirms the commitment to a New Deal for Local Government including a Fiscal Framework that “will seek to simplify and consolidate the Local Government Settlement to ensure reduced reliance on ring-fenced funding and establish clear routes to explore local revenue raising opportunities”.

Verity House Agreement

- 2.5 In June 2023, the Verity House Agreement between the Scottish Government and COSLA set out the New Deal with Local Government. The three shared priorities of tackling poverty, just transition to net zero and sustainable public services were agreed along with a timetable of further work. A Fiscal Framework between Scottish and Local Government is due to be completed by the end of September 2023 with an emphasis on early budget engagement.
- 2.6 For the Local Government Settlement, the default position is now “no ring-fencing or direction of funding” and will be simplified and consolidated. Current funding lines and in-year transfers will be reviewed by the end of October 2023 with the intention of merging into General Revenue Grant from financial year 2024-25.

3.0 Impact on Fife Council’s Financial Planning

Review of General Fund Revenue Budget Gap

- 3.1 The council has its own MTFS and it is regularly reviewed and relied upon when planning for the future. The council has taken the opportunity to review the principles and assumptions contained in its MTFS and determined that no changes are required. The MTFS is attached as Appendix 2 to this report.

- 3.2 The Resource Spending Review (RSR), published May 2022, provided flat line (in cash terms) revenue funding for Local Government for the following three years (2023-2026). That assumption was used during the last year to forecast the level of government grant funding the council would receive. The figures the Scottish Government have published in this year's MTFs, paragraph 2.2 above, suggest this is still a reasonable assumption as their shortfall could be partly met from the Local Government outlook. Recognising the difficulty in accurately forecasting into the future, three scenarios are shown in Table 1 below. The most positive scenario assumes a 1% increase in government grant, the central scenario assumes flat cash and the least positive scenario a 1% decrease. The implications of the Verity House Agreement will need to be incorporated when they are announced and, with the uncertainty about what will finally be agreed, it is currently not possible to assess the financial implications for Fife.
- 3.3 In line with the MTFs, an annual increase of 3% for council tax has been assumed in the budget model although this is ultimately a political decision. Each 1% increase would generate approximately £1.9m additional income. There is ongoing consultation around changes to charging for council tax including increasing the multipliers for properties in bands E-H and charging criteria for dwellings that are deemed Second Homes and Long-Term Empty Properties. Any decisions made by the Scottish Government will be incorporated into the budget model. As a guideline, increasing the multipliers for bands E-H would generate an estimated £8m-£9m additional income for Fife with the caveat that there may be a knock-on impact for Scottish Government grant distribution.
- 3.4 A pay award for non-teaching staff has not yet been agreed for 2023-24. The current pay offer is 5% effective from 1 April 2023 with a further increase effective from 1 January 2024 of £0.45/hour, 2.5%, 1.5%, or 1.0% depending on grade. There is a wide gap between that pay offer and the current Trade Union pay claim, effective from 1 April 2023, of 12% or £4,000, whichever is greater, underpinned by a £15/hour minimum wage. Although provision based on the current pay offer has been made in the council's budget model there is a risk that any increase from the current pay offer without additional funding would increase the budget gap. For 2024-25 allowance has been made in the budget model for 3.0% pay awards for all employee groups, and 2.5% from 2025-26 onwards.
- 3.5 Inflation (CPI) is currently 8.7% at May 2023 after peaking at 11.1% in October 2022. The OBR expects this to fall sharply to reach the 1.0% to 1.7% range shown in the Scottish Governments assumption. Given the uncertainty and risk surrounding that forecast, it is considered prudent to allow for 2.5% inflation in Fife's budget model. Energy costs have also been updated for the most recent price forecasts that show an approximate increase of 16% for 2024-25.
- 3.6 Although the council has significant reserves as reported in the financial outturn report, these cannot be used as a sustainable solution to close the budget gap as they are one-off in nature. There are significant commitments earmarked against reserves and they can only be used to fund one-off cost pressures.
- 3.7 The current policy is to maintain a minimum of uncommitted General Fund balances of 2% of budgeted expenditure over a three-year period. Whilst General Fund balances are currently forecast to be below this level within the next three year, it is too early to plan to restore balances and the need to do so will be assessed once the 2023-24 pay award is agreed. This will continue to be monitored closely.
- 3.8 Shown below is a summary of the updated budget gap. A summary of the main changes in budget planning assumptions are detailed in Appendix A.

Table 1	2024-25	2025-26	2026-27
Budget Gap (before Council Tax increase)	£m	£m	£m
Most Positive Scenario	13.3	26.4	41.5
Central Scenario	21.9	43.5	67.3
Least Positive Scenario	30.4	60.4	90.6

For planning purposes, we will work with the central scenario and, in line with the MTFs, plan for a 3% council tax increase.

Table 2	2024-25	2025-26	2026-27
Revised Budget Gap (including Council Tax increase)	£m	£m	£m
Central Scenario	21.9	43.5	67.3
Annual 3% Council Tax Increase	-5.8	-11.7	-17.8
Revised Central Scenario	16.1	31.8	49.5

Strategy to Close the Budget Gap

- 3.9 Budget constraints and increasing cost pressures are putting councils' finances under severe strain. With an increasing proportion of funding being ringfenced or directed for national policy initiatives, there is less scope to properly plan ahead and target resources to local needs. As a result, councils are being faced with having to make increasingly difficult choices about spending priorities and service provision. In recent years, Fife Council has managed its budget without needing to make significant cuts to service but the position going forward is now much more challenging.
- 3.10 A report was considered at Cabinet Committee on 29 June 2023 titled Recovery to Reform – People and Communities. It set out a basis for organisational change in the council over the medium-term that will lead to proposals later this year for changes to operating arrangements.
- 3.11 Additional options to close the budget gap that are being explored include – improvements in productivity including digital enhancements, potential policy options, flexibilities around conditional grant funding and a review of council fees and charges.
- 3.12 CET continue to consider the change planning requirements and develop three-year Change Plans aligned to our strategic intent and ambitions. The Change Plans will be structured around three key sections:
- 1) Policy and outcome alignment
 - 2) Changes to operating arrangements
 - 3) Digital and Data

- 3.13 Executive Directors are working closely with Heads of Service and relevant Business Partners to develop change plans with progress updates reported to the Recovery and Reform Board.
- 3.14 Proposals are being prepared with a focus on short-term savings for 2024-25 alongside further proposals for service redesign over the three-year planning period. These proposals will be shared with political groups and there will also be Trade Union engagement in the coming months.

4.0 Conclusions

- 4.1 The previously published indicative budget gap has been updated to reflect the increased financial challenge that the council faces in the coming years and work is continuing provide a sustainable response to the challenge.
- 4.2 The financial outlook continues to be extremely challenging and significant change will be needed to safeguard the financial sustainability of the Council.

List of Appendices

1. General Fund Revenue Budget – Planning Assumptions
2. Fife Council Medium Term Financial Strategy

Background Papers

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

- [The Scottish Government's Medium-Term Financial Strategy](#)
- [Scotland's Economic and Fiscal Forecasts](#)
- [Bank of England Monetary Policy Report – May 2023](#)
- [Office of National Statistics - Consumer Price Inflation](#)
- [OBR Inflation Forecast](#)
- [Audit Scotland Local government in Scotland: Overview 2023](#)

Report Contact

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General Fund Revenue Budget - Planning Assumptions

	Feb-23			Central Scenario Sep-23		
	2024-25	2025-26	2026-27	2024-25	2025-26	2026-27
General Fund	£m	£m	£m	£m	£m	£m
Revised Budget Gap (including assumed Council Tax increases)	17.7	34.0	41.5	16.1	31.8	49.5

Assumptions

Inflation:

Pay & Pension	2.5%	2.5%	2.5%	3.0%	2.5%	2.5%
Other Inflation	3.0%	3.0%	2.5%	2.5%	2.5%	2.5%

Demographic Growth	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
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Grant Level	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
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Council Tax	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
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Health & Social Care Partnership Reduction	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
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Fife Council Medium Term Finance Strategy – 2024-27

Introduction

The Medium-Term Finance Strategy (MTFS) has been developed against a backdrop of an increasingly complex and uncertain environment. The principles contained within this strategy provide a basis for modelling and estimating the future budget gap. Members take the actual decisions that will close the budget gap and the MTFS is designed to support them in their decision making and to capture the scale of the future financial challenge.

In its report last year, the Accounts Commission recognised that Councils have had a very difficult period recovering from the pandemic as well as facing challenges in dealing with increased demand, backlogs and meeting expectations. This has all been against a backdrop of a long-standing pressures such as increased demand from an ageing population and rising poverty and inequality.

The Council has operated in challenging circumstances for several years. Since dealing with the response to the COVID-19 pandemic, there are several factors which UK and Scottish Governments are addressing which also impact directly on Councils. These include increasing levels of inflation, the impact of war in Ukraine on energy prices, employee pay deals across several sectors as well as continuing the recovery from the pandemic.

Increased inflation levels have resulted in pressure areas for both pay and non-pay costs. Further, the Cost-of-Living crisis is putting pressure on individuals who require support from the Council.

The Council is committed to addressing these challenges with robust financial planning and, as such, has set out, in full, the principles of the MTFS.

Given the challenging environment, the MTFS sets out the framework/principles for financial planning, budgeting, change programme, risks and reserves. The MTFS will out set out the assumptions used when arriving at the budget gap.

Principles of Medium-Term Financial Strategy

The Council will adopt the following principles as the foundation for the revenue budget strategy:

Financial Planning Assumptions

- Make provision for pay inflation in the budget gap calculations based on assumptions of inflationary increase.
- Make provision for non-pay inflation in budget gap calculations for contracts and legislative requirements only (e.g. PPP). Additional inflation may be provided for in exceptional circumstances such as Energy Costs.
- Demographic cost pressures will be considered following the development of relevant strategies and evidenced based modelling. It should be recognised that any net growth will result in an increase to the budget gap and will require cost reductions elsewhere to fund.

- It's assumed all Scottish Government priorities (New Burdens) will be fully funded.
- Service pressures will be monitored both by Directorates and corporately. A small level of contingencies will be retained to provide a modest level of cover to deal with unmanageable pressures.
- Business Cases for capital expenditure should demonstrate revenue costs and financial affordability and sustainability. No corporate funding to be assumed in business cases.
- The level of funding provided to the H&SC partnership will be based on the requirements of the finance circular and will factor in the level of grant that is received.
- Council Tax will be increased by a minimum of 3% per annum and will be reviewed annually. An allowance for buoyancy will also be made.
- Income from Fees and Charges will be factored into the budget process and partially offset any corporate increase provided for inflation.

Budgeting

- Passporting of Scottish Government funding will be based on need rather than grant received.
- Inflation provisions will be added to Service budgets.

Change Programme

- A corporate change programme will support Directorates to redesign their services with the aim to drive out savings and efficiencies.

Risks and Reserves

- The main purpose for holding balances is to manage risk, smooth uneven cashflow and provide flexibility for unforeseen circumstances. The strategy is based on holding a level of balances to mitigate against risk rather than providing for this elsewhere in the revenue budget.
- A financial risk register is used to record risk and the action being taken to mitigate against that risk. The risk register is presented to Fife Council as part of budget strategy reporting.
- The Council will not provide for the financial risks in full, however, will hold sufficient balances to provide a level of coverage, with the policy being to hold uncommitted balances of a minimum of 2% of general fund budget over a rolling 3-year period. This means that balances can be greater or less than 2% in any one financial year.
- Commitments against Balances are regularly reviewed and reported to Committee.

General Principles

- The Council will balance its budget.
- A 3-year planning horizon is used for the Medium Term.
- Movement in budget assumptions will be reviewed during the year and updated when required.
- The budget strategy will be agreed by Elected Members. The strategy will be reviewed on annual basis and key factors such as level of grant and new burdens and the priorities of the Council will influence any refinement.

Revenue Budget 2024-27 Assumptions

When calculating the Estimated Budget Requirement (EBR), anticipated funding levels and subsequent gap several assumptions are used. These are summarised in the following tables:

Budget Assumption for MTFS	Assumption Applied
Council Tax	Council Tax increase of a minimum of 3% and will be reviewed annually Council Tax Buoyancy included
Government Grant	In line with grant levels provided in the Local Government Finance Settlement
Pay Awards	In line with agreed pay settlements for all bargaining groups
Pension Contributions	Per the Actuarial Valuation
National Insurance	Agreed rates
Non-Pay Inflation	Reflecting significant contracts
Discretionary Fees and Charges	Income from Charges policy CPI +1% or alternatively in line with minimum Council Tax increase in times of high inflation.
Health and Social Care Grant Reduction	As per the requirements of finance circular taking recognition of grant received.

7 September 2023
Agenda Item No. 5

Revenue Monitoring 2023-24

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 2023-24.

Recommendations

It is recommended that members:-

- (i) note the high-level financial position as detailed in this report;
- (ii) note that there are ongoing financial impacts arising from the current economic climate which continue to be managed by Services with an element of protection from inflationary risk being accounted for centrally;
- (iii) instruct Services to mitigate overspends as far as possible and ensure strong financial management;
- (iv) that detailed monitoring reports will be submitted to the relevant Scrutiny Committees; and
- (v) request that Scrutiny Committees ensure appropriate level of support and challenge in relation to financial reports.

Resource Implications

Whilst the current forecast presents a modest overspend of £1.162m in the current year, some service underspends of £9.222m will immediately be committed to ensure certain conditions of funding are met next year. In addition, some overspends (currently estimated at £2.161m) may be funded from existing commitments against balances, for example, impacts relating to COVID-19 and some additional inflationary costs. To account for the ring-fenced nature of the variances, commitments against balances have been updated and will reduce the level of uncommitted balances to £12.683m.

The current forecast assumes that the financial impact of ongoing pay negotiations for non-teaching staff is fully funded. It is possible that the budget provision combined with any grant funding provided may be higher than the eventual costs incurred.

The scale of financial pressures on the Council linked to the considerable inflationary cost pressures going forward remain substantial and uncertain. Some Services are managing large overspends and actions to minimise or mitigate these should be taken.

Legal & Risk Implications

There are no direct legal implications arising from this report.

Impact Assessment

An EqlA 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 from the current economic crisis and increased levels of inflation as well as uncertainty associated with pay awards, funding levels and interest rates.
- 1.2 The Revenue Budget for 2023-24 was set using a different approach from previous years. As prior year's outturn positions had been favourable, a short-term strategy was considered and the budget gap was reduced by realigning budgets with recurring underspends, substituting some funding streams for core funding and the approach to budgeting for vacancy management was changed to take account of the actual vacancy level being experienced over recent years. In doing so, no savings proposals from Services were required, therefore, there is no savings tracker included in this report. Monitoring of the progress of this strategy will be carried out by considering the forecast outturn position throughout the year and beyond.
- 1.3 This approach is not without risk and accordingly this is reflected in the council's financial risk register with the risk being carried corporately rather than at a service level. As the year progresses, any areas of risk will become apparent through the regular forecasts.
- 1.4 Another means of closing the budget gap for the current year was use of the updated accounting guidance in respect of Service Concession arrangements.
- 1.5 A very modest amount of General Fund balances were also used to close the residual budget gap as well as provide for some one-off investment to deal with inflationary pressures and the current cost of living crisis.
- 1.6 More recently, the council approved the Capital Plan Review for the period 2023-33 and committed the use a further £17.0m from general fund balances to fund capital projects and enhance the capital investment plans of the council.
- 1.7 This report reflects the decisions taken in respect of the Revenue Budget 2023-24 and the Capital Plan Review 2023-33. The 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 explanations of forecast variances and analysis by Service is detailed in Appendices 1 to 4 of this report.
- 1.8 There are continued uncertainties which may be significant given the wider economic situation, inflationary pressures impacting all supply chains (notably energy, fuel, construction costs and other commodities) and employee costs. Further commentary relating to financial planning in the medium term is provided in a separate report on this agenda and considers the scale of future budget challenges.

- 1.9 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 – General Fund

Pay Award

- 2.1 The pay awards for 2023/24 for teachers were settled in March 2023. The council made provision for a pay award, however, the outcome of the pay settlement will cost less than the provision in the budget, combined with the level of funding being provided for that group of staff.
- 2.2 The level of pay award for 2023-24 for non-teaching staff has yet to be agreed. The council has made provision for an anticipated pay award which is being held in contingencies until costs are known. Once the pay award is agreed, service budgets will be increased accordingly in line with the agreed settlement. It is possible that the budget provision combined with any grant funding provided may be higher than the eventual costs incurred.
- 2.3 To date, the Scottish Government have baselined the additional funding for pay awards provided in 2022-23 and confirmed they will fund elements of the pay award for 2023-24 with £155m being made available across Scotland as additional General Revenue Grant. Fife's share is estimated to be £10.438m.

COVID-19 Recovery

- 2.4 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 the costs in those years. Loss of income remains a particular challenge in several areas and may take several years to recover. Where legacy COVID costs are resulting in Directorate overspends, they will be funded from commitments against balances. These are deducted in the final column of Appendix 1 as an adjustment to the forecast.

Other pressures – Economic/Cost of Living Crisis

- 2.5 The current economic situation is concerning in terms of the possible financial repercussions of continuing high inflation and high interest rates. These inflationary pressures mean the council is already experiencing increased costs, most notably, energy costs (a further £6.0m in 2023/24) along with others such as food, fuel and other commodities.
- 2.6 The cost-of-living crisis is increasingly affecting households and, as such, commitments for several approved Cost of Living support measures are reflected in the budget.

2023-24 Revenue Budget

- 2.7 The current revenue budget of £996m is shown in Appendix 1. Changes have been made to the budget since the budget was approved in February 2023 and these all relate to previous commitments made against general fund balances now being allocated to the relevant Service budgets. The table below shows all budget changes since the revenue budget was approved.

Table 1 – General Fund – Revenue Budget Movement

	Total Expenditure £m
2023-24 Budget (Financial Plans)	975.670
Budgets Funded from/(to) Balances	
- Business Support & Low Income Household	1.148
- Continuing Financial Consequences of COVID-19	1.853
- Carry Forward - DSM	3.665
- Carry Forward - SG Specific Funding	8.811
- Carry Forward - Specific Carry Forwards	4.048
- Carry Forward - Others	0.584
- Change Fund	0.100
Current 2023-24 Budget (June 2023)	995.879

2023-24 Annual Forecast

- 2.8 The current forecast suggests a modest overspend in the current year of £1.162m. This is a combined result of service overspends of £1.545m (0.16% of budgeted expenditure) and an underspend of £2.183m in Additional Items and an under-recovery of £1.8m Council Tax income as shown in the Table 2 below:-

Table 2 – General Fund – 2023-24 Summarised Forecast Statement

	Annual Budget	Forecast	Variance	Variance excluding cfwd commitments
	£m	£m	£m	£m
Service Totals	922.779	924.324	1.545	8.606
Additional Items	73.100	70.917	(2.183)	(2.183)
Total Expenditure	995.879	995.241	(0.638)	6.423
Financing	(995.879)	(994.079)	1.800	1.800
CONTRIBUTION (TO) / FROM BALANCES	0.000	1.162	1.162	8.223

- 2.9 The overspend of £1.545m on service expenditure is offset by an underspend of £2.183m in Loan Charges. The Loan Charges budget is fixed and provides for principal repayments and interest rates which are due to increase in the coming years. This is a result of higher interest rates as well as a substantial increase in investment. There will be an increase in the cost of borrowing in future years in line with the phasing of capital expenditure over the lifetime of the capital investment plan. The current underspend is due to the actual borrowing from the loans fund being undertaken in 2022-23 being less than anticipated due to the level of cash balances held and the re-phasing of the capital plan resulting in reduced interest costs.
- 2.10 There is an estimated reduction in council tax income of £1.8m because the level of Council Tax Reduction is greater than expected and results in a reduced yield from Council Tax compared to the budgeted levels. This is a similar picture to the outturn position for 2022-23 and may be linked to the cost-of-living crisis.

- 2.11 Whilst the forecast position for the year is an overspend of £1.162m, there are some items that skew the reported position. To assist with understanding, a column has been added to Appendix 1 which aims to highlight the likely position after the year end and the likely impact on general fund balances. Some service underspends of £9.222m will immediately be committed to ensure certain conditions of funding are met so will not increase the uncommitted balances. In addition, some overspends (currently estimated at £2.161m) may be funded from existing commitments against balances, for example impacts relating to COVID-19 and some additional inflationary costs. This column shows that the final impact on the level of general fund balances will be a reduction of £8.233m. Section 4 below provides more information on balances position.

Whilst the current forecast looks to be detrimental to the balances' position, the outcome of the pay settlement for non-teaching staff is still unknown. There is a possibility that once the pay settlement is agreed, the funding held in reserve by the council may exceed the costs. If this is the case, then there would be a favourable movement to the current reported position.

- 2.12 Service budgets have been reduced during the budget process; therefore, close monitoring of any Service overspends will continue to ensure any areas of emerging risk is identified, as mentioned in paragraph 1.3. Services should continue to apply sound financial management practices and mitigate against any overspends and take corrective action to maintain costs within budget wherever possible.
- 2.13 The service level variances and movement are set out and explained in more detail at Appendices 1 and 2.

3.0 Financial Overview – Housing Revenue Account

Housing Revenue Account (HRA)

- 3.1 The Housing Revenue (HRA) Account forecast position is shown in Appendix 3.
- 3.2 As a result of significant pressures across the HRA, it is projected that the CFCR will need to reduce by £6.119m to offset overspends across the HRA. Repairs and Maintenance is forecasting an overspend of £6.897m which is due to both the ongoing impact from the Temporary Accommodation Court Judgement and continued high inflation on materials and employee costs.
- 3.3 The HRA is forecasting a net withdrawal from balances of £1.904m. The net withdrawal relates to projects previously approved at committee and the withdrawal of contributions made into balances at the end of 22-23. There is a requirement for the HRA to maintain uncommitted balances at 2% of Net Rental Income. Contributions required to maintain minimum balances at this level are built into business planning assumptions.
- 3.4 Appendices 3 and 4 provide further detailed variance analysis and commentaries on all variances that exceed +/- £250k.

4.0 Balances

4.1 General Fund Balances

- 4.1.1 Appendix 5 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 and the breakdown is detailed in the Appendix.

- 4.1.2 Whilst the opening balance of £216.054m was exceptional, it was a direct result of the revised accounting arrangements for Service Concession arrangements as well as levels of grant funding received but not required in the year. Budgets of £32.611m have been transferred to Services and are detailed in Table 1 of Section 3. The current year forecast overspend of £1.162m detailed in Section 2 will reduce the level of balances, with the estimated level before commitments being £182.281m.
- 4.1.3 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 Capital Plan Review and re-phased to reflect expenditure forecasts. Commitments were also updated to reflect the council decision to use £8.0m for investment and £17.0m to support capital investment.
- 4.1.4 Some of the current service underspends must be immediately committed to honour guaranteed carry forward arrangements such as Devolved School Management (DSM), Pupil Equity Funding (PEF) and Whole Family Wellbeing Fund. After accounting for these commitments, general fund balances are absorbing the remaining Service overspends of £7.061m, meaning a reduction in the level of uncommitted balances of £8.223m.
- 4.1.5 During the year and, in future, commitments against balances will be added to Service budgets on the basis of need as it arises.

Earmarked and Commitments against Balances

- 4.1.6 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.
- 4.1.7 Commitments represent items for which provision has been made but the costs are yet to be incurred.
- 4.1.8 After taking account of all earmarked balances and commitments, the level of uncommitted balances as at 31 March 2026 is expected to be £12.683m which equates to approximately 1.3% of the revenue budget. The policy minimum is to maintain a level of 2% balances over a rolling three year period which means that the level can dip below 2% level provided it returns to 2% within three years.
- 4.1.9 There is no plan, at this stage, to restore balances given it is still early in the financial year and forecasts tend to improve over the year. In addition, whilst the outcome of the ongoing pay negotiations is uncertain, there is a possibility that the impact could have a positive impact on the outturn position. This will be kept under review and committee will be provided with regular updates in future reports.

4.2 HRA Balances

- 4.2.1 The opening HRA balance was £7.380m. There are planned withdrawals in year totalling £1.904m which are detailed in Appendix 4.

5.0 Conclusions

- 5.1 There is currently a forecast overspend of £1.162m. However, there are some Service underspends which will need to be committed next year, meaning the impact on balances is more significant. There are some Service overspends that will need some corrective/mitigating actions to bring costs down to a more sustainable level. In the meantime, there is some short-term assistance being provided where overspends are related to COVID-19 or increased inflation.
- 5.2 The positive balances position is providing the council with a level of protection from 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 £12.683m in future years which is below the policy minimum. No plans are underway at the moment to restore balances given the outcome of pay negotiations are yet to be concluded. This will be closely monitored over the year.
- 5.3 The forecast position for the council's Housing Revenue Account in 2023-24 is an overspend of £1.904m. The level of HRA balances, allowing for all commitments, is £2.506m which is in line with the policy minimum.

List of Appendices

1. General Fund Revenue Summary 2023-24
2. General Fund Variance Analysis
3. Housing Revenue Account Summary 2023-24
4. Housing Revenue Account Variance Analysis
5. Summary of Balances

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Appendix 1

FIFE COUNCIL GENERAL FUND REVENUE SUMMARY 2023-24

	Annual Budget £m	Forecast £m	Variance £m	Variance excluding funding commitments £m
EDUCATION & CHILDREN'S SERVICES				
Education (Devolved)	245.731	238.115	(7.616)	0.000
Education (Non Devolved)	122.240	127.272	5.032	5.032
Children and Families	67.005	65.900	(1.105)	0.501
Criminal Justice Service	0.102	0.102	0.000	0.000
	435.078	431.389	(3.689)	5.533
HEALTH & SOCIAL CARE				
Health & Social Care	215.896	218.372	2.476	2.476
Financial Recovery Plan/Reserves		(2.476)	(2.476)	(2.476)
	215.896	215.896	0.000	0.000
ENTERPRISE & ENVIRONMENT				
Assets, Transportation and Environment Planning	102.268	105.457	3.189	2.770
Protective Services	1.832	1.832	0.000	0.000
Business & Employability Service	2.604	2.604	0.000	0.000
Property Repairs and Maintenance	6.062	6.062	0.000	0.000
	14.581	14.581	0.000	0.000
	127.347	130.536	3.189	2.770
COMMUNITIES				
Housing & Neighbourhood Services	14.431	14.474	0.043	0.043
Communities & Neighbourhood Customer & Online Services	52.125	53.617	1.492	0.000
	15.542	15.542	0.000	0.000
	82.098	83.633	1.535	0.043
FINANCE & CORPORATE SERVICES				
Assessors	1.980	2.032	0.052	0.052
Finance	5.255	5.255	0.000	0.000
Revenue & Commercial Services	15.858	15.858	0.000	0.000
Human Resources	6.771	7.021	0.250	0.000
Business Technology Solutions	18.546	18.754	0.208	0.208
Legal & Democratic Services	4.131	4.131	0.000	0.000
	52.541	53.051	0.510	0.260
Miscellaneous	0.186	0.186	0.000	0.000
Housing Benefits	6.628	6.628	0.000	0.000
	59.355	59.865	0.510	0.260
CHIEF EXECUTIVE				
Chief Executive	0.307	0.307	0.000	0.000
Corporate and Democratic Core	2.698	2.698	0.000	0.000
	3.005	3.005	0.000	0.000
SERVICE TOTALS	922.779	924.324	1.545	8.606
ADDITIONAL ITEMS				
Loan Charges (including interest on revenue balances)	54.904	52.721	(2.183)	(2.183)
Capital Expenditure Financed from Current Revenue	0.126	0.126	0.000	0.000
Legislative Obligations / Contingencies	18.070	18.070	0.000	0.000
	73.100	70.917	(2.183)	(2.183)
TOTAL EXPENDITURE	995.879	995.241	(0.638)	6.423
FINANCED BY:				
General Revenue Grant	(599.616)	(599.616)	0.000	0.000
Non Domestic Rates	(172.123)	(172.123)	0.000	0.000
Council Tax Income	(191.529)	(189.729)	1.800	1.800
Budgets transferred to/(from) Balances (previous years carry forwards etc)	(32.611)	(32.611)	0.000	0.000
TOTAL INCOME	(995.879)	(994.079)	1.800	1.800
CONTRIBUTION (TO)/FROM BALANCES	0.000	1.162	1.162	8.223

**FIFE COUNCIL
VARIANCE ANALYSIS**

GENERAL FUND		
Area	Forecast Variance £m	Commentary
EDUCATION & CHILDREN'S SERVICES		
Education (Devolved)	(7.616)	<ul style="list-style-type: none"> • Schools' devolved budgets (DSM) underspend of (£3.666m) reflects the level of carry forward from 2022-23. Schools budgets will be adjusted to reflect new school rolls from August in due course; • Pupil Equity Funding (PEF) underspend of (£4.500m) is estimated for 2023-24 based on previous years trends in expenditure across schools; • Special Education +£0.449m overspend due to additional staffing and a delay in implementing management review.
Education (Non Devolved)	5.032	<ul style="list-style-type: none"> • Maternity and long term absence cover costs across schools +£3.466m overspend. As part of budget setting for 2023-24 work was undertaken to identify budget which could be realigned to fund these costs. This resulted in £0.331m being reallocated to this budget, however, an increased level of absence and the impact of the teachers pay award has resulted in the financial impact of this being minimal. A continued focus on addressing the overspend on this budget will be maintained, with the service increasing the scrutiny of costs being charged to this area by schools. • General Education +£0.885m overspend due to budget setting for schools, which will reduce when school budgets are adjusted for new session from August, and adjustments for new teaching complement including probationers are actioned; • Special Education +£0.671m overspend, mainly due to education element of secure child placements and additional transport costs.
Children and Families	(1.105)	<ul style="list-style-type: none"> • Overspend on Purchased Placements of +£2.200m due to an increased number of residential placements, partly offset by an over recovery of income of (£0.942m); • Underspend on Whole Family Wellbeing Fund of (£1.600m) due to lead in time for recruitment and implementation of plans; • Overspend on Continuing Care of +£0.810m due to spend being in excess of Scottish Government funding, Supported Lodgings of +£0.349m and Direct Payments of +£0.384m due to the shifting balance of care; • Underspend in in-house foster care of (£1.047m), purchased foster care and other care arrangements of (£0.787m), and also kinship care of (£0.587m) due to the shifting balance of care.
HEALTH & SOCIAL CARE		
Health & Social Care	2.476	<ul style="list-style-type: none"> • Adult Placements overspend +£4.213m due to greater volume of adult packages being commissioned; • Older People Residential & Daycare overspend +£0.969m due to increased agency costs, partly offset by vacancies in the service; • Care at Home overspend +£1.015m due to an increase in Direct Payments and delay in achieving the Bed Based Modelling saving, which is partly offset by an underspend in staffing due to difficulties in recruiting staff; • Adults Supported Living underspend (£3.130m) due to vacancies across the service which will not be filled until the future design of the service is established; • Fieldwork Teams underspend (£0.275m) due to vacancies which are partly offset by overspend on transport costs for taxis to college; • Integrated Professional & Business Enabling underspend (£0.246m) due to vacancies.
Financial Recovery Plan/Reserves	(2.476)	A financial recovery plan will be put in place to reduce the overspend for the IJB. In the event that this does not remove the overspend then general reserves will be used to fund the overspend in the first instance. At this stage we are not expecting to have to implement the risk share agreement but the success of the financial recovery plan will be closely monitored and future reports will update on the likelihood of this having to be activated.
ENTERPRISE & ENVIRONMENT		

FIFE COUNCIL
VARIANCE ANALYSIS

GENERAL FUND

Area	Forecast Variance £m	Commentary
Assets, Transportation and Environment	3.189	<ul style="list-style-type: none"> • Environment & Building Services overspend of £2.175m relates to Grounds Maintenance (overspend of £1.510m primarily relates to recruiting to a higher than expected level of staffing, as well as overspend on transport related costs due to continuing issue with transport costs relating to hires and repairs due to aging fleet) and Domestic Waste & Street Cleaning (overspend of £0.509m primarily due to continuing historical issue around transport, hires and repairs due to aging fleet); • Roads and Transportation overspend of £0.924m primarily relates to Winter Maintenance overspend as a result of increases to labour, vehicle, and fuel costs; • Facilities Management overspend of £0.419m relates mostly to School Catering where there is a shortfall of income mainly in Secondary Schools, along with increased costs for food provisions as a result of inflationary pressures, partly offset by the aforementioned reduction in sales.

**FIFE COUNCIL
VARIANCE ANALYSIS**

GENERAL FUND		
Area	Forecast Variance £m	Commentary
COMMUNITIES		
Communities & Neighbourhood	1.492	<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 have an estimated total deficit +£1.075m. 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 overspend +£0.416m due to lost income. Work is underway as part of the Community Use Plan for increased marketing and consultation with communities to ensure they are offering what communities want and that there are no barriers preventing the community from accessing these services.
FINANCE & CORPORATE SERVICES		
Human Resources	0.250	The overspend relates to additional HR Resources and the Workstyles project, both funded from COVID funding.
ADDITIONAL ITEMS		
Loan Charges (including interest on revenue balances)	(2.183)	The projected underspend on Loan Charges Principal is due to the actual borrowing from the Loans Fund being less than anticipated at the time the budget was set. The projected underspend on interest is due to actual borrowing carried out in year being less than anticipated at the time the budget was set.
INCOME		
Council Tax Income	1.800	The under recovery of income is as a result of increased levels of Council Tax Reduction being applied which is greater than the level of funding received from the government. Further the total council tax yield is less than budget as a result of increased levels of non-payment. Recovery arrangements are in place.

FIFE COUNCIL
HOUSING REVENUE ACCOUNT SUMMARY 2023-24

	Annual Budget £m	Forecast £m	Variance £m
BUDGETED EXPENDITURE			
Repairs and Maintenance	40.377	47.274	6.897
Supervision and Management	21.464	21.464	0.000
Funding Investment			
Cost of Borrowing	32.859	32.859	0.000
Revenue Contribution (incl CFCR)	27.328	21.209	(6.119)
	<u>122.028</u>	<u>122.806</u>	<u>0.779</u>
Voids	2.610	3.046	0.435
Housing Support costs	(0.474)	(0.474)	0.000
Garden Care Scheme	0.449	0.449	0.000
Bad or Doubtful Debts	3.150	3.150	0.000
Other Expenditure	11.629	12.319	0.690
Covid Expenditure	0.000	0.000	0.000
	<u>139.392</u>	<u>141.297</u>	<u>1.904</u>
FINANCED BY			
Dwelling Rents (Gross)	(132.249)	(132.249)	0.000
Non Dwelling Rents (Gross)	(3.589)	(3.589)	0.000
Hostels - Accommodation charges	(2.202)	(2.202)	0.000
Other Income	(1.352)	(1.352)	0.000
	<u>(139.392)</u>	<u>(139.392)</u>	<u>0.000</u>
CONTRIBUTION (TO) / FROM BALANCES	0.000	1.904	1.904

FIFE COUNCIL
VARIANCE ANALYSIS

HOUSING REVENUE ACCOUNT		
Area	Forecast Variance £m	Commentary
Repairs and Maintenance	6.897	<ul style="list-style-type: none"> • £4.526m overspend on Change of Tenancy due to ongoing impact of Court Judgement which has increased the volume of COTs and due to rising prices from inflation and increasing material costs. The Court Judgement conversions should complete in year; • £1.826m overspend on Responsive Repairs to continuing high costs from inflation and material prices; • £0.545m overspend on increased Estates Management and a Fencing Pilot. The £0.545m is funded from balances.
Revenue Contribution (incl CFCR)	(6.119)	<ul style="list-style-type: none"> • The underachievement of CFCR is due to the increased spends across the HRA. The result is a much lower than planned contribution to the HRA Capital Programme. There will be an impact on the funding required to support the HRA Capital Programme as a result of the reduced CFCR.
Voids	0.435	<ul style="list-style-type: none"> • £0.435m overspend on Voids mainly relates to a recent court judgment on Temporary Accommodation meaning a large number of HRA rental properties are being reprovioned as temporary accommodation which has increased the length of time properties remain void.
Other Expenditure	0.690	<ul style="list-style-type: none"> • £0.500m overspend for Disability Adaptations which is funded from balances. This will allow for an increase in the number of adaptations in year and reduce waiting list times; • £0.190m overspend relates to increased utility costs.
Net Withdrawal from Balances	1.904	<ul style="list-style-type: none"> • £0.545m & £0.500m withdrawals for estates, fencing and adaptations detailed above. • £0.859m relates to contributions into balances at the end of 2022-23. This will be withdrawn in 2023-24 to assist with maintaining the level of CFCR required.

FIFE COUNCIL
BALANCE - GENERAL FUND SERVICES

	2023-24 £m	2024-25 £m	2025-26 onwards £m
Balance at 1 April 2023	(216.054)	(118.753)	(52.561)
Budgets transferred (to)/from balances	32.611		
Add Overall budget variance 2023-24 (Appendix 1)	1.162		
Estimated General Fund Balance at 31 March	(182.281)	(118.753)	(52.561)
Earmarked Balance			
Devolved School Management		3.116	
Energy Management Fund	2.713		
Council Tax - Second Homes	3.000	5.000	3.046
SG Specific funding	0.402	6.106	
Specific Carry Forwards	2.691		
COVID-19 Funding:			
Continuing Financial Consequences of COVID-19	2.258	5.203	1.106
Community Recovery Fund	5.000	4.876	0.000
COMIS/SWIFT delay	1.000	1.185	
Inflation - Supplies & Services	1.925	0.000	
Capital Investment Plan:			
CFCR	7.087	17.461	0.000
Service Concessions	10.000	10.000	23.576
Capital Plan Review – Additional Funding	17.000		
Total Earmarked	53.076	52.947	27.728
	(129.205)	(65.806)	(24.833)
Commitments against balance			
Budget Carry Forward Scheme			
Change Programme	4.900	5.000	0.000
Demographics/Pay/Pensions	5.000	5.000	8.000
Fife Job Contract		0.816	
Barclay Funding - Assessors		0.089	0.000
Workforce Change	0.123	2.000	4.000
Lease Surrender - The Kirkcaldy Centre		0.340	0.150
Election	0.342		
Other Commitments	0.087		
Total Commitments	10.452	13.245	12.150
Estimated uncommitted balance at 31 March	(118.753)	(52.561)	(12.683)

BALANCE - HOUSING REVENUE ACCOUNT

	2023-24 £M	2024-25 £M	2025-26 onwards £M
Balance at 1 April 2023	(7.380)	(5.476)	(5.476)
Add Overall budget variance 2022-23 (Appendix 2)	1.904		
Estimated Balance at 31 March	(5.476)	(5.476)	(2.506)
Earmarked Balance			
Estates Management Improvement		0.470	
Transitional Affordable Housing		2.500	
	0.000	2.970	0.000
Estimated uncommitted balance at 31 March	(5.476)	(2.506)	(2.506)

Capital Investment Plan – Projected Outturn 2023-24

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 provisional outturn for the 2023-24 financial year.

Recommendations

The Cabinet Committee is asked to

- i) approve the Capital Investment Plan re-profiling in Appendix 1 to deal with carry forward budgets from 2022-23 into later years of the plan;
- ii) note the projected outturn position and that the level of financial risk continues to be heightened due to high levels of inflation and supply chain challenges;
- iii) note that more detailed capital outturn reports for 2023-24 will be submitted to the relevant Scrutiny Committees of the council;
- iv) note that budget variances will be managed by the appropriate Directorate in conjunction with the Investment Strategy Group; and
- v) note the updated prudential indicators provided and that these will be reported on a quarterly basis.

Resource Implications

The updated capital plan approved in June 2023 provided for increased levels of investment to deal with the cost pressures being faced because of inflationary pressures and difficulties in supply chain. There does remain a level of risk given that inflation remains stubbornly high and that the revised costs were estimates based on known factors at that time. Additionally, interest rates continue to increase which could have an impact on the cost of borrowing in future years of the plan.

Legal & Risk Implications

Potential risks include continuing difficulties across supply chains, rising inflation on costs of construction and availability of funding streams for larger capital projects, e.g. Developers' Contributions and estimated funding levels from Scottish Government. 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.

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 2023-24. The report also highlights the forecast 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.
- 1.2 The Capital Investment Plan now reflects the approved plan considered by the council in June 2023 and also includes the level of slippage brought forward from 2022-23.
- 1.3 Following a critical review of the previous plan, additional investment was approved to take account of the significant impact inflation was having on existing projects. Further investment in new projects was made in relation to several pressures that were identified during the capital plan review.
- 1.4 Funding strategies including the use of CFCR from general fund balances, service concession arrangements, capital grant, receipts, developers' contributions and borrowing were identified during the capital plan review process and have been reflected in the overall capital investment plan in this report.

2.0 Issues

2.1 Major Projects

- 2.1.1 Appendix 2 provides a summary of the major projects within the Plan. There are 30 projects/programmes in this category with an overall budget of £1,184.834m.
- 2.1.2 At this stage, current forecasts suggest that all projects will be delivered within the available budget.

2.2 Potential Risks and Issues

- 2.2.1 Across the Capital Investment Plan, budgets were increased to reflect the likely inflationary pressures, however, there continues to be risk that both the timing and the costs of projects could be adversely affected by the current economic climate. Monitoring of the impact of any additional costs on projects will continue and any significant impact on timescales and associated risks will be reported to this committee.
- 2.2.2 The council's approved Capital Plan includes £213.000m 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 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 anticipated early Autumn, with the council having bid for a replacement High School in Glenrothes in the later years of the plan.

- 2.2.3 Increased costs relating to continuation of the council's Affordable Housing Programme were presented to Cabinet Committee on 6 April 2023 confirming that that additional capital investment would be required to complete the Phase 3 and Transitional Affordable Housing Programmes. The increase in the unit cost per property was a result of continuing inflationary pressures. The additional borrowing required was fully tested for affordability as part of the HRA 2022 Business Plan modelling and incorporated into the current Capital Investment Plan. The capital plan for the HRA will continue to be reviewed for affordability given the current financial backdrop and challenges.
- 2.2.4 The expected level of capital expenditure has increased significantly compared to last financial year, therefore, there is a potential risk around the capacity to deliver projects of this scale.

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

Appendix 3 provides a summary by capital theme of projected expenditure and income for 2023-24 showing the total reprofiled expenditure budget of £300.315m and projected spend of £301.548m in the 2023-24 financial year, including £1.233m advancement across the plan. This represents expenditure of 100% of the budget. Comparable expenditure for the previous three years was £189.362m (2022-23), £163.805m (2021-22) and £138.473m (2020-21).

- 2.4 The level of projected expenditure is significant in comparison to previous years with an expected increase of 80% on General Fund Expenditure and 34% on HRA compared to last year's outturn.

3.0 Budgets and Funding

3.1 Budget

The Capital Investment Plan 2023-33 was approved by Fife Council in June 2023. 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 1. The re-phasing has been carried out by Services and reviewed and endorsed by the Investment Strategy Group.

The re-profiled budget has also been updated to reflect further changes in respect of additional income received, as per the table below. The results of these amendments are fully reflected in Appendix 3 and become the Current Budget. The proposed changes below have followed agreed governance processes and have been endorsed by the Investment Strategy Group, chaired by the Head of Finance.

	Total Expenditure £m
Approved Capital Investment Plan	288.496
Slippage from 2022-23	17.392
Re-profiling	(6.972)
Rephased Capital Plan per Appendix 1	298.916
Increased Grant and Contribution Income	1.399
Current Capital Investment Plan as at June 2023	300.315

3.2 Expenditure

Given the timing of the Capital Plan Review and subsequent re-phasing exercises, expected variances are projected across all themes within the plan, the most significant being: -

3.2.1 Maintaining Our Assets – Rolling Programmes

Asset and Transportation and Environment - £2.253m

Traffic Management is projecting a variance of £2.393m due to projected spend on Cycle, Walking and Safer Streets. The expenditure will be funded from additional grant income received from Transport Scotland. The corresponding income variance is detailed below.

3.2.2 Maintaining Our Assets – Specific Projects

Asset, Transportation & Environment – (£0.741m)

At present, slippage of £0.750m is shown against the Recycling Centres, specific to the budget for the new Recycling Centre in Cupar. This is the result of no suitable sites being identified to date, although available sites will continue to be considered moving forward.

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 3 shows that there is a total income budget of £97.364m against a forecast of £92.411m giving a variance of £4.953m. This variance largely relates to lower than planned contribution of CFCR from the HRA of £6.997m. Overspends and pressures within the Housing Revenue Account means that the planned level of CFCR cannot be utilised, further detail is presented in the revenue monitoring report on this agenda. The consequences of this on the HRA is currently being considered.

3.4 Total Funding

Within the total funding section of Appendix 3, the other income such as General Capital Grant and Capital Receipts are not specifically related to any capital project but provide funding for the plan overall. As a result of the reduced HRA CFCR, an increased level of HRA Borrowing may be required to fund the capital programme in year. As a result, HRA borrowing is projected to overspend by £6.997m. The consequences of this on the HRA is currently being considered.

4.0 Prudential Indicators

4.1 The council operates within the CIPFA Prudential Code framework. The Prudential Code is designed to support local authorities in taking their decisions in capital finance and expenditure. There is a statutory requirement to operate within the code.

4.2 The code sets a clear reporting framework to ensure that capital expenditure plans and investment plans are affordable and proportionate and that borrowing is within prudent and sustainable levels. The code also requires reporting of risk associated with investments for commercial purposes and requires treasury management decisions to be made in accordance with professional practice.

4.3 To demonstrate adherence to the code, prudential indicators must be used and members should consider and approve these indicators on an annual basis.

4.4 The code is updated periodically and the revised Prudential Code, published in 2021 stated that:

The Chief Finance Officer is required to establish procedures to monitor and report performance against all forward looking prudential indicators at least quarterly.

Members were also advised of this additional reporting requirement within the Treasury Strategy 2023-26 approved by this committee in August 2023. The introduction of quarterly monitoring facilitates increased reporting to ensure that the council continues to operate within the indicators and boundaries approved.

4.5 Appendix 4 provides details of Fife Council's Prudential Indicators as at the end of June 2023. The information includes the outturn position for the previous two years, the indicators approved within the Treasury Strategy 2023-26 and the estimates for the current and following two years based on most recent estimated expenditure and income profiles.

4.6 As this is the first report of this nature, a detailed description of each indicator and commentary is provided below. Future reports will focus on the commentary.

4.6.1 **Capital Expenditure**

This reflects the projected capital expenditure for 2023-24 along with the estimates for the next two financial years. For General Fund expenditure, this is anticipated to be less than was approved in August 2023 with the difference flowing through into future years as slippage.

4.6.2 **Financing Costs**

These are the costs to the council of borrowing money to pay for capital projects and include principal repayments and interest charges which are charged against the relevant revenue budgets, known as Loan Charges. These costs will vary over time as capital expenditure estimates and interest rates change.

4.6.3 **Net Revenue Stream**

This provides details of the income anticipated from General Government Grant, Council Tax, Non-Domestic Rates and Housing Rents. The estimates used are consistent with the assumptions in medium term finance strategy.

4.6.4 **Ratio of Financing Costs to Net Revenue Stream**

This is a key indicator and highlights how much of the council's annual income is used to meet the costs of the council borrowing to fund Capital Expenditure Plans. The cost of borrowing becomes a fixed cost, which is increasing over time as revenue streams decrease and capital expenditure increases.

4.6.5 **The Capital Financing Requirement**

This indicator quantifies the council's need to borrow to fund Capital Projects. It takes account of capital expenditure and income estimates along with the estimates for the repayment of loan charges in each of the financial years.

4.6.6 External Debt

This is the amount the council borrows externally to fund Capital Projects. Councils can only borrow on a long term basis to meet the cost of new capital expenditure. Based on current estimates, it is anticipated that internal cash flow balances will be used to fund much of the new capital expenditure resulting in lower external borrowing than was approved in August 2023.

4.6.7 Authorised Limit / Operational Boundary for External Debt

These are approved limits which are used to monitor the total borrowings of the council on a day-to-day basis. The Operational Boundary is set to reflect the estimated need to borrow for a capital purpose in the current and two following financial years as permitted by the CIPFA code on Treasury Management. It is not normally expected to be exceeded. The Authorised Limit is the upper limit of gross external debt which should not be exceeded. It reflects the level of external debt which could be afforded in the short term but is not necessarily sustainable in the longer term. If any breach of either of these limits were to occur, members should be formally advised of the occasions and reason for the breach. These limits are contained in the Treasury Strategy 2023-26 and approved by this Committee in August 2023 and will not change until new limits are approved in 2024-25.

4.6.8 External Debt and the Capital Financing Requirement

This is another key indicator which highlights whether the council has borrowed to meet its needs or not. If the limit has been exceeded, it may indicate that the council has borrowed in advance of its needs. This indicator requires to be closely monitored to ensure premature borrowing does not happen. Based on current projections, Fife Council's borrowing will be below the anticipated Capital Financing Requirement for both the current and future two financial years.

4.6.9 Debt Liability Benchmark

This is a new indicator which was introduced for 2023-24. It is important that the council understands the relationship between the gross loan debt and its loan debt less investments made for treasury purposes. The council is required to estimate and measure the Liability Benchmark for future years. The Liability Benchmark is not a single measure and therefore presented as a chart detailing four components:

- **Existing Loan Debt Outstanding** – council's existing loans still to be repaid.
- **Loan CFR** – this is calculated in accordance with the Prudential Code guidance and projected into the future. It represents future estimated borrowing requirements.
- **Net Loans Requirement** – this shows the council's gross loan debt less treasury management investments at the end of each financial year based on the approved prudential borrowing, estimated loan fund principal repayments and any other major cash flow forecasts.
- **Liability Benchmark** – this equals the net loan requirement plus short-term liquidity allowance for day-to-day cash flow purposes.

The graph contained in Appendix 4 shows the position for Fife Council as at the end of June 2023. The graph is intended to illustrate the gap between the current level of outstanding debt and the liability benchmark. Where the debt outstanding or actual loans are below the benchmark, this indicates a future borrowing requirement. This is shown between 2023-24 and 2041-42. In any year where the loans are greater than the benchmark demonstrates an overborrowed position which will mean there is a requirement for cash investment.

The graph depicts the borrowing requirement in the earlier years because of the planned levels of capital expenditure in those years based on the ten year Capital Investment Plan.

5.0 Conclusions

- 5.1 The current total expenditure budget for the financial year 2023-24 is £300.315m and the council is estimated to deliver £301.548m (100%) investment in the year, with an advancement of £1.233m.
- 5.2 This level of projected expenditure represents 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.
- 5.3 There are 30 projects/programmes within the Plan which have a value of £5.000m or greater. The overall budget for these projects is £1,184.834m, with anticipated expenditure of £1,184.834m.
- 5.4 Where significant variances arise, these are reviewed by the appropriate Directorate in conjunction with the Investment Strategy Group and would be reflected in future capital plan reports to committee.
- 5.5 There is a new requirement to report quarterly on the council's Prudential Indicators and to monitor these or the course of the year. These can be seen in Appendix 4.

List of Appendices

1. Capital Investment Plan 2023-33 Report Re-Profiling
2. Major Capital Projects total Cost Monitor
3. Monitoring Report by Capital Theme
4. Prudential Indicators

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GENERAL FUND - APPROVED	Budget 2023-24 £m	Budget 2024-25 £m	Budget 2025-26 £m	Budget 2026-27 £m	Budget 2027-28 £m	Budget 2028-29 £m	Budget 2029-30 £m	Budget 2030-31 £m	Budget 2031-32 £m	Budget 2032-33 £m	TOTAL BUDGET £m
REPROFILED	Budget 2023-24 £m	Budget 2024-25 £m	Budget 2025-26 £m	Budget 2026-27 £m	Budget 2027-28 £m	Budget 2028-29 £m	Budget 2029-30 £m	Budget 2030-31 £m	Budget 2031-32 £m	Budget 2032-33 £m	TOTAL BUDGET £m
Opportunities for All	64.060	64.779	84.257	37.899	62.472	44.291	20.754	22.190	5.567	0.363	406.632
Thriving Places	27.249	24.792	25.505	16.131	6.216	12.540	10.340	2.710	0.067	3.810	129.360
Inclusive Growth and Jobs	8.784	13.055	7.246	6.307	2.205	1.003	0.135	-	-	-	38.735
Maintaining Our Assets - Rolling Programmes	52.453	45.957	40.247	40.414	33.306	31.983	27.917	28.618	28.305	28.725	357.925
Maintaining Our Assets - Specific Programmes	17.562	17.003	5.463	9.962	5.102	4.180	3.951	1.729	1.841	1.945	68.738
Housing Revenue Account	114.211	142.251	173.348	74.317	46.664	47.498	49.359	50.141	51.426	52.839	802.054
Corporate Items	14.597	1.000	1.000	1.000	2.000	2.000	2.000	2.000	2.000	3.000	30.597
TOTAL EXPENDITURE	298.916	308.837	337.066	186.030	157.965	143.495	114.456	107.388	89.206	90.682	1,834.041
Scottish Government Specific Capital Grants	(2.500)	(2.000)	(2.000)	-	-	-	-	-	-	-	(6.500)
Other Grants and Contributions	(40.302)	(47.482)	(54.366)	(23.993)	(11.389)	(24.511)	(29.987)	(12.998)	(19.569)	(29.367)	(293.964)
Capital Financed from Current Revenue (CFCR)	(53.969)	(42.465)	(39.231)	(34.193)	(26.532)	(27.660)	(31.027)	(34.469)	(38.506)	(42.585)	(370.637)
TOTAL INCOME	(96.771)	(91.947)	(95.597)	(58.186)	(37.921)	(52.171)	(61.014)	(47.467)	(58.075)	(71.952)	(671.101)
TOTAL NET EXPENDITURE	202.145	216.890	241.469	127.844	120.044	91.324	53.442	59.921	31.131	18.730	1,162.940
Scottish Government General Capital Grant	(40.776)	(25.000)	(25.000)	(25.000)	(25.000)	(25.000)	(25.000)	(25.000)	(25.000)	(25.000)	(265.776)
Capital Receipts	(3.680)	(3.184)	(2.995)	(2.007)	(0.542)	(0.800)	(0.183)	(1.241)	(0.073)	(4.001)	(18.706)
NHT Loan Repayments	-	-	-	-	-	-	-	-	-	-	-
Borrowing from Loans Fund - General Fund	(97.065)	(96.934)	(97.513)	(58.486)	(72.870)	(45.686)	(9.927)	(18.008)	6.862	20.525	(469.102)
Borrowing from Loans Fund - Housing Revenue Account	(60.624)	(91.772)	(115.961)	(42.351)	(21.632)	(19.838)	(18.332)	(15.672)	(12.920)	(10.254)	(409.356)
TOTAL FUNDING	(202.145)	(216.890)	(241.469)	(127.844)	(120.044)	(91.324)	(53.442)	(59.921)	(31.131)	(18.730)	(1,162.940)

MOVEMENT	Budget 2023-24 £m	Budget 2024-25 £m	Budget 2025-26 £m	Budget 2026-27 £m	Budget 2027-28 £m	Budget 2028-29 £m	Budget 2029-30 £m	Budget 2030-31 £m	Budget 2031-32 £m	Budget 2032-33 £m	TOTAL BUDGET £m
Opportunities for All	(21.467)	(5.476)	19.261	0.293	2.785	(6.444)	(4.132)	13.698	5.204	0.363	4.085
Thriving Places	7.792	(1.715)	(6.491)	(2.714)	(4.739)	11.290	10.190	1.729	(2.193)	(0.067)	13.082
Inclusive Growth and Jobs	(2.332)	3.256	(0.107)	-	-	-	0.002	-	-	-	0.819
Maintaining Our Assets - Rolling Programmes	8.357	2.107	4.518	5.939	(0.609)	(0.561)	(3.393)	(1.266)	(0.201)	(0.354)	14.537
Maintaining Our Assets - Specific Programmes	4.175	3.115	(15.147)	0.380	(1.625)	1.977	3.112	0.767	1.040	(0.876)	(3.082)
Housing Revenue Account	13.895	25.828	96.253	26.091	(3.430)	(3.247)	(2.705)	(2.344)	(2.356)	(2.270)	145.715
Corporate Items	-	-	-	-	1.000	1.000	-	-	-	-	2.000
TOTAL EXPENDITURE	10.420	27.115	98.287	29.989	(6.618)	4.015	3.074	12.584	1.494	(3.204)	177.156
Scottish Government Specific Capital Grants	(1.071)	(0.995)	(2.000)	-	-	-	-	-	-	-	(4.066)
Other Grants and Contributions	7.097	(5.579)	(40.658)	(8.238)	3.106	8.193	(2.586)	6.310	1.220	(17.385)	(48.520)
Capital Financed from Current Revenue (CFCR)	7.457	7.659	10.369	9.607	7.167	4.540	1.173	(2.270)	(6.306)	(10.385)	29.011
TOTAL INCOME	13.483	1.085	(32.289)	1.369	10.273	12.733	(1.413)	4.040	(5.086)	(27.770)	(23.575)
TOTAL NET EXPENDITURE	23.903	28.200	65.998	31.358	3.655	16.748	1.661	16.624	(3.592)	(30.974)	153.581
Scottish Government General Capital Grant	-	-	-	-	-	-	-	-	-	-	-
Capital Receipts	(1.041)	(2.488)	4.230	(1.650)	0.115	0.274	0.082	4.178	-	(2.130)	1.570
NHT Loan Repayments	-	-	-	-	-	-	-	-	-	-	-
Borrowing from Loans Fund - General Fund	3.350	2.117	0.838	(3.385)	(0.033)	(15.729)	(3.275)	(25.416)	(5.070)	20.449	(26.154)
Borrowing from Loans Fund - Housing Revenue Account	- 26.212	- 27.829	- 71.066	- 26.323	- 3.737	- 1.293	- 1.532	- 4.614	- 8.662	- 12.655	- (128.997)
TOTAL FUNDING	(23.903)	(28.200)	(65.998)	(31.358)	(3.655)	(16.748)	(1.661)	(16.624)	3.592	30.974	(153.581)

FIFE COUNCIL
CAPITAL INVESTMENT PLAN 2023-33
TOTAL COST MONITOR - MAJOR CAPITAL PROJECTS

Appendix 2

	Service	Current Project Budget £m	Total Projected Outturn £m	Variance £m	Variance %	Current Project Status	Expected Project Completion Date
Opportunities for All							
Madras College Extension	E&CS	5.713	5.713	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	6.335	6.335	0.000	0.00%	Future Project	2030-31
New Secondary School - Glenrothes /Glenwood	E&CS	86.831	86.831	0.000	0.00%	Future Project	2029-30
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	97.638	97.638	0.000	0.00%	Future Project	2032-33
Lochgelly Primary School	E&CS	9.000	9.000	0.000	0.00%	Current Project	2024-25
Methil Care Home	H&SC	8.023	8.023	0.000	0.00%	Current Project	2023-24
Cupar Care Home	H&SC	8.774	8.774	0.000	0.00%	Current Project	2025-26
Anstruther Care Home	H&SC	11.197	11.197	0.000	0.00%	Feasibility	2026-27
		447.162	447.162	0.000	0.00%		
Thriving Places							
Northern Road Link East End	ATE	12.271	12.271	0.000	0.00%	Preparatory Works	2026-27
Western Distributer Road	ATE	12.126	12.126	0.000	0.00%	Future Project	2030-31
Northern Road A823	ATE	10.335	10.335	0.000	0.00%	Preparatory Works	2030-31
Levenmouth Rail Link	ATE	8.943	8.943	0.000	0.00%	Current Project	2025-26
Abbeyview Integrated Hub	Communities	9.506	9.506	0.000	0.00%	Current Project	2024-25
Templehall Community Hub	Communities	15.304	15.304	0.000	0.00%	Current Project	2027-28
Cowdenbeath LC Phase 2	Communities	5.953	5.953	0.000	0.00%	Current Project	2025-26
East Sands LC Redevelopment Project	Communities	6.000	6.000	0.000	0.00%	Future Project	2026-27
		80.439	80.439	0.000	0.00%		
Inclusive Growth and Jobs							
Fife Interchange Business Units - Phase 1 & 2	Bus & Employ	11.518	11.518	0.000	0.00%	Current Project	2024-25
John Smith Business Park Business Units	Bus & Employ	5.517	5.517	0.000	0.00%	Current Project	2026-27
		17.035	17.035	0.000	0.00%		
Housing Revenue Account							
Affordable Housing	Housing	578.529	578.529	0.000	0.00%	Current Project	2025-26
		578.529	578.529	0.000	0.00%		
Maintaining Our Assets							
Glenrothes District Heat	ATE	9.449	9.449	0.000	0.00%	Current Project	2024-25
Leven Railway Bridge & Bawbee Bridge	ATE	10.150	10.150	0.000	0.00%	Current Project	2023-24
Den Burn Bridge	ATE	10.710	10.710	0.000	0.00%	Preparatory Work	2028-29
Broad Street Bridge Cowdenbeath	ATE	11.808	11.808	0.000	0.00%	Preparatory Work	2027-28
Lyne Burn	ATE	6.217	6.217	0.000	0.00%	Future Project	2029-30
Adam Smith Creative Hub	Communities	7.171	7.171	0.000	0.00%	Current Project	2023-24
Local Area Network	BTS	7.314	7.314	0.000	0.00%	Current Project	2029-30
Balwearie High School	E&CS	8.300	8.300	0.000	0.00%	Future Project	2026-27
		61.669	61.669	0.000	0.00%		
Grand Total		1,184.834	1,184.834	0.000	0.00%		

**FIFE COUNCIL
CAPITAL INVESTMENT PLAN 2023-33
MONITORING REPORT**

Appendix 3

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	85.528	64.060	16.604	64.060	0.000	100%
Thriving Places	17.896	27.902	3.323	27.779	(0.124)	100%
Inclusive Growth and Jobs	11.116	8.784	1.754	8.581	(0.203)	98%
Maintaining Our Assets - Rolling Programmes	45.657	53.200	8.596	55.430	2.230	104%
Maintaining Our Assets - Specific Programmes	13.387	17.562	2.342	16.892	(0.669)	96%
Housing Revenue Account	100.315	114.210	20.282	114.210	0.000	100%
Corporate Items	14.597	14.597	0.000	14.597	0.000	100%
TOTAL EXPENDITURE	288.496	300.315	52.901	301.548	1.233	100%
Scottish Government Specific Capital Grants	(3.856)	(2.500)	(2.677)	(5.108)	(2.608)	204%
Other Grants and Contributions	(46.863)	(40.895)	(5.916)	(40.330)	0.565	99%
Capital Financed from Current Revenue (CFCR)	(61.426)	(53.969)	0.074	(46.972)	6.997	87%
TOTAL INCOME	(112.144)	(97.364)	(8.519)	(92.411)	4.953	95%
TOTAL NET EXPENDITURE	176.352	202.951	44.382	209.137	6.186	103%
Scottish Government General Capital Grant	(40.776)	(41.583)	(9.001)	(41.583)	0.000	100%
Capital Receipts	(5.024)	(3.680)	(0.254)	(3.764)	(0.084)	102%
NHT Loan Repayments	0.000	0.000	0.000	0.000	0.000	0%
Borrowing from Loans Fund - General Fund	(96.140)	(97.065)	0.000	(96.171)	0.894	99%
Borrowing from Loans Fund - HRA	(34.412)	(60.623)	0.000	(67.620)	(6.997)	112%
TOTAL FUNDING	(176.352)	(202.951)	(9.255)	(209.137)	(6.186)	103%

OUTTURN 2021-22	OUTTURN 2022-23
£m	£m
89.911	103.964
73.894	85.399
163.805	189.362
£m	£m
58.349	11.996
27.464	30.519
85.813	42.515
£m	£m
913.590	942.946
124.608	128.401
1,038.198	1,071.347
6.39%	1.27%
22.04%	23.77%
£m	£m
746.223	785.892
386.898	414.161
1,133.121	1,200.053
1,022.655	995.595
1,451.766	1,489.036
1,382.634	1,418.129
£m	£m
1,022.655	995.595
1,133.121	1,200.053
(110.467)	(204.458)

Affordability Indicators

Capital Expenditure

General Fund
Housing Revenue Account

Financing Costs

General Fund
Housing Revenue Account

Net Revenue Stream

General Fund
Housing Revenue Account

Ratio of Financing Costs to Net Revenue Stream

General Fund
Housing Revenue Account

The Capital Financing Requirement

General Fund
Housing Revenue Account

External Debt
Authorised Limit for Total External Debt
Operational Boundary for Total External Debt

Prudence Indicators

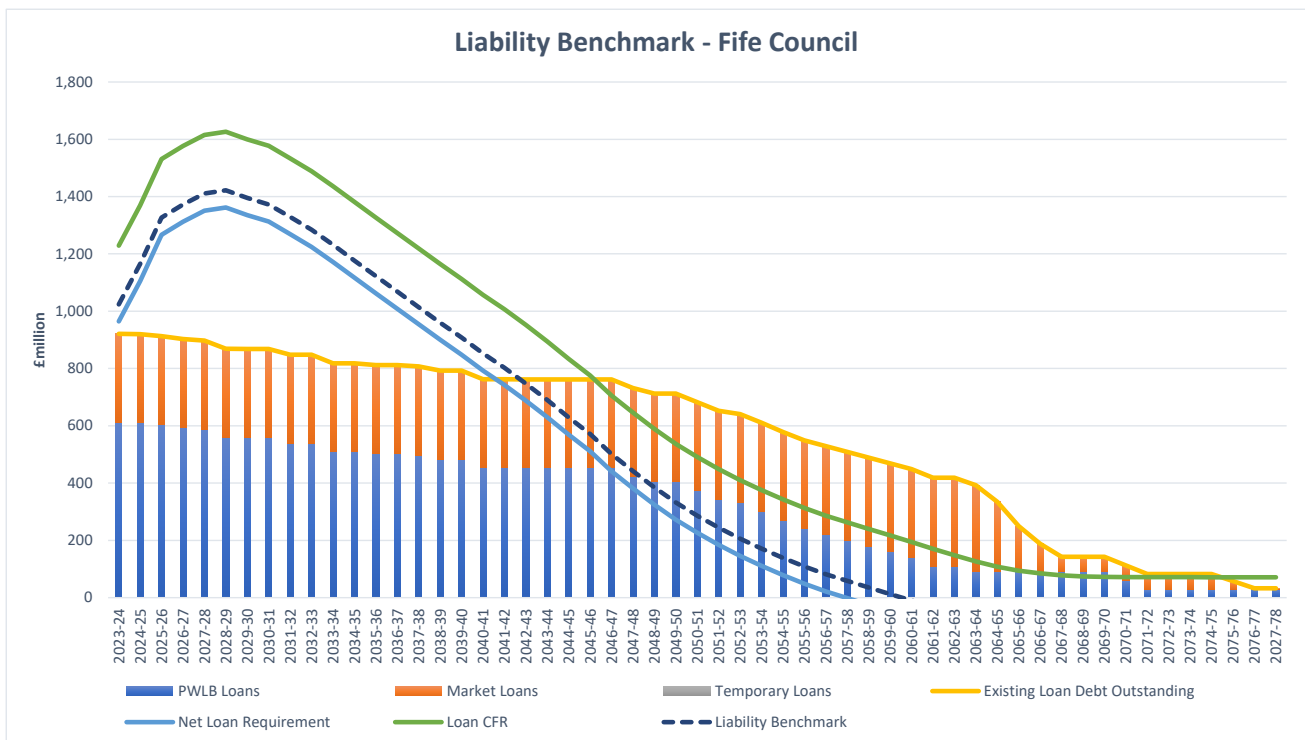
External Debt and the Capital Financing Requirement

Forecast External Debt
Forecast Capital Financing Requirement

APPROVED 2023-24	APPROVED 2024-25	APPROVED 2025-26
£m	£m	£m
188.181	165.299	161.684
114.210	142.251	173.348
302.391	307.550	335.032
£m	£m	£m
52.811	55.615	56.711
32.964	37.918	43.651
85.776	93.532	100.363
£m	£m	£m
941.085	941.085	941.085
135.195	140.107	145.904
1,076.280	1,081.192	1,086.989
5.61%	5.91%	6.03%
24.38%	27.06%	29.92%
£m	£m	£m
862.624	937.809	1,012.532
456.246	526.721	617.846
1,318.870	1,464.530	1,630.378
1,138.657	1,237.520	1,355.902
1,528.856	1,628.414	1,765.606
1,456.053	1,550.870	1,681.530
£m	£m	£m
1,138.657	1,237.520	1,355.902
1,318.870	1,464.530	1,630.378
(180.213)	(227.009)	(274.476)

PROJECTION 2023-24	ESTIMATE 2024-25	ESTIMATE 2025-26
£m	£m	£m
187.338	167.350	163.718
114.210	142.251	173.348
301.548	309.601	337.067
£m	£m	£m
52.359	55.401	56.586
32.923	38.374	44.212
85.282	93.775	100.798
£m	£m	£m
961.453	1,048.418	1,055.849
135.752	140.107	145.904
1,097.205	1,188.525	1,201.753
5.45%	5.28%	5.36%
24.25%	27.39%	30.30%
£m	£m	£m
858.379	956.304	1,052.176
464.043	534.339	625.278
1,322.422	1,490.643	1,677.454
1,070.231	1,168.094	1,285.476
1,528.856	1,628.414	1,765.606
1,456.053	1,550.870	1,681.530
£m	£m	£m
1,070.231	1,168.094	1,285.476
1,322.422	1,490.643	1,677.454
(252.191)	(322.548)	(391.978)

Debt Liability Benchmark



Developing a Trauma Informed Workforce

Report by: Diarmuid Cotter, Head of Customer & Online Services - Communities

Wards Affected: All

Purpose

To update Cabinet on current and planned organisational development activity in Fife aimed at reducing the impact of psychological trauma, including Adverse Childhood Experiences (ACEs), on individuals, workforces and communities in response to a request from council on 16 March 2023.

Recommendations

Cabinet is asked to consider and approve the following:

1. to endorse the trauma informed approach being undertaken and the training plans outlined in the report; and
2. that elected members be encouraged and supported to undertake the appropriate learning, including the Scottish Trauma Informed Leaders Training (STILT).

Resource Implications

No direct resource implication at this time. However, employee time will be required to undertake learning and implement trauma-informed systems. Scottish Government funding is in place until 31 March 2025 for a Project Manager to implement trauma-informed practice.

Legal & Risk Implications

No legal aspects arise as a result of this report directly. Nevertheless, failure to adopt trauma-informed approaches may contravene current and emerging national guidance and policy. There is also a reputational risk to the council.

Impact Assessment

Not required.

Consultation

While there was no formal consultation undertaken for this exercise given the potential staffing implications, colleagues in HR were consulted.

As outlined in the report, there is a wide number of agencies who have been involved to advance this wide-reaching area of work.

1.0 Background and Introduction

- 1.1 Research tells us that psychological trauma is extremely common. It is estimated that around 60% of the UK population has experienced psychological trauma in their lifetime. For some of our more vulnerable groups, the prevalence is even higher. Psychological trauma can occur at any age or stage and can be a single event (such as an assault or road traffic accident), or repeated exposure to often more predictable occurrences (such as domestic abuse or child abuse).
- 1.2 Trauma affects everyone differently and not everyone who experiences a traumatic event will suffer long-lasting effects. However, where the effects of trauma are long-lasting, they affect people in many ways and can have a major impact on every aspect of their lives and their ability to access education, employment and the services they need.
- 1.3 In recent years, there has been growing interest in the impact of Adverse Childhood Experiences (ACEs) with large studies in the USA, England and Wales all clearly demonstrating that exposure to ACEs has a clear association with poor social and health outcomes.
- 1.4 There were ten ACE categories identified in the original ACE's research, which included physical, sexual and emotional abuse, physical and emotional neglect and factors including growing up in a household where there is domestic abuse, substance misuse, mental illness, parental separation or incarceration of a family member. It is now acknowledged that there may be more types of ACEs/trauma, but these ten are helpful in identifying overall risks.
- 1.5 The 2015 Welsh ACE survey found that compared to people with no ACEs, those with four ACEs or more were statistically:
 - 3 times increased risk of heart disease, respiratory disease and type 2 diabetes
 - 4 times more likely to be a high-risk drinker
 - 5 times more likely to have low mental wellbeing
 - 14 times more likely to have been victim of violence in the last 12 months
 - 15 times more likely to have committed violence
 - 16 times more likely to have used crack cocaine or heroin
 - 20 times more likely to have been in prison at any point in their life.
- 1.6 The rationale for developing trauma informed workforces and systems is clear and this work may go some way to addressing the impact of psychological trauma and ACEs (as evidenced at para. 1.5) on our customers, our employees and our communities.
- 1.7 Being 'Trauma Informed' means being able to recognise when someone may be affected by trauma, collaboratively adjusting how we work to take this into account and responding in a way that supports recovery, does no harm and recognises and supports people's resilience.
- 1.8 A trauma-informed approach is made up of many different components but at its heart is the recognition that everyone has a role to play in understanding and tackling the causes and impact of trauma, minimising the potential for further harm and improving outcomes for people affected by trauma.

1.9 Being 'Trauma Informed' is underpinned by the 5 Rs:

- **Realising** how common the experience of trauma and adversity is
- **Recognising** the different ways that trauma can affect people
- **Responding** by taking account of the ways that people can be affected by trauma to support recovery
- Opportunities to **Resist re-traumatisation** and offer a greater sense of choice and control, empowerment, collaboration and safety with everyone that we have contact with
- **Recognising** the central importance of **Relationships**

2.0 National Context

- 2.1 Over the past three Programmes for Government, the Scottish Government has made a clear commitment to a “transforming psychological trauma” agenda. This agenda has been driven by the growing body of research (as outlined above) which shows that exposure to adversity and psychological trauma across the lifespan can have a significant impact on a person’s physical and mental health and development, social functioning and life chances.
- 2.2 COSLA have signed up to the Leadership Pledge of Support and have thereby pledged their ongoing commitment to embed trauma informed principles and practice in Scotland to support anyone affected by psychological trauma.
- 2.3 The Scottish Government’s overarching vision is to develop a trauma informed and responsive nation and workforce, that:
- is informed by people with lived experience
 - recognises the importance of wellbeing in the workforce
 - recognises where people are affected by trauma and adversity
 - responds in ways that prevent further harm
 - supports recovery, and
 - can address inequalities and improve life chances
- 2.4 The requirement for trauma informed workforces and systems is explicitly referenced in current and emerging national guidance and policy areas such as:
- Ending Homelessness Together Action Plan (Updated 2020)
 - Medication Assisted Treatment (MAT) Standards for Scotland (2021)
 - National Guidance for Child Protection in Scotland (2021)
 - National Strategy for Community Justice (2022)
 - The Promise (2020)

3.0 The Vision for Fife

- 3.1 In Fife, our vision is underpinned by the national vision elucidated by NHS Education Scotland (NES). We aim to achieve a trauma-informed Fife capable of recognising where people are affected by trauma and adversity, capable of responding in ways which break the cycle, in ways which support recovery and in ways which address inequalities and improve life chances

- 3.2 Fife’s strategic approach is overseen by the Trauma Informed Steering Group, a multi-agency group with diverse representation from across the public and third sectors in Fife. Representation includes council officers from across our Directorates including Communities, HSCP and Children and Families; NHS professionals working in Psychology and Drug and Alcohol Services as well as professionals from across our third sector partners offering housing, employability services and support to people with lived experience of trauma.
- 3.3 A dedicated Project Manager was appointed in September 2022 to work alongside Fife Council’s Trauma Champion and colleagues in similar roles in Fife HSCP and NHS Fife to drive the agenda forward in Fife. This post is funded to 31 March 2024.
- 3.4 Fife’s response is being structured around the five key drivers for organisational change as identified by NES. These are:
- **Leadership and Management** – we aim to develop a culture which drives change and supports the creation of trauma-informed workplaces and workforces across all partners in Fife.
 - **Workforce Wellbeing** – we aim to ensure that staff wellbeing is promoted, monitored and maintained across all partner agencies in Fife.
 - **Workforce Knowledge and Skill** – our aim is that all staff including leaders are trained and skilled to the appropriate level of the national Transforming Psychological Trauma Framework, and that they have access to relevant information and materials to support them in their role.
 - **Experts by Experience** – our aim is that people affected by trauma are routinely involved in continuous feedback and service design, delivery and improvement.
 - **Data and Information** – we aim to develop and utilise indicators, feedback loops and evaluation methods to meaningfully measure outcomes relating to the impact of trauma informed practices.
- 3.5 The priority themes of “Our People Matter”, Fife Council’s Workforce Strategy overlap with the five key drivers above so it would be reasonable to suggest that the foundations for trauma-informed change already exist in Fife and that synergies can be capitalised upon.

4.0 Leadership and Management

- 4.1 A key expectation in any trauma-informed organisation is that trauma-informed approaches are supported, mandated and modelled by senior leaders in the organisation.
- 4.2 At the organisational level, the expectation is that systems and services are universally designed with the impact of trauma on staff and service users in mind, and that this understanding is built into environments, policy and procedure and practice.
- 4.3 Linked to this, there is growing evidence that people affected by trauma do better where the systems, policies and practices that affect them are trauma-informed, including in their workplace.
- 4.4 To that end, Services should be encouraged to apply a trauma-informed lens to strategies, policies, procedures and guidance. This should not be seen as an additional or onerous task as the process should happen when publications are scheduled for review. “Quality Standards for Fife” can be used to aid this process and trauma leads can be consulted.

- 4.5 In relation to trauma-informed workforces, it is important that leaders encourage employees within their Service to undertake trauma training at the appropriate level of the National Trauma Training Framework (extract at Appendix 1).
- 4.6 Notwithstanding para. 4.5, it is widely recognised that training alone will not achieve the Scottish Government's ambition of creating trauma-informed systems and workforces. A number of things need to happen in terms of leadership at operational and senior management level. Resources and options have been developed to assist organisations with this task. These include:
- **Scottish Trauma Informed Leaders Training (STILT)** – a half day workshop for strategic and operational leaders and managers.
 - **Compassionate, Connected, Effective Team workshops** delivered by Fife Health and Social Care Partnership Psychology Staff Support Service – a half-day session for leaders.
 - **Transforming Psychological Trauma – Quality Standards for Fife** – an audit tool which can be used to consider all aspects of the organisation through a trauma-informed lens and identify improvement. (Summary at appendix 2).
 - **A National Improvement Framework** which will be launched in July 2023 and can supplement the tool developed in Fife.
 - **The Improvement Service** will support organisations with implementation of trauma-informed systems and workforces. This may include a session for senior leaders in Fife.
 - **One external training provider offers an organisational change package** which involves work with senior leaders within the organisation and 12 months of ongoing support. This would incur costs.

5.0 Workforce Wellbeing

- 5.1 Workforce wellbeing is a key component of trauma-informed organisations. While there was previously local and national recognition of the importance of wellbeing in this context, the wellbeing agenda in Scotland and the rest of the UK has received a sharper focus in response to the COVID-19 pandemic and its impact on certain groups of staff.
- 5.2 It is suggested that, as the threat of the pandemic has now receded, there is the opportunity to strengthen awareness of the prevalence and impact of trauma. Establishing organisational systems and supports for employees to mitigate the impacts of COVID-19, psychological trauma and other stress-related impacts are vital in order to create and maintain mentally healthy workplaces.
- 5.3 Evidence shows that in trauma-informed services where wellbeing is prioritised, employees feel better at work, are less likely to experience compassion fatigue and burnout and so are more able to deliver high quality services.
- 5.4 Fife Council offer a range of wellbeing support and guidance covering four wellbeing areas, these being financial, mental, physical and social. There has been a significant drive in promoting wellbeing across the council with comms, a roadshow in 2022 and other events all aimed at raising awareness of the importance of prioritising wellbeing within the workplace.
- 5.5 Other initiatives include Mental Health First Aid and Mentally Healthy Workplaces training which is now mandatory for all managers and supervisors, as agreed by CET.

- 5.6 The Project Manager (Trauma-Informed Practice) links regularly with the Project Manager (Wellbeing) to ensure that wellbeing is promoted across all Directorates, maximise synergies in this area of work, and ensure that overlaps in provision are avoided. It is crucial we see all work integrated to some degree and that 'trauma informed' is not something that stands alone.
- 5.7 Leaders and managers are encouraged to use the Quality Standards for Fife and/or the National Improvement Framework to assess their own Service area in terms of wellbeing practice, policy and provision.

6.0 Workforce Knowledge and Skills

- 6.1 Trauma is 'everyone's business' and every member of the workforce has a role to play in understanding and responding to people affected by trauma. This doesn't mean that everyone needs to be a trauma expert —we know that different expertise and skills are required to support people's recovery — but it does mean that all workers, in the context of their own role and work remit, have a unique and essential trauma informed role to play in responding to people who are affected by trauma.
- 6.2 To help manage this, NES have developed four practice levels (Appendix 1):
- **Trauma Informed** - all members of the workforce, whether paid or unpaid
 - **Trauma Skilled** - workers who are likely to be coming into contact with people who may have been affected by trauma
 - **Trauma Enhanced** - workers who have a specific remit to respond to people known to be affected by trauma and are required to provide advocacy support or interventions or are required to adapt the way they work to take into account trauma reactions to do their job well and reduce risk of re-traumatisation
 - **Trauma Specialist** - workers who have a specific remit to provide specialist interventions or therapies for people known to be affected by trauma with complex needs
- 6.3 When compared to other parts of Scotland, Fife has made very good progress in workforce development activity relating to trauma informed practice. The data shows that the number of employees who have engaged in learning at levels 1 (informed) and 2 (skilled) of the National Trauma Training Framework sits at almost 30% of our entire workforce and there is also some evidence of learning at level 3 (enhanced).
- 6.4 The data collected reflects training which is recorded on the council's Oracle Learning platform. However, there is also a lot of learning which has not been recorded through Oracle which would either notionally sit at levels one and/or two of the national framework or has indeed been mapped to the framework.
- 6.5 The above point is particularly relevant when considering some of the extensive work that has happened across Education and Children's Services (table 1). There is, of course, also a lot of experiential learning, coaching and mentoring that is not captured.

Table 1 Additional Trauma-Related Learning across Education Services

In February 2023, 40 probationary teachers and newly qualified social workers received a joint 2-hour input on the impact of trauma and trauma-informed practice.
The resource, 'Using a Trauma Informed approach to support the return to school' pack was developed and implemented by the Educational Psychology Service. It was shared with schools and training was delivered in some schools around this, or more broadly for staff about Trauma Informed approaches, ahead of pupils returning after the COVID lockdown.
'Be That Person' workshops with a specific focus on ACES and trauma have been successfully delivered regularly since 2018 to around 400 staff members directly, both in person and online, and the workshop pack has been offered as a 'train the trainer' model so that school and early years leads can deliver the session within their own settings.
From Aug 21 – Jan 23, Educational Psychologists have delivered: <ul style="list-style-type: none"> ○ Trauma Informed Training to 9 settings and around 270 staff ○ Attachment and nurture training (which includes overlap of TI content and key messages) to 6 settings and 190 staff
Approximately 300 Education staff have completed trauma input at an in-service day in November 2022 which included the NES modules 'Why Trauma Matters' and 'Understanding the Psychological Impact of Trauma'. These were delivered alongside NHS staff which gave a rich learning experience to school staff.
Positive Relationships for Learning - 143 teaching staff have completed this.
Positive Relationships for Learning for Pupil Support Assistants (PSAs) - 222 pupil support staff have completed this.
In August 2023, a planned Pupil Support Assistant 'Summer School' is due to run with 190 PSAs engaging in a 2-day programme focusing on Trauma Informed approaches in addition to other pertinent topics e.g. Staff Wellbeing, De-escalation, Anxiety, Bereavement, Loss & Change.

6.6 Whilst there is some evidence of learning at level 3, this is an area that requires further exploration in terms of how we take any plans for training at this level forward. There are a number of issues:

- Some offerings are available but these are largely restricted to clinical staff and there are issues around capacity and resources to deliver to a wider audience, and also around suitability of materials for non-clinical staff.
- Commercial offerings are available but these come at significant cost.
- The Scottish Government have also formed a team to look at training pathways including level 3 training for social workers – it may take some time to develop 'the offer' to local authorities.
- There are discussions around endorsement of training opportunities in the future.

6.7 Notwithstanding the information above, there are many established and developing opportunities to enhance knowledge and skills at levels 1 and 2 of the National Trauma Training framework, including additional e-learning modules, interactive resources and workshops which can be delivered locally (Appendix 3).

- 6.8 It is proposed that “Becoming Trauma Informed” Level 1 becomes a corporate mandatory learning topic and that all employees are required to complete the learning. This will increase the total number of such learning topics to 10, with an additional 2 for Managers. The agreed annual report on council wide mandatory learning will be considered by the Reform Board in August and the decision taken by CET, in respect of trauma will be reflected in that report.

7.0 Experts by Experience

- 7.1 This key driver for change arguably provides the biggest challenge to large public sector organisations which are very much arranged around systems, processes and hierarchies.
- 7.2 Notwithstanding para. 7.1, any truly trauma-informed service must include the voice of individuals with lived experience of trauma in the design and delivery of its services.
- 7.3 Work is currently being progressed within Fife Council, NHS Fife and the third sector to ensure that the voices of people with lived experience are fully represented on the Trauma Informed Steering Group. There is currently representation within the Trauma Informed Collective who report to the Trauma Informed Steering Group.
- 7.4 Services are encouraged to use the Quality Standards for Fife and/or the National Improvement Framework to assess their own Service area in terms of involving individuals with experience of trauma in policy and service design and delivery.

8.0 Data and Information

- 8.1 The use of data and information will allow us to measure both the progress in terms of implementing trauma-informed practices and in terms of measuring outcomes at different levels.
- 8.2 There are various tools including the Quality Standards for Fife and the new National Improvement Framework which can assist Services to develop this area.
- 8.3 The Quality Standards were developed late 2021 by a sub-group of the Trauma Informed Steering Group to help organisations measure themselves against a set of clearly defined standards drawn from national and international research. Trauma leads within the council are currently working closely with teams who wish to look at their service through a trauma-informed lens.
- 8.4 The National Improvement Framework is in final draft and is due for launch in July 2023. The framework was developed by a multi-disciplinary, multi-agency national advisory group with representation from NHS Education for Scotland (NES), Scottish Government, COSLA and the Improvement Service amongst others. Fife Council were also represented on this group.
- 8.5 Trauma leads within the council are currently working with teams to consider case studies and research which aim to consider the impact of implementing trauma-informed practices. This work is at an early stage and requires development.
- 8.6 The Improvement Service are committed to work with local authorities in this area and plans are being developed in Fife around the evidence base.

9.0 What is Next?

- 9.1 Fife has made good progress, but we now need to consider how we create a culture where trauma-informed practice becomes woven into the very fabric of the organisation.
- 9.2 Discussions held locally and nationally accept that whilst there are excellent learning opportunities at levels one and two of the national trauma training framework, these options aren't so well developed for level 3, particularly for non-clinical employees. There are also issues around capacity to deliver, resourcing and potentially endorsement of products.
- 9.3 It is therefore suggested that whilst we wait for developments in relation to level 3, the council can capitalise on the opportunity to create a baseline level of knowledge across all teams. This can be achieved by:
- Ensuring that all new and existing employees complete the level 1 "Becoming Trauma Informed" e-learning module (or where this isn't possible, staff are given the training by different means).
 - Suggesting that all front-facing staff and managers also go on and complete the relevant level 2 modules (or as above, are offered training by different means).
- 9.4 In addition to vastly increasing the e-learning completions by taking the steps above, staff and leaders can further develop knowledge and skills at levels 1 and 2 by completing one of the available workshops (see Appendix 3).
- 9.5 Services should also continue with current development sessions and alternative ways of delivering trauma training (as evidenced as happening widely at the current time).
- 9.6 We aim to encourage services to strive towards organisational and culture change by:
- Increasing the number of strategic and operational leaders and managers attending the STILT.
 - Encouraging Services and Teams to use "Transforming Psychological Trauma – Quality Standards for Fife" in order to identify and work towards improvement.
 - Encouraging leaders and managers to access resources for leaders and organisations at NES (see Appendix 3).
 - Considering offers from the Improvement Service to deliver a session on trauma-informed organisations with Senior Leaders in the Council (as at 4.6).
 - Considering commercial options that support organisational change (as at 4.6).

List of Appendices

1. Psychological Trauma National Practice Level Definitions
2. Quality Standards for Fife (Summary)
3. Fife Trauma Training Collaborative

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Psychological Trauma National Practice Level Definitions

TRAUMA INFORMED PRACTICE	TRAUMA SKILLED PRACTICE	TRAUMA ENHANCED PRACTICE	TRAUMA SPECIALIST PRACTICE
All workers.	Workers who are likely to be coming into contact with people who may have been affected by trauma.	Workers who have a specific remit to respond to people known to be affected by trauma -AND- are required to provide advocacy support or interventions -OR- are required to adapt the way they work to take into account trauma reactions to do their job well and reduce risk of re-traumatisation -OR- are required to manage these services	Workers who have a specific remit to provide specialist interventions or therapies for people known to be affected by trauma with complex needs.
Examples could include shop workers, taxi drivers, recreation workers and office workers.	Examples could include some lawyers, GPs, teachers, support for learning staff, police officers, nursery staff, sports-club coaches, receptionists, dentists, judges, A&E workers, lecturers, housing workers, care workers, service managers, youth development workers, health visitors and counsellors.	Examples could include some lawyers, mental health nurses and workers, specialist domestic abuse support and advocacy workers, education support teachers, some specialist police officers, some psychiatrists, forensic medical examiners, social workers, prison staff, secure unit workers, drug and alcohol workers and specialist counsellors.	Examples could include social workers with specialist roles / training, major incident workers, some psychiatrists, managers of highly specialist services, psychologists and other therapists.

Transforming Psychological Trauma In Fife – Quality Standards for Fife (Summary)

In 2021, members of a Short Life Working Group were commissioned by Fife Trauma Steering Group to create a an ‘audit tool’ or ‘organisational walkthrough’ to aid organisations with the implementation of trauma-informed workforces, systems and processes. Extensive research of existing national and international tools led to the development of the Quality Standards for Fife and these were approved by the Steering Group in 2022 to be piloted. The Standards are focussed across twelve domains which can be summarised as follows:

1. Governance, Management and Leadership

In this section, there are key questions around the organisation’s mission statement, arrangements for people with lived experience to be involved in design and delivery of services, trauma training for Senior Leaders, language and communication, and support from leaders in relation to trauma-informed practice.

2. Policy and Procedure

This section contains questions around specific policies around Wellbeing, trauma-informed supervision, the inclusion of trauma-informed principles in all policy areas and the use of language which normalises trauma and trauma responses.

3. Finance

Considers funding for this area of work – has budget been considered for training, trauma-informed environments and peer support?

4. Partnership Working

This domain considers the benefits of partnership working and collaborative approaches in trauma-informed practices, ensuring that the right services are offered to people who need them at the right time.

5. Progress Monitoring and Quality Assurance

Domain focusses on gathering feedback from staff and customers to improve service provision.

6. Evaluation

This section looks at proper assessment of trauma-informed principles, meaningful customer involvement and the use of measures and indicators to evaluate services.

7. Workforce Development, Knowledge and Skills

Domain seeks to aid organisations to look at their workforce development needs around trauma training, ensuring that everyone, including leaders are trained to the appropriate level of the National Trauma Training Framework.

8. Workforce Wellbeing

This section looks at the provision of worker wellbeing policies and plans and the inclusion of self-care at work. Considers monitoring of self-care activity through supervision.

9. Communication and Relationships

This domain looks at the crucial role that relationships play in trauma-informed work. Considers communication and language used in all communication, including Council materials and media.

10. Lived Experience Representation

This domain has questions to support the organisation around plans, policies and budget to enable those with lived experience of trauma to be truly involved in decision-making, and service design and delivery. It also looks at power differentials and how these can be reduced or eliminated.

11. Access and Environment

This domain focusses on access to the organisation and our physical environments. It assists us to consider things that we can do to improve access to services, communicate better prior to service provision and to think about how some of our physical environments can be improved so they do not feel unsafe and re-traumatising for individuals affected by trauma. The section also proposes the provision of 'space' for self-care activity for staff.

12. Screening, Assessment, Treatment, Care and Support

As this is a multi-disciplinary tool, parts of this section can be interpreted as somewhat clinical. Nevertheless, some of the standards are very relevant to those offering care and support. For example, it is suggested that staff working in certain disciplines know how to make interventions linked to trauma or know who to make referrals to.



Fife Trauma Training Collaborative Transforming Psychological Trauma in Fife

Training Resources and Materials

The national team at NES (National Health Education for Scotland) have developed a number of freely available training offerings and resources. In addition, Fife Trauma Training Collaborative have created and added some additional training options. All have been brought together below and have been listed by practice level.

In addition to the freely available learning and resources below, some Services and Directorates may commission or have access to additional trauma training.

Psychological Trauma Level 1

This practice levels is for all workers. Examples could include shop workers, taxi drivers, recreation workers and office workers.

Animation	Trauma Informed Practice for the Workforce: Opening Doors
Animation	Trauma Informed practice for anyone working with children and young people: Sowing Seeds
E-Learning Module	Becoming Trauma Informed
Guided Workshop	Taking a Trauma Informed Lens to your service and practice: Opening Doors for working with adults
Guided Workshop	Taking a Trauma Informed Lens to your service and practice: Sowing seeds for working with children and young people

Psychological Trauma Level 2

This practice level is for workers who are likely to be coming into contact with people who may have been affected by trauma. Examples could include some lawyers, GPs, teachers, support for learning staff, police officers, nursery staff, sports-club coaches, receptionists, dentists, judges, A&E workers, lecturers, housing workers, care workers, service managers, youth development workers, health visitors and counsellors.

E-Learning Module Developing your trauma skilled practice 1: Understanding the impact of trauma and responding in a trauma-informed way

E-Learning Module Developing your trauma skilled practice 2: Trauma in children and young people

E-Learning Module Developing your trauma-skilled practice 3: Understanding the impact of trauma on mental health and evidence-based pathways to recovery

E-Learning Module Developing your trauma-skilled practice 4: Understanding the use of substances to cope with the impact of trauma

Video Resource Understanding how the experience of trauma can affect our Window of Tolerance

Psychological Trauma Level 3

This practice level is for workers who have a specific remit to respond to people known to be affected by trauma AND are required to provide advocacy support or interventions OR are required to adapt the way they work to take into account trauma reactions to do their job well and reduce risk of retraumatisation OR are required to manage these services.

Examples could include some lawyers, mental health nurses and workers, specialist domestic abuse support and advocacy workers, educational support teachers, some specialist police officers, some psychiatrists, forensic medical examiners, social workers, prison staff, secure unit workers, drug and alcohol workers and specialist counsellors.

Video Resource Supporting children and young people to recover from the effects of psychological trauma

Video Resource Psychological Trauma and Working with Victims and Witnesses

Trauma Informed Organisations

Suitable for teams, leaders and managers in all services.

Video Resource	The impact of psychological trauma on the window of tolerance in organisations, services and systems
Facilitated Workshop	'Lift and Do' Trauma Informed Workshop for Teams
Video Resource	Leaders Video Series
MS Teams Webinar	Scottish Trauma Informed Leaders Training (STILT)

Access to Learning and Resources

All Fife Council employees can access the above training and resources by signing into [Oracle Cloud](#) where they should select the 'Learning' icon and search for "Psychological Trauma."

All NHS employees can access the training and resources available to them via the online learning platform, TURAS.

All partner organisations can access the training and resources by going to [Learning Nexus](#) and searching for "Psychological Trauma."

Trauma icon provided by [Darius Dan](http://www.dariusdan.com/) from www.flaticon.com

Statutory Consultation Report on the Proposal to Relocate Inverkeithing High School from the existing school site of Hillend Road, Inverkeithing, to a new site, south of the A985 (Admiralty Road, Rosyth), The Fleet Grounds, Rosyth

Report by: Shelagh McLean, Head of Education and Children’s Services

Wards Affected: Wards 5 and 6

Purpose

This report presents the statutory Consultation Report, in terms of the Schools (Consultation) (Scotland) Act 2010, in respect of the proposal to relocate Inverkeithing High School from the existing school site of Hillend Road, Inverkeithing to a new site, south of the A985 (Admiralty Road, Rosyth), The Fleet Grounds, Rosyth, for full consideration by members. The report also seeks approval to proceed with the recommendation contained within the Consultation Report.

Recommendation(s)

The Cabinet Committee is invited to:

- 1) approve the proposal to relocate Inverkeithing High School from the existing school site of Hillend Road, Inverkeithing, to a new site, south of the A985 (Admiralty Road, Rosyth), The Fleet Grounds, Rosyth; with the proposed date for implementation of this proposal being for academic session August 2026; and
- 2) Note that a review of leisure and cultural services and facilities will be undertaken across Fife to inform future strategy and service delivery. This will include the delivery model of Community Use in South and West Fife.

Resource Implications

Considerable officer time will be required for the construction phase of the relocated school. There are resource implications in terms of finance and human resources for a number of Fife Council services such as Property Services, Planning and Communities as well as the Education and Children’s Services Directorate. The council has identified the resources required for the construction of the relocated Inverkeithing High School.

Legal & Risk Implications

The Directorate will continue to consider the legal and risk implications as part of the specific proposal. The consideration and determination of this report is by the council acting as education authority. Accordingly, members of this committee should refrain from expressing any view which may be construed as pre-determining any current or future planning application/s which the council, as planning authority, may require to consider and determine in respect of the relocation of the secondary school included in

this proposal. There is a risk that, should the proposal not be approved, the educational benefits identified will not be realised. This could have an impact on the relevant consultees, as none will have the opportunity to experience a new secondary school. If the programme is impacted in terms of time, and not deliverable by August 2026, there is a risk that the Scottish Government funding for this project will be withdrawn from Fife Council and not be available for a later project. At the time of the bid for funding to the Scottish Government, the council had approved the preferred site and was in the position to deliver the new school by August 2026, which allowed Inverkeithing High School to be included in the LEIP Phase 2 programme.

Impact Assessment

An Equality Impact Assessment concerning the proposal has been prepared and is contained within Appendix E of the Consultation Report (Appendix A). A summary page is attached to this report.

Consultation

Officers of the Education Service, Legal Services, Property Services, Transportation Service and Communities Directorate have been consulted in preparation of the Statutory Consultation Report. The proposal has been subject to the process of statutory public consultation as defined by the Schools (Consultation) (Scotland) Act 2010.

1.0 Background

- 1.1 Inverkeithing High School has been situated within Inverkeithing for the past 50 years. The school was built in 1973 and is a grade 'B' listed building. There are seven discrete blocks on site and a community use building, which includes a small swimming pool. The main vehicular access to the school and Treetop Family Nurture Centre is shared and both are in close proximity to Inverkeithing Primary School.
- 1.2 At the Fife Council budget meeting in February 2019, funding was dedicated to progress the work of the Education Service to replace three secondary schools in the Dunfermline and South and West Fife Areas, which included St Columba's RC, Woodmill and Inverkeithing High Schools.
- 1.3 The Scottish Government announced, as part of their Phase 2 LEIP (Learning Estate Investment Programme) programme, in December 2020, that a replacement for Inverkeithing High School would be part of the £2billion Learning Estate Investment Programme.
- 1.4 Inverkeithing High School is rated as 'D' for accessibility and is rated C (poor) for both condition and suitability. The accessibility of the existing building is the main driver to progress a replacement secondary school for the catchment area of Inverkeithing High School. The existing building is unable to be remodelled to make it fully accessible and catchment pupils with specific additional support needs are unable to be accommodated, with their peers, at their catchment school, as they are unable to access all parts of the school.
- 1.5 The Education and Children's Services Sub-Committee, of November 2020, considered and approved a report which set out the results of the options' appraisal of educational requirements and the technical assessments for the two final site options for the replacement of Inverkeithing High School.

1.6 The Committee:

- (1) agreed Option 5; Site 10, Fleet Grounds, as the preferred location for the replacement for Inverkeithing High School, subject to:
 - (i) the entering into of an option agreement with the landowner(s) for the acquisition of a suitable site forming part of the land owned by the Ministry of Defence at Fleet Grounds;
 - (ii) completion of a full planning assessment for development on the Fleet Grounds site; and
 - (iii) the outcome of a consultation to be carried out under the Schools (Consultation) (Scotland) Act 2010;
- (2) authorised the Head of Legal and Democratic Services, in conjunction with the Head of Assets, Transportation and Environment, to agree terms for an Option Agreement with the Ministry of Defence for the purchase of the Fleet Grounds site; and
- (3) authorised officers to:
 - (i) continue to explore potential funding sources;
 - (ii) prepare and bring a future report to the Policy and Co-ordination Committee to investigate the retention, refurbishment and future investment of the Community Use Wing at Inverkeithing High School;
 - (iii) prepare the Brief for the option;
 - (iv) appoint a Design Team to prepare designs for the new school; and
 - (v) report back to a future meeting of this Sub-Committee.

1.7 To fulfil part (1)(iii) of this decision, the Cabinet Committee of 6 April 2023 approved a draft proposal paper for consultation, on a proposal to relocate Inverkeithing High School from the existing site of Hillend Road, Inverkeithing, to a new site, south of the A985 (Admiralty Road, Rosyth) the Fleet Grounds, Rosyth.

1.8 This report presents the statutory consultation report, in terms of the Schools (Consultation) (Scotland) Act 2010, in respect of the proposal to relocate Inverkeithing High School from the existing site of Hillend Road, Inverkeithing, to a new site, south of the A985 (Admiralty Road, Rosyth) the Fleet Grounds, Rosyth, for full consideration by members.

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

2.1 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 Education Scotland;
- to review the proposal;
- to prepare (and publish) a consultation report.

- 2.2 The preparation of the EBS provided the education authority with the opportunity to set out the educational case for the proposal, while the proposal paper sets out all the other contextual and relevant evidence and information around and in support of the proposal. The EBS was included within the published proposal paper, so that consultees could consider the whole case together.
- 2.3 Within the proposal paper, the education authority considered 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.
- 2.4 The education authority must also ensure the most effective use of assets and the control of both revenue and capital costs and the school estate is a major aspect of this planning process.
- 2.5 The education authority advised the relevant consultees of the proposal on 17 April 2023 and the consultation period commenced once this was done. The consultation period was at least six weeks (from 18 April to 2 June), including at least 30 days of term time.
- 2.6 Three public meetings were held during the consultation period. One of these at Inverkeithing High School on Thursday, 20 April, one at King's Road Primary School on Monday, 15 May and the final meeting at Dalgety Bay on Monday, 22 May. These venues, across the catchment area, provided an opportunity for all parents/carers and interested stakeholders to attend a meeting near where they live. These meetings were publicised on the council's website, in the local newspaper, by posters in affected schools and through school Groupcall mail. Advance notice of these dates and times was included in the Consultation Notice issued to relevant consultees and to Education Scotland. It was also included in the proposal document. In addition, drop-in sessions were held, at all of the associated primary schools, Inverkeithing High School and within Inverkeithing Civic Centre, High Street, Inverkeithing. Sessions were scheduled at different times of the day, i.e. at morning drop-off, afternoon pick up and just prior to each of the three public meetings in the early evening. 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.
- 2.7 As required, 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. It also considers compliance with the requirements of the Schools (Consultation) (Scotland) Act 2010. Prior to their consultation with schools through various meetings, the education authority provided Education Scotland with a summary of all written representations received during the public consultation period and the actual representations. A transcript of each of the three public meetings was also provided, as well as the PowerPoint document presented during the meetings setting out the proposal. Education Scotland attended all of the public meetings and consulted separately in person with staff, pupils and parents/carers in producing the draft report, which was submitted to the education authority to check for inaccuracies. Following this review, Education Scotland then issued their final report, which is contained within the consultation report and which has been responded to by the education authority in the consultation report. Education Scotland published their report on the same day as the publication of the consultation report by the education authority (15 August 2023). The dates on which information was supplied by the education authority to Education Scotland and the reports received were as follows:
- Information sent to Education Scotland: 9 June 2023
 - Draft Education Scotland report received: 22 June 2023
 - Final Education Scotland report received: 23 June 2023

- 2.8 Where an omission of relevant information or an inaccuracy is discovered by the education authority, or where such has been alleged, consideration must be 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 an omission was identified from, or there were inaccuracies in, the proposal paper, the consultation report must set out the details and the action taken and, if no action was taken, why. No errors or omissions were found or notified.
- 2.9 The education authority has reviewed the proposal consulted on in light of the written and oral representations it has received and the Education Scotland report and then prepared and published the consultation report.
- 2.10 The Consultation Report explains that, following any decision by this committee to implement a proposal, the decision may be subject to internal governance procedures before it becomes final. It will become a final decision of the council at the conclusion of either the call-in period if there is no call in, or at the end of the call-in procedure if there is a call-in.
- 2.11 The education authority has ensured that a period of three weeks has elapsed between the publication of the consultation report and the council making a decision on whether to implement the proposal. 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.
- 2.12 The education authority has complied with all of the requirements of the Act.

3.0 Consultation Report

- 3.1 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 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 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).
- 3.2 In total, 221 written representations were received in writing or online in response to the consultation on the proposal. These comprised 216 completed Consultation Response Forms and five written statements through emails.

- 3.3 The majority of those stakeholders who responded were not in favour of the proposal to relocate from the existing site of Hillend Road, Inverkeithing to the new site, south of the A985 (Admiralty Road, Rosyth), the Fleet Grounds, Rosyth. A summary of responses to the Consultation Response Form is provided in Appendix B of the Consultation Report. The overall summary is as follows:

Summary of responses to Consultation Response Form	Number of respondents	No of Yes responses	%	No of No responses	%	No of Don't Know responses	%
Parents/carers	165	48	29.1%	108	65.5%	9	5.4%
Pupils	4	0	0.0%	4	100.0%	0	0.0%
Staff	11	7	63.6%	4	36.4%	0	0.0%
Other interested parties	36	9	25.0%	25	69.4%	2	5.6%
Total	216	64	29.6%	141	65.3%	11	5.1%

- 3.4 The 2022 pupil census data records that there were 1560 pupils attending Inverkeithing High School, broken down as 946 pupils at stages S1-S3 and 614 pupils at stages S3-S6. It also records that there were 2078 pupils attending the eight associated primary schools, and, of these, 1224 pupils were at stages P4-P7 and 854 pupils were at stages P1-P3. The parents/carers of each of the pupils attending Inverkeithing High School and the associated primary schools were notified of the proposal as relevant statutory consultees and invited to make representations. Of the 3638 pupils whose parents were notified, along with the other statutory consultees, 216 parents/carers and other stakeholders responded online to the consultation.
- 3.5 Thirty-six of these 216 respondents were within the grouping parent/carer of a child attending Inverkeithing High School, with 22 (61%) indicating that they did not support the relocation and 12 (35%) indicating that they did. Ninety-eight parents/carers of pupils attending the associated primary schools to the east of the M90 responded, with 80 (82%) indicating that they did not support the relocation and 12 (12%) indicating that they did. Twenty-four parents/carers of pupils attending the associated primary schools to the west of the M90 responded, with 0 (0%) indicating that they did not support the relocation and 23 (96%) indicating that they did.
- 3.6 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. 405 primary aged pupils took part and 73 pupils from Inverkeithing High School took part in the face-to-face groups.
- 3.7 To ensure all of the P4-P7 and S1-S6 pupils from the nine schools involved had an opportunity to contribute to the consultation, a Microsoft form questionnaire was issued to pupils through their class teachers or through Groupcall for secondary pupils. This ensured those not involved in the face-to-face consultation sessions could take part. 81% (1010) of pupils in P4-P7 attending Inverkeithing High School cluster primary schools completed the questionnaire. 72% of the pupils agreed that the replacement Inverkeithing High School should be relocated to a new site at Fleet Grounds in Rosyth. 31% of Pupils attending Inverkeithing High School in S1 to S3 completed the online questionnaire. 76% of the young people agreed that the replacement Inverkeithing High School should be relocated to a new site at Fleet Grounds in Rosyth.
- 3.8 It is clear that the majority of children and young people are excited by the prospect of a replacement school and the proposed new facilities that offer a modern, flexible and

accessible school. It is also clear, from the feedback received, that all other stakeholders are keen to see the Inverkeithing High School buildings replaced with new facilities.

- 3.9 Overall, there was significant enthusiasm about the potential facilities in the proposed relocated school from all of the groups who took part in the consultation process.
- 3.10 The education authority is satisfied that there will be educational benefit for the pupils and community through a secondary school relocated at Fleet Grounds, Rosyth. The education authority does acknowledge that for a number of stakeholders living to the east of the M90, their preference would be to retain the school in the Inverkeithing area. However, the majority of stakeholders from the West of the M90 advised they would be happy with the location of the proposed site. In addition, a number of stakeholders were concerned that there will be increased traffic in the area and pupils would now not be able to walk to school. All of these points will be considered within the Transportation Assessment which is undertaken as part of the planning application. Officers will continue to engage with parents/carers to provide support should this be required. If the proposal is approved, walked route to school assessments will be carried out in accordance with current policy.
- 3.11 The education authority is pleased to note that the report from Education Scotland confirms that this proposal has the potential to provide educational benefits; that stakeholders are positive about the prospect of a new school, including community use facilities for leisure, sport and cultural facilities and, overall, stakeholders recognise the need for a new school.
- 3.12 The education authority has set out a strong case in support of the proposal, the proposal is of clear educational benefit and even though most stakeholders who responded to the consultation are not in support of the proposal because of the specific location of the preferred site, almost all parents/carers, children and young people who met Education Scotland representatives are positive about the development of a new school.
- 3.13 Overall, the issues raised by statutory consultees and other interested parties in the written representations, oral representations, pupil consultation and Education Scotland report are summarised and responded to in full in the Consultation Report at Appendix A.
- 3.14 A review of the proposal by the education 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 the Education Scotland report.
- 3.15 It is recommended that approval be given to the proposal to relocate Inverkeithing High School from the current site of Hillend Road, Inverkeithing to a new site, south of the A985 (Admiralty Road, Rosyth), the Fleet Grounds Rosyth.
- 3.16 If approval is given, the education authority plan for the construction and delivery of the relocated school is for the academic session commencing August 2026.
- 3.17 If approval if given, the Community Use Team will review the current timetabling of community use activities at Inverkeithing High School and will develop a model for transitioning the relevant community use activities to the replacement High School. Reflecting feedback from the consultation, the Community Use team will also explore the options for using other venues around Inverkeithing to deliver community activities.

4.0 Conclusions

- 4.1 This report provides the detailed Consultation Report (Appendix A) required following the decision of the Cabinet Committee on 6 April 2023 to consult on the proposed relocation of Inverkeithing High School to a new site, south of the A985 (Admiralty Road, Rosyth), the Fleet Grounds, Rosyth. The Consultation Proposal Paper and Consultation Report meet the requirements of the Schools (Consultation) (Scotland) Act 2010.
- 4.2 This report includes the individual recommendation for the proposal, following review of the proposal consulted on, in light of the written and oral representations received and the Education Scotland report.
- 4.3 The proposed date for implementation of the relocation of Inverkeithing High School, to this new site, is academic session commencing August 2026.

List of Appendices

1. Appendix A – Consultation Report [Relocation of Inverkeithing High School Consultation | Fife Council](#)
2. Appendix B - EIA (Equality Impact Assessment)

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
- Cabinet Committee 6 April 2023
- Education & Children's Services Sub-Committee 3 November 2020

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FIFE COUNCIL – EDUCATION & CHILDREN'S SERVICES

**CONSULTATION REPORT ON THE
PROPOSAL TO RELOCATE
INVERKEITHING HIGH SCHOOL, FROM
THE EXISTING SCHOOL SITE OF
HILLEN ROAD, INVERKEITHING, TO A
NEW SITE, SOUTH OF THE A985
(ADMIRALTY ROAD, ROSYTH), THE
FLEET GROUNDS, ROSYTH**

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- 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
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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 Responses, 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 The current secondary school building for the Inverkeithing and Rosyth areas, Inverkeithing High School, is located at Hillend Road, Inverkeithing. Inverkeithing High School was built in 1973 and is a grade 'B' listed building. The building comprises of 7 discrete blocks within the site, one of which is used for community use activities (referred to as 'the Community wing') and this includes a small swimming pool. This block is used during school hours for physical education and drama.
- 1.2 Prior to the school opening at this site, Kings Road was the main secondary school for the Rosyth and Inverkeithing area, from 1918 until 1973. The King's Road school building was kept as a primary school, continuing to serve the local area.
- 1.3 The catchment area for Inverkeithing High School runs from Aberdour in the east, to Rosyth in the west, and incorporates the primary catchment areas of Aberdour, Camdean, Dalgety Bay, Donibristle, Inverkeithing, Kings Road, North Queensferry and Park Road Primary Schools.
- 1.4 Of the 18 secondary schools in Fife, only Inverkeithing High School is rated as 'D' for Accessibility – the building is inaccessible and unable to be reasonably adapted to be made accessible.
- 1.5 The Scottish Government Core Facts return in May 2023, reported that Inverkeithing High School has a condition rating of 'C' - Poor – showing major defects and/or not operating adequately. The latest return, in May 2023, also reported that Inverkeithing High School has a suitability rating of '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).
- 1.6 The building would require extensive maintenance and refurbishment to bring it to the condition and suitability standards of a modern secondary school fit to deliver the 21st century curriculum, with flexibility for the future. It cannot, however, be reasonably adapted to be made accessible.
- 1.7 Therefore, the most immediate driver for the construction of a new school is the accessibility and condition of the existing building.
- 1.8 It was agreed, at the Fife Council budget meeting in February 2019, that funding would be dedicated to progress the work of replacing schools in the Dunfermline and South & West Fife Areas, which included Inverkeithing High School. It was noted that, whilst developing the capital programme, the affordability of these projects would rely on significant funding from the Scottish Government.
- 1.9 The Scottish Government announced, in December 2020, that funding would be made available for the replacement of Inverkeithing High School, to be achieved by 2026.

- 1.10 Fife Council elected members have determined that replacement secondary schools are required to meet the educational needs for the 21st century, Curriculum for Excellence, and to comprise all the essential indoor facilities associated with a new secondary school, such as dining and social areas. Additionally, it was agreed that dedicated indoor and outdoor sports facilities are to be provided for school and community use.
- 1.11 As a result, prior to considering the requirements for a new school building, the following criteria, as approved by the Executive Committee on 16 August 2017, and the Education & Children's Services Committee on 28 August 2018, provide guiding principles in relation to new school site assessments. The criteria required to test any available site options for new schools are as follows:
- [1] a single school and site for the children and young people in order to both provide a coherent and efficient curriculum for all pupils and deliver the best value requirements;
 - [2] a site where the net acreage is consistent with relevant space guidance in order that it could contain a school, as well as the open space, of sufficient size and appropriate shape to accommodate the peak forecast roll and an element of future expansion. The aspect ratio of the site should also be of suitable proportions to enable the design of the new school to create a building which is attractive and inspiring and would create a civic presence without being unduly constrained by the site;
 - [3] a site should be located within the designated catchment area, where pupil population is greatest, whilst being accessible by foot, bicycle, car and public transport. It should be located to minimise pupil travel distance and support the delivery of appropriate community facilities;
 - [4] a sufficient site area to accommodate all curricular, external learning, sports facilities and community engagement, therefore any site would be assessed having regard to the size of the site and its ability to accommodate the school, and not only its curricular activities but all extracurricular activities in accordance with current Fife Council priorities;
 - [5] a site which is able to ensure that the building design could deliver full accessibility for all pupils, staff and the public, including appropriate vehicular access and car parking facilities;
 - [6] a site which could enable a design that would deliver a safe and secure environment, with ease of movement throughout the building and the site;
 - [7] the school should be available for occupancy within a reasonable timescale;
 - [8] a site where the cost of the site and site preparation could be contained within the capital budget available for the project or where any increased costs could be accommodated within the wider Council's capital resources.

- 1.12 It should be noted that the above criteria, in para 1.11, relate solely to the site characteristics and not to the detailed design of a new school building, and these criteria are required for all new build secondary schools.
- 1.13 All available sites for the replacement of Inverkeithing High School were assessed against these criteria. Following this site assessment exercise, which was discussed by the Education & Children's Services Sub Committee on 21 May 2019, it was recommended that 7 of the sites presented to Committee required further consideration, through the preparation of phase 2 feasibility studies. The detailed work from the phase 2 studies was reported to the Education & Children's Services Sub-Committee on 29 October 2019. This report also included an appendix detailing feedback from the public engagement sessions held in June and August 2019.
- 1.14 It was apparent, through the feedback received from stakeholders during the public engagement sessions, that the community in this area was supportive of a new school to replace the existing Inverkeithing High School.
- 1.15 On 11 February 2020, 4 of the previous 7 sites were presented to the Education & Children's Services Sub-Committee for consideration. The Committee approved the report and requested that officers: continue to explore funding sources; explore the community requirements and opportunities presented by the options; investigate and negotiate with landowners; prepare a brief for each option; appoint a design team and report back to a future committee.
- 1.16 On 3 November 2020, the Education & Children's Services Sub-Committee analysed the information requested and a decision was made to approve the preferred site as Fleet Grounds, Rosyth. There has been no material change to any of the information considered as part of this process since this decision.
- 1.17 The following are links to the committee papers referred to above in relation to a replacement Inverkeithing High School:

28th August 2018 – Education & Children's Services Sub-Committee
<https://www.fife.gov.uk/kb/docs/articles/about-your-council2/politicians-and-committees/committees/fife-wide-or-strategic/archived-committees/education-and-childrens-services-committee/meetings/education-and-childrens-services-sub-committee-28th-august-2018>

6th November 2018 – Education & Children's Services Sub-Committee
<https://www.fife.gov.uk/kb/docs/articles/about-your-council2/politicians-and-committees/committees/fife-wide-or-strategic/archived-committees/education-and-childrens-services-committee/meetings/education-and-childrens-services-sub-committee-6th-november-2018/>

19th March 2019 – Education & Children's Services Sub-Committee
<https://www.fife.gov.uk/kb/docs/articles/about-your-council2/politicians-and-committees/committees/fife-wide-or-strategic/archived-committees/education-and-childrens-services-committee/meetings/education-and-childrens-services-sub-committee-19th-march-2019/>

21st May 2019 - Education & Children's Services Sub-Committee
<https://www.fife.gov.uk/kb/docs/articles/about-your-council2/politicians-and-committees/committees/fife-wide-or-strategic/archived-committees/education-and-childrens-services-committee/meetings/education-and-childrens-services-sub-committee-21st-may-2019/>

11th February 2020 - Education & Children's Services Sub-Committee
<https://www.fife.gov.uk/kb/docs/articles/about-your-council2/politicians-and-committees/committees/fife-wide-or-strategic/archived-committees/education-and-childrens-services-committee/meetings/education-and-childrens-services-sub-committee-11th-february-2020/>

3rd November 2020 - Education & Children's Services Sub-Committee
[Education & Children's Services Sub Committee \(3rd November 2020\) | Fife Council](#)

- 1.18 The ambition, in the context of all our pupils in Fife and the priorities of the Education Service, is to improve the outcomes for attainment, employability skills and sustained, positive destinations for all young people. The Headteacher of Inverkeithing High School is focussed on developing an appropriate curriculum for the school, with clear articulation between school and college and with identified pathways. The building design development, with the pupils being involved in the early design process, will create more opportunities for flexible learning and a strengthening of the senior phase, supported by collaboration at earlier stages (Broad General Education).
- 1.19 The proposed facilities within the new building will support improved positive destination outcomes and meet the needs of the wider pupil community by allowing the removal of a school building which is in poor condition, with limitations in accessibility and suitability for the needs of learners. The proposed relocation of the school to a new site is likely to lead to efficiencies in the use of the capital and revenue resources available to Fife Council and (following disposal and/or demolition of the existing school buildings) to reduce the backlog maintenance requirements. One of the conditions attached by the Scottish Government to the contribution to the funding of the replacement school is that the new building is maintained in A or B condition over the 25 years of the funding agreement. Financial provision for this is included in the funding model for the new facility.
- 1.20 Any major investment in new schools should enable such a step change in Education provision: new purpose-built facilities that will meet both existing requirements but also provide additional capacity to support curriculum development across Fife.

2.0 Summary of the Proposal

- 2.1 The statutory consultation process was undertaken in respect of the following proposal, to:
- relocate Inverkeithing High School from the existing school site of Hillend Road, Inverkeithing, to a new site, south of the A985 (Admiralty Road, Rosyth), The Fleet Grounds, Rosyth.
 - implement this relocation proposal for academic session August 2026.

2.2 A copy of the full consultation proposal document 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 and secondary schools; parents of pupils expected to attend the schools within 2 years; pupils of the schools, staff members and Parent Councils:

- Inverkeithing High School
- Aberdour Primary School
- Camdean Primary School
- Dalgety Bay Primary School
- Donibristle Primary School
- Inverkeithing Primary School
- Kings Road Primary School
- North Queensferry Primary School
- Park Road Primary School
- Treetop Family Nurture Centre

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 Monday 17 April 2023 and by advertisement in the local newspapers covering the towns associated with the catchment areas, week commencing 17 April 2023. The statutory period of consultation included the minimum requirement of 30 school days and ran from Tuesday 18 April 2023 until close of business on Friday 2 June 2023.

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. To ensure parents/carers and interested parties had an opportunity to hear about the proposal and ask questions of the officers involved, 3 public meetings were arranged.

3.4 These 3 public meetings were publicised in the proposal document and relevant notices; with the links sent to parents through Groupcall and advertised in the local newspapers and through Fife Council's social media platforms of Twitter and Facebook. This ensured that sufficient notice was given to parents/carers or other interested parties to take part. The meetings were also publicised on the website at www.fife.gov.uk/inverkeithingsrelocation. The meetings took place at:

- Inverkeithing High School on Thursday 20 April from 6.00-7.00 pm
- Kings Road Primary School on Monday 15 May from 6.00-7.00 pm
- Dalgety Bay Primary School on Monday 22 May from 6.00-7.00 pm

3.5 The Education Authority was also able to offer drop-in sessions for parents/carers. These drop-in sessions were arranged and publicised for parents/carers and interested parties, allowing stakeholders to have an informal chat with officers. These informal drop-in sessions were arranged at:

- Inverkeithing Civic Centre (foyer), 10 Queen Street, Inverkeithing, on Thursday 20 April at 3.00-4.00 pm
- Inverkeithing High School on Thursday 20 April 2023 from 5.00-6.00 pm
- Aberdour Primary School on Tuesday 2 May 2023 at 2.30-3.30 pm
- Camdean Primary School on Thursday 4 May 2023 at 2.30-3.30 pm
- Inverkeithing Primary School on Tuesday 9 May 2023 at 8.30-9.30 am
- North Queensferry Primary School on Tuesday 9 May 2023 from 2.30-3.30 pm
- Park Road Primary School on Monday 15 May 2023 from 2.30-3.30 pm
- Kings Road Primary School on Monday 15 May 2023 from 5.00-6.00 pm
- Donibristle Primary School on Monday 22 May 2023 at 2.30-3.30 pm
- Dalgety Bay Primary School on Monday 22 May 2023 at 5.00-6.00 pm

3.6 In person pupil consultation sessions were facilitated by the Quality Improvement Officer, Team Manager or Compliance Officer in individual school settings on the following days:

Monday 2 May – Dalgety Bay and Aberdour Primary Schools
Thursday 4 May – Camdean Primary School
Tuesday 9 May – Inverkeithing and North Queensferry Primary Schools
Monday 15 May – King’s Road and Park Road
Thursday 18 May – Inverkeithing High School
Monday 22 May – Donibristle Primary School.

3.7 From the analysis of the 2022 pupil census data there were 1835 secondary stage pupils living in the Inverkeithing High School catchment area and, of those, there were 1466 catchment pupils who attended Inverkeithing High School during session 2022/23 (which is 80% of catchment pupils). In total, there were 1560 pupils attending Inverkeithing High School, broken down as 946 pupils at stages S1-S3 and 614 pupils at stages S3-S6, meaning that there were 94 pupils attending through a placing request. There were 1387 pupils from P4-P7 stages living in the catchment area and, of these, 1224 pupils attended the associated primary schools (which is 88% of catchment). There were 2078 pupils attending the 8 associated primary schools of Inverkeithing High School, broken down as 800 pupils at stages P1-P3 and 1278 pupils from stages P4-P7(including placing requests)

3.8 In total, 405 primary aged pupils and 73 secondary aged pupils from S1-S3 took part in the face-to-face consultation sessions. Pupils from all of the schools were asked to provide feedback following a short presentation on the proposal. The percentage of P4-P7 aged pupils who took part in the sessions, across the 8 primary schools, was 31.6%. The percentage of S1-S3 pupils, from the total S1-S3 roll, was 7.7%.

- 3.9 All pupils in P4–P7 in the Inverkeithing High School cluster primary schools, as well as pupils in S1–S3 at Inverkeithing High School, were given the opportunity to complete a questionnaire, seeking their opinion on the proposal to relocate Inverkeithing High School as well as seeking feedback about other areas relevant to the potential development of the project. 1010 responses were received from primary aged pupils with a further 310 from pupils currently attending Inverkeithing High School.
- 3.10 From the information received from the online pupil questionnaire, 72% of primary aged pupils and 76% of secondary aged pupils agreed that the replacement for Inverkeithing High School should be located at the proposed new site at Fleet Grounds.
- 3.11 The proposal paper was sent to Education Scotland on Monday 17 April 2023, together with the Notice of Consultation issued to all statutory consultees. At the end of the statutory consultation period, on Friday 9 June 2023 the Education Authority provided documents to Education Scotland, including a summary of the written and oral representations received by the Education Authority 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 consultation events were also included in the documents issued to Education Scotland on Friday 9 June 2023.
- 3.12 Education Scotland provided a draft report to Fife Council on 22 June 2023 and a final report on 23 June 2023.
- 3.13 The Education Authority 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. This report will be published in electronic and printed form. Notification of the publication of this Consultation Report will be given to those who made written representation on the proposal 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 7 September 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, 221 written representations were received in writing or online. These comprised 216 completed Consultation Response Forms (some with detailed comments) and 5 written statements through emails.
- 4.2 The Consultation Response Form was available online at [Relocation of Inverkeithing High School Consultation | Fife Council](#) and in paper format at the affected schools, the public buildings listed on page 4 of the proposal document and for those who requested it.

- 4.3 A copy is reprinted at Appendix 1.8 of Appendix A to this report. One completed paper copy was received.
- 4.4 The majority of respondents were not in favour of the proposal to relocate from the existing site to a new site, south of the A985 (Admiralty Road, Rosyth), The Fleet Grounds, Rosyth.
- 4.5 A summary of the responses using the Consultation Response Form is given below and a further breakdown is provided within Appendix B.

Summary of responses to Consultation Response Form	Number of respondents	No of Yes responses	%	No of No responses	%	No of Don't Know responses	%
Parents/ carers	165	48	29.1 %	108	65.5 %	9	5.4 %
Pupils	4	0	0.0%	4	100.0 %	0	0.0 %
Staff	11	7	63.6 %	4	36.4 %	0	0.0 %
Other interested parties	36	9	25.0 %	25	69.4 %	2	5.6 %
Total	216	64	29.6 %	141	65.3 %	11	5.1 %

- 4.6 31 people categorised themselves in the Consultation Response Form as more than one of the categories. Their response has been contained in the grouping that most reflects their comments.
- 4.7 Summary of comments from the Consultation Response Forms
- 4.7.1 Those who indicated they did not support the proposal were asked at Section 3.1(a) – If NO, what are your reasons? There were 146 responses to this by parent/carers, which are repeated in full in Appendix C.
- 4.7.2 All respondents were asked at Section 3.1(b) for any other comments on the proposal they would like to make. There were 120 responses to this, which are repeated in full in Appendix C.
- 4.7.3 A summary of the comments from sections 3.1(a) and 3.1(b) of the Consultation Response Form is as follows:
- more than 60 responses indicated that the proposed site was in the wrong location and that the school should remain in Inverkeithing or in a more central site.
 - more than 35 responses stated that the new school would be at the far west of the catchment area and not centered in the heart of the catchment area.
 - more than 20 responses stated that they would prefer a new school to be built on the current site.
 - more than 40 responses highlighted that those pupils who currently walk/cycle to school will now not be able to walk/cycle to the proposed new school.

- more than 30 responses shared concerns about an increased travel time for children traveling from the east of the catchment area and the impact on pollution as a result of the additional journeys.
- more than 75 responses highlighted concern over the increased traffic going into Rosyth (A985 and Admiralty roundabout), within Rosyth itself and concern that Rosyth could not manage the increase in traffic due to the existing poor infrastructure and the requirement for additional crossings and wider footpaths.
- more than 10 stakeholders were concerned that the economy will be impacted, in particular the local businesses in Inverkeithing.

4.8 As indicated at Para 4.1, 5 written statements were also received which are included in Appendix E. The main themes from these are:

- the lack of swimming pool provision in the proposed new build and the implications for swimming clubs in the area, including the wider area impact with the loss of another swimming pool following the rebuilds at Queen Anne, Dunfermline High, St Columba's RC and Woodmill High Schools.
- the proposed new build being located at the far west of the catchment area and the implications for travel for pupils coming from the east of the M90 and the increased traffic in Rosyth itself.
- concern around the Community Use wing and the perceived loss of extra-curricular activities.
- the community wing will no longer be in walking distance for many users.
- the feeling that Inverkeithing as a town will be left with no facilities and the impact on local businesses in the town centre.
- concern that the new community use offering will not work for primary aged pupils.
- questions around why the land directly across from the existing Inverkeithing High School was not chosen as the preferred site.
- the impact on Dalgety Bay pupils who would no longer be able to choose to walk or cycle to their secondary school.
- the perception that the council will be disadvantaging pupils and parents in the eastern half of the catchment, who would have to rely on school or service buses.
- the availability of walking routes to the proposed new site

4.9 There were no requests for information received under the Freedom of Information (Scotland) Act 2002. Some respondents asked specific questions on topics covered in the consultation proposal document. The questions received were treated as responses to the proposal and are answered in this report.

5.0 Summary of Oral Representations

5.1 Three public meetings were held, where the public asked questions and officers were able to answer these questions. A record of each public meeting is contained in Appendix F. The key points raised at the public meetings can be summarised as follows:

- increased traffic in and around the Rosyth area and concern over traffic management to the proposed site.

- the proposed site is to the far west of the catchment area.
- the current site is more central to the catchment area.
- the school should be built on the current site.
- the school should have a swimming pool.
- concern over the A985 trunk road.
- preference for the council to consider another site.
- availability of walking routes to 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 As part of any statutory consultation, it is important for officers to engage with pupils about the proposals that are being consulted upon. The views of our pupils are important to us. Each pupil consultation session was facilitated by the Quality Improvement Officer and Team Manager/Compliance Officer and, at these sessions, officers advised the pupils that Education Scotland may visit their school and speak to Pupils, Headteachers 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 elected members (with an explanation given on the role of an elected member).
- 6.3 Pupil consultation sessions were organised in Inverkeithing High School and the 8 cluster Primary Schools, between Tuesday 2 May and Monday 22 May 2023. 405 (31.6%) of all pupils from primary stages P4-P7 and 73 pupils from year groups S1-S3 at Inverkeithing High School (7.7%), as the current S4-S6 pupils were on study leave, took part.
- 6.4 The school roll of the 8 cluster Primary Schools at census 2022 was 2078 pupils, while the Inverkeithing High School roll was 1560 pupils. The table below shows the analysis of the number of pupils, per school, who took part in the in-person consultation sessions, and the overall percentage of the P4-P7 roll or S1-S3 roll respectively.

School Name	Pupils involved in consultation	School roll (Census 2022)	No. & (%) P4-P7 or S1-S3
Aberdour	31	152	86 (36%)
Camdean	49	281	178 (28%)
Dalgety Bay	61	289	178(34%)
Donibristle	76	395	247 (31%)
Inverkeithing PS	67	348	221 (30%)
Inverkeithing HS	73	1560	946 (7.7%)
King's Road	70	370	235 (30%)
North Queensferry	20	66	39 (51%)
Park Road	31	177	94 (33%)
Total	478	3638	13% overall

- 6.5 In each primary school, pupils were gathered in groups of 15-20 from P4-P7, based on a percentage of the primary school roll. In S1-S3 pupils were arranged mainly by school year and in groups ranging from 5-15 young people.
- 6.6 At each session the proposal was explained to pupils, to ensure they understood the terminology and processes involved, as well as outlining the proposed location of the preferred site to relocate Inverkeithing High School to. This was followed up by summarising the different types of spaces available in recently built or planned secondary schools. The pupils were shown images of spaces of different sizes, outlining how different spaces can support the delivery of different curricular areas, as well as the social spaces that can assist pupil wellbeing when not in formal timetabled classes.
- 6.7 Officers showed the pupils a series of pictures, providing examples of new school design i.e. classrooms, assembly, sports and dining halls, and practical subject rooms to support discussion and to allow pupils to visualise the types of facilities that had been designed in recent new secondary school buildings.
- 6.8 The responses to the pupil consultation are provided in full in Appendix D.
- 6.8.1 The main themes from the **primary stage** pupils are:
- the pupils were excited to see the pictures of what the new building could look like.
 - a small number of pupils from the Rosyth area advised that they would be able to walk/cycle to school if the school was relocated to Rosyth.
 - almost of all the groups asked whether the name of the school would be changed as the school would no longer be in Inverkeithing.
 - a small number of pupils asked why the replacement school could not be built on the same grounds as the current school.
 - a few pupils enquired about the continuation of the activities provided in the existing Community Wing.
 - at least one pupil from each of the groups raised concern about whether the new school would have a community wing and a swimming pool.
 - a small number of pupils thought it would be harder for pupils living in Inverkeithing to get to the new school.
 - what would happen to the old building, as there were concerns it may be vandalized?
 - a number of pupils were concerned if they were walking to school that there would be busy roads to cross.
 - a number of pupils thought the school would be really big and were concerned how they would find their way around the building.
 - a number of pupils highlighted the need for the school to support children with a variety of additional support needs, including Visual Impairment, Hearing Impairment, as well as lifts to support pupils in wheelchairs.
 - opposed to the preferred location due to a preference for it to remain in Inverkeithing. Some responses provided an explanation for this view, including distance to travel, inconvenience, potential impact on wildlife, a preference to extend the existing Inverkeithing High School.

- responses were received in support of the proposed location, mostly stating their reason for this view was due to this being closer to their home address and therefore easier to travel to. However, others highlighted the range of shops available to purchase food in the area was a positive, as well as the proposed site being a good spot.

6.8.2 The main themes from the **secondary stage** pupils are:

- travel, focusing on an earlier bus pick up time as a result of the extra distance to travel; the need to now travel by bus as they would no longer be within walking distance; concerns about overcrowding on some bus routes if more people needed to use the buses, as well as being unable to travel by train as the station in Rosyth is further away from the proposed new school. Also, a concern about available public transport to the proposed location if they missed the school bus.
- location of the proposed new site, with the main points raised being that Inverkeithing High School should remain in Inverkeithing because of its name; the additional travel time for some pupils; remaining at the centre of the catchment area in Inverkeithing; fewer children walking to school.
- increased traffic congestion in Rosyth, as well as the safety of travelling by bike.
- the economic impact on Inverkeithing, as well as concerns for the continuation of use the existing football pitch at Fleet Grounds.
- suggestion to renovate the existing school building.
- positive about a new school being built.

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:

7.1.1 Site Location

Although the majority of those parents/carers who responded to the consultation did not agree with the proposed site location, 34% of parents/carers were either in support of the proposed site location or indicated that they did not know, and almost all pupils were in support of the development of their new school at this site.

Whilst the Education Authority recognises that development at this site may not be the preferred outcome for the majority of those who submitted a response to the consultation, all available site options have been fully considered through a feasibility study and committee papers discussed by the Education & Children's Services Committee on 3 November 2020. All site options available to the Council were considered as part of the options appraisal process referred to within para 1.8 of the proposal paper and in accordance with the site principles contained in para 1.11 of this report. The relevant links, to each of the committee papers which considered all the sites, were contained on the website and within the proposal document. Following this consideration, the Fife Council decision was that the proposed site south of the A985 (Admiralty Road, Rosyth), the Fleet Grounds, Rosyth, was the

preferred site. Any change to the preferred site, at this stage, would have a significant impact on the programme for delivery of the new school, in terms of both time and cost, and would be likely to lead to significant disruption in learning & teaching. Our young people would be operating within a building which is rated 'C' for both condition and suitability for significantly longer than if the proposal were to be approved for development at the preferred site and young people who require an accessible building will not be able to attend their catchment school with their peers, during this extended time period.

7.1.2 New School on Current Site

A number of consultees suggested that the existing site was their preferred option. As outlined within para 6.1 of the proposal document, it has been determined that it is not possible to deliver a new school on the current site whilst the building is still in occupation. The Council would need to decant the full school to an alternative site location, utilising temporary accommodation for the duration of the site build. The existing building would also require to be demolished, all of which comes at considerable cost and may not be possible within the timescales the Council is working to. Also as outlined in the proposal document, the existing building consists of asbestos containing material and the careful dismantling and disposal of asbestos would take some considerable time, and at a high cost, to make sufficient room for the new build to commence. The listing status if the current building also potentially prevents full demolition of the existing building.

As a full decant of all pupils and staff would be required for this option to be delivered, this would likely also require alteration to the arrangements for Treetops Family Nurture Centre, which uses the shared access to the current site, and the potential for decant of this setting also. Construction on the existing playing fields of Inverkeithing High School would require the full school to be decanted to temporary accommodation for the duration of the construction phase i.e. for a period of 3 years, with this decant accommodation being unlikely to be within Inverkeithing, based on the availability of land. Additionally, with the current building being listed through Historic Scotland, the timescale for delivery on the existing site would be increased significantly. The listed status of the existing building could mean that, in practice, any 'new' school building on the existing site could require retention and refurbishment of large elements of the existing building, which it is likely would be much more expensive and disruptive than an entirely new build development. While this work was ongoing all young people would need to be transported to any decant site, causing disruption and extension to the school day, impacting on the learning & teaching and creating limited or no availability of community use facilities. Any decant would add a significant amount of additional expenditure to the project, whereas with the preferred site funding can be fully utilised for the delivery of the new facilities.

This option would also have an impact on the availability of school places for those residing in the catchment area, while the school was being constructed. This demand would increase the size of the temporary accommodation required during the period of decant. The size of the preferred site has taken into consideration the size of school required to accommodate 1735 pupils, which includes specialist accommodation for pupils requiring additional support or Support for Learning. The design of the building will take into

account the number of building users and other aspects to ensure there is plenty of circulation and social space for the number of pupils on site and ensure building flow is managed effectively. This will be available sooner, for all young people living within the catchment, if the school is relocated to the preferred site.

Therefore, the option to develop a new school on the existing site was discounted, following the extensive feasibility study, as it would create potential educational disadvantage; would remove community use activities from the area for the period of the decant; would not meet the principles of best value and could not be delivered within the required timescale. The outcome from the feasibility study was approved by the Education & Children's Sub-Committee on 3 November 2020. It should be noted that, since the decision was made by the Committee on 3 November 2020, construction costs have risen considerably and the market appetite to carry risk has reduced. As a consequence, and over and above the challenges of redeveloping the existing site, it is likely that any rebuild or refurbishment of the existing buildings could be substantially more expensive than a new build solution.

Having reviewed all of the comments and feedback received during the consultation, it remains the view of the Education Authority and Property Services that relocation to the preferred new site, south of the A985 (Admiralty Road, Rosyth), The Fleet Grounds, Rosyth, will provide the best outcomes in terms educational benefit and best value.

7.1.3 School in the Heart of the Community/Catchment Area

A number of respondents raised their concern that, while the existing site of Inverkeithing High School was central to the Inverkeithing High School catchment area, the proposed site was too far west of the catchment area, therefore the school would no longer be in the heart of the catchment area.

As outlined in section 1.11, that the guiding principles used to test any available site options for new schools include that a site should be located within the designated catchment area, where pupil population was greatest, whilst being accessible by foot, bicycle, car and public transport. It should be located to minimise pupil travel distance and support the delivery of appropriate community facilities.

This is one of 8 guiding principles. In considering this, the Education Authority has reviewed the number of pupils with an address in the Inverkeithing High School catchment area. Based on a high-level assessment the numbers are likely to be roughly similar on both sides of the M90. The number of pupils P4 to S2 (Census 2022), with an address in the Inverkeithing High School catchment area, was 1859 (excluding those already attending an alternative secondary school). 1046 live across the 4 main settlements of North Queensferry, Inverkeithing, Dalgety Bay and Aberdour to the east of the M90 and 813 live in Rosyth, west of the M90. The CHI birth figures (from Feb 2022), used in our projections, demonstrate that the numbers of children born within the Inverkeithing High School catchment area is now greater in the area west of the M90. In building the new school we must also anticipate any increase in the pupil capacity of the school required to accommodate planned housing development across the area. More of these developments are west

of the M90. Using this CHI and housing development data indicates that the projected distribution of pupils, in 2032, across P1-P7, could be: 880 living east of the M90 and 791 living west of the M90. Therefore, the proposed site location, although to the west of the overall catchment area, would to be situated in the town where pupil population is greatest. It will be accessible by foot, bicycle, car and public transport. It will increase the travel distance for some but also minimise the distance for others, while continuing to support the delivery of appropriate community facilities. Therefore, whilst the Education Authority understands this community concern, it was unable to identify any significant negative impacts which would outweigh the educational benefits associated with the proposal.

7.1.4 Economic Impact for local Businesses

The Education Authority notes this concern of parents/carers and the local community and appreciates that the income for the local shops in Inverkeithing may be impacted because of pupils choosing to remain on site at break and lunchtimes. The proposed relocation of Inverkeithing High School will result in the new school being approximately 2.6 miles from the existing site location.

It should be noted that within the new design, and based on previous experience for replacement schools such as Levenmouth, Waid and Madras, more pupils would be likely to choose to remain on site during break and lunchtimes, as a result of the number of food options available to them, irrespective of the site location, including if this were to be the existing site. Young people will continue to live within the community and use local shops and facilities outwith the times they are in school. The local shops should still expect trade as a result of pupils utilising the shops on their way to and from the site.

Although the proposed new site for the replacement school may not be situated in the middle of the existing high school catchment area, the new school site is located in close proximity to local shops in Rosyth and the site is located within the Inverkeithing High School catchment area. The local shops are situated adjacent to King's Road Primary School and are a 13-minute walk from the proposed site. Situated directly across from the site is a Sainsbury's local and coffee shop, less than 10 minutes' walk from the proposed site.

Therefore, whilst the Education Authority understands this concern, the Education Authority was unable to identify any significant negative impacts which would outweigh the educational benefits associated with the proposal.

7.1.5 Increased Traffic in the Rosyth Area and Pollution

A number of respondents raised a concern around a likely increase in vehicular traffic within the Rosyth area, including their concern around the impact of this in terms of pollution.

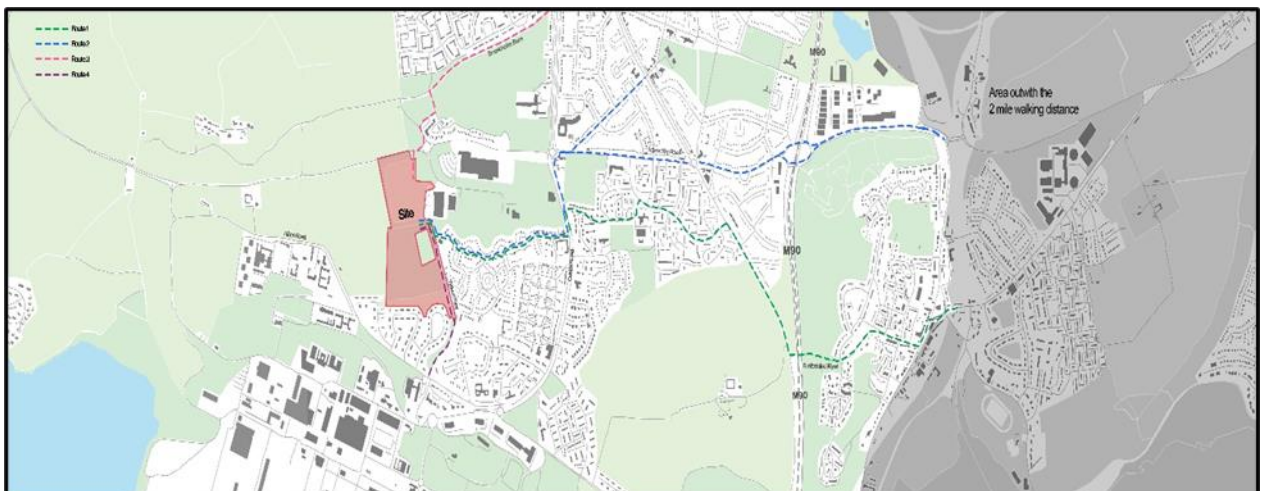
Vehicular traffic would access the proposed School site from Admiralty Road (A985), to reduce impact on surrounding residential streets and, as part of the planning application process, a traffic assessment will be undertaken to establish both the baseline traffic information and the impact any increased traffic will have on the existing network. This assessment will also identify any

recommended mitigation, to ensure the safe flow of traffic into the site within neighbouring streets. The assessment will involve discussions with Transport Scotland to ensure the Education Authority has taken full cognisance of any impact on the A985. In response to the concerns regarding an increase in pollution in the area, the proposed site is partly allocated for employment use within FIFEPlan and therefore there is not predicted to be an appreciable change to overall levels of pollution from the proposed school use, from what would be expected from employment uses. An Air Quality Impact Assessment will be undertaken and will form part of the planning application.

7.1.6 Increased Travel Time

Some concerns were raised by parents and pupils regarding an increased travel time for pupils from the Aberdour, Dalgety Bay and Inverkeithing areas, as the proposed new site is further away from them than the existing site.

The Education Authority understands the concern of stakeholders and it is important to ensure that, through the design process, adequate pedestrian access is available, to allow pupils to walk/cycle to school. The design team, as part of the planning application process and transport assessment, would ensure the provision of available pedestrian access and cycle routes to the school, from all directions, in relation to existing areas and future residential areas. Free school transport for pupils will be provided in accordance with existing Fife Council policy. For some pupils, to the east of the M90, there will be a slightly longer distance to travel by school transport, while for other pupils, to the west of the M90, there will be a shorter route to travel. The bus routes and timelines for travel cannot be determined until the new school is built, however it is expected that there might be an increased travel time of between 10 and 15 minutes maximum to travel from Aberdour and Dalgety Bay to the proposed relocated school site at Fleet Grounds, Rosyth. The diagram below provides details of the promoted walking routes to the proposed site. This is representative of current thinking and may be subject to change following production of any full Transport Assessment that will be submitted through the Planning application process.



7.1.7 Local Transport Links

Parents/carers raised some concern regarding a lack of public transport available from Aberdour to Rosyth, should a pupil miss the bus in the morning or if pupils stayed in school for after school for activities in the late afternoon.

The Education Authority is not responsible for managing local service bus timetables however, to support parents/carers, current bus services and times in operation at the time the school were to become occupied could be provided to parents/carers to support these circumstances. Currently, pupils are able to apply for an NEC card, which will allow them to continue to travel on service buses free of charge. More details are available at: [Home | National Entitlement Card \(nec.scot\)](#). There are a number of buses that regularly stop at Admiralty Road, Rosyth and pupils with their NEC card will be able to access these services before and after school. For example, the numbers 7, 7A, 7B and 7C currently run between Aberdour, Dalgety Bay, Inverkeithing and Admiralty Road, Rosyth. Pupils may have a short distance to walk should they wish to take up registered bus services. There are bus stops located at Brankholm Road and a number on Admiralty Road from Kings Road Primary School area to the roundabout at the M90 junction.

7.1.8 Walk Routes/Cycle Routes to School

Approximately 50% of comments received by stakeholders included reference to young people being able to walk or cycle to the proposed new site, reflecting concerns regarding the existing road and footpath infrastructure in place in and around Rosyth.

With any proposal to create a new school, Fife Council, as part of the planning application process, would be required to identify the available walking routes for pupils to get to school. In addition, officers from Education, Transportation and Safer Communities would carry out Walked Route Assessments (as per existing policy) to establish whether there are any areas or routes which would not be available to be used by our pupils on their journey to and from school. This work is normally carried out once the pedestrian routes are in place, prior to any new building opening.

The Education Authority recognises the importance for young people to have the option to walk or cycle to school to support their well-being. Active travel, through walking and cycling promotes healthy daily lifestyle choices, improves the overall wellbeing and boosts energy levels to support young people's concentration to help them with their learning. Section 5 of Appendix A assesses the proposal in terms of transport arrangements to the proposed relocated secondary school. The legal position is that a pupil is entitled to free transport to school if:

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

However, Fife Council provides transport to primary and secondary catchment pupils who meet the distance criteria in accordance with council policy. Fife Council's current policy is that a child or young person is entitled to free transport in the following circumstances:

- a primary school aged child lives more than one mile from his/her catchment school or other educational establishment by the shortest reasonable walking route;
- a secondary school aged young person lives more than two miles from his/her catchment school or other educational establishment by the shortest reasonable walking route;
- or a child or young person has additional support needs and free transport is proposed through a planning and review meeting and the full completion of a transport request form.

There is no requirement for Fife Council to provide free transport to pupils who are attending a school as a result of a successful placing request. However, any pupil can take up a vacant place on school transport as a fare paying passenger.

In terms of the current policy, free school transport would be provided for secondary aged pupils who live more than 2 miles from the proposed relocated Inverkeithing High School, by the shortest reasonable walking route. Safe routes for cycling and walk route assessments for the relocated school site are being considered as part of the overall planning process. If the proposal is approved, 362 pupils who are entitled to receive free school transport to the existing school site will no longer be, as they will be under the distance threshold. 802 pupils who are currently not distance entitled to free school transport to the existing school site will be entitled to free school transport to the proposed relocated Inverkeithing High School, as they will be over the distance threshold. However, 355 of these pupils already receive transport to school on a discretionary basis, as a result of historical decisions regarding the walk routes to school. For the academic session of 2023/24, there will be 15 buses transporting pupils to Inverkeithing High School. For the academic session of 2026/27, these projected pupil numbers will require 15 buses to transport pupils to the site in Rosyth. The summary position is as follows:

Existing Position:

880 bus seats are required for pupils that will be attending Inverkeithing High School from August 2023. Of these:

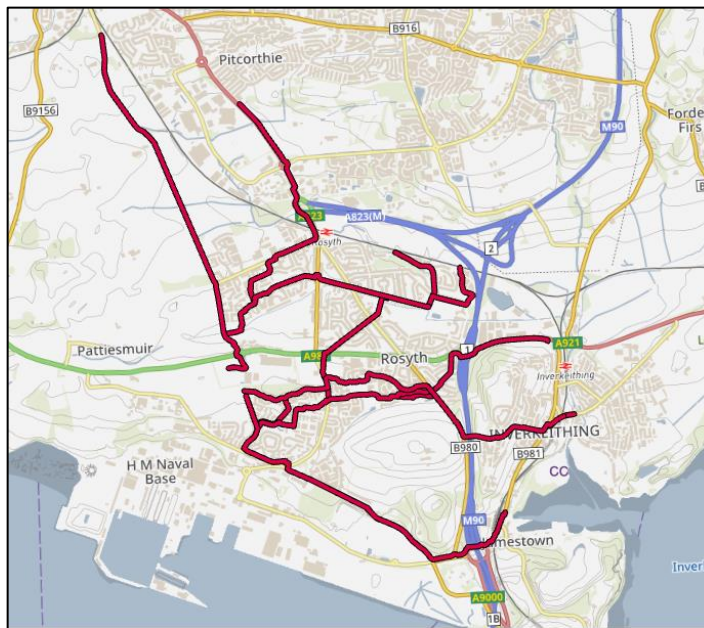
- 525 pupils meet the distance criteria of more than 2 miles.
- 246 pupils who travel from Dalgety Bay/Hillend pay fares (unless they have the NEC).
- 109 pupils who travel from Rosyth pay fares (unless they have the NEC).
- This requires provision of 15 school buses. 2 buses serving Aberdour area, 1 bus serving North Queensferry, 4 serving Dalgety Bay/Hillend area and 8 the Rosyth/Hilton/Camdean area.

Proposal if implemented:

965 bus seats will be required for pupils that will be attending Inverkeithing High School from August 2026. Of these:

- 965 pupils will meet the distance criteria of more than 2 miles.
- 362 pupils currently provided with bus transport would no longer be entitled to transport on distance criteria.
- 163 pupils would continue to be entitled to transport on distance criteria and 802 would become entitled to transport on distance criteria.
- This requires provision of 15 school buses. 2 buses serving Aberdour area, 1 bus serving North Queensferry, 8 buses for Dalgety Bay/Hillend and 4 buses for Inverkeithing area.

There are a number of pupils, with additional support needs, who are transported by taxi to Inverkeithing High School, and this arrangement would continue and be reviewed based on individual needs should the relocation proposal be approved. The diagram below shows indicative 2-mile routes to the proposed site. This is representative of current thinking and may be subject to change following production of any full Transport Assessment that will be submitted through the Planning application process or walked route assessment.



7.1.9 Swimming Pool/Sufficient PE facilities

For a number of families of primary aged pupils the current swimming pool, located in the PE block/Community wing at the existing site, has provided an opportunity for primary aged pupils to attend swimming classes in their local community. Although the swimming pool is also used by a number of clubs outwith the school day, it is used only 18% of the school week by Inverkeithing High School pupils. The school curriculum does not require any further use of the pool, as pupils are not choosing swimming as a core activity within PE.

As part of the development of our new school projects, designs are developed using Scottish Government benchmarked metrics for both area and cost. These metrics form the basis of our funding support from the Scottish Government. Therefore, when developing the design, careful consideration is given to the spaces which will deliver greatest educational benefit. On this occasion, it has been determined that a swimming pool should not form part of the provision, to ensure that, overall, we can provide the most appropriate balance of facilities across the whole site. Importantly, the Education Authority will ensure that there will be sufficient PE facilities to deliver the full breadth and depth of the PE curriculum, for which the new school will comprise of modern teaching areas, complete with new facilities, fixtures and fittings, technology, furniture and updated ICT technology.

7.1.10 Community Use

A number of questions were raised about the type of PE/Community Use facilities that would be available at the proposed relocated school site. The relocation of the existing Community Use facilities is a particular concern for the communities of Inverkeithing, Dalgety Bay and Aberdour.

Within the proposal the Education Authority has stated that there will be dedicated space allocated for the Community facilities (that are currently used outwith school hours) within the new site. The latest school roll projections show the school exceeding published capacity for the first two years, however the design of the building will ensure flexibility in the use of all accommodation, should the roll increase to this figure, without compromising the curriculum on offer. Additionally, should the school require to use the community facilities space during the school day this can be accommodated, based on the existing Community Use operation within Inverkeithing High School. Routinely, for our new build schools, these steps are taken to ensure that the Education Authority can adapt to future change through the design of flexible accommodation.

The Education Authority will ensure that the sporting facilities proposed for the new site are designed to meet the needs of the school curriculum and to support most existing community users. The Education Authority is unable to provide specialist sports provision for every possible community group but will work with all current groups to find the most suitable design and facilities, while supporting use of other community use venues available in the Dunfermline and West Fife areas. Current users (with the exception of pool users) have indicated that it would be their intention to transfer to the new site, when it is available.

At present there is Community Use in Inverkeithing High School and the new school will be open for community use activities in the evenings and weekends, as per local demand. Although there may be concern that there will be a loss of community facilities in the Inverkeithing area, the current provision (excluding the swimming pool) will be replicated in the new school, which will be 2.6 miles from the existing provision, and can be booked by community groups. Most users have indicated that they currently travel to the facilities in the Inverkeithing High School buildings by car.

The decision of the Education & Children's Services Committee on 3 November 2020, was that the Council should investigate the retention, refurbishment and future investment of the Community Use Wing at Inverkeithing High School. While there has been a decision that there will be dedicated space allocated for Community Use within the proposed relocated school site, there is sufficient space adjacent to the proposed school site, at the Fleet Grounds site, should there be a future decision taken by Fife Council to provide additional community facilities, such as a swimming pool. Any such decision would be subject to funding; however, development could be taken forward as a separate project.

Where any school replacement is approved, the Education Service will consider whether there is any other possible educational use for the school building. If none can be identified by the Education Service, other uses will be considered by the Council. If no alternative Fife Council uses can be identified, the site would be disposed of. Engagement with stakeholders would continue while any such decisions are made, as part of Community engagement activity and/or planning processes.

7.1.11 Accessibility Needs

Pupils were keen to ensure that the building would be designed to fully support pupils with additional support needs. The Department of Additional Support/Support for Learning will be designed to accommodate up to 40 pupils from the Inverkeithing High School catchment area and will be fully equipped and designed with dedicated rooms to meet their specific needs. For example, a life skills rooms, sensory room etc. are the types of specialist accommodation used to support our pupils. The Education Authority will ensure that the building is fully accessible throughout and will take account of the current requirements in accordance with Equality Act 2010. This will result in pupils with additional support needs from the Inverkeithing High School catchment area being afforded the opportunity to attend their catchment area secondary school with their peer group, and with access to the facilities within this new school.

7.1.12 Impact on pupils

This proposal would not require a decant of the existing school, which will mitigate any significant disruption to learning. The school and community wing will continue to operate as normal, on the existing site, until the new school is ready for occupation in August 2026. This proposal is expected to have a positive impact for pupils and teaching staff through being located in a modern, accessible building. All of the pupil groups advised they would be keen to hear and see video progress of the school under the construction phase, to enable them to be familiar with the site and layout which would support them with their transition to the new school. Transition and orientation arrangements for the new school, for all existing high school pupils and the first cohort of primary pupils (P5 pupils August 2023) who will be S1 in August 2026, would be planned and supported in both social and educational terms and an enhanced transition for pupils with additional support needs will also be arranged.

7.1.13 Maintenance of Existing Buildings

The backlog maintenance requirements of the existing building will incur a significant cost, impacting heavily on the repairs and maintenance budget of Fife Council. The creation of this replacement school will allow Fife Council to invest in a building which has modern facilities, without spending significant sums on a building which is unable to support the 21st century curriculum, learning and teaching fully. Fife Council will ensure that the existing building continues to be maintained and that repairs are carried out until the new school is constructed. If the proposal is approved, once the new building is constructed, and the staff and pupils are relocated, any surplus equipment from the school and community wing would be recycled and offered to other schools.

7.1.14 Future use of the current school

A number of respondents enquired on the future use of the existing Inverkeithing High School building and the community wing, should the proposal be approved. With any school relocation proposal, the Education Service would consider whether there is any other possible educational use for the school building. If none can be identified by the Education Service, other uses by the Council will be considered. If no alternative uses can be identified the site would be disposed of. To mitigate any disruption within the community, the Education Authority would ensure the buildings are secure until a decision on their future is made. The activities within the Community Wing, with the exception of swimming, are all expected to transfer to the new school site.

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 relocate Inverkeithing High School from its current site of Hillend Road, Inverkeithing to a new site at The Fleet Grounds, Rosyth.

June 2023

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 relocate Inverkeithing High School from its current site of Hillend Road, Inverkeithing to a new site at The Fleet Grounds, Rosyth. 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 young people of the school; 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 meeting held on 20 April, 15 May and 22 May 2023 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;
- consideration of further representations made directly to Education Scotland on relevant educational aspects of the proposal; and
- visits to the site of Inverkeithing High School (HS), Aberdour Primary School (PS), Camdean PS, Dalgety Bay PS, Donibristle PS, Inverkeithing PS, Kings Road PS, North Queensferry PS, Park Road PS and Treetop Family Nurture Centre, 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 18 April to 2 June 2023. The council advertised the consultation process in local newspapers and made copies of the proposal document available to the public and stakeholders. Fife Council held three public meetings at Inverkeithing HS, Kings Road PS and Dalgety Bay PS. A total of 43 stakeholders attended across all the meetings. In addition, 216 stakeholders responded to the online survey and another five written submissions were received by the council. Most of these responses were submitted by parents and carers. Of the responses to the online survey, 64 were in favour and 141 against the proposal.
- 2.3 The council facilitated consultations sessions with 478 pupils in Inverkeithing HS and the eight cluster primary schools. The council also issued an online questionnaire to all S1–S3 pupils and P4–P7 primary pupils within the cluster. The majority of primary pupils and most secondary pupils who responded to the questionnaire agreed that the replacement high school should be relocated to a new site proposed in Rosyth. Most children and young people agreed that there is a need to replace the existing building and were positive about the facilities that would be offered in a new build school.
- 2.4 Stakeholders expressed a range of concerns about the impact of this proposal. These were mainly related to the proposed location at the far west of the catchment area. Stakeholders, including children and young people, were concerned about the increased travel time for pupils from the east of the catchment and potential negative environmental impact because of the additional journeys. Stakeholders were concerned that the proposal would reduce the number of pupils choosing active travel to school and will increase local road traffic.

3. Educational aspects of proposal

- 3.1 The council has set out a clear rationale how the proposal to relocate Inverkeithing HS will provide educational benefits. They state that a new learning environment will better support learning. The current building is in poor and deteriorating condition and has very limited accessibility. They state that a new school will offer modern and inclusive accommodation that better meets the needs of all learners. The new building should improve use of digital technology to better support the delivery of the curriculum. The council outlines how the proposal will create flexible indoor and outdoor learning spaces for school and community use to support the wellbeing of all learners. HM Inspectors agree that there is the potential for a new school building and

grounds to offer educational benefits. Almost all children and young people who met with HM Inspectors are positive about the development of a new school. They are excited about having modern, purpose-built facilities and resources that will support their learning. A few noted that it is important that the new school will be more inclusive and accessible. This will enable all children and young people in the cluster, including those with additional support needs, to transition to the same high school. Children and young people would strongly value being included in influencing the planning and design of their new school. The council predict that the school roll will be over capacity in the first two years. However, parents who met with HM Inspectors are concerned that the council may have underestimated the projected school roll and the new school may not have the space that is needed.

- 3.2 A majority of parents and carers who met with HM Inspectors, expressed concern about the proposed relocation to the west of the catchment area and prefer the current central location. The school catchment is divided by a motorway and the main access to the new school will be via a busy trunk road. A few parents in Rosyth that met with HM Inspectors are concerned about a potential increase in traffic and the potential reduction in green space. They feel this could have a negative impact on the environment. They suggest that speed limits on the roads around the proposed site should be reduced to lower the risk of accidents. Stakeholders have significant concerns about safe walking and cycling routes to school. They are concerned that this could reduce the number of young people who will choose active travel routes. If the proposal is accepted it will be important that the council works with stakeholders, including young people, to ensure there are safe walking and cycling routes to school prior to the school opening. Stakeholders raised the need for the new site, if agreed, to have a wider range of entrance and exit routes, ideally that separate those walking, those cycling and vehicular traffic. A few stakeholders are concerned about the availability and accessibility of public transport and the implications for those who need to commute to and from the school.
- 3.3 The proposal sets out that almost all current community use and range of activities available will transfer to the proposed new secondary school. Stakeholders who met with HM Inspectors have mixed views on this aspect of the proposal. They are positive about the prospect of a new school including community use facilities for leisure, sport and cultural facilities. However, most stakeholders are concerned about the reduction in facilities including the swimming pool. A few stakeholders raised concerns that moving facilities from the current site could reduce the uptake of out of school activities. Stakeholders who met with HM Inspectors, are concerned about what will happen to the existing community facilities and expressed the need for some green space and facilities to be retained or created at the site. It will be important for the council, if the proposal is agreed, to continue to consult with stakeholders, where appropriate, about the design of what is included in the new school and in considerations about the use of the existing site.

- 3.4 Overall, all stakeholders recognise the need for a new school. Several stakeholders that met with HM Inspectors expressed concern about the condition and suitability of the current learning environment. They appreciate that the council's resources are limited. However, they would like the council to look at what more can be done to improve the school site while it remains in use. HM Inspectors agree that it is important that schools provide a safe and suitable learning environment, even when they have a limited life span.

4. Summary

HM Inspectors agree that the proposal has the potential to provide educational benefits. The new building should provide improved indoor and outdoor learning facilities which support effective delivery of the curriculum. Any new school site will also be more accessible and inclusive than the current school. Almost all stakeholders agree that there is a need for improved facilities. However, the majority of stakeholders have concerns about the proposed location for the new school. They are concerned about young people having access to safe walking and cycling routes to school. They are also worried about the potential impact of increased traffic on an already busy trunk road. Should the proposal be approved, it will be important that the council ensure there are safe routes to school and viable plans to manage any increased traffic. If the proposal is agreed, HM Inspectors recommend that the council work with stakeholders to help mitigate their concerns and involve them, as appropriate, in the development of the new school.

**HM Inspectors
June 2023**

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

9.1 The Education Authority is pleased to note that the report from Education Scotland confirms that the Education Authority has set out a clear rationale for how the proposal to relocate Inverkeithing High School will provide educational benefits, with a new learning environment which will better support learning. The Education Authority is also pleased to note that the report from Education Scotland agrees that the proposal from Fife Council to relocate Inverkeithing High School has the potential to provide educational benefits.

9.2 As confirmed by Education Scotland, the new building would provide improved indoor and outdoor learning facilities which support the effective delivery of the curriculum for those pupils that will attend Inverkeithing High School. Almost all of the children and young people who met with HM Inspectors were positive about the development of a new school and, overall, all stakeholders recognise the need for a new school.

9.3 The report identified 4 main areas of concern, as follows:

- the proposed location at the far west of the catchment area.
- the increased travel time for pupils from the east of the catchment.
- the potential negative environmental impact because of the additional traffic.
- the potential for a reduced the number of pupils choosing active travel to school.

9.4 Additionally, the report identified that:

- the council predicts that the school roll will be over capacity in the first two years, however, parents are concerned that the council may have underestimated the projected school roll and the new school may not have the space that is needed.
- most stakeholders are concerned about the reduction in facilities, including the swimming pool, and a few stakeholders raised concerns that moving facilities from the current site could reduce the uptake of out of school activities.
- it will be important for the council, if the proposal is agreed, to continue to consult with stakeholders, where appropriate, about the design of what is included in the new school.
- stakeholders would like the council to look at what more can be done to improve the school site while it remains in use.

9.5 The Education Authority responds as follows to the 4 main areas of concern:-

9.5.1 Proposed location at the far west of the catchment area

As part of the overall site assessment process, all potential sites were assessed in accordance with both the guiding principles outlined in para 1.11 and the outcome of the in-depth feasibility studies. Following this assessment, the preferred site was agreed by the Education & Children's Services Sub-

Committee on 3 November 2020. The site at Fleet Grounds best met the requirements for the provision of a new school. Importantly, the funding support now allocated by the Scottish Government requires a new school to be provided by 2026.

The current school buildings cannot be refurbished to be fully accessible nor meet the Education Service aspirations in terms of condition and suitability. A new school is unable to be built on the existing school site without:

- a) the requirement to procure temporary accommodation at a significant cost to the council.
- b) finding a suitable and large enough location to accommodate temporary modular accommodation.
- c) decanting the full school to this temporary site and providing buses for all pupils to this temporary site.
- d) impacting on the programme to deliver the replacement school by August 2026.

9.5.2 Increased travel time for pupils from the east of the catchment

The Education Authority, will continue to engage with stakeholders who live to the east of the catchment area regarding the journey times to and from school for those pupils who are already travelling to Inverkeithing High School. There is likely to be an increased travel time of around 10-15 minutes. If the proposal is approved, the planning of journey times will be in conjunction with Transportation Services and bus operators, to provide the most efficient travel options in terms of time. For the pupils who are living fewer than 2 miles from the proposed new site, the travel distance is walked/cycled already by pupils attending other secondary schools across Fife. Active travel to and from school promotes healthy daily lifestyle choices, overall wellbeing, as well as boosting energy levels to support young people's concentration to help them with their learning. Through the design process, in addressing the concerns of stakeholders, a number of pedestrian access points will be identified, to ensure there are a number of safe/available walking routes for those pupils who are under 2 miles to the proposed new site. This information will be included within the planning application and will include access points for vehicular traffic and the entrance points for pupils from all different points of the catchment area. In addition, officers from Education Service, Transportation and Safer Communities will carry out walked route to school assessments from various parts of the catchment area for those pupils who are under 2 miles in distance. This information would be shared with stakeholders in due course.

9.5.3 Potential negative environmental impact because of the additional traffic

Through the design process, in addressing the concerns of stakeholders regarding the impact on the environment, and as part of the planning application process, a traffic assessment will be undertaken to establish both the baseline traffic information and the impact any increased traffic will have on the existing network. This assessment will also identify any recommended mitigation, to ensure the safe flow of traffic into the site via neighbouring streets. The design team will identify a number of pedestrian access points,

cycle routes and vehicular access that will be made available, in relation to existing areas and future residential areas, to minimise the use of vehicular traffic.

9.5.4 Potential for a reduced the number of pupils choosing active travel to school

As with any proposal to create a new school, the Education Authority, as part of the planning application process, would identify the available walked routes and pedestrian access routes for pupils to get to school. This process would include looking at vehicular access routes to minimise any impact on the community. In addition, officers from Education, Transportation and Safer Communities will carry out Walked Route Assessments (as per existing policy) to establish whether there are any areas or routes which would not be available to be used by our pupils on their journey to and from school. This work is normally carried out once the pedestrian and vehicular routes are in place, prior to any new building opening. The Education Authority and the school would actively promote the walking routes to the proposed site. The Education Authority recognises the importance for young people to have the option to walk or cycle to school to support their well-being. Active travel, through walking and cycling, promotes healthy daily lifestyle choices, improves the overall wellbeing and boosts energy levels to support young people's concentration to help them with their learning.

9.6 The Education Authority responds as follows to the 4 subsidiary concerns:-

9.6.1 The number of pupils projected to attend the school

Within the capacity modelling of a secondary school, there is flexibility within the timetable to manage the level of occupancy expected during this initial period. The school roll is expected to decline in later years and, therefore, the school would be built with the planning capacity that will meet the needs of the community long term.

9.6.2 Reduction in facilities within Inverkeithing

The council will work with those community groups which could transfer to the proposed relocated site. The Communities Directorate has confirmed that all of the existing community use groups, except for pool users, will be able to deliver their classes within the proposed new school. The Communities Directorate would work with swimming clubs to relocate to other venues, if necessary. Current users, except for pool users, have indicated that it would be their intention to transfer to the new building, when it is available.

9.6.3 Design of the new School

The Education Authority will continue to consult with stakeholders about the design of what is included in the new school. The outcome of the pupil consultation sessions overwhelmingly demonstrated that the pupils from associated schools wish to be kept informed of progress of construction and design through drone footage, videos sent to their school and using social media platforms. Every pupil group will have the opportunity to hear about the construction of the new school through school bag mail. They will also have

access to information online and live Facebook updates. The Education Authority will, if the proposal is approved, arrange site visits, once it is safe to do so. Other interested parties/stakeholders would also be advised of the progress through our normal communication processes including parent councils, school newsletters, community councils, the Fife Council website, Twitter and Facebook.

9.6.4 Existing Building

The Education Authority will continue to maintain and repair the existing fabric of the building until the new school building is provided. It is not possible to undertake large scale infrastructure improvements however regular reviews of the building to ensure it is wind and watertight for the current building users will continue. Within these constraints every effort will be made to ensure current building users have access to as full a curriculum as possible.

10.0 Inaccuracies, Omissions and Additional Information

10.1 In terms of section 10 (3) of the Act, no inaccuracies or omissions were identified during the consultation process.

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 report from Education Scotland, the Education Authority 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 an overwhelming support for a new build secondary school to serve the communities from Aberdour to Rosyth, with clear educational benefit being demonstrated. Most stakeholders who responded to the consultation are not in favour of the proposed site at Fleet Grounds, Rosyth, preferring the new build on the existing grounds of Inverkeithing High School. Due regard has been taken of the concerns, however, any rebuild on the existing school site would require the full school to be decanted for a period of 3 years, disrupting learning & teaching, at a significant cost to the Council in the procurement and set up of temporary accommodation on a temporary site for 3 academic sessions. This option was considered fully during the feasibility appraisal on the 4 final sites, in accordance with the guiding principles outlined in para 1.11, and discounted. The Fleet Grounds site met all, or most of the elements required to enable a new school to be progressed and any change in preferred site at this time would mean that the new school could not be delivered by August 2026, as required for Scottish Government funding support. The preference expressed by some for using the existing site does not minimise the overall support for the provision of a new school.

- 11.3 The main drivers for the replacement of Inverkeithing High School are accessibility, in all forms, for all pupils, and the condition and suitability of the existing building. Inverkeithing High School is rated as 'D' for accessibility and is rated C (poor) for both condition and suitability. The existing building is unable to be remodelled to make it fully accessible and catchment pupils with specific additional support needs are unable to be accommodated, with their peers, at their catchment school, as they are unable to access all parts of the school. Due regard will be taken of the concerns raised by parents and stakeholders relating the increased traffic around Rosyth area, available walking routes to school and ensuring that community use facilities, with the exception of swimming, are relocated to the new school, if the proposal is approved by committee. However, the comments received from a few are not representative of all stakeholders who responded, including a significant number of pupils who volunteered that they would like a new school and all the facilities a new school has to offer at the proposed site.
- 11.4 In view of the above, it is recommended that approval be given to the proposal to relocate Inverkeithing High School from the existing site of Hillend Road, Inverkeithing, to a new site, south of the A985 (Admiralty Road), the Fleet Grounds, Rosyth. The proposed date for implementation of this proposal being for academic session August 2026.

FIFE COUNCIL EDUCATION & CHILDREN'S SERVICES DIRECTORATE

PROPOSAL TO RELOCATE INVERKEITHING HIGH SCHOOL, FROM THE EXISTING SCHOOL SITE OF HILLEND ROAD, INVERKEITHING, TO A NEW SITE, SOUTH OF THE A985 (ADMIRALTY ROAD, ROSYTH), THE FLEET GROUNDS, ROSYTH

THE CONSULTATION PROCESS –

The following schools are affected by this Proposal Document:

- Inverkeithing High School
- Aberdour Primary School
- Camdean Primary School
- Dalgety Bay Primary School
- Donibristle Primary School
- Inverkeithing Primary School
- Kings Road Primary School
- North Queensferry Primary School
- Park Road Primary School
- Treetop Family Nurture Centre

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/inverkeithingsrelocation>

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 to attend the affected school within 2 years of the date of publication of the proposal paper.
- The pupils at any affected school (in so far as the education authority considers them to be of 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:
 - Aberdour Community Council
 - Dalgety Bay and Hillend Community Council
 - Inverkeithing Community Council
 - North Queensferry Community Council
 - Rosyth Council
 - South Dunfermline Community Council

- The Community Planning Partnership for the relevant area
- Any other Community Planning Partnership that the local authority considers relevant
- Any other education authority that the education authority considers relevant
- Any other users of any affected school that the education authority considers relevant
- Elected members for the area (Wards 5,6 – Cllrs Brian Goodall, Andy Jackson, Andrew Verrecchia, David Barratt, Patrick Browne, Dave Dempsey, Sarah Neal)
- MSPs for the area (Annabelle Ewing, Claire Baker, Murdo Fraser, Roz McCall, Alex Rowley, Mark Ruskell, Liz Smith and Alexander Stewart).
- The Constituency MP (Douglas Chapman).

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

- Main Reception, Fife Council, Fife House, North Street, Glenrothes, KY7 5LT
- The schools affected by the proposal (between 9am and 3pm)
- Inverkeithing High School, Hillend Road, Inverkeithing, KY11 1PL
 - Aberdour Primary School, Hawcraig Road, Aberdour, KY3 0UP
 - Camdean Primary School, Kings Road, Rosyth, KY11 2RY
 - Dalgety Bay Primary School, St Bridget's Brae, Dalgety Bay, KY11 9LT
 - Donibristle Primary School, Morlich Road, Dalgety Bay, KY11 9UE
 - Inverkeithing Primary School, Hillend Road, Inverkeithing, KY11 1PL
 - Kings Road Primary School, Kings Crescent, Rosyth, KY11 2RS
 - North Queensferry Primary School, The Brae, North Queensferry KY11 1JH
 - Park Road Primary School, Park Road, Rosyth, KY11, 2NH
 - Treetop Nurture Centre, Hillend Road, Inverkeithing, KY11 1PL
- Online at www.fife.gov.uk/inverkeithingsrelocation
 - Inverkeithing Civic Centre, 10 Queen Street, Inverkeithing, KY11 1PA (9am-5pm Monday to Friday)
 - or via email to sustainableschoolestate.enquiries@fife.gov.uk.

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 30 of this document provides additional contact numbers, in different languages.

- Inverkeithing High School
- Aberdour Primary School
- Camdean Primary School
- Dalgety Bay Primary School
- Donibristle Primary School
- Inverkeithing Primary School
- Kings Road Primary School
- North Queensferry Primary School
- Park Road Primary School
- Treetop Family Nurture Centre

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 - Rosyth Council
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- The Community Planning Partnership for the relevant area
- Any other Community Planning Partnership that the local authority considers relevant
- Any other education authority that the education authority considers relevant
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- Elected members for the area (Wards 5,6 – Cllrs Brian Goodall, Andy Jackson, Andrew Verrecchia, David Barratt, Patrick Browne, Dave Dempsey, Sarah Neal)
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 - Donibristle Primary School, Morlich Road, Dalgety Bay, KY11 9UE
 - Inverkeithing Primary School, Hillend Road, Inverkeithing, KY11 1PL
 - Kings Road Primary School, Kings Crescent, Rosyth, KY11 2RS
 - North Queensferry Primary School, The Brae, North Queensferry KY11 1JH
 - Park Road Primary School, Park Road, Rosyth, KY11, 2NH
 - Treetop Nurture Centre, Hillend Road, Inverkeithing, KY11 1PL
- Online at www.fife.gov.uk/inverkeithingsrelocation
- Inverkeithing Civic Centre, 10 Queen Street, Inverkeithing, KY11 1PA (9am-5pm Monday to Friday)
- or via email to sustainablechoolestate.enquiries@fife.gov.uk.

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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 Friday 2 June 2023, to any of the following:

- sustainableschoolestate.enquiries@fife.gov.uk
- Inverkeithing High School Relocation Proposal, Education & Children's Services Directorate, Fife Council, 4th Floor (West), Fife House, North Street, Glenrothes, KY7 5LT
- via submission of a completed online Consultation Response Form at (Managing our School Estate / Fife Council) (<https://forms.office.com/e/a0acBPLFva>).

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/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 by notification from 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 the 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 omissions 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 RELOCATE INVERKEITHING HIGH SCHOOL, FROM THE EXISTING SCHOOL SITE OF HILLEN ROAD, INVERKEITHING, TO A NEW SITE, SOUTH OF THE A985 (ADMIRALTY ROAD, ROSYTH), THE FLEET GROUNDS, ROSYTH

Format of the Proposal Document

- 1 Introduction and Background Information
 - 2 The Proposal
 - 3 Rationale for the Proposal - The Case for a Replacement Inverkeithing High School
 - 4 Educational Benefits Statement
 - 5 Transport Arrangements
 - 6 Transitional Arrangements
 - 7 Financial Implications
 - 8 Sustainability
 - 9 Community Impact
 - 10 Implications for Staff
 - 11 Equal Opportunities
 - 12 Proposed Date of Implementation
 - 13 Statutory Consultation Process - Proposed Timeline
-
- Appendix 1.1 Proposed Site of the Relocated Inverkeithing High School
 - Appendix 1.2 Existing Site of Inverkeithing High School, Hillend Road, Inverkeithing and proposed site of the relocated Inverkeithing High School and catchment area of Inverkeithing High School
 - Appendix 1.3 Associated Primary Schools of Inverkeithing High School, with Proposed Site
 - Appendix 1.4 Indicative 2 mile walk routes from the proposed site of the relocated Inverkeithing High School
 - Appendix 1.5 Housing Development sites within the Inverkeithing High School Catchment Area
 - Appendix 1.6 Pre-Engagement Feedback, Replacement Inverkeithing High School
 - Appendix 1.7 Glossary of Terms
 - Appendix 1.8 Consultation Response Form

1 Introduction and Background Information

- 1.1 This consultation paper sets out the rationale and implications in respect of the proposal to relocate Inverkeithing High School from its existing site of Hillend Road, Inverkeithing, to a new site at Fleet Grounds Rosyth, which is located to the south of the A985 (Admiralty Road). The proposed site is shown in Appendix 1.1 of this document. Appendix 1.2 shows the existing site of Inverkeithing High School and the proposed site of the relocated Inverkeithing High School, within the context of the catchment area of Inverkeithing High School.
- 1.2 This paper also sets out the consultation process, the timescale and the ways in which parents/carers and stakeholders can make representations on the proposal.
- 1.3 No changes are proposed to the catchment area of Inverkeithing High School and no changes are proposed to the catchment areas of the primary schools associated with Inverkeithing High School. There will be no changes to the admission arrangements and no changes to the management arrangements as a result of the relocation. If the proposal is approved, all the staff and pupils attending the existing Inverkeithing High School in August 2026 will move to the relocated school site.
- 1.4 If the proposal is approved, due to the geographical location of the proposed site, the name of the school may be changed. The name of the relocated school would be subject to a separate consultation and process, details of which would be issued in due course.
- 1.5 Inverkeithing High School, Hillend Road, Inverkeithing, was built in 1973 and is a grade 'B' listed building. The building comprises of 7 discrete blocks within the site and a community use building, which includes a small swimming pool. The community wing is used during school hours for physical education and drama.
- 1.6 Treetop Family Nurture Centre is located on the same site as Inverkeithing High School and uses the same access road. The nursery benefited from some refurbishment to enable to the delivery of 1140 hours of early learning and childcare provision from August 2021. Adjacent to Treetop Family Nurture Centre is Inverkeithing Primary School, which is accessed off Hillend Road.
- 1.7 The catchment area for Inverkeithing High School runs from Aberdour in the east, to Rosyth in the west and incorporates the primary catchment areas of Aberdour, Camdean, Dalgety Bay, Donibristle, Inverkeithing, Kings Road, North Queensferry and Park Road Primary Schools.
- 1.8 On 18 September 2018, approval was given by the Education & Children's Services Sub-Committee to rezone the catchment area of Inverkeithing High School to include Kings Road and Camdean Primary School catchment areas. The catchment areas of these 2 primary schools were previously zoned within the Dunfermline High School catchment area. This statutory consultation was part of a wider review to realign the 4 secondary catchment

areas across the Dunfermline and South & West Fife area. As a result of the rezoning proposal, all 3 of the Rosyth non-denominational primary schools are zoned to the same secondary school.

- 1.9 The overall capacity of Inverkeithing High School was previously recorded as 1735 pupils. The existing building encompasses encapsulated asbestos containing material. In itself this does not pose a risk, however, any repairs to the building need to be undertaken in controlled circumstances and may require decant of the affected area. Therefore, in the Core Facts return in 2017, the capacity of the school was reduced to 1635 to allow a small amount of decant accommodation to be reserved. The reduction in pupil places has supported the Education Service with managing ad hoc repairs without significant disruption to the overall operation of the school.
- 1.10 The planning capacity was further reduced, in May 2022, to 1605 pupils, to support the implementation of the Education Service's Supporting Learners Strategy. This strategy ensures that each secondary school in Fife will be responsible for meeting the needs of all pupils within the catchment, with the exception of the very few who attend Special School or are, for a period of time, supported by the Pupil Support Service. This strategy also ensures that pupils with additional support needs can attend their catchment secondary school and be accommodated within their school, with their peers.
- 1.11 The replacement of Inverkeithing High School has been a priority for the Education Service for a number of years. A paper was approved by the Education & Children's Services Sub-Committee, on 28 August 2018, that outlined the Directorate's approach to managing the school estate and the vision for future expansion to meet population growth across Fife. The report outlined the investment to date, through the construction of new secondary schools, and set out the vision for a replacement Inverkeithing High School.
- 1.12 Following this report, a report detailing information on the secondary schools in the Dunfermline and South & West Fife area was discussed by the Education & Children's Services Sub-Committee, on 6 November 2018. It was agreed by elected members that officers should commence work to bring forward proposals for change. Whilst reviewing the local development plan and the impact of new housing on education provision across the Dunfermline and South & West Fife area, elected members of the Education & Children's Sub-Committee, on 19 March 2019, approved the solution to accommodate new secondary aged pupils expected from new housing through a distributive model. This distributive model would ensure existing secondary schools in the Dunfermline and South & West Fife area provide sufficient pupil capacity at the time of construction of the new schools.
- 1.13 Pre-engagement sessions were held in a number of school settings across the Dunfermline and South & West Fife area from June to August 2019. The purpose of these pre-engagement sessions was to outline the vision for a learning campus concept for the relocation of St Columba's RC and Woodmill High Schools; to explain the distributive model approach and to seek feedback on a replacement Inverkeithing High School. The sessions were informal and gave parents/carers and interested parties an opportunity to give feedback on these issues. The feedback received is included in Appendix 1.6.

- 1.14 The first stage of the process for the replacement of Inverkeithing High School included a site assessment exercise, which was discussed by the Education & Children's Services Sub Committee on 21 May 2019. It was recommended that 7 of the sites presented to Committee required further consideration, through the preparation of phase 2 feasibility studies. The detailed work from the phase 2 studies was reported to the Education & Children's Services Sub-Committee on 29 October 2019. This report also included an appendix detailing feedback from the public engagement sessions held in June and August 2019.
- 1.15 It was apparent, through the feedback received from stakeholders during the public engagement sessions, that the community in this area was supportive of a new school to replace the existing Inverkeithing High School.
- 1.16 On 11 February 2020, 4 of the previous 7 sites were presented to the Education & Children's Services Sub-Committee for consideration. The Committee approved the report and requested that officers continue to explore funding sources; explore the community requirements and opportunities presented by the options; investigate and negotiate with landowners; prepare a brief for each option; appoint a design team and return back at a future committee.
- 1.17 On 3 November 2020, the Education & Children's Services Sub-Committee analysed the information requested and a decision was made to approve the preferred site as Fleet Grounds, Rosyth.
- 1.18 The following are links to the committee papers referred to above in relation to a replacement Inverkeithing High School:

28th August 2018 – Education & Children's Services Sub-Committee
<https://www.fife.gov.uk/kb/docs/articles/about-your-council2/politicians-and-committees/committees/fife-wide-or-strategic/archived-committees/education-and-childrens-services-committee/meetings/education-and-childrens-services-sub-committee-28th-august-2018>

6th November 2018 – Education & Children's Services Sub-Committee
<https://www.fife.gov.uk/kb/docs/articles/about-your-council2/politicians-and-committees/committees/fife-wide-or-strategic/archived-committees/education-and-childrens-services-committee/meetings/education-and-childrens-services-sub-committee-6th-november-2018/>

19th March 2019 – Education & Children's Services Sub-Committee
<https://www.fife.gov.uk/kb/docs/articles/about-your-council2/politicians-and-committees/committees/fife-wide-or-strategic/archived-committees/education-and-childrens-services-committee/meetings/education-and-childrens-services-sub-committee-19th-march-2019/>

21st May 2019 - Education & Children's Services Sub-Committee
<https://www.fife.gov.uk/kb/docs/articles/about-your-council2/politicians-and-committees/committees/fife-wide-or-strategic/archived-committees/education-and-childrens-services-committee/meetings/education-and-childrens-services-sub-committee-21st-may-2019/>

11th February 2020 - Education & Children's Services Sub-Committee
<https://www.fife.gov.uk/kb/docs/articles/about-your-council2/politicians-and-committees/committees/fife-wide-or-strategic/archived-committees/education-and-childrens-services-committee/meetings/education-and-childrens-services-sub-committee-11th-february-2020/>

3rd November 2020 - Education & Children's Services Sub-Committee
[Education & Children's Services Sub Committee \(3rd November 2020\) | Fife Council](#)

2 The Proposal

- 2.1 This proposal is to relocate Inverkeithing High School from the existing school site of Hillend Road, Inverkeithing, to a new site, south of the A985 (Admiralty Road, Rosyth), The Fleet Grounds, Rosyth (see Appendices 1.1 and 1.2).
- 2.2 In line with the vision outlined in Building Fife's Future: School Estate Strategy (28 August 2018), and supported by the Scottish Government's Learning Estate Strategy: Connecting People, Places and Learning (2019), the proposed new secondary school to replace the existing Inverkeithing High School, which has significant accessibility, condition and suitability issues, will provide modern, inspiring and flexible learning spaces to allow young people to experience a wide-ranging curriculum offer.
- 2.3 The school will be part funded as part of the Scottish Government Learning Estate Investment Programme (LEIP), through a revenue outcomes based funding model. The LEIP model requires the Council to fund the full amount of the up-front capital cost of the project through the Council's Capital Plan. The funding model is based on the LEIP principles, which will be supporting the project through revenue contributions based on the achievement of defined outcomes. Funding is provided over a 25-year period. The cost of the school is expected to be approximately £85m. The planned occupation date is August 2026.
- 2.4 The proposed maximum capacity of the replacement school will be 1735 pupils.
- 2.5 Appendix 1.1 shows the proposed school site at Fleet Grounds, Rosyth. Appendix 1.2 shows the location of the existing school, the location of the proposed relocated school site and the catchment area of Inverkeithing High School. Appendix 1.3 shows a map of the associated primary schools within the Inverkeithing High School catchment area and the proposed site of the relocated school. Appendix 1.4 is a map detailing indicative 2 mile walk

routes from the proposed relocated site. Appendix 1.5 details the housing development sites within the Inverkeithing High School catchment area. Appendix 1.6 details the feedback received during the pre-engagement sessions held between June and August 2019 from parents/carers and interested parties. Appendix 1.7 is a glossary of terms detailing additional information. Appendix 1.8 is the Consultation Response Form, which can be accessed online [here \(www.fife.gov.uk/inverkeithingsrelocation\)](http://www.fife.gov.uk/inverkeithingsrelocation) from 18 April to 2 June 2023.

3 Rationale for the Proposal - The Case for a Replacement Inverkeithing High School

- 3.1 The main drivers for the replacement of Inverkeithing High School are accessibility, in all forms, for all pupils, and the condition and suitability of the existing building.
- 3.2 Inverkeithing High School is the last remaining secondary school in the Dunfermline and South & West Fife area to be replaced with a new building. Queen Anne High School was replaced in August 2003 and Dunfermline High School was replaced in August 2012. Woodmill High School and St Columba's RC High School will relocate to a new learning campus in August 2024. Currently Woodmill and St Columba's are rated as 'C' for condition and suitability. The relocated schools will have a condition and suitability rating of 'A'. Dunfermline and Queen Anne High School are rated as 'A' for condition and suitability
- 3.3 As outlined in para 1.9, the fabric of the building at Inverkeithing High School makes it challenging and cost prohibitive (due to the costs associated with managing asbestos) to make significant improvements to the infrastructure. Space has been reserved within the building to reduce any disruption to the day-to-day operations of the school, for ad hoc repairs. The heating and ventilation systems within the school and the costs associated with electric heating make the building difficult and inefficient to run.
- 3.4 Except for a very small number of young people who require the intensive provision offered in one of our special schools in Fife, the vision of the education authority is that all young people can attend their catchment mainstream secondary school. To allow this to be realised all our secondary school buildings need to be accessible to all our young people. This is currently not the case for young people living in the Inverkeithing High School catchment area.
- 3.5 The existing building is not fully accessible and to access parts of the building, building users are required to exit and enter at different levels of the site. This has resulted in current catchment pupils being accommodated at other secondary schools, to ensure their individual needs are met. This proposal will ensure that all building users can independently access all areas of the school.

- 3.6 It is proposed that the replacement school will comprise of a range of learning spaces that have been specified following consultation with staff and pupils during the completion of an initial design brief. The design brief took account of how much space was required to deliver the existing school timetable, while providing flexibility for future growth and development of the curriculum.
- 3.7 Well planned and designed accommodation will ensure the varying needs of all young people can be supported throughout the new building. As well as classroom spaces designed to assist the delivery of different curricular areas, the inclusion of social spaces both inside and outside the school building will allow the young people opportunities to develop their skills for learning, life and work. There will also be a range of flexible learning spaces that can be utilised by many subject areas, which will provide opportunities to enhance the curriculum on offer and allow young people to learn collaboratively alongside their peers in many different settings.
- 3.8 If the proposal is approved, dedicated indoor and outdoor sports areas will be provided for school and community use. It is expected that, through the design consultation process, the relocated school will have enhanced sports facilities, including all weather pitches. There are currently no plans for a swimming pool to be included at the relocated school site. This is consistent with the approach taken with the other replacement secondary schools provided in Fife since at least 2012. Fife Council will seek to transfer existing swimming provision to other provisions within the authority area.
- 3.9 As with all new build projects, it is essential that the Education Service reviews previous school designs, through post occupancy evaluations, to ensure the specification of the school remains current and able to deliver the curriculum to ensure the best possible educational experiences and outcomes for our young people.
- 3.10 **Building Condition and Suitability Ratings**
- 3.10.1 The Scottish Government Core Facts return requires local authorities to provide a condition and suitability return each year. Condition ratings are scored 'A' to 'D' with A being the highest rating – Good - performing well and operating efficiently and D being lowest rating – Bad - Life expired and/or serious risk of imminent failure. The latest return, in May 2022, reported that Inverkeithing High School has a condition rating of 'C' - Poor – showing major defects and/or not operating adequately
- 3.10.2 Suitability ratings are scored 'A' to 'D' with 'A' being the highest rating - Good – performing well and operating efficiently (the school buildings support the delivery of services to children and communities) and 'D' being the lowest rating - 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). The latest return, in May 2022, reported that Inverkeithing High School has a suitability rating of '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).

3.10.3 The following is a list of areas highlighted for improvement from the last suitability survey carried out in 2019:

- Windows and doors need replaced as they are difficult to open. The windows are single glazed. Some windows have allowed water to leak into classrooms.
- Central heating needs replaced as it is difficult to manage the temperature in the school.
- The toilets are in poor condition.
- The building has asbestos content which impacts on being able to make any improvements.
- The building is not accessible, there are no lifts in the building.
- There are insufficient social spaces for an increasing school roll.
- The location of the outdoor classroom is very noisy, due to the dual carriageway.
- Classroom areas in the community area are small, dark and lack ventilation.
- The music department is too small to accommodate the number of pupils and the location of the department is not accessible for all pupils.
- Access to the stage and dining halls is not possible for all. Ramp access to dining hall is required through a classroom.
- There is a lack of designated social areas for pupils in inclement weather.
- Storage areas in classroom are not accessible, due to layout, resulting in less pupil space.
- The reception area and admin block is not easily accessible for the public and is away from the main entrance area.
- There is no natural light in some parts of the building.
- Due to type of flooring materials, toilets and floors are difficult to clean.
- There are insufficient power and data points in some areas and a lack of smartboards in every classroom.
- Drainage is poor in the playing fields, which can often impact on the curriculum.
- There is a lack of conference/meeting facilities.
- CCTV requires upgrading.
- There is insufficient car parking for staff, visitors and users of the community use annex.
- The staffroom is not large enough to accommodate all staff and the fixtures require refurbishment. The staff bases are too small and generally used for storage rather than social areas. The staffroom is not accessible for all staff.

3.10.4 A number of the above items could be addressed through investment; however, this would not impact on the overall suitability or accessibility of the building.

3.10.5 In the last 5 years, there has been approximately £800,000 in repairs and maintenance in the school, to ensure the continued operation of the school.

Accessibility Rating

- 3.10.6 Accessibility ratings are scored 'A' to 'D' with 'A' being the highest rating (as the building is fully accessible) and 'D' being the lowest rating (as the building is inaccessible and unable to be reasonably adapted to be made accessible).
- 3.10.7 In Fife, 12 of the 18 secondary schools are fully accessible, with an 'A' rating. Three are rated as 'B' - building partially accessible but curriculum accessible. Three are rated as 'C' - partially accessible or not currently accessible but has the potential to be made accessible. Only Inverkeithing High School is rated as 'D' - inaccessible and unable to be reasonably adapted to be made accessible.
- 3.10.8 The proposed relocated Inverkeithing High School will address the accessibility issues at the current Inverkeithing High School site and ensure all catchment pupils will be able to attend the relocated Inverkeithing High School. This is not the case at the moment, as due to accessibility issues some pupils are required to attend alternative secondary schools in order to meet their needs.

3.11 School Roll Information - Inverkeithing High School

- 3.12.1 The maximum capacity of the school, as reported within the Core Facts return to the Scottish Government in May 2022, was 1605 pupils. The school roll recorded for Census 2022 was 1560 pupils (97% occupied). Historic school rolls are listed below:

Year	School Roll	Year	School Roll
2000	1422	2012	1302
2001	1463	2013	1253
2002	1441	2014	1226
2003	1464	2015	1199
2004	1454	2016	1170
2005	1449	2017	1159
2006	1463	2018	1181
2007	1417	2019	1235
2008	1414	2020	1354
2009	1380	2021	1474
2010	1365	2022	1560
2011	1323		

- 3.12.2 The projected school roll for Inverkeithing High School, until the proposed relocated school is due for completion in August 2026 and based on the 2022 census, is as follows:

	2023	2024	2025
S1	357	342	316
S2	308	363	343
S3	333	314	363
S4	339	339	315
S5	228	288	294
S6	150	159	197
Total	1715	1805	1828
Capacity	1605	1605	1605

- 3.12.3 The projections above include additional young people (pupil product) who are anticipated to join the school as a result of planned house building in the catchment area. The numbers of completed and expected units per year are detailed within the Housing Land Audit. The units per year have the potential to change depending on housing market trends, therefore the pupil product from new housing can increase or decrease within the school roll projection methodology.
- 3.12.4 As part of the work to review a new school design, the Education Service has undertaken a space optimisation exercise in conjunction with the school leadership team, to maximise the use of current space and amendments are being made to increase usage of all learning spaces. There are plans to reconfigure a number of areas over the next 3 years to manage the school roll within the existing accommodation. This will ensure that the school optimises the use of all available spaces, for example, splitting the staff room into 2 learning spaces to create more capacity and flexibility.
- 3.12.5 The 2022 census records 1835 secondary aged pupils living in the catchment area of Inverkeithing High School. Not all these pupils attend Inverkeithing High School. Some of these pupils attend Calaiswood Special School, private provision or a number of pupils have chosen to make placing requests to other schools.
- 3.12.6 The Education Service recognised that, following the statutory consultation process in 2018/19, the school roll at Inverkeithing High School was projected to exceed the maximum capacity of the school around 2022/2023. It was outlined within the proposal document that should the school roll increase towards capacity temporary accommodation or reconfiguration of spaces within the existing building may be planned to manage the increasing school roll.

3.13 Projected School Roll 2026-2033

- 3.13.1 The proposed relocated school will be constructed to accommodate 1735 pupils from the Inverkeithing High School catchment area. Based on current school roll projections, the projected school roll for the relocated school is expected to exceed the planning capacity of the new school initially, as outlined in the table below.

	2026	2027	2028	2029	2030	2031	2032	2033
S1	333	303	283	281	261	275	240	231
S2	313	327	301	282	279	256	272	237
S3	339	308	324	299	279	274	254	269
S4	359	333	306	322	296	275	272	251
S5	275	319	298	270	285	263	246	241
S6	201	190	219	205	186	196	180	168
Total	1819	1780	1731	1659	1586	1539	1464	1397
Capacity	1735	1735	1735	1735	1735	1735	1735	1735

3.13.2 The Education Service is confident that, although the figures show the roll exceeding the planning capacity for an initial period, the additional flexible accommodation across the building, including the dedicated community facilities, can be used for this interim period to accommodate all the school pupils. In addition, there is flexibility within the timetable to manage this level of occupancy during this initial period. As shown above, the school roll in 2033 is projected to decrease to be around 1397 pupils.

3.14 Proposed New Housing within the Inverkeithing High School catchment area

3.14.1 The adopted Fife Local Development Plan details the housing development sites across Fife to support housing demand in accordance with the South East Scotland (SES) Plan and Tay Plan requirements.

3.14.2 The Housing Land Audit (HLA) is produced annually, by Business and Employability Services, and this details all the proposed sites with planning permission, sites that are effective but not yet with planning permission and sites which are non-effective i.e. those that may have market constraints.

3.14.3 In addition to the local plan sites, a number of brownfield sites may come forward through the planning application process. As a statutory consultee to this process, the Education Service is advised of any pre-applications and any full planning applications. The pre-applications are a confidential application where a developer can establish any education or other impact as a result of their development.

3.14.4 Included in Appendix 1.5 are details of the local plan sites and the non-local plan sites that are currently within the Inverkeithing High School catchment area, with their site references and site capacity. Some of these sites have planning consent and are currently under construction, whilst some have not yet received planning consent as no planning application has been submitted.

3.14.5 Overall, there are around 1745 housing units currently planned to be constructed within the Inverkeithing High School catchment area, within the period 2023-post 2040, and in addition 212 from non-local plan sites. Some of these sites are contained within the Housing Land Audit Report 2022, published at www.fife.gov.uk. As part of the Local Plan requirements, planning obligations may be required to contribute to education infrastructure across this area, to enable additional pupils from new developments to be accommodated within their catchment schools.

4 Educational Benefits Statement

4.1 Educational Benefits for the pupils of Inverkeithing High School

- 4.1.1 Ensuring all facilities and learning spaces both inside and out are fully accessible to all young people and staff is a key priority in the proposal to relocate Inverkeithing High School. This is not achievable in the current school and can be a barrier for some young people transitioning with their peers from primary school, as well as being a place some staff cannot work.
- 4.1.2 The replacement Inverkeithing High School building will create an inspiring and innovative learning environment that supports the delivery of Curriculum for Excellence throughout the Broad General Education and the Senior Phase. Cognisance will be taken of the existing curriculum offering, ensuring the learning spaces allow this to continue to be delivered. The design will also allow flexibility to use the learning environment creatively to support interdisciplinary learning, linking different subject areas.
- 4.1.3 The learning spaces will be able to adapt, following any future evaluation of the curriculum offered, in response to the needs of the young people and the world of work.
- 4.1.4 Indoor and outdoor learning spaces will be designed flexibly to allow the range of needs of all young people to be met, as well as catering for existing and future curricular requirements. The innovative spaces will be designed to be used flexibly, to support the wellbeing of all learners.
- 4.1.5 The needs of young people requiring enhanced educational provision for all or part of their learning experience will be accommodated in well considered accessible facilities that will support them from their arrival on site, throughout the day, in formal learning and informal social times. The accommodation will also offer meeting spaces to facilitate partnership with other services that may be relevant to support young people's personal, social, health and emotional needs. To improve support for young people with additional support needs there is a move to provide specialised Additional Support Needs provision in all Fife Secondary Schools by 2024, to allow young people's needs to be met in their catchment secondary school.
- 4.1.6 The location of curricular departments and faculties in close proximity to each other will create additional opportunities for collaboration, allowing staff increased opportunities to plan effectively to meet the needs of all learners. Dispersed staff learning spaces will provide staff with facilities to allow them to plan and prepare their teaching effectively to meet the needs of all learners; to continue their professional learning; as well as supporting self-evaluation activities, leading to improvements for young people.
- 4.1.7 Creative and inviting learning spaces will support additional opportunities for young people to learn collaboratively in all curricular areas, taking account of the skills they require for learning, life and work. The skills developed are aimed at supporting young people to transition to a positive post school destination. Flexible learning spaces also allow a variety of pedagogical approaches to be utilised to engage and support young people to achieve the best possible outcomes.

- 4.1.8 The modern school facilities will support the use of a range of approaches embraced and promoted by school staff and partner agencies, designed to meet the needs of all young people's learning, personal, social, health, and emotional needs.
- 4.1.9 The new learning facility will be digitally enabled, taking account of the latest technology available, while ensuring the infrastructure supports the aspiration to move to one-to-one devices for all young people in secondary schools. This strategy will work alongside other devices that are an integral part of the delivery of the curriculum in some subject areas.
- 4.1.10 An assembly hall which can accommodate 350 pupils is part of the design brief, which will include retractable, tiered seating that can be moved away to allow the space to be used for a variety of purposes. While this will only allow year groups to come together for assemblies, technology will allow school events to be streamed to young people and staff in all learning spaces. The assembly hall also serves as an excellent venue for examinations, school productions, information evenings for parents and community events. In addition to this large gathering space, there will be a large social stair leading from the dining area, that provides an additional gathering space for presentations as well as providing social space for young people at break and lunch. Additional, large collaboration spaces can be created by opening the flexible partitions between some classroom areas. These double classroom spaces will also allow additional examination spaces for larger numbers.
- 4.1.11 There will be no change to the current delivery of senior phase subjects with Fife College. The link with the replacement school will be the same as the current arrangement with secondary schools through the School College Partnership.

4.2 **Educational Benefits for any other users of the schools' facilities**

- 4.2.1 Inverkeithing High School is a community use school with a wide and varied programme each evening and at weekends. The facilities in the new provision will be designed with this in mind and we will endeavour to ensure that this provision is available to meet the current demands, with flexibility to adapt to future community needs. As a result, it is expected that the school and community users across the South & West Fife area will enjoy all the benefits of modern, purpose-built facilities.
- 4.2.2 The new school will allow full access to all the resources available, whilst providing added value through economy of scale and efficient sustainable utilities. The learning environment will be of a modern outlook and embrace and enhance formal and informal learning for all. Existing sporting facilities at the school have limited compliance in relation to access for those with additional support needs. A new facility will both enable and significantly improve equity of access for all. This will remove barriers to participation and promote equality.

- 4.2.3 The new school will have enhanced digital capacity which will increase the opportunities for digital learning both for individual learners and community groups, thereby developing digital literacy appropriate for 21st century learning. A key objective for our community planning objectives is an increase in digital services. Outcomes can be significantly enhanced where lifelong digital learning can be supported – from basic skills to design technologies and self-directed learning. There can be enormous opportunities for young people and adults to engage in family or inter-generational learning, particularly in digital skills. Digital provision should allow two-way remote delivery to learners both inside and outside the school building.
- 4.2.4 In addition, significant use of the sports facilities will be supported, making a contribution to and promotion of preventative health and well-being outcomes for all.
- 4.2.5 There are a number of groups which currently use the existing sports facilities, which are listed under paragraph 4.2.10.
- 4.2.6 The new building will include changing facilities which will offer greater opportunities for participation. The provision of full-size outdoor sports pitches will facilitate increased training space for football and other sports. It is anticipated that this new site will include a mixture of all-weather pitches and grass pitches. There are currently no plans for a pool to be included in the new secondary school building. This is consistent with the approach for recent replacement secondary school buildings.
- 4.2.7 The Council is committed to supporting lifelong access to sports and health facilities. It is crucial, once removed from school, university and work, that there are adequate and accessible opportunities for individuals to do regular activity, either individually or as a member of a team. Health and well-being outcomes will be further enhanced by wider use of flexible multi-functional areas which can be utilised for yoga, relaxation, creative arts and activities which promote positive mental health for all ages. There are limited opportunities for this at present, due to the existing building constraints, however, it is anticipated the new building will have increased space, breakout areas and circulation space which will allow for appropriate mixed use.
- 4.2.8 A partnership approach to learning is important. The transitional stages of learning, through nursery, primary and secondary, can be supported as pupils who access resources outwith school hours for their leisure can find transitions less intimidating, they can have a wider friendship group and differing relationship with adults as volunteers, tutors or coaches. Adults learning alongside youngsters also provide positive role models and this demonstrates active lifelong learning and promotes the positive benefits of regular physical activity for mental health.
- 4.2.9 The new school building will also enable an increased efficiency of working with young people and deliver services which meet their needs. In partnership with voluntary sector, Community Learning & Development (CLD) and other professionals, Community Use Schools will be able to

contribute to the overall youth strategy, targeting delivery for those who would benefit most, as well as delivering the much-needed universal provision.

4.2.10 A number of organisations use the Community Use facilities within the existing Inverkeithing High School Community Wing, and these are listed below. All Community Use activity currently ongoing at Inverkeithing, with the exception of swimming, will transfer to the new secondary school at Fleet Grounds, Rosyth.

Clubs, Groups and Other Users

Group Name	Activity	Day	Time
INCAS Swim Club	Swimming	Monday	1800-2000
Inverkeithing Community Big Band	Music rehearsal	Monday	1900-2100
Inverkeithing United Football Club	Football	Monday	Various
Mutch More Active	Swimming	Tuesday	1800-2000
Intrepid Tae Kwon Do	Tae Kwon Do	Tuesday	1800-2000
Titans Canoe Club	Canoeing	Tuesday	2000-2100
Inverkeithing United Football Club	Football	Tuesday	Various
INCAS Swim Club	Swimming	Wednesday	1800-2000
Inverkeithing United Football Club	Football	Wednesday	Various
Norrie McCathie Development Squad	Football	Wednesday	1900-2100
Zumba	Dance	Wednesday	1900-2000
Oceaneering 5s	Football	Thursday	1700-1800
Inverkeithing United Football Club	Football	Thursday	Various
Disability Sports Fife	Swimming	Thursday	1800-1900
Intrepid Tae Kwon Do	Tae Kwon Do	Thursday	1800-2000
Mutch More Active	Swimming	Thursday	1800-2000
Inverkeithing Badminton Club	Badminton	Thursday	2000-2200
Group Name	Activity	Day	Time
Mutch More Active	Swimming	Friday	1600-1830
Park 5s	Football	Friday	1700-1800
Norrie McCathie Development Squad	Football	Friday	1800-2000
Little Starfish	Swimming	Friday	1830-2030
Inverkeithing United Football Club	Football	Friday	Various
Futsal Escocia	Football	Saturday	0900-1330
Merbabies	Swimming	Saturday	0900-1200
Inverkeithing United Football Club	Football	Saturday	Various
Dick 7s	Football	Saturday	0930-1030
Inverkeithing United Football Club	Football	Sunday	Various
Futsal Escocia	Football	Sunday	1030-1230
Scott McMurdo	Swimming	Sunday	0900-1100
St Peter's Episcopal Church	Meeting	Sunday	1000-1330

Classes and Activities

Community Use	Activity	Day	Time
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Parkour	Children's activities, running, jumping, climbing	Monday	1515-1700
Drama	Drama	Monday	1800-1900
Badminton	Badminton	Monday	1800-1845
Spanish Beginners, Improvers, Advanced	Language classes	Monday	1800-2100
Swimfit	Swimming	Monday	2000-2100
Multi-sports	Various	Tuesday	1715-1800
Inclusive multi-sports	Various	Tuesday	1800-1900
Guitar Junior	Music	Tuesday	1715-1845
Guitar Adults	Music	Tuesday	1845-1945
Piano (1-2-1)	Music	Tuesday	1600-2100
Junior Arts and Crafts	Arts/Crafts	Wednesday	1600-1800
Inclusive Family Swimming	Swimming	Wednesday	1600-1800
Painting and Drawing	Art/Crafts	Wednesday	1800-2000
Cooking	Cooking	Wednesday	1800-2000
Swimfit	Swimming	Wednesday	2000-2100
Disability Sports Fife	Swimming	Thursday	1800-1900
Fizzy Milk		Thursday	1600-1800
Aquaerobics	Swimming	Thursday	2000-2100
Arts and Crafts	Arts/Crafts	Friday	1600-1900
Walking Football	Football	Friday	1800-1900
Midnight League Basketball	Basketball	Friday	2000-2100

4.3 Educational Benefits for the pupils of the Other Affected Schools

- 4.3.1 All the benefits identified in sections (4.1) and (4.2) for existing pupils and other users would also apply to the pupils of the other affected schools who are also those likely to become pupils at the proposed relocated Inverkeithing High School.
- 4.3.2 Pupils attending other affected primary schools will benefit by transitioning to an innovative and engaging building, with enhanced facilities. All aspects of the school will be fully accessible and responsive to the needs of all young people. The new school will be fully accessible and inclusive for all building users, ensuring cohorts of primary school learners will be able to transition together.
- 4.3.3 All the benefits identified in sections (4.1) and (4.2) for existing pupils and other users would also apply to those likely to become pupils at this school.
- 4.3.4 Pupils attending affected cluster primary schools will benefit by transitioning to an innovative and engaging school with enhanced facilities. All aspects of the school will be fully accessible and responsive to the needs of all young people. The new school will be fully accessible and inclusive for all building users, ensuring cohorts of primary school learners will be able to transition together.

4.4 Educational Benefits for pupils of any other schools in the authority area

4.4.1 The proposal to relocate the school to a new site will reduce inefficient operating expenditure as a result of the existing fabric of the building, thus allowing direction of resources to support pupils across Fife. The more efficient use of resources will result in a more equitable 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.

4.5 The authority’s assessment of any other likely effects of the proposal (if implemented)

4.5.1 Transport arrangements will be affected and consultation with Fife Council’s Transportation Service and Bus Operators will be arranged if the proposal is approved. Existing Fife Council policy is to provide free transport to pupils living more than 2 miles from their catchment secondary school. Individual transport entitlement will be reviewed in time, prior to pupils relocating to a new school site. Transportation will assess pupil entitlement and where there is a loss of entitlement, pupils will be notified well in advance.

4.5.2 For the communities of Rosyth and Inverkeithing a substantial number of pupils will be under 2 miles from the relocated secondary school. These pupils would be expected to walk to the new school, in accordance with Fife Council Transport policy outlined in section 5. A walked route assessment will be completed in accordance with current policy prior to the school opening. Pupils will also be advised prior to the school opening if they are entitled to receive free transport. Appendix 1.5 shows indicative 2-mile walking routes.

4.5.2 Active travel, through walking, cycling and wheeling, are the least carbon-intensive ways to get to school, as well as reducing pollution and congestion. Active travel also promotes healthy daily lifestyle choices, overall wellbeing, as well as boosting energy levels to support young people’s concentration to help them with their learning.

4.6 How the Authority intends to minimise or avoid any adverse effect

4.6.1 If the proposal to relocate Inverkeithing High School to the new site is approved, existing pupils will have an opportunity to be fully informed throughout the design and construction of this new school.

4.6.2 Prior to a move to any new site, the transfer of pupils from one school site to another will be planned carefully by the Education and Children Service’s Directorate staff, school staff and parents/carers, to ensure that children are supported through the transition from one school site to another. For those pupils with additional support needs, particular priority will be given to ensuring pupils are comfortable with their new environments.

4.6.3 There will be no impact on building users of Treetop Family Nurture Centre, Inverkeithing High School or Inverkeithing Primary School during the time of construction at Fleet Grounds, Rosyth.

4.7 **Benefits which the authority believes will result from implementation of the proposal (with reference to the persons whom it believes will derive them) and the reasons for coming to these**

4.7.1 The proposal to relocate Inverkeithing High School from its existing site to the new site is expected to ensure accessibility for all, while reducing inefficient operating expenditure, thus allowing redirection of resources to support pupils across Fife.

4.7.2 All 5 of the secondary schools in the Dunfermline and South & West Fife area would have condition and suitability ratings of 'A', as well as 'A' for accessibility, from August 2026. This would ensure that 10 out of 18 secondary schools across Fife would be rated at this level.

4.7.3 The transition to a new, inspiring and accessible learning facility will almost certainly impact positively on the wellbeing of staff and learners. Well-ventilated and lit environments will ensure conditions support a conducive learning environment.

5 **Transport Arrangements**

5.1 This section assesses the proposal in terms of transport arrangements to the proposed relocated secondary school. The legal position is that a pupil is entitled to free transport to school if:

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

5.2 However, Fife Council provides transport to primary and secondary catchment pupils who meet the distance criteria in accordance with council policy. Fife Council's current policy is that a child or young person is entitled to free transport in the following circumstances:

- a primary school aged child lives more than one mile from his/her catchment school or other educational establishment by the shortest reasonable walking route;
- a secondary school aged young person lives more than two miles from his/her catchment school or other educational establishment by the shortest reasonable walking route;
- or a child or young person has additional support needs and free transport is proposed through a planning and review meeting and the full completion of a transport request form.

5.3 There is no requirement for Fife Council to provide free transport to pupils who are attending a school as a result of a successful placing request. However, any pupil can take up a vacant place on school transport as a fare paying passenger.

- 5.4 In terms of the current policy, free school transport would be provided for secondary aged pupils who live more than 2 miles from the proposed relocated Inverkeithing High School by the shortest reasonable walking route.
- 5.5 Safe routes for cycling and walk route assessments for the relocated school site would be considered as part of the overall development process. Appendix 1.4 shows sample walk routes, showing 2-mile distances from the indicative entrance points to the school.
- 5.6 If the proposal is approved, it may be that pupils who are entitled to receive free school transport to the existing school site will no longer be, as they will be under the distance threshold. Equally, it may be that pupils who are currently not entitled to free school transport to the existing school site will be entitled to free school transport to the proposed relocated Inverkeithing High School, as they will be over the distance threshold.
- 5.7 For the academic session of 2022/23, there are currently 16 buses which bring pupils to Inverkeithing High School.
- 5.8 There are a number of pupils, with additional support needs, who are transported by taxi to Inverkeithing High School, and this arrangement would continue and be reviewed based on individual needs should the relocation proposal be approved.
- 5.9 Pupils who do not meet the distance entitlement to qualify for free transport to Inverkeithing High School are able to apply for an NEC card, which will allow them to travel on buses free of charge. More details are available at: [Home | National Entitlement Card \(nec.scot\)](https://www.nec.scot) There are a number of buses that regularly stop at Admiralty Road, Rosyth and pupils with their NEC card will be able to access these services before and after school. For example, the numbers 7, 7A, 7B and 7C currently run between Aberdour, Dalgety Bay, Inverkeithing and Admiralty Road, Rosyth. Pupils may have a short distance to walk should they wish to take up registered bus services. There are bus stops located at Brankholm Road and a number on Admiralty Road from Kings Road Primary School area to the roundabout at the M90 junction.

6 Transitional Arrangements

- 6.1 As the proposed relocated site is at Fleet Grounds, Rosyth (see Appendix 1.1 and 1.2), there will be no requirement to decant pupils, staff and community users whilst the new school is being constructed. There will be no impact on building users of Treetop Family Nurture Centre or Inverkeithing Primary School during the time of construction.
- 6.2 As with previous secondary school new builds, it is our intention to ensure school pupils from Inverkeithing High School and associated primary schools are kept informed of the construction process. Previous pupil engagement has included the following activities, site dependant:
- health and safety presentation to all year groups on the dangers of a construction site.
 - pupil trips to structural steel works.

- pupils attending the DAS (Department Additional Support) provided an opportunity to visit the site early on and at relevant stages of the project to allow them to prepare for the changes ahead.
- multiple site visits for teachers.
- work placements for pupils interested in construction.

6.3 Careful transition planning will ensure positive transition to the new secondary school and community facilities. Individual pupil plans will allow for an enhanced transition.

7 **Financial Implications**

7.1 As indicated in para 2.3, the school will be part funded through the Scottish Government Learning Estate Investment Programme (LEIP), through a revenue funding model. The LEIP model requires the Council to fund the full amount of the up-front capital cost of the project, through the Council's Capital Plan. The funding model is based on the LEIP principles, which will be supporting the project through revenue contributions based on the achievement of defined outcomes. Funding is provided over a 25-year period. The cost of the school is expected to be approximately £85m. The planned occupation date is August 2026.

7.2 As the Fleet Grounds, Rosyth is the only viable option to accommodate the replacement secondary school, the Council has entered into an agreement to purchase the land from Scottish Enterprise at Admiralty Park. Agreement on provisional terms, for the purchase of 5.99 hectares (which includes the solum of some roads and footpaths in the area), has been reached. The costs associated with this agreement are included in the overall capital costs of the project. In addition, the terms of an existing lease of Council owned land is to be varied. The land which will be resumed from the tenant is largely unused and undeveloped and will be utilised for the provision of the sports facilities. Discussions have also commenced with Ministry of Defence, the former owners of the land, in respect of clawback monies that may potentially be due as a consequence of a change of use.

7.3 As indicated at para 9.3 below, any capital receipt for the Hillend Road site would be incorporated into the Council's overall capital receipt fund in line with Council processes.

8 **Sustainability**

8.1 Sustainability is a key factor in the design of a new school and would be incorporated into every feasible aspect. This ranges from the materials used in construction, to the heating system and the lighting provided, and the landscaping of the external site to encourage biodiversity. This will be a huge benefit to the comfort within the school for staff and pupils, as the current electric heating system within the existing building is difficult to operate and inefficient.

9 **Community Impact**

- 9.1 It is recognised that the current facilities in the Community Wing are extensively used and valued by the local community. Most of the existing community use activities will transfer to the relocated secondary school site. As indicated above, there are currently no plans for a swimming pool to be included at the relocated secondary school site. Fife Council will seek to transfer existing swimming provision to other provisions within the authority area. The range of activities on offer at the relocated school would be provided in a state-of-the-art building. The detail of these facilities would be determined through the design process but will include dedicated indoor and outdoor sports areas including all weather pitches.

The safeguarding of pupils will be a key factor considered during the design process and models of good practice already exist across schools in Fife and throughout Scotland. Ensuring that children and staff are kept safe whilst in our educational environments is the number one priority. In the design of the building, we will reassure parents that sufficient systems are in place to protect and monitor their children. This has been, and will be, considered throughout the design process.

- 9.2 If the decision is taken to relocate Inverkeithing High School to the proposed site, there will be a review of the existing Inverkeithing High School buildings which will then determine whether any of the buildings will be retained. It is expected that the overall site would no longer be required for educational purposes and options for use or disposal would be presented for consideration in due course. In discussions around the future of the building, as the building is listed, Historic Scotland would be included in discussions. Any future use or disposal of the site would be reviewed by the Council's Estate Service (Assets, Transportation and Environment). Any capital receipt for the Hillend Road site would be incorporated into the overall Council's Capital Receipt Fund, in line with Council processes.

10 **Implications for staff**

- 10.1 If the proposal is approved, teaching and support staff based at the existing school would transfer to the new school, in line with their existing terms and conditions.
- 10.2 If the proposal is approved, no significant or negative impacts upon teaching or support staff currently based at the existing school site are anticipated.
- 10.3 There may be changes in travel arrangements for some staff as a result of the relocation to Rosyth. For example, a slightly longer commute to work for some staff and a slightly shorter commute to work for others.
- 10.4 This consultation is open to all staff and Trade Unions representatives to provide their feedback to the proposal itself.

11 **Equal Opportunities**

- 11.1 An Equality Impact Assessment (EIA) is a statutory requirement of the Council to assess the policies and practices necessary to meet the requirements of antidiscrimination and equalities legislation. It also affords an opportunity for the Council to consider the impact on the Education Service. In addition, an EIA can provide more information to develop and deliver services that meet the needs, in this case, of children and parents.
- 11.2 The aim of an EIA is to examine policies and practice in a structured way, to make sure that adverse effects on equality target groups are avoided. It is also a tool to enable the Council to assess what positive steps it can take to promote equality of opportunity and measure the results of the actions that have been taken.
- 11.3 As part of the consultation process the Council will consult with a range of stakeholders, including staff, parents/carers and children, and will address comments about equality during this consultation. The Impact Assessment will be included in the Final Consultation Report, expected in September 2023.
- 11.4 Under the Equality Act 2010 education providers must not treat disabled pupils less favourably and should take reasonable steps to avoid putting disabled pupils at a substantial disadvantage. Existing arrangements in place for pupils with additional support needs within Inverkeithing High school will continue.
- 11.5 Careful transition planning will ensure positive transition to the new secondary school and community facilities. Individual pupil plans will allow for an enhanced transition.
- 11.6 As outlined previously, the replacement secondary school will be fully accessible, and this will ensure that all building users are able to move around the building with ease. This will also mean that all pupils from the catchment area can be accommodated with their peers from primary schools. This will have a positive impact on any pupil with accessibility issues.

12 **Proposed Date for Implementation**

- 12.1 If this proposal is approved, the Education Service plans for the construction and delivery of the relocated school for academic session August 2026.
- 12.2 Planning permission is required for the construction of any new school. The planning process is dependent on a number of factors, including technical studies, levels of public engagement and absence of significant objections or delays. If the proposal is approved, the Education Service will endeavour to inform parents/carers and pupils of key decisions with regards to the planning approval process and any future construction phases of the school. For the avoidance of doubt, the planning process and any public consultation in respect of the planning aspects of construction of the proposed, relocated Inverkeithing High School are separate and distinct from this consultation process, which proceeds under the Schools (Consultation) (Scotland) Act 2010.

- 12.3 The construction build period for a secondary school of this size is expected to be around 2½ years from completion of the design and following approval of any planning consent process.
- 12.4 As matters progress, further detailed work will be required to confirm a more specific timeline. However, if key dates are met, it is anticipated that relocation to the new site at Fleet Grounds, Rosyth would be for academic session August 2026.

13 Statutory Consultation Process – Proposed Timeline

Thursday 6 April 2023	Consultation proposal considered by Fife Council Cabinet Committee
Friday 31 March – Friday 14 April 2023	School holidays
Monday 17 April 2023	Parents and other statutory consultees issued with Consultation Notice, informing them of relevant dates and information about the statutory consultation
Tuesday 18 April 2023	Consultation live
Tuesday 18 April to Friday 2 June 2023	Consultation period (32 days - May Day and King's Coronation not included)
	<p>Public meetings</p> <ul style="list-style-type: none"> • Thursday 20 April 2023 at 6-7 pm at Inverkeithing HS • Monday 15 May 2023 at 6-7 pm at Kings Road PS • Monday 22 May 2023 at 6-7 pm at Dalgety Bay PS <p>Drop-in sessions</p> <ul style="list-style-type: none"> • Civic Centre, Inverkeithing High Street – Thursday 20 April 2023 from 3-4 pm • Inverkeithing HS - Thursday 20 April 2023 from 5-6 pm • Aberdour PS – Tuesday 2 May 2023 from 2.30-3.30 pm • Camdean PS – Thursday 4 May 2023 from 2.30-3.30 pm • Inverkeithing PS – Tuesday 9 May 2023 from 8.30-9.30 am • North Queensferry PS – Tuesday 9 May from 2.30-3.30 pm • Park Road PS – Monday 15 May from 2.30-3.30 pm • Kings Road PS - Monday 15 May 2023 at 5-6 pm • Donibristle PS – Monday 22 May 2.30-3.30 pm • Dalgety Bay PS – Monday 22 May from 5-6 pm
Friday 2 June 2023	Consultation close
Friday 9 June 2023	Report on consultation process is submitted to HMI Education Scotland
Monday 12 June – Friday 30 June 2023	Education Scotland 3-week review
Monday 3 July 2023	Education Service receives report from Education Scotland

Wednesday 16 August 2023	Consultation Report published 3 weeks before Cabinet Committee
Thursday 7 September 2023	Consultation 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

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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।

বলের 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 أنترنيت/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।

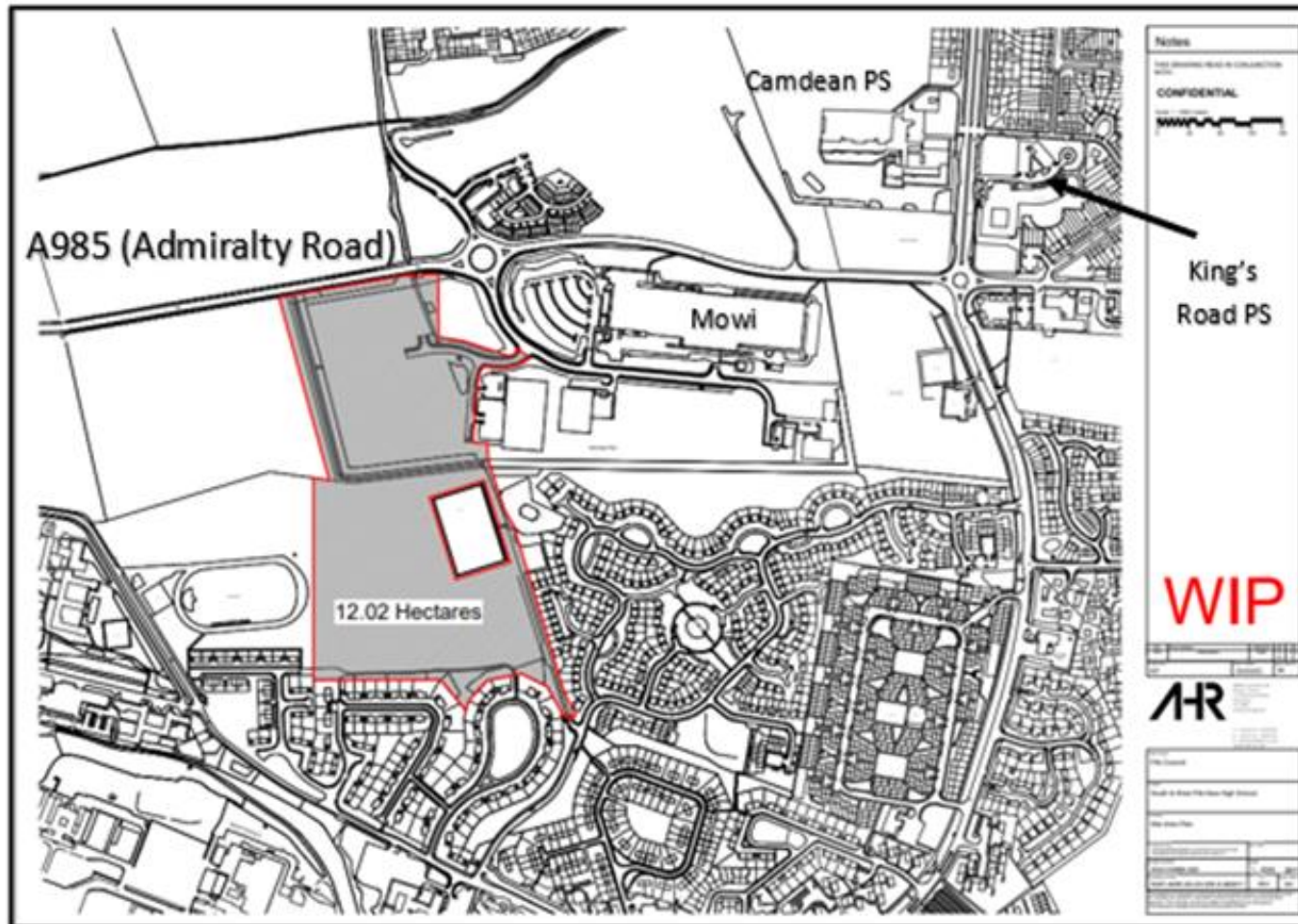
ਯੂ.ਕੇ. ਲੈਂਡਲਾਈਨ ਰਾਹੀਂ ਕਾਲ ਕਰਨ ਦਾ ਖਰਚਾ 3 ਤੋਂ 7 ਪੈਨੀਆਂ ਪ੍ਰਤੀ ਮਿੰਟ ਹੋਵੇਗਾ, ਮੋਬਾਈਲਾਂ ਦੇ ਰੇਟ ਵੱਖਰੇ ਵੱਖਰੇ ਹੋ ਸਕਦੇ ਹਨ।

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

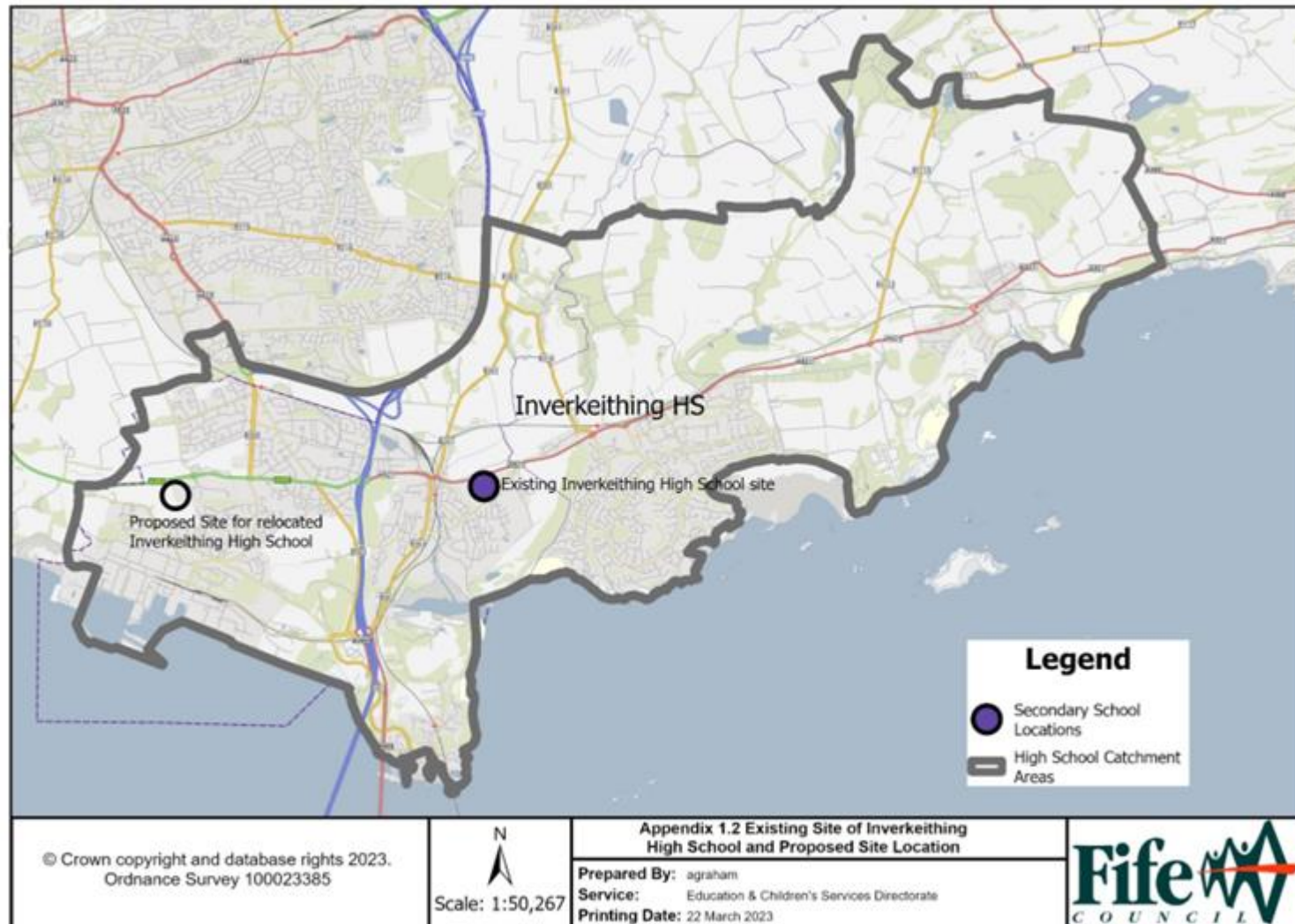
کسی برطانوی لینڈ لائن سے فون کے نرخ 3 تا 7 پنس فی منٹ ہیں' موبائل کے نرخ مختلف ہوسکتے ہیں۔

Appendix 1.1 – Proposed Site of the Relocated Inverkeithing High School

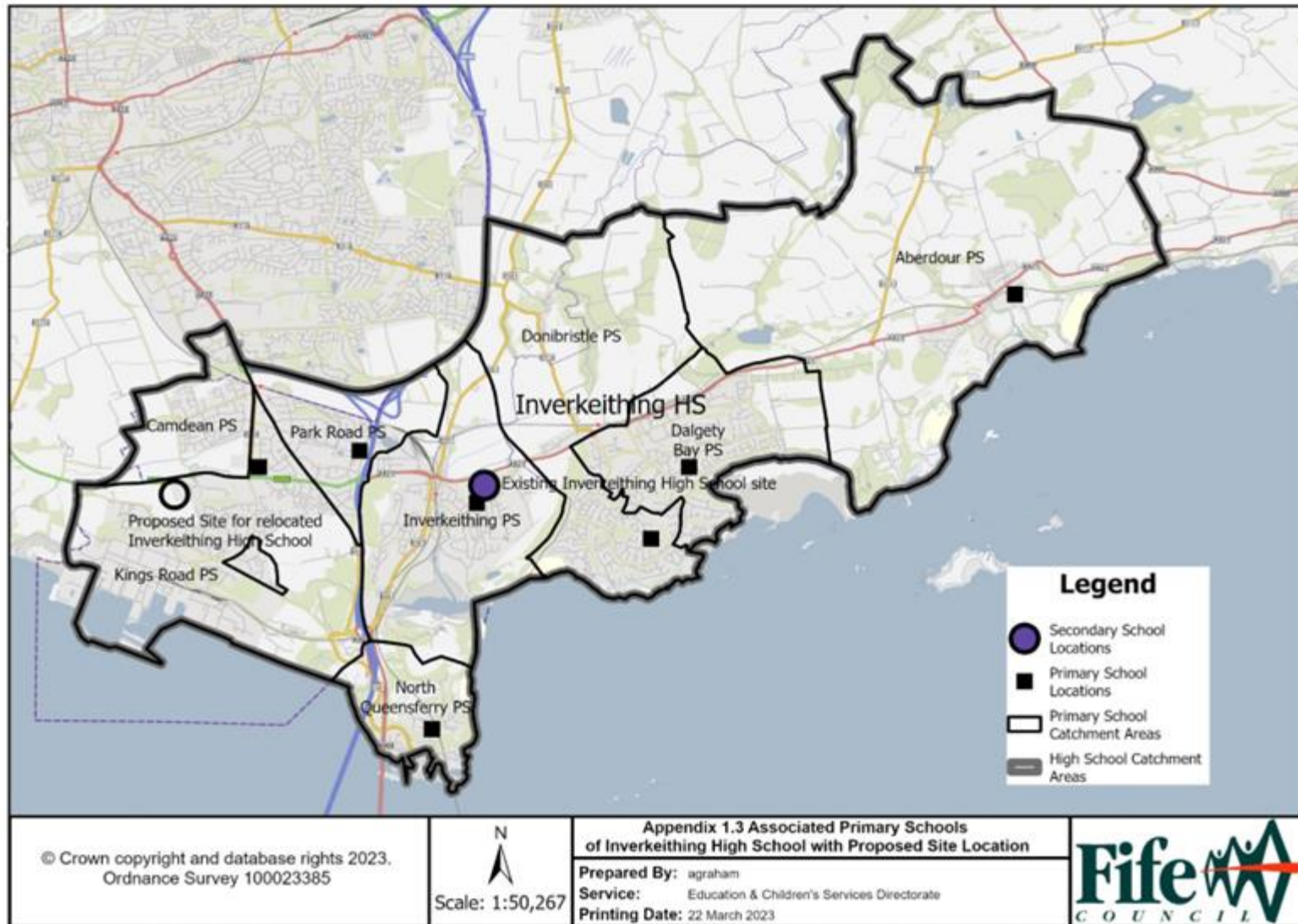
This map below shows the proposed site (area shaded in grey) of the replacement Inverkeithing High School. The site is located south of the A985 Admiralty Road, Rosyth and adjacent to Hilton Road, Rosyth. The proposed site is north of Forbes Road and to the left of Wilson Way, Rosyth.



Appendix 1.2 – Existing Site of Inverkeithing High School, Hillend Road, Inverkeithing and proposed site of the relocated Inverkeithing High School and Catchment Area of Inverkeithing High School

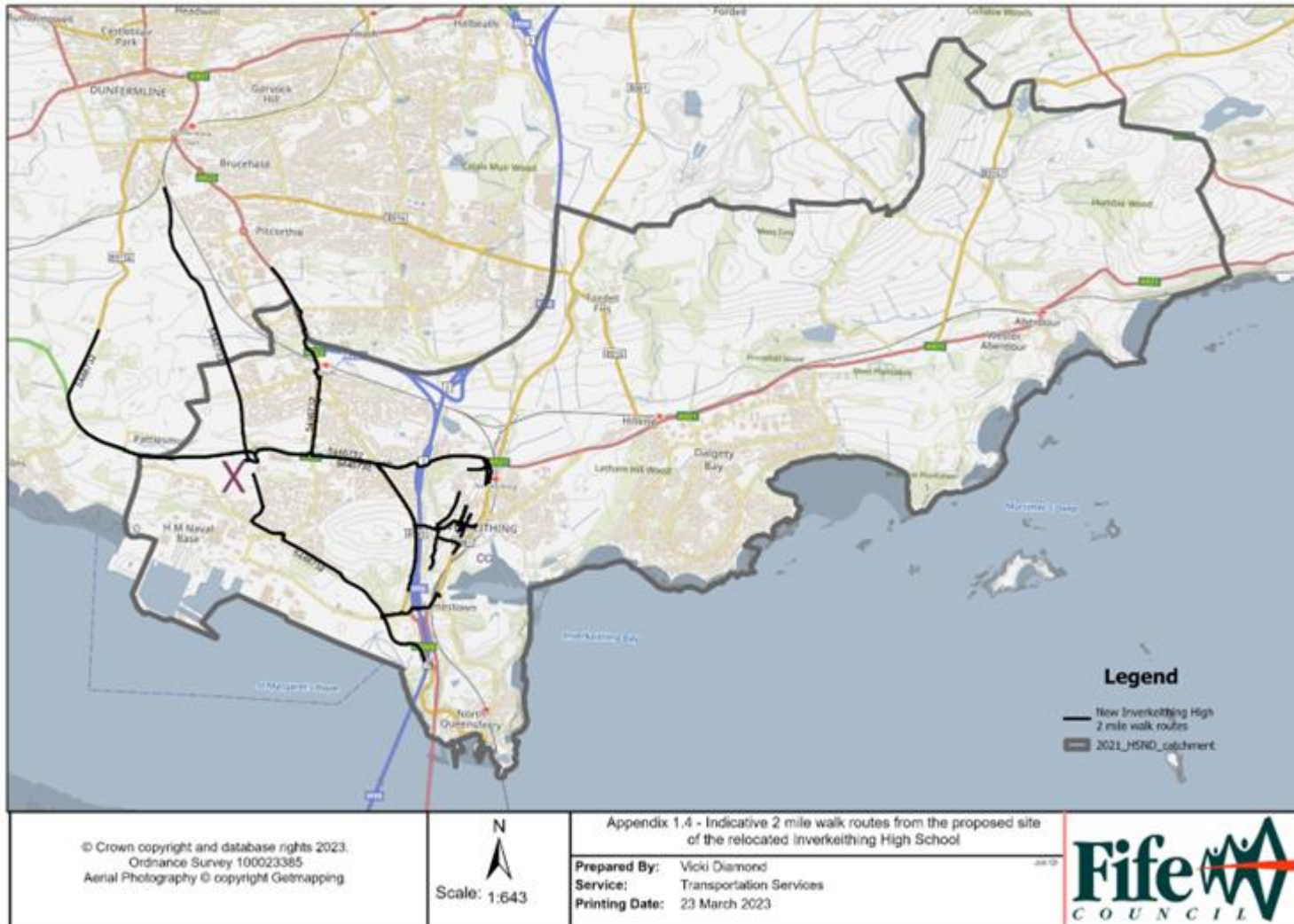


Appendix 1.3 – Associated Primary Schools of Inverkeithing High School with Proposed Site



Appendix 1.4 – Indicative 2 mile walk routes from the proposed site of the relocated Inverkeithing High School

The x on the map shows the proposed site of the relocated Inverkeithing High School. The black lines from this area show indicative 2-mile routes from the site.



Appendix 1.5 – Housing Development Sites within the Inverkeithing High School Catchment Area

Local Development Plan (LDP) Sites

LDP Ref	Housing Land Audit Ref (HLA)	Site Name	Capacity	Planning Application Status
ABD001	DAC234	Hillside School	70	Planning consent for 125 units – no commencement on site
ABD002	DAC307	Land at Wester Aberdour	20	
DGB001	-	Donibristle Industrial Estate	125	
DGB002	DAC267	Fulmar Way 2	50	No planning consent
DGB004	-	St Davids Harbour	24	
INV001	-	Borelands Reservoir	18	
INV002	-	The Royal Hotel	8	
INV003	DAC118	Roods	50	No application to date
INV004	DAC280	Former Inverkeithing Primary, Roods Road	42	No application to date
INV005	DAC305	Spencerfield	295	Planning consent – site under construction
INV012	DAC306	Fraser Avenue	203	Planning consent – site under construction
ROS001	DAC109	Admiralty Road	12	
ROS002	DAC198	Brankholme	9	
ROS003	DAC208	Cochranes Hotel	54	
ROS004	DAC245	Primrose Lane 2	175	Planning consent for 143 units – no commencement on site
ROS015	DAC277	Admiralty Road/Brankholm East	450	98 units completed. New application received for next 165 units on site
ROS016	DAC296	Castlandhill North and West	150	No application to date
Total			1745	

Non-Local Development Plan Sites

LDP Ref	Housing Land Audit Ref (HLA)	Site Name	Capacity	Planning Application Status
n/a	DAC322	South of Main St (DAC322)	84	Planning consent – site under construction
n/a	DAC120	19/02447/F Dunfermline Wynd	10	Planning consent for 9 units – no commencement on site
n/a	-	22/04086/PPP Prestonhill Quarry	180	Planning application for 180 units submitted – no consent to date
n/a	DAC261	22/03454/PPP St Margaret House	14	Planning application for 14 units submitted – no consent to date
Total			212	

Appendix 1.6 - Pre-Engagement Feedback – Replacement Inverkeithing High School

The following table is feedback received from the pre-engagement sessions held between June – August 2019, in relation to a replacement Inverkeithing High School.

1	<p>Here is some feedback regarding the proposed re-development of Inverkeithing High School (I have two daughters at North Queensferry PS – P3 and P6).</p> <p>My main concern is around the timescale of any re-development. My interpretation of our discussion is that the best case scenario for a new school being ready is 3.5 years from the consultation period beginning (0.5 year consultation, 1 year design, 2 year build). This could extend further if there is any delay in any of these phases, if there is difficulty finding funding, or if the Woodmill/St Columba's campus is prioritised.</p> <p>During this time period the Inverkeithing High role is due to increase significantly, putting more pressure on an already dilapidated building. I am worried that the approach to the current school will be to place a 'sticking plaster' on any structural or other problems given a new school is on the horizon. This appears to be the worst of both worlds for pupils with the school reaching capacity as the building nears end of life. I am also concerned that this situation will be a deterrent to attracting teachers and other staff to the school. All of this leaves me with real concerns that Inverkeithing High can provide the optimum conditions for educating my children and other pupils in the coming years.</p> <p>In terms of the sites proposed my preference would be for one of the three sites closest to the current High School. I am sympathetic to the argument that Inverkeithing High School should remain in Inverkeithing. However, my strong preference is to get this school built as quickly as possible.</p> <p>I hope this is helpful feedback. Thank you for holding the meetings and I look forward to engaging further throughout the process.</p>
2	<p>This surely is much needed. School is not fit for purpose. Must stay in Inverkeithing. It would keep the heat out of Inverkeithing community for the high school to go. Inverkeithing is the centre of the catchment. Please keep Inverkeithing HS in Inverkeithing.</p>
3	<p>No opinion as not within my catchment area.</p>
4	<p>Not happy about the Rosyth location. They will increase travel time in the taxi to bus stop is already very early. My son's sleep will be affected and he has mental health issues that could be aggravated by this. Sites 4 and 22 are best as they will leave ALL students travel unaffected and have plenty of space.</p>
5	<p>Location should stay at current site. Create a new school here and knock down the current one. It is a danger to the pupils.</p>
6	<p>Fife Council wins – facilities will be lost! Keep the school in Inverkeithing.</p>
7	<p>What will happen to the wing? Will there be a pool at the new school? Swimming is a life skill and should be part of the curriculum.</p>

8	If the school moves it needs to be on a regular public bus route. School buses will leave before after school clubs.
9	Love Inverkeithing High School to stay in Inverkeithing. I love that the nursery, primary school and high school are nearby. Would love the wing/community space to stay or be replaced.
10	Old paper mill site is a good spot. Keep the school in Inverkeithing.
11	Would be great if kept in Inverkeithing. Keep community use in Inverkeithing, especially classes and swimming pool.
12	The swimming pool must be rebuilt on new site. Not enough space at leisure centres for swimming lessons.
13	We need: swimming pool, community centre and current location to keep nursery, primary and high school together.
14	Keep the wing and community use facilities.
15	Would want to keep the hub of nursery, primary, high school and community use wing. Inverkeithing needs this for the community.
16	Two high schools close together won't work (Inverkeithing moving to Rosyth and Dunfermline)
17	New high school must stay in Inverkeithing. Please maximise community use, sports facilities.
18	Inverkeithing would need a new community centre if the high school moves.
19	Business will have an effect, shops will close, Inverkeithing will deteriorate.
20	Inverkeithing has a lot of new build buildings. Has it been considered how kids will get to school safely as free buses not option within 2 miles.
21	Central location is important to facilitate walking to school. Ideally Inverkeithing location, but understand the need for best location for majority.
22	To remain in Inverkeithing – it's central, easy access for walking and for traffic. Centre for all primary schools attending. Do not want Rosyth, especially Dockyard due to large vehicles. There are no facilities near by.
23	I would prefer the high school to remain in Inverkeithing, would like to know if they will be considering the usage of the community wing and the relation with the town. The playing fields are also important to the town use with the gala, and football teams, and primary school. The amount of clubs and activities that use the wing, and the swimming pool, as well as the high school, PE department.
24	Community use wing needed for Inverkeithing – including a swimming pool.
25	High school to remain in Inverkeithing for central catchment.
26	Upon building a new high school, they need to take into account all the new houses that are being built in Inverkeithing. It is not only the high school that is important to Inverkeithing but the community use of the facilities – “the wing” is a great facility to help keep our kids active and be able to learn to swim.
27	Inverkeithing High School should stay in Inverkeithing. Shops will loose out on business. I have lived in Inverkeithing for 30 years (all my life).
28	Yes please, cause it is falling apart.
29	Stay in Inverkeithing, community use still. How long will it take? Formal communication when?
30	Please do not change location of high school. It should stay in Inverkeithing.
31	Need swimming pool facilities, need the wing with gym equipment. Location needs to stay beside primary and nursery.

32	Keep high school a possibly. Just refurbish the old school. Too much changes and disruption.
33	High School should be kept in Inverkeithing as its important for it to be kept in the community. It's walking distance for a lot of people who don't have access to their own car!
34	Inverkeithing High School should stay in Inverkeithing and shouldn't be moved. Why chuck away a high school, do it up, or keep it where it is. They need a swimming pool. Why chuck away the high school means what's going to happen to the wing if this happens. The school and wing is important to us.
35	Keep the swimming pool (school pupil – aged 7 years)
36	High School should remain in Inverkeithing as location is more suitable for all pupils travelling from Rosyth, Inverkeithing, Dalgety Bay, North Queensferry and Aberdour. It is also very important to retain full use of the wing. It's used for school and public use – will still remain fully functional for the new school. Plus it's off the main road system which is safer for kids. Rosyth options will be too busy and not acceptable for all ids (except Rosyth) to be travelling that distance. Inverkeithing is central to all.
37	This needs to stay in Inverkeithing as does the wing. It is central from Aberdour, Dalgety Bay, North Queensferry and part of Rosyth and would be a big loss not just to the school but as a social gathering for residents as well. There is also a swimming pool in the Wing which we would lose if everything is closed down again a big loss to the community.
38	Rosyth is too far for travel. We need swim facilities. The wing is essential for Inverkeithing community.
39	What will happen to the old school? What will happen to the wing as a community use? Too many questions that needs to be answered you can't just build it where even higher up people please.
40	With the new housing developments planned I think that a Rosyth location would be more suitable.
41	<p>I am a resident in Inverkeithing, I live on the High St and my eldest daughter is at the Inverkeithing High School. Here are my thoughts about the proposed new Inverkeithing High School sites.</p> <p>Firstly, the Inverkeithing High St relies heavily on the custom from older pupils of the High School and the families connected to them, this keeps the town bustling and alive. Without this custom there is no doubt the town will suffer and like so many small towns in fife (so many High St's have died, empty shops and businesses). The High School is a great amenity to have in a town - to lose this will be an added blow to a town.</p> <p>The High school itself is a remarkable example of Brutalist architecture from the 1960's and as a result it is listed. It is shocking how little this seems to matter to Councils and Developers considering in London and other cities Brutalist architecture is being protected and appreciated. This listing MUST be taken in to consideration, its unique, it is irreplaceable. Surely this could be used as a plus point rather than seen as a bind? This 1960's architecture wont be seen again - Inverkeithing has already lost so many cherished (many listed) buildings due to a 'quick fix' of knocking down and building new characterless houses etc.</p>

	<p>The existing school site could be re-purposed including parts of the original Brutalist architecture. It would be exciting to see this develop and give a great boost to the community. To keep elements of the old school and incorporate them into a new school would be the best and most progressive solution. After all it is part of the Scottish Governments policy to reuse and repurpose old buildings rather than demolish.</p> <p>Too many bad decisions have been made for Inverkeithing in the last 20 years. Let's make a good one for the community and surrounding towns. Keep Inverkeithing the hub. Don't kill the High St. Don't let it become a new build housing site with no school. With a bit of ingenuity and care the school site can be rejuvenated, not abandoned and something positive and exciting can happen to the town. An abandoned sad looking listed building is not good for moral - have a look around Inverkeithing it is full of them.</p> <p>Dunfermline can already be served by a new wing to the High School there and eventually a new school in the 2nd site may serve the huge increase in new builds BUT meanwhile focus on what the smaller towns need. HES has already spoken about working with the proposal to reuse parts of the original school, we have lost the old primary school to greedy developers and arsonists, let's stop this happening to the High School. To move the school from Inverkeithing would not only be a bad decision for the town it would highlight the sorry state of protecting architecture in Fife and retaining a sense of pride for the history of its buildings.</p>
42	<p>4) Inverkeithing High School should remain in Inverkeithing, rather than being moved to Rosyth. As was mentioned at the meeting, it seems that everything is being taken away from Inverkeithing. Soon it will only be a dormitory for Edinburgh.</p>
43	<p>I attended one of the recent consultations about potential sites for a new Inverkeithing High School. It was with much dismay I learned about the possibility that Rosyth was being considered for the proposed new school. Inverkeithing has had a grammar/secondary school for 200 years since around 1819 and it is just inconceivable that the school would be moved out of the town now – that would not be a progressive change. The current school is so perfectly sited next to the nursery and primary school, all of which form the perfect educational campus for children – not to mention the community wing which is so well-used by parents and children alike and is especially important for families who don't have their own transport.</p> <p>With creative design/architecture and thinking, the existing school site could absolutely be adapted to build a dynamic and inspirational new school that would stand out yet again to win future awards.</p> <p>I strongly object to any consideration being given to moving our High School out of Inverkeithing – it has always been and will always remain an essential part of our community. (Inverkeithing resident/parent and former Chair of the 1st IHS school board)</p>
44	<p>Following attendance at the public engagement meetings regarding the replacement sites for Inverkeithing High School, I would like to feedback the following points:</p>

	<p>1. My son already travels on the school bus service from Rosyth to Inverkeithing High and there are no concerns with this. There is a good service in place and I can see no reason why this can not continue for a replacement in Inverkeithing.</p> <p>2. The road network at the existing site is already in place and coping with the school traffic.</p> <p>3. (a) I am opposed to building on the Fleet Grounds site as it is surrounded by residential housing. The house owners have bought these properties at a point where there is no high school nearby. It would be unfair to establish a high school there as litter, noise and vandalism are bound to be encountered.</p> <p>(b) The road network surrounding the Fleet Grounds are inappropriate for the large number of buses and cars that would be accessing the school.</p> <p>4. The MOD land would be ideal as there is plumbing, drainage, sewage, electricity etc already established there. It is also on an isolated site away from residential properties and can be accessed directly from the A985 road.</p> <p>I hope you will take these points into consideration when making the site selection.</p>
45	<p>Inverkeithing is a town on the up. There is a lot of community effort going in to various regeneration initiatives. The recent news of a cash injection to the town centre is so promising. The towns businesses rely to a degree on the knock on benefits of lunch time and after school trade by school children, staff and the community using the community use facilities. Scotland's biggest affordable housing Fraser avenue project, residents and businesses of the future would surely benefit from a replacement school on the existing site. It is a beautifully large site on an elevated bright position and can be accessed by bike, on foot, by bus or by train- surely a big advantage for a school of the future.</p> <p>Please do all you can to keep inverkeithing high school in Inverkeithing. It is surely pretty much centre of the school catchment, there is probably scope too to design it in a way that the current school can operate while its being built, then demolished and sold for housing to release equity to cross fund. It is absolutely fantastic that it loads old like we will be getting a much needed high school. The current site is a fantastic site and this is an opportunity to really improve Inverkeithing.</p> <p>I very much hope that the feasibility studies show that the current site is the majority of the catchments preferred site, the best value for money, the most sustainably located site and would be a real asset for the ongoing regeneration of Inverkeithing.</p> <p>Will the preferred site be reported to the committee in August and what is the process thereafter?</p>
46	<p>Similar to the Woodmill/St Columba's scenario I acknowledge and fully support the proposal as I believe there is a critical need to modernise the school. I would also be in favour of the new school being on its same location for</p>

	transport issues. In addition it needs to accommodate community use and have a swimming pool.
47	<p>In response to the 'Have Your Say' on shaping the future of Inverkeithing and Dunfermline's secondary schools - specifically point number 2 "Inverkeithing High School – location, as well as school/community requirements":</p> <p>I have two children currently attending Donibristle Primary School, in P7 and P4. I am therefore very concerned for their secondary school experiences, as even a small amount of disruption could have an adverse effect on their received teaching and ultimately their qualifications and future careers.</p> <p>I understand that retaining the site of Inverkeithing High School cannot be reasonably expected (due to the lack of available space on the playing fields) for concurrent building of a new school and razing to the ground of the existing building. I am therefore perplexed as to why it has been included in the shortlist of six potential sites of the new school. Decanting the pupils (to a temporary school or specific 'village' location) appears to be a very disruptive option and an unnecessary amount of pupil movement.</p> <p>Furthermore, opting for a site on an extremity of the Inverkeithing High School catchment area – i.e. each of the three proposed sites in Rosyth – appears unreasonable to everyone who does not live in Rosyth. To expect Aberdour and Dalgety Bay pupils to travel along an already log-jammed A985 through Rosyth has to be a significant shortcoming to building the school so far west. In my opinion, since the current site appears to be untenable as a new site location, and with each of the three Rosyth sites being as inadequate as each other, with regards to location, the only sound options left are the two sites that are positioned to the immediate north of the current campus, i.e. across the A921 (regrettably I do not remember the numbers given to these adjacent sites). The only downside of this location is the flooding that occurs occasionally in the south east corner of the site, i.e. in close proximity to the Inverkeithing 'double roundabout,' but the two sites here are of large enough acreage that this need not be of concern. Additionally, one of the many significant advantages of this location is that it is adjacent to the current school and therefore the incumbent pupils will feel they are a part of the construction of the new school, being able to witness the planning, land surveys, building design, educating them in town planning, architecture, civil engineering, quantity surveying and ultimately watching on as the new build stretches up from the landscape. Innumerable school projects could be amassed through this engagement of the new school, enhancing the theoretical education that they already receive in the current curriculum. Should the new school be built out of sight of the current school, then the opportunity to include pupils in the design and build of their new school is lost. As an engineer myself, this would feel like a wasted opportunity to educate those pupils whose future careers could involve such a plethora of subjects. I would like to think that the school itself, as well as Fife Education services would welcome this.</p> <p>Traffic management / infrastructure at this location (two sites) would be only marginally impacted, since the three-way traffic light junction with the A921 and Hillend Road immediately to the north-east of the current school site would be adjusted to the addition of a fourth junction, forming a specific, dedicated route into the new school campus. Traffic is already disrupted on the A921 with the current school / community use / Inverkeithing town traffic using this junction, therefore the additional new school road would create only a minimal influence on the road network, and thereby presents an impact that is considerably less</p>

	<p>than a new school built at the west end of Rosyth. Not only would the latter location add extra bus-loads of pupils being ferried to and from the school through Rosyth twice a day, but it also would result in the addition of extra car journeys through Rosyth with parents driving their children to and from breakfast clubs and after-school clubs. The environmental impact of the slow-moving / standing traffic would not be justifiable. In addition, it is clear to me that residents of Rosyth, who have no school involvement, would not tolerate this significant increase in traffic density.</p> <p>Moreover, the three potential sites in Rosyth are located very near to the shipyards / industrial units. One Dalgety Bay mother I met at an engagement session was very concerned at this prospect. If a Rosyth site was selected, she would remove her child(ren) from the school and move away from the catchment area. This is of significant concern. If this fact was to be further considered by other parents, they too may react in a similar manner. Fife Council has a responsibility to protect our children when we send them to school. If there was to be any level of threat, be it physical, by intimidation or potentially of a sexual nature, then this must be considered in the new school site selection process. I have two daughters and I had not realised the proposed Rosyth sites were juxta positioned to the dockyards. This disturbs me greatly.</p> <p>Rosyth is newly located in the Inverkeithing catchment and it seems unfair that it can have such a strong influence on the new secondary school position. At the other extremity of the catchment, Aberdour is expecting new housing in the near future, which in itself is regrettable to the local residents, however, it will increase its school pupil numbers. This not insignificant fact aids the argument that the statistical mean of the distribution of the pupils in the Inverkeithing High School catchment area is centred slightly east of the current school position, i.e. towards Dalgety Bay and Aberdour. Even if there was a potentially viable alternative site in the Dalgety Bay area, which would greatly reduce my own children's efforts to travel to the school, I can rationally understand that a location within Inverkeithing makes the most common sense. Maintaining the status quo as far as possible creates less impact for all those involved.</p> <p>Inverkeithing is situated in the middle of the catchment and the 'burden' to all attending pupils is therefore similar.</p> <p>Finally, the town of Inverkeithing would be dealt a significant blow should it see the closure of its High School. Inverkeithing already suffers with town centre issues and losing its school could sound the death knell for the area.</p> <p>Footnote: In light of the recent dreadful fire at Woodmill High School, I assume that Inverkeithing HS is now no longer the number one priority to receive a replacement school? It would be very much appreciated if you could provide an estimated timeline for the developments of all the intended schools that require replacement.</p>
48	<p>Thanks for your emails. I'm sure these comments will be taken into account by the team managing the consultation write-up but in any case, I'll certainly raise it as one of the possible impacts of a change in school location. I'm keen to ensure the decision is not made on educational requirements in isolation as the council has a responsibility to consider the wider implications of any decision.</p> <p>Kind regards,</p>

From:
Sent: 02 September 2019 13:28
To: Cllr <Cllr. @fife.gov.uk>; SustainableSchoolEstate.Enquiries
<sustainableschoolestate.enquiries@fife.gov.uk>;
Subject: Re: Inverkeithing community use pool

Hi

An excellent email to which I would like to add my full support

as mentions, we are involved in a project to turn around the Preston Hill Quarry site, and are working closely with the developers to support their proposal which is under consideration by the planners at Fife Council.

The pool at Inverkeithing High School is a crucial element in the development and delivery of our plans and its loss would create a significant gap in the facilities required to deliver the project.

The reason for this is that diver training with both PADI and BSAC (diver training agencies) require the use of a pool in the initial stages of training, with further instruction in sheltered water (the quarry) taking place at a later stage.

The loss of the facility would impact the charity and I have set up to deliver training to disadvantaged young people and would result in less students progressing through the scheme due to increased costs, distance and time required to travel to an alternate location.

I would like to add my name also to the list of those with an interest in this facility and would hope that an early review of the impact of any planned closure be undertaken.

Best regards,

Good Morning

I am writing this to raise my concerns and disappointment at the prospect of the closure of the community use pool and building at Inverkeithing High school. Myself and another professional diver are involved in the development of Prestonhill quarry and losing this crucial facility will have a severe impact on our business plan and pilot scheme we will be rolling out to the local community. It will also have an adverse effect of the water safety and water safety campaign that has been run recently. Countless people have learned essential swimming skills in there and still countless more will learn to swim as well as safely learn the use of SCUBA in a safe confined environment. To lose this facility will have a detrimental effect on our plans for Prestonhill Quarry and the local community and should have serious considerations against the closure of the great facility. I will eagerly await your response.

49 I am the MSYP for Dunfermline & West Fife, and the MYP for Mid Scotland & Fife.

	<p>Before the summer holidays, re my manifesto point of having pupil say in the new school, I asked multiple Woodmill pupils what they would want in a new school. I took that information and compiled it into basic points. Here are what the pupils said:</p> <ul style="list-style-type: none"> • Better Looking Building (modernise) • Better Bathrooms (more bins in bathrooms, wet walls/cant be written on/anti graffiti) • Updates School Uniform • Phone Allowance at Breaks • More Dress Down Days • Free WiFi • Updated School Day (half day Fridays, 7 period Tues/Thur) • Better Food (café/cafeteria/vending machines) • Relaxed Periods • More Resources (computers/technology/jotters/workbooks) • Smoke-free Zones (no smoking at the entrances of the school/smoke-free radius) <p>I was going to carry out further consultations at Woodmill and also at St Columbas, but recent events have scuppered that, so here is all I have so far. I hope this information is of use to you during early planning stages. If you require any further clarification on these points, please contact me as I would like these pupils opinions to be taken into consideration.</p>
50	<p>I am writing with regard to the consultation on the proposed site for the replacement Inverkeithing High School (IHS). I live in Dalgety Bay and have one child in S1 at IHS .</p> <p>I have looked at the criteria to be taken into account when considering the new school site and have the following comments to make:</p> <p>1) With regard to ensuring accessibility, an attractive and inspiring design, a safe secure environment and ability to provide curricular and external learning I would fully expect that these will all be mandatory considerations for the design of the new school and constantly monitored by experts throughout the design and build so that any changes to the plans do not adversely affect any of these issues. I would also hope that all learning from recent high school rebuilds is acknowledged and used. I would hope inclusion of all catchment pupils will be made possible, with a Department for Additional Support would be included in the design, and that the new building will be able to accommodate pupils and staff with disabilities.</p> <p>2) 'the new school should be within the designated catchment and where pupil population is greatest'- I feel strongly that Inverkeithing, in its position at the centre of current catchment area, is the right location for the new school. While Inverkeithing itself may not represent the greatest pupil population, the current school's location is right in the middle of the catchments of Aberdour, Dalgety Bay, Inverkeithing and Rosyth so is ideally placed. If the school was moved to Rosyth the catchment area would need to be reviewed again and given how painful and protracted the recent catchment review was I am sure (would hope) that the council would prefer to avoid this.</p>

	<p>3) 'the new school should be accessible by foot, bicycle, car and public transport' - if the site was moved from its current site it would make it much less accessible for around half the current pupil population. All pupils from Dalgety Bay would be entitled to free bus transport whereas at the moment a good proportion can and do walk. Rosyth is of course within cycling distance from Dalgety Bay but only for those who are confident cyclists on busy roads. It would only be Rosyth (and possibly Inverkeithing) pupils who could easily walk to school, significantly reducing the numbers walking and therefore reducing Fife Council's ability to promote walking to school as part of the School Travel Plan. This would be a sad state of affairs, especially given Scotland's unenviable levels of childhood obesity. Assuming the new school is built in Inverkeithing I would also hope that safer walking routes from Rosyth are also considered as I am in full agreement with the Rosyth families who are concerned about their children having to cross the M90 slip roads to walk to and from school.</p> <p>4) 'available for occupancy within a reasonable timescale' - given that the current IHS site is the only proposed site owned by Fife Council I would assume that this is the best option in this regard. I am however concerned about issues with asbestos and hope that pupil and staff safety will be given the highest priority if this site were chosen.</p> <p>So for all the reasons stated above, my view is that the new IHS should be located in Inverkeithing, at the heart of the catchment area. I feel that the impact on Inverkeithing of losing its high school and community use facilities will be significant and should be avoided. I also feel that even considering building on a site such as Fleet Grounds which provides such a valuable sporting facility for so many children and adults is unacceptable.</p>
51	<p>I am writing with regard to the consultation on the proposed site for the replacement Inverkeithing High School (IHS). I live in Dalgety Bay and have one child in S1 at IHS and another in P3 at Donibristle Primary.</p> <p>I have looked at the criteria to be taken into account when considering the new school site and have the following comments to make:</p> <p>1) with regard to ensuring accessibility, an attractive and inspiring design, a safe secure environment and ability to provide curricular and external learning I would fully expect that these will all be mandatory considerations for the design of the new school and constantly monitored by experts throughout the design and build so that any changes to the plans do not adversely affect any of these issues. I would also hope that all learning from recent high school rebuilds is acknowledged and used.</p> <p>2) 'the new school should be within the designated catchment and where pupil population is greatest'- I feel strongly that Inverkeithing, in its position at the centre of current catchment area, is the right location for the new school. While Inverkeithing itself may not represent the greatest pupil population, the current school's location is right in the middle of the catchments of Aberdour, Dalgety Bay, Inverkeithing and Rosyth so is ideally placed. If the school was moved to Rosyth the catchment area would need to be reviewed again and given how</p>

	<p>painful and protracted the recent catchment review was I am sure (would hope) that the council would prefer to avoid this.</p> <p>3) 'the new school should be accessible by foot, bicycle, car and public transport' - if the site was moved from its current site it would make it much less accessible for around half the current pupil population. All pupils from Dalgety Bay would be entitled to free bus transport whereas at the moment a good proportion can and do walk. Rosyth is of course within cycling distance from Dalgety Bay but only for those who are confident cyclists on busy roads. It would only be Rosyth (and possibly Inverkeithing) pupils who could easily walk to school, significantly reducing the numbers walking and therefore reducing Fife Council's ability to promote walking to school as part of the School Travel Plan. This would be a sad state of affairs, especially given Scotland's unenviable levels of childhood obesity. Assuming the new school is built in Inverkeithing I would also hope that safer walking routes from Rosyth are also considered as I am in full agreement with the Rosyth families who are concerned about their children having to cross the M90 slip roads to walk to and from school.</p> <p>4) 'available for occupancy within a reasonable timescale' - given that the current IHS site is the only proposed site owned by Fife Council I would assume that this is the best option in this regard. I appreciate that there are issues with asbestos and listed status but am assured by those who know that both of these can be overcome, provided that consultation with the correct expert bodies occurs from the outset and momentum maintained.</p> <p>So for all the reasons stated above, my view is that the new IHS should be located in Inverkeithing, at the heart of the catchment area. I feel that the impact on Inverkeithing of losing its high school and community use facilities will be significant and should be avoided. I also feel that even considering building on a site such as Fleet Grounds which provides such a valuable sporting facility for so many children and adults, including my own son, is unacceptable.</p>
52	<p>My children will be attending Inverkeithing high school in a few years time (currently at Donibristle primary).</p> <p>We would like to note that our preferred site would be the current Inverkeithing high school site. This would allow all catchment children to be able to walk to school, rather than have to be bused to a location outside Rosyth. There is plenty of room for a new school to be built on this site.</p> <p>If the site were to be built down by the dockyards in Rosyth, we would move away from the area, as I don't see this as a safe or commutable location for teenage children.</p> <p>As a full time working mum, I wouldn't be able to collect my children after school sports activities, which would mean that they wouldn't get the opportunity to take part in these.</p> <p>I hope other Dalgety Bay and Aberdour parents have voiced the same concerns.</p>
53	<p>I am writing to give my opinion on the current proposal of the joint campus for Woodmill/St Columbus & Fife College. Whilst this seems like a great new innovative way of teaching/learning I feel the funding would be best used to</p>

	<p>make other catchment High Schools fully inclusive to all its pupils. Currently there is no accessible catchment High School for disabled Children living in Aberdour, Dalgety Bay, inverkeithing & Rosyth. That's 7 primary Schools!!! In this day and age I cannot find the words to express how disappointing/embarrassing/humiliating/frustrating/ and discriminating this is. Fife Council promote Children and Their Rights as per the Children's Charter. Article 12 (Respect the Views of The Child) My Son Frankie has very strongly expressed his views to stay with his peers and go onto his catchment High School with them, he has been told by Fife Councils Education Access Officer that Inverkeithing is unsuitable for him (he uses a wheelchair) and it was impossible to make accessible. This is currently causing major stress & upset to him.</p> <p>Also, Fife Council's policy for Inclusion is made up of 9 ingredients, one of which is Building Flexibility and Access..... this ingredient is non existent in Inverkeithing High School and therefore not Inclusive to all its catchment pupils let alone my son.</p> <p>Inclusion/included is one of the Child Protection Indicators Safe, Healthy, Achieving, Nurtured, Active Responsible, Respected & Included (SHANARRI) not to mention Respected & Safe! All of these indicators are not meeting disabled children's needs within this area. Getting it Right For Ever Child (Girfec) for me and many more, takes priority over new and innovative learning. We really need to concentrate on providing children within Fife Equal Opportunity's for Secondary Education before we jump to Innovative/Virtual Teaching let's not Run before we can Walk.</p> <p>I'll leave you with a quote from XXXXXXX aged 8 "I just want to go to school with my friends, I want to be the same, I want to walk but I can't so why should I be made to go to a different High School, I won't know anyone and I won't be with my class who look after me".</p> <p>Let's ask ourselves if Girfec or SHANARRI indicators or The Children's Charter are protecting XXXXXX???</p> <p>Funding MUST make this downfall right.... a replacement High School for Inverkeithing HAS to be the priority.</p> <p>As for expanding Dunfermline High School.... which was our accessible catchment High School.... We were told this wasn't an option last year!!! So the fact that this is on the table and now a possibility just infuriates me.</p>
54	<ul style="list-style-type: none"> • School should stay where it is as it is the easiest place for everyone to get to • Strong preference for a pitch and ditch solution as delivered at Dunfermline HS • No preference about where the new school is located as long as it is the right school design on the best site and delivered as quickly as possible • Urgent need for a DAS • As the Joint learning Campus is more complex and will take some time to deliver FC's existing capital budget should be used to deliver Inverkeithing HS first • Can FC confirm its priority for delivery of new schools • There is no point in this engagement exercise as it has already been decided that the new school will be built at Fleet Grounds

- No decision on the location of the school should be taken until there is a clear proposal for the existing buildings and this should be fully costed and form part of any feasibility study - (See also what happened with Inverkeithing PS)
- It is imperative the decision making process is fully transparent and takes account of all other services, within and outwith Fife Council, which could be potentially affected by any redevelopment proposal
- No decision should be taken on a possible re-location until a full Economic Impact Assessment has been carried out and the results factored into the feasibility study
- Need to retail a High School to the East of the motorway to service the inevitable housing developments that will take place in this area over the next 30 years
- If the school is moved from its existing locale then:
 - this will kill off the high Street
 - all community facilities, including the swimming pool, and any community programmes must be maintained on the existing site.
 - loss of existing campus of Nursery/Primary Secondary
 - Inverkeithing and Dalgety Bay pupils disadvantaged by any move away from the existing site
 - this will result in fewer pupils walking and cycling to school
 - there is unlikely to be an economic use for the existing building leading to years of neglect and vandalism and ultimately to the loss of a Listed Building
 - Safety concerns if the school is relocated to Rosyth close to the Dockyard where nuclear submarines etc are docked
 - Safety concerns about school being located so close to armed security personnel protecting the Dockyard
 - Security issues at Dockyard result in the surrounding streets being closed which will disrupt access to a new school in Rosyth



DBHCC



31 August 2019

Ms C Lindsay
Executive Director Education and Children's Services
Fife Council
Fife House
North Street
Glenrothes
KY7 5LT

Dear Ms Lindsay,

PROPOSED SITE OF INVERKEITHING HIGH SCHOOL

I am writing to you to raise the Community Council's concerns about the proposed relocation of Inverkeithing High School. While we realise that this decision has yet to be finalised we feel it is important to inform you of our support for the existing site and our reasons for this:

- The current joint campus of the High School, Primary School, Nurture Centre and Community Use Wing has clear advantages for positive relationships, enhanced support during transition, collaborative and active approaches to learning and strong community links. Co-located schools facilitate joint working among schools and other partners, and provide shared approaches to addressing local issues. While more could be made of the co-located nature of the Inverkeithing campus, removing the High School would be a damaging step for the local community and adjacent community use and education facilities. We believe the benefits of 3-18 on-site education cannot be stressed too much.
- The path between Dalgety Bay and the existing High School site has only recently been upgraded at a cost of several hundred thousand pounds. The location of the school was integral to the justification of spending such a significant amount of public money. To move the school would call into question the justification for such a spend.
- The existing site is centrally located within the school catchment. As it stands, this means the Council currently assesses virtually all of Rosyth, Inverkeithing and Dalgety Bay as within walking distance. Moving the school to the fringe of the catchment would be a backward step in efforts to encourage active travel to school and would lead to a greater spend on free travel entitlement, with all of Dalgety Bay and Inverkeithing needing to be bussed to school.

- The existing school is well located in terms of transport links with the surrounding road network also well set up to avoid significant congestion at the beginning and end of the school day. Alternative sites such as the Fleet Grounds would need significant work to avoid congestion on a trunk road and impacting on the surrounding area.
- The existing site is suitable and reported challenges don't appear sufficient to rule out the site. While the final technical report has not yet been seen, it has been suggested that challenges include the level of asbestos, listed status, and availability of space.
 - The level of asbestos cannot be used as justification to build elsewhere. The inevitable demolition of all or most of the existing school will be costly and will require mitigation to protect the adjacent nursery, primary and residential properties. This would be the case regardless of where the school is built.
 - The listed status simply requires the council to demonstrate that no alternative use could be identified and that redevelopment was not possible. As the Council is already investigating the costs associated with re-development, it should not be difficult to demonstrate re-use is cost prohibitive. It should not be difficult to further demonstrate re-purposing the school for another use is wholly impractical and not cost effective. Maintaining aspects of the existing school such as a single wheel could be practical and may satisfy HES.
 - It has been suggested that there is insufficient space to build the school within the existing site without first requiring the demolition and/or full decant of the existing school. Review of the size of existing comparable schools suggests there is sufficient space to accommodate the footprint of a new school without requiring demolition first. In the event that a partial demolition was required to facilitate space to build the new school, the layout of the existing school would allow one or both of the wheels to be removed with minimal disruption and with sufficient space to the west to compensate with temporary accommodation. Furthermore, there are extensive sports grounds to the east and west of the existing school meaning that the loss of fields or even the MUGA to the east would not leave the school without sports grounds in the interim.
- The future of the existing site is the responsibility of Fife Council whether it is used for the new school or not. Consequently, the cost of demolition and remediation of the site should be factored into all options and should not become a discriminating factor for the existing site.
- There is a precedent in Fife for successfully building a new school within the grounds of the existing school - Dunfermline, Beath and Auchmuty High Schools.
- The existing site is the only one to be currently owned by Fife Council.

We hope you will also consider asking [REDACTED], one of our local councillors, for the site drawings he has created showing that there is ample room on both sides of the existing school for a new school.

Yours sincerely,

[REDACTED]

Chair

Dalgety Bay and Hillend Community Council

Appendix 1.7 - Glossary of Terms

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/resources/documents/2015/06/School_estates_core_facts_overview.pdf)

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. 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 Development Areas

Strategic Development Areas 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 Development Area 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.

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

Proposal to relocate Inverkeithing High School, from the existing school site of Hillend Road, Inverkeithing, to a new site, south of the A985 (Admiralty Road, Rosyth), The Fleet Grounds, Rosyth (<https://forms.office.com/e/a0acBPLFva>)

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	

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

(If you are a parent and a member of staff at one of the impacted schools, please choose either parent/carer or member of staff)

I am a <u>parent/carer</u> of a child attending:	✓
Inverkeithing High School	
Inverkeithing High School	
Inverkeithing High School DAS provision	
Aberdour Primary School	
Camdean Primary School	
Dalgety Bay Primary School	
Donibristle Primary School	
Inverkeithing Primary School	
Kings Road Primary School	
North Queensferry Primary School	
Park Road Primary School	
A nursery in Inverkeithing local nursery area	

or

I am a <u>pupil</u> attending	✓
Inverkeithing High School	
Inverkeithing High School	
Inverkeithing High School DAS provision	
Aberdour Primary School	
Camdean Primary School	
Dalgety Bay Primary School	
Donibristle Primary School	
Inverkeithing Primary School	
Kings Road Primary School	

North Queensferry Primary School	
Park Road Primary School	
A nursery in Inverkeithing local nursery area	

or

I am a <u>member of staff</u> at:	✓
Inverkeithing High School	
Inverkeithing High School	
Inverkeithing High School DAS provision	
Aberdour Primary School	
Camdean Primary School	
Dalgety Bay Primary School	
Donibristle Primary School	
Inverkeithing Primary School	
Kings Road Primary School	
North Queensferry Primary School	
Park Road Primary School	
A nursery in Inverkeithing local nursery area	

or

<u>Other Interested party:</u>	✓
Grandparent	
Member of Community Council	
Resident in the community	
Other Please explain if you are responding on behalf of an organisation or other reason	

Section 3 - Your Views

Question 3.1

Do you support the proposal to relocate Inverkeithing High School, from the existing school site of Hillend Road, Inverkeithing, to a new site, south of the A985 (Admiralty Road, Rosyth), the Fleet Grounds, Rosyth
(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	
Other White British			Asian, Asian Scottish, or other Asian British	
Other White background			Caribbean or Black	
Mixed or multiple ethnic background			Other ethnic background	

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

YES		NO	
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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/inverkeithingsrelocation> or return this form by post to: Inverkeithing High School Relocation Proposal, Education & Children’s Services, Fife Council, 4th Floor (West), Fife House, North Street, Glenrothes, KY7 5LT **by close of business on Friday 2nd June 2023.**

Appendix B – Responses to the Consultation Response Form

Question 3.1 - Do you support the proposal to relocate Inverkeithing High School, from the existing school site of Hillend Road, Inverkeithing, to a new site, south of the A985 (Admiralty Road, Rosyth), the Fleet Grounds, Rosyth (please choose one ✓)							
Parent/Carer of a child attending:	School Roll Census 2022	Consultees who responded Yes	%	Consultees who responded No	%	Consultees who responded Don't know	%
Inverkeithing HS	1560	12		22		2	
Inverkeithing HS (DAS)	-	0		0		0	
Aberdour PS	152	1		4		2	
Camdean PS	281	2		0		0	
Dalgety Bay PS	289	4		39		1	
Donibristle PS	395	4		26		0	
Inverkeithing PS	348	0		10		1	
King's Road PS	370	16		0		0	
North Queensferry PS	66	3		1		2	
Park Road PS	177	5		0		1	
A nursery in Inverkeithing local nursery area	-	1		6		0	
Total	3638	48	29.1	108	65.5	9	5.4

Pupil attending:	School Roll Census 2022	Consultees who responded Yes	%	Consultees who responded No	%	Consultees who responded Don't know	%
Inverkeithing HS	1560	0		2		0	
Inverkeithing HS (DAS)							
Aberdour PS	-						
Camdean PS	152						
Dalgety Bay PS	281	0		1		0	
Donibristle PS	289	0		1		0	
Inverkeithing PS	395						
King's Road PS	348						
North Queensferry PS	370						
Park Road PS	66						
A nursery in Inverkeithing local nursery area	177						
Total	3638	0		4	100	0	0

Member of staff at:	School Roll Census 2022	Consultees who responded Yes	%	Consultees who responded No	%	Consultees who responded Don't know	%
Inverkeithing HS	1560	1		1		0	
Inverkeithing HS (DAS)		0		0		0	
Aberdour PS	-	0		0		0	
Camdean PS	152	2		0		0	

Dalgety Bay PS	281	0		0		0	
Donibristle PS	289	0		1		0	
Inverkeithing PS	395	0		1		0	
King's Road PS	348	2		0		0	
North Queensferry PS	370	0		1		0	
Park Road PS	66	0		0		0	
A nursery in Inverkeithing local nursery area	177	2		0		0	
TOTAL	3638	7	63.6	4	36.4	0	0

Other Interested Party		9	25	25	69.4	2	5.6
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		Consultees who responded Yes	%	Consultees who responded No	%	Consultees who responded Don't Know	
Total		64	30	141	65	11	5

31 people categorised themselves, in the Consultation Form, as one or more of the categories. Based on the comments provided, these have been broken down as follows:

- 12/31 categorised themselves as parent/carer and other interested party - 9 were recorded as other interested party and 3 recorded as parent/carer, based on the comments provided.
- 2/31 categorised themselves as parent/carer and pupil – 2 were recorded as pupil, based on the comments provided.
- 2/31 categorised themselves as parent/carer, staff member and pupil – both were recorded as parent/carer, based on the comments provided.
- 2/31 categorised themselves as parent/carer, staff member, pupil and other interested party – both were recorded as parent/carer, based on the comments provided.
- 3/31 categorised themselves as parent/carer, staff member and other interest party – 2 were recorded as other interested party and one as parent/carer, based on the comments provided.
- 10/31 categorised themselves as parent/carer and staff member – 3 were recorded as parent/carer and 7 recorded as staff member, based on the comments provided.

Appendix C - Comments Returned on the Consultation Response Form

FIFE COUNCIL – EDUCATION AND CHILDREN'S SERVICES

The Consultation Response form is reprinted at Appendix 1.8 of Appendix A to this document.

Comments made under 3.1(b) of the Consultation Response Form – if No, what are your reasons?

1	Wrong location. Looks like the decision was based purely on budget rather than the feedback from the community. A replacement school would be in the same town (Inverkeithing) and should have been across the main road from the current site. This new site is 3.5 miles away from our home. So our kids can't walk to the school and there will be no safe cycle route either. Traffic will be chaos. Any staff travelling by train will have a LONG walk from Rosyth train station too.
2	The best location for us is Inverkeithing. We have school opposite of our house. A lot of kids will have better access to come to IHS, not to Rosyth.
3	The new location isn't the easiest to get to. The current location is ideal and businesses will suffer with the location change.
4	Location , on main road of A 985 .therefore road safety major issues for children walking to an from school . Nearby access for public transport when school buses aren't an option or leave early arrive late for school appointments. Nearby facilities for buying lunches. What road safety measure will be put in place??
5	I feel there is plenty room on the grounds of Inverkeithing high school to build a new school like what was done at Dunfermline high. I think it's taking alot away from Inverkeithing businesses and they will struggle. I dont believe it's a good location to move to rosyth and should be kept in Inverkeithing. I think it will not work well with traffic moving to rosyth and it's a massive upheaval for kids who can already walk to school then having to get school buses. I think you will need to then put on way more transport for kids as alot will not be in walking distance to school in Rosyth. I think it's a terrible idea and location. I dotting Inverkeithing high needs to be rebuild in the grounds of Inverkeithing high!
6	There may be far too much traffic in that area due to the high school and 2 primary schools
7	It doesn't make sense, Inverkeithing is the mid way between all of the catchment area.
8	The plan solves the "off centre" location by moving the school even further off centre. While the benefits are clear for the Rosyth feeder schools, those east of the m90 are much worse off.
9	Very poor pedestrian access for children attending from outwith Rosyth itself. Not to mention children/parents/staff further contesting an already bottle necked town with yet more vehicles. Not a central location for the vast amount of children having to attend.
10	The location of the proposed new high school is in the wrong location as it is located close to the western boundary of the catchment area and not centrally located within all the catchment towns. Traffic is already congested

	along the A985 which is becoming a dangerous and increased air pollution for the local residents.
11	Would like to see plans before I make up my mind
12	I don't support it cause it effecting a local sport club Rosyth FC that give so much to our community.
13	The relocation will leave Rosyth FC youths without any grounds to continue training and playing football.
14	This is moving the school from the centre of the catchment area to the periphery
15	pupils having to travel further afield
16	Should stay in Inverkeithing
17	I will need to drive over the already busy roundabout in the morning meeting rush hour and school traffic to take my son to school which he could currently walk to. I hope you supply multiple busses from the existing high school location to support the additional traffic.
18	The current location is much more central to the catchment primary school areas and a more accessible location for community use. "Inverkeithing High School" to be moved out of Inverkeithing when there are plenty grounds space to re-build on makes no sense to be beneficial to the majority that it will affect.
19	The current school site is well placed and easily reached.
20	The new site is not central in the catchment area. It would require all children from the largest towns to travel by bus causing unnecessary pollution. The logical location for the site would be either the exciting site, the surrounding fields or dalgety bay
21	Inverkeithing high school should be invested in to allow children to receive a great education rather than building a new school. Relocation will also cause further traffic issues in the morning and afternoon for pupils outwith rosyth as rosyth is a primary location for adults travelling to work
22	Concern that catchment will be redrawn, omitting aberdour
23	Environmentally unsound to move the high school from near the centre of the catchment area to the extremity. Also renovation od existing school together with a new smaller school would better serve the area.
24	The school should remain in a central position in the catchment area. Moving it will result in more kids needing to get on a bus or being dropped of by car.
25	This will result in too many children requiring transport to travel from as far as Aberdour to Rosyth, with a considerable percentage of the school roll resident in Dalgety Bay. This will have an impact on the environment at a time when the council should consider their ability to improve the environment. I don't think sufficient consideration has been given to siting the school close to the current IHS site. The figures presented at Council are based on incomplete information. The proposed site requires purchase as it is not owned by the Council. The IHS Wing is a listed building and is a huge community asset. Common sense should prevail and the new school should be built near the school population and the local community .
26	Children will have to travel further to school using more petrol & will add to polution.
27	Inverkeithing has always had a school, with the status of the burgh compared to the town of Roysth it should stay. ROSYTH cant handle it traffic already without another school being added.

28	<p>Preciously non-demolished, partially demolished or fully demolished buildings and their respective resulting areas have met similar fates and are all in the same undesirable, unsafe state within the Inverkeithing area. The Paper Mill area still sits as an eyesore, not built on, growing plants and weeds, creating an altogether undesirable view of Inverkeithing, especially to those arriving from Edinburgh and the South by train service. Where is the money to upgrade this area, as could be possible, to a lovely marina, something for the local residents, other than having been left to stare at that mess for over a decade. The above could be jointly said about the previously abandoned Old Primary School, left to rot and crumble, burnt down, a beautiful building destroyed because the council couldn't have cared less about Inverkeithing and its history. Now we are left with a shell, a useless shell, growing a forest and looking undesirable and useless to everyone. The list is endless, the Rosyth Dockyard Branch Line, running through the heart of Inverkeithing, growing a forest, get it tided, do some work and get it tided, it is unsightly, has anyone ever picked up the phone to Network Rail to get the whole area cut back? Brings me on to the amount of housing Inverkeithing currently has, a ridiculous amount of housing over farming land, is this how the currently High School are is going to end up, a residential estate which is the last thing Inverkeithing needs. We need leisure, we need educational buildings, we need activities, buildings full of activities for the youths to enjoy, a massive leisure complex. This building if left derelict will get broken into, it will be attacked, it will be lit up in flames and people, most likely bored youths will get hurt or die doing so. Do the right thing for Inverkeithing and sort out our buildings, our overgrown lands, save our businesses that will go into administration and die because of the lack of school kids which provide its footfall at lunchtimes which they rely on desperately, losing our good townsfolk their jobs and their livelihoods. Don't let that beautiful area that the current High School sits on be residential properties, build the brand new school on there, the local community, the local businesses needs it more than ever. Build the brand new school on the Hillend Road or north A921 site and build it with an leisure availability to put west Fife on the map, putting Inverkeithing on the map, giving out youth and the families and businesses that have invested their lives to Inverkeithing what they deserve. Don't let this chance pass us by, Inverkeithing cannot afford losing more businesses, it cannot afford more residential areas, it cannot afford more arson-attacked buildings sitting derelict for years upon decades. Do the right thing and don't let one of the few things that does Inverkeithing and it's families proud, die and leave us.</p>
29	<p>The school is at the heart of Inverkeithing, which in turn is at the heart of the catchment area. To rip it out would rip out the heart of the community. The effects of that have not been fully considered.</p>
30	<p>It's a much further distance away from our home. My child will have to go to school by bus/car. If it were still in Inverkeithing he would be able to walk/cycle to school.</p>
31	<p>Rosyth is a garden city, it is nice and I, and others, value being a small community with a lot of greenery and open spaces. Why make Rosyth busier than it should be? Why eliminate open space and build a new school when you already have a school in another town? We're talking about making Inverkeithing less busy, to make another town more busy? This seems foolhardy to me. Why are you using another town's space to fix the problems</p>

	in an existing town? I attend school in Dunfermline, and we are incredibly short staffed, I am also worried that this will have a knock on impact where there will be hardly any teachers anywhere.
32	Moving to the Fleet grounds in Rosyth will take away the walking option of pupils from Dalgety Bay which is a huge health benefit. The busy A925 road is ridiculous busy in the times for school starting and finishing and would cause even more traffic which increases the chances of more accidents. Inverkeithing has had a high school there for years and is a perfect location for Aberdour, Dalgety Bay, Inverkeithing, North Queensferry and Rosyth. There should be a school kept in this area especially since more and more new build houses are being built everywhere at present.
33	Location
34	Unsustainable site at the western extremity of the school catchment heavily car/bus dependant accessed off a busy trunk road.
35	New site is at the extreme west end of the catchment area and would require many children to use buses to get there. Inverkeithing was a more central location and benefits the local community in terms of shops, facilities etc.
36	Building a replacement on land next to the current location would keep the school more easily accessible to all in the catchment, plus it would keep the school and the Wing as an important focal point for the Inverkeithing community.
37	This moves the school away from a central position in the catchment area, to become another Dunfermline area school. Land should be explored near its current site around Dalgety Bay and Inverkeithing, minimising extra transport for pupils in the east of the area.
38	I like the location of the school and the size of the plot. I don't want the upheaval of moving to impact my child during her exam years
39	There are too many sports pitches/running tracks being squeezed into a small area & consequently too close to existing residential housing. Access to sports facilities is inadequate, is going to incur further footfall & vehicles after school hours to accommodate all the community clubs thus having a detrimental impact noise-wise to an established quiet community. In addition to this, as a homeowner, I am concerned about footballs coming into my property and causing damage as the pitch proximity is too close & boundary fencing will not mitigate for this.
40	I understand that the current building is no longer fit for purpose for all the reasons explained and am supportive of a new school being built. I just can't believe that Fleet Grounds, ie at the very edge of the catchment area, is the best site. I understand that IHS is listed therefore any changes will need to be in consultation with Historic Environment Scotland but understand that they would have no significant objections. I also understand about the asbestos but that is going to have to be dealt with regardless. I also understand that IHS's location right in the centre of its grounds makes a rebuild on the current site challenging, but not impossible. I would much prefer to see the school rebuilt to all the current requirements on its current site. Fleet Grounds is just not an acceptable site given the current catchment. It will also mean that hundreds more pupils will not be able to walk to school which given Scottish Government priorities on health, including child healthy weight, is unacceptable.
41	The volume of traffic going through Rosyth is already a serious nuisance, due to the lack of the proposed Rosyth Bypass. In addition dependent on where

	<p>the access to the school is, there is already serious traffic issues within the Peasehill Estate driven by the volume of cars using the football fields and then exiting up through the estate instead of using the bottom exit onto Hilton Road, causing a danger to the kids and residents in the estate by some frankly irresponsible driving, this is despite local councillor assurances that this wouldn't happen. The access if this proposal does go ahead needs to be through the land adjacent MOWI or directly off the A985. In addition to all of this there are no local amenities for the pupils to use nearby and there is a risk of anti-social behaviour as they wander through the nearby residential areas. There is ample spare land near the current Inverkeithing High School and the relevant transport and infrastructure links already in place, therefore there is no reason to relocate the school.</p>
42	<p>Many reasons. It moves from the centre of the catchment area to the far end of it. That's wrong in many ways. Accessibility and the increased climate contribution due to many fewer children walking to school from the main population areas of Dalgety Bay and Inverkeithing. Discounting a new build in Inverkeithing is complete folly.</p>
43	<p>The area is at the far western end of the catchment area making the travel time for most children increase but a third if not more as well as travelling to the other side of the M90 along the busy roads in Rosyth.</p>
44	<p>This will directly contribute to less active lifestyles for Dalgety bay catchment children who can no longer walk or cycle to school given the new location is beyond the M90 Motorway. This is in direct conflict with policies to encourage children to walk and cycle to school.</p>
45	<p>School should be in the middle of the catchment area. Will be the death of a lot of the shops in Inverkeithing. Cycle paths etc have been installed to encourage pupils to walk/cycle from school to Dalgety Bay.</p>
46	<p>Removal of high school from Inverkeithing will have negative impact on local business, sense of community and links with nursery and primary school. Children of Inverkeithing will have to take bus/parents will drive, I moved near the nursery and schools to ensure my children could always walk or cycle to school. The relocation means most of the catchment area is no longer within walking/cycle distance this will mean increase traffic, bad for environment and young people's health. I'm worried about the loss of access to the swimming pool and community services provided by the Community wing. I believe this could forever change the community/face of Inverkeithing and the economic loss will be drastic loss for the town and it's families who live there. The school has been something the folk of Inverkeithing have always been proud of.</p>
47	<p>Traffic at the fleet grounds is bad enough without adding in school traffic and will lead to more accidents, especially with children. That area cannot handle any more vehicles at school start and finish times. It is also in the middle of nowhere regarding shops for lunches etc and no swimming pool. Pupils will be trapped on school grounds either having a school lunch or rubbish out of the paper shop (if that's even still open!). It is also taking away from the shops in Inverkeithing that are currently used by school children who also require the trade in order to stay open. If this farcical move goes ahead, it will be extremely detrimental to Inverkeithing as a town and community.</p>
48	<p>Too close to a Navel dockyard and associated risks. Terrible transport infrastructure in a very busy area not designed to host a school of this size. No safe way for pupils to walk from Aberdour, Dalgety Bay or Inverkeithing</p>

	without crossing major roads including motorway slip roads. Cost of the relocation instead of utilising the area around the existing school. New school will not include a swimming pool.
49	It adds a substantial amount of time for my son to travel from Burntisland/Aberdour.
50	Longer travel times for large proportion of students
51	Could the existing site (which is much more central to the catchment area) not be redeveloped rather than have to build on a wholly new site that is right on the edge of (almost outside?) the catchment area? It will make it much more challenging for children living in the East of the catchment area (e.g. Dalgety Bay, Aberdour etc) to be able to use public transport where necessary to access the school (e.g. to support after hours / club activities etc)?
52	The location will no allow children from many of the catchment areas to travel to school by anything other than bus. We are trying to encourage children to be active, yet walking/cycling to school will no longer be an option. Location of schools was important to us when we moved to Dalgety Bay for this reason.
53	Too far away won't be able to walk/cycle
54	Too far away, takes the option of walking/cycling to school away
55	To far away and I won't be able to walk to school and I don't want to get a bus there
56	Distance is too far from home address to new school site. My children will need to leave very early and return quite late. No direct bus incase they missed school bus to/home. Location of shops at the proposed site, children will need to cross a very busy road at lunchtime. Just feel there must be a more suitable location for catchment areas. It's a very worrying thought to have my children travel so far and to very out of the way location.
57	Taking the children away from their locality, not as nice an environment for children , further travelling distance
58	Location
59	Poor public transport links will have a huge impact on high school pupils attending appointment, after school/before school clubs and activities as they can't get a bus easily home. There will be much more reliance on parents to drive to and from the school. The option of walking/cycling to school will no longer be available to a significant number of pupils. I also have concerns about the traffic in the area close to the queensferry crossing.
60	Inverkeithing High School should remain in Inverkeithing. It is in a good proximity from the majority of pupils that attend, with many being able to walk or cycle to their high school. Aberdour, Dalgety Bay, Donibristle and Inverkeithing itself would have such a greater distance to travel, which would have a significant effect on travel time, especially having to face the high volume of Bridge traffic in the mornings. I do not believe it is realistic to think that the majority of Rosyth pupils will benefit from no longer needing transport to school. I believe it would be hugely unsettling for years to come for many children , both current pupils and upcoming pupils, to have the school relocated at such a distance away. Local businesses will lose out on school pupils purchasing from them, particularly during lunchtimes.
61	Too far away from most of catchment

62	Distance from most of the primary schools means it will no longer be feasible or safe option for the vast majority of pupils to walk or cycle to school. It really is as far west as it could be and should be central to all. Further, the proposed site in Rosyth is on a very busy road not even within fife's control.
63	The balance of high schools is very biased into Dunfermline and this is going the same way. It's a big distance for aberdour/Dalgety bay children to go and will impact after school activities and the businesses that run these. Elite sporting training would be impacted by the time necessary to travelHome before onwards to training. It is also tiring for the kids which doesn't help with training
64	The proposed Rosyth site is at the far west boundary of the catchment area, leaving pupils from schools in the likes of Dalgety Bay and Aberdour with no feasible options to cycle or walk to school. The Rosyth site is also on a major arterial road, adding to concerns about traffic and congestion due to access. The existing Inverkeithing site is far more centrally located in terms of the catchment, is well connected in terms of public and active transport links and is on a quieter access road.
65	The proposed site as at the furthest point west from Dalgety Bay as it could be. This location completely removes the option of using active travel to or from school for all of Dalgety Bay, Hillend and Aberdour. The distance as well as the lack of a safe active travel route is disappointing. The severance created by the complete lack of safe crossing provision over the slip roads for the M90 is unacceptable at present and is made worse by the relocation. Fife Council is not the roads authority for the M90 so cannot install any pedestrian crossing facilities. It usually takes a fatality before Transport Scotland will authorise the trunk road operator to take action. The location is next to the A985, which is a trunk road and so Fife Council cannot install any additional pedestrian crossing facilities. The speed limit is 40mph and there are shops across this which will be a magnet for the pupils. It also makes using the standard buses difficult as the stops for the no. 7 service would require crossing the A985 as well. The transport assessment will not be carried out until too late into the process, and Planning rarely consider connecting routes outside the curtilage of the site. The increase in cost of the buses required will be a further burden on the council. There is a risk of school buses being held up by traffic waiting to get on the M90 at peak times. The site is next to a fish processing plant. The site is next to a live MOD site, which I believe includes nuclear submarines I welcome a new high school and that no site is perfect. I am concerned about landowners holding the council to ransom and that Compulsory Purchase Orders can take a long time. Has a site survey been undertaken to assess potential contamination?
66	Placing school away from majority of catchment area dramatically reduces options to walk or cycle to school.
67	Not in the center of the catchment area and think it should be rebuilt on the existing site on the sports fields
68	1. Environmental - leave a brownfield site at Inverkeithing. 2. Distance becomes too long and unsafe to walk/cycle - if it moves need to ensure shared cycle path the whole way. 3. Concern about redrawing of catchment areas in future which creates uncertainty, division of siblings, affects property market, increased transport time and subsequent impact on education/extracurricular access in the area which is already an issue.

69	Our children will be required to travel by bus to the new school whereas previously they could walk or cycle
70	Safety, travel distance to school
71	I'm not happy about the area the school will be located in, as it is not in a safe, established area.
72	The location is really unsuitable; right at the edge of the catchment area, cycle and footpaths do not seem safe at all. It is not an area I would walk around myself after dark, so I am unhappy for my kids to be there. The access road is also very busy, especially during commuting times.
73	Proposed location requires transport for children to access, walk / cycle home will be too far
74	My concern is over the impact of the high school moving from Inverkeithing and the impact this will have on the economy etc
75	The main reason being the school would now be at the end of the catchment area rather than closer to the middle. With the environment and the fact we should all be engaging in more active transport, this move would mean that hundreds of kids who can walk to school now, would no longer be able to. Currently kids from the near end of Rosyth, Inverkeithing and Dalgety Bay can all walk. With the move, only those from Rosyth and a bit of Inverkeithing will be able to. I understand there are difficulties with the current site, it's just a shame that the new site is a one far end of the catchment.
76	It is a ridiculous location which ignores the opportunity for safe active travel, swimming provision and safety for the future pupils. Relocating a school from a relatively central location in the catchment area to the far end is ludicrous and building a new high school without sports facilities (specifically a swimming pool but I would include appropriate sports fields as well) is laughable. The health and well-being of Scottish children is poor, diet, exercise and interest in sports/fitness is crucial to the future of this country. Suggesting kids should take the local bus service to school since there is NO safe route available is nonsense. Public transport is not reliable in the first place.
77	Living in Dalgety Bay. I think for the Dalgety Bay kids to be bused to Rosyth when there are options in Inverkeithing for building a new school. Also to be building a new school without the same level of facilities (ie a swimming pool is a mistake both for the kids at school and the wider community as the current wing is for community use. Don't build it in Rosyth. The current school seems to have not only key staff and teacher shortages but also cultural and behavioural issues that are not being managed by the leadership of the school. Moving to Rosyth will not improve that. Fife Council think again
78	It's at the far end of the catchment area resulting in unnecessary increase in traffic and reducing the opportunity/safety for kids to walk/cycle to school from nearly all catchment areas other than Rosyth. Inverkeithing is in a far more central location for all areas and is a better location for all. The existing grounds seem to allow adequate space to build a new school with proper planning.
79	The location of the new high school is too far west in the catchment area. Looking at the map of the catchment area and the location of the school just looks wrong. It would make more sense to be closer to Dalgety Bay where a large number of the pupils actually live. I have two children who attend Dalgety Bay Primary and will be going to the new high school. Cycling and walking will not be an option due to the distance being too great. An 8 mile

	return journey is too far for a child without transport. This will mean that the majority of pupils attending this school will need to use private or public transport, which makes the roads busier, dirtier and discourages healthy exercise.
80	Much further away from Dalgety Bay. More public and personal transport needed. Not in a convenient area for the majority of schools, location should be like Inverkeithing, somewhat in the middle/central location. Dalgety Bay students can now not walk to high school.
81	Should remain in Inverkeithing
82	It's increasing the commute for nearly all students, given the location will be much further away from the centre of the district.
83	Increased traffic on already busy roads. danger to children walking or cycling. Children exposed to more chemicals in the air if the new school is built next to proposed busy roads. Children taking busses on stead of walking etc
84	The current site is central to the catchment area, the proposed site is offset and will increase the average travel distance, further stressing current transport infrastructure including the roads in and around the motorway which is already sensitive
85	The further distance from home and likely reliance on school buses to safely access the new location, instead of current walk / cycle options.
86	I am concerned re travel to and from the school, on main busy road, will not be happy for my child to walk or bike to school, concerned would not be able to give lifts if necessary due to work commitments
87	Too far. My children will not be able to walk/cycle anymore. Difficult to participate in at school activities etc when at a distance.
88	This school is to service Rosyth, Inverkeithing, Dalgety Bay & Aberdour but the proposed site is at the back end of Rosyth. This is not anywhere near a middle ground for the kids. The poor kids from aberdour are going to have early mornings and late afternoons to travel to and from school. It also removes the ability of kids from Dalgety Bay to walk to school if they so desired. I'd imagine it being a long walk for kids from inverkeithing, and the castlandhill/park road kids of Rosyth too! The traffic at admiralty junction is awful on a weekday at commuter time 7:30-9:00am. The school buses are going to get caught in this traffic every day and it will cause delays. Or if they go through inverkeithing and up hillside it's going to affect the residents of inverkeithing negatively. It needs to be a more centralised location for all the towns that feed into the school so it's fair for everyone regarding travel time, walking ability, with minimal impact on the traffic and residents around it. The site is known to flood BADLY on a regular basis, how is this going to be tackled if this site is chosen? Are buses going to continue to be utilised to get the kids into school each day I'd this site is chosen? They was talk of the buses being reduced at one point, hence the new path along the hill end bypass
89	It is too far away from Dalgety Bay and children would no longer be able to walk to school if they chose to do so. It's over a major motorway and would be dangerous for my children to cross there. It is not in a central location for the catchment. It is also in a very industrial area and I am not comfortable with it being located at the dockyard next to the factories and the dockyard itself as I don't feel that this is an appropriate location for a school.

90	The location is inappropriate. A school should not be in an industrial area. My children would have to cross the M90 to walk to school.
91	The location is too far west this is not central for all children. Understandably some people will agree as it is closure for them to travel however this is excluding those that live further out.
92	Jus take a look at your map of the catchment area. You are moving it from Inverkeithing which is pretty much in the centre of the area to Rosyth which is on the furthest west you could go. It makes sense to have the school in the middle rather than the furthest away possible for Aberdour and Dalgety Bay in particular
93	New school due to be built next to two very busy roads currently have issues with traffic management. At current location my kids could walk/cycle to work. Bus services or drop off will be required in new site. Currently use the pool at Inverkeithing - no pool at new site that we are aware of.
94	Displacement of pupils, especially the large amount that attend the school from Dalgety Bay. The prospect of catchment areas changing. Further away from current location. No direct public bus access. Loss of community use. The traffic issues with it being on one of the main roads to dockyard especially at peak times.
95	It is too far away. Does it make more sense to have the school in the middle of the catchment area. Moreover, would it better to have 2 smaller high schools with one serving the east of the catchment area and the other the West; with teachers working at both sites to share the workload
96	Not all concerns have been fully addressed yet and I can't support something that is not fully thought through.
97	There is a significant impact on the local community of Inverkeithing and the local economy. Taking a High School out of Inverkeithing has a detrimental effect on the town and it's people and businesses.
98	The proposed site is too far away from most of the catchment area
99	I don't think the people where it has been proposed to has been consulted properly and that it's going to be on my back door. So I may have parents and others dropping off their kids in my street so that they can get to the school. Also the pathway along the A985, is not suitable for the amount of people that would be expected to walk that route, bad enough being an adult and trying to cross that road, at times to get to Sainsbury etc, can be quite bad, and scary especially the speed they go at. busy at times with large trucks. What also happens when the Queensferry Bridge is closed to traffic, they are re-routed by the A985, and that can be at a stand still and not move, causing heavy tailbacks all in Rosyth.
100	Do not want a through fare going back our house at 77 Peasehill Gait, Rosyth where the boundary fence will be opened as a pathway to and from the school
101	The process by which the Fleet grounds was chosen as the new site for the school was not robust. Having studied the documents that were used to provide the rationale and evidence for the site selection it was very apparent that many statements were not properly evidenced, the sites were not all evaluated consistently and there were alternative sites, that would have provided similar if not better options, that were eliminated based on unevidenced costings. The selection process was heavily biased in favour of the Rosyth site right from the start and therefore I do not feel it was a fair process nor that due diligence was followed. The site selection also did not

	include consideration of all the impacts and factors involved in re-locating the school out of Inverkeithing and I therefore do not feel that the decision is based on robust, evidenced facts that support the decision that was made. I am not against the building of a new school and if it had been proven that the best option would be to relocate it to the far side of Rosyth then I would be supportive. Unfortunately, the selection process and the final decision making process do not fill me with any confidence that the best decision has been made.
102	Relocation to a different town means increase in journey times for the majority of pupils, more pupils needed to use transport to get to school. A high number of children currently walk to and from school. This will no longer be possible. Therefore increasing traffic, pollution, and reducing exercise for children. For some children the walk to and from school is the only exercise they do. The effect on the local economy.
103	Concerned about the high volumes of traffic interfering with access due to the bridges across the forth. Also, for those who would then be asked to walk and cross those junctions.
104	Think the school would be best kept in Inverkeithing
105	This will impact negatively upon travel times and the environment as it removes the current, more central location of the high school for pupils. This then affects equity of travel as well as community feeling. This will impact upon distance for young people. The roads at the proposed sites are already extremely busy as this is the main link to Kincardine for many lorries. The risk to young people from traffic at 2 primary schools and one large high school is not justifiable. Already in evening and weekends, noise nuisance from loud cars and dangerous driving can be heard along Kings Road and Admiralty Road. The upgrades for roads that will be needed for school and excessive houses due to be constructed will continue this. Keep closer to Inverkeithing for pupil safety.
106	prefer a site in Inverkeithing.
107	Too far away from much of the catchment. Traffic will be a problem. Environmental impact not being considered.
108	The relocation to the western edge of the catchment area will increase the pollution required by those having to take transport from outside the 2 miles road area. The current central location of the high school is a greener location for this catchment. Children should walk to school, where possible, and the proposed new location makes this impossible for anyone east motorway. I do not think this new location supports our green policies.
109	Distance
110	More children will have to bus to school as it's further out. This in turn means more pollution. Also no longer having the wing and pool is detrimental to the children.
111	The route to the school from Dalgety Bay will be too busy with too much traffic to be safe for children not being taken by car or public transport. The route has to cross the access route to the motorway where cars are often backed up or driving too fast. It's not fair to the children over the Inverkeithing/Dalgety Bay/Aberdour side of the catchment area to make them travel to the other end. The sports facilities will not include a swimming pool so will not be as good. I am mostly concerned with the childrens safety. I have planned for my son to walk or cycle to school, but if the new school is in the area of Rosyth as planned I don't think this will be possible.

112	Too far from Dalgety Bay and means that pupils from this area will need to take public transport. No alternative means such as walking/cycling. Will also leave current IHS site derelict. The building has been assessed as not fit for purpose. Yet with a new building and location on the horizon, no money is being invested in the current building which my child will shortly attend.
113	Too far away, too large, already been told oversubscribed
114	Current school is located in the middle of school catchment area. New school will be located far away from Dalgety Bay/Aberdour. Many young people cycle/walk from Dalgety Bay to IHS. If the school is relocated, this would no longer be possible. This will have adverse health impact on kids.
115	Admiralty Road is already traffic logged at peak times so school traffic will increase traffic volume causing tailbacks and accidents
116	A poor, ill-thought-out decision. You will create more traffic on an already busy road and roundabout (coming from the Dalgety Bay/ Inverkeithing side. A huge number of children from these areas will no longer walk to school (a really bad outcome). And it will be a dangerous bike ride. I also believe it will cause problems for the Council in the future, given you have no high schools in the catchment area west of the motorway -think about the rate of house building. And what will you do on days when the traffic is queuing to get onto the motorway with commuters and others going to work. This often happens. Are you prepared for buses and parents to sit in traffic? The carbon footprint will suffer. I agree that is good if all Rosyth children go to the same school, but you have penalised Aberdour, Dalgety Bay and Inverkeithing kids in the process. The real problem is Duloch, which you agreed to be sued for housebuilding with little thought to schooling. A much better plan would be to make some Duloch kids attend a new high School built near to the existing high school in Inverkeithing. There are smaller connecting roads from Aberdour Road that would make the journey more amenable than crossing the roundabout that is more or less part of a motorway. In future years new housing may well reduce the gap between the Duloch area and Inverkeithing/Dalgety Bay and therefore a school near to the exiting one in Inverkeithing would make sense. A very poor decision that may cost you more money in the future. I also don't know what it will do to the economy and community of Inverkeithing. You are ignoring these areas and placing too much focus on Rosyth and Dunfermline.
117	1. Children from Dalgety Bay will no longer be able to walk or cycle to school. 2. The present site is a good central location for all children in the catchment area. Build a new school on the present site, then demolish the old school.
118	1. Too far for children to walk from Dalgety Bay. 2. Rebuild the school on the present site.
119	It's the furthest point away from most areas in the catchment and there is no guarantee of school buses.
120	It's Inverkeithing high school and should remain in Inverkeithing
121	I do not want a high school on my doorstep.
122	Lovely area don't want a big school there
123	Inverkeithing High School should be relocated to the site adjacent to Hillend.
124	Too close to residential properties and likely issues with traffic, parking and vandalism
125	We live in Aberdour, the school is currently in the middle of the catchment, the proposal moves it to the furthest edge of the catchment. Our main

	objection is that it is not being built to accommodate the school roll, with disastrous consequences for pupils and staff.
126	My children will be unable to walk/cycle to the new high school due the roundabout at the M90 which is too busy.
127	Although the Fleet Grounds has available land and access, it seems ridiculous to move the high school to the edge of it's catchment area. The new high school should be in the centre of the catchment area or the catchment boundaries changed.
128	The road infrastructure will not cope. Surely all the extra buses that will need to be put on is not climate friendly. The school could be built on the existing site.
129	As a resident of the Peasehill estate this is going to greatly impact us in the negative, closing Wilson way during school hours one of the main entrances into the estate, making a through way directly into the estates for the 1800 plus pupils to have direct access creating noise, light pollution the list goes on. I've lived here 17 years I wasn't asked if I'd like a school in my back garden and if I had the answer would be no.
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132	Much further away for my son who has mild cerebral palsy, ideally nearer home would be preferable.
133	Too far away for some people. Site should be in the middle if the catchment area.
134	I object to the consultation on the grounds that it has been poorly thought out. The location itself is not a problem, and the commitment to retaining the same catchment is sensible. However, there are serious errors in the proposal that would significantly impact on young people's educational experience and overall well-being. Indeed, the proposal does not appear to meet the 1st four criteria in the 09/09/2019 Scottish Government Learning Estate Strategy: The Learning Estate Strategy Guiding Principles are: 1. Learning environments should support and facilitate excellent joined up learning and teaching to meet the needs of all learners; 2. Learning environments should support the wellbeing of all learners, meet varying needs to support inclusion and support transitions for all learners; 3. The learning estate should be well-managed and maintained, making the best of existing resources, maximising occupancy and representing and delivering best value; 4. The condition and suitability of learning environments should support and enhance their function; Reasons for this are as follows: The school is not being built to accommodate the current roll but instead a hypothetical predicted roll that is lower. Given the current school has had a 50 year lifespan it seems extraordinarily shortsighted to plan a School on the

	<p>assumption that the roll will drop by around 25% within 7 years. First, this is based on assumptions about residential planning that have a high degree of uncertainty, error and the likelihood of population influx as well as population reduction. Indeed the planning data (3.14.5) suggest an increase of housing stock of “around” 1745 units in the next 15 years. This does not seem to tally with an assumption of a reducing school roll. This is particularly pertinent given Fife’s attractiveness to families relocating from Lothian/Edinburgh City. Second, and of significant concern is that the other likely way to create such a large drop in School roll is to redraw the catchment area. As there an assurance not to change the catchment one assumes this is not the case but there is an obligation on the Council to be transparent. Even in the “short-term” which the proposal cites as 7 years (longer than a whole school cycle) there will be sufficient overcrowding in the School. As has been clearly evident during Covid and the recovery from the pandemic students benefit from having a predictable environment that meets their needs - this includes sufficient classroom space. Without this students educational experience and attainment suffers - disadvantaging all pupils but particular those who need additional support or are high performing. Therefore, it seems that the proposal goes against Scottish Government guidance and best practice for young peoples education. Further, the overcrowding built into the proposal will also impact on staff. An overcrowded built space creates a stressful and uncomfortable working environment for teachers, administrative and support staff. Staff absence is already high at IHS and the current proposals run the risk of disincentivising current staff to remain and may create challenges for new staff to join. Again, this seems shortsighted in the extreme. Additional, more minor but still significant concerns are a) the lack of planning permission for the site; b) the fact that the council does not yet own the whole site and c) overly optimistic timelines - the school is predicted to be completed within 3 years. There is a lingering concern that the poorness of the proposal is based on party politics around budgets rather than a consideration of the best interests of current and future young people in the locality. If this is the case this is fundamentally unacceptable to use young people as political footballs. A design that is at the very least sufficient for the current school roll rather than a hypothetical, poorly evidenced future school roll seems an obvious revision to the c</p>
135	<p>It is not a good location. Inverkeithing was central to the population that attends and many pupils could walk or cycle. Now there will mostly be children attending by bus. The costs of dealing with Inverkeithing High School do not seem to have been taken into consideration - it seems like there could have been more use for Inverkeithing grounds.</p>
136	<p>The location primarily, it’s just going to mean buses for more than 60% of pupils. Should have been more central to all the schools and not in Rosyth. Kids that do after school activities will end up walking along pavement on Admiralty road which is narrow in places at busy times. Maybe a safer walkway over the fields to the houses up on top Castlelandhill Rd.</p>
137	<p>Think it’s silly moving it to rosyth when it’s always been Inverkeithing high build it on the grounds next fo the school you already have</p>
138	<p>Distance from home</p>
139	<p>I took part in a consultation at Dalgety Bay Primary on the 22nd of May 2023, I believe the school should not be moved from its current area of Inverkeithing due to many reasons that i had taken up with the leaders in the</p>

	<p>meeting i attended. The road layout at the new site will be a bigger problem due to the traffic flow of more school buses heading to the new site from the east of Aberdour onwards towards busy traffic heading to Edinburgh (M90). At the moment school traffic tends to be flowing more away from the M90 in busy times opposed to heading into it. I also believe in general the site that has been chosen is not a suitable area because the community in general had no say in what sites they would like to consider nor i find the 32 sites that were available to you have been discussed at community level, only between the higher leaders that i believe we voted in to engage with the community on these types of matters. I would also like to input my frustration that even tho this is out there for people to say no to the plans, the wording of the meeting sounded like this is going ahead regardless but no one could either say what will Inverkeithing high school in its current state will be used for or indeed would be like to for a new school being built (ie retention of a swimming pool facility) this is not on for a community perspective. Inverkeithing is a busy commuter town with a very rare bustling high street with the high school at the heart of the community. This will be ripped away causing business to fail, especially through lunchtimes with the children spending dinner outside and after school. Inverkeithing is expanding with houses but losing facilities and Educational purpose which will drive the community to the ground.</p>
140	<p>Busy road leading to high school, too far from inverkeithing, no amenities surrounding.</p>
141	<p>Poor public transport infrastructure would disadvantage staff who do not wish to journey to school by car; the current site is excellent, despite the building being in disrepair, and the grounds could easily accommodate another school building. The distance pupils and parents would be required to travel to the proposed site at the Fleet grounds is unreasonable when there is a viable alternative in the grounds at the current Inverkeithing High School site.</p>
142	<p>Increased distance to travel, dockyard proposing to create 50000 new jobs leading to a massive increase of traffic in the area. No proper walkway from Dalgety Bay to Rosyth that isn't convoluted. No direct public bus services.</p>
143	<p>I think the pre-engagement feedback should have been published and explanations given to all interested parties, before a preferred location was proposed to the Education sub-committee. There are no objections that the current building needs replaced, however, the fact it will be moved to the far end of the catchment area along a busy trunk road raised more questions, which haven't been answered sufficiently. As a parent I am happy for my child to be responsible to cross roads, however I am not convinced without seeing the walking route assessment that this route is a safe walking route. It was known before this proposal that Rosyth parents are concerned about that crossing, but there was no mention of a recent assessment in the proposal.</p>
144	<p>This would mean my child leaving earlier and arriving home later due to the increase in distance they have to travel. There's no safe travel route, it would be unsafe to walk or cycle. Increase travel on the road and then the environmental impact.</p>
145	<p>Location: positioned at end of catchment area rather than close to the centre. Plus, the negative impact to Inverkeithing's sporting facilities.</p>
146	<p>It's closer to where I live and is also closer for dalgety bay students compared to Rosyth.</p>

Comments made under 3.1(b) of the Consultation Response Form - Are there any further comments on the proposal you would like to make?

1	Hope the council puts on more school buses as a lot more kids will have to travel a long longer to get to/from school. There isn't a safe cycle route to that new location.
2	I would prefer an earlier entrance date. Inverkeithing High School is in bad disrepair and frankly the stories I hear about the lack of discipline, consequences and bullying has me fearful for my so starting in 2024.
3	Would be awful for it to re locate.
4	I hope the Inverkeithing community wing will be getting kept
5	I support relocating to the new site. But it NEEDS a swimming pool and it needs to be on site. It can be a very basic pool with public access during weekends/holidays - just like at South Queensferry. This is crucial.
6	Building on the existing site has been tried and tested in Fife and further afield. Moving the school to the fringes of the catchment is clearly driven by something other than good sense.
7	I would like to know if the council plan to make any access points to the fleet grounds from the Peasehill estate as where I live, the pavilion is across the fence from me and I live in a cul de sac and hope they will not have a through route to the school from our cul de sac.
8	Further work should be undertaken to consider a replacement school within the existing large Inverkeithing High School site even on a phased basis. The existing building appears to occupy circa 40% of the gross site area and while external sport facilities would be out of use during construction, temporary measures could be put in place to use Council leisure centre facilities.
9	It is in a very poor condition
10	I would be very happy if a new high school was opened in Rosyth, since soon my children will go to this school
11	Could they not build it how they build Dunfermline high on the same land build new school they knock old one down
12	How will this impact school transport costs and also the number of pupils who can walk to school
13	School should have been built on the existing land surround the present high school
14	What's going to happen to the existing high school??? Will it just sit 'abandoned' for years to come before it's burnt down?
15	Despite the upcoming "consultations", it seems the decision has already been made on the relocation of the high school which is very disappointing.
16	I live in Rosyth and my children currently attend an out of catchment place at Limekilns PS and Nursery where I am a Teacher. Limekilns PS is in close proximity to the proposed site of the new school and I would be interested to know if there will be discussion with Limekilns residents on any proposed revision of catchment area? They would be a small p7/S1 intake and so shouldn't affect overall numbers greatly. It would seem to make sense to have pupils travelling approx 2 miles to school rather than approx 4 miles to school..
17	I would like to see Limekilns Primary school being included in the catchment for this school. It is within 2 miles. You have to drive past the school to get to Dunfermline High . There is also a direct footpath through the top end of

	Limekilns which could be utilised and made safer to provide a walking route. This would make it greener and save money on buses into Dunfermline.
18	Would it be on a bus route aberdour children could use to get home from after school activities?
19	With the increase in traffic flow along Admiralty Road (both vehicle and pedestrian), will the speed limit of 40 mph west of the Admiralty Road/Kings Road roundabout be reviewed with the addition of traffic light pedestrian crossings? Has any work been done to understand potential changes to property prices in the locale of the new school and what will those changes be?
20	Do not be swayed by the presence of asbestos materials in the existing school. This can be safely removed if the heating systems are to be upgraded.
21	This will also have a detrimental effect on local businesses who benefit from the opportunity to meet the needs of the school community. That infrastructure is currently not available at the proposed site of the new school and, in the current economic climate, this is an additional potential burden to local economies.
22	no
23	N/a
24	The delivery date is optimistic. I'll put money on you missing the target date.
25	I'm expecting all those residing in Inverkeithing currently with young families that have either lived their entire lives in or moved to Inverkeithing before the announcement of this High School being moved to Rosyth will find that they are entitled to free transport for all their children to and from this new school as we have and MANY other families have lived in Inverkeithing with the knowledge that the High School was not planned to move away from the area, period. The financial implications for families already residing within a walking distance of the current school in Inverkeithing will, but should not be, massively impacted considering we have stayed in Inverkeithing for the ease of the schools' campus being within that walking distance and I certainly won't be paying for bus passes to and from the school as we've originally and always been under the assumption that our children can walk to the Nursery, Primary & High School. I certainly know my children won't attend that High School until transport is available freely throughout the day and costs are covered to get to and from it including breakfast clubs and after school clubs. Furthermore then, it cannot just be one solitary direct bus to and from the school at a set time, it needs to be a bus service, a direct bus service at the very least available to cover all hours from early morning (7am) to likely end times of after school clubs (6pm) as per previously stated, not all children want to be arriving at school or leaving school at the same time, many want to participate in courses and clubs before and after the regular school-time ends. In the current respect, how do you presume children get to the school at 7:30am or home at 5/6pm in your current plan? As currently, the school is based in Inverkeithing as we and many others have been as a family for many years before this ludicrous announcement to move, the non-option to walk to and from without the worry of organising some form of public or personal vehicle transport is something that was never envisaged when we moved to Inverkeithing with the ideal local placing of schooling in mind. The simple fact is that public opinion, especially the opinion of those within Inverkeithing, Dalgety Bay and Aberdour have been ignored, choosing the

	cheap option as opposed to the correct option are beyond bemusing and downright discriminatory towards those that have invested in their homes in Inverkeithing with the local schools making a large part of their decision-making to stay in Inverkeithing. My children will not be attending without the appropriate above issues resolved, the easy solution is to not move the school and relocate it within the perfectly sized grounds either around the current High School location or on the land north of the A921. My reasons are clear, if my children cannot travel seamlessly as they would have been able to in Inverkeithing, without penalisation of what time they wish to travel, before or after school, without expenditure of money and without proper safeguarding measures for them to travel safely alone, they'll be kept at home once reaching S1 age.
26	I support the idea of a new school (even though the previous building is listed, which makes a bit of a mockery of the listing process) however I recognise that kids need to have up-to-date facilities, that are adequately tailored for their needs. I would urge Fife council to think long term about what they want, rather than resort to short-termism. ,
27	Inverkeithing is more central for the whole catchment area, which would make it fairer for those living to the east, especially those in Aberdour. This will also be a big loss to the local businesses in Inverkeithing which rely on the school kids' custom at lunch times.
28	Amazing plans and just what the community needs. The roads fit children to walk to the current Inverkiething high school are not safe
29	No
30	It is clear the council have opted for the cheaper option only instead of thinking about the true needs of pupils. It would make more sense to build the new school on the current grounds beside the current school and then demolish whatever is allowed to be to make way for the new grass/grounds. There is plenty space and inverkeithing needs to maintain a High School for the numbers to easily access. Not everyone has cars or their own transport or may not be able to afford the cost of a bus pass for the year. The health benefits of waking are great but if it moves to the fleet grounds this will take that option away for many.
31	The site is designated for employment use and open space in the Local Development Plan. It is an industrial / military area, an entirely unsuitable location for a much needed new high school.
32	There should be a swimming pool.
33	I hope the busses will be swift on the longer commute. I like the location of the current school. The sports facility is open and flat on this ground. Also their are lots of new homes being built in Inverkeithing and Aberdour, but the school is moving. The school at Inverkeithing needs upgrading however a new school could be built on the same plot.
34	Current access road to fleet grounds from Wilson way is currently a single access road with small passing areas. It is not adequate to accommodate large scale community use and I would hope that service users will be directed to access & park at the admiralty road entrance of the school.
35	During the previous consultation on proposed new sites whenever anyone suggested that Fleet Grounds was not a suitable site for the current catchment one comment that kept coming up from council representatives was that the catchment may be changed and children from Dalgety Bay may

	be put in the new Woodmill catchment. I have no desire for this to be the case but do feel that parents were misinformed here.
36	The proposal will also affect the coastal path and cycle paths that are popular, so what will be put into place that will protect these routes as part of the Council's sustainability responsibilities?
37	My biggest concern with the new school is the lack of swimming pool provision. As stated within the proposal "Fife Council will seek to transfer existing swimming provision to other provisions within the authority area" this is not going to be possible, in this area we currently have 3 swimming pools for community use (carnegie, woodmill and inverkeithing high) woodmill closes next year, where are those swimming lessons to go when there is already very little capacity at carnegie, and then once inerkeithing closes those lesssons will be lost. As a parent who has children in private lessons at both woodmill and inverkeihing Im really concerned about it. Waiting lists for council lessons are already large with several pools being available going down to 1 pool is not going to make that situation better. And thats not including all the private swim schools who will miss out and the children that attend those lessons. Swimming is a life skill that can save someones life at any point. We are going to have future generations of children who will never learn this life skill which is appalling. Swimming used to be part of the school curriculum at primary school but was stopped years ago. Children today are at a great disadvantage. The proposals goes on about promoting the health and wellbeing of children and the community but this clearly excludes swimming. An activity which is important to learn and also can be instrumental for disabled people. I really hope the council reconsider the proposal of not building a swimming pool and allow our community to continue to teach children of the future to swim.
38	I understand that pupils in any year group are allowed to leave the school grounds at lunchtime to go and buy food. For the new location, the nearby shops are a Sainsbury's and shops over the other side of the far roundabout. I think there's a Greggs there. I'm not sure of the name. At any rate, to get to the Sainsbury's, it means crossing a 40mph road and I don't believe there are crossings there with signals. For the shops furthest away, pupils could get there by going through nearby streets. The road between the two roundabouts is 40mph with a standard, not wide, pavement. My concern is around pupils getting to shops, but also safety generally if walking to school for pupils who live within distance. Would speed limits be lowered on surrounding roads and and crossings put in with lights to stop traffi?
39	Far more cars will end up traversing the already very busy roundabout under the M90 at rush hour as a result of this. Traffic management looks set to be pretty disasterous.
40	Is the catchment area going to change to incorporate the new developments on the south/western edge of Dunfermline?
41	I believe the original decision to relocate the school was pre-Covid and did not fully consider the health of children to encourage walking and cycling to school. This decision should be challenged on these grounds through the courts under the powers of the Scottish Secretary of State and I've contacted my local MP to this point.
42	What is going to happen to the old school site?

43	It feels like cost has been considered over all else, however it's a false economy as only thinking of the short term outlay and not the long term impact on community
44	Note re form too: have more than one child at impacted schools but can only select one option! Build the new one in the same grounds as the current school or carry other suitable repairs. Fast forward a few years and we will end up with another burnt out school sitting as a dangerous eye sore within the town!
45	Location of the new school has already been decided a long time before the public consultations.
46	I support the new school build but would prefer the location to be closer to the existing school.
47	Could the existing site (which is much more central to the catchment area) not be redeveloped rather than have to build on a wholly new site that is right on the edge of (almost outside?) the catchment area? It will make it much more challenging for children living in the East of the catchment area (e.g. Dalgety Bay, Aberdour etc) to be able to use public transport where necessary to access the school (e.g. to support after hours / club activities etc)?
48	Further consideration on location please.
49	Will need to get more buses and that will have a bad affect on the environment and how much will the extra buses cost
50	Extra buses will not be good for the environment
51	The majority of the catchment area are between inverkeithing, Dalgety bay and Aberdour so it makes more sense to have the high school local to families in these area
52	why can they not build on current location
53	Why doesn't Dalgety Bay, aberdour and Burntisland have their own high school?
54	The world is a different place to 2020 when the proposal was made. The majority of stakeholders do not want more traffic, more busses, more travel time for students and I urge the council to find a way for the school to remain in Inverkeithing.
55	Would 2 smaller high schools be a possibility? One on the existing Inverkeithing site and a further one in Rosyth in a better location?
56	The road infrastructure in Rosyth is unsuitable and lack of safe cycle paths and walkways which will require a huge amount to be spent to make suitable.
57	It's clear that a new school is desperately needed so I am in support 100% of a new building however would like it to closer to current location. My daughter would like a pool as an avid swimmer
58	I do not agree with building a school that is going to be overcrowded even if pupil numbers might reduce in future. Build for the size that is needed when it opens!
59	I wholeheartedly agree Inverkeithing High School is beyond its expected lifespan. The place is more than tired and needs replaced. The location of the proposed new school is too far from our home. Currently 1.7 miles to get to IKH. New location will be 4.1 miles.
60	My bigger concern is how the anticipated 1800 children can be effectively managed within one school and is this not an opportunity to review the catchment and reduce the pressure on the current cohort at Inverkeithing
61	I'm concerned about joined up travel for cycle and pedestrian routes. Will there be cycle provision from DB to the new site, after the current IHS site the

	route through to Rosyth is not a safe riding route. I feel this is essential in the current future climate when we should be moving away from car use and shouldn't have to rely on public transport. ai am also appaled by the lack of library provision in the new school plan - will this be addressed?!
62	Keep the pool. Build in Inverkeithing, sort out the behavioural issues and leadership change needed
63	My preference would have been to have the school on the existing grounds. However the most important thing now is to get the new school built without delays. The old school is not fit for purpose.
64	The new location would require all East areas to contend with rush hour bridge traffic and potentially add to congestion.
65	Build the school further east in the centre of the catchment area.
66	Why can't the school be relocated in Inverkeithing, on the same land or next to the school.
67	The new school MUST have a swimming pool. If no pool then on balance I don't support relocation as this is reducing facilities which I feel is unacceptable.
68	Relocate to the open space right near the current high school, or Fordell Firs.
69	School will be at the far edge of the catchment area and not in the middle. This means that school age children will not be attending the nearest school. Children living close to Rosyth will not be in its catchment area whilst children miles away further east will be. Does not make sense unless you have plans to build an additional high school.
70	There should be a full perimeter security fence and limited secure entrances covered by monitored security around the school such as those found in Edinburgh schools. My daughter was subject to an attack on the grounds of Inverkeithing school from pupils not from the school. This is completely insecure and unacceptable. Safe pathways/cycleways should made allowing access to the school from the south side, through the Peasehill estate at the top end cul-de-sac in Peasehill gait. Also consider a new pathway through the woodland to the top of the Peasehill estate. The A985 Admiralty Road from Kings road roundabout to beyond the roundabout at Sainsburys should have it's speed limit reduced to 30 mph and a proper safe full width path/cycleway of the type currently between inverkeithing HS and dalgety bay. Speed cameras should also be installed to ensure compliance. Safe traffic light crossings across Admiralty road at Sainsburys needed. Additional local main bus routes, such as No 19, No 7 should be rerouted along Admiralty Road near the school also.
71	It's clear the plan is to move the new school to the other side of the m90 to make the new proposed properties in rosyth more appealing.
72	My children have additional support needs around independence / organisational skills (autism and ADHD) and will struggle with school buses for a number of reasons related to their condition.
73	I feel that efforts/desire to protect the original heritage aspect of the existing school site could be further explored to make it a part of a new build on the existing site. If this is the only reason not to use the existing site it seems short sighted.
74	I don't think it will make any difference to the traffic as the area is always busy anyway. I look forward to seeing the school at the Fleet Grounds.
75	Inverkeithing is current location and should remain there.

76	The site is known to flood BADLY on a regular basis, how is this going to be tackled if this site is chosen? Are buses going to continue to be utilised to get the kids into school each day if this site is chosen? They were talking of the buses being reduced at one point, hence the new path along the hill end bypass
77	Inverkeithing High School should remain in Inverkeithing.
78	Inverkeithing High School should remain in Inverkeithing in an area central to its catchment.
79	Concerns regarding location and supporting those that live further out, cuts to activities especially swimming
80	If you go ahead with the change then you would be as well looking at the whole catchment and looking at bringing Rosyth and Dunfermline together and Aberdour and Dalgety Bay might even be closer to the new High School getting built in Duloch!
81	It's a shame as people think this is a decision already made therefore have been reluctant to fill in forms as they think it's a done deal.
82	I think it should be kept in Inverkeithing regardless of the extra cost as it's balanced for the areas that it serves, the local trade doesn't suffer a loss otherwise Inverkeithing will lose a lot.
83	I think it would be good to have a separate high school for Dalgety Bay
84	The Proposal to move the school to the fleet ground and create walking routes through the Peasehill estate has some issues which have not yet been raised /answered. The estate will see a significant increase in pedestrian footfall which comes with associated issues like littering, antisocial behaviour and damages/vandalism. The estate is a private one maintained by a factor fee paid for by the residents not Fife Council, and there has been no proposals as to how to tackle these issues or compensate for increased costs to those paying the factor fees - you only need to walk past the current school after lunch/home time etc to see the amount of litter, graffiti on bus stops, kids vaping and throwing the used vapes away to understand why it would be concerning to assume the Peasehill estate will eventually look like this too. As Fife Council do not manage the estate there will be an increased factor fee to cover additional bin emptying and litter picking and there will be extra one off charges to fix any damages to grass areas (e.g. reseeding) due to constant wear of people not sticking to footpaths and it is unreasonable to expect the neighbouring residents to then pick up these charges. The proposal of an additional footpath between Peasehill Gait and the fleet grounds has not been thought through fully - this will lead to increased traffic in the area as drivers use this area as a drop off point (and even more so when accessing the fleet ground out with school hours) which will create safety issues. The access to Peasehill gait (from Peasehill road) is already a dangerous corner with limited visibility and despite the 20mph limit the cars travel at speed round that bend. During the winter the roads are icy and as the estate is private, Fife Council do not grit the roads/pavement so again a dangerous environment with the additional traffic and footfall. Will there be increased CCTV in the area for safety? As the recreational activities will be available after hours at the site this will lead to more people in the area potentially just hanging around the site, which can be unsettling to those using the coastal path route which will go past the area, and for residents out walking later in the evening. Lastly the design of the school has a predominantly flat roof and from the drawings looks to be tiered. Given the frequent vandalism and fires at Camdean due to

	access to their flat roof, why even take the risk of creating a bigger newer target for the same issues.
85	No school should be located so close to MOD property and or Naval Base.
86	no
87	Move the walkway to behind the Peasehill estate between the civil club and and in between mowi and have the green area light up so it's safe for all children and not used as a road
88	Removal of a 4th community school based swimming pool is going to have negative effect upon health of community. Busy, oversubscribed, small and highlighted as not safe for athletes to use; Carnegie swimming pool is all that is left. The school is needing replaced and modernised, but where do we ask questions for design and future proofing? Questions on sufficient mechanical ventilation for staff and pupil comfort as well as being highlighted as extremely important in HAI Scribe/Healthcare/Engineering during COVID. Also regarding sustainability including renewable energy such as wind power. The current provision for pupils who are put in mainstream as not "disabled enough" needs examining and thought into building wherever it will be located. Can parents be involved?
89	Please think again. Why can't Surrey high school site be used? There's enough land.
90	I live directly across from the High school. My son attends, and my two daughters will attend at some point. Living directly across from the school is actually a bit of a nuisance. Cars all parked up outside my house blocking my entrance and making it difficult to pass, school kids dropping their litter and hanging around in general. Despite all this I still do not agree with the school's relocation. The kids will lose out massively and as said above cause more buses/cars on the road which we really do not need for the environment.
91	Please do not approve the school in the proposed site in Rosyth.
92	I would like to have a timeline for the site completion. My child will be attending IHS this August and the building is in disrepair with no possibility of refurbishment due to funds being invested in the new site.
93	It's a lazy one. Better to build smaller school (say 2-3 instead of a giant one). Studies clearly show this is kind of school (small classes, etc) lead to better outcomes for children - which is what, surely, we all want.
94	It is great to see an investment in a new community school and it is essential that the facility caters for the ever growing community
95	Community use of inverkeithing should continue we are losing swimming pools with Woodville and dunfermline already
96	Reconsider your plans and change the site.
97	The new school must have a swimming pool. It is important that children are taught how to swim. The swimming clubs will suffer without a pool. If all schools closed their pools we wouldn't win any medals at major games.
98	The children must have access to a school swimming pool.
99	The proposed site is already under capacity and it's not even been signed off yet.
100	Yes I do not think that there should be a walking path through the Peasehill housing estate. This will create my litter and noise. The path should be made behind the estate in the woodland area or next to it.
101	It is likely that the overall value for money option is the Inverkeithing site.
102	no

103	I believe the new school should also include for a swimming pool to match the current facilities and provide an important community resource. It is also important to upgrade and provide good walking and cycling routes for the areas which will not have bus transport to the new school.
104	It is absurd to build a school that will not accommodate the school roll. This mistake should be stopped before it occurs, rather than fixed at huge expense later. Stop playing politics with our children's education.
105	There are proposals to add pathways from Peasehill Gait as a walking route for pupils into the fleet grounds. One of the them will impact on a very small cul-de-sac that has only 5 houses and no parking. Parents WILL use this as a drop off point for the school. What impact study is proposed prior to this planned access route happening?
106	I don't approve
107	I don't approve
108	I don't approve
109	Sad to hear that no swimming pool will be planned for new high school, the traffic to get there is busier and more dangerous for children so reluctant to let him go by bike or scooter.
110	The sooner it's built the better..
111	Please can it be ready before 2026
112	Please note that the Question 4 had a forced choice response - I am also a parent of a child at IHS.
113	I don't agree with creating pathways through the current Peasehill Estate but think a bypass could be created using the surrounding land. This would mean children don't have to walk along the busy road to the North of the estate. I also believe that proposing to use the current road to the Fleet Ground pavilion and using the existing car park there as an overflow is sensible. There is no pavement on this road and the way drivers use it at present does not comply with the speed limit. It is a dangerous road for children to use. It's also a shame to lose the swimming pool facility.
114	Considering the larger populations of Dalgety Bay and Aberdour, it may be more helpful to have a high school located in Dalgety Bay.
115	Just going to cause more traffic around an already busy road/junctions.
116	I would wish for my child to be able to walk to school
117	I would like to see evidence that the council and local councilors have looked into these plans on moving the school properly and not railroading plans through without a proper understanding on what they are doing to the local area. All other West Fife schools that have been rebuilt have been either within their own school grounds or have been kept within a mile of where they stood. Inverkeithing High seems to be hellbent on being moved not only to a new location but to a new town altogether. I find this very disturbing for the future of the town. It's about time we were listened to.
118	Consultation with staff and unions about the new building in particular has been very poor - we have not so much been consulted as informed.
119	School should be built in Inverkeithing where there is the land available rather than displacing more kids than not by moving to Rosyth, onto land that isn't suitable

120	I also have a primary age child who has benefited from attending the Wing for swimming and other sports activities. My eldest child also still attends activities at the Wing. Driving through Rosyth during busy rush hour for after school activities will further worsen the traffic situation in Rosyth. The proposal also is not specific enough where there is capacity for swimming at other pools close to our catchment area.
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Appendix D – Pupil Consultation Feedback

Primary Face to Face Pupil Consultation Feedback

As part of any Statutory Consultation, it is important for officers engage with pupils about the proposals that are being consulted upon. The views of our pupils are important to us. Officers also advised the pupils that Education Scotland may visit their school and speak to Pupils, Headteachers 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.

Pupil consultation sessions were organised in Inverkeithing High School and the 8 cluster Primary Schools between Tuesday 2 May to Monday 22 May 2023. The Quality Improvement Officer (School Estate) and Team Manager (Systems and Infrastructure) led the individual school pupil consultation sessions, with 405 pupils (19.48%) from primary stages P4-P7 and 73 pupils from year groups S1-S3 (7.7%) from Inverkeithing High School, as the current S4-S6 pupils were on study leave.

The school roll of the 8 cluster Primary Schools at census 2022 was 2078 pupils while Inverkeithing High School roll was 1560 pupils.

The table below shows the analysis of the number of pupils per school who took part in the in-person consultation sessions, and the overall percentage of the P4-P7 roll or S1-S3 roll.

School Name	Pupils involved in consultation	School roll (census 2022)	No & (%) P4-P7 or S1-S3
Aberdour	31	152	86 (36%)
Camdean	49	281	178 (28%)
Dalgety Bay	61	289	178(34%)
Donibristle	76	395	247 (31%)
Inverkeithing PS	67	348	221 (30%)
Inverkeithing HS	73	1560	946 (7.7%)
King's Road	70	370	235 (30%)
North Queensferry	20	66	39 (51%)
Park Road	31	177	94 (33%)

In each primary school, pupils were gathered in groups of 15-20 from P4-P7, based on a percentage of the primary school roll. In S1-S3 pupils were arranged mainly by school year and in groups ranging from 5-15 young people.

At each session the proposal was explained to pupils to ensure they understood the terminology, processes involved, as well as explaining the proposed location of the preferred site to relocate Inverkeithing High School to. This was followed up by summarising the different types of spaces available in recently built or planned secondary schools. The pupils were shown images of spaces of different sizes as well outlining how different spaces can support the delivery of different curricular areas, as well as the social spaces that can assist pupil wellbeing when not in formal timetabled classes.

Primary Pupils were asked to consider:

1. Is there anything that excites them about the proposal of a new school in Rosyth?
2. Do you have any concerns?
3. Is there anything you want to know more about or any other comments about any aspect of the proposal?
4. How they currently travel to school for the majority of the week?

A number of pupils raised concerns related to the normal transition process from primary to secondary school. These have been listed at the end of the pupil consultation information, as these did not relate specifically to this proposal.

It was important to establish if the primary aged pupils had any knowledge of where the current Inverkeithing High School building was situated, had any of the pupils already visited the school or had any attended any of the community activities on offer within the Community Wing. 269 of 405 primary aged pupils consulted were aware of the current site location or had visited the school for community activities. This equates to 66% of the pupils.

It is important to understand how pupils are transported to school – not only for this consultation but as part of the overall planning masterplan. The primary information of those pupils who took part in the in-person sessions are listed below:

Walking	Car	Bus	Cycle/Scooter	Total
225	108	32	40	405

Summary of the areas that interested the primary pupils:

- The pupils were excited to see the pictures of what the new building could look like and the different types of classrooms and subjects available within a secondary school. Pupils from each of the groups thought the building looked modern, flexible and were happy that it would be accessible for all pupils and staff. Several pupils talked about the space in the corridors as it is important to have room to move around the school.
- The pupils were happy to hear that the toilet cubicle doors were floor to ceiling height as this would provide complete privacy and that there would be toilets on each floor.
- Pupils were excited to see examples of the practical spaces such as Physical Education, Drama, Computing, Science, Art and Music as well as the equipment and digital technology that was provided in these spaces. Pupils were also pleased that the outdoor area would offer many sporting opportunities on different pitches.
- Pupils were happy to hear about different types of learning spaces, such as the independent and small group learning spaces, as well as the internal and external areas that would be available prior to the school day, break and lunchtimes.
- A small number of pupils from the Rosyth area advised that they would be able to walk/cycle to school if the school was relocated to Rosyth.

- Almost all of the groups stated that the school looks big. This would be expected based on the size of their current primary school.
- All of the groups were excited about the prospect of a heller up staircase and pupils were happy that this could provide a seating area at different times of the day.
- Almost of all the groups asked whether the name of the school would be changed as the school would no longer be in Inverkeithing.

Summary of Concerns raised by Primary pupils:

- Would pupils get a chance to look around the school prior to starting at the high school?
- A small number of pupils asked why the replacement school could not be built on the same grounds as the current school.
- A few pupils enquired about the continuation of the activities provided in the existing Community Wing.
- At least one pupil from each of the groups raised concern about whether the new school would have a community wing and a swimming pool.
- A small number of pupils thought it would be harder for pupils living in Inverkeithing to get to the new school.
- Will there be a swimming pool?
- What would happen to the old building as there were concerns it may be vandalised?
- A number of pupils were concerned if they were walking to school that there would be busy roads to cross.
- A number of pupils thought the school would be really big and were concerned how they would find their way around the building.

General Feedback

- A small number of pupils highlighted the need for the school to support children with a variety of additional support needs, including Visual Impairment, Hearing Impairment as well as lifts to support pupils in wheelchairs.

Summary of Primary Face to Face Pupil Consultation

It was clear from the discussions with primary aged pupils that they were excited by the different types of new facilities offered within a high school setting. During the discussion, it was apparent that those pupils who had experienced the current Inverkeithing High School were able to compare the facilities and talk about the benefits of a new secondary school.

In general, pupils living in Rosyth were happy with the proposed location of the new school, whereas pupils living in the Inverkeithing area felt that the proposed new site was further away than the current location.

Secondary Face to Face Pupil Consultation Feedback

Secondary School pupils were asked to reflect on their current secondary school experiences, along with the information shared in the pupil consultation presentation, to

allow them to categorise their feedback in 3 areas. The 3 areas were; What would you like to stop doing (not take to the new school); What would you like to keep doing (important to take with them from the current school) and What would you like to start doing.

The most common responses pupils would like to **'Stop'** doing

One way system
First come first served locker system
Narrow corridors
Doors that automatically lock
Having to go outside to access different parts of the building
Current building layout
Queues for lunch
Areas to meet teachers are too cramped and everyone can hear what you are saying
Open guidance so you can't speak in private
The wi-fi always being off
Uncomfortable / poor seating
Toilet doors that do not lock
Cramped dining rooms
Dirty toilets
Small dinner hall

The most common responses pupils would like to **'Keep'** doing

Green outdoor space (for leisure and sport i.e. Areas to sit at break and play football)
The current layout of the outdoor space as it is large
Three dining halls
Pupil Support
Swimming Pool
Fitness Rooms
Lockers for everyone
Library
Astro turf
Separate area for senior pupils and an area for seniors to study
Pre-orders for lunch
Wide corridors
Running Track, astro-pitches, basketball, tennis courts and large sports areas
Guidance area
Lots of windows to ensure light in classrooms and windows that open
Learning plaza
Smartboards and whiteboards

The most common responses pupils would like to **'Start'** doing

Nicer toilets
PE lockers

Indoor areas to sit and socialise away from the dining hall
Quiet spaces with comfortable seating to study
Library with areas to study or private study areas
Large open dining hall with plenty of queues and food options
Wider corridors
Welcoming reception area
Comfortable seating throughout the school – especially science
More equipment for pupils to use
Good ICT equipment and wi-fi connection
Toilets for all genders
Additional pupil support rooms
Pretty outside area with benched seating
Better laid out bus park
External classroom areas
Improved fitness suite
Better transport links in this area
Individual changing rooms
Larger assembly hall with seating
More access to water coolers
Outside covered area
More sports facilities including Astroturf, basketball, running track including more equipment
Social learning plaza
Multiple dining halls
Swimming pool
Easier access to the building

Summary of the Face-to-Face Secondary Pupil Consultation

It is evident from the discussion in the secondary school that pupils were keen to share their current school experiences to support the development of a new secondary school. They responded favourably to many of the features highlighted from our newly built or planned secondary schools, especially the layout of the toilets and proposed design of the changing facilities for physical education.

Primary Pupil Consultation Online Questionnaire Feedback

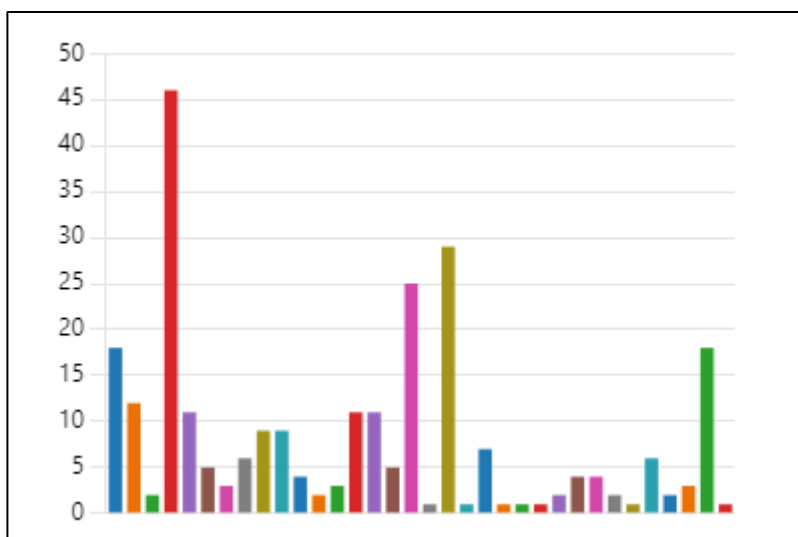
In addition to the in-person consultation with pupils, an online questionnaire was issued in school to all primary aged pupils in P4–P7, as well as S1–S3 pupils in Inverkeithing High School. A brief was shared with headteachers and teaching staff to provide information to support them to facilitate this process with pupils.

Inverkeithing High School Cluster Primary Pupil Consultation Questionnaire Responses

81% (1010) of pupils in P4–P7 attending Inverkeithing High School cluster primary schools completed the questionnaire. There was a slight variance (between 21% - 29%) distribution of responses across the four year groups. 72% of the pupils agreed that the

replacement Inverkeithing High School should be relocated to a new site at Fleet Grounds in Rosyth.

17% of those who responded attend one or more of the 34 clubs or activities offered at Inverkeithing High School Community Use. The 3 most attended from primary aged pupils were Swimfit (46), Inverkeithing United Football Club (29) and Incas Swim Club (25). 6 of the 34 activities offered had between 10 and 18 participants from those attending an Inverkeithing High School cluster primary school, with the remaining 25 activities having less than 10 people attending. 1 of the 170 respondents to this question said they attended all clubs offered.



Of the 170 pupils attending Community Use activities and Clubs at Inverkeithing High School Community Wing, 61% (104 pupils) travel by car, 19% (33 pupils) walk, 11% (19 pupils) use the bus, with the remaining pupils using other means of transport (including cycle, scooter and train).

Pupils were asked to share 3 words they would like to use to describe the replacement IHS if the proposal goes ahead. The most frequently used words are listed in the table below.

Key Word	Number of times used
Big	231
Fun	160
Modern	152
Clean	129
Cool	101
Safe	66
Happy	50
Better	41
Exciting	31
Amazing	29

Overall Comments

727 pupils took the opportunity to share further views about the proposal, however 298 (41%) replied no in response to question is there anything else you would like to tell us about your views on the proposal.

The written responses received predominantly fall into 4 categories; transport, road safety, location, requests for consideration in a new build school as well as general comments and questions. These will be summarised in turn.

There are 2 opposing views regarding transport. 15 pupils are concerned their journey time will increase or the way they travel will need to change as a result of the proposed new location. However, 15 pupils were positive that they would be able to walk school if the location changed, although 2 responses highlighted the need to consider the safety of those walking. A further response highlighted a concern about the speed of cars in the area surrounding the proposed school location and the consequence of this. One pupil was excited that they would now get to ride the bus in the morning.

81 pupil comments were received in relation to the proposed relocation. 43 responses highlighted they were opposed to the preferred location due to a preference for it to remain in Inverkeithing. Some responses provided an explanation for this view, including distance to travel, inconvenience, potential impact on wildlife, a preference to extend the existing Inverkeithing High School. One pupil highlighted that their Mum would likely transport them to the new school, honk the horn and embarrass them.

10 responses described some reservations about the location but were positive about a new school being built. 1 response neither agreed nor disagreed with the location, but highlighted they would no longer be able to use the proposed area to walk their dog if a school was built on the site. 27 responses were received in support of the proposed location with most stating their reason for this view was due to this being closer to their home address and therefore easier to travel to. However, others highlighted the range of shops available to purchase food in the area was a positive, as well as the proposed site being a good spot.

Requests

In the feedback received from young people, a variety of requests were made for the facilities in the new school. The most frequent request (26 pupils) was for a swimming pool. Other requests are listed below:

- Football pitches/Astro (20 pupils)
- Chill out zones (11 pupils)
- School clubs (football, badminton, volleyball, swimming, drama, gardening, sketching etc.) (10 pupils)
- Library with lots of books (8 pupils)
- Quiet spaces (7 pupils)
- Gym (6 pupils)
- Big gymnasium for various sports (gymnastics, dancing etc.) (5 pupils)
- Art/creativity room (5 pupils)
- Lockers with either keys or passcodes (4 pupils)
- Better toilets (4 pupils)

- Drama Studio (4 pupils)
- Plenty sports equipment (3 pupils)
- Bigger classrooms (3 pupils)
- Microwaves (3 pupils)
- Welcoming reception area (2 pupils)
- Good activities and lots of trips (2 pupils)
- Basketball courts (2 pupils)
- Outdoor furniture to sit on at lunchtime (2 pupils)
- Glass pod for studying in (2 pupils)
- Replacement for the community wing at the new building (2 pupils)
- Leave the community wing in Inverkeithing (2 pupils)
- School to be located in an open space (2 pupils)
- School to have a number of different levels and lifts (2 pupils)
- More classrooms (2 pupils)
- More modern (2 pupils)
- Lots of musical instruments (2 pupils)
- Build school using bricks then paint the bricks white (2 pupils)
- Individual workspaces
- Inside space for breaktimes
- More PE classes
- More radiators
- Big assembly hall
- Hot drinks machine
- Stairs to sit on to eat lunch
- Safe location for the school
- Let students use gym space before/after school
- Private art lessons
- Add a disabled ramp
- Sensory areas
- Better food options which cater for children with preferences and allergies
- Big dinner hall
- McDonalds on-site
- No one way system
- Security cameras
- A greenscreen
- No open classrooms
- No deforestation for the area it is being built in
- Disco room
- Cooking areas
- Cooking supplies
- Flower gardens
- Hockey pitches
- Mindfulness classes
- Soundproof areas
- Therapy club
- Video gaming room
- CLUB room
- Properly trained teachers
- More modern teaching

- Good school dinners (?) (6 pupils)
- Member of staff on the bus in case there are bullies
- Free lunches
- Nice teachers
- Tours for pupils before they start attending
- School uniform to be brighter
- Be able to trade Pokémon cards

General Comments

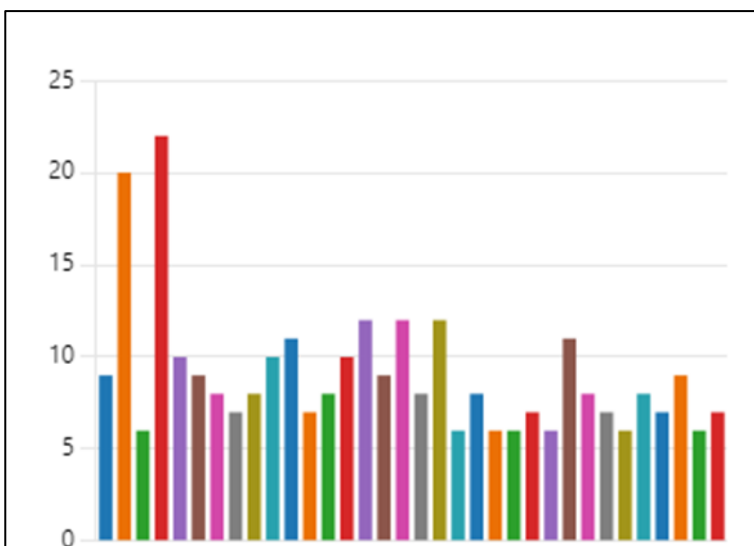
One pupil highlighted they were unaware where Rosyth was, one requested the swimming pool remain in Inverkeithing, one shared that they had heard crimes had been reported from the relocation area, while another wanted no graffiti or fighting in the new school. Another pupil requested nice teachers to help and encourage them to be their best.

11 pupils shared feedback that highlighted reservations about the proposal to relocate, while a further 15 pupils provided comments asking for it not to go ahead. 76 comments were received in support of the proposal. The main narrative supporting this view was the need to replace the existing building with a new and exciting environment both inside and out that would be a significant improvement.

Secondary Pupil Consultation Online Questionnaire Feedback

31% of Pupils attending Inverkeithing High School in S1 to S3 completed the online questionnaire. There was an even distribution of responses across the three year groups. 76% of the young people agreed that the replacement Inverkeithing High School should be relocated to a new site to a new site at Fleet Grounds in Rosyth.

21% of those who responded attend one or more of the 34 clubs or activities offered at Inverkeithing High School Community Use. The most attended from secondary aged young people were Drama (20) and Swimfit (22). 5 of the 34 activities offered had between 10 and 15 participants from those attending Inverkeithing High School with the remaining 27 activities having fewer than 10 people attending from Inverkeithing High School. 6 of the 62 respondents to this question said they attended all clubs offered.



Of the 62 young people attending Community Use activities and Clubs at Inverkeithing High School Community Wing, 34% (22 young people) walk, 28% (18 young people) travel by car, 25% (16 young people) use the bus with the remaining young people using other means of transport (including bike and train).

Pupils were asked to share 3 words they would like to use to describe the replacement IHS if the proposal goes ahead. The most frequently used words are listed in the table below.

Key Word	Number of times used
Modern	60
Clean	67
Big	56
Good	29
Fun	27
Safe	22
Cool	15
Fresh	11
Respectful	7
Great	6
Spacious	5
Nicer	5
Friendly	4
Inclusive	4
Accessible	4
Educational	3
Hygienic	3
Peaceful	3

General Comments Received

The written responses received predominantly fall into 4 categories; transport, location, requests for consideration in a new build school as well as general comments. These will be summarised in turn.

With regards to travel 10 comments or questions were shared by pupils focusing on an earlier bus pick up time as a result of the extra distance to travel; the need to now travel by bus as they would no longer be within walking distance; concerns about overcrowding on some bus routes if more people needed to use the buses, as well as being unable to travel by train as the station in Rosyth is further away from the proposed new school. The train station is located approximately 1.2 miles from the proposed new site, a walk of approximately 25 minutes. They also raised a concern about available public transport to the proposed location if they missed the school bus. One pupil commented it would be an excuse to use the bus while another asked how the new bus systems would work.

With regards to the **location** of the proposed new site 40 comments were received. The main point raised was that Inverkeithing High School should remain in Inverkeithing

because of its name (4 pupils), the additional travel time for some pupils (8 pupils), why Rosyth (2 pupils), to remain at the centre of the catchment area in Inverkeithing (3 pupils) as well as resulting in fewer children walking to school (2 pupils). One pupil didn't care where it was located while 7 pupils were positive about the change of location, as it would allow them to walk from their home in Rosyth. It was acknowledged that although it would be further to travel a pupil hoped it would be worth the extra distance.

Concerns were raised (2 pupils) about increased traffic congestion in Rosyth as well as the safety of travelling by bike. The economic impact on Inverkeithing was also raised, as well as concerns for the continuation of use the existing football pitch at Fleet Grounds.

Requests for consideration

In the feedback received from young people a variety of requests were made for the facilities in the new school. The most frequent request (13 pupils) was for a swimming pool. Other requests are listed below:

- More Space (2 pupils)
- Look modern (2 pupils)
- Café / Bigger Dining space / Tuck Shop (3 pupils)
- Big and Modern Football Pitch / Astro (4 pupils)
- Private changing (3 pupils)
- Private and cleaner Toilets (3 pupils)
- Stage for Drama
- Trampoline Park / Soft Play
- Newer classes / Comfortable chairs (2 pupils)
- Outside Seating
- Nature around the school such as more trees, bushes and flowers / school garden (2 pupils)
- Club facilities / Library and book club (2 pupils)
- Air conditioning
- Tennis Courts
- Music practice rooms with mirrors
- Walls in classrooms / no open plan / No shared classes (4 pupils)
- Same Teachers
- Wide Corridors
- A better DAS unit
- Open classrooms that allow light
- Wind and solar power units to make it greener
- more shops near the school to reduce queues
- Not an ugly concrete building.
- Completed by 2026

General Comments

Pupils provided a variety of feedback when they were given the opportunity to do so. Two pupils suggested renovating the existing school building, with one providing further comment about avoiding the old building becoming abandoned. Another pupil viewed the proposal as a waste of money.

Three pupils asked for a half day on a Friday, with the same length of days the rest of the week. One pupil was glad it would not be built where wildlife is. One pupil requested enough classes for each teacher while another shared they would like to see less violence along with better upkeep.

One pupil commented it would only be those living in Rosyth that would benefit from a relocation, while 3 other pupils said it should change name if relocated. There was an enquiry about whether the high school catchment area would change. Positive feedback about the school being built was received, although 4 pupils think it should not be in Rosyth.

**Appendix E - Other Written Responses 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><u>Consultation for Inverkeithing High School relocation.</u></p> <p><i>To, the Education & Children's Services Committee, Fife Council.</i></p> <p><i>We, Dunfermline Amateur Swimming club (DASC), write as a collective of local sport practitioners, members and parents to put forward our views as part of the consultation process for the Inverkeithing High proposal. We understand a replacement for the Inverkeithing high school swimming pool is not being considered as part of the proposal. DASC was previously a long term user of the Inverkeithing swimming pool however frequent closure due to lack of maintenance and the aged and unsuitable open plan changing facilities forced us to seek water space elsewhere. Whilst the club is no longer a direct user, we have many members who are located in the school catchment and as an voluntary organisation we are directly affected by community pool availability and the impact from the limited school swimming tuition existing in the West Fife catchment.</i></p> <p><i>The main areas of concern upon which our club have are as set out.</i></p> <p>1. <i>On completion, the proposal will inevitably see the 5th high school pool closed in the Dunfermline area since 2003. (Queen Anne HS, St Columbus, HS, Dunfermline HS, Woodmill HS, Inverkeithing High). This school consultation paper is threadbare on what will happen to the existing swimming pool and on how exactly Fife Council intends to fulfil its obligation to provide Physical Education in the form of swimming and community use swimming lessons in the area. As with all of the recent West Fife school replacements Fife Council Education is ignoring Sport Scotland guidance on standard sports facility provision and continues to hold the position of it is 'not Fife Councils policy to build or replace school pools'. This 'policy' however runs contrary to the Scottish Government's ambitions for sport and physical activity and is a completely different approach adopted to other regions where High schools are being developed as part of the Scottish Governments £1 billion Learning Estate Investment Programme.</i></p> <p>Q - Where is this Fife Council policy on school pool replacement written and what has been the assessment criteria for this determination?</p> <p>2. <i>The consultation paper states 2.1 Inverkeithing High School is a community use school with a wide and varied programme each evening and at weekends. The facilities in the new provision will be designed with this in mind and we will endeavour to ensure that this provision is available to meet the current demands, with flexibility to adapt to future community needs. 4.2.4 states: In addition, significant use of the sports facilities will be supported, making a contribution to and promotion of preventative health and well-being outcomes for all. In the context of wellbeing outcomes, the above statements clearly don't extend themselves to <u>all</u> as the sport of swimming has been seemingly excluded from any needs assessment or health consideration. Sport Scotland recommend that for <u>all</u> aspects of high</i></p>
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school design, it is essential that the needs of users (existing and new) are considered early in the design process and that PE teachers, School Sport Co-ordinators, facility managers and local sports clubs are involved in the planning and design of the facility. Despite being part of the active school's network, local sports clubs such as ours, Sport Scotland and the respective sport's governing bodies are not being considered direct consultees for this proposal. We also note that the current school swimming PE lessons and Fife Sports and Leisure trust lessons at the existing facility are not mentioned once in the paper therefore the impact to local swimming community is being completely diluted. We expect, like with recent high school replacements at the Dunfermline Campus and Dunfermline High, the sports offering will again disproportionately facilitate already well funded and locally accommodated sports such as football, rugby and tennis and the community shortfall on swimming availability will once again be ignored.

Q - Without all community stakeholder and national governing body input, exactly how will the future community demand and the type of sports to be catered for be established. What data or metric is Fife Council using to assess the potential community shortfall in swimming?

3. Unlike England, swimming is not a compulsory part of the curriculum in Scotland. The provision of swimming lessons therefore varies extensively from school to school and in each local authority, with children living in the most socially deprived areas having the highest number of non-swimmers. Nationally, drowning is still the third most common cause of accidental death in children. A study by Scottish swimming shows that 40% of children each year head to High school as non-swimmers which leads to as many adults who cannot swim or lack water confidence in future. In the minute of Fife Council committee meeting 16th March 2023 (motion 3) it states 'The Council calls for a report on the current position and future options for supporting swimming for children and young people, including school swimming lessons and consideration of Scottish Government funding, to be submitted to the Education Scrutiny Committee for consideration and recommendations'. Therefore, it is clearly the case that there is significant concern being expressed from our elected councillors that a swimming provision shortfall exists in Fife education.

Q – Respecting that position that Fife councillors unanimously voted last month to prioritise funding to school swimming classes as an integral part of Physical Education, why is a new on-site swimming pool not considered a priority for this school?

4. Notwithstanding the Scottish curricula deficiency, if another community pool is lost it becomes fair to assume that any possibility of school PE swimming tuition will also be lost as it is highly unlikely that a school can or will support the financial and time aspects of regularly transporting children to other swimming facilities during school hours. This has evidently been the case with previous redevelopments at Dunfermline HS and Queen Anne High and will be the case with the new Dunfermline Learning Campus. Experience tells us that statements made in the past from Fife Council about retention of community use assets and strategies to transfer existing swim programmes to the Trust have simply not materialised. This leads to pressures on other facilities and external swim schools. Fife Sport and Leisure Trust currently has a waiting list in Dunfermline for its Learn to swim

programme and evening water space is unavailable. In 3.8 of the proposal paper, it states: 'Fife Council will seek to transfer existing swimming provision to other provisions within the authority area'. This again runs contrary to Sport Scotland's assessing school needs document which states: 'The larger the school, the more sense it may make to provide a pool on site, but all secondary schools should have a swimming pool or easy access to one within reasonable travelling time.' The nearest pool to Inverkeithing and Rosyth is Carnegie LS which is at least a 7 to 8-mile round trip. Enabling an on-site facility for a school of circa 1800 pupils along with affordable access to external clubs and local private swim schools including providing revenue generating facilities for community access, couldn't be more important to achieve this the vision outlined in Building Fife's Future: School Estate Strategy.

Q - If a pool isn't being considered, what capacity assessment has Fife Council carried out on other swimming facilities and how would you be proposing to transport children to / from these facilities if the curriculum changes swimming to be mandatory in line with England?

5. Dunfermline aquatics clubs have seen a drop in membership over the last few years due to a reduction in pool availability and the ongoing financial effects from the COVID pandemic. It is reasonable to assume the economic impact of closing yet another local swimming pool will make it even more challenging for those in hardship to gain access swim teaching and competitive sport. This will result in an increase in the inequality gap that is already visible in respect of those participating in the sport. The current lack pool access has put at risk the future potential for competitive club swimmers who contribute to Dunfermline, Fife and Scotland's global success with Fife clubs starting to fall behind the national curve in performance swimming. In the Fife Sport and leisure Trust (FSLT) West Fife cluster, 90% of the pool allocation in the prime evening slots are currently occupied by club aquatics. The arrangement does not facilitate recreational, multi-aquatics or learn to swim initiatives and thus is counterproductive for any growth in the sport. There is also reported to be 8000 participating in the FSLT LTS programme including over 250 on a waiting list for Carnegie Leisure centre alone therefore the option to transfer provision, as stated in item 9.1, simply does not exist. The requirement to develop a facility strategy around Learn to swim, public and club swimming in conjunction with performance sport couldn't be more important for Dunfermline as the decline in the number of facilities and the reduction in Fife sports and leisure Trust pool opening times is having a significant impact in the future development of regional & Scottish swimmers.

Q - What impact studies have been carried out regarding the loss of swimming assets with regards to local community and wider Dunfermline? What initiatives, if any, have Fife Council in place to mitigate the effects of this and how are they proposing to support the swimmers of the future?

Swimming is one of the few sports which provides health, social and mental wellbeing regardless of age or ability. Local pools are the beating heart of this and can provide affordable access to a form of exercise that's seen as an essential life skill. If the current Fife Council capital budget for swimming

pools continues, it is clear that there will be inadequate pool stock in to facilitate any meaningful future learn to swim, community and club provision in future. We understand that swimming pools are inherently expensive to build and operate and local authority budgets for pool provision and maintenance are under increasingly severe pressure. However, in Fife there is no joined up policy between Fife Education and Fife sports and leisure trust regarding local authority sports and recreation facilities. Upgrading, replacement or indeed closure of any pool in the region should be set within a comprehensive council review of local swimming provision and assess different strategic options for provision before any decision is taken. Given the cost crisis that looms across all Scotland's pools and the inevitable upgrade cost required to bring the Inverkeithing wing up to a good & reliable standard of operation, Fife council should take from first principles the opportunity to review the facility requirement in the area and thereafter take a strategic policy decision on pool provision while they still have time to do so.

I draw your attention to:

Scottish swimming 'Save our Pools' campaign [Save Our Pools | Scottish Swimming](#)

Sports Scotlands guidance on Facility provision [Design guidance for secondary school sports facilities - Assessing School Need \(sportsotland.org.uk\)](#) and 'ticking time bomb' publication on swimming pools [It's da digest 1 \(Page 1 - 2\) \(sportsotland.org.uk\)](#)

We fully support the investment in the Inverkeithing High school but urge the consultation committee to consider the above points and grasp the opportunity to include a new swimming pool into the project plans to safeguard our children's future

Yours,

The committee, coaches, parents and members of Dunfermline ASC.

2

Good evening

INVERKEITHING HIGH SCHOOL Relocation PROPOSAL

I am emailing to ask for my feedback to be included.

I agree that a new school is needed, but I DO NOT agree with the proposed location. I agree with the 70% of respondents in the pre engagement feedback to Fife Council that the new school should be in Inverkeithing.

Location

This location is as far west of the catchment area as is possible. This means those in Aberdour and Dalgety Bay will be expected to travel MUCH further than the current distance. Even those in Rosyth that come to Inverkeithing (since the recent catchment change) have never had to travel as far as those will be expected to from Aberdour. When asking about the numbers

we were told that there is not much difference with the amount of kids needing to travel, however, to expect teenagers to get from Aberdour to Rosyth is unfair, considering they will be travelling from one side of the catchment all the way to the other. Surely, to have the school in an area as central as possible is the best option all round. The 2nd location on the list (opposite the A921) seems to be the best and almost central.

On trying to understand why the area opposite the A921 was not chosen - it is deemed as high risk to flooding. Where is this evidence? {There have been houses built opposite the current high school (Taylor Wimpey Houses on Spencer Fields) - these were built on a field that floods (but was manageable) now that flooding comes out onto the road...How was that agreed and put through the council?}

Money, giant hogsweed - these were other reasons given at the meetings as to why this location was not chosen.

Surely, the location of the Fleet Grounds - still means more money as the roads and footpaths will need to be upgraded/totally replaced to allow the number of kids that will be needing to use them. As well as speed reducing measures. It's not just a case of the immediate vicinity that surrounds the proposed ground, but all of the 'indicative walk routes', which will need to include more than 'adequate' footpaths, some of which are only wide enough for 1 person, never mind teenagers that walking beside each other 2 to 3 of them, possibly more. The slip roads on and off the M90 - teenagers expected to cross them safely?! Even if there is transport (buses) put on, there will be some children that will have after school clubs, are they expected to walk home from the Fleet Grounds and expected to get across the slip roads - when it comes to winter - this will be even more dangerous. (The location opposite the A921 - there are already widened footpaths, a tunnel - possibly looking at pedestrian crossing/s? On the face of it Rosyth needs a lot more work to be carried out just to access the proposed grounds.)

Transport

The children that live less than the two mile limit set by Fife Council, are they allowed to use the council placed buses for those that live more than two miles?

Currently - it would be 2 service buses for those children in Inverkeithing (if they are not covered by the two mile limit). Are there any plans in place to have an improved bus service to other side of Rosyth? Again, this would be another cost.

The 'normal' time for getting to school - this is rush hour - is incredibly busy with commuters already trying to get to work. Adding kids getting to school is going to make this even more stressful and even busier, for everyone.

We know it's our responsibility as parents/carers to make sure our kids get to school safely - however, this element of safe is being made quite difficult with the distance we are now expected to manage. It's been suggested that we, as the parent/carer, walk with our teenage child/children until we feel they are safe/comfortable to get to school. I, as well as many others, work. How are we expected to do this? Even for those that don't have the inconvenience of working, that is still something that many parents/carers would not have even thought about when their kids first started school.

Walking the kids to school was something that would have stopped in primary.
Have been advised that the new school will not have the facility to allow cars to stop to drop kids off, the space will only be there for buses. So, how and where are the kids expected to be dropped off?

Community Use Concerns

The Community Use area, The Wing. This is an integral part of the community and surrounding areas. There are a great number of locals that attend the classes held here on a daily basis. It is used 7 days a week, the Astro turf is also used for adults and children - classes and recreationally. If the proposal goes ahead, this would mean the eventual loss of vital extra curricular activities. Some of the families that use these are already under strain and have no other options. Having it local and within walking distance for so many, is incredibly important for their well being and mental health. Rosyth has facilities in use for many other classes too, so to have Inverkeithing left with nothing would be detrimental to those of us that use it. A lot of us do not have the transport options to be able to go anywhere else. The Wing is a lifesaver for so many people - it brings us together. Families that have very limited funds, limited transport options - the Wing is something they have come to rely on for the well being of them and their children. The Civic Centre and Ballast Bank are the only other 'options' in Inverkeithing - but these are not designed and were not built in mind with what we would need to use them for if the Wing goes. The swimming pool would also go - how many families with children would not be able to learn to swim because of financial/transport constraints - they can't get to the other sports centres in Fife that do offer swimming. Swimming is an essential life skill that would be taken away. What about the upkeep of the Wing? It's falling apart. At the November 2020 meeting, the Education sub-committee also authorised officers to prepare and bring a report to the Policy and Co-ordination Committee to investigate the Community Use Wing's retention, refurbishment and future investment at IHS. £1million is included in the 'Capital Budget' to improve the Wing of IHS. This funding is desperately needed - Would the Wing still see this?

Local community

If the school moves out of Inverkeithing this will mean the town falling even further for potential businesses/shops opening or even staying here. There is a great risk of even more closing down and then Inverkeithing having no prospects for any businesses and then all we'll be left with are houses with no amenities. It will just be a commuter town - train station and houses (some of the residents moved here for the high school because it was in Inverkeithing). We need more money being spent in the town, not another opportunity for it to leave. The town is falling apart.

Thank you for your time

3 To whom it may concern,

I am writing as Chairperson of the Dalgety Bay Primary School Parent Council in the response to the proposal of the new High School to be built on the site in Rosyth.

We have engaged with as many parents as possible via surveys and encouraging them to fill out your online questionnaire and the general consensus is that this location is not suitable for the new high school.

The primary complaint is that as a High School for the cluster, the new school will be positioned as far west as is almost possible for the Primary Schools it supports and therefore the associated catchment area. This in turn will force more children to use public or private transport where an active trip to school is encouraged by Fife Council. This is particularly true of Dalgety Bay where the current location allows for many students to walk or cycle either along the main road or along the Fife Coastal Path to commute to school. The new school will involve either crossing the M90 roundabout at peak rush hour or a sizeable diversion through Inverkeithing to enter Rosyth by Dunfermline Wynd (junction with the B980). In particular, Parents of Children with any form of disability (especially autism or other neurodiversity) are concerned that due to their needs, the only way to get them to the school would be through private transport, which is not always feasible with time or finances.

The secondary complaint was the geography of the school site itself. The new site sits on a major road that is incredibly busy at all times of the day, especially when the local Camdean Primary School is in the process of 'Drop off and Pick Up. This new school will bring with it an incredible amount of extra traffic due to the additional children who will need to use school, public or private transport compared to the current site at Inverkeithing. There is currently no obvious drop off location for private cars and this coupled with the additional public transport will cause a bottleneck that will cause traffic issues back beyond Admiralty Junction. The site is also located next to an industrial estate and is well known to flooding which parents are concerned about. Currently children at Inverkeithing High School are seen to leave school at lunchtime to get food in the local shops/town. If this was practice at the new school, the only shops available would involve crossing the main road where there are currently minimal traffic crossing or calming measures.

The final reasons that have been given are due to the removal of facilities. Inverkeithing High School provides additional facilities to the catchment area that all local schools (sometimes conjunction with Fife Council) use or benefit from. The removal of the Wing and facilities such as the pool will be a net negative to the area and at detriment for the attainment of the local children in certain disciplines (especially swimming). The new school should have equal or enhanced facilities to those being removed.

We found that a new school is something that our parents are very much looking forward to as they are looking forward to their children receiving a better education or learning in a safer environment compared to the current school. However, the positives of the location are almost none, especially due to the reduction/no increase in facilities for the area.

	<p>Below I have included comments from our Parents forum and some basic statistics of what has been fed back. As a Parent Council, after engaging with the Parent Forum, we are against this current proposal. Best Regards</p> <p>Chairperson - Dalgety Bay Primary School Parent Council.</p>
4	<p>Hello,</p> <p>I wish to recorded my objection to this relocation.</p> <p>The decision to relocate the school to the far western edge of the catchment has designed in motor vehicle trip generation in contravention of Fife Council Local Transport Strategy to: 'Increase walking, cycling and wheeling trips, from 23% in 2019 to 30% by 2033' and Scottish Government Active Travel Framework 'Outcome Indication 3 to increase the Proportion of journeys to school by walking, cycling and wheeling'.</p> <p>The decision to make an asymmetrical catchment in terms of school location means that you have disadvantaged pupils and parents in the eastern half of the catchment who now have to rely on school or service busses. The point being that the option to walk/cycle to and from school has been removed. A more centrally placed location would have served more of the community better.</p> <p>The wider Fife Council decision to retain a school catchment bisected by a motorway means that you have decided to maintain this separation for the design life of the school and have lost the opportunity for a more connected community. I view this as a policy failure.</p> <p>I do wonder what the reasons are for the timescale to relocate to a new school. I understand the fabric of Inverkeithing High School requires considerable upkeep however has something happened which is pushing this timescale (such as insurer withdrawing cover/ structural inspection reporting)? I worry that the location decision is being made not for what is best for the community but for which site, however constrained, can be developed in the timeframe?</p> <p>Couple of other queries:</p> <p>Persuadably proximity to COMAH sites such as Port of Rosyth/ services has been assessed? Does a PADHI assessment have to be undertaken?</p> <p>Has traffic modelling been undertaken for the A921 junction with the M90? Suspect this junction is nearing saturation during AM peak time, when further trip generation should be being discouraged, not designed in.</p> <p>To be clear I am delighted that FC are investing in the school infrastructure, it's just in the wrong location.</p> <p>Regards,</p>

5



2 June 2023

Ms C Lindsay
Executive Director Education and Children's Services
Fife Council
Fife House
North Street
Glenrothes
KY75LT

Dear Ms Lindsay

I am writing to you in response to the public consultation on the proposal to relocate Inverkeithing Highschool to Fleet Grounds, Rosyth. There are a number of concerns we would like you to consider prior submitting the proposal to Education Scotland:

Location

Whilst we agree that a new build will bring educational benefits, we believe that these benefits as described in the proposal would also be achieved with a new school built in Inverkeithing. In fact, the pre-engagement feedback to Fife Council (Appendix 1.6 in proposal) showed that about 70% of respondents have stated they prefer the new school to be built in Inverkeithing.

For transparency we think affected residents should have visibility of the actual and projected school roll by community in addition to the school roll by age group with more detail on how the projected school roll is estimated i.e. linking with Appendix 1.5.

Community use facility in Inverkeithing (The Wing)

There is significant concern that the loss of the Community Use facility "The Wing" will lead to less extra-curricular sports and other activities available within the Inverkeithing community. Whilst a community use offered in Rosyth might work for Highschool pupils, it doesn't consider the effect on the primary age group.

At the moment Inverkeithing Primary School children can attend a number of sport and creative activities at the Wing or on school sports grounds (ie. Astro) on weekdays after school hours and on the weekend. These extra-curricular activities are essential for the

health and wellbeing of Inverkeithing families with limited transport options, as well as supporting the Primary School PE curriculum.

Although Ballast Bank and Inverkeithing Civic Centre are also available, they don't offer facilities for swimming or aren't big enough and lack equipment for many other sport activities.

The Primary School has a sports hall and offers taster sessions for a number of sports, but the school building is currently not routinely available out with school hours for weekly classes run by clubs.

Inverkeithing Highschool cluster comprises of coastal towns. Swimming is a life skill and can save lives and the swimming pool is used well for swimming lessons by local primary age children during term time as well as during school holidays.

The proposal document doesn't include what has been done in response to the agreed action at the Education committee meeting on 3 November 2020 to look into retaining the Wing.

If you consider to go ahead with the relocation, we are looking for a commitment from Fife Council prior to the decision to retain the Wing including the swimming pool in Inverkeithing as a community use facility.

Safe walking and cycling routes

Parents also have significant concerns over the safety of the potential walking routes from Inverkeithing to Fleet Ground, especially the route crossing the busy Admiralty roundabout without traffic lights.

School is starting at 8.40/8.45am and this is still within the morning rush hour traffic. Without having had visibility of the latest walking route assessment results, we don't think there are sufficient gaps in traffic flow at the Admiralty roundabout. There is significant concern that this will increase the risk of accidents. We think that normal speed within the roundabout and whether a car is exiting onto M90 slip road North can cause uncertainties that may cloud the decision to cross safely.

Parents have further safety concerns in regards to their children cycling along the A985 through Rosyth during rush hour.

If you consider to go ahead with the relocation, we are looking for a commitment from Fife Council prior to the decision to reassess all walking and cycling routes together with affected Parent Council representatives from both Primary and Highschool.

Traffic management

The A985 road through Rosyth is a trunk road and very busy commuter road during rush hour (7-8.45am) and (5-6.30pm). We don't think the proposal provides sufficient assurance how Fife Council is addressing a potential higher risk of accidents as result of increased traffic along the A985; and this may also potentially lead to increased pollution from slow moving traffic along the walking route to Fleet Ground.

During drop-off/pick-up time at the current Highschool, cars can park alongside Hillend Road leaving sufficient room for traffic to flow; this would not be possible along the A985.

Before a final decision on the relocation is taken, we are looking for a commitment from Fife Council to publish a traffic assessment carried out in conjunction with Traffic Scotland.

Furthermore, parents/carers are looking for more detailed information in relation to school bus routes and availability of private bus operator's routes to and from Inverkeithing.

As outlined above we think the proposal doesn't explain in sufficient detail how Fife Council intends to minimise or avoid the adverse effects on Inverkeithing Primary School children and local communities.

I hope you will be working closely together with the other Fife Council departments Transport and Planning to ensure the new Inverkeithing Highschool can benefit all communities.

Yours sincerely,

A black oval redaction mark covering the signature of the Chair of the Inverkeithing Primary School Parent Council.

Chair Inverkeithing Primary School Parent Council

Appendix F - Record of Public Meetings

As detailed in the Notice of Consultation, the proposal document and as advertised by other means, 3 public meetings were arranged and 9 drop-in sessions at different times of the day to provide flexibility for parents/carers and other stakeholders.

There were 16 people who attended the public meeting at Inverkeithing High School, 23 people who attended the public meeting at King's Road Primary School and 14 people who attended the final public meeting at Dalgety Bay Primary School.

The informal drop-in sessions were promoted in the Notice of Consultation and advertising, as well as through a school Groupcall message. There were around 55 stakeholders in total who came along to these 9 events.

5.1 Thursday 20 April 2023 at Inverkeithing High School

FIFE COUNCIL – EDUCATION AND CHILDREN'S SERVICES DIRECTORATE

Public Consultation Meeting held at Inverkeithing High School

Thursday, 20 April 2023 at 6.00 pm

Present:

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

Alan Paul, Head of Property Services (AP)

Louise Playford, Service Manager (LP)

Avril Graham, Team Manager, (Infrastructure & Systems) (AG)

Lyn Meeks, Quality Improvement Officer (LM)

Karen Lees, Education Manager (KL)

Sarah Else, Education Manager (SE)

Kim Lawson, Note Taker

Sheila Hastie, Note Taker

16 people attended the meeting.

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

This was the first of three formal public meetings scheduled in respect of the Schools Consultation Act (Scotland) (2010) following the decision by the Cabinet Committee of Fife Council authorising the Education & Children's Services Directorate, on 6 April 2023, to consult with parents and pupils on the proposal to relocate Inverkeithing High School from the existing school site of Hillend Road, Inverkeithing, to a new site, south of the A985 (Admiralty Road, Rosyth), The Fleet Grounds, Rosyth.

The statutory consultation period is from Tuesday 18 April 2023 to Friday 2 June 2023.

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

Question	The current Inverkeithing High School is central for all primary schools in its catchment area. Going to the west, how do we know if we are within or outwith the 2 mile radius? There are dangerous roads to cross.
Response	SMcL: We undertake walking routes to schools assessments to determine suitability. These involve walking the routes children would walk to school, with other officers of Fife Council, members of the Safer Communities Team and councillors, to establish if they would be suitable. Parents can join these walks. Reasonable routes are determined on the basis of the agreed policy. As soon as pupils are outwith the 2-mile limit they will be entitled to transport.
Question	The roads I am talking about are the main roads with the motorway slip roads and rush hour traffic. At what point do you decide it is safe?
Response	SMcL: The current route has been assessed and deemed to be a reasonable walking route, however many young people walking this way would be entitled to transport as the proposal progresses. Pupils are expected to be accompanied by an adult until they are able to navigate the route independently. The routes will be assessed again.
Question	When the routes were assessed, were they undertaken at a busy time of day?
Response	SMcL: Yes, they have been undertaken at both ends of the school day, as well as during the summer and winter.
Question/S tatement	If more children are entitled to travel, this will warrant additional costs to Fife Council?
Response	SMcL: Not necessarily - we looked at the number of pupils who will be entitled to transport and the numbers don't change significantly as there is quite a lot of transport already required for this school.
Question	Are the current walking routes published?
Response	SMcL: We can publish these on Fife Direct.
Question	In relation to the feasibility assessment, was there an environmental impact assessment done for the site now selected, the western most site. That site would mean most pupils would be now travelling further. There are busy roads and lots of traffic which will lead to traffic congestion and further to travel for pupils. There is a little roundabout which will lead to a lot of traffic congestion with no plans to change the infrastructure. A) Is a further distance to the western most part of this area for most. B) It's the busiest part of the area. The road to Kincardine is a commuter route. Commuters will get caught up in further congestion as well. I wonder what opportunity there is to alter the outcome of this proposal. My second observation is that it feels like a strange process with the Council having a preferred site and applying to itself for permission.

	When there was a feasibility study carried out there was quite a lot of opposition, but we are here today and in terms of an open exercise, my conclusion is that I feel it's a done deal.
Response	<p>AP: We want to provide a great educational experience. We need to be able to get children to school safely whether that be by cycling or walking. We would be able to look at widening footpaths and it would be taken incredibly seriously. It would be fair to say the proposed site has some limitations to access, as it was never designed for this use in mind, however, we will address those issues in a clear and transparent way. We went through a more extensive site selection process than ever before. We looked at 25 – 30 sites in total. It was a very extensive process and we asked people for their views and suggestions for sites. Fleet Grounds was the standout solution. Relocating the school would be challenging, however we do look carefully at the number of children attending and their addresses. At a macro level, the changes would be relatively limited. A large number of pupils travel to the current school from the opposite direction. My sense is we would be doing the right thing in a transparent way and in a safe way.</p> <p>SMcL: We can also add the Committee Reports to the tile on the internet, for easy access, and you can see all the information that was considered at the time. It is not a 'done deal'. It's really important to hear what people think. I want the young people attending this school to have the opportunity to have the best experience they can. Inverkeithing High School currently does its best with what is available but it is not fully accessible to all children. We need a safe and accessible building to give your children and young people the best experience at school. This site gives the best option in relation to the Education Principles agreed by Committee.</p>
Statement	I am all in favour of a new and bespoke building and the benefits that will offer, the sooner the better. However, as things stand, I'm not sufficiently assured in relation to transport issues, as I do think they will lead to congestion at the roundabout and I predict difficulties and issues there.
Response	<p>SMcL: Thanks for bringing that up today. We are required to justify every decision. We can respond to that in the consultation report. The Planning Authority does challenge us very robustly on any plans, infrastructure and environmental assessment, as you would expect.</p> <p>AP: As part of the planning application, we undertake an environmental assessment in relation to site selection. We build up evidence as we go. We add in detail and add that to our library. It's a very detailed assessment. We will be submitting a complete environmental assessment which will include impacts on flooding, wildlife and safer walking routes to schools. There's an incredible level of detail and the team is currently working on this.</p>
Question	In the consultation proposal, the community wing is not mentioned. Active schools is a valuable service. If the high school is moving to Rosyth, have you considered the impact on the community in Inverkeithing, Dalgety Bay and Rosyth?

Response	SMcL: We've made a commitment to the provision for Inverkeithing. All Community Use would move to a new building in Fleet Grounds. The only element which would not move is the swimming pool. Property Services, Education and Community Use are working together on what provision would look like in the Inverkeithing area.
Question	When do you think clarity will be available?
Response:	SMcL: We will be able to provide answers in the consultation report. We have been asked by local councillors to ensure all queries have been answered.
Statement:	The proposal document says you are trying to move swimming to other locations in Fife, there is none in Inverkeithing.
Response:	SMcL: We would look to support this, however, we will not know until the community wing facilities have been confirmed. The Education Service has said we don't plan to build a swimming pool for sound educational reasons, as this would mean we can provide other options for our young people. There would be room on the site, if the decision was taken by Fife Council to build a swimming pool. We have ensured this area of concern can be addressed, if there is a Fife Council decision to build a new swimming pool.
Statement	I am concerned about the lack of swimming pool provision, although I don't mind the proposal as a whole. I know the school has capacity issues. If a new school doesn't have a pool, should there be allocated space for a pool to be provided?
Question	What is wrong with the existing school? Why can we not upgrade?
Response	LP: We did look at refurbishment, which would be very challenging. An accessibility upgrade would require significant investment and there are key issues of both accessibility and asbestos. Upgrading the building would lead to extensive costs. We also cannot disturb asbestos as we would then potentially have to decant the school. SMcL: All options were included as part of the site selection process and refurbishment was one of the first options we looked at. Even doing ongoing repairs and maintenance is challenging. We have reduced the capacity to try and allow for a bit of flexibility to allow us to do this. AP: This is a listed building. Stripping it back to the frame is complex, time consuming and expensive. Post December 2020, how you achieve environmental standards i.e. net zero, is very difficult and challenging with a building like this.
Question	What will happen to this listed building?
Response	AP: We would look at this on a stage-by-stage basis. Relocating the high school is a major process and we need to make the right choice. Once a decision has been made, and if the process goes ahead, we would then come back to this site to establish what we want to do with the existing building. I would expect there to be lots of moving parts with the new build. Once this happens, it would allow thinking elsewhere. The family nurture centre and primary school would be a consideration as well. It frees up capacity when a new school opens. SMcL: We own the land (Education). Through this process, if the decision is to relocate, we'd say if we think education could use the

	site. If we determine there is no educational use for the site, we would hand it back to Property Services to determine another use. If there is no other use for it, we'd look to Fife Council to determine what to do with the site.
Statement	We need more facilities for people, such as swimming etc and not houses.
Response	SMcL: Thank you for your comment.
Question	In relation to the longevity of the building, do you think more parents are likely to choose the new school for their children? Would there be scope for more children to attend and a higher capacity? My understanding is the new roll is similar to now. If there are new houses is there scope for additional space for pupils?
Response	SMcL: We project capacities based on house building to ensure the school is the size we would need it to be. School roll projections would suggest the pupil roll will decrease over the coming years. We would expect the new school to be the same size as the current Inverkeithing High School capacity. As the roll reduces, it will allow for more flexibility.
Question	In relation to capacity, the school roll will be 1800. How do we support staff and teachers?
Response	SMcL: We are currently discussing this with various services. We've agreed we'd provide temporary modular accommodation on site to ensure we can accommodate projected pupil numbers before any relocation. Woodmill HS has purpose built modular accommodation on site, before they move into their new building. We will look at how we use that, knowing that the numbers will go down in subsequent years. We're working with specialists on that planning. Lyn and the team are monitoring the work very closely in relation to this.
Question	Was the modular accommodation included in the consultation?
Response	SMcL: No, however it was mentioned in the catchment review.
Question	To help one of the capacity issues, would you be able to split the staffroom in half to accommodate two classrooms? One current issue is not enough space.
Response	SMcL: It's about using all space over the school. We may need to use space as a classroom or look at how we may use the same space as a staff room. We need the right type of space for the curriculum. That will determine for us if we need temporary modular accommodation.

Shelagh McLean concluded the meeting by thanking people for their attendance and their comments, as well as encouraging people to provide feedback by any of the various methods. The meeting closed at 7.15 pm.

5.2 Monday 15 May 2023, at King's Road Primary School, Rosyth

FIFE COUNCIL – EDUCATION AND CHILDREN'S SERVICES DIRECTORATE

Public Consultation Meeting held at King's Road Primary School

Monday, 15 May 2023 at 6.00 pm

Present:

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

Louise Playford, Service Manager (LP) (Property Services)

Lyn Meeks, Quality Improvement Officer (LM) (Education Service)

Avril Graham, Team Manager, Education Service (minute taker)

Kim Lawson, Compliance Officer, Education Service (minute taker)

23 people attended the meeting.

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

This was the second of three formal public meetings 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 6 April 2023, to consult with parents and pupils on the proposal to relocate Inverkeithing High School from the existing school site of Hillend Road, Inverkeithing, to a new site, south of the A985 (Admiralty Road, Rosyth), The Fleet Grounds, Rosyth.

The statutory consultation period is from Tuesday 18 April 2023 to Friday 2 June 2023.

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

Question	We live at the bottom end of the fleet grounds. We have direct access from our garden to the bottom field. What happens in relation to access?
Response	LP: We would be looking to consider boundary fencing to make the ground more secure. SMcL: We are also aware there is currently the coastal path which goes straight through the site. We would be looking to consider changing the coastal path. LP: We would consider the relocation of the coastal path as part of the planning application.
Question	Would access be blocked off?
Response	SMcL: Current roads and access would remain.
Question	In relation to traffic, would there be vehicular access at the bottom of the site? If we have the parking at the school at the A985 entrance, as we don't want 2 points of access and a number of people

	dropping off at the fleet grounds. We also do not want additional traffic or any more high speed vehicles traveling on these routes.
Response	LP: There are a number of things to be taken into consideration and one of these is a traffic impact assessment which reviews how people get to school. This is part of the design process. We will also look at transport plans. It is expected that all of the traffic for the school will come out from the top. This needs to be fed into the planning process.
Statement	The relocated school is causing the existing problem to be made worse.
Response	SMcL: We will respond to this through the consultation process. It is important to record all questions raised and be able to respond fully. The planning meetings scheduled for 24 and 25 May will provide more detail around transportation. We are more than happy to speak to stakeholders at these meetings around the traffic assessment. We would want to try to avoid this type of congestion and we would want walking routes. We want everyone to be able to access the site, therefore it is good to hear all of these points being raised. LP: The traffic assessment will require input and working with Transportation colleagues and we would need to look at speed and traffic calming measures, for example, speed bumps.
Question	I live at the top of Peasehill in a house that looks onto the Pavilion. Will the fence at the boundary still be secure, as this is paid through factoring fees? Currently, children would be able to access this. Would you be able to provide assurances that this will not be used by children?
Response	LP: I would be happy to look into this is if you can provide me with the address.
Question	There is a green belt for privacy around the back of our house as I live near the pavillion – will there be access points as there is not a viable walking lane by the A985. Would there be a common walkable route as in my opinion there is not a viable footpath along by Mowi?
Response	LP: As part of the school development, we don't just look at the internal areas we look at the outside areas – footpaths. It may mean that we may have to make footpaths wider and consider how bikes or cars can access the site. We take on board any points as part of the planning process. SMcL: Every school will have a school travel plan and the school would create a new plan which details what the walk routes are, reviews how pupils travel to school and those pupils who arrive by bus. The travel plan is formed through discussion with Parent Council and we would continue the dialogue around this. We still need to carry out the walking routes to school assessments to determine which routes are reasonable for children to walk. If it is determined there is not a walking route, a child would potentially be eligible for bus transport, however we are in constant discussion in relation to this. Any changes which need to be made would be managed.
Question	How will traffic get to the school from the top end? I would think all of the traffic would need to come in at the bottom. There is civil service

	ground which is used for sport and does not have a clear boundary. Any road which was to be used would need to go right along and potentially have two entrances and we would possibly even need two roads. If this was not the case, people would cut through the current housing estate.
Response	SMcL: As was indicated by Louise, there are a number of things to be taken into consideration and one of these is a traffic impact.
Statement	Community Use facilities are important. In the proposal, there would be no swimming pool. There is a huge demand for swimming lessons in the area and it is a life skill which could save lives. You would be taking away Community Use.
Response	SMcL: We agree that swimming is a life skill. There is good provision across Fife swimming pools. We made a decision for the school on a curriculum basis, to determine whether we need a swimming pool or not. The Communities' Directorate is responsible for managing Community Use activities and will decide on Community Use in schools. Fife offers one of the greatest number of swimming lessons per population. There is a review of the Community Use programme by the Communities Directorate and we will look at this aspect in relation to secondary schools. We have heard, during this consultation process, the views regarding Community Use. For the Education Service, there is very little use of the swimming pool and due to the size of space a pool takes up, we need to look at the best use of resources. We need to design a building to meet the needs of the curriculum. The team is working on this review and we have to be in a position to include this when writing the report.
Statement/ Question	I appreciate there is a separate consultation around the transport aspect however, the amount of traffic on the roads, i.e.. King's Road, the traffic should be 20 mph. We have been waiting for a 20 mph traffic sign for a while. There have been a number of accidents on pedestrian crossings, at the traffic lights, when the sun is down and I am worried kids will be knocked down. I was involved in the walking route to Inverkeithing High School and I know that pupils have to have the sense and trust in them, however, there are lorries, buses and it scares the life out of me. Can we get reassurance this is taken as a top priority? I'm really passionate about this.
Response	SMcL: One of our key responsibilities is to keep our children and young people safe. We will continue to do a walked route assessment. We do these at the times that pupils will be walking to and from school. We need to have ongoing dialogue with pupils and if we need to put in pedestrian crossings we will.
Question	Will traffic be a consideration in this process?
Response	LP: We will consider traffic as part of the planning process.
Question	Does the walk route take into consideration the increase in traffic and can you do this from all angles i.e. North Queensferry, back road at Ferrytoll and along through the dockyard. If the ferry is reinstated, there will also be more traffic in the area due to this.
Response	SMcL: Yes, this will be arranged.
Question	Will the A985 lose it's trunk road status?

Response:	SMcL: We work with Transport Scotland to review our roads and we will ask them about the walk routes to school as they are a key stakeholder. We ask about the elements of the school design.
Statement	Vehicles travel too fast on the roads mentioned. None of these roads are 30mph. I walk my dog there so I know how fast the vehicles can travel.
Response	SMcL: We will continue to engage in discussions with the various stakeholders involved in this process.
Question	If we could go back to the question relating to the swimming pool. Can I check the decision on no pool, is this down to the students?
Response	SMcL: The decision relates to curricular use. The site can accommodate a swimming pool if this comes from the process and decision making. We would be able to have these discussions if we need to. It would be fully managed by Community Use and activities offered by Community Use. We listen to our young people and what they need. I cannot give a guarantee but this will be responded to within the report.
Statement	I have just finished school and the thought of going swimming at school would not be of interest to me.
Response	LP: The space for a pool could enable a drama or dance studio, or music space. There is a lot we can do with space of that size. It is the responsibility of the Community Use team as an authority to increase sports and activity across Fife.
Question	In relation to the planning application, what is the size of the outdoor sports facility planned compared to what's available at the current Inverkeithing High School?
Response	LP: There are 2 all weather pitches planned, 3 grass pitches, hard standing for multi-use games area, social and external learning areas, as these are important too to ensure our learning areas extend outside.
Question	Is there anything you can do to support accessibility for pupils with a disability? I am an employee at Carnegie Primary School and there is no space between desks for a wheelchair user. When I work with pupils I have to go out into break out space or corridors.
Response	SMcL: Thank you for providing this feedback and this is certainly something we will look into with the design of classrooms. We look to have flexible areas and rise and fall furniture and rooms where walls can be moved. We will also look at carpeted areas.
Statement	I was in Dunfermline High School and the CDT and Science areas were not accessible, as the workbenches in these spaces did not move.
Response	LM: We have certainly heard a number of comments raised by pupils throughout the consultation about accessibility. It is important for us to consider including being able to move desks and sinks, as well as having accessible workbenches.

Shelagh McLean concluded the meeting by thanking people for their attendance and their comments, as well as encouraging people to provide feedback by any of the various methods. The meeting closed at 7.05 pm.

5.3 Monday 15 May 2023 at Dalgety Bay Primary School, Dalgety Bay

FIFE COUNCIL – EDUCATION AND CHILDREN’S SERVICES DIRECTORATE

Public Consultation Meeting held at Dalgety Bay Primary School

Monday, 22 May 2023 at 6.00 pm

Present:

Shelagh McLean, Head of Education & Children’s Services (SMcL) (Chair)

Louise Playford, Service Manager (LP) (Property Services)

Lyn Meeks, Quality Improvement Officer (LM) (Education Service)

Avril Graham, Team Manager, Education Service (minute taker)

Kim Lawson, Compliance Officer, Education Service (minute taker)

14 people attended the meeting.

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

This was the last of three formal public meetings 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 6 April 2023, to consult with parents and pupils on the proposal to relocate Inverkeithing High School from the existing school site of Hillend Road, Inverkeithing, to a new site, south of the A985 (Admiralty Road, Rosyth), The Fleet Grounds, Rosyth.

The statutory consultation period is from Tuesday 18 April 2023 to Friday 2 June 2023.

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

Question	Will the community wing close at the same time as the school?
Response	SMcL: This has not been decided at this time as further discussion is required with the Communities Directorate, who manage Community Use, on what will remain. We are working closely with Communities to assess the full picture of the impact of this. We would be able to provide this in the consultation report. We have said in the proposal that we are not providing a swimming pool. From an Education perspective we do not think a swimming pool would be the best use of space in the school, as it is currently used infrequently by the school. The swimming pool is generally used by Community Use. We have provided space within the site and if Fife Council elected members agreed, in the future, there was a need for a pool, there would be space.

Statement	Through modernising you are reducing facilities and not leaving a pool for the school.
Question	Do we know what young people would prefer?
Response	SMcL: In terms of education facilities, we are providing a fitness studio, drama space, dance studio, STEM classrooms, major science labs and various other different types of space of accommodation for the young people. Young people are telling us they would prefer a different provision. If there was a swimming pool, it would be in a different building to the school.
Question	Does the school use the swimming pool?
Response	SMcL: Yes, about 3 periods per week.
Question	Families will have no access to a pool or other activities. The facilities at Inverkeithing High School are well used – some parents don't have access to transport and some parents can't afford to get on a bus.
Response	SMcL: Fife Council has a responsibility to look at this. There are discussions ongoing regarding Community Use and what is required. Our purpose is to make sure we have a school that is fit for purpose, with appropriate Community Use facilities. Community Use will be available on site in Rosyth. We would need to consider how people get there.
Question	You have said all the decisions will be included in the consultation report. Has there been a concrete proposal on how long the Community Use wing at the current Inverkeithing High School will be open for?
Response	SMcL: There is a decision-making process, it is a statutory consultation process for the school and part of that feedback has been that some people still want a pool. The decision about what remains on site and for how long has still to be made. The Communities Directorate tells us that we are one of the local authorities offering the highest number of swimming lessons.
Question	As a parent of two children, with one currently in S1, who will have the benefit of the new high school for one year only – what happens with the existing school – how do you maintain it for the next 3 years? I am shocked at the condition of it.
Response	SMcL: We will continue to maintain the building and invest in repairs of the building to ensure it is fully operational. We are currently looking at how we are using the building to create more space to support our school roll. We won't undertake major investment in this building unless it is necessary
Statement	There are basic things such as broken windows, dirty windows not being washed. If the building has been allowed to be treated in this way, I am unsure how we expect the children to show any respect towards it.
Response	SMcL: We need to ensure that the experience for pupils is the best and the building is effective to deliver the best experience. The building is of concern; however we must ensure it is flexible and fit for purpose for existing young people. We have done work to resolve issues and continue to work with the young people to embed values. The building is always very clean when we go in, with no litter and

	the young people are very respectful. We will pick this up with the Headteacher and Business Manager.
Statement	I'm worried about the basics and we are not getting an answer from the school. I visited after the summer holidays,
Response	SMcL: We have responded to the Parent Council and we will respond to any further concerns. We will pick up any issues with the Business Manager. The school also has their own budget to make improvements.
Question	Why did you pick that site? Was there any public consultation on the site chosen? The geography shows this site on the far extend of the catchment area. It looks like you have picked a site and a decision is already made.
Response	SMcL: This preferred site decision was made during November 2020.
Statement	I have to admit this feels like a tick box exercise. During covid, things have changed, we have changed as adults. My son is autistic and would not cope with getting on a bus to school. I would have to drive him. Where is the feasibility for me?
Response	SMcL: There were around 32 sites which were reviewed, with 7 further reviewed and 4 detailed feasibility studies with this site being decided as the preferred site. The decision is a preferred site, we need a preferred site to be able to come out and do a statutory consultation. This is a proposal only.
Statement	I attended one of the drop-in sessions you mentioned. There were roughly twenty people and no one wanted to provide any feedback.
Question	If people say they don't want the site, what is your plan B? What happens next?
Response	SMcL: We want to listen to everyone. We need to have a proposed site to be able to consult our stakeholders. Elected members will get all of the information from the consultation and all of the points raised have to be responded to within the consultation report. It will be evident and you will see how many people responded as it all comes through this process. As an Education Service, we have to say what we are recommending as part of the process to elected members.
Question	Do you have another site? A plan B?
Question	What do we have to do to get another site?
Statement	Many families in Aberdour and Dalgety Bay do not want the new high school to be located in Rosyth
Response	SMcL: We have looked at all of the available sites in the catchment area of Inverkeithing High School. We will be able to respond to all of these points in the consultation proposal report.
Question	When will the report be available?
Response	SMcL: The report will be available in mid August and it will include all feedback we have received as an Education Authority. In the report, we will recommend whether the proposal should go ahead or suggest a change.
Question	If sixty or seventy people do not want the new high school in Rosyth then what happens?

Response	SMcL: The elected members will make a decision based on the entirety of the facts. We would, potentially, start the process again.
Question	OK so there is no plan B. You would need to start again from scratch. Is there another site more central?
Response	SMcL: We did look at all of the sites.
Question	If the decision is no, we do not want the high school to be located there, then what happens?
Response	SMcL: We will then need to review the full site list again, but it would not be possible to build a new school for August 2026.
Statement	It would be better to still be in Inverkeithing.
Response	SMcL: The school would not be in place by August 2026 if we do not go ahead with this site.
Question	What is your plan B? This is a tick box exercise. Why not say this is what we are doing instead of asking for feedback when it has already been decided?
Response	<p>SMcL: That is why we are asking for your feedback as part of this consultation. We have engaged previously on all of the sites. On balance this is the preferred and most viable site. The feasibility study looks at the technical assessment of site and a number of factors taken in consideration. There are 7 principles we work to which include us looking at the following:</p> <ul style="list-style-type: none"> • Can we deliver education on the site? • Is it big enough? • Is it the right environment? <p>We rule out other sites based on a number of factors as well including:</p> <ul style="list-style-type: none"> • Can the land deliver? • What are the infrastructure issues? • Is planning viable? • What do we do to surrounding infrastructure? <p>We previously narrowed it down to two sites. Of the two sites, the preferred site can deliver what we need and within the timescale. If we were to build on the current site, we would need to decant pupils for 3 years. I believe the former high school used to be in Rosyth a number of years ago.</p>
Statement	Yes, about 50 years ago, Rosyth was a bigger place. Inverkeithing is more central. There are issues with the M90 traffic and you cannot make the roads any better.
Response	SMcL: A traffic assessment will be undertaken to establish the infrastructure required and an environmental impact assessment will also be undertaken. It is useful for these processes to run concurrently. We can't come out with a proposal without a preferred site.
Statement	You don't have a plan B.
Statement	This process is not democratic. We do not live in World War 2. We need to have our say.
Response	LP: When we publish the report, there are three weeks where you can make your representations to your local councillor. The councillors are the decision makers. You are able to lobby your local councillor to indicate your opposition to the proposal.

Response	SMcL: Some people may want this at the preferred site. Councillors can still change the decision and may not approve this. The consultation report is published 3 weeks before Committee and there is the opportunity for parents to speak to local members during this time.
Question	What do we need to do to stop this proposal going ahead?
Question	Do 100s of us need to go on the website?
Response	SMcL: The number of responses is one aspect. We have to look at the entirety of the context and the other elements of the report. As a local authority we need to propose the best option. Elected members need to make a decision and they will look at the entirety of the information. To help us do that we need to record everything, we undertake this process so that we can respond in the report.
Statement	I have concerns about the S1 figures being the highest S1 numbers and the Headteacher has advised they are just 100 short of capacity. Due to the location of the new school, if enough parents say the distance is too far, will this make a difference? The building is significantly dilapidated. My fear is what will happen to the building – this is still going to deteriorate. For pupils with ADHD, it is not the best option for there to be no space. It is not the fault of the teachers or staff however the environment is not great. If we go back to square one, what can we do for existing pupils for a conducive learning environment? I have heard there will be no modular accommodation.
Response	SMcL: We are looking at how we can adjust the existing accommodation for August 2023 and use the space available more effectively. If there is a requirement for modular accommodation on the site, we will look at this and when it would be necessary. As an Education Authority, we will continue to run the school and ensure it is maintained.
Statement	The decision is whether to go west or stay put. It seems staying put is not an option. It feels like a bit of a ritual dance. Fife Council has picked the site that many do not want. The decision does not seem to have been made on a geographical or democratic basis. It is pretty obvious what the outcome will be. Through everything we have heard it seems there is a big struggle to deliver the aims and objectives you have however, you have chosen a site that loads of people don't want.
Response	SMcL: That is the importance of the consultation, it's not just about the site, we look at everything. We look at the seven principles in the feasibility study. We look at locating the building as close to the middle of the catchment area. We have looked at everything in its entirety. We do not believe the current Inverkeithing High School is sustainable in its current condition. There are a number of constraints surrounding site choice. What is really important for us is we have a building which is suitable for secondary aged pupils in this catchment area. It is not always the choice of everybody, as there are always differences of opinions. LP: As Shelagh has highlighted, this proposal is not a given. We have got to this stage before and the proposal was not taken forward.

Question	How can you have no plan B?
Response	SMcL: We would go back and look at the 32 sites. We have to think is the timescale more important than the site? A number of people want it to stay in Inverkeithing but a number of people also want it to be in Rosyth. Any decision on any other site would be suboptimal. We would need to look at timescale and delivery. At the back of the proposal document are comments from the pre-engagement sessions which shows the feedback we received at that time. LP: Site selection information is available on the Fife Council website. Primarily, we were looking at 32 sites however managed to narrow this down. We know there are a large number of people in Inverkeithing and there are also a large number of people in Rosyth.
Statement	I can't recall seeing anything which asks if you are for or against.
Response	SMcL: There has been feedback provided from the pre-engagement sessions, however the response was not quantified. As LP has mentioned earlier, all of the committee reports are available on the Fife Council website. You will need to go to the furthest back committee reports to allow you to see the 32 sites being considered and work your way forward to see the possible sites being reduced.
Question	Are people not coming along to the public meeting as they are resigned that it will happen and they do not think their opinion will make a difference?
Statement	People have decided what is the point and why bother to make representations.
Response	SMcL: Please encourage people to feedback to the consultation process. We know that people like to provide their feedback in different ways. We have been getting good feedback so far. We will put more communication out to encourage more people to respond. LP: This is not a done deal. We have worked on a project previously that we have stopped and had to go back to the start.
Statement	It is worrying you are saying that there is no plan B or contingency plan. You should have a plan B, and you should have another site.
Response	LP: The legislation does not allow us to do that. We still have all the information from the site selection process. The information is still available and valid. It would be taken into account. SMcL: We would still need to consult again and be in the same position.
Statement	What would the council do with the building?
Response	SMcL: We are required to keep the building as it has listed building status. We would work with Historic Scotland.
Statement	The old Inverkeithing Primary School building was left empty for years.
Question	I am worried about the building if it is left – what about fire raising?
Response	SMcL: We would continue to maintain the fabric of the building – which means that we may have to board up the building to keep it safe. We know we also have the Inverkeithing Primary School and Treetop Family Nurture Centre on site as well, therefore it is in the best interests of everyone for the building to be secure.
Statement	I think you have purposely let the condition of the building at Inverkeithing High School slide.

Statement	There is glass from the broken windows on the pavements.
Response	SMcL: It is not been about not investing in the building. A building will always reach the end of it's lifespan. The buildings do get tired. We use public funds, therefore we need to ensure the capital is spent appropriately. There are 172 school buildings that we maintain from the capital budget. We need to use the Capital Programme to ensure the buildings are maintained as effectively as we can, to ensure they are fit for purpose. The Inverkeithing replacement is our priority for our estate for a new build. LP: Building Inspectors go in on a regular basis to review and check on repairs. Processes are in place and staff go in on a regular basis.
Statement	Please look at getting new windows as the majority are the same as the ones which were there twenty years ago.
Question	Are you able to wander about the building freely?
Response	SMcL: Yes LP: In Property Services, we have building inspectors who regularly visit schools to evaluate the building.
Response	SMcL: Apologies, in relation to the question regarding young people with additional support needs, we would ensure a transition to a new building is effective and tailored to their needs. The transition would be bespoke and we would work with families and we build all of this in. The time period of a new build allows us to do this.
Statement	A noisy environment doesn't always work for every child, that's why the new school needs a DAS unit. My son cannot cope with the hustle and bustle.
Response	SMcL: There will be this provision in the new school.
Statement	My child has ASN and is in Inverkeithing High School
Response	SMcL: What we have done in Education is that we have developed the provision across all of our secondary schools. All our young people can access this in their catchment schools, with pupils they have grown up with. Any new build secondary school will be fully accessible.
Question	Will the consultation report include information on bus routes and timing for transport? I have to go to work and my child struggles to get to Inverkeithing from Dalgety Bay – I'll be struggling to get him to Rosyth. If he misses the bus, I fear he will not be able to get to Rosyth. I would like reassurance my child will not be left at the bus stop
Response	SMcL: Our schools have processes in place to respond to these types of situations. Pupils not turning up should not happen when there is an entitlement to transport. Children from Dalgety Bay would be entitled to transport to get to the new secondary school. Bus transport is designed to be managed around the school day, for when pupils need to arrive by. The contract for the bus transport is normally tendered every 3 years. There are a number of other things to be taken into consideration as the Scottish Government is considering non-class contact time with a proposal to reduce this further. We need to look at the timetable as secondary schools run with 26/27 hours per week with teachers teaching 22.5 hours per week. There are different ways of timetabling and it may be that the

	learning hours are standard across Scotland. These items could impact on the school day for Inverkeithing High School.
Question	Will there be a breakfast club?
Response	SMcL: We do have a number of provisions across our schools – there is supervision in the primary sector, we don't tend to have this in secondary.
Question	The projections show you need more space as you are currently 84 young people over capacity – will the school have enough space for all of the pupils?
Response	SMcL: The maximum planning capacity of the school is 1735 pupils and the accommodation will be designed to be flexible. 1605 is the current capacity at Inverkeithing High School due a number of factors, including the building itself. There is 10% taken off for timetabling and another 10% for curriculum choice. We can make sure that the Community Use accommodation is available during the day also for this period of time. The projections show a reduction in pupil numbers in future years, therefore we also have to consider the size of the building we are proposing. We cannot propose to build a school which is much bigger than the projected pupil numbers.
Question	Have you factored in all of the additional house building in Inverkeithing?
Response	SMcL: Yes – those included in the Housing Land Audit. All of the additional houses are included in the projections. There will be space for all of the young people who move into the area as a result of new housing.
Question	Why is it going over?
Response	SMcL: We have factored in all of the people from the catchment area going to Inverkeithing High School. Births are going down significantly in Fife now.
Question	Will you have more teachers in the school, as there has been a shortage in teachers for certain subjects?
Response	SMcL: Schools are staffed for the number of pupils and the subjects on offer. We move staff around where rolls have fallen. We also have probationer teachers. There is a shortage for some subjects across Scotland. We are working with various agencies to try and reduce the impact of this on the young people within our schools.
Question	You state the school will be digitally enabled. My concern is that teachers still want access to physical resources and I believe the library has been downgraded. The library at Inverkeithing High School has been turned into a walk-in closet. Will the library still exist? My worry is what will be in place? Can we offer physical resources to pupils or are we doing away with the library?
Response	LP: It is not just about digital – there are other resources required. We have taken account of this when doing the brief for the design. If we look at specifics, there is an allocation for the library, but not where it will be provided. It could be split across the school.
Statement	The are a number of young people who cannot use a table of contents, glossaries etc. These are key skills which need to be taught.
Question	What are the main differences between site 1 and 2? Money?

Response	LP: Cost, land availability as land is in private ownership and negotiation required, environmental factors. The site at Inverkeithing needed a transport bridge for the site across the road. There is also an invasive species at the current Inverkeithing High School site known as Japanese Knotweed.
Question	Does the M.O.D still own the land at Rosyth?
Response	LP: The land is part owned by Fife Council and part would be through an options agreement with Scottish Enterprise and not through the M.O.D. The options agreement will only be taken forward if the planning and statutory consultations are agreed. SMcL: The options agreement is almost concluded.

Shelagh McLean concluded the meeting by thanking people for their attendance and their comments, as well as encouraging people to provide feedback by any of the various methods. The meeting closed at 7.30pm.

Appendix G – Equality Impact Assessment

Equality Impact Assessment

Part 1: Background and information

Title of proposal	Relocate Inverkeithing High School from the existing school site of Hillend Road, Inverkeithing, to a new site, south of the A985 (Admiralty Road, Rosyth), The Fleet Grounds, Rosyth.
Brief description of proposal (including intended outcomes & purpose)	<p>This is a new proposal to relocate the secondary school.</p> <p>The proposed site is south of the A985 (Admiralty Road, Rosyth), The Fleet Grounds, Rosyth.</p> <p>The state of the art campus would offer significant and educational advantages to the community This project will provide a school that will support the needs of learners and community users from the school catchment area and the wider South & West Fife area.</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 7 September 2023 this will result in pupils and staff being relocated to the new in August 2026 after the school has been completed. Within this proposal there will be no requirement to decant staff and pupils from their current schools.</p> <p>It is expected that if approval is given, subject to planning consent, the new campus will be ready for August 2026.</p> <p>It is important to note that there will be no changes to the operation of the secondary school as it will maintain its own identity, led by the existing Leadership Team.</p> <p>The catchment area for Inverkeithing High School runs from Aberdour in the east, to Rosyth in the west, and incorporates the primary catchment areas of Aberdour, Camdean, Dalgety Bay, Donibristle, Inverkeithing, Kings Road, North Queensferry and Park Road Primary Schools. There will be no change to this.</p> <p>There is likely to be some reduction in planned maintenance costs as the back-log maintenance requirements for the existing school will no longer be progressed following the completion of the new campus.</p>
Lead Directorate / Service / Partnership	Shelagh McLean, Head of Education & Children’s Services

EqlA lead person	Avril Graham, Team Manager, 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	10 July 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>Spacious accommodation will 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. The building has been designed to have an open feeling so that pupils will be seen, and this should remove areas where bullying, isolation or intimidation might take place e.g. toilet areas.</p> <p>Existing pupils who will attend Inverkeithing High School, on commencement in the new building, will have an enhanced learning environment within a modern purpose built school, which will be designed to ensure that it enhances the existing levels of support to all building users, as well as those within the Department of Additional Support/Support for Learning, which will offer specialist provision to pupils.</p> <p>The offer of qualifications is currently enhanced through partnership working for senior pupils. Through the design of the accommodation, it is expected that these opportunities can be further enhanced in an easily accessible way for all pupils.</p> <p>The pupils from the existing school will be moving from a building which is rated "C" for condition i.e. poor to a building with modern facilities and will be rated as "A" for condition when completed. This will provide a greater number of pupils being educated in an "A" condition school.</p>

	<p>There may be some negative impact for pupils who travel by bus to school. Pupils coming from the Aberdour/Dalgety Bay/Inverkeithing areas will have a slightly longer distance to travel by bus, approximately 1.3 miles extra. Pupils travelling from the Rosyth area will have a shorter travel distance, approximately 1.3 miles less. However, transport will continue to be provided for pupils from their local area directly to the new school where the distance is over 2 miles. Therefore, a number of pupils may have to travel further while a number of pupils may have to travel less by bus transport.</p> <p>A number of pupils living in the Inverkeithing area will have a greater distance to walk and a number of pupils will fall into the category of being between 1.5 miles and 2 miles from their secondary school. However, a discount is offered to those aged 14 and under who wish to travel by bus. Additionally, free bus transport can be accessed through the U22 travel card. The Education Service will assess available walking, as per existing policy from all directions to the new pedestrian access points of the new school prior to the pupils starting on site.</p> <p>Parents will be notified of any changes to existing transport entitlement prior to pupils transferring to the new school in August 2026.</p>
Fostering good relations	There will be opportunities to build on the existing highly developed and successful partnerships with Fife College.
Socio-economic disadvantage	Whilst we recognise the journey to school will be 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.
Inequalities of outcome	The Education Service is confident that the facilities and resources on offer within the proposed new school building will provide a wider 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	Children, staff and parents with restricted mobility will benefit from the relocation to a new site which will be completely accessible throughout the campus for all building users and visitors.	Children with Additional Support Needs may experience a negative impact associated with a change in routine, change of building or loss of contact with familiar places, adults or resources. An enhanced transition to the new campus will minimise any risks associated with this change.	
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+)	Community groups will have access to community use facilities on offer, which will be located within the campus and fully accessible.		

Protected characteristic	Positive impact	Negative impact	No impact
Children and young people	Enhanced facilities provide greater flexibility and enhanced opportunities for pupils. Pupils within the DAS will have access to mainstream education within one campus	Children with Additional Support Needs may experience a negative impact associated with change in routine, change of building or loss of contact with familiar places, adults or resources. An enhanced transition to the new campus will minimise any risks associated with this change.	
Religion or belief		The school will continue to deliver RMPS education in accordance with CfE. The vision and values of the school will be retained and promoted throughout.	
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	Enhanced facilities provide greater flexibility and enhanced opportunities for pupils. Pupils within the DAS will have access to mainstream education. The structure of staffing will ensure ongoing support for our most vulnerable young people.		
Privacy (e.g. information security & data protection)			No impact

	Positive impact	Negative impact	No impact
Economy		The local economy of Inverkeithing may be impacted upon by the loss income from pupils from the school community.	

- 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. Proposed facilities and accommodation	School layout plans
3. Feedback from parents, pupils and the wider public	Consultation sessions.
Evidence gaps	Planned action to address evidence gaps
1.	
2.	
3.	

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 young people with additional support needs have an enhanced transition prior to relocating to the new campus	Headteachers	August 2025 onwards
2. Plan a communication strategy for all stakeholders prior to August 2026	Education Manager/QIO/Communications Team	Ongoing
3. Manage staff group transition and welfare	Headteachers	August 2025 onwards
4. Ensure walked route assessments are completed enabling pupils to understand their most accessible walking route	Education/Transportation/Community Safety	August 2025 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: 12 July 2023	Date sent to Community Investment Team: Enquiry.equalities@fife.gov.uk
Senior Officer: Avril Graham	Designation: Team Manager

FOR COMMUNITY INVESTMENT TEAM ONLY

EqIA Ref No.	
Date checked and initials	

Equality Impact Assessment Summary Report

<p>Which Committee report does this IA relate to (specify meeting date)?</p> <p>7 September 2023 – Cabinet Committee - Report titled “Statutory Consultation Report on the Proposal to Relocate Inverkeithing High School”</p>
<p>What are the main impacts on equality?</p> <p>There will be positive aspects and benefits for all pupils and community users by the proposed relocation to a new site. The replacement school will be purpose built to accommodate all building users and be fully accessible for all pupils, parents, staff and community users.</p> <p>There will be a number of pupils who have a slightly further distance to travel by bus (2 miles), which may take between 10 and 15 minutes longer in the travel time, depending on traffic. However, in reverse, the pupils living within the Rosyth area will now be able to walk to school, where currently they are travelling by bus.</p> <p>As the building will be designed to be fully accessible, this will ensure that any pupils from the catchment area with a disability/additional support need will be able to attend their catchment secondary school with their peers from primary. In addition, the Support for Learning area for the school will be designed to provide enhanced facilities for pupils, and also allow pupils to attend their mainstream classes. The proposed change may result in a small number of pupils not settling in the first instance to their new environment, with a change of building and classroom environment. However, an enhanced transition will be arranged for these pupils and other pupils who may find the relocation unsettling.</p> <p>The facilities on offer in the relocated school will be available for all community users to experience.</p>
<p>In relation to a strategic decision, how will inequalities of outcome caused by economic disadvantage be reduced?</p> <p>There is likely to be an economic disadvantage to the local businesses near the current building and Inverkeithing High Street as a result of the proposed relocation to Rosyth. However, local shops in Inverkeithing will still see footfall from local residents or those pupils walking to and from the relocated school. Local shops in Rosyth may benefit from pupils eating off site at lunchtimes.</p>
<p>What are the main recommendations to enhance or mitigate the impacts identified?</p> <p>An enhanced transition for disabled pupils or pupils with additional support needs will be provided to mitigate any potential negative impact.</p>
<p>If there are no equality impacts on any of the protected characteristics, please explain.</p> <p>n/a</p>
<p>Further information is available from: Name / position / contact details:</p> <p>Avril Graham, Team Manager (Systems & Infrastructure), Education & Children’s Services Directorate ext. 444204 – email avril.graham@fife.gov.uk</p>

7 September 2023
Agenda Item No. 9

Fife Tourism Strategy 2023-30

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

Wards Affected: All Wards

Purpose

The purpose of this report is to seek approval of the Fife Tourism Strategy 2023-30.

Recommendation(s)

It is recommended that the committee:-

- (1) comments upon and approves the new Fife Tourism Strategy 2023-30 and delegates to the Head of Business and Employability Services to make any minor amendments to the document ahead of publication;
- (2) notes that an annual action plan will be prepared by the Lead Officer for Tourism in liaison with the Fife Tourism Partnership Board and other key stakeholders; and
- (3) notes that progress will be monitored and reported via an annual briefing note to all elected members.

Resource Implications

There are no immediate resource implications associated with this report. Funding solutions will be identified and developed in line with organisational resources, new or extended allocations of funding from the Scottish and UK governments and other external sources of funding.

Legal & Risk Implications

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

Impact Assessment

An Equalities Impact Assessment Summary Form has been completed and is attached at Appendix 2.

Consultation

The development of the strategy has been the subject of consultation with the Fife Tourism Partnership Board, VisitScotland and other internal and external stakeholders.

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

1.0 Background

- 1.1 The Fife Tourism Strategy 2023-2030 (attached as Appendix 1) has been developed by the Fife Tourism Partnership that comprises representation from Fife Council, VisitScotland, OnFife, Fife Coast and Countryside Trust, Fife College, Local Tourism Association Chairs and representatives from the tourism industry.
- 1.2 The purpose of the strategy is to provide a framework for activity within Fife Council and the Fife Tourism Partnership to support the tourism sector, encourage economic growth, promote sustainability within the sector, and to grow visitor numbers and economic impact in Fife over the next seven years.
- 1.3 The Fife Tourism Strategy 2023-2030 updates and replaces the previous strategy for Fife launched in 2019.
- 1.4 Due to the impact of the global Covid-19 pandemic, consumer trends in tourism have changed, most prominently in the area of sustainable and responsible tourism but also in terms of the type of holiday visitors want, how often and how far they travel and the infrastructure required to fit these changes. Due to this it was decided to refresh and replace the Fife Tourism Strategy that was launched in 2019.
- 1.5 Despite the Covid-19 pandemic, there has been a huge amount of activity in support of the tourism sector in Fife, resulting in 2022 overnight visitor numbers rising to 3% higher than 2019 pre-pandemic levels and an economic impact of £450m, a jump of 26% compared to 2019. 9.3% of Fife's businesses are tourism-related enterprises.
- 1.6 Notable achievements since 2019 include the formation of industry groups to focus on skills, sustainability and accessibility, the opening of the 64 mile Pilgrim Way walking route, the relaunch of the Welcome to Fife website and continued growth of social media channels, growth of the number of Fife tourism businesses being 'travel trade ready', successful media partnerships with The Herald and The Scotsman, delivery of World Host customer service training, the delivery of the Fife Tourism Conference in 2022 and support for strategic events such as the Adam Smith Festival of Ideas, Anstruther Harbour Festival and the Outwith Festival.
- 1.7 The 150th Open Golf Championship at St. Andrews in July 2022 saw a record 290,000 attendance for the event, showcased Fife to a global TV audience and brought in an estimated £61m into Fife and delivered £300m economic benefit for Scotland – the highest economic benefit delivered in the history of the Championship.
- 1.8 Fife's involvement in 'Tay Country', the Tay Cities Region Deal brand for tourism, has resulted in a successful regional partnership delivering business support and promotion to the travel trade market. This has resulted in participating businesses seeing a higher level of international and group bookings.
- 1.9 The Visitor Economy & Culture group under the Edinburgh & South East Scotland City Regional Deal is currently developing a delivery plan focusing on data, transport, cycling tourism, culture and the potential of the Forth/coastal areas, with the scope for regional working on a project by project basis.
- 1.10 Recent and future developments provide a real opportunity for the growth of Fife as a visitor destination, including Dunfermline receiving City Status in 2022 and the reinstatement of the Leven rail link which is due to be completed in 2024.

- 1.11 In recent times, the tourism industry has faced barriers to growth and uncertainty due to factors including skills shortages and the cost of doing business crisis, and the introduction of new legislation including short term let licensing, the potential for the introduction of control areas and legislation to allow local authorities to introduce a visitor levy. Support for the sector is vital to help businesses to reach their full potential.
- 1.12 Looking to the future, the draft strategy addresses how the Fife Tourism Partnership can support the sector whilst satisfying current consumer trends including environmental sustainability, responsible tourism, wellness & relaxation, personalisation, affordability, and flexible, digital processes.

2.0 Overview of the New Fife Tourism Strategy 2023-30

- 2.1 The new Fife Tourism Strategy sets out the priorities for tourism over the next seven years and how Fife Council and the Fife Tourism Partnership will deliver activity to achieve the vision – by 2030 the Kingdom of Fife will be a world class visitor destination known for being a leader in sustainable tourism, and renowned for the warm welcome visitors receive. Fife will be a venue for major events and a first-choice destination renowned for its variety of offering including stunning scenery, relaxing escapes, cultural attractions and experiences, outdoor activities and excellent local food and drink.
- 2.2 The strategy has been developed as a local response to the aims and ambitions of the national tourism strategy – Outlook 2030, which focuses on four key priorities – our passionate people, our thriving places, our diverse businesses and our memorable experience. It also aligns with the Fife Economic Strategy 2023-30, ensuring that the tourism sector is integrated into the three priorities of supporting businesses, investing in business premises and infrastructure and delivering skills, training and fair employment.
- 2.3 The strategy demonstrates the importance of partnership working across all parts of the sector and regionally with Tay City Deal and Edinburgh and South East Scotland Deal partners.
- 2.4 The aims of the strategy are to ensure that potential visitors are aware of Fife and everything it has to offer, that visitors have the best possible experience in Fife, encouraging longer and repeat visits and to ensure that businesses have the support they need to grow and thrive in the current economic landscape.

3.0 Key Priorities

Priority 1: Place

- 3.1 Creating a sense of place is vital in building a successful visitor destination. When making a choice of where to take a holiday or short break, potential visitors need to know what differentiates one destination over another. Through consistent messaging by all partners, Fife can increase its profile as a destination with plenty to do and see. Using 'Kingdom of Fife' messaging sets Fife apart from other areas and creates a unique identity. Development of this sense of place will be achieved through a focus on the following:
 - Destination development and infrastructure
 - Product development and experiences
 - Marketing / promotion / information
 - Events /venue

Priority 2: People

3.2 It has been well documented that the tourism and hospitality sector has struggled to attract and retain staff over the past few years and that staff and skills shortages provide a significant barrier to growth. The aim is to position tourism as an attractive choice of career, ensure that people seeking employment have the skills required by employers, that employers have the opportunity to streamline processes in order to reduce the burden on employees and that our businesses have safe, nurturing environments for staff. This will be achieved through a focus on:

- Skills/career development
- Fair work practices
- WorldHost training

Priority 3: Businesses

3.3 The success of the Fife tourism industry depends on having a base of resilient, ambitious and innovative businesses that can thrive in what can often be a difficult operating environment. Engaging with, and supporting our businesses, is key to sector growth. This will be done by focussing on:

- Support
- Collaborative working
- Digital infrastructure and upskilling

Priority 4: Sustainable Tourism

3.4 A much greater emphasis on sustainability and responsible tourism is the biggest shift in global tourism priorities since before the pandemic. Local Authorities, industry bodies and stakeholders have their own climate change targets to meet which, in turn, makes businesses think about their sustainability goals. This is not wholly environmental sustainability but social and economic as well. Visitors have higher needs and expectations which must be met in order for a destination to remain competitive. We will ensure that Fife retains that competitive edge through:

- Environmental sustainability
- Transport
- Community Wealth Building
- Accessibility

3.5 Success will be measured by an increase in visitor numbers, visitor nights, economic impact, FTE employment, average length of stay and events attendance, with a target of a 2% annual increase in visitor numbers and economic impact. In addition, the strategy seeks to spread visitor numbers throughout the year, attracting more visitors in the shoulder months and off peak season.

4.0 Conclusions

4.1 The impact of the global Covid-19 pandemic on the tourism industry was substantial, however, visitor numbers to Fife have recovered well.

- 4.2 In a post Covid world, consumer trends in tourism have changed with a greater importance being placed on sustainability, relaxation and wellness, unique experiences and digital, flexible processes. The new Fife Tourism Strategy has been developed to address these trends.
- 4.3 The new Fife Tourism Strategy ties in with aspects of the national tourism strategy, Outlook 2030 and the Fife Economic Strategy, providing a link with national and local policy.
- 4.4 The strategy has a target of 2% growth annually in terms of visitor numbers and economic impact. An annual action plan will be developed to deliver the aims of the strategy. Officers will continue to monitor consumer trends, visitor insights and national policy in order to assess any potential implications for delivery.
- 4.5 Progress will be monitored annually through the reporting of KPIs, STEAM figures (measuring volume and value of tourism) and an annual briefing note to elected members and key stakeholders.

List of Appendices

1. Fife Tourism Strategy 2023-30
2. Equality Impact Assessment Summary Report

Background Papers

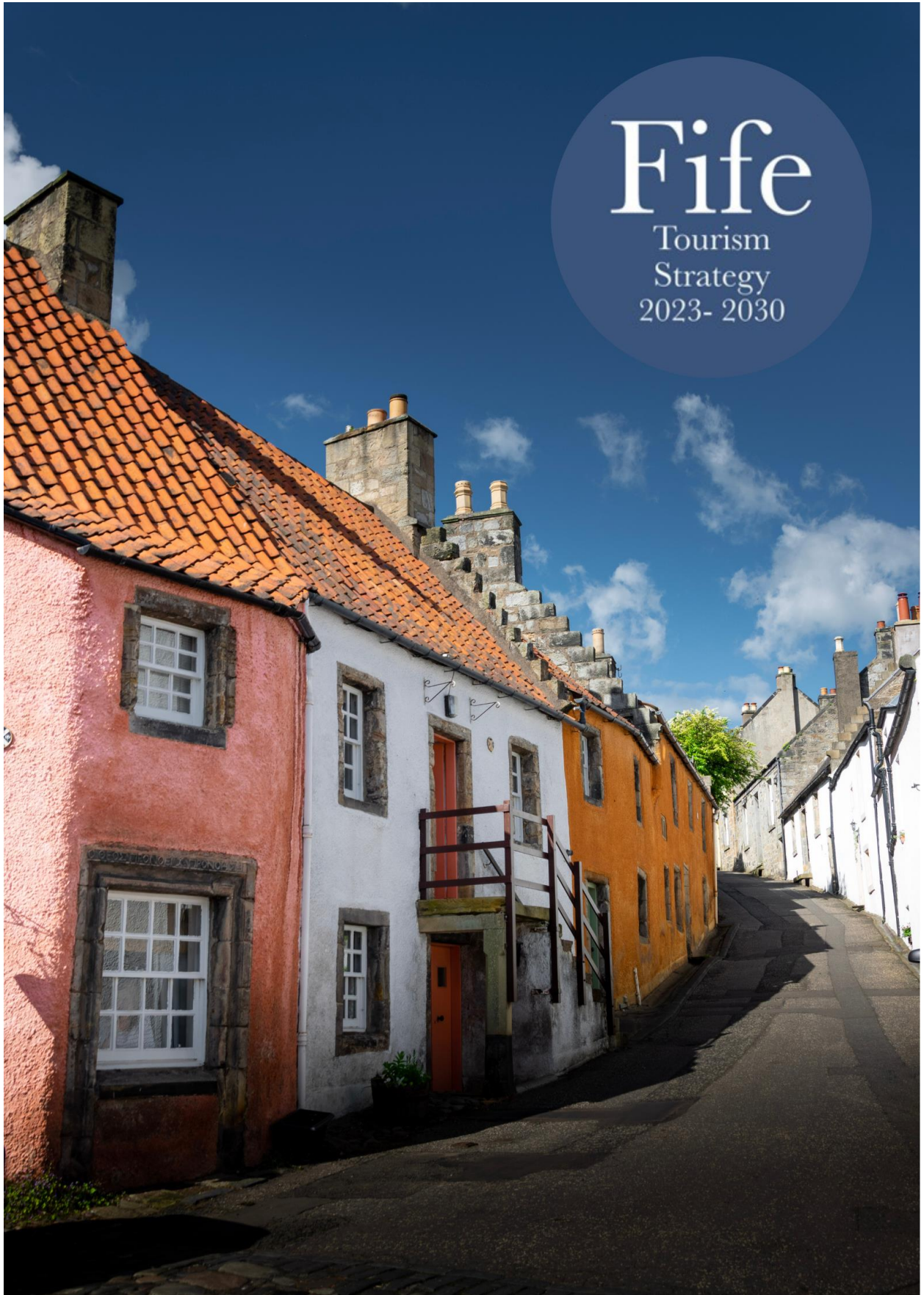
The following papers were relied on in the preparation of this report in terms of the Local Government (Scotland) Act, 1973:-

- Fife Economic Strategy 2023-30
- [Scotland's National Strategy for Economic Transformation](#) (Mar 2022)
- [Outlook 2030](#)
- STEAM figures 2022
- 150th Open Championship Economic Evaluation
- VisitScotland Trends for Tomorrow - [Travel & Tourism Trends - Latest Industry Research | VisitScotland.org](#)

Report Contact

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Fife Tourism Strategy 2023 – 2030



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1. Introduction
2. Strategic Context
3. Who are our Visitors?
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Introduction

Tourism is a key sector in the Fife Economy. In the year prior to the Covid pandemic (2019), the Kingdom of Fife attracted 2.795 million visitors. These visitors generated a total economic impact of £357.09m and supported 5,487 FTE jobs. The pandemic hit the tourism industry hard, however recovery in tourism has been steady and Fife is now in a good position and looking forward to further growth in the sector. 2022 figures show that visitor figures have almost returned to pre-pandemic levels with 2.706 million visitors, and the 150th Open at St Andrews helped towards a total economic impact of £450.03m (up 26% compared to 2019). Tourism supported 5,541 FTE jobs in 2022. Throughout the pandemic the sector worked hard to cope with domestic tourism, ensuring that there was an infrastructure that could cope with increased level of traffic to popular destinations, and provision for the rise in popularity of motor homes.

Fife has an excellent and diverse business base contributing to the visitor economy. There is a wide variety of things to see and do – this variety being one of the key strengths of the area. The Welcome to Fife consumer facing brand is reaching new heights of engagement, and the Local Tourism Associations are attracting new members and are vital for driving activity and promotion at a local level. However, visitor expectations and needs have changed since before the pandemic, with a greater demand for sustainability, wellness, relaxation and bookable experiences unique to the destination, and we must adapt our offering to meet these needs.

Where do we want to be? This strategy aims to ensure that there is a quality tourism offering right across Fife, and throughout the year. Through Welcome to Fife we will increase awareness of Fife as a first-class visitor destination, developing opportunities for visitors to experience the ‘real’ Fife, and to live like a local through authentic and unique experiences. We will ensure that the tourism sector is leading the way on working towards local and national sustainability ambitions, and that the sector benefits from increased digital capability and use of innovation in visitor information and experiences.

The aims and objectives of this strategy will be met by an increased market awareness and focus on target markets, greater collaboration across the sector, digital transformation, product development, and a drive to support businesses to recruit new people into the industry. As the tourism sector continues to adapt to new challenges and change, the strategy will remain flexible, taking into account customer expectations, trends and national policies.

Strategic Context

This tourism strategy supports the aims of national and regional strategies including:

Outlook 2030 – the national commitment to the future of Scottish tourism. An Industry Leadership Group was formed in 2022 to deliver the aims of Outlook 2030, under 4 key priorities – our passionate people, our thriving places, our diverse businesses and our memorable experiences.

[Scotland-Outlook-2030.pdf \(scottishtourismalliance.co.uk\)](#)

Fife Economic Strategy 2023-30 – This strategy sets out the approach Fife Council will take to promote inclusive and sustainable economic recovery, growth and resilience in Fife.

This will be achieved through three priorities:

1. Supporting Businesses
2. Investing in Business Premises & Infrastructure
3. Delivering Skills, Training & Fair Employment

Tourism is seen as being a priority sector for Fife, and the growth of tourism is integrated into these priorities.

Who are our Visitors?

The report, Fife Tourism: Identifying Growth Opportunities was published in April 2023. This report was commissioned by Fife Council to establish who Fife's potential visitors are from across Scotland and the North of England and their characteristics, how consumers perceive Fife, how potential visitor attitudes are changing and what actions need to be taken to achieve growth ambitions. The following points show a summary of the findings:

- **Raise awareness** – a key issue for all markets is a lack of appreciation of what is in the area – this ranges from almost no knowledge at all to knowledge of some but not all aspects but once consumers hear more about the area appeal increased greatly.
- **Capitalise on the area's strengths in communication** – after seeing images and descriptions of Fife levels of interest increased greatly. Communications need to promote the aspects of greatest importance to visitors – escape, fun, scenery, local food, and cities, towns & villages to explore. The 'Kingdom' label should be used to set Fife apart from other areas.
- **Focus on best prospect markets with targeted messaging** – key markets include young families and people without children drawn by activities such as walking and cycling routes or cultural events. Target communications to these groups with reassurance on the range of activities available, including wet weather options.
- **Promotion of the area's appeal need to be supported by information to address practical concerns** – e.g around access to the area, travel within the area, amenities, things to do and suggested itineraries. Media like short videos/blogs could be used to effectively communicate this information in a way that reassures those with concerns.

- **A stronger positioning of St Andrews** – there is uncertainty over whether St Andrews is in Fife. Promoting St Andrews more as part of the offer could help to address the feeling some have of the area not offering enough to do or lacking a focal point. Similarly, Dunfermline with its new city status provides a potential focal point for the West of the region.
- **Make more of proximity to Edinburgh** – in particular, potential visitors from the North of England would be interested in a longer holiday which combines the rural and coastal offer in Fife with time in Edinburgh. The quick links between the areas should be promoted.

These findings will inform future Welcome to Fife action plan and marketing activity, with a view to addressing the issues raised and creating more awareness of Fife as a destination for visitors from across Scotland and the North of England.

From this research we have identified the following VisitScotland market segments as our target markets:

- **Engaged Sightseers** – A love of holidays drive Engaged Sightseers to plan numerous breaks in a year. They enjoy general sightseeing and touring, taking in historical places as well as scenery and nature. They relish engaging with friendly locals and seeking out an authentic experience.
- **Food Loving Culturists** – Food Loving Culturists will seek out a relaxing holiday experience where they can enjoy short breaks in the UK and will recommend quality experiences when their host has gone the ‘extra mile’.
- **Natural Advocates** – Natural Advocates are passionate about Scotland as it offers everything they want from a holiday; breathtaking scenery, a connection with nature and the chance to get away from it all. A holiday in Scotland will really help them to unwind, recharge and enjoy quiet time.

In addition, we will have a particular focus on young families and retired people, as the visitor type most likely to want to visit Fife.

Consumer trends

Since the pandemic, there has been a shift in what consumers want/expect from their holiday and destination. Some of the habits that were necessary when travelling was restricted have remained and look like they will be long term trends. Recent research has identified the following trends, which will inform Welcome to Fife campaigns, and the positioning of Fife as a visitor destination:

- People travelling less but travelling ‘better’ – more staycations, less flights. People only using flights for one holiday per year and looking for other methods of travel including rail.
- Wellness, relaxation, outdoor activities and getting away from it all. During lockdown, individuals and families made changes to their normal behaviours and lifestyle which have continued into a post-Covid landscape, including the need for open space, clean air, better diets, more exercise, relaxation and ‘digital detox’.
- Personalisation, unique and premium experiences, which could include meet the locals and meet the maker experiences, behind the scenes exclusive views, first look opportunities and added value experiences.
- Environmental sustainability and responsible tourism, to protect destinations for the future. This varies by market, for instance, North American tour operators are seeing a switch to single country itineraries, supporting slow tourism and allowing clients to immerse themselves in one destination. German consumers see the sustainability of their holiday as important, for instance not using single use plastics during their visit.

- Affordability and value for money – the demand for unique experiences is balanced against household finances being under strain. Visitors wish to treat themselves but this does not necessarily have to be expensive. This is supporting demand for shoulder and off-season breaks for visitors unable to pay high season prices.
- Planning itineraries / booking experiences in advance, and curated holidays. Visitors are booking in a shorter time frame than before the pandemic, but when they do book, they prefer to have plans made in advance, including bookings for all experiences, rather than being impulsive or waiting to see what the destination has to offer.
- Going Digital – visitor information, online booking, flexible booking and automated processes. During the pandemic, businesses relied heavily on online booking and payment systems. Consumers now see this as the norm, as long as it is quick, easy to use and offers flexibility.

Aims

The aims of this strategy are to ensure that potential visitors are aware of Fife and everything it has to offer, that visitors have the best possible experience in Fife, encouraging longer and repeat visits, and to ensure that businesses have the support they need to grow and thrive in the current economic landscape. We will do this by working with businesses, partners and stakeholders to:

- Provide a warm welcome to all visitors.
- Ensure that visitors have a positive experience throughout their visit which exceeds expectations.
- Ensure that all businesses have the tools/knowledge/experience they need to provide visitors with a positive experience.
- Provide good value, authentic experiences for visitors, encouraging them to immerse themselves in Fife culture, and to 'live like a local'.
- Focus on extending the visitor season with a particular focus on the shoulder months.
- Ensure that sustainability is at the forefront of everything we do, contributing to Fife Council's climate change ambitions, and ensuring that the Fife tourism industry is inclusive and accessible.
- Become a visitor destination known for its digital capability in terms of visitor information, experiences, and support for businesses to develop digital solutions to help them grow and thrive.

Strategic Priorities

1. Place

Creating a sense of place is vital in building a successful visitor destination. When making a choice of where to take a holiday or short break, potential visitors need to know what differentiates one destination over another. Through consistent messaging by all partners, Fife can increase its profile as a destination with plenty to do and see. Using 'Kingdom of Fife' messaging sets Fife apart from other areas, and creates a unique identity. Development of this sense of place will be achieved through:

- **Destination development and infrastructure** – ensuring that local communities have a clear and well established visitor proposition, a strong sense of identity, and the required level of facilities and infrastructure to create a first class experience for visitors.
- **Product development and experiences** – working with partners, businesses and stakeholders to build a strong and varied visitor offering, encouraging collaboration and innovation to create memorable experiences and products to suit both individual travellers and the travel trade market.
- **Marketing / promotion / information** – creating engaging, consistent campaigns directed at our target markets, building awareness of the Kingdom of Fife as a visitor destination, and ensuring that visitors have all the information they need to inspire them, both prior to arrival, and whilst they are here.
- **Events / venues** – working with partners to develop and sustain an exciting programme of events throughout the year, with a focus on attracting participants from outwith Fife.

The delivery plan for this priority includes:

Destination development and infrastructure

- Develop Dunfermline as a city break destination.
- Deliver the tourism action plan for Levenmouth, and a visitor marketing plan for the opening of the Leven rail link in spring 2024.
- Ensure Fife has adequate infrastructure for visitors, including toilets, motorhome facilities and active travel options. Work in partnership with Fife Coast and Countryside Trust on infrastructure development including Rural Tourism Infrastructure Funded projects, and the promotion of responsible tourism practices in terms of, for example, waste management.
- Work with partners to facilitate filming opportunities in Fife, and to promote filming locations of interest to visitors, building this into our key messaging where appropriate.
- Work with OnFife and other partners to develop a strong cultural and heritage tourism offering in Fife, telling the ‘story’ of the Kingdom in a strong and consistent way.

Product development and experiences

- Work with businesses and communities to offer unique, authentic and memorable experiences for visitors.
- Work with businesses to engage with travel trade, building itineraries and bookable experiences for group travel and FIT markets.
- Work with Cruise Forth to develop itineraries and unique experiences to encourage cruise excursion companies and individual passengers from cruises docked at Rosyth and other ports along the Forth to explore Fife.
- Encourage businesses to collaborate on joint visitor offerings, which may include joint ticketing, visitor offers and/or loyalty schemes.
- Encourage businesses to use local produce wherever possible and to develop local food and drink experiences. Create compelling content to promote local food and drink in partnership with Food from Fife.

- Develop the agritourism offering in Fife by encouraging and supporting agriculture businesses to introduce or increase a visitor offering including farm shops, farm experiences and/or visitor accommodation.

Marketing / promotion / information

- Consolidate the 'Welcome to Fife' consumer facing brand, and 'Fife Tourism Partnership' business facing brand into a single brand identity, with the Fife Tourism Partnership Board becoming the Welcome to Fife Board.
- Through strong brand guidelines and toolkits ensure there is consistent messaging and that everyone is talking about Fife in the same way.
- Ensure visitors have access to inspiring destination information pre and post arrival, including the use of innovative digital channels.
- Deliver compelling Welcome to Fife domestic marketing campaigns, tailored to our target markets, using above and below the line marketing channels, to create a sense of place and to encourage visitors to 'live like a local'.
- Have a particular focus on campaigns to bring visitors to Fife through the autumn/winter/spring.
- Support the golf sector through joint promotional activity with Fife Golf to attract golfers to Fife, and to extend their stay by promoting other aspects of the Fife offering, including things to see and do, and places to eat.
- Work in partnership with VisitScotland to embed Fife messaging into national and international visitor campaigns.

Events / venues

- Work with local venues and events organisers to host large events which will bring significant numbers of visitors from outwith Fife, driving up overnight stays and creating positive economic impact.
- Work with national agencies and events organisers to bring national events to Fife.
- Work with Fife Golf and VisitScotland to attract golf events to Fife and to maximise the economic potential of these events which have international importance.
- Utilise winter events and festivals as a way to reduce the impact of seasonality.
- Review the Strategic Events Fund and work with events organisers to maximise the growth potential of their events.

2. People

It has been well documented that the tourism and hospitality sector has struggled to attract and retain staff over the past few years, and that staff and skills shortages provide a significant barrier to growth. We want to position tourism as an attractive choice of career, ensure that people seeking employment have the skills required by employers, that employers have the opportunity to streamline processes in order to reduce the burden on employees and that our businesses have safe, nurturing environments for staff. This will be achieved through:

- **Skills/career development** – through the delivery of the tourism skills group action plan, positioning tourism as a career of choice.
- **Fair work practices** – encouraging businesses to incorporate fair working practices into their business.

- **WorldHost** – Delivering a continuing programme of WorldHost customer service training to ensure that visitors receive the highest possible levels of service.

The delivery plan for this priority includes:

Skills / careers

- Through the tourism skills group, deliver an action plan to promote tourism as a career of choice, provide opportunities for young people to experience jobs in the sector, and ensure that careers in the industry are accessible to all, including adult returners, those with disabilities and the refugee community.

Fair work

- Work with tourism and hospitality businesses to assist in incorporating fair working practices into their business, including the living wage, reduction of unsociable hours wherever possible, support to get to/from work, and a 'quiet and calm' policy.

WorldHost

- Work with partners to deliver World Host customer service training to businesses, and to ensure that staff have an excellent understanding of the tourism offering across Fife.

3. Businesses

The success of the Fife tourism industry depends on having a base of resilient, ambitious and innovative businesses that can thrive in what can often be a difficult operating environment. Engaging with, and supporting our businesses is key to sector growth. We will do this by:

- **Support** – providing businesses with opportunities to learn, network and have access to insights to help them adapt to current market conditions. Encourage new entrants to the sector and work with partners to attract inward investment.
- **Collaborative working** – working with regional partners on joint initiatives to develop the East of Scotland visitor economy, and develop sector specific support opportunities in line with our target markets.
- **Digital** – ensuring that businesses have the digital capability required to streamline processes and meet customer expectations.

The delivery plan for this priority includes:

Support

- Continue a programme of business engagement, encouraging businesses to get involved with their Local Tourism Association and Welcome to Fife activity, and highlighting the support available to them.
- Support the six industry-led Local Tourism Associations through funding, membership building, local strategy development and activity support. Ensure that Welcome to Fife activity represents all LTA areas.

- Provide a programme of networking events and familiarisation trips for local businesses, to encourage collaboration and increase knowledge of the wider tourism offering in Fife.
- Deliver a biennial tourism conference as a forum for businesses to learn about and discuss current policy and trends.
- Inform and guide tourism businesses with regards to national policy and legislation, and be the voice of the industry through national bodies such as the Scottish Local Authorities Economic Development (SLAED) tourism group and Scottish Tourism Alliance (STA).
- Compile and disseminate tourism data, including STEAM data, and the results of local and national research and visitor surveys.
- Work with Invest in Fife on inward investment enquiries related to tourism.
- Work with Business Gateway on the referral of tourism businesses eligible for support, and to ensure tourism businesses have access to suitable training and learning opportunities.

Collaborative working

- Support and facilitate sector specific working groups including the sustainability group, accessibility group and the formation of other groups to develop our key strengths, e.g outdoors, heritage.
- Continue to work with Tay Cities partners on the Tay Country campaign, focusing on travel trade and business support in the North of Fife. Continue to look for opportunities for tourism businesses through the Tay City Deal, including digital and skills opportunities.
- Work with partners to deliver the aims and ambitions of the Edinburgh & South East Scotland Regional Prosperity Framework Visitor Economy and Culture programme in Mid/South Fife.

Digital

- Work with businesses to introduce new digital technology into their business which will streamline operations, help with staffing shortages, assist with promotion / online booking and grow the visitor offering.

4. Sustainable Tourism

A much greater emphasis on sustainability and responsible tourism is the biggest shift in global tourism priorities since before the pandemic. Local Authorities, industry bodies and stakeholders have their own climate change targets to meet which in turn makes businesses think about their sustainability goals. This is not wholly environmental sustainability, but social and economic as well. Visitors have higher needs and expectations which must be met in order for a destination to remain competitive. We will ensure that Fife retains that competitive edge by:

- **Environmental sustainability** – delivering the Fife Sustainable Tourism Action Plan and promote responsible tourism practices.
- **Transport** – facilitating the use of active travel options for visitors in Fife, and make this option as easy to access as possible.
- **Community Wealth Building** – Working with communities and localities to develop their own tourism offering, and to develop community run facilities.
- **Accessibility** – Positioning Fife as an inclusive and accessible destination.

The delivery plan for this priority includes:

Environmental sustainability

- We will develop and deliver responsible tourism campaigns and messaging including involvement in national VisitScotland campaigns, and joint working with Fife Coast and Countryside Trust.
- Through the tourism sustainability group we will sign the Glasgow Declaration on Climate Action in Tourism, and deliver the Fife Sustainable Tourism Action Plan.
- The thread of sustainable tourism will run through everything we do, helping businesses to work towards local and national sustainability ambitions, using key messaging and promotion to extend the visitor season, and encouraging active travel wherever possible.

Transport

- Encourage visitors to use active travel options whilst in Fife, including walking, cycling and the use of public transport.
- Promote sustainable transport options for the Fife 191 route.
- Undertake a feasibility study looking at transport options for visitors, including flexi bus options, and transfer services for walkers of the Fife Coastal Path and Pilgrim Way.

Community Wealth Building / Community Tourism

- We will work with communities and localities to develop their own tourism offering, encouraging visitors to 'live like a local' through storytelling and the development of unique and authentic experiences, enabling visitors to learn not just the history and heritage of Fife's communities, but also a more contemporary view of Fife and the people who live here.
- We will work with partners, such as SCOTO (Scottish Community Tourism), to maximise the opportunities offered through community-led tourism.

Accessibility

- Fife will be positioned as an inclusive and accessible destination, highlighting the range of accessible locations, activities and accommodation available in the area, and also encouraging accessibility and inclusivity in employment.

Measuring Success

Data Sources

Welcome to Fife subscribes to STEAM (Scottish Tourism Economic Activity Monitor) and the Moffat Centre Visitor Attraction Monitor. From this, success can be measured by an increase in the following metrics:

- Visitor numbers
- Visitor nights
- Economic Impact
- FTE Employment
- Average length of stay
- Distribution of visitor numbers throughout the year
- Type of accommodation
- Events attendance

We are aiming for a target of a 2% annual increase in visitor numbers and economic impact. This increase will be across the year, with a specific push to bring more visitors to Fife in the traditional off peak season. We are aiming to increase the average length of stay from 2.2 days to 2.8 days over the duration of the strategy.

We will work closely with partners to achieve a steady increase in the number of people employed in the sector, encouraging new entrants to the workforce and upskilling within businesses.

In addition, VisitScotland carries out periodic visitor surveys to establish customer satisfaction which may include Fife specific data.

To measure the impact the strategy has on businesses, we report the following KPIs to SLAED:

- Businesses listed on Welcome to Fife
- Businesses supported
- Business attendance at events

In addition to this, we will continue to explore other data sources that will help to monitor progress e.g town footfall counters which can gather data on dwell time and granular catchment.

Tourism Action Plan

Welcome to Fife has an annual action plan which is monitored regularly to measure progress and outcomes. This is reported on quarterly to the Welcome to Fife Board and annually to Fife Council.

APPENDIX 2

Equality Impact Assessment Summary Report

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

Fife Tourism Strategy 2023-30; Fife Council Cabinet Committee, 7 September 2023

What are the main impacts on equality?

The Fife Tourism Strategy 2023-30 aims to promote growth of the tourism sector which will benefit all of our communities across Fife. In particular the strategy promotes skills development in the sector, working with partners to fill the skills gap in the sector including encouraging young people, adult returners and refugees into jobs in the sector.

The main impacts on EqIA equality criteria are assessed as being positive or else no impact.

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

An annual action plan will facilitate delivery of the strategy and will be monitored and reported on. There is a tourism skills group with its own action plan which will look to enhance positive impacts on employability, and will monitor this.

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

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

Hilary Roberts, Lead Officer Tourism, Business & Employability

Email: hilary.roberts@fife.gov.uk

Signing the Glasgow Declaration on Climate Action in Tourism

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

Wards Affected: All

Purpose

The purpose of this report is to inform members of the importance of embracing sustainable tourism policies and to seek approval for the Fife Tourism Partnership to become a signatory of the Glasgow Declaration on Climate Action in Tourism.

Recommendation(s)

It is recommended that members approve the Fife Tourism Partnership to become a signatory of the Glasgow Declaration on Climate Action in Tourism.

Resource Implications

There are no immediate resource implications associated with this report. Funding solutions will be identified and developed in line with organisational resources, new or extended allocations of funding from the Scottish and UK governments and other external sources of funding.

Legal & Risk Implications

There are no direct legal implications arising from this report. The declaration is not a binding legal document. There is no fee to sign or maintain signatory status. No external verification or audits take place, however, the council would be expected to take reasonable steps to ensure compliance.

Impact Assessment

An Equalities Impact Assessment Summary Form has been completed and is attached at Appendix 2 to this report.

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. The commitment to Climate Action aligns with this Duty in its commitment to working towards achieving Thriving Places.

Consultation

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

The proposal has been prepared in consultation with VisitScotland as the lead for the Glasgow Declaration on Climate Action.

1.0 Background

The Environmental Impact of Tourism

- 1.1 Both international and domestic tourism are significant contributors to climate emissions. Services such as travel, accommodation, food and activities create substantial social and environmental impacts. 80% of the tourism industry responsible for these impacts is made up of small and medium-sized businesses.
- 1.2 The tourism sector is highly vulnerable to climate change with natural assets such as beaches, forests and oceans being affected, as well as historic buildings being damaged by a warmer, wetter climate. With more extreme weather, tourism businesses could lose physical assets or if the risks of a more volatile climate drive up the cost of business, as has been seen globally in recent years.
- 1.3 Building back after the pandemic has given the sector and partners an opportunity to rethink tourism, its impacts, benefits and advance the transition towards a carbon neutral and resilient tourism economy. This is a chance for longer-term sustainable business.
- 1.4 Scottish legislation and policy are driving change in which the tourism industry will have to act, such as the Local Heat and Energy Efficiency Strategy requirements for properties.

Sustainable Tourism

- 1.5 Sustainable tourism aims to increase the benefits and reduce the negative impacts caused by tourism for destinations. The United Nations (UN) World Tourism Organisation defines sustainable tourism as "Tourism that takes full account of its current and future economic, social and environmental impacts, addressing the needs of visitors, the industry, the environment and host communities".
- 1.6 The three pillars of sustainable tourism are: Economic Sustainability, Social Sustainability and Environmental Sustainability.
- 1.7 The UN achieved by protecting natural environments, providing authentic tourism experiences, and creating social and economic benefits for communities through employment and income earning opportunities.

The Glasgow Declaration on Climate Action in Tourism

- 1.8 The Glasgow Declaration on Climate Action in Tourism is a declaration of commitment to reduce the tourism industry's environmental impact by the United Nations World Tourism Organisation and One Planet Network. The Declaration is a catalyst for increased urgency about the need to accelerate climate action in tourism and to secure strong commitments to support the global goals to halve emissions over the next decade and reach Net Zero emissions as soon as possible before 2050.
- 1.9 The Declaration was created at COP26, considering tourism's large contribution to climate breakdown. Collectively written by tourism stakeholders, including private sector actors, international organisations, NGOs and academia, it represents a shared voice and commitment to aligning the sector's climate ambitions with scientific recommendations and international agreements. Destination signatories comprise of national, sub-national (regional) and local governments, as well as destination management organisations.

- 1.10 Over 450 organisations have become signatories of the Glasgow Declaration on Climate Action in Tourism to accelerate climate action. This includes national and regional stakeholders including VisitScotland, Visit Inverness Loch Ness, Visit Moray Speyside, Cairngorms National Park Authority and People Make Glasgow.
- 1.11 The Declaration intends to support those leading tourism's transformation around a common set of pathways for climate action by:
- Defining a clear and consistent sector-wide message and approach to climate action in the coming decade, aligned with the wider scientific framework and urgency to act now.
 - Outlining the pathways and specific actions that will accelerate tourism's ability to transform tourism and achieve Net Zero as soon as possible.
 - Encouraging signatories across all sectors of tourism to demonstrate their public support for scaling up the sector's response to the climate emergency.
- 1.12 Each signatory to the Glasgow Declaration will commit to delivering a climate action plan within twelve months of signing.
- 1.13 By becoming signatories, organisations agree to implement the commitments detailed in the Glasgow Declaration, notably:
- Support the global commitment to halve emissions by 2030 and reach Net Zero as soon as possible before 2050
 - Deliver climate action plans within twelve months from becoming a signatory (or updating existing plans) and implement them
 - Align plans with the five pathways of the Declaration (Measure, Decarbonise, Regenerate, Collaborate, Finance) to accelerate and co-ordinate climate action in tourism
 - Report publicly on an annual basis on progress against interim and long-term targets, as well as on actions being taken
 - Work in a collaborative spirit, sharing good practices and solutions, and disseminating information to encourage additional organisations to become signatories and supporting one another to reach targets as quickly as possible

Details of these requirements for Fife are set out in Appendix 1 to this report.

Fife Council Commitments

- 1.14 Fife Council declared a Climate Emergency in September 2019 and is currently delivering the Climate Fife Action Plan. 71% of visitors confirm that sustainable travel is important to them, with 42% saying that recent news about climate change has influenced them to make more sustainable travel choices.
- 1.15 The Declaration aligns with goals Fife Council are already working towards through the Scottish Government's target of reducing emissions by 75% by 2030 and reaching Net Zero by 2045 as well as the Climate Fife Action Plan. The Scottish Government has committed to transitioning to Net Zero emissions of all greenhouse gases by 2045. To meet Scotland's targets, a rapid transformation across all sectors of our economy and society is required. In direct response to the UN Paris Agreement, Scotland's landmark Climate Change Act is one of the most ambitious legislative frameworks for emissions reduction in the world. Any work carried out in respect of the Glasgow Declaration will fit in with the Council's Climate Action Strategy and in consultation with climate action colleagues.

Business Benefits

- 1.16 Operating in a more sustainable way can also have clear business benefits, such as cost savings, on food and electricity, staff engagement and retention, meeting increasing customer demand, as well as ensuring legal compliance (HIBS - EPC D then C then Net Zero) and managing risk.
- 1.17 Sustainable tourism is no longer a niche market but is quickly becoming an important demand of visitors. 71% of visitors confirm that sustainable travel is important to them, with 42% saying that recent news about climate change has influenced them to make more sustainable travel choices.
- 1.18 Businesses are already making changes towards achieving Net Zero and sustainable operations. A recent Scottish Tourism Alliance survey found only 14% of respondents had not made any investment into transitioning to a greener business model with the majority having installed energy-saving measures (69%), followed by sourcing locally (67%), and making improvements to business energy consumption (46%).

Pathways

- 1.19 VisitScotland is assisting destinations and businesses to sign the Declaration as part of its commitment to make Scotland a more sustainable destination.
Supporting statements can be found in **Appendix 2 to this report**.

2.0 Issues and Options

Fife Council Benefits

- 2.1 The Declaration assists the Fife Tourism Partnership and Fife Council with goals partners are already working towards through the Scottish Government's target of reducing emissions of 75% by 2030 and reaching Net Zero by 2045, as well as the Climate Fife Action Plan.
- 2.2 Through signing the Declaration, the Partnership will have access to sustainable tourism resources and a network of destinations to collaborate and share best practice, to support businesses to transition to a more sustainable way of operating as well as influencing visitor behaviour.
- 2.3 Signing the Glasgow Declaration allows Fife to be promoted as a sustainable destination and demonstrate actions and commitment to reducing visitors' impact. 81% of global travellers confirm that sustainable travel is important to them, with 50% saying that recent news about climate change has influenced them to make more sustainable travel choices. Therefore, being able to promote this will boost Fife as a visitor destination.

Relevance to the revised Fife Tourism Strategy

- 2.4 The signing of the Glasgow Declaration aligns with the newly updated Fife Tourism Strategy, of which responsible tourism is a strategic priority.
- 2.5 The responsible tourism strategic priority includes sustainability being a core message and priority throughout all Fife Tourism Partnership and Welcome to Fife campaigns and actions.
- 2.6 This includes helping businesses to work towards Net Zero ambitions, key messaging and promotion to extend the visitor season and encouraging active travel wherever possible.

- 2.7 Signing the Glasgow Declaration is a tool which can hold us accountable and support us in meeting this strategic priority and continuously improving and developing tourism sustainably in Fife. Any work carried out in respect of the Glasgow Declaration will fit in with the Council's Climate Action Strategy and in consultation with climate action colleagues.

3.0 Conclusions

- 3.1 It is evident that the tourism industry in Scotland is quickly moving towards a sustainable focused future. The signing of the Glasgow Declaration would further demonstrate Fife as a forward-thinking, sustainable, and exciting destination. Therefore, it is recommended that the Fife Tourism Partnership signs the Glasgow Declaration on Climate Action in Tourism.

List of Appendices

1. Meeting requirements
2. Supporting statements
3. Full Glasgow Declaration Proposal
4. Equality Impact Assessment Summary Report

Background Papers

- [Full text of the Glasgow Declaration on Climate Action in Tourism](#)
- [Signatory Terms and Conditions](#)
- [Visit Inverness Loch Ness Action Plan](#)
- [Climate Action Plan for Tourism on Vancouver Island](#)

Report Contact

Rosalyn Watson
Tourism Officer
Economy, Tourism and Town Centres
Email: rosalyn.watson@fife.gov.uk

Meeting Requirements

Many of the requirements fit into the Scottish Government's Destination Net Zero Action plan of a more ambitious target of reducing emissions by 75% by 2030 and reaching net zero by 2045. In the action plan developed, the requirements will be met through the following ways:

- Align tourism policy update integrating sustainability strategies and initiatives.
- Conduct survey of tourism and hospitality businesses on energy saving measures to identify opportunities to share and highlight unseen potential actions.
- Collaborate with tourism stakeholders and businesses to improve circularity such as promoting agrotourism and using local produce through partners like Food from Fife and Food 4 Fife.
- Setting up a sustainable tourism working group with internal and external stakeholders.
- Provide tourism stakeholders with access to tools and resources required to upskill and address knowledge gaps through the FTP and training.
- Promote tourism initiatives such as respect protect enjoy, visitor behaviour messaging through Welcome to Fife.
- Promote Green Tourism accreditation through webinars and support.
- Promote and support integration and alignment of national sustainable tourism strategies by working further with VisitScotland.
- Promote diversified tourist attractions and products as alternatives to identified vulnerable destinations. Eg. Wider region not just East Neuk.
- Continue to promote domestic tourism as well as public transport methods of visiting the region.
- Measure the tourism team carbon footprint of operations and report annually.
- Reduce waste generation through implementation of circular processes (reduction, recycling, re-use etc.) such as a water bottle refill scheme.
- Tap more into UNESCO Trail initiatives.
- Publish progress reports annually on the FTP website as in line with declaration requirements.
- Tap into networks and support available through the signatories' resources page.
- Use networks, working group and support available to work towards more sustainable tourism measures and initiatives.
- Work within collaboration with regional DMO's such as Visit Inverness Loch Ness.
- Integrate community tourism initiatives and promotion into the tourism strategy.
- Investigate sustainability measures in the management of cruise ship tourism.

Supporting Statements

"We would welcome Fife Council's decision to sign up to the Glasgow Declaration on Climate Action in Tourism. By joining the Declaration, Fife Council has a real opportunity to demonstrate its commitment to tackling the climate crisis and supporting Scotland's transition to a low carbon economy. Climate change is one of the biggest challenges facing tourism. If we are to address this threat, we need a sector-wide approach that has sustainability firmly embedded in Scotland's tourism offering. Consumers are increasingly concerned with the impact of their travel choices on the environment, as such sustainability is becoming a key criterion for travellers when selecting a destination. By agreeing to implement the commitments detailed in the Glasgow Declaration, Fife Council has the opportunity to meet this growing demand and attract greater value from visitors. As outlined in the Declaration, the tourism sector can lead the way on meaningful climate action, starting with every destination and business having a climate action plan. We are pleased that Fife Council has produced a climate action plan that aligns with Scotland Outlook 2030 strategy's objectives and aspirations for responsible growth in tourism. With a key focus on collaboration, measurement, and promoting initiatives such as Green Tourism, we believe that the targets outlined in the plan are reflective of the level of ambition required for effective climate action, yet they remain realistic and achievable. Not only does the ambition to reach net zero by 2045 align with the Scottish Government's targets, but Fife Council's vision also aligns with VisitScotland's aim to make Scotland a globally recognised leader in responsible tourism for a sustainable future. We are particularly looking forward to working with Fife Council to create a tourism destination which will not only protect the environment and our planet but will also benefit visitors and residents alike." - **Lyn Donnelly, Responsible Tourism Manager, VisitScotland**

"Signing the Glasgow Declaration as a DMO has been fantastic. We've been invited to various webinars with great tourism experts regarding tourism and climate action, which covers various topics from seasonality to carbon reduction. We've made so many contacts around the world, without signing the declaration and creating our subsequent climate action plan, we would not be where we are today, we're now internationally known for our work. We've won awards for the plan including the Green Destinations Top 100 Stories and HITA RBS Climate Champion. Many of our members have become more interested in climate action within tourism since we signed up with many now taking interest in signing up themselves or working towards Green Tourism certification. The Glasgow declaration is a fantastic network of tourism organisations around the world that all want to work together to achieve halving our emissions by 2030 globally." - **Byronny Beck, Destination Development Manager, Visit Inverness Loch Ness**

Full Glasgow Declaration Proposal

BACKGROUND:

Tourism Environmental Impact

Both international and domestic tourism are significant contributors to climate change. Services such as travel, accommodation, food, and activities create substantial social and environmental impacts. It is easy to assume these are international destinations, beach resorts and airlines, however 80% of the tourism industry is made up of small and medium-sized businesses like many of those in Fife.

The tourism sector is also highly vulnerable to climate change with natural assets such as beaches, forests and oceans being affected, as well as historic buildings being damaged by a warmer, wetter climate. With more extreme weather, tourism businesses could lose physical assets or if the risks of a more volatile climate drive up the cost of business. We have already experienced this with the heatwaves and fires of Summer 2022, flooding, and winter storms. Scottish Legislation and policy are driving change in which the tourism industry will have to act on such as Heat in Buildings Strategy and Electric Vehicles.

Building back after the pandemic has given us an opportunity to rethink tourism, its impacts, benefits and advance the transition towards a carbon neutral and resilient tourism economy. This is a chance for longer-term sustainable business.

Sustainable Tourism

The United Nations World Tourism Organisation (UNWTO) defines sustainable tourism as

“Tourism that takes full account of its current and future economic, social and environmental impacts, addressing the needs of visitors, the industry, the environment and host communities”

Based on three pillars of sustainability: environmental, social, and economic.

Sustainable tourism is a large topic and can often seem daunting and undefinable, however examples of sustainable tourism practice include:

- Off the Tack at Cambo Estate, Fife is Scotland's first fully off grid accommodation company. Everything used in the pods has been made in Scotland, from the sustainable locally sourced duvets to the welcome hospitality beverages and even worms that eat human waste.
- Inspired by Iceland have an Icelandic Pledge where visitors can pledge to be a responsible tourist, with several commitments on wild camping and visitor behavior.
- Blue Reef Cottages in the Outer Hebrides have their own wind turbines and turf roofs which absorb up to 75% of rainfall and naturally regulate the inside temperature.
- The Faroe Islands "Closed for Maintenance Scheme". The Islands "close" to tourists yearly and invite volunteers to work on projects alongside the local community towards the archipelago's preservation.
- The Fairmont Hotel in Fife grows a large quantity of their produce on site in a greenhouse and herb garden. 75% of food served in the hotel is sourced from Scotland. Food waste and cooking oil converted into renewable energy and green fuels. There are also honeybees living on site.

- Oregon's North Coast has a "Coffee for clean beaches" programme in which visitors can litter pick and use the evidence for wooden coins to exchange for coffee at participating coffee shops.
- Visit Inverness Loch Ness has a free water bottle refill scheme for visitors and has made a dedicated sustainable tourism strategy.
- Jacobite Cruises reduce private car use by providing staff transport to cruise starting points.

Tourist and Business Demand

Sustainable tourism is no longer a niche market but is quickly becoming an important demand of visitors. A recent study found:

- 4 out of 5 visitors wanted to stay in a sustainable accommodation in 2022
- 71% of visitors confirm that sustainable travel is important to them, with 42% saying that recent news about climate change has influenced them to make more sustainable travel choices
- Over half of visitors intend to stay in a sustainable property at least once in the coming year
- Over half get annoyed if somewhere they are staying stops them from being sustainable
- 4 out of 5 visitors want to reduce their general waste
- 79% of visitors want to use more environmentally friendly modes of transport such as walking, cycling or public transport over taxis or rental cars
- 69% of visitors will go as far as avoiding popular destinations and attractions to ensure they aren't contributing to overcrowding
- Over half of visitors say they want to leave the places they visit better than when they arrived, with 26% revealing that they chose to travel outside of peak season to avoid overcrowding

Operating in a more sustainable way can also have clear business benefits, such as cost savings, on food and electricity, staff engagement and retention, meeting increasing customer demand, as well as ensuring legal compliance (HIBS - EPC D then C then net zero) and managing risk. Businesses are already making changes towards achieving net zero and sustainable operations. A recent Scottish Tourism Alliance survey found only 14% of respondents had not made any investment into transitioning to a greener business model with the majority having installed energy-saving measures (69%), followed by sourcing locally (67%), and making improvements to business energy consumption (46%).

Fife Council Commitments

Fife Council declared a Climate Emergency in September 2019 and is currently delivering the Climate Fife Action Plan. The flexible document sets out how we will work with our partners and communities over the next 10 years to become:

- Climate friendly, transforming how we live to become carbon neutral;
- Climate ready, helping Fife communities and the economy minimise any impacts from unavoidable climate change;
- Climate just, making sure all Fifers and our environment benefit from this transition.

GLASGOW DECLARATION ON CLIMATE ACTION IN TOURISM

The Glasgow Declaration on Climate Action in Tourism is a declaration of commitment to reduce the tourism industry's environmental impact by the UNWTO and One Planet Network. The Declaration is a catalyst for increased urgency about the need to accelerate climate action in tourism and to secure strong commitments to support the global goals to halve emissions over the next decade and reach net zero emissions as soon as possible before 2050.

The Declaration was created at COP26 considering tourism's large contribution to climate breakdown. Collectively written by tourism stakeholders, including private sector actors, international organisations, NGOs and academia, it represents a shared voice and commitment to aligning the sector's climate ambitions with scientific recommendations and international agreements. Destination Signatories comprise national, sub-national (regional) and local governments, as well as destination management organisations.

The Declaration unites those leading tourism's transformation around a common set of pathways for climate action by:

- Defining a clear and consistent sector-wide message and approach to climate action in the coming decade, aligned with the wider scientific framework and urgency to act now.
- Outlining the pathways and specific actions that will accelerate tourism's ability to transform tourism and achieve net zero as soon as possible.
- Encouraging signatories across all sectors of tourism to demonstrate their public support for scaling up the sector's response to the climate emergency.

Each signatory to the Glasgow Declaration will commit to delivering a climate action plan within 12 months of signing, aligned with pathways of:

- Measurement
- Decarbonisation
- Regeneration
- Collaboration
- Financing

The Declaration is currently signed by over 500 organisations worldwide including VisitScotland, Visit Inverness Loch Ness, Visit Moray Speyside, Cairngorms National Park Authority, People Make Glasgow and more.

The declaration is not a binding legal document. There is no fee to sign or maintain signatory status. No verification or audits take place.

REQUIREMENTS AND ACTION PLAN

This proposal recommends signing this document jointly as Welcome to Fife and the Fife Tourism Partnership.

By becoming signatories, organisations agree to implement the commitments detailed in the Glasgow Declaration, notably:

1. Support the global commitment to halve emissions by 2030 and reach net zero as soon as possible before 2050.
2. Deliver climate action plans within 12 months from becoming a signatory (or updating existing plans) and implement them.

3. Align plans with the five pathways of the Declaration (Measure, Decarbonise, Regenerate, Collaborate, Finance) to accelerate and co-ordinate climate action in tourism.
4. Report publicly on an annual basis on progress against interim and long-term targets, as well as on actions being taken.
5. Work in a collaborative spirit, sharing good practices and solutions, and disseminating information to encourage additional organisations to become signatories and supporting one another to reach targets as quickly as possible.

How will we meet these requirements?

Many of the requirements fit into the Scottish Government's Destination Net Zero Action plan of a more ambitious target of reducing emissions by 75% by 2030 and reaching net zero by 2045.

In the action plan developed, the requirements will be met through the following ways:

- Align tourism policy update integrating sustainability strategies and initiatives – 1,2,3.
- Conduct survey of tourism and hospitality businesses on energy saving measures to identify opportunities to share and highlight unseen potential actions – 1,4,5
- Collaborate with tourism stakeholders and businesses to improve circularity such as promoting agrotourism and using local produce through partners like Food from Fife and Food 4 Fife – 1, 5
- Setting up a sustainable tourism working group with internal and external stakeholders – 1,2,5
- Provide tourism stakeholders with access to tools and resources required to upskill and address knowledge gaps through the FTP and training – 1, 5
- Promote tourism initiatives such as respect protect enjoy, visitor behaviour messaging through Welcome to Fife - 1
- Promote Green Tourism accreditation through webinars and support – 1, 5
- Promote and support integration and alignment of national sustainable tourism strategies by working further with VisitScotland – 1, 2,
- Promote diversified tourist attractions and products as alternatives to identified vulnerable destinations. Eg. Wider region not just East Neuk – 1, 5
- Continue to promote domestic tourism as well as public transport methods of visiting the region – 1, 5
- Measure the tourism team carbon footprint of operations and report annually – 1, 4.
- Reduce waste generation through implementation of circular processes (reduction, recycling, re-use etc.) such as a water bottle refill scheme – 1, 2, 5
- Tap more into UNESCO trail initiatives – 1, 5
- Publish progress reports annually on the FTP website as in line with declaration requirements – 1, 2, 3, 4

- Tap into networks and support available through the signatories' resources page – 1, 2, 5
- Use networks, working group and support available to work towards more sustainable tourism measures and initiatives – 1, 3, 5
- Work within collaboration with regional DMO's such as Visit Inverness Loch Ness – 1, 5
- Integrate community tourism initiatives and promotion into the tourism strategy – 1, 5

Failure to meet requirements

The declaration is not a binding legal document and if requirements are not appropriately met, the participants signature is removed from the declaration.

Equality Impact Assessment Summary Report

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

<p>Which Committee report does this IA relate to (specify meeting date)? Fife Tourism Strategy 2023-30; Fife Council Cabinet Committee, 7 September 2023</p>
<p>What are the main impacts on equality? The main impacts on EqlA equality criteria are assessed as being positive or else no impact. Impacts relate more to environmental change rather than equality.</p>
<p>What are the main recommendations to enhance or mitigate the impacts identified? An annual action plan will facilitate delivery of the strategy and will be monitored and reported on.</p>
<p>If there are no equality impacts on any of the protected characteristics, please explain.</p>
<p>Further information is available from: Name / position / contact details: Rosalyn Watson, Tourism Officer, Business & Employability Email: Rosalyn.watson@fife.gov.uk</p>

Cowdenbeath Leisure Centre Refurbishment Project

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

Wards Affected: 7 - Cowdenbeath

Purpose of Report

The purpose of this report is to provide members with an update on progress on refurbishment and enhancement of Cowdenbeath Leisure Centre.

Recommendation

The Committee is asked to:

- (i) note the Council's agreed capital plan allocation of £7.793m to this project
- (ii) approve the integration of the library service (operated by Fife Cultural Trust) into the leisure centre and generating a capital receipt opportunity by vacating the standalone library on the High Street; and
- (iii) approve the project Business Case referenced in the report

Resource Implications

The agreed capital budget for the project is £7.793m plus circa £0.250m from Education and Children's Services for the relocation of the Early Years facility for the duration of the project.

The revenue consequences are currently assumed to be cost neutral, however, FSLT and the Council will assess the business efficiency opportunities as a result of the facility enhancements.

Legal & Risk Implications

The delivery of the refurbishment project will reduce the number of assets in Cowdenbeath by creating space to dispose of the library on the High Street.

There will be the risk to future continuity of service if the project is delayed particularly for the Early Years provision and for the existing leisure centre users.

A value engineered option would exclude the integration of the library service from the High Street which will reduce the financial benefits of a capital receipt opportunity and compromises the de carbonisation strategy of reducing number of assets.

The project construction costs could increase due to the uncertainty around the impact of COVID on the construction industry.

The programme of works is scheduled for April 2024 which will require a full closure of the facility for approx. fourteen months which will impact on Fife Sport and Leisure Trust's (FSLT's) operational budget due to loss of income. Alternative venues are being explored to accommodate the existing programmes.

Further additional funding may be required to complete the project should a budget gap emerge predicated by the outcome of the tender returns.

Impact Assessment

An EqIA is not required as the report is not proposing any changes or revisions to existing policies and practices.

Consultation

There has been consultation with the existing key stakeholders and community engagement will progress once the final scope of the project is agreed which will continue throughout the duration of the project.

The consultation has been developed and progressed from the business case. Appendix 1 - PF01 Final Business Case. This highlights the proposed facility enhancements, scope of the service, opportunities for improving the customer experience, estimated uplift in usage and income growth. The project has developed since then via the extensive consultation programme with a fully resourced technical, client and locality team.

Communication continues within C&N (Community & Neighbourhoods) Service, Education & Children's Services, Fife Sports & Leisure Trust, Fife Cultural Trust, area management and councillors.

Dialogue has been ongoing with Education & Children's Services to relocate the Early Years provision for the duration of the project which will be relocated to a modular facility & services next to the Maxwell Centre (Cowdenbeath) to minimise disruption.

1.0 Background

- 1.1 FSLT has operated Cowdenbeath Leisure Centre since 2008 and successfully developed programming, services and improved the customer experience at the centre. The centre currently is a busy facility with 146,607 (78% recover to pre-covid levels) visits and continues its recovery trajectory post COVID closure. However, if the facility does not receive investment in the near future it will increase the likelihood of future maintenance closures to a deteriorating facility and result in increased customer resistance and loss of income.
- 1.2 The wet side, dry side and outdoor facilities attract customers from both locally and from the surrounding area. The dry side facility extension and outdoor facilities were added to the existing wet side facilities in 1995 and, since then, as programme and customer demands have changed, has presented an opportunity to refurbish, enhance and repurpose the facility.
- 1.3 The project, in its wider context, meets the vision and ambitions within the physical activity and sports strategy 2022-25 with the ambition to "Invest in facilities and infrastructure for physical activity and sport". The project also meets the council's design principles around integrated community facilities. This included a commitment to the integration of services, in particular when utilising capital money to build or refurbish our assets and facilities.

- 1.4 The aim of this project is to preserve the facility by refurbishing it to reduce the need for further maintenance closures whilst, at the same time, enhance areas to increase customer throughput and co-locate the library into the leisure centre. The project will have a transformational impact to the local neighbourhood and provide a facility which is welcoming and inclusive to all and provide integrated services of leisure and cultural spaces.

2.0 Project Update and Progress

- 2.1 As the outline design works is complete. Customer consultation is progressing to conclusion. The sequencing of delivery of the project is to procure works by the end of 2023 with start on site in April 2024 with completion in Autumn in 2025. The design solution has been carefully planned to ensure that the facility is DDA compliant, is inclusive and accessible for a wide range of community needs. The layout of the facility recognises the different services delivered to ensure the facility is a “leisure and cultural community hub” and retains its high-profile identity with Cowdenbeath.
- 2.2 The proposed works include:
- Dry side facilities - the opportunity is available to repurpose the dry side facilities to enhance the gym space to increase capacity, provide new dedicated fitness/aerobic studio space for group activity and create flexible space to accommodate a new library relocating the existing service from Cowdenbeath High Street. The dry side facilities have recently accommodated the 1140 Early Years (EYs) provision which opened in 2019 and, with this next phase of development, will complement this. The library will provide a complementary offer with operational synergies with FSLT and EYs.
 - The sports hall floor replacement has progressed due to flood damage using £0.070m to get this operational in 2021.
 - Wet side facilities - require significant works to replace the sauna, steam room and refurbish the wet side change. This work will include the installation of a changing places unit. Wind and watertight planned maintenance will also be integrated into the wet side works. Opportunity to accelerate Property Services (PS) forward planned maintenance schedule to integrate these works during the closure to maximise the use of the closure to complete works. Outdoor facilities - the replacement and repurposing of the Synthetic Turf Pitch (STP) will take place towards the end of the project. Improving the external façade of the centre will provide a more appealing asset to visit.
- 2.3 The outline cost plan for the construction of the facility is in the region of £7.500m which is in line with the allocated budget in the capital plan. This includes an estimate for the refurbishments works fixture and fitting requirements and professional fees. The cost estimate allows for design and construction contingency to account for uncertainties which can be presented during refurbishment projects and for the volatility of the cost uplift for materials. As highlighted in para. 2.1 above, the tender report should be available by the end of 2023 which will confirm the final costings for the project and, at that point, the council, in consultation with elected members and communities, can progress with the delivery of the project based on the desired scheme or an alternative value engineered scheme. An additional £0.293m has been allocated for fixture and fittings and library internal fit out which is out with the Cost Plan plus, circa £0.250m from Education and Children's Services for the relocation of the EY's facility for the duration of the project.

- 2.4 The committee will need to decide on supporting a value engineered scheme if costs are higher once the tenders are returned at the end of 2023. Either support options highlighted in **options 2 & 3** within the PF01 or agree additional funding to support the project aspiration.

3.0 Operational Business Case

- 3.1 Fife Sports & Leisure Trust (FSLT) are reviewing and updating their management, operational, policies and procedures for the refurbished leisure centre to anticipate increased usage of the facility including the additional scope to accommodate specific user groups.
- 3.2 FSLT has developed a comprehensive operational business case for the refurbished leisure centre to anticipate increased usage and projecting income growth of the facility including the additional scope to accommodate specific user groups whilst assessing the additional staffing costs to service the facility. This covers all the key elements from the operational objectives strategic fit and benefits to the community in line with FSLT Business plan and the council's Plan for Fife. FSLT have a successful track record of operating facilities across Fife and will adapt their management, operational, policies and procedures to encompass the integration of the library which will continue to be operated by Fife Cultural Trust.
- 3.3 During the closure period, FSLT will provide an alternative operating model utilising other facilities with the potential to accommodate current activities and programmes. FSLT will develop their respective communications strategy to support the displacement programme.
- 3.4 The importance of the co-location of the library sitting alongside the EY's provision and the wider services within the leisure centre will provide customers with a joined up cohesive service. FCT will develop their operational business case over the next two years at which point they will relocate from the High Street location into the leisure centre on completion of the project at the end of 2025.
- 3.5 The project will result in business efficiencies for the Council and, moving forward, it will also ensure sustainable outcomes for the local community by providing more integrated and joined-up services. The revenue consequences are currently assumed to be cost neutral, however, FSLT and the Council will assess the business efficiency opportunities as a result of the facility enhancements. There will be small revenue savings to the council from integrating the services from library facility on the High Street into the leisure centre. When the newly refurbished leisure centre becomes operational a further review will be undertaken to define the level of Council and Trust savings which would be included within any future service change planning exercise.

4.0 Conclusion

- 4.1 The delivery of the refurbishment of Cowdenbeath Leisure Centre is of strategic importance to Cowdenbeath and surrounding area. This project delivers on the council's 2016 commitment of design principles around integrated community facilities. It also meets the ambitions of the physical activity and sports strategy 2022-25 to the ambition of "Investing in facilities and infrastructure for physical activity and sport".
- 4.2 The funding model for the project is very much predicated on the tender returns coming in on budget and no escalation of onsite costs after the project commences on site.

List of Appendices

1. PF01 Outline Business Case

Background Papers

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

- Executive Committee Report 28/03/2017 “Capital Investment Plan 2017-27 Governance Arrangements”
- Council Capital Investment Plan 2017-27 agreed in February 2017
- Council Capital Investment Plan 2021-31 agreed in February 2021
- Council Capital Investment Plan 2023-33 agreed in June 2023
- ISG Report- “Cowdenbeath LC Refurbishment Project-Capital Budget Pressure Report” (15.09.22)
- ISG Report- “Cowdenbeath Leisure Centre Refurbishment Project- Capital Budget allocation report” (August 23)
- Physical Activity & Sports Strategy 2022-2025

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Project ref & title	Cowdenbeath Leisure Centre Refurbishment & Redevelopment Project
Programme or eVision (If applicable)	Communities Programme
Project Delivery Leads	Client- Andy MacLellan (Community Projects Manager) & Debbie Chapman (Capital Projects Manager) FSLT- Scott Urquhart & Craig Ross FCT - Rhona Paisley
Project Manager & Sponsor	Gavin Turner (Architect) Paul Vaughan & Anne Marie Vance (Sponsor)
Approval board(s)	Initial funding approved within the council capital plan
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Document history

Date	Version	Last revised by	Details of revision
04.04.22	V1.0	Andy MacLellan	First draft
03.05.22	V1.1	Andy MacLellan	Second draft
18.07.22	V1.2	Andy MacLellan	Third draft
27.07.22	V1.3	Andy MacLellan/Eleanor Hodgson/Paul Vaughan	Final Business Case & budget review
07.06.23	V1.4	Debbie Chapman/Andy MacLellan	Final Business Case & budget update Capital Plan Review 2023-33
09.08.23	V1.5	Lesley Kenworthy, Eleanor Hodgson, Andy MacLellan, Debbie Chapman	Final Business Case – Cabinet Committee

Section 1: Proposal

1.1 What is the project going to do?

The project is to provide a comprehensive refurbishment & enhancement of the leisure centre dry side facilities to make it more inclusive & improve activity spaces to attract additional customers to the centre. The project will also integrate Fife Cultural Trust (FCT) library services into the leisure centre by relocating the library services from the FCT operated facility based on the high street. The current wet side facilities will incorporate planned maintenance works to take advantage of the closure of the facility for the refurbishment.

The facility will become welcoming whilst attracting a range of activities and services by providing dedicated studio spaces, larger gym space, flexible space to accommodate a library service and more storage to support the operations within the dry side area. The sports hall floor surface enhanced and replaced (works for this were accelerated and completed due to flooding). The existing three 5 a-side outdoor Synthetic Turf pitches (STP) will be replaced with one larger STP to accommodate a more flexibility to attract a wider range of football development activity.

1.2 Why should we do it and what will happen if we do not?

1.2.1 Project background

The Council has proactively reviewed opportunities to enhance existing or create new sports facilities directly managed and operated by Fife Council or in partnership with our arm's length external organisations (ALEOS) and communities. Capital investment into assets has a direct impact on the physical and mental well-being of local people by providing "state of the art" sport, leisure, and community facilities. As a result, £7.793m has been allocated to Cowdenbeath Leisure Centre to refurbish and enhance the dry-side facilities and deliver planned maintenance in the wet-side facilities.

This project supports the vision and ambition of the councils' "physical activity and sports strategy 2022-25" to create "An Active Fife where everyone has opportunities to be more active, with better health & wellbeing". The project underpins the ambition to:

1. Reduce inequalities in physical activity and sport across Fife
2. Increase and sustain physical activity, physical confidence, and sport participation
3. Build resilient communities that are physically active and participate in sport
4. Invest in facilities and infrastructure for physical activity and sport

This project delivers on the 4th ambition to promote opportunities for people to be physically active and enjoy participation in "state of the art" sports & leisure facilities. By investing in facilities and infrastructure promote physical activity providing safe inclusive experiences for all. This work programme sits within the strategic action to "Deliver £55.000m ten-year programme of investment in community facilities and green space that promotes community wellbeing, physical activity and sport".

The project is consistent with the Council's plan for Fife to create "opportunities for all", enhance "thriving places" and promote "community led services." Providing inclusive opportunities to access sports and physical activity within a thriving location that will be a sport & leisure hub in mid Fife, and it will be inclusive, engaging with the community to drive sports and leisure service provision in mid-Fife.

Cowdenbeath Leisure Centre currently is a busy facility operated by FSLT since 2008 and have successfully developed programming, services and improved the customer experience at the centre. The centre currently is a busy facility with 146,607 (72% recover to pre-covid levels) visits and continues its recovery trajectory post COVID closure. However, if the facility does not receive investment in the near future will increase the likelihood of future maintenance closures to a deteriorating facility and result in increased customer resistance and loss of income.

1.2.2 Project justification

Within the Fife Council "Plan for Fife Plan," a key aim is improving the quality of life in local communities. Delivery of this project will facilitate a key council plan outcome of more people participating in sport and active leisure.

The facility enhancement will allow the FSLT (Fife Sports and Leisure Trust) to diversify the range of programmes & participation opportunities for operator led activities, club, and community-based programmes. The project will enhance partnership working by integrating the FCT operated library

service which will attract different customer base and encourage existing users of the leisure centre to use the service. The replacement and repurposing of the STP will improve opportunities for local football clubs to train on. The improvement to the facilities will create training & development opportunities for staff and volunteers, support ownership by clubs, work with partners to provide a wider health approach & Increase local knowledge of being physically active.

With the onset of area based integrated programmes, the enhanced facility will be a “sport, leisure & cultural hub” for area activity involving input from Active Fife programming and council led leisure provision. The provision of the facilities will allow wide and varied usage by different client groups at the same time. In particular children and young people. The CSH Officer, the Active Schools Co-ordinators, FSLT (Fife Sports and Leisure Trust) programming team and librarians will collaborate & work together to ensure that the links are made between school and community, plan, and programme appropriate opportunities for usage, e.g. Community programmes for children, club use, casual use, school sport programmes, holiday kid’s programmes, coach education and sports development programme operated by Fife council Active Fife team.

The new building will be a local focal point for the community, retain identity within the community and will have a significant impact in terms of improved community cohesion and community pride.

1.2.3 Urgency and consequences

The current facility is run down, requires regular maintenance and health and safety upgrades. The gym space is not fit for purpose for the demand locally and complimentary studio-based activities are currently delivered from meeting room spaces. The sports hall floor has been replaced due to the deterioration of the surface due to flooding. Since the integration of the Early Years provision into the dry-side facilities has placed pressure on the programming demands on the rest of the facility.

The current position in regards revenue costs and repair/maintenance liability for the existing assets (Cowdenbeath LC and Cowdenbeath Library (High Street) will be unsustainable within the short to medium term, particularly given the financial position and reducing budgets within the Council.

The wet-side facilities require essential maintenance to replace the health suite, upgrade the wet side changing facilities and create a dedicated changing places unit.

1.2.4 Lessons learned

Utilisation

Good evidence-based data is available from the 3 Future of Leisure facilities (Michael Woods LC/Kirkcaldy LC/Carnegie LC) which have dedicated studios and gym spaces. With the appropriate services plus other dry-side facilities has shown that they can attract more customers, integrate health & wellbeing programmes, and retain regular users in an inclusive and friendly environment.

Other local authorities have integrated dedicated library spaces into leisure centres attracting additional users and creative based activities. The opportunity of including the library service will increase user numbers at the facility.

Additionally, the council & FSLT (Fife Sports and Leisure Trust) have managed key capital development projects in relation to Future of Leisure, Levenmouth S&LC and Dalgety Bay S&LC which have all increased their attendance levels.

Repairs & Maintenance

Effective maintenance of the building estate is seen as key to supporting the continuity of council operations and the provision of a safe and effective environment. By upgrading the dry-side facilities and address planned maintenance issues in the wet-side facilities will reduce the reliance on further investment on planned maintenance.

Running Costs

Opportunities to upgrade utility services & mechanical operations reducing the H&S workload. The facility will be more sustainable in the long term with less reliance on short to medium building maintenance works. Increase income opportunities as a result of less maintenance closures will stabilise net operating costs for the facility.

1.3 What are the key deliverables/outputs of the project?

To fully refurbish and enhance the dry-side facilities and accelerate planned maintenance works in the wet-side facilities.

The key deliverables of the project are:

- Finalise the design layout
- Establish project outline and procurement plan
- Relocate existing services to other facilities during period of disruption
- Relocation of 1140 Early Years' service delivery during the duration of the project works
- Procure appropriate services
- Timeline refurbishment & building works
- Progress maintenance works to the wet-side facilities
- Enhance and extend the gym space
- Development of state-of-the-art studio spaces & flexible library spaces
- Review the disability access services
- Replace the STPs (Synthetic Turf Pitches) at the end of the project
- Relocate Library Services from the High Street facility into the new integrated facility
- Pre-opening orientation and fixture and fittings fit out

1.4 What are the desired outcomes and benefits?

Outcome	Benefit
<p>Enhanced Service provision</p> <p>A coordinated approach to provision will initiate new and enhance the existing sporting provision in Cowdenbeath</p> <p>Enable existing teams to increase participation more effectively and safely</p> <p>Develop the skills of the young teams by facilitating year-round training</p> <p>Encourage people to participate in sport and provide a platform to</p>	<p>A more dynamic service provision at Cowdenbeath LC enables it to remain open (less maintenance closures) and delivering services to the community in a more accessible way and with greater frequency.</p> <p>The refurbished facility will enhance the profile of the centre as an area sports hub, attracting more users who wish to use the facilities for casual access, organised programmes or join clubs who use the facilities. This in turn will ensure that people in Cowdenbeath and beyond have greater access to a wider range of leisure services.</p> <p>Major benefit to the community by attracting more people to participate informally or formally in sport, in sport, leisure and cultural services.</p>

<p>encourage more volunteers to be involved in sport.</p> <p>Allow community groups & youth diversion programmes to combat community safety</p> <p>In partnership with the community develop holiday programme & activity schemes</p> <p>Widening and improve library services by attracting usage from existing leisure centre users, schools for disabled etc.</p> <p>The clubs and organisations can maximise the use of the sports hall spaces and repurposed STP.</p> <p>Holiday programmes provided jointly between Active Fife (Active Schools and Sports Development) and the FSLT (Fife Sports and Leisure Trust) facilities will see off peak activities provided for the local children.</p> <p>Various coach education activities will be able to be delivered from the enhanced facility plus activity camps throughout the holiday periods integrating with the wet-side facilities offered within Cowdenbeath Leisure Centre.</p> <p>FSLT and Area management can better facilitate integrated programming to maximise the use of space, minimise duplications and improve the quality of provision.</p> <p>The pathway for this gives the attendees volunteer experience and links to the clubs.</p>	<p>Benefits to wider community and clubs attracting more and diverse range of customers into the centre. Opportunity for FSLT to upsell their respective membership schemes.</p> <p>Benefit of more qualified and trained volunteer coaches.</p>
<p>Greater Community Engagement via the library service</p> <p>Holiday programming (wider community access)</p> <p>Engaging professional for organised activities</p>	<p>Increasing the use of the building and available space for community members and for organised cultural activity</p> <p>Building further connections with the community through the integrated service between the library, the leisure centre & 1140 Early Years' service that encourages engagement and open doors for visiting and building use.</p>

<p>Increased visitors</p>	<p>The leisure centre will attract more users through additional organised programmes and activities. FSLT will have the opportunity to upsell the membership schemes. The development of dry-side facilities will ensure that the programming schedule can diversify and attract new visitors and encourage increased return visits.</p>
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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 outline cost plan has escalated to £7.500m expected capital Expenditure due to COVID related factors. An additional £0.293m has been allocated for fixture and fittings and library internal fit out, this cost is out with the Cost Plan.</p> <p>Education & Childrens Service’s costs for the relocation of the Early Years facility are £0.250m.</p>	<p>Refurbished facility will be cost neutral for council & FSLT related costs.</p>

1.5.2 Resource requirement

- Communities Project Team
- Property Services (PS)
- Project Managers & sponsor
- FSLT & FCT management teams
- Design & Technical Services
- Stakeholder Representatives:
 - Finance
 - Communities & Neighbourhoods Service
 - PS & BS
 - Education and Childrens Services (Early Years Team)
- Community engagement via FSLT

1.5.3 Project timeline

It is anticipated that this project will take approximately 14 months to deliver and assuming all funding is in place an estimated start date of April 24 with completion Summer 2025 followed by pre- opening transition to opening by Autumn 25.

1.5.4 Funding availability

The agreed capital budget for the project is £7.793m plus circa £0.250m from Education & Childrens Services for the relocation of the Early Years facility for the duration of the project.

1.5.5 Resource availability

All resources required to deliver this project have been made available from existing resources within the Council.

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)
Financial Failure to deliver project as a result of funding availability/costs escalate during project delivery	4	5	20
Resources Increased demand for design and technical services cannot be met.	2	4	8
Financial Inadequate revenue identified to continue to deliver the required services.	2	4	8
Operating Model – Service Delivery Failure to agree integrated service delivery methods.	2	4	8
Reputation There is a risk of reputational damage as a potential consequence of council not progressing the scope of the project resulting increased maintenance closures and escalating building maintenance issues	4	4	16

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
Investment Strategy Group	Capital Plan approval	15.09.22
Paul Vaughan	Project Sponsor	27.07.22
Andy MacLellan//Debbie Chapman/Gavin Turner	Delivery Team	26.07.22
Eleanor Hodgson	Accountant	27.07.22

Section 2: Business Case

2.1 What is the scope of the project?

2.1.1 Output

Project outputs are defined in [Section 1.3](#) of this document. Any updates to project outputs will be made in Section 1.3.

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

Primarily, but not limited to the users of Cowdenbeath LC and users of other services within the locality. I.e., Users of Cowdenbeath Library Service and users of the 1140 Early Years provision

2.1.4 Staff

Existing staff with responsibilities for delivering services from the building will be integrated back into the facility during the pre-opening/orientation period. FCT library staff will move into the new library service at the same time.

2.1.5 Service delivery

It is anticipated that the service delivery will improve as a result of this project.¹

2.1.6 Business process

Not significant	Yes/No
Modify existing Service business processes	Yes/No
Create new Service business processes	Yes/No
Modify existing corporate business processes	Yes/No
Create new corporate business processes	Yes/No

2.2 How will ‘business as usual’ be maintained whilst change is implemented?

Existing service delivery will be reduced during the project with core service delivery relocated to other facilities such as swimming lessons (accommodated at Beacon, Bowhill or Lochgelly community use) and hall bookings moved to other facilities. No impact to library services as this will be integrated from their existing site on the High Street on completion of the project. The operational business case will articulate the integration of services into the refurbished facility. The 1140 Early Years provision will remain operational and be relocated to another location.

2.3 Who are the key stakeholders?

- Customers, clubs, community groups and users of the existing leisure centre
- Area teams and elected members, Communities & Neighbourhoods Service
- Core sports clubs
- Finance & Corporate Services

- Property Services
- FSLT & FCT executive management team
- Education and Childrens Service (Early Years Team)

2.4 What are the options to deliver the project (minimum of 3)?

Option 1:	Cowdenbeath Leisure Centre Refurbishment & Enhancement Project
Cost	£7.793m (costs are based on revised PS cost estimates linked to construction COVID cost uplifts)
Time	14 months to deliver commencing in April 24
Quality	<p><i>This option will enhance key activity spaces as follows: -</i></p> <p><i>Dry-side facilities,</i></p> <ul style="list-style-type: none"> • <i>accommodate a new flexible library space</i> • <i>create RPM spinning studio and fitness studio</i> <p>• <i>enhance and extend the gym space with dedicated weights area</i></p> <p>• <i>development of state-of-the-art studio spaces & flexible library spaces</i></p> <p>• <i>refurbish of link corridor and reception area aimed at addressing the condensation</i></p> <ul style="list-style-type: none"> • <i>address building condition issues.</i> <p><i>Wet-side facilities</i></p> <ul style="list-style-type: none"> • <i>install a Changing Place facility</i> • <i>redevelop the steam room and sauna facility to create a self-contained health suite facility similar to other centres</i> • <i>remodel the locker and changing cubicle to meet user requirements</i> • <i>install new resin floor within the Changing Village and pool surround</i> • <i>Upgrading of all toilets</i> • <i>accelerate planned maintenance works in the wet-side facilities</i> <p><i>External</i></p> <ul style="list-style-type: none"> • <i>Repurpose & replacement of the outdoor STP</i> • <i>upgrading of the entrance elevations</i> • <i>upgrading of external entrance steps</i>
Resource	As identified in 1.5.2
Scope	Assets identified in section 1.2.1
Risk	<ul style="list-style-type: none"> • More demand on the activity spaces provided in the enhanced facility. • Integration of leisure, library, and 1140 early years facilities in a single area. • Capability of the operational management of the new facility to cope with increased demand
Benefits	<ul style="list-style-type: none"> • Improved access to wider range of services • Increased attendances • Averts revenue cost increases (revenue efficiencies by improving customer spaces to income generating activities) • Long term capital investment savings via the closure of the Library on the High Street

Option 2 & 3	Cowdenbeath Leisure Centre (Basic Refurbishment to dry-side and wet-side facilities of existing spaces)
Cost	£4.500m (A revised cost plan would be required to assess the scope of the works highlighted in the quality section linked to construction COVID cost)
Time	12 months to deliver commencing in July 2023
Quality	<p><i>This option will enhance key Wet-Side activity spaces as follows: -</i></p> <p><i>Wet-side facilities</i></p> <ul style="list-style-type: none"> • <i>install a Changing Place facility</i> • <i>redevelop the steam room and sauna facility to create a self-contained health suite facility similar to other centres</i> • <i>remodel the locker and changing cubicle to meet user requirements</i> • <i>install new resin floor within the Changing Village and pool surround</i> <p>Dry Side & outdoors</p> <ul style="list-style-type: none"> • General upgrade of spaces • Replacement of the outdoor STP
Resource	As identified in 1.5.2.
Scope	Refurbishment of wet-side facilities with minimal works in dry side.
Risk	No enhancements to the facility with negative impact to improve the customer experience. Reputational damage to FC. More risk of regular maintenance closures to the dry side facilities
Benefits	The wet-side facilities will be more sustainable with less reliance on future building maintenance requirements.

2.5 What is the recommended option from Section 2.4 to deliver the project?

The added investment provided in Option 1 provides the best value solution to the project for wider benefits to the community and stabilising future building liability issues and income potential whilst keeping operational costs down.

2.6 What is the outline plan and cost break-down?

2.6.1 Outline Plan

Stage	Outputs/deliverables	Timescale
	Outline Cost plan available	June 23
	ISG (Investment Strategy Group) scrutiny	July 23
	Council Cabinet committee sign off on additional funding	September 23
	Tender	End of 2023
	Pre-start & delivery	Spring 24

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
£7.793m secured/progress – Dry-side facility enhancements, integrate Library service, repurpose STP and wet-side maintenance	Revenue budget (management fee payable to FSLT) will not increase although they may generate more income as a result of improvements.

2.6.3 Cost break-down – will be detailed as part of the full business case

Item description	One-off cost	Recurring cost	Funding source	Funding available
Construction including risk contingency	£4.768m	-	Capital plan	yes
Design Risk	£0.394m	-		
Site Surveys & other costs	£1.769m , includes Fixtures and fittings and all-weather pitch	-		
Professional Fees	£0.569m	-		
Operating Budget ²		<p>Refurbished facility will enhance the activity spaces, integrates the library service, and generate opportunities for generating more income.</p> <p>Revenue operating costs - will be net zero revenue position (as per business case) . As such can generate business efficiencies in the future and indirect revenue savings by vacating the library on the high street which</p>	Revenue budget	yes

²

		generates capital receipts and small revenue savings to FC		
Sub Total	£7.500m	-		
Additional (out with Cost Plan) fixture and fittings and internal fit out of library	£0.293m			
Total Project Cost	£7.793m			

2.6.4 How realistic is the approach?

The approach is consistent with previous facility enhancement projects to maximise use of space, minimise operational cost uplifts and increase revenue opportunity for the operator

2.7 What are the benefits of the project and what measures will be used to show their realisation?

Benefit name	FSLT & FCT improved customer experience
Measure	<ul style="list-style-type: none"> Utilisation of ongoing performance indicators
Baseline(s) per measure	<ul style="list-style-type: none"> Comparison indicators with other local authorities (Local Benchmarking Framework)
Target per measure	<ul style="list-style-type: none"> Set by respective Board of Directors
Benefit Owner	Project Sponsor/FSLT/FCT CEO & Board of Directors
Timescale	After 1 st full year of operation (Autumn 26)
Programme end benefit(s)	FSLT Annual report to Council scrutiny committee and quarterly Board meetings. Reference will be made within FCT annual report to the same committee

Benefit name	Building Quality improved
Measure	Measure Community Assets in "A" Condition
Baseline(s) per measure	<ul style="list-style-type: none"> Building in "A" condition.
Target per measure	<ul style="list-style-type: none"> "A" Condition Asset
Benefit Owner	FSLT, FCT, Project Sponsor & Cowdenbeath Area Committee
Timescale	<ul style="list-style-type: none"> Measured Annually
Programme end benefit(s)	FSLT Annual report to Council Scrutiny Committee and quarterly Board meetings. Reference will be made with FCT annual report to the same committee

Benefit name	Efficient use of space
Measure	1. Utilisation

	2. Percentage of space accessible to the public.
Baseline(s) per measure	1. 60% 2. 70%
Target per measure	1. >75% 2. >75%
Benefit Owner	FSLT & Project Sponsor
Timescale	1 year after project completion (Autumn 2026)
Programme end benefit(s)	FCT & FSLT Annual report to Council Scrutiny committee

Benefit name	Affordable Estate
Measure	1. Reduction in building maintenance running costs 2. Reduction in backlog maintenance liability. 3. Increase in income levels
Baseline(s) per measure	1. As per existing FSLT & Council related operating budget. 2. As per existing liability 3. As per existing FSLT income targets
Target per measure	1. <25% 2. Initial increase of 20% then in line with inflation
Benefit Owner	FSLT CEO & Board of Directors
Timescale	1 year after project completion)
Programme end benefit(s)	FCT Annual report to Council scrutiny committee

Benefit name	Improved delivery of frontline services
Measure	1. Increased Customer Satisfaction. 2. Increased access to FSLT services. 3. Fully integrated area programming
Baseline(s) per measure	Current recorded level.
Target per measure	>80%
Benefit Owner	FSLT, FCT & Cowdenbeath Area committee
Timescale	1 year after project completion (Autumn 2026)
Programme end benefit(s)	FSLT & FCT Annual report to Council C&H committee

2.8 What are the key assumptions and dependencies?

2.8.1 Assumptions

The strategic assumption is based on FSLT Business case.

2.8.2 Dependencies

As a result of the flexible and varied use of the space, working relations between services, FSLT, FCT, clubs and library stakeholders are crucial to project success.

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. Any updates to project pre-start up risks will be made in Section 1.6.

2.10 What are the permitted tolerances set for this project?

Tolerance table

	Amber status	Red status <i>(Triggers exception report to Project Sponsor/Project Board)</i>
Cost	Up to 10% over either capital or revenue budgets, compared to the original expected project costs and budgetary requirements.	Any percentage over budget that exceeds the amber cost threshold.
Time	Up to 3 months 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 particular impact on the Business Case (should define these quality elements specifically for this project).	Elements of acceptance criteria that have slipped beyond what is defined within the amber quality threshold (this should be quality elements that have an impact on the Business Case).
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	Define what elements of the project scope that can slip to move the project's scope status to amber.	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	Define deviations permitted for each benefit measure target, which consequently moves the project's benefits status to amber. This should be slippage with minor impacts to the Business Case that does not affect overall project viability.	Red status will occur when any permitted deviations are exceeded as defined under amber. This should be slippage that has significant impacts to the Business Case and could threaten overall project viability.

Section 3: Project Structure

3.1 What is the governance arrangement?

Project has Project Group, Design Team, Sponsor.	Yes
Project has no formal Project Board and reports directly to the Project Sponsor and as the project is over £5.000m threshold the project governance and sign off will be via ISG (Investment Strategy Group) and Cabinet committee	Yes

3.2 What skills, knowledge and experience are required for successful project delivery?

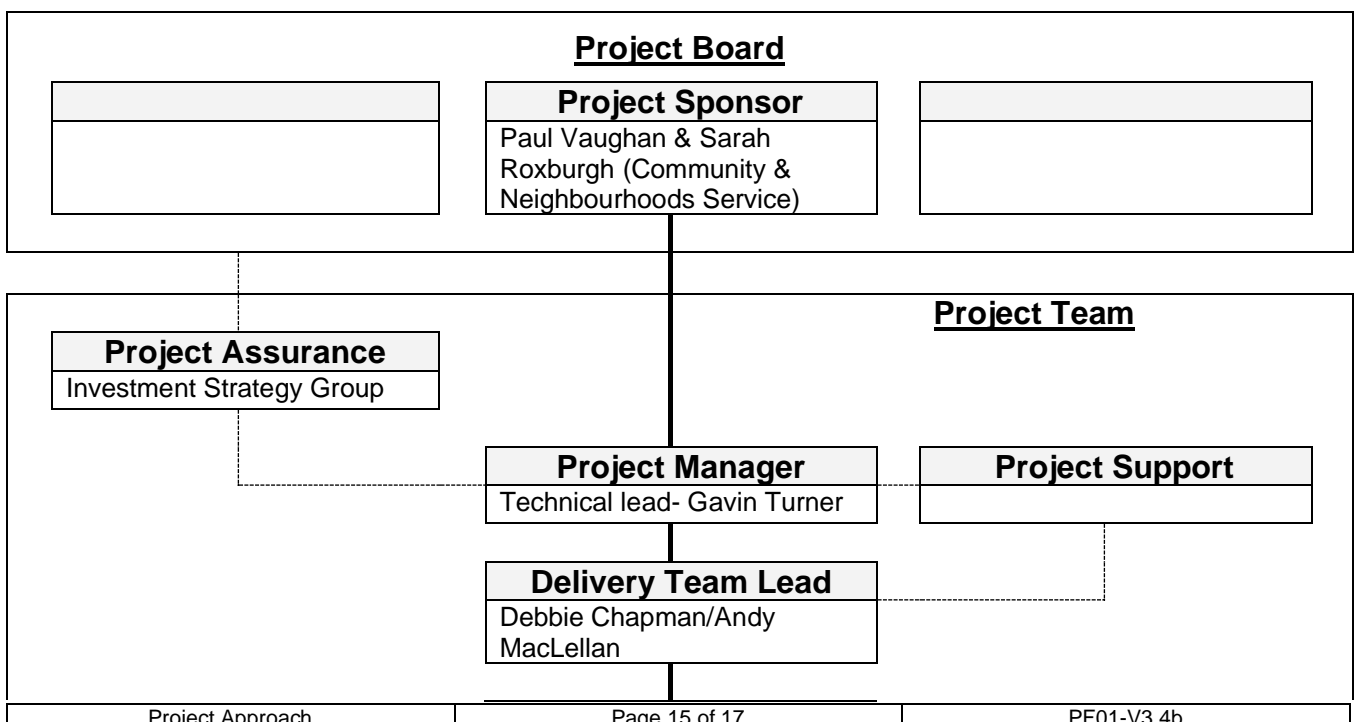
Skills, knowledge & experience description	Essential	Desirable
Project Management & Programme Support	Yes/No	Yes/No
Client Representation from C&N (Community & Neighbourhoods) service and area management and FSLT/FCT	Yes/No	Yes/No
Property Design & Technical Services	Yes/No	Yes/No
FSLT Executive management team and site facilities management & Education & Childrens Services (Early Years)	Yes/No	Yes/No
Financial Management	Yes/No	Yes/No
Asset Management (Library facility on High Street)	Yes/No	Yes/No
Human Resources (transfer of FCT library into leisure centre)	Yes/No	Yes/No
Negotiation	Yes/No	Yes/No
Business Technology Solutions (IT)	Yes/No	Yes/No

3.2.1 Is the required mix of 'essential' skills, knowledge, and experience available to the Project Manager?

Yes - within Fife Council

Yes - within FSLT

3.3 Project structure chart and project roles



Delivery Team Members

FSLT lead- Scott Urquhart FSLT- Craig Ross FCT lead (for library) - Kirsty Keay FC area team FC Property Services team FC Education - Clark Graham/Dawn Cook/John Purves

3.4 Business Case sign-off

Approved by	Role	Date approved
Investment Strategy Group	Endorsement of project business case and funding	15.09.22
Gavin Turner Andy MacLellan Debbie Chapman	Technical Project Manager Project Delivery Leads	26.07.22
Paul Vaughan	Project Sponsor	27.07.22
Eleanor Hodgson	Service Accountant	27.07.22
Investment Strategy Group	Endorsement of project business case and funding	09.08.23

Section 4: Project Delivery Resources

4.1 Who are the key resources the project may need to engage with at an early stage?

Capital Projects Delivery Programme

Area managements and Cowdenbeath Elected members

Property Services

Building Services

Procurement

FSLT executive management team and Board of Directors

FCT designated senior manager

Education and Childrens Services

Accountants Finance

Disability Access Officer

7 September 2023
Agenda Item No. 12

Council Tax – Consultation Response

Report by: Les Robertson, Head of Revenue and Commercial Services

Wards Affected: All

Purpose

This report presents a proposed response to the Scottish Government’s consultation on increasing Council Tax Multipliers for higher banded properties.

Recommendation

Members are requested to:

- a) review the proposed consultation responses contained in this report;
- b) make suggestions on any content or omissions from a political perspective; and
- c) authorise officers to submit the consultation to the Scottish Government.

Resource Implications

Resource implications will be assessed if the legislation is altered in line with the consultation responses.

Legal & Risk Implications

There are no legal or risk implication in responding to the consultation.

Impact Assessment

An Equality Impact Assessment is not required as there are no changes to existing service delivery and policy.

Consultation

This report commences the consultation with members. Consultation has already taken place with a report agreed by COSLA (Convention of Scottish Local Authorities) leaders to progress these changes to a formal consultation.

1.0 Background

- 1.1 The consultation was published on the Scottish Government website on 12 July 2023 and is a joint consultation with the Scottish Government and COSLA (Convention of Scottish Local Authorities). The full consultation can be accessed from the following link: [Consultation on a fairer Council Tax - Scottish Government - Citizen Space](#).
- 1.2 The consultation is a result of a joint ministerial working group between Scottish Government and COSLA with professional input from Directors of Finance, IRRV (Institute of Revenues Rating and Valuation) (Institute of Revenues Rating and Valuation) and Scottish Government officers (Fife officers are represented on this national group).
- 1.3 The general aim of the consultation is to make the overall tax system for domestic dwellings fairer. Currently, households in the lowest banded property (band A) pay around 3.96% per annum in terms of the property value whereas households in the highest banded property (band H) pay around 1.45% per annum in terms of the property value.
- 1.4 The consultation seeks views on specific charging arrangements and other technical changes as follows: -
 - (1) If charges for higher banded properties be increased by a set percentage from April 2024 as follows:
 - Band E increase by 7.5%
 - Band F increase by 12.5%
 - Band G increase by 17.5%
 - Band H increase by 22.5%
 - (2) Are the rates of increase appropriate for each band?
 - (3) Are there alternative increases/decreases appropriate?
 - (4) Would it be appropriate to phase the increased charges over a number of years.
 - (5) Should the Council Tax Reduction Scheme be enhanced?
 - (6) How should any additional revenue be distributed?
 - (7) How the proposed increases impact people or the organisation?
 - (8) How would the increases impact the local area and across Scotland as a whole?
 - (9) How would such increases affect island communities?
 - (10) Impact of changes on equality, human rights, or wellbeing issues.
- 1.5 After the consultation is considered, the Scottish Government will consider lay amending legislation so the powers (if enacted) would be introduced from 1 April 2024.
- 1.6 The full response is attached in Appendix 1 to this report.

2.0 Fife Council Financial Context

- 2.1 Within Fife area there are over 180,000 council tax dwellings and the following table shows the impact of the proposed changes on each of the bands also included within this table considering the normal council tax increase for the next financial year (again, this is just to illustrate the cumulative effect of this change along with the annual rise).

Table 1 – Effect of multiplier and annual increase per council tax band.

Tax Band	23/24 Charge £	Multiplier Increase %	Annual Increase £	Monthly Increase £	3% uplift in charge £	5% Uplift in charge £	Total increase 3% in Council Tax from 01/04/24*		Total increase 5% in Council Tax from 01/04/24*	
							Year	Month	Year	Month
A	923.45	-	0		27.70	46.17	27.70	2.70	46.17	4.62
B	1077.36	-	0		32.32	53.87	32.32	3.23	53.87	5.39
C	1231.27	-	0		36.94	61.56	36.94	3.70	61.56	6.16
D	1385.18	-	0		41.56	69.26	41.56	4.16	69.26	6.93
E	1819.87	7.5	136.49	13.65	54.60	90.99	191.09	19.11	227.48	22.75
F	2250.92	12.5	281.36	28.14	67.53	112.55	348.89	34.89	393.91	39.39
G	2712.64	17.5	474.71	47.47	81.38	135.63	556.09	55.61	610.34	61.03
H	3393.69	22.5	763.58	76.36	101.81	169.68	865.39	86.54	933.26	93.33

* These figures are the total increase based on both changes to the multipliers combined with either a 3% or 5% increase in the charge from April 2024.

2.2 In Fife, the number of dwellings currently on the valuation list is 181,405 broken down into the following bands: -

Table 2 – Dwellings in Fife broken down into Council Tax Band

Band A	40,420
Band B	48,667
Band C	24,136
Band D	21,709
Band E	24,575
Band F	14,454
Band G	6,928
Band H	516
Total	181,405

2.3 As can be gleaned from this table, 75% of dwellings (135,004) would not be impacted by the proposed changes whilst 25% (46,401) would see increases in charges if these proposals were to be implemented.

2.4 Of the dwellings that would be affected by the change to the multipliers, 1153 households in Fife already receive council tax reduction and would see any increase offset by increases in the amount of reduction applied to their account as follows:

Table 3 – Households in Fife receiving Council Tax Reduction

Council Tax Band	Number of Dwellings receiving Council Tax Reduction (CTR)
A	13,904
B	9,510
C	3,053
D	1,682
E	829
F	264
G	59
H	1
Total	29,302

- 2.5 The overall budgetary impact of increasing the multipliers, if enacted per the consultation, could see a gross increase of revenue in Scotland of around £180 million per annum. Fife's Council's share of this would be an annual increase of around £8 million in gross income.

3.0 Consultation Response

- 3.1 The response has been developed considering two major factors:

- 1) The impact that the proposal would have on household budgets; and
- 2) The impact that the proposal would have on financing of local services provided by Fife Council.

- 3.2 The overall aim of the response is to strike a balance between raising additional revenue required to fund local services and the impact this will have on council taxpayers of Fife.

- 3.3 The response also aims to highlight to the Scottish Government that a single year increase in the charges for Bands E-H could be problematic for thousands of households in Fife already struggling with their finances due to the cost-of-living crisis being faced.

- 3.4 The response thus has two main elements for members to consider and agree:

- (1) The percentage rises for the revised multipliers should be reduced so that the maximum amount of the increase would be limited as follows:

Band E	3% (rather than 7.5% proposed in the consultation)
Band F	6% (rather than 12.5% proposed in the consultation)
Band G	9% (rather than 17.5% proposed in the consultation)
Band H	12% (rather than 22.5% proposed in the consultation)

- (2) That instead of increasing the multipliers in a single year, that the rises are introduced over a three-year period so that each year each band would see a minimal uplift in charge as follows:

Band E	1% increase in multiplier per year
Band F	2% increase in multiplier per year
Band G	3% increase in multiplier per year
Band H	4% increase in multiplier per year.

- 3.5 The response also highlights the fact that those households in the lowest income brackets who receive Council Tax Reduction (CTR) would be protected from the increase through the awarding on additional CTR to compensate for the rise in charge (as happens with all Council Tax increases). However, the consultation response goes further and asks the Scottish Government to also consider the impact of charging water service charges along with council tax where these lowest income households whose council tax is fully rebated, still must pay a minimum of 65% of the water service charges. Fife Council and COSLA has long pushed the Scottish Government to increase the Water and Sewerage Reduction Scheme to be increased from a maximum of 35% to 100% thus removing those lowest income households from paying Water Service Charges.
- 3.6 In addition the response also asks for a review of the Council Tax Reduction scheme to make it more generous for households who currently do not qualify and for the Scottish Government to alter the Discretionary Housing Payment scheme to allow all Local Authorities to make awards from this scheme to include Council Tax (at present the scheme is limited to rent payments only).
- 3.7 Finally the response asks that the additional income raised to be redistributed using the same method as was used in 2017 when the multipliers were increased to ensure fairness across all local authorities.

4.0 Conclusions

- 4.1 The overall aim of the proposal is to make the council tax a fairer system for local taxation as, currently, the lower banded properties pay much higher tax compared to the value of their dwelling than those in the higher bands. This is why COSLA and Scottish Government agreed to proceed with the consultation entitled “Fairer Council Tax.”
- 4.2 The response developed by officers and presented to members aims to strike a balance between increasing revenues to pay for local services and the need to protect households during a cost-of-living crisis. The response does this by asking that the increase of the multipliers be limited, and the actual increase is not carried out in a single go but rather it is spread across the next three years.
- 4.3 The response also, once again, highlights the inequity of the lowest income households receiving full Council Tax Reduction yet still must pay a minimum of 65% of the Water Service Charge to Scottish Water which is collected as part of a joint demand.
- 4.4 The response also asks for mechanisms to be put in place to support households that fall into financial difficulty.

Report contact

Les Robertson
Head of Revenue and Commercial Services
Les.robertson@fife.gov.uk

List of Appendices

1. Council Tax – Consultation Response to Scottish Government

Council Tax Multipliers: Consultation

Respondent Information Form

Please Note this form **must** be completed and returned with your response.

To find out how we handle your personal data, please see our privacy policy:
<https://www.gov.scot/privacy/>

Are you responding as an individual or an organisation?

- Individual
 Organisation

Full name or organisation's name

Fife Council

Phone number

03451 555 555

Address

Fife House, North Street, Glenrothes, Fife

Postcode

KY7 5LT

Email Address

Les.robertson@fife.gov.uk

The Scottish Government would like your permission to publish your consultation response. Please indicate your publishing preference:

- Publish response with name
 Publish response only (without name)
 Do not publish response

Information for organisations:

The option 'Publish response only (without name)' is available for individual respondents only. If this option is selected, the organisation name will still be published.

If you choose the option 'Do not publish response', your organisation name may still be listed as having responded to the consultation in, for example, the analysis report.

We will share your response internally with other Scottish Government policy teams who may be addressing the issues you discuss. They may wish to contact you again in the future, but we require your permission to do so. Are you content for Scottish Government to contact you again in relation to this consultation exercise?

- Yes
 No

About You Questions

1. About you Question 1

[For individual respondents] Please tell us which local authority area(s) you live in

Local Authority Area(s):

[For organisational respondents] Please tell us which local authority area(s) your organisation operates in

Fife

Local Authority Area(s):

2. About you Question 2

If you pay Council Tax, please indicate which Council Tax band(s) apply to the property (or properties) for which you pay Council Tax:

Band A

Band B

Band C

Band D

Band E

Band F

Band G

Band H

I don't pay Council Tax X

I don't know

Consultation Questions

1. Do you think that Council Tax in Scotland should be changed to apply increases to the tax on properties in Bands E, F, G, and H?

Don't know.

Please give reasons for your answer?

This would depend on revisions to other elements of overall Council Tax scheme such as the need for a general revaluation and amendments to make the Council Tax Reduction Scheme more generous.

More Information:

The table below presents current Council Tax charges in Scotland and shows the rate for each band as a proportion of the rates applicable to Band D properties.

	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
Scotland Average Council Tax Charge 2023-24	£944	£1,102	£1,259	£1,417	£1,861	£2,302	£2,774	£3,470
Council Tax charges as a proportion of the charge for a property in Band D	0.67	0.78	0.89	1.00	1.31	1.63	1.96	2.45

2. The proposal is to increase the Council Tax on properties in Bands E, F, G and H by 7.5%, 12.5%, 17.5% and 22.5% respectively. Do you agree with the levels of increase set out in this proposal?

No – the increases are far too high to be implemented in a single tranche and could put many households into financial difficulty if these were to be implemented as proposed as the majority of households in bands E-H are owner occupiers who have seen interest rates on mortgages increase from 1% to 6.5% over the last few years (costing some households over £500 per month in increased payments).

3. If you have answered no to Question 2, what do you think the increases to the Council Tax on properties in Bands E, F, G and H should be?

The increases in any one year should be smaller in line with comments in Q1 and Question 4.

4. , When should any increases be introduced if the tax on higher band properties is increased as proposed?

Other (Please state)

Fife Council believes that if the proposed increases were to proceed, then they should be phased over 3 years as a minimum.

Fife Council also believes that if the proposed increases were to proceed the increases in increased ratio's proposed should be reduced (see table 1 below). What the consultation is silent on is the fact that budget Council Tax will also be increased by an estimated 3% plus per annum for these three years. Fife Council would be concerned over the cumulative impact of the proposed increases would have for these households.

Table 1 – minimising the increase in multiplier

Council Tax Band	Increase in 24/25	Increase in 25/26	Increase in 26/27	Total Increase
E	1%	1%	1%	3%
F	2%	2%	2%	6%
G	3%	3%	3%	9%
H	4%	4%	4%	12%

More information:

- Increasing Council Tax on properties in Bands E, F, G and H by 7.5%, 12.5%, 17.5% and 22.5% respectively would increase bills by around £139, £288, £485 and £781 per dwelling in these bands, based on 2023-24 Council Tax rates.
- Changes could take effect from 2024-25, or could be introduced as a phased-approach, with year-on-year increases over a number of financial years (e.g. for Band H a £260 increase in each of the next three financial years starting from 2024-25, such that the full £781 (22.5%) increase does not apply until 2027-28).

5. Should the Council Tax Reduction scheme be expanded to protect those on lower incomes from any increases to higher band properties?

Fife Council would welcome the CTR scheme being reviewed to assist all households and not just those in the higher banded properties and all Local Authorities should be given discretion to apply reliefs to support households facing financial pressure. We would urge the Scottish Government to review the Discretionary Housing Payment Scheme to allow payments to Council Tax to be included as well as rent payments support.

Fife Council also would raise the issue of Water Service Charges which are billed along with the Council Tax charges (which are not subject to increase per this consultation) but need to raise the inequity whereby those households who receive 100% reduction in their Council Tax due to their low income but still have to pay a minimum of 65% of their water service charges. Fife Council strongly advocates that the Water & Sewerage Reduction Scheme should be amended to allow 100% relief for these charges in line with the current CTR regulations.

More information:

- In 2017, the Council Tax Reduction Scheme was expanded to provide relief to households affected by the changes if their income was in the lower half of incomes in Scotland.
- The expanded Council Tax Reduction Scheme relief scheme protected low-income households living in Bands E to H from the increase in their bill caused by the increase in the multipliers and is still available.

6. The proportion of properties in each valuation bands E - H varies across the country. This means that some councils would benefit more than others from any increases in council tax in these property bands. Should steps be taken to ensure that all councils benefit proportionately from this policy?

Yes – the same redistribution that was implemented following the 2017 increase in multipliers should be implemented via COSLA.

Please give reasons for your answer? **Free Text**

This would be the fairest way to ensure all Council's benefited equally from the increase in income. This could be done by adjusting the assumed Council Tax income within the General Revenue Grant Calculation.

More information:

- If further changes were made to charges for property Bands E to H there would be disproportionate benefits to some council areas where they have more Band E to H properties relative to other councils.
- General Revenue Grant is the main source of funding for local authorities.
- The distribution of General Revenue Grant could be adjusted to ensure the benefits are shared proportionately by all councils.
- This adjustment would mean that any changes would not disproportionately benefit, or disadvantage, any council.

7. Please tell us how changes to Council Tax rates for properties in Bands E, F, G and H might impact you, or the people your organisation represents?

More information:

We have undertaken initial work to assess the potential impacts of these changes for individuals and communities. We would welcome your views and comments to help us better understand these impacts.

Answer:

Please provide your views

As stated earlier – Fife Council has real and justified concerns over the impact generally on households which are already facing real financial challenges including (but not exclusively) pensioner households and young families struggling to get on the property ladder.

Whilst the Council recognises that these proposals would bring in much needed revenue to support vital local services, it believes that the Scottish Government should look at alternative ways of ensuring fair and sustainable funding for local government through the proposed fiscal framework and/or replacement or wider revision of the council tax scheme.

8. Please tell us how you think changes to Council Tax rates for properties in Bands E, F, G and H would affect your local area, or Scotland as a whole (please consider social, economic, environment, community, cultural, enterprise impacts that you think are relevant)?

More information:

We have undertaken initial work to assess the potential impacts of these changes for individuals and communities. We would welcome your views and comments to help us better understand these impacts.

Answer:

Please provide your views

Fife Council believes that a balanced approach is needed regarding increasing the tax take from higher banded properties. Our proposal aims to limit the increase in the multiplier whilst at the same time increasing the overall take from Council Tax and phase this in over a number of years.

9. Please tell us how you think changes to Council Tax rates for properties in Bands E, F, G and H might affect Island Communities

More information:

- If further changes were made to charges for property Bands E to H there would be disproportionate benefits to some council areas where they have more Band E to H properties relative to other councils.
- General Revenue Grant is the main source of funding for local authorities.

- The distribution of General Revenue Grant could be adjusted to ensure the benefits are shared proportionately by all councils.
- This adjustment would mean that any changes would not disproportionately benefit, or disadvantage, any council.

Answer:

Please provide your views

Not appropriate for Fife Council to comment as we are not an Island authority.

10. Do you think there would be any equality, human rights, or wellbeing impacts as a result of the proposed increases in Council Tax rates for properties in Bands E, F, G and H ? Please tell us what you think these impacts would be.

Answer:

Yes

No

Don't know

Please give reasons for your answer.

Fife Council, as detailed in this response, clearly feels that there would be financial wellbeing impacts in a straight increase of the tax base for higher banded properties. We have highlighted the other financial issues facing **ALL** households in terms of soaring inflation, increased utility costs, increased rents, and mortgage payments. Fife Council strongly believes this proposed increase from a single date (April 24) is a step too far and real consideration should be made to decrease the amount of the rise and spread this in over a minimum of 3 years.

Fife Council also detailed in this response that the Scottish Government must also review the support available to struggling households and have made suggestions (Increasing Council Tax Reduction entitlement, increasing Water & Sewerage support and allowing Local Government to consider Council Tax as part of a revised Discretionary Housing Payment Scheme).