

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

Thursday, 10 December 2020 - 10.00 a.m.

AGENDA

Page Nos.

1. **APOLOGIES FOR ABSENCE**
2. **CHANGE OF MEMBERSHIP**

The Committee is asked to note that Councillor Alistair Suttie has replaced Councillor Ian Ferguson as a member of the Economy, Tourism, Strategic Planning and Transportation Sub-Committee.
3. **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.
4. **MINUTE** - Minute of the Meeting of Economy, Tourism, Strategic Planning and Transportation Sub Committee of 1st October 2020. 3 - 8
5. **ENFORCEMENT CHARTER** – Report by the Head of Planning 9 - 31
6. **ENTERPRISE AND ENVIRONMENT DIRECTORATE SERVICE PERFORMANCE REPORT** – Report by the Executive Director - Enterprise and Environment 32 - 66
7. **NEW ROADS AND STREET WORKS ACT ANNUAL PERFORMANCE REPORT 2019-2020** - Report by the Head of Assets, Transportation and Environment 67 - 75
8. **DECRIMINALISED PARKING ENFORCEMENT ANNUAL PERFORMANCE REPORT - 2019-2020** – Report by the Head of Assets, Transportation and Environment 76 - 89
9. **ECONOMY, TOURISM, STRATEGIC PLANNING AND TRANSPORTATION SUB COMMITTEE FORWARD WORK PROGRAMME** 90 - 93

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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Finance and Corporate Services

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3 December, 2020

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**THE FIFE COUNCIL - ECONOMY TOURISM STRATEGIC PLANNING AND
TRANSPORTATION SUB-COMMITTEE - REMOTE**

1 October, 2020

10.00 a.m. – 12.35 p.m.

PRESENT: Councillors Altany Craik (Convener), John Beare, Ian Cameron, Dave Coleman, Bill Connor, Ian Ferguson, Sharon Green-Wilson, Jean Hall-Muir, Jane Ann Liston, Mino Manekshaw, Ross Paterson, David J Ross, Ann Verner and Jan Wincott

ATTENDING: Keith Winter, Executive Director, Enterprise & Environment; Ken Gourlay, Head of Assets, Transportation and Environment, Derek Crowe, Senior Manager (Roads & Transportation Services), Frances Ratcliffe, Lead Consultant - Bridges & Structures, Steven Sellars, Lead Consultant, Road Safety & Travel Planning, Assets, Transportation & Environment; Pam Ewen, Head of Planning, Bill Lindsay, Service Manager, Development Plan, Gordon Mole, Head of Business and Employability, Pamela Stevenson, Service Manager - Economic Development, Economy, Planning & Employability Services; Jackie Johnstone, Accountant, Finance and Elizabeth Mair, Committee Officer, Legal & Democratic Services.

APOLOGIES FOR ABSENCE: Councillor Colin Davidson

129. DECLARATIONS OF INTEREST

Councillor Ann Verner declared an interest in paragraph 134 - Support for Voluntary Organisations below, as she was a Council representative on the Opportunities Fife Partnership, however she considered that this was covered by a Specific Exclusion so she would remain and participate.

Councillor Altany Craik declared an interest in paragraph 138 - Business Gateway Fife Annual Performance 2019/20 as a Board member of Business Gateway, however, he considered that this was covered by a Specific Exclusion so he would remain.

130. MINUTE

The Sub-Committee considered the minute of the meeting of the Economy, Tourism, Strategic Planning & Transportation Committee of 20 January 2020.

Decision

The Sub-Committee approved the minute.

131./

131. COVID-19 - BUSINESS SUPPORT

Pamela Stevenson, Service Manager, Economic Development, gave a verbal update on support given to businesses in Fife during the COVID-19 pandemic to date, highlighting initiatives which had been implemented and work being undertaken to identify the ongoing impact on businesses.

Decision

The Sub-Committee noted the update given.

132. INTERIM REGIONAL SPATIAL STRATEGY - EDINBURGH AND SOUTH EAST SCOTLAND

The Sub-Committee considered a report by the Head of Planning requesting ratification of the interim Regional Spatial Strategy for the Edinburgh and South East Scotland Area which was approved for submission to the Scottish Government by the SESplan Joint Committee at its meeting on 21 September 2020.

Motion

Councillor David J Ross, seconded by councillor Dave Coleman moved that:-

Due to the importance of the Interim spatial strategy to the people of Fife, the Sub-Committee does not endorse the strategy until further consultation has taken place.

Amendment

Councillor John Beare, seconded by Councillor Altany Craik, moved that:-

The Sub-Committee agree the recommendations as set out in the report.

Vote

Amendment - 10

Motion – 4

The Sub-Committee agreed in terms of the Amendment.

Decision

The Sub-Committee agreed to:

- (1) ratify the interim Regional Spatial Strategy as set out in Appendix 1 to the report;
- (2) note the next steps for submission of the interim Regional Spatial Strategy to the Scottish Government as set out in section 3.0 of the report; and,
- (3) authorise the Head of Planning, through the SESplan Board, to make minor changes to the documents, as required, prior to submission to the Scottish Government.

133. SCOTTISH PLANNING POLICY AND HOUSING TECHNICAL CONSULTATION

The Sub-Committee considered a report by the Head of Planning to enable Members to consider the Scottish Government's proposed policy amendments to the Scottish Planning Policy (SPP) (2014) to clarify specific parts of the SPP that related to planning for housing, allowing a Fife Council response to contribute to the final interim changes to the SPP.

Decision

The Sub-Committee:

- (1) agreed Fife Council's draft response to the Scottish Government Technical Consultation on Scottish Planning Policy and Housing; Proposed Policy Amendments, as outlined in Appendix 1 to the report; and
- (2) delegated it to the Head of Planning, in consultation with the Convener and Vice-Convener, to submit the finalised Fife Council response to the Scottish Planning Policy and Housing; Proposed Policy Amendments by the Scottish Government deadline of 9th October 2020.

134. SUPPORT FOR VOLUNTARY ORGANISATIONS

The Sub-Committee considered a report by the Head of Business and Employability presenting recommendations for the level of support to voluntary organisations within the Enterprise and Environment Directorate for the period 2020-2022.

Decision

The Sub-Committee:-

- (1) approved the level of funding to voluntary organisations by the Assets, Transportation & Environment Service as detailed in Appendix 1 to the report;
- (2) approved the allocations given through Service Level Agreements from Business and Employability, as detailed in Appendix 2 to the report; and
- (3) noted the allocations awarded by the Opportunities Fife Partnership for the delivery of Employability Pathway activities, to be used as part of the match for the European Programme, as detailed in Appendix 3 to the report.

135. FIFE BRIDGE STRENGTHENING PROGRAMME UPDATE

The Sub-Committee considered a report by the Head of Assets, Transportation & Environment providing an update and seeking approval for the updated Fife Bridge Strengthening Programme following the announcement of the return of the railway to Leven and reflecting the impact of project growth at the A91 New Bridge, Guardbridge.

Decision

The Sub-Committee approved the proposed timetable and list of priority capital projects forming the Fife Bridge Strengthening Programme up to financial year 2025/26 as detailed in Table 1 within the report.

136. FIFE'S ROAD CONDITION REPORT 2020

The Sub-Committee considered a report by the Head of Assets, Transportation & Environment advising of the results of the 2018-20 Scottish Road Maintenance Condition Survey (SRMCS), reporting on road defect performance 2019-20 in Fife and providing an update on future budget allocations.

Decision

The Sub-Committee:-

- (1) noted the current performance, activity and resources as detailed in the report; and
- (2) approved the continued use of the existing methodology for the distribution of roads related capital resources as detailed in section 3.0 of the report.

The meeting adjourned at 11.30 a.m.

The meeting reconvened at 11.45 a.m.

137. FIFE ROAD CASUALTY STATISTICS 2019

The Sub-Committee considered a report by the Head of Assets, Transportation & Environment advising on the numbers and severity of crashes and casualties on Fife's roads in 2019 and the performance against the Scottish Government Road Safety Casualty Reduction targets.

Decision

The Sub-Committee noted:-

- (1) Fife's road casualty statistics for 2019 and the performance in respect of the Scottish Government targets for 2020; and
- (2) that Fife's road safety partners would continue to innovate and work together to meet the challenging casualty reduction targets for 2020.

138. BUSINESS GATEWAY FIFE ANNUAL PERFORMANCE 2019/20

The Sub-Committee considered a report by the Head of Business and Employability providing an annual overview of the performance of Business Gateway Fife Ltd in delivering services during the period April 2019 to March 2020, including Fife Council's financial assistance to businesses scheme. The report provided information on performance and highlighted areas of service development.

Decision/

Decision

The Sub-Committee noted:-

- (1) the performance, expenditure and activity information on Business Gateway Fife for 2019/20, as detailed in the report; and
- (2) the progress made in terms of ongoing service and system integration to improve business efficiency and performance at Business Gateway Fife.

139. 2019/20 REVENUE MONITORING PROVISIONAL OUTTURN

The Sub-Committee considered a joint report by the Executive Director, Finance & Corporate Services and the Executive Director, Enterprise & Environment providing an update on the financial position for the 2019/20 financial year for the areas in scope of the Economy, Tourism, Strategic Planning & Transportation Sub-Committee.

Decision

The Sub-Committee noted the current financial performance and activity as detailed in the report.

140. 2019/20 CAPITAL MONITORING PROVISIONAL OUTTURN

The Sub-Committee considered a joint report by the Executive Director, Finance & Corporate Services and the Executive Director, Enterprise & Environment providing an update on the Capital Investment Plan and advising on the provisional financial position for the 2019/20 financial year for areas in scope of the Economy, Tourism, Strategic Planning & Transportation Sub-Committee.

Decision

The Sub-Committee noted the current performance and activity across the 2019/20 Financial Monitoring as detailed in the report.

141. DECISIONS TAKEN UNDER DELEGATED AUTHORITY MARCH 2020 TO JULY 2020

The Sub-Committee considered a report by the Head of Legal & Democratic Services advising of decisions taken by officers, acting under delegated authority and within the remit of the Economy, Tourism, Strategic Planning & Transportation Sub-Committee.

Decision

The Sub-Committee noted the decisions taken under delegated authority as set out in the Appendix to the report.

142./

142. URGENT BUSINESS

In terms of Standing Order 3.8, the Convener agreed that the following item be considered as a matter of urgency:-

Decision Taken Under Delegated Authority – Car Parking Recovery Plan – Kirkcaldy Special Measures – 2020/21

143. DECISION TAKEN UNDER DELEGATED AUTHORITY – CAR PARKING RECOVERY PLAN – KIRKCALDY SPECIAL MEASURES – 2020/21

The Sub-Committee considered a report by the Head of Legal & Democratic Services advising of a decision taken by the Executive Director, Enterprise & Environment, acting under delegated authority, to extend the suspension of parking charges at The Postings Car Park until 1 November 2020, which was within the remit of the Economy, Tourism, Strategic Planning and Transportation Sub-Committee.

Decision

The Sub-Committee noted the decision taken under delegated authority to extend the suspension of parking charges at The Postings Car Park until 1 November 2020.

144. ECONOMY, TOURISM, STRATEGIC PLANNING AND TRANSPORTATION SUB COMMITTEE FORWARD WORK PROGRAMME

The Sub-Committee noted the current forward work programme for the Economy, Tourism, Strategic Planning & Transportation Sub-Committee.

10th December 2020

Agenda Item No. 05

Enforcement Charter

Report by: Pam Ewen, Head of Planning, Enterprise and Environment.

Wards Affected: All

Purpose

The purpose of this report is to seek Committee approval of the attached new Planning Enforcement Charter confirming the approach to planning enforcement to be adopted by Fife Council Planning Service.

Recommendation(s)

It is recommended that the Committee:

- a) approve the Enforcement Charter; and
- b) delegate to the Head of Planning the delegated powers to finalise and also to publish the Charter.

Resource Implications

None, it is though anticipated that the adoption of this Enforcement Charter will provide clarity and certainty for those raising enforcement issues with the Planning Service. In addition, it provides a source of guidance and advice for elected members receiving complaints relating to Planning issues from their constituents. It will therefore provide an opportunity to streamline the planning enforcement process through improved availability of information and provide greater certainty to those raising enforcement related complaints.

Legal & Risk Implications

This Enforcement Charter does not change policy or impact on any individuals or groups, there is therefore no legal or risk implications. The risk of not providing this guidance is that the Scottish government requires local planning authorities to have formal Enforcement Charters in place and for these to be reviewed at least every 2 years; and that not having clear information and

guidance available for customers will result in Enforcement enquiries taking longer to process and respond to customers.

Impact Assessment

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

Consultation

Financial Services, and Legal Services have been consulted during the preparation of this report. Elected Members have also had the opportunity to review and consider the Charter at a Planning Training event on Tuesday 27th October 2020.

1.0 Background

- 1.1 All Planning Services across Scotland are required to publish an Enforcement Charter and review and update it every 2 years, the status of planning authorities' Enforcement Charters are reported to Scottish Ministers in the annual Planning Performance Framework.
- 1.2 The latest version of Fife Council's Enforcement Charter updates the previous document and it is considered that the formal endorsement of the approaches and processes set out within it by committee will demonstrate a Corporate commitment to the Charter and how we will deliver the Planning Enforcement service to the people of Fife.
- 1.3 The following table sets out the number of formally logged enforcement enquiries received in the last 4 financial years:

Financial Year	Enforcement Cases
2016/17	756
2017/18	593
2018/19	594
2019/20	575
2020/21 (to 30/11/20)	362

- 1.4 The latest version of the Enforcement Charter was presented to elected members at a Planning Training event held on Tuesday 27th of October, All Members were invited to the event and The Charter was issued digitally to all members in advance of the training event. The event provided the opportunity for Members to discuss the proposed charter and to ask questions both about the content of the charter but also more general comments and queries about

the Enforcement process. Further events will be held. Members were advised that the Charter would be submitted to a forthcoming meeting of this committee for further discussion and consideration.

- 1.5 The latest update to the Charter has also drawn on our experience of managing the enforcement process during the measures put in place to deal with the outbreak of Covid-19. As it was not possible to undertake site visits in the spring and early summer the enforcement process primarily focussed on contacting individuals allegedly responsible for breaches and seeking to resolve issues where possible over the phone or by email. Other cases were initially investigated but held over to enable site visits to be undertaken to provide corroboration of development or activities. With the ability to now visit sites in place cases are being followed up and addressed on a priority and risk basis as set out in the Charter.

2.0 Issues and Options

- 2.1 The Planning Enforcement process is by its nature complex and the resolution of some cases may be prolonged and the rationale as to why certain action is or is not taken is not always clear to those looking in on the process. The main objective of the Charter is to provide greater clarity to these processes and provide explanations as to why particular options to resolve cases are taken and to manage expectations of what the process is for and what it can and cannot do. It is also critical that we tailor the service we provide to the areas of greatest priority.

The main changes in approach set out in detail in the revised charter relate to:

- **formally setting out Service Standards;**
 - **formalising a maximum response period of 60 working days from the receipt of an enforcement complaint;**
 - **Setting out more clearly the type of issues that will be prioritised in a risk/harm matrix table.**
 - **Formalising the default of submitting enforcement enquiries and details online using the enforcement enquiry form on the planning web pages.**
- 2.2 The planning enforcement process is important in providing credibility and confidence in the planning system but is also very complex and operates against a background of case law and practice in relation to the options open in pursuing formal enforcement action. This can often lead to confusion and misunderstanding in relation to the planning enforcement process. The Charter sets out clearly the complexity of the process and the considerations that have to be taken into account in determining whether formal action should be taken and if so, what enforcement action might best address the impact of the

proposal. This provides greater clarity, transparency and certainty for customers engaging with the planning service through the enforcement team.

- 2.3 In addressing any alleged breach of planning law the Charter sets out the fact that the Enforcement process isn't a punitive process but is there to address the planning harm which may arise from the alleged breach or failure to comply with the terms of specific conditions. The Charter seeks to explain this concept and clarifies that in addressing the harm arising from a breach different options may be used to address the issue. The fact that taking any action is entirely discretionary is also discussed and the fact that the Planning Authority may elect to not take any action at all if it is considered to do so would not be in the wider public interest.
- 2.4 The Charter also sets out those areas which planning enforcement cannot address such as private legal issues; neighbour disputes etc and also makes it clear that other legislative processes may provide options to address harm. Again setting out these issues provides greater certainty to customers and clearly sets out the parameters of what planning enforcement can address.
- 2.5 The emphasis on reporting issues through the online form is also directly related to providing an efficient and responsive service which can react to issues and events with as much information available from the start of the process. Often complaints are received with little information and this may involve a great deal of initial research to find out the exact details relating to a case including in some cases the location itself. The online system provides a streamlined service with a formal acknowledgement of the complaint with an email providing detailed advice on the process and hyperlinks to the Enforcement Charter and an explanation of response time. The more information available to the investigating officer at the start of the process the quicker the investigation can proceed.
- 2.5 An important consideration in the endorsement of the Charter is that in setting out how and what can and cannot be investigated, what is prioritised and pursued manages the expectations of complainants so that staff resources are used as efficiently as possible and can focus on the areas of greatest potential risk and harm.

3.0 Conclusions

- 3.1 It is considered that the adoption of the Enforcement Charter will provide greater clarity and certainty for customers who raise concerns regarding unauthorised development and works in Fife, and clearly sets out the level of service which can be provided and scope of issues which planning enforcement can and cannot address. The formal adoption of the Enforcement Charter will improve the efficiency in the processing and handling of enforcement complaints received by the Planning Service.

List of Appendices

1. Appendix 1- Fife Council Planning Service Enforcement Charter October 2020

Background Papers

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

None

Report Contact

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Planning Enforcement Charter

A guide to planning enforcement in Fife



Updated October 2020



Foreword
Pam Ewen
Head of Planning

Our Enforcement Charter explains what we can do to best ensure that any complaints in respect of the unauthorised use of land and buildings and the discharge of conditions on a planning permission are investigated. Unlike a Building Warrant, a developer does not require to obtain a planning completion certificate. Therefore, the Council is often only aware of a potential enforcement issue when a complaint is received. We want the public to have confidence in the planning system.

The Planning etc. (Scotland) Act 2006 requires Councils to publish an enforcement charter every 2 years. This Charter explains what planning enforcement is, what the Council can and can't do, sets out our service standards, and the stages involved if enforcement action is to be taken. Enforcement is a discretionary power; even if there is a breach of planning control the Council is not bound to act. The role of planning enforcement is not to punish individuals or stop businesses operating. We will investigate and consider what is proportionate to the level of harm evidenced. We will take action where it is reasonable, expedient, and proportionate where there is a high level of harm caused.

This 7th updated edition of Fife's Enforcement Charter is based on the national Planning Enforcement Charter issued previously by the Scottish Government. It will provide all customers and interested parties with an informative introduction to how we enforce planning controls across Fife.

If you need further information on enforcement matters or you wish to check on a particular site or building then please contact us using our [Enquiry form](#), details of which can be found on page 16. If you have any comments on the charter or its contents or want to suggest improvements to our enforcement process then please contact me at the address below so that these can be considered for the next revision, planned for 2022.

Pam Ewen
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The Planning Enforcement Charter contains the following information:

- Overview
- A guide to planning enforcement
- Key points on planning enforcement
- Identifying possible breaches of planning control
- Investigating possible breaches of planning control
- Acting on alleged breaches of planning control
- Making a customer suggestion or customer complaint
- Enforcement powers
- Types of Notices
- Other enforcement powers
- Enforcement and advertising
- Useful contacts

This Charter sets out the current powers available to Fife Council as planning authority. These powers are set out in the Town and Country Planning (Scotland) Act 1997, as amended by the Planning etc (Scotland) Act 2006.



Overview

Planning permission is required for all development that takes place in Fife. However, some developers, householders, or landowners undertake work without planning permission, fail to keep to the permission they have been given, or do not comply with the conditions imposed by Fife Council.

Fife Council has powers to enforce planning controls in such cases, if it considers that there is sufficient harm and if it is reasonable, expedient, proportionate, and in the public interest to do so. There is a crucial role for the public in alerting the Council to any problems they become aware of.

This Charter explains how the enforcement process works, the role of the Council and the service standards it sets itself. It also explains what happens at each stage of what can, in some cases, be a lengthy and complicated process.

Enforcement is one of the most complex parts of the planning system. The aim of this Charter is to ensure that adopted procedures are fair and reasonable, and that interested parties are kept informed and are made aware of what is required.

Enforcement is an issue that concerns many members of the public. We hope you will find this Charter useful and will let us know if you think we could improve the enforcement service in Fife further.

SERVICE STANDARD

The Enforcement Charter is available to view and download from the Council's website

A guide to planning enforcement

We will consider all alleged breaches of planning control which can include:

- work being carried out without planning permission
- an unauthorised change of use to a piece of land or to a building
- non-compliance with conditions imposed by a planning approval

- non-compliance with plans approved by the council.

SERVICE STANDARD

In providing planning enforcement we aim to carry out our duties in accordance with the following key values:

Independence - Making our decisions based on a fair, impartial and objective assessment of what is in the public interest and what level of harm has been able to be established.

Integrity - Being open in our dealings with the public and other interested parties while preserving the confidentiality of complainants.

Sensitivity - Recognising that the needs of the public, councillors, community councils etc can be different.

Professionalism - Investigating, recording and presenting cases thoroughly, critically and accurately.

The public can, and do, play a vital role in reporting such incidents to us. When you contact us you will need to provide us with the following details;

- the address of the property concerned
- details of the suspected breach of planning control, (with times and dates)
- Any photographs you have of said breach
- What harm the alleged breach is causing you
- your contact details

*** Please note that we will not investigate anonymous enquiries**

Full details about the investigation process can be found on page 8. The primary purpose of planning enforcement is to resolve the problem, rather than to punish the mistake. Fife Council will always take effective and proportionate action against owners and developers where it is considered necessary. Appropriate action can involve negotiating a solution, asking for a retrospective planning application to be made (see page 10), or taking more formal action such as the issuing of an

Enforcement Notice, a Breach of Condition Notice or a Stop Notice.

Enforcement officers have delegated powers to take enforcement action in most circumstances (See Fife Council List of Officer Powers). On occasion a planning committee may direct the enforcement team to take enforcement action; this may occur where an application recommended for approval may be refused at committee. The subsequent action may include serving an Enforcement Notice on the relevant people spelling out clearly the action they are required to take.

This Notice can be challenged through an appeal to the Department of Planning & Environmental Appeals. If so, enforcement action is suspended until a decision is issued.

Failure to comply with an Enforcement Notice can result in prosecution.

In some cases, the Council may be time-barred from taking action. Generally, physical work carried out more than four years ago or a change of use that took place more than 10 years ago is considered lawful and immune from action.

It is not always possible to anticipate how a particular case will develop, nor how long it will take. We will endeavour to keep interested parties informed of progress. Fife Council has set down the procedures, its service standards, and contact details in this Planning Enforcement Charter.

Additional copies are available online at www.fifedirect.org.uk/planning

Key points on planning enforcement

A breach of planning control is not a criminal offence (the courts decide this, not the Council) except in cases where there are unauthorised alterations to or demolition of a listed building or unauthorised works/felling of a tree/s subject to a Tree Preservation Order. The purpose of planning enforcement however remains the resolution of the problem rather than to punish the mistake. In addition, any action taken must be appropriate and proportionate to the scale of the breach.

Fife Council has statutory powers to investigate breaches of planning control and the conditions attached to planning permissions,

and to take formal action where a satisfactory outcome cannot be achieved by negotiation. However, enforcement is a discretionary power and this means that, even where there is a breach of planning control, the Council has to consider if it is in the public interest to take enforcement action. The Council is not required to take any particular action on a specific breach of planning control and can decide that no action is the most appropriate outcome in the public interest having assessed all the relevant circumstances of a specific case.

More detailed information on the use of the enforcement powers can be found in the Scottish Government's Planning Circular 10/2009: Planning Enforcement

www.scotland.gov.uk/publications

Planning enforcement also covers the physical display of advertisements such as signs and advertisement hoardings, although slightly different procedures apply. These are set out in a separate section at the end of the document. (see Page 16) The actual content of an advertisement is not covered by planning control. Any complaints about the content of a particular sign should be made to the Advertising Standards Authority.

Identifying possible breaches of planning control

Possible breaches of planning control can include:

- work being carried out without planning permission or consent
- an unauthorised change of use
- failure to comply with conditions attached to a permission or consent
- departures from approved plans or a decision notice.

Members of the public and local organisations such as community councils and local councillors have an important role to play in reporting breaches of control and any concerns should be raised with the Council for investigation. If you have concerns regarding work or development which you consider may be unauthorised we will require completion of an online [enquiry form](#). The information included in the form enables the enforcement officers to commence investigation of the issue as quickly as possible. We will not be able to investigate enforcement enquiries unless the online form has been completed.

When you report a suspected breach of planning control the following information is essential:

- the address of the property concerned
- details of the suspected breach of planning control, with times and dates if relevant
- your name, telephone number and address
- an e-mail address if you have one
- information on the level of harm caused by the breach to you
- whether the enquiry is to be treated confidentially.
- Any photographic or statistical evidence you have with dates and times, including the names and addresses of any additional witnesses.

SERVICE STANDARD

By publishing our standards, we aim to improve our enforcement service and make it responsive to the needs of our customers.

While the Council will do its best to honour requests for confidentiality, it is subject to the requirements of the Freedom of Information (Scotland) Act 2002). A degree of confidentiality will be given to the complainant until such time as formal proceedings reach an appeal process. Requests for total confidentiality may limit the ability of the Authority to take formal action and cannot be guaranteed if the case leads to court proceedings.

Information may also be withheld from publication if doing so would prejudice future legal action.

Fife Council reserves the right to remove any inappropriate or defamatory statements contained in any report prior to its publication.

Members of the public and local groups also have an important role in monitoring the conditions placed on certain planning permissions. Details of the conditions are included within the decision notice attached to the permission. Monitoring is undertaken by the Council's enforcement and planning officers supported by colleagues where appropriate, for example in Public Protection. However, there are a large number of permissions granted each year and it is not practical, nor is it expected, that the Council monitor all conditions at all times. **The responsibility for complying with conditions and carrying out the development in accordance with the approved plans lies with the owner/developer.**

Your involvement is invaluable in providing information where it is believed that conditions attached to the permission are not being complied with or have not been implemented in a satisfactory way. Breaches of conditions are investigated in the same way as breaches of planning control.

Information received by the Council's Enforcement Officers about alleged breaches is checked to ensure that it involves a possible breach of control and includes all the detail required for a possible investigation.

Some enquiries, such as neighbour disputes over boundaries, relate to matters over which Fife Council has no control and cannot therefore be investigated. Some letters we receive may refer to legislation administered by another Service and these will be forwarded for a response, e.g. noise, nuisance and vandalism.

Investigating possible breaches of planning control

A priority system is used for investigating possible breaches based on matters such as the effect/harm of the breach, the significance of the site and if it is in the public interest to do so. We will prioritise how we address complaints and deal with queries based on the following examples set out in Table 1 below. This table does not cover all types of cases but seeks to give an indication as to how the Planning Authority prioritises cases.

In prioritising breaches we will consider the potential harm caused the unauthorised works. The following selected breaches have been categorized into Significant, Medium and Low harm to give **examples** of how we would prioritise breaches.

Significant harm- Full or partial demolition or significant alteration of a listed building, unauthorised works to a Scheduled Ancient Monument, unauthorised works in statutory designations (SSSI's), unauthorised large scale engineering operations, unauthorised felling/works to trees subject to a Tree Protection Order.

Medium harm – Any unauthorised development/activity which causes clear, immediate and continuous harm to the locality including the living conditions of adjoining residents and including a serious breach of conditions, new buildings of medium scale.

Low harm - Minor or small scale developments and breaches of condition that result in a non serious harm to the amenity of a neighbourhood or property.

Table 1

Type of Case	High Priority	Medium Priority	Low Priority
Advertisements			
Satellite Dishes			
Fences/trellis fencing			
Unauthorised works to listed buildings/scheduled ancient monuments or statutory designation (SSSI for example)			
Non compliance with approved plans/conditions			
Minor unauthorised works in conservation areas			
Minor works out with conservation areas			
Unauthorised felling/lopping to a tree covered by a TPO			
Unauthorised change of use of building			
Large scale engineering operations			

Once we have investigated the complaint, the individual who has made the enforcement enquiry will be informed of what action, if any, is proposed. In some cases, additional investigations may be needed.



SERVICE STANDARD

We will provide a formal response or formal update to your enquiry within 60 working days of receipt. You will also be advised of the proposed action to be taken. This may include the need for additional investigation prior to deciding on a course of action. You will be advised if no action is to be taken and the reason for the decision. Where we are legally able to do so we will provide interim updates on the progress of the investigation to you prior to issuing the formal response or update. The detail of information we release will also need to take into consideration whether doing so would prejudice any future enforcement or legal action.

The length of time required to resolve a case or take action can be affected by a number of factors. Progress can be delayed due to the need to gather further evidence, to allow negotiations to take place or for formal procedures to be concluded. Similarly, an application to regularise the breach of control or an appeal against a decision of the planning authority can also delay resolution of the case.

The Council recognises that delays can be a source of considerable frustration to those submitting information, particularly if they consider their amenity is affected.

Acting on breaches of planning control

In some cases, action may not be appropriate, even though planning controls have been breached. As stated previously, the purpose of planning enforcement is to resolve problems, not punish mistakes. The planning authority has to consider each case on its merits and decide on the best solution. The Council is unlikely to take formal action, for example, over developments which, in planning terms, are seen as acceptable. It may be more appropriate, in some cases, to seek the submission of a retrospective planning application.

Only a relatively small number of cases require formal enforcement action. This may be either a Notice requiring a retrospective planning application to be made, an Enforcement Notice or a Breach of Condition Notice (see definitions on page 13) being served on those involved in the development. Enforcement and Breaches of Conditions Notices include the following information:

- a description of the breach of control which has taken place
- the steps that should be taken to remedy the breach
- the timescale for taking these steps
- the consequences of failure to comply with the Notice
- where appropriate, any rights of appeal the recipient has and how to lodge an appeal.

Appeals against Enforcement Notices are considered by Scottish Ministers and dealt with, in most cases, by Reporters from the Planning and Environmental Appeals Division (PEAD).

Anyone who has submitted information on a breach of planning control is advised of the appeal.

There is no right of appeal against a Breach of Condition Notice.

SERVICE STANDARD

Where a planning breach cannot be resolved and action is justified, a formal Notice will be served. This will be either, a Notice requiring a retrospective planning application, an Enforcement Notice or a Breach of Condition Notice. The Council will write to the recipient of the Notice to explain what is required, the timescales involved and the available options to resolve the issue.

Failure to comply with a Notice may result in the planning authority taking further action. This can include a range of possible options including:

- referring the case to the Procurator Fiscal for possible prosecution;
- carrying out any work required by an Enforcement Notice and charging the person for the costs involved;
- seeking a Court interdict to stop or prevent a breach of planning controls.

For more detail, see the Enforcement Powers section in this Charter.

SERVICE STANDARD

Where the terms of any formal Notice are not complied with, every effort will be made to resolve the case to the satisfaction of the Council. Options include:

- In the case of an Enforcement Notice, direct action by the Planning Authority
- For either an Enforcement Notice or a Breach of Condition Notice, the matter being referred to the Procurator Fiscal for possible prosecution, or alternatively offering the opportunity to pay a fixed penalty (issue of a fixed penalty notice).

Details of Notices requiring retrospective planning permission, Enforcement Notices, Breach of Condition Notices, Temporary Stop Notices and Stop Notices are entered into an Enforcement Register. You can inspect these documents online at www.fifedirect.org.uk/planning.

The Planning Authority has powers to enter land to:

- establish if there has been a breach of planning control
- check if there has been compliance with a formal notice
- check if a breach has been satisfactorily resolved.
- Take direct action.

This power applies to any land and may involve officials entering land adjacent to the site of the breach or alleged breach.

Enforcement action has to be taken within strict time limits.

- A four year limit - this applies to “unauthorised operational development” (the carrying out of building, engineering, mining or other operations in, on, over or under land) and change of use to a single dwellinghouse. After four years following the breach of planning control, the development becomes lawful and no enforcement action can be taken.
- A ten year limit - this applies to all other development including change of use (other than to a single dwellinghouse) and breaches of condition. After ten years, the development becomes lawful if no enforcement action has begun. There is no limit with regard to enforcement action being taken against unauthorised works on a listed building.

Making a customer suggestion or customer complaint

Fife Council hopes you will be satisfied with the planning enforcement service provided across Fife. However, if you have any suggestions, concerns or difficulties, we want to hear from you. We are committed to improving our service and dealing promptly with any failures.

We will consider all complaints made about the way an enforcement enquiry was dealt with. Some people may disagree with the outcome of an investigation but that is not a ground for complaint. As noted above there is a separate appeals procedure for a recipient of an Enforcement Notice.

Information on how we deal with enquiries can be found [here](#).

Enforcement Powers

The Planning Enforcement powers available to the Council are set out in the Town and Country Planning (Scotland) Act 1997 as amended by the Planning etc (Scotland) Act 2006, and for Listed Buildings, the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997. The Planning Acts can be viewed online at Public Sector Information (OPSI) website www.opsi.gov.uk

Government policy on planning enforcement is set out in Planning Circular 10/2009, "Planning Enforcement" and can be viewed [electronically](#)



Types of Notices

Breach of Condition Notice - this is used to enforce the conditions applied to any planning permission. It comes into effect 28 days after being served. It may be used as an alternative to an Enforcement Notice and is served on any person carrying out the development and/or any person having control of the land. There is no right of appeal. Contravening a Breach of Condition Notice can result in the Council deciding to prosecute, with a fine of up to £1,000.

Enforcement Notice - this is generally used to deal with unauthorised development, but can also apply to a breach of planning conditions. There are similar Notices and powers to deal with listed buildings, and advertisements. An Enforcement Notice will specify:

- a notification period before it comes into effect (a minimum of 28 days)
- the steps that must be taken to remedy the breach, and
- a further period (known as the compliance period) which is set by Fife Council and gives the recipient time to carry out any work required to comply with the notice. There is no minimum or maximum period, so long as the amount of time allowed is reasonable and reflects the amount of work that may need to be undertaken

There are limited rights of appeal against an Enforcement Notice and, if an appeal is made the terms of the Notice are suspended until a decision is reached. Failure to comply with an Enforcement Notice within the time specified is an offence, and may lead to a fine of up to £20,000 in the Sheriff Court. Failure to comply may also result in the Council taking Direct Action to correct the breach (see other powers on page 14).

Listed Building Enforcement Notice - this must be served on the current owner, occupier and anyone else with an interest in the property. The procedures are similar to those outlined above. The Notice must specify the steps to be taken to remedy the breach and a final date for compliance. Failure to meet the terms of the Notice by the date specified is an offence. There is a right of appeal to Scottish Ministers against the Notice. Breaches of listed building control are a serious matter. It is a criminal offence to undertake unauthorised works to demolish, significantly alter, or extend a listed building. In certain circumstances, this can lead either to an unlimited fine or imprisonment.

Stop Notice - this is used in urgent or serious cases where unauthorised activity must be stopped, usually on grounds of public safety. When a Stop Notice is served, the Council must also issue an Enforcement Notice. There is no right of appeal against a Stop Notice and failure to comply is an offence. An appeal can be made against the accompanying Enforcement Notice. If a Stop Notice is served without due cause, or an appeal against the Enforcement Notice is successful, the Stop Notice may be quashed and the Council may face claims for compensation. Therefore, the use of Stop Notices needs to be carefully assessed by the Council.

Temporary Stop Notices (TSN) – this is used to require the immediate halt of an activity which breaches planning control. The provisions make an exception in that a TSN cannot prohibit use of a building or a caravan as a dwellinghouse. TSNs are enforceable for 28 days, after which time they expire. They may be followed by further enforcement action such as an Enforcement Notice and Stop Notice. There is no provision to appeal against a TSN.

Fixed Penalty Notice (FPN) – this provides planning authorities with an alternative process, in addition to the option to seek prosecution, to address situations where a person has failed to comply with the requirements of an enforcement notice (EN) or a breach of condition notice (BCN). By paying the penalty imposed by the FPN, the person will discharge any liability for prosecution for the offence. They will not discharge the obligation to comply with the terms of the EN or BCN and the planning authority will retain the power to take direct action to remedy the breach and recover the costs of such work from that person. The planning authority is not required to offer the option of paying a fixed penalty. Any decision to do so would be dependent on considerations such as the scale of the breach and its impact on local amenity.

Notice Requiring Application for Planning Permission for Development Already Carried out – Where the planning authority considers that a development which does not have planning permission may be acceptable (i.e. they consider that it might be granted planning permission) they may issue a notice requiring the landowner or developer to submit a retrospective planning application. This application will be considered on its planning merits and handled in the same way as any other planning application. Issuing such a notice does not guarantee that permission will be granted; the planning authority may, on consideration of the application, decide instead to refuse permission, or to grant permission subject to conditions or alterations to make the development acceptable.

Notification of Initiation and Completion of Development (NID/NCD) and Display of Notices While Development is Carried Out –

While not in themselves planning enforcement powers, these notices are intended to improve the delivery of planning enforcement by requiring positive confirmation that development has commenced and been completed, and, in the case of on-site notices, to raise community awareness of developments in the local area. Planning authorities will be made aware of active development in their areas, enabling them to prioritise resources with a view to monitoring development.

For any development for which planning permission has been granted, a NID has to be submitted to inform the planning authority of the date on which development will commence. It is to be submitted after planning permission has been granted and before development has commenced. Initiating development without submitting a NID is a breach of planning control and the planning authority may consider enforcement action. The NCD requires a developer to submit a further notice as soon as practicable after development has been completed.

Depending on the nature or scale of a development, the developer may also be required to display on-site notices while development is taking place. These notices contain basic information about the site and the development. They also provide contact details where members of the public may find out more information or report alleged breaches of planning control. It is a breach of planning control to fail to display such a notice when required to do so.

We offer a Completion Notice service whereby we check the development and formally confirm if the development is in accordance with the approved plans and if all conditions have been complied with. There is a [charge](#) for this service. You may find this service particularly useful if you are looking to sell your property.

Other Notices

These are other legal powers available if a historic building is under threat of unauthorised alteration or demolition. These include:

- A Dangerous Buildings Notice under Building

Standards legislation

- Serving a Repairs Notice for urgent works for the preservation of Listed Buildings. (Scottish Ministers can issue a Direction to Fife Council for unauthorised building in a Conservation Area).
- Serving of a Building Preservation Notice (BPN) to temporarily list a building where Historic Scotland considers it should be Listed.

Other enforcement powers :

Planning Contravention Notice - this is used to obtain information about activities on land where a breach of planning control is suspected. It is served on the owner or occupier, or a person with any other interest in the land or who is carrying out operations on the land. They are required to provide information about operations being carried out on the land and any conditions or limitations applying to any planning permission already granted. Failure to comply with the Notice within 21 days of it being served is an offence and can lead to a fine in the Courts.

Notice under Section 272 of the Town and Country Planning (Scotland) Act 1997 - this provides limited powers to obtain information on interests in land and the use of land. Failure to provide the information required is an offence.

Notice under Section 179 of the Town and Country Planning (Scotland) Act 1997 - this allows planning authorities to serve a Notice on the owner, lessee or occupier of land which is adversely affecting the amenity of the area. This is also known as an 'Amenity Notice' and sets out the action that needs to be taken to resolve the problem within a specified period.

Interdict and Interim Interdict - an interdict is imposed by the courts and is used to stop or prevent a breach of planning control. Court proceedings can prove costly and Councils normally only seek interdicts in serious cases or where Enforcement Notices have been ignored in the past. However, the Council can seek an interdict in relation to any breach without having to use other powers first. Breaching an interdict is treated as a contempt of court and carries heavy penalties.

Direct Action - failure to comply with the terms of an Enforcement Notice within the time specified can result in the Council carrying out the specified work. The Council will look to recover any costs it incurs from the landowner.

Enforcement and advertising

The display of advertisements is covered by the Town and Country Planning (Control of Advertisements) (Scotland) Regulations 1984. Many advertisements are displayed with what is called 'deemed consent' which means they do not require express advertisement consent if they meet the criteria and conditions set out in the regulations. One of these conditions is that the landowner has given permission for the advertisement to be displayed on their land.

Displaying an advertisement in contravention of the regulations is an offence and, if convicted in court, an offender can be fined. The court can impose further fines for each day the breach of the regulations continues.

The Council has the power to serve an Enforcement Notice. This specifies a time period (normally 28 days) for compliance with the Notice. However, this period can be reduced to 7 days if the Council believes there is an urgent need for the advertisement to be removed or altered in the interests of public safety, or if the advertisement can be removed without any other work being required.

An Enforcement Notice can also require that a particular piece of land should not be used to display advertisements. This remains in force even if the original advertisement is removed. Any subsequent advertising on this site would amount to a breach of the Notice.

The Council also has powers to remove, destroy or obliterate placards and posters that do not have advertisement consent. If the person who put up the poster can be identified, they have to be given at least two days' notice that the Council intends to take the poster down. If they cannot be readily identified, then the advert can be removed immediately.

Council officials can enter unoccupied land, if necessary, to remove an advertisement. However, they have no powers to remove advertisements displayed within a building to which there is no public access.



Council contacts

Should you have an enforcement, planning (including trees) or building standards enquiry, please contact:

Planning Service

web www.fifedirect.org.uk/planning
email development.central@fife.gov.uk

Telephone 03451 55 11 22

Fife Council
Fife House
North Street
Glenrothes
Fife
KY7 5LT

Other enforcement controls and related topics

This Charter focuses on the enforcement of planning legislation, development and planning conditions. There are other Fife Council Services that deal with other aspects of enforcement and monitoring. The main ones are listed below:

Dangerous and Dilapidated Buildings

Building Standards and Safety. Please contact 03451 55 11 22

www.fifedirect.org.uk/buildingstandards

Abandoned Vehicles

Report it on 03541 550022
www.fifedirect.org.uk/doitonline

Graffiti and Vandalism

To report graffiti or vandalism, please contact 03451 550022

Rights of Way
To check a route is a right of way, please contact 03451 55 55 55 ext 440594

Fly Tipping

03451 550022
www.fifedirect.org.uk/doitonline

Neighbour Problems

03451 550022
www.fifedirect.org.uk/communitysafety

Illegal Dumping

03451 550022
www.fifedirect.org.uk/doitonline

Other useful contacts

Directorate of the Built Environment

Victoria Quay Edinburgh EH6 6QQ
tel 08457 741741
modernisingplanning@scotland.gsi.gov.uk

Planning Aid for Scotland

11a South Charlotte Street Edinburgh EH2 4AS
tel 0131 220 9730
office@planningaidscotland.org.uk

Public Services Ombudsman

SPSO Freepost EH641 Edinburgh EH3 0BR
tel 0800 377 7330
ask@spsa.org.uk

Planning and Environmental Appeals Division

4 The Courtyard, Callendar Business Park
Callendar Road, Falkirk FK1 1XR
tel 01324 696 465
dpea@scotland.gsi.gov.uk

Health and Safety Executive

Belford House, 59 Belford Road
Edinburgh EH4 3UE
tel 0845 345 0055
fax 0131 247 2121
www.hse.gov.uk/scotland

Advertising Standards Authority

Mid City Place, 71 High Holborn, London
WC1V 6QT
tel 020 7492 2222
www.asa.org.uk

PEC. Version3. October 2020. Please check www.fifedirect.org.uk for any updates.



Alternative Formats

Information about Fife Council can be made available in large print, braille, audio CD and tape on request by calling **03451 55 55 00**



British Sign Language

please text (SMS) 07781 480 185



BT Text Direct:

18001 01592 55 11 91

Language lines

Arabic	خط هاتف اللغة العربية: 03451 55 55 77
Bengali	বাংলায় আলাপ করার জন্য টেলিফোন লাইন: 03451 55 55 99
Cantonese	中文語言熱線電話: 03451 55 55 88
Polish	Polskojęzyczna linia telefoniczna: 03451 55 55 44
Urdu	اُردو زبان کے لیے ٹیلیفون نمبر 03451 55 55 66

10th December 2020.

Agenda Item No.06

Enterprise and Environment Directorate Service Performance Reports

Report by: Keith Winter, Executive Director, Enterprise and Environment

Wards Affected: All

Purpose

To present the performance scorecard for Planning, Business & Employability and Roads & Transportation Services for 2019/20

Recommendations

Members are asked to:

1. Consider the Planning, Business & Employability and Roads & Transportation Services performance information presented at appendix 1, 2 & 3;
2. Consider if any further review work or scrutiny is required and the scope of that review;
3. Note the arrangements set out in section 1 to fulfil the Council's obligation to comply with Audit Scotland's 2018 SPI Direction;
4. Note the information regarding the workforce profile at appendix 4; and
5. Note the information regarding workforce data at appendix 5.

Resource Implications

None

Legal & Risk Implications

None

Impact Assessment

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

Consultation

None required

1.0 Background

- 1.1 Audit Scotland published the Statutory Performance Direction in December 2018. 2019/20 is the first year to which that direction applies. The Council is required to report a range of information setting out:
 - i. Its performance in improving local public services, provided by both (i) the council itself and (ii) by the council in conjunction with its partners and communities.
 - ii. Its progress against the desired outcomes agreed with its partners and communities.
 - iii. Its performance in comparison (i) over time and (ii) with other similar bodies including information drawn down from LGBF in particular and from other benchmarking activities.
 - iv. Its assessment of how it is performing against its duty of Best Value, and how it plans to improve against this assessment.

- 1.2 The first requirement, to report the Council's performance in improving local public services (including with partners) will be satisfied by the series of reports (of which this is one) that will be presented to the Council covering the whole of the Council's performance for 2019/20. Where possible, comparative performance is given for the Scottish average, top quartile, and peer group averages.

- 1.3 The other requirements of the Statutory Performance Direction will be satisfied by a combination of
 - i. Update reports to the Fife Partnership regarding progress against the Plan for Fife, with reports also going to Policy and Co-ordination Committee.
 - ii. Public performance reporting, assurance statements and governance arrangements.
 - iii. Reviewing the external Audit Annual Report for its view on our Best Value performance and any action plans thereafter.
 - iv. Carry out a Best Value Self-Assessment using the updated Audit Scotland Guidance in conjunction with the Council's Corporate Governance Statements.

- 1.4. Taken together, these reports will cover the whole of the Local Government Benchmarking Framework, plus selected service performance indicators that give a balanced picture of Council performance.

- 1.4 The appendices to this report are presented in the form of a balanced scorecard covering the areas of Customer, People, Responsiveness and Cost results. This is consistent with the format used for the 2018/19 Public Performance Report and mirrors the approach used for internal management reporting throughout the year.

2.0 Workforce Profile/data

- 2.1 It was agreed by CET in December 2019 that to streamline performance reporting, workforce Profiles and Data shall be incorporated into Annual Service Reports to eliminate the need for separate reporting.
- 2.2 The workforce profiles at appendix 4 indicate that there has been a reduction of 4.2% in staff resources within Planning. There is a slight increase of 0.6% within Roads & Transportation Services that is due to 4.23 FTE new posts funded from non-service budgets less the 2 FTE planned managing change saving.
- 2.3 The annual workforce data contained within Appendix 5 highlights the gender balance in these service areas along with hours of work, contract (full time/part time/permanent/temporary), number of voluntary redundancies, age profiles for those employees who are 29 and under and Workforce Youth Investment (WYI) bids and new starts. This information is of importance in understanding equality issues and also to inform the service of age profiles of staff cohorts to identify suitable training and development needs and enable robust succession planning.

3.0 Conclusions

- 3.1 This report is part of a series covering the whole of the Council's performance against key indicators, including the Local Government Benchmarking framework.
- 3.2 The overall performance of Planning, Business & Employability and Roads & Transportation Services is positive; areas for improvement focus are identified in appendices 1, 2 & 3

List of Appendices

Appendix 1 – Planning Performance Report 2019/20
Appendix 2 – Business & Employability Performance Report 2019/20
Appendix 3 – Roads & Transportation Performance Report 2019/20
Appendix 4 – Workforce Profile
Appendix 5 – Workforce data

Report Contacts

Anne-Marie Fleming
Corporate Development Officer
Communities Directorate
Anne-marie.fleming@fife.gov.uk

Robert Norrie
Corporate Development Officer
Communities Directorate
Robert.norrie@fife.gov.uk



Planning

Performance Report 2019/20

This report provides a strategic overview of performance against key indicators. We've worked hard to maintain and improve performance, and this year has seen several important achievements for Planning:

The Service continues to perform well against National Key Indicators and the full picture of this is available through the Planning Performance Framework, which is submitted annually, and comments are received from Scottish Ministers. We are currently awaiting feedback from the Minister on last year's Performance Framework and once received this will be presented to Committee early 20/21.

We continue to ensure that we are providing excellent customer service both in determining applications, and in encouraging investment throughout Fife. Improvements identified by Customers, Staff, and through Appealed Decisions guide our aim of ensuring continuous improvement.

The report sets out the very satisfactory response we get from Customers in the Service that we provide, together with our improved performance in respect of the time taken to determine Planning Applications.

A fuller Report will be provided through the Annual Performance Framework. The Service is performing well in respect of Scottish Averages and through the last year was shortlisted for some National Awards.

However, we continue to face significant challenges:

The role of the Planning Service is critical in respect of Fife's Economic Recovery and resources within the Service are being aligned to provide the focus needed on this key area of activity. The scale of new growth through the Strategic Growth Areas is very intensive in respect of Staffing.

We are currently experiencing a significant downturn in Statutory Planning Fees and this is being closely monitored throughout the 2020/21 budget year. Whilst application numbers have reduced, the workload remains largely static, with strong customer demand for pre-application work as well as ongoing demands due to COVID related legislative changes.

There is recent evidence of a healthy and varied pipeline of future strategic projects, expected to progress over the next 18-month period, including minerals, land restoration, rail infrastructure, energy generation / distribution, and leisure and commercial developments.

It is the intention to commence the review of the Local Development Plan later in 2021 and to achieve this the Service will look at the resources required to deliver that review which will require cross team working.

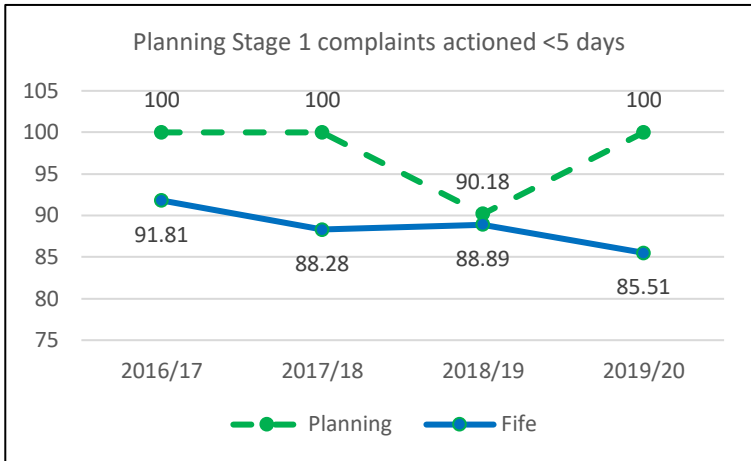
The scale of Strategic Growth in Fife also has challenges in relation to deliverability. In Dunfermline, one of the seven strategic sites within the City Deal, a business case is being progressed to seek funding from Scottish Government to deliver the Strategic Transport Interventions across Dunfermline to achieve an integrated expansion of the town.

The revenue implications of new schools, new transport interventions, open space, waste disposal and collection, health and social care will all have a significant impact on Services Budgets. More detailed work is currently being progressed in these areas to determine the level of revenue impact.

The Service continues its strong commitment to staff development through training, opportunities for broadening experience and supporting career progression. Our support for planning students and graduates continues to provide positive benefits for the Service as well as the individuals involved.

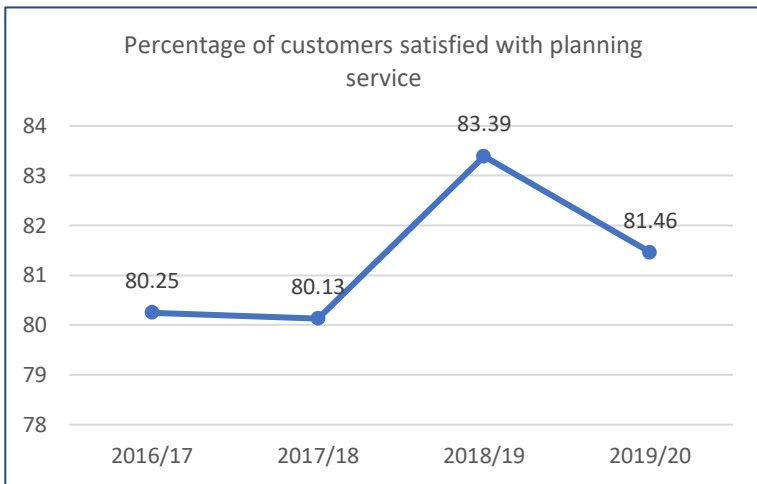
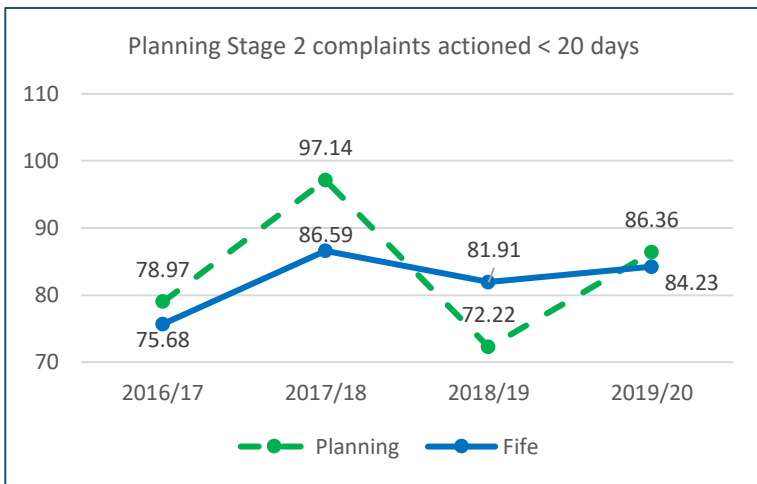
Customer

Performance Progress



Given the nature of the Planning Service, a range of formal complaints are received. These are often related to the processing of Planning Applications and cover a wide range of aspects. Some complaints are not able to be actioned within the specified timescale due to the complexity of the issues raised; however, Officers contact the Customer to discuss this with them in advance.

The Service has in place a good process to ensure that lessons learnt from any complaints are logged and actioned. Typically, this will include feedback and additional training for Officers, adapting processes, providing additional guidance for participants in the planning process. In addition, issues raised in complaints are a regular feature in the Service newsletter and are featured in the annual staff development day.

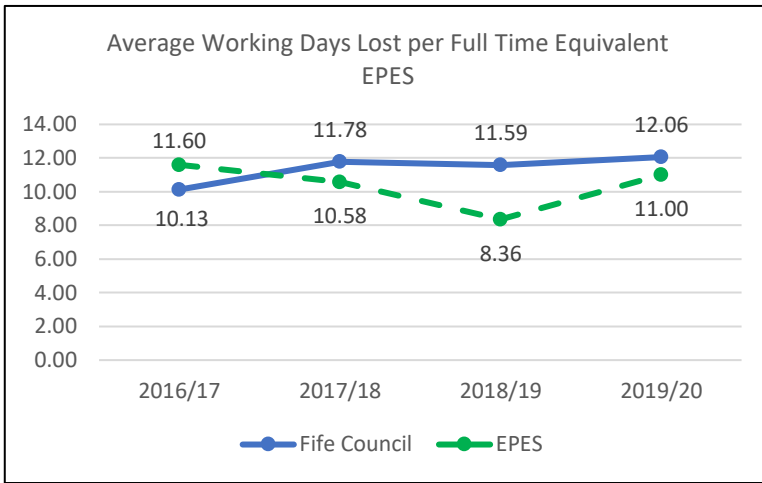


The Service continues to seek feedback from Customers on their experience with the Planning Service. Throughout the past 4/5 years this has been consistently high satisfaction. More recently we have widened the scope of our Customer Surveys to include Customers who make Representations to planning applications.

People

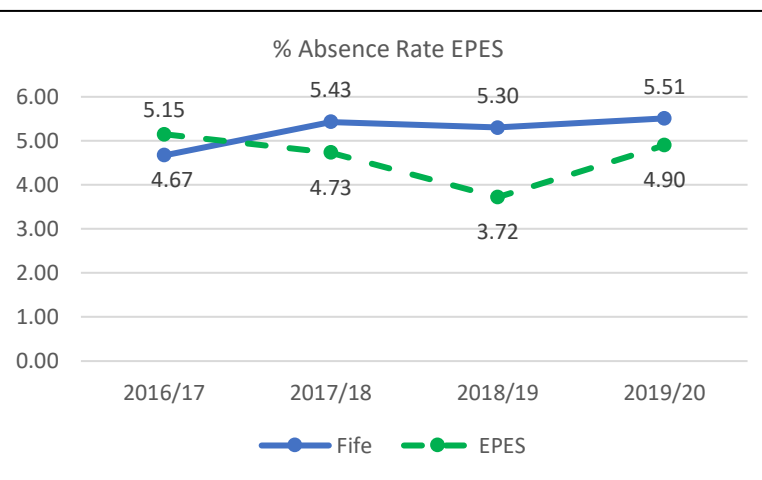
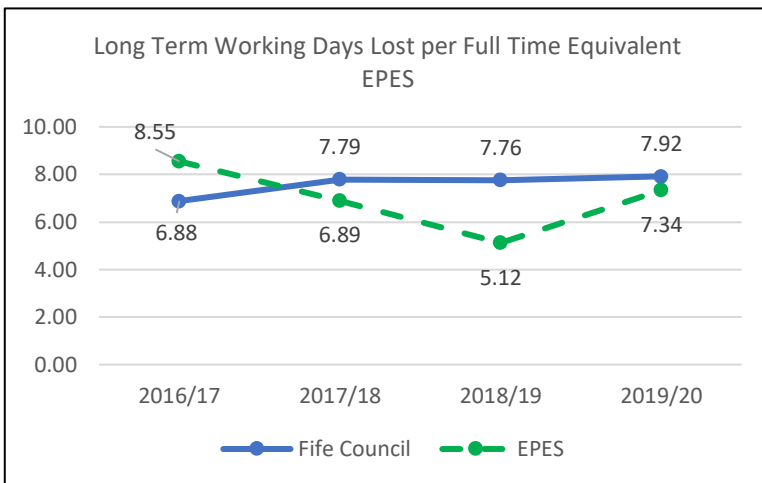
Performance

Progress



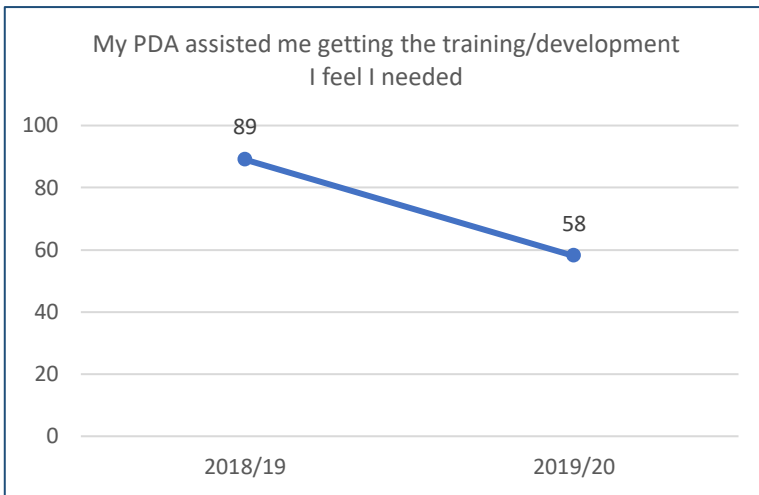
Absenteeism across Planning, Protective Services, Business & Employability Services is below the Council average. The long-term working days lost (LT WDL) often relates to a small number of Staff.

Overall the absenteeism with the Service is managed and Staff are supported through training on areas such as Mental Health Awareness, utilising Reality Check tools and ensuring where required Staff are provided support through the Council's Support Services.



Performance

Progress



Annually a Planning Service Development Day is held and as part of this the Annual Planning Staff Survey is undertaken.

This identifies that there has been a drop in the Personal Development Appraisals undertaken with every individual in the Service. Part of this change relates to the Corporate change more focussed on regular discussions rather than an annual assessment.



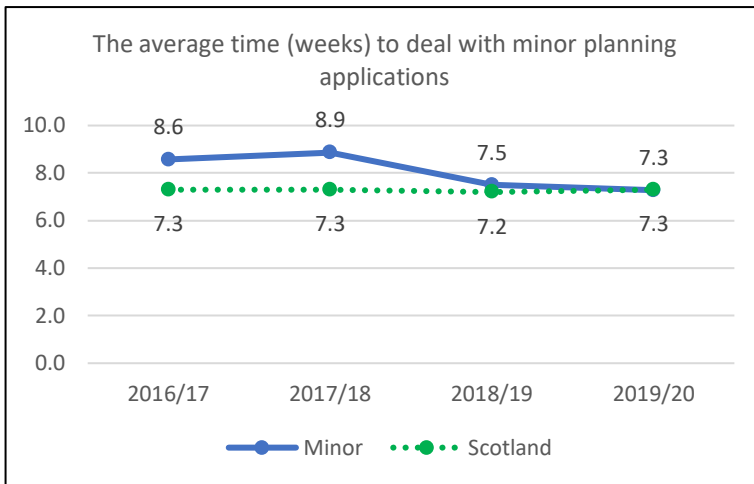
One of the key indicators within the Service is the percentage of Staff who are happy at work and it is pleasing to see that that percentage has increased in recent years.

Responsiveness

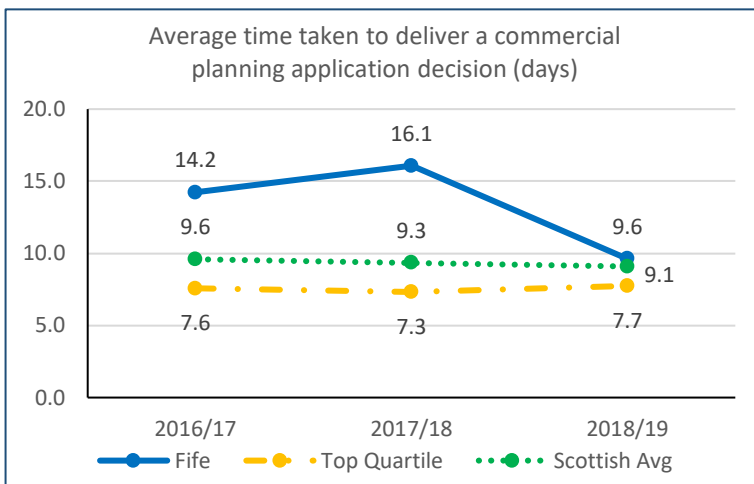
Performance	Progress															
<p>The average time (weeks) to deal with Major planning applications determined during the year</p> <table border="1"> <thead> <tr> <th>Year</th> <th>Fife</th> <th>Scottish Avg</th> </tr> </thead> <tbody> <tr> <td>2016/17</td> <td>54.0</td> <td>36.4</td> </tr> <tr> <td>2017/18</td> <td>31.0</td> <td>33.6</td> </tr> <tr> <td>2018/19</td> <td>51.2</td> <td>32.5</td> </tr> <tr> <td>2019/20</td> <td>64.9</td> <td>33.5</td> </tr> </tbody> </table>	Year	Fife	Scottish Avg	2016/17	54.0	36.4	2017/18	31.0	33.6	2018/19	51.2	32.5	2019/20	64.9	33.5	<p>Whilst the average weeks have increased to determine major planning applications in Fife, as compared to the Scottish Average, it is important that this is considered within the context that the Service has been dealing with the largest and most complex planning applications in Scotland in recent years. With the strategic growth areas, such as Dunfermline and Kirkcaldy East, there are always numerous complex and often competing issues to resolve, meaning these applications take a considerable amount of time to bring forward.</p>
Year	Fife	Scottish Avg														
2016/17	54.0	36.4														
2017/18	31.0	33.6														
2018/19	51.2	32.5														
2019/20	64.9	33.5														
<p>The average time (weeks) to deal with All local planning applications(Inc minor)</p> <table border="1"> <thead> <tr> <th>Year</th> <th>All Local(inc minor)</th> <th>Scotland</th> </tr> </thead> <tbody> <tr> <td>2016/17</td> <td>11.7</td> <td>9.2</td> </tr> <tr> <td>2017/18</td> <td>10.7</td> <td>9.0</td> </tr> <tr> <td>2018/19</td> <td>9.0</td> <td>9.0</td> </tr> <tr> <td>2019/20</td> <td>8.0</td> <td>9.1</td> </tr> </tbody> </table>	Year	All Local(inc minor)	Scotland	2016/17	11.7	9.2	2017/18	10.7	9.0	2018/19	9.0	9.0	2019/20	8.0	9.1	<p>The average time to determine local planning applications has significantly reduced over the past 4/5 years. This has been a focus within the Service and has in part been achieved by the implementation of project management of applications and agreeing timescale extensions with the applicants.</p>
Year	All Local(inc minor)	Scotland														
2016/17	11.7	9.2														
2017/18	10.7	9.0														
2018/19	9.0	9.0														
2019/20	8.0	9.1														
<p>The average time (weeks) to deal with non householder planning applications</p> <table border="1"> <thead> <tr> <th>Year</th> <th>Local</th> <th>Scotland</th> </tr> </thead> <tbody> <tr> <td>2016/17</td> <td>12.8</td> <td>11.0</td> </tr> <tr> <td>2017/18</td> <td>13.2</td> <td>10.7</td> </tr> <tr> <td>2018/19</td> <td>10.9</td> <td>10.7</td> </tr> <tr> <td>2019/20</td> <td>9.4</td> <td>10.9</td> </tr> </tbody> </table>	Year	Local	Scotland	2016/17	12.8	11.0	2017/18	13.2	10.7	2018/19	10.9	10.7	2019/20	9.4	10.9	<p>Non-householder planning applications are also monitored, these are important in respect of Fife's Economy particularly for SME businesses. These applications are a range of different types and as shown over the past 4/5 years there has been a significant reduction in the time taken to determine these applications.</p>
Year	Local	Scotland														
2016/17	12.8	11.0														
2017/18	13.2	10.7														
2018/19	10.9	10.7														
2019/20	9.4	10.9														

Performance

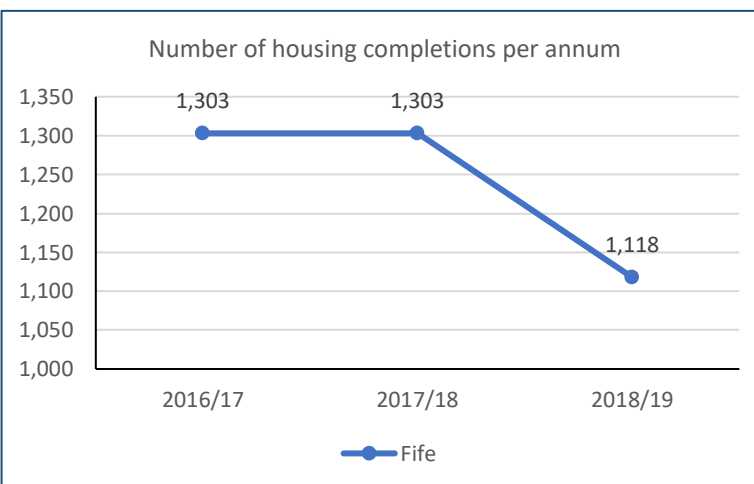
Progress



Similar to Local applications as above, the performance in determining Minor planning applications has also improved.



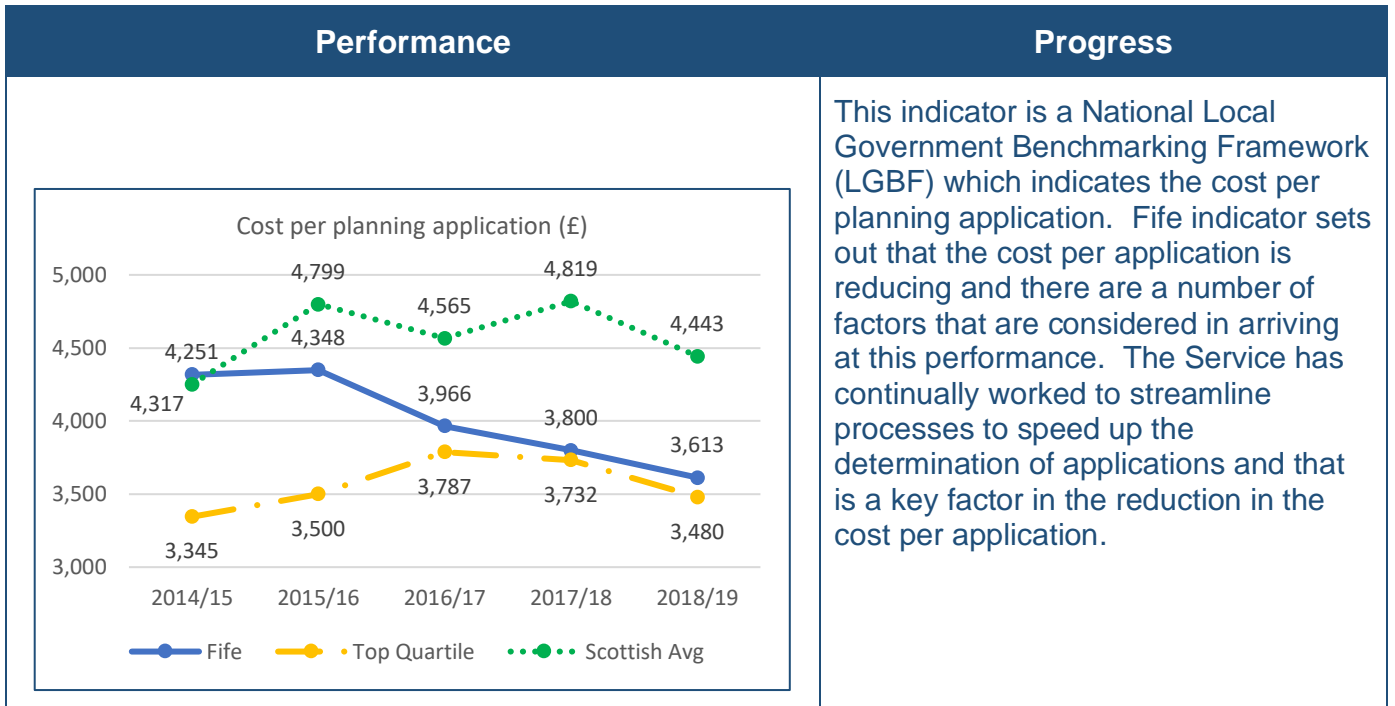
This is an indicator through the Local Government benchmarking framework (LGBF) and captures commercial planning applications. Again, the performance has improved over the past few years and we are currently awaiting data for 2019/20.



Number of Completions of new homes built across Fife over the past 4 - 5 years highlights the increase deliverability of new affordable homes as well as mainstream market housing. It has been a steady completion rate across this period.

The 2019/20 survey normally done early April did not take place due to COVID.

Cost





Business, Employability & Planning

Performance Report 2019/20

This report provides a strategic overview of performance against key indicators. We've worked hard to maintain and improve performance, and this year has seen several important achievements for Business, Employability & Planning in 2019-20.

The financial year was characterised by relative uncertainty in the economy arising from Brexit and the proposition of a no-deal scenario. This impacted on businesses' decisions for inward investment, start-up and growth. However, the period also saw significant development of the tourism and hospitality sector as the domestic visitor market strengthened and new campaigns were launched, alongside a calendar of strategic events to encourage visits throughout the year.

Unemployment rose during the period after a period of stabilisation and decline. The Opportunities Fife Partnership launched its ESIF funded activity for the period 2019-2022 within the year, with targeted provision for those with significant barriers to employment.

In respect of fair work, Fife's percentage of those paid below the Scottish Living Wage (set by the Living wage Foundation) was above the Scottish average, but notably had reduced significantly in Glenrothes with the introduction of the Living Wage Town campaign.

The report for 2019/2020 does not capture the impacts of the COVID-19 pandemic, which will be reported in the 2020/21 report.

However, we continue to face significant challenges:

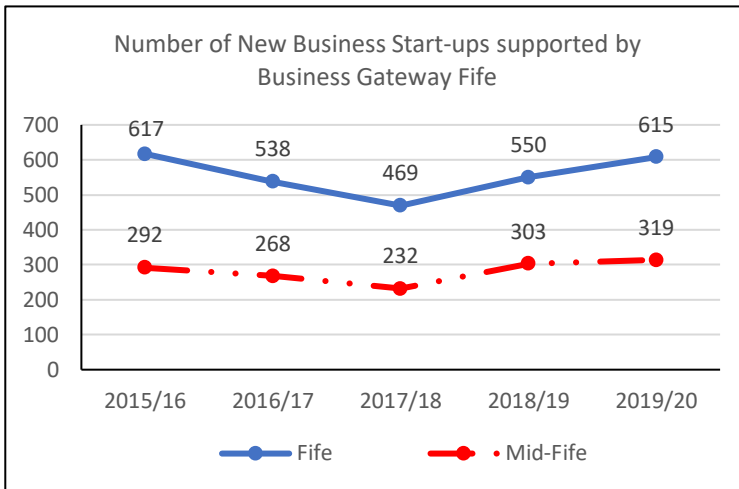
- The decline of town centre retail as large retailers and banks seek to decrease their footprint, and smaller businesses are limited in trade due to COVID restrictions. This necessitates the continued need to diversify town centre uses.
- Rising unemployment – with increased redundancies forecast, the capacity and effectiveness of employability interventions will continue to be reviewed and adapted
- Business formation – Business Gateway continues to support start-up businesses, but uncertainty arising from COVID and Brexit will require additional measures for start-up and support services.

The Leading Economic Recovery reform approach will lead to an action plan which will support a refreshed Fife's Economic Strategy, focused on targeted recovery with a particular emphasis on Mid Fife.

Customer

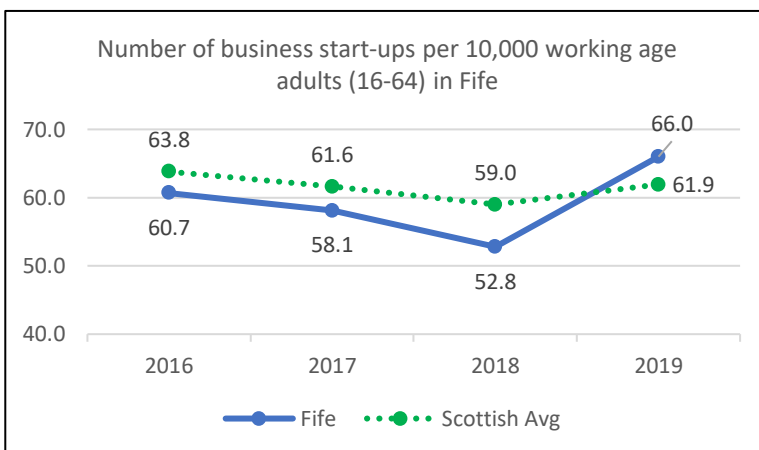
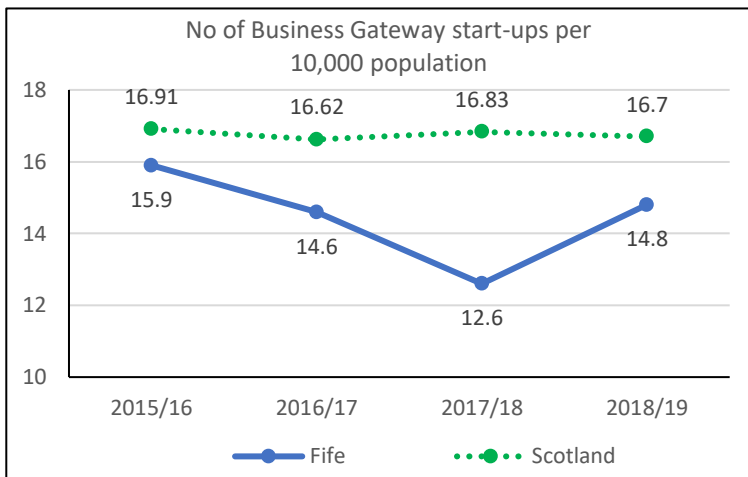
Performance

Progress



615 start-ups were supported in 2019/20 against a target of 600 (up by 63 on previous year). It is anticipated that these start-ups will support the creation of 813 jobs (up 93 on previous year) and £18 million based on 3 year projected turnover (similar leverage from previous year). Start-ups by Women were 49% of total start-ups, which is well above the national average and up by 1.6% on last year. Young People start-ups equate to 25% of overall delivery, which is encouraging performance.

As set out in Fife's Economic Strategy, Fife Council continues to prioritise start-up services to support enterprise and employment opportunities within Fife and across communities, to stimulate the continuing relatively poor performance of the economy in Mid-Fife

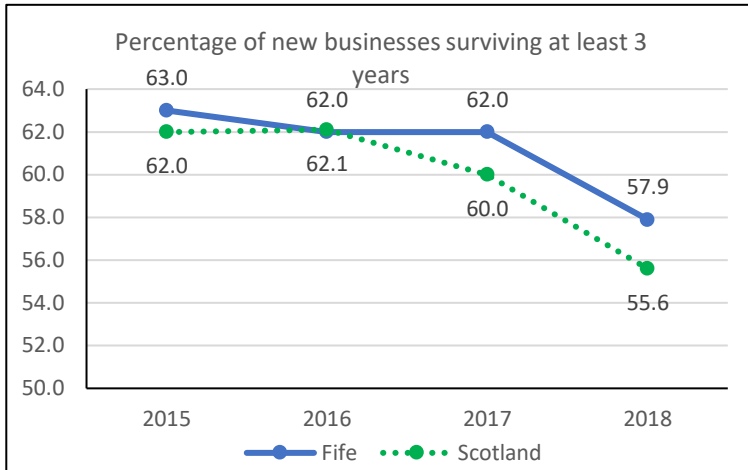


In 2019, both the number of new business start-ups and the business start-up rate in Fife increased for the first time since 2016. A total of 1,530 new businesses started up in 2019, 305 more than the previous year and the highest figure recorded. For the first time, Fife's start-up rate (66.0) was higher than the Scottish start-up rate (61.9).

It is anticipated that the number of business start-ups in 2020 will be significantly impacted by the Covid-19 pandemic.

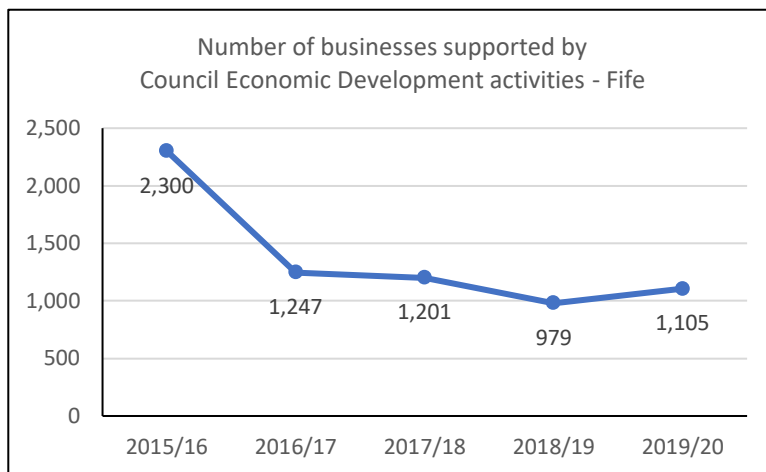
Performance

Progress

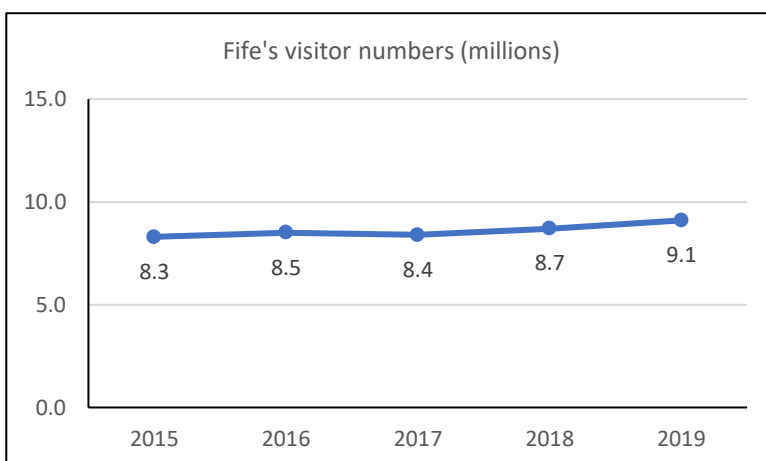


Businesses born in 2016 had a higher 3-year survival rate than those starting up in 2015 both in Fife and Scotland as a whole. This is the first increase since survival rates fell from their highest rate in 2015. As in previous years, Fife's 3-year survival rate was higher than that for Scotland as a whole (56.5%).

It is expected that the number and rates of businesses surviving during 2020 will be significantly impacted by the Covid-19 pandemic.

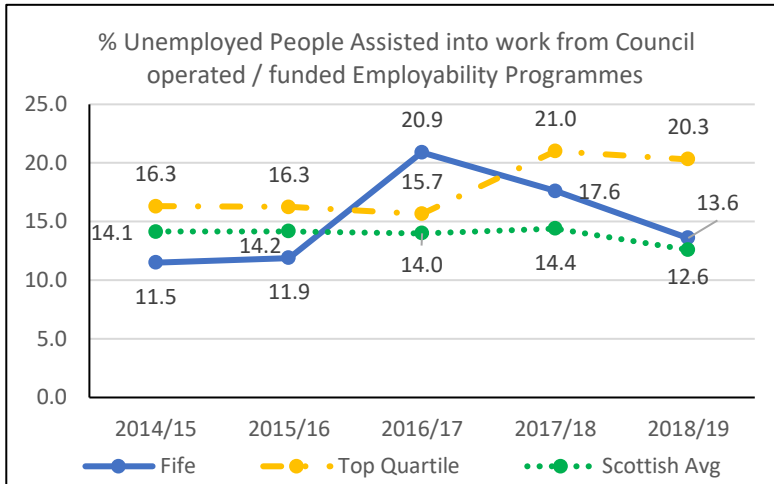


A higher number of grants was awarded to businesses this year as more products were available, including a new grant (the SME competitiveness fund) introduced in April 2019.



Film tourism continued to draw significant numbers of visitors to the Kingdom with popular TV Shows such as Outlander leading to global interest and cruise passenger numbers have shown an increase year on year'. A strong digital presence for Fife has also been a key factor in engaging with audiences from all over the world with over half a million users on welcometofife.com. Uncertainty around Brexit and fluctuations in currency have been contributing factors for Fife strengthening its domestic market for overnight "staycations" and day trips from the central belt during this period.

Performance



Progress

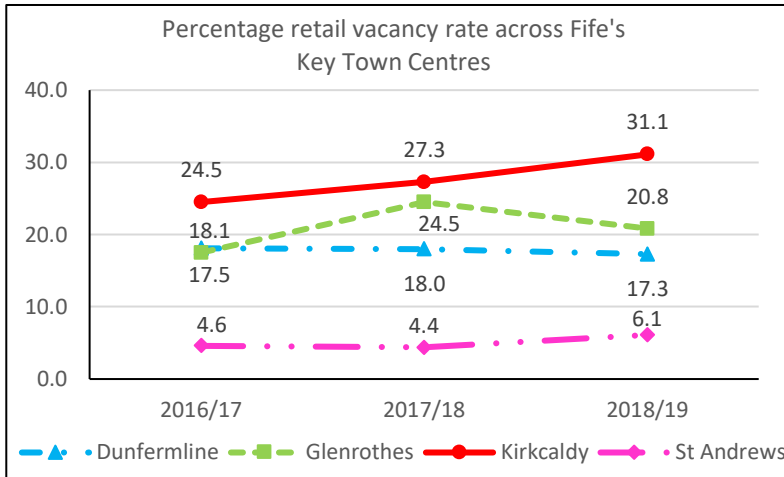
The graph illustrates the success delivered by projects on the Employability Pathway and part funded by ESIF. The higher performance in the middle of this first phase of the European programme is reflective of the spending profile, as projects took time to start-up, develop effective interventions and progress people into opportunities. The peak of success in 2016/17 is linked to longer term, more intensive interventions supporting those with multiple barriers to progress into employment. As projects reduced capacity as we came to the end of the phase, the percentage of jobs slowed down. Moving forward to 2019-2020, we have focussed more heavily on those living in Mid Fife, those with health and disability issues (particularly mental health), disadvantaged families and those suffering “in-work” poverty. We expect the types of interventions we have commissioned to take longer than one year to show success, meaning that this line may further reduce or plateau in the coming year.

People

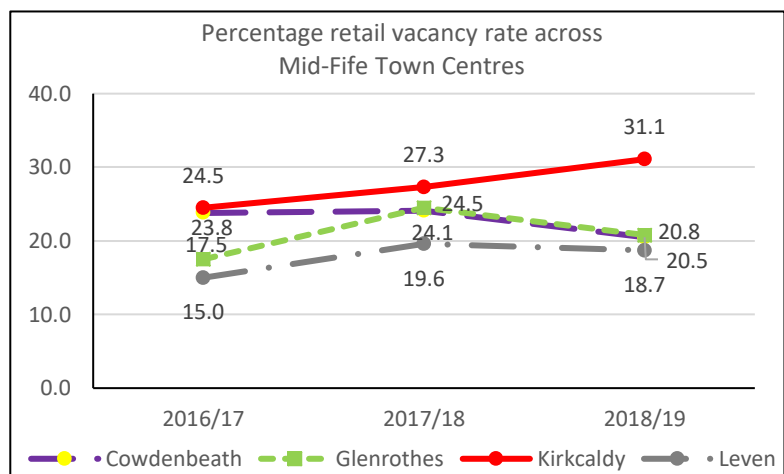
Performance	Progress															
<div data-bbox="156 450 906 925"> <p style="text-align: center;">Average Working Days Lost per Full Time Equivalent EPES</p> <table border="1"> <thead> <tr> <th>Year</th> <th>Fife Council</th> <th>EPES</th> </tr> </thead> <tbody> <tr> <td>2016/17</td> <td>11.60</td> <td>10.13</td> </tr> <tr> <td>2017/18</td> <td>11.78</td> <td>10.58</td> </tr> <tr> <td>2018/19</td> <td>11.59</td> <td>8.36</td> </tr> <tr> <td>2019/20</td> <td>12.06</td> <td>11.00</td> </tr> </tbody> </table> </div>	Year	Fife Council	EPES	2016/17	11.60	10.13	2017/18	11.78	10.58	2018/19	11.59	8.36	2019/20	12.06	11.00	<p>Absence across Planning, Protective Services, Business & Employability Services is below the Council average. The long-term working days lost (LT WDL) often relates to a small number of staff off long term with persistent conditions.</p> <p>Overall the absence with the Service is managed and Staff are supported through training on areas such as Mental Health Awareness, utilising Reality Check tools and ensuring where required Staff are provided support through the Council's Support Services.</p>
Year	Fife Council	EPES														
2016/17	11.60	10.13														
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<div data-bbox="156 958 906 1429"> <p style="text-align: center;">Long Term Working Days Lost per Full Time Equivalent EPES</p> <table border="1"> <thead> <tr> <th>Year</th> <th>Fife Council</th> <th>EPES</th> </tr> </thead> <tbody> <tr> <td>2016/17</td> <td>6.88</td> <td>8.55</td> </tr> <tr> <td>2017/18</td> <td>7.79</td> <td>6.89</td> </tr> <tr> <td>2018/19</td> <td>7.76</td> <td>5.12</td> </tr> <tr> <td>2019/20</td> <td>7.92</td> <td>7.34</td> </tr> </tbody> </table> </div>	Year	Fife Council	EPES	2016/17	6.88	8.55	2017/18	7.79	6.89	2018/19	7.76	5.12	2019/20	7.92	7.34	
Year	Fife Council	EPES														
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2019/20	7.92	7.34														
<div data-bbox="156 1462 906 1926"> <p style="text-align: center;">% Absence Rate EPES</p> <table border="1"> <thead> <tr> <th>Year</th> <th>Fife Council</th> <th>EPES</th> </tr> </thead> <tbody> <tr> <td>2016/17</td> <td>4.67</td> <td>5.15</td> </tr> <tr> <td>2017/18</td> <td>5.43</td> <td>4.73</td> </tr> <tr> <td>2018/19</td> <td>5.30</td> <td>3.72</td> </tr> <tr> <td>2019/20</td> <td>5.51</td> <td>4.90</td> </tr> </tbody> </table> </div>	Year	Fife Council	EPES	2016/17	4.67	5.15	2017/18	5.43	4.73	2018/19	5.30	3.72	2019/20	5.51	4.90	
Year	Fife Council	EPES														
2016/17	4.67	5.15														
2017/18	5.43	4.73														
2018/19	5.30	3.72														
2019/20	5.51	4.90														

Responsiveness

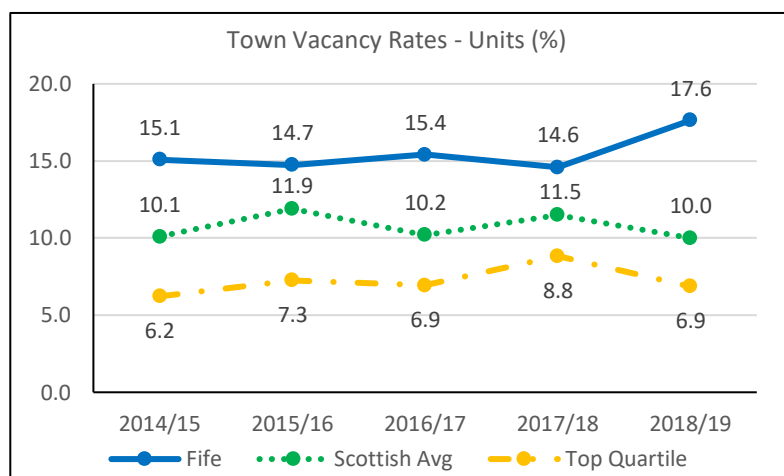
Performance



The vacancy rate in Kirkcaldy, traditionally Fife's main retail centre, continues to increase with the departure of high profile and long-established retailers such as BHS, Marks and Spencer and Debenhams. With continuing pressures on high street retail, many national chains are actively reviewing locations and performance in locations away from cities and major conurbations and we anticipate that the vacancy rate will continue to rise. This will be a key driver in placemaking approaches to Kirkcaldy town centre.



The generic problem remains too much retail space combined with the numbers of larger format units which are problematic to let through a relative lack of flexibility, higher business rates and rents, constrained locations and being harder to subdivide or re-develop for alternate uses. Owners continue to actively consider how to improve their portfolios and increase footfall.



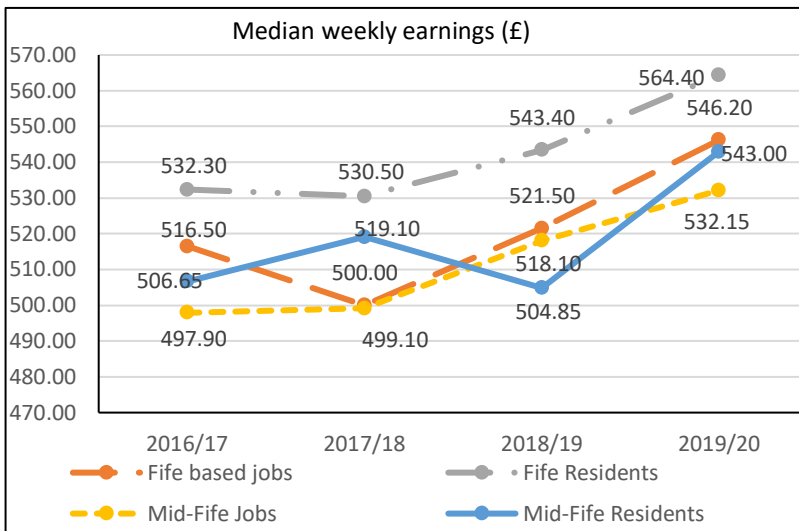
Mid-Fife mirrored Kirkcaldy with vacancy rates remaining high. However, these towns, particularly Cowdenbeath and Leven town centres, have fewer national retailers and larger format stores, with change fuelled by shopping patterns, an ageing retail workforce with shop owners retiring or opting to leave the profession, and a change in customer habits and expectations.

St Andrews continued to perform strongly in terms of occupancy rates with few units remaining vacant for significant periods of time.

The picture is now changing rapidly as restrictions remain to deal with COVID-19. This is likely to result in the loss of further retail and service businesses across Fife.

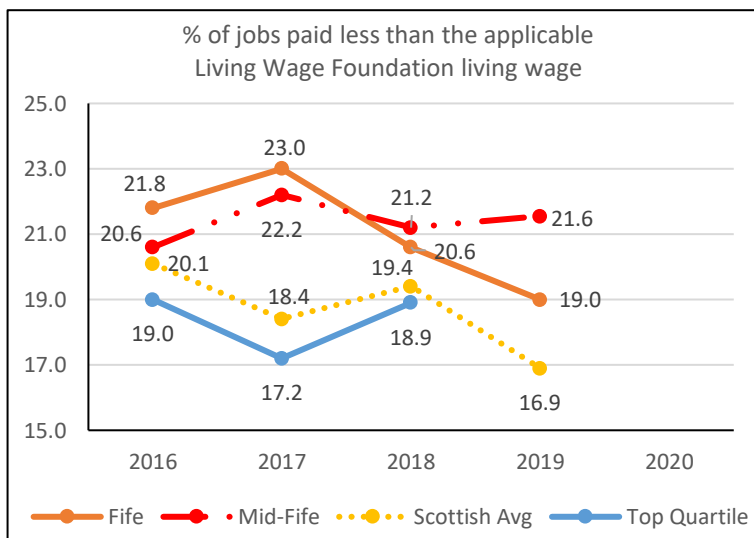
Performance

Progress



The average weekly earnings of people working in Fife increased between 2018 and 2019 at a rate higher than that for Scotland as a whole (5% compared with 2.4%) so that the gap between average wages in Fife and Scotland narrowed. However, the average wage for people working in Fife in 2019 was still 5.29% below the Scottish average. Whilst the earnings of people working in Fife are still significantly lower than those for people living in Fife, the gap narrowed slightly between 2018 and 2019 (from £18.80 to £18.20).

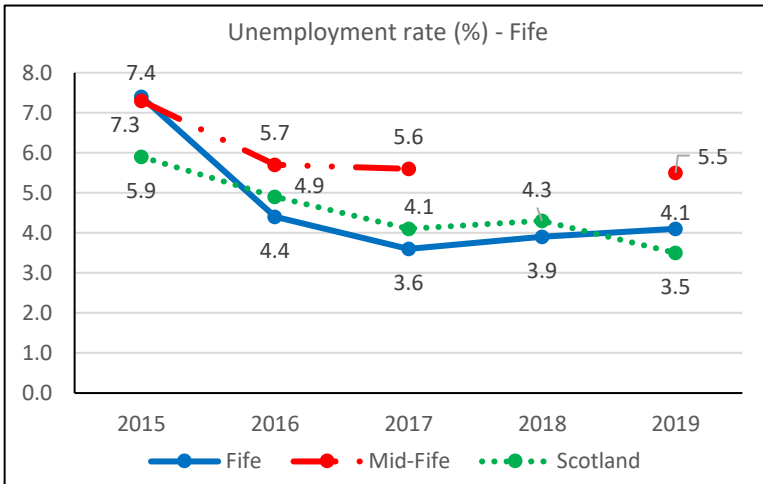
The average weekly earnings of people working in Mid-Fife are still lower than both the Fife and Scottish averages. The 2018-19 increase (3.2%) was lower than the increase for Fife as a whole (5%), but higher than that for Scotland (2.4%). The average wage for people living in Mid-Fife is higher than that of people working in the area.



This is the figure for the calendar year 2019. The proportion of jobs in Fife which are paid less than the real Living Wage fell by only 0.4 percentage points between 2018 and 2019. A higher proportion of people in Fife are paid less than the Living Wage (18.8%) than in Scotland as a whole (17.1%). Glenrothes received Living Wage Place accreditation in August 2019 for its commitment to increasing the number of businesses paying the real Living Wage.

Performance

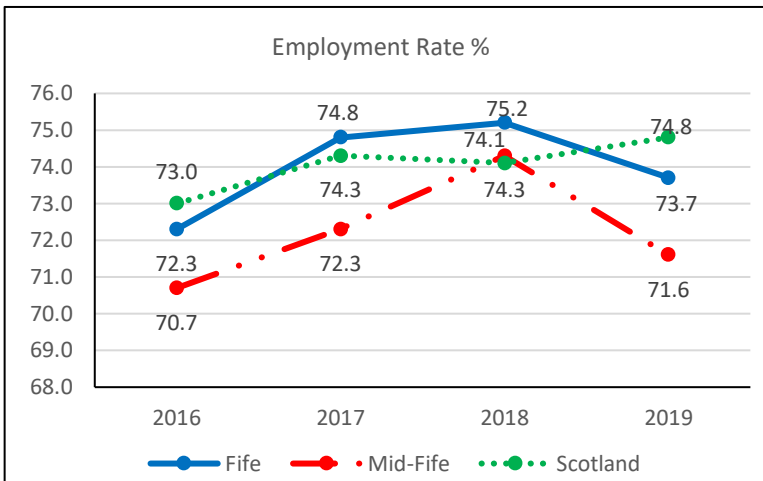
Progress



*The figure for 2018 is unreliable as the sample size was only 3-9 people and therefore not recorded.

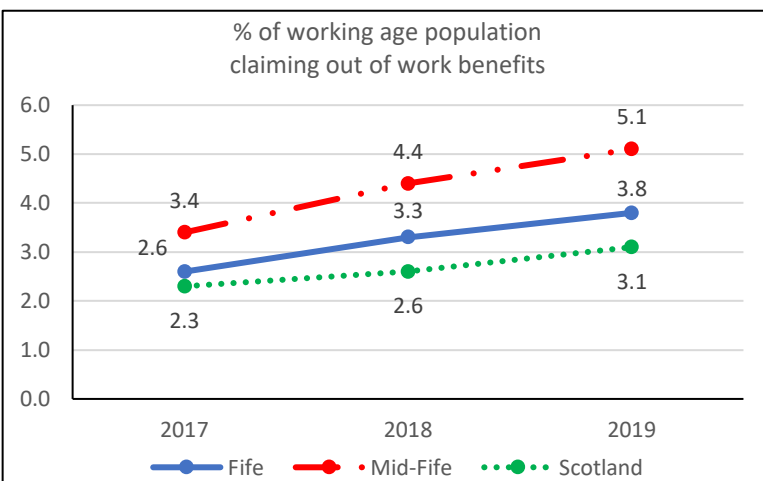
This is the unemployment rate for Jan-Dec 2019. Unemployment in Fife rose in both 2018 and 2019. Fife's unemployment rate was 0.6 percentage points higher than the Scottish rate in 2019; the previous year, it had been 0.4 percentage points lower.

Unemployment in Mid-Fife has traditionally been higher than the Fife and Scottish averages. In 2019, the gap with the Fife rate narrowed to 1.4 percentage points (from 2 percentage points in 2017), mainly due to a rise in the rate for Fife as a whole.



Fife's employment rate, having steadily increased over previous years, fell by 1.5 percentage points between 2018 and 2019. After being higher than the national average in 2017 and 2018, in 2019 Fife's rate was 1.1 percentage points below the rate for Scotland as a whole (74.8%)

The employment rate for Mid-Fife fell between 2018 and 2019, having risen the previous year. The gap between the Fife rate (73.7%) and Scottish rate (74.8%) also widened (to 2.1 and 3.2 percentage points respectively).



This indicator measures the percentage of people aged 16-64 who are either claiming Job Seekers Allowance or who are Universal Credit claimants required to seek work.

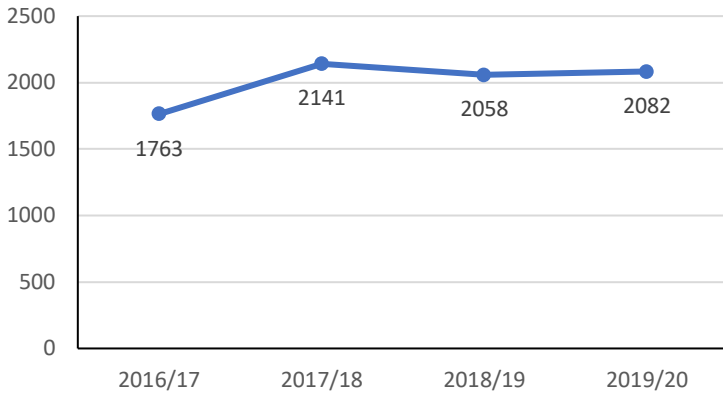
Fife's claimant rate increased by 0.5 percentage points between 2018 and 2019 - rising from 3.3% to 3.8%. This was the same rate of increase as that for Scotland as a whole, so that the gap between the Scottish and Fife claimant rates stayed the same.

NB the claimant count database is experimental, and the figures must be viewed with caution due to the different structure of claimants across different periods and geographies as the Universal Credit Full Service is being rolled out.

Performance

Progress

Total apprenticeship starts in Fife

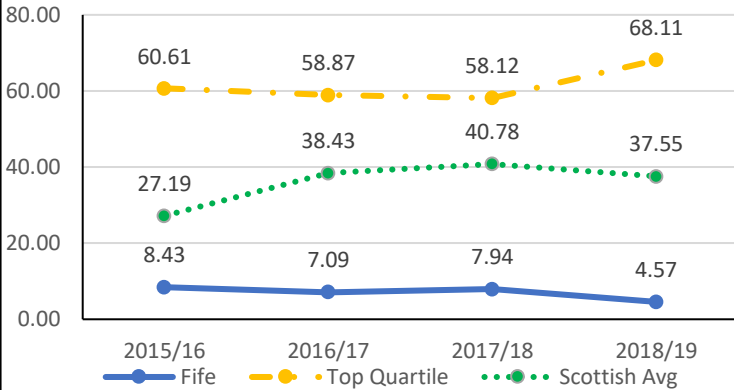


The Foundation Apprenticeships programme is now well established within all 18 High Schools in Fife. Since its launch in 2017 the take up has more than doubled. Each school has been assigned a DYW co-ordinator one day per week and we have also developed DYW App which will promote the Apprenticeship family to a wider school audience.

There has also been a steady increase in the uptake of graduate apprenticeships since the original 9 in 2017/18.

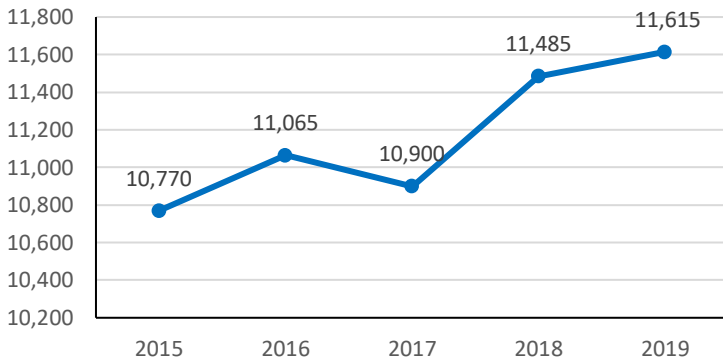
Although current modern apprenticeship activity is slow, there is progressive turnaround with employers and recruitment in this challenging environment and ongoing support offered to both apprentice and employer.

Immediately available employment land as a % of total land allocated for employment purposes



The drop in Fife figures is attributed to the fact that the Longannet Site formally used as a power station by Scottish Power became classified as employment land. The Scottish Average being higher than Fife can be explained by Fife having a very large proportion of employment land in comparison to city authorities and discrepancies in how immediately available employment land is classified across all authorities.

The number of jobs in Fife based businesses in the tourism sector

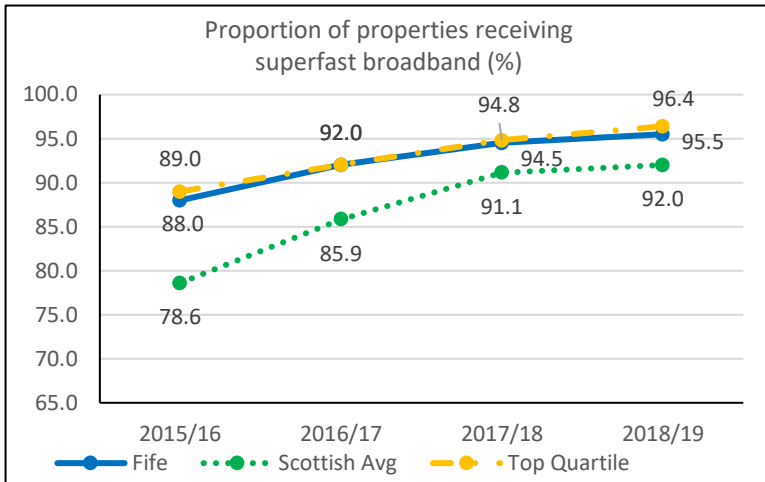


Between 2018 and 2019, the number of jobs in tourist-related businesses in Fife increased by 130 jobs or 1.1%, a much lower growth rate than that seen in Scotland as a whole (4.6%). This rate was also less than the 5.4% growth in jobs seen over the previous year. Over the past four year period however, the number of jobs in tourist-related businesses in Fife increased by 7.8%, a much higher rate of growth than that seen in Scotland as a whole for the same period (2.9%).

In 2019, around 8.5% of Fife's jobs were in tourist-related businesses, a slightly lower proportion than that in Scotland as a whole (8.7%) but an increase on the previous year (8.3%).

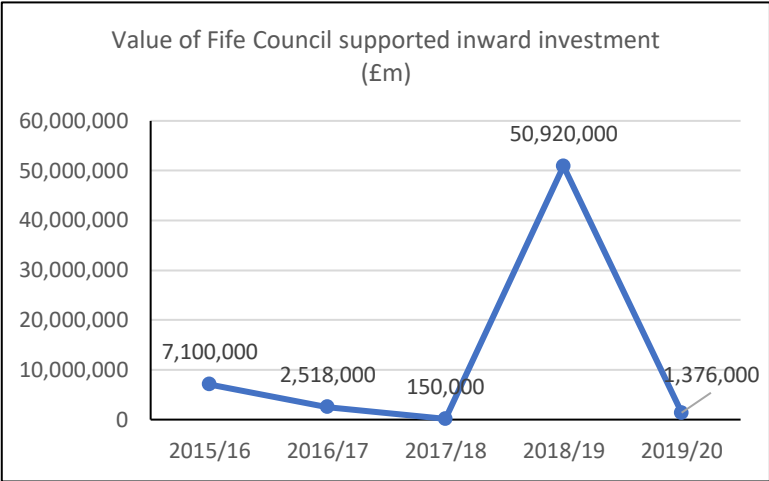
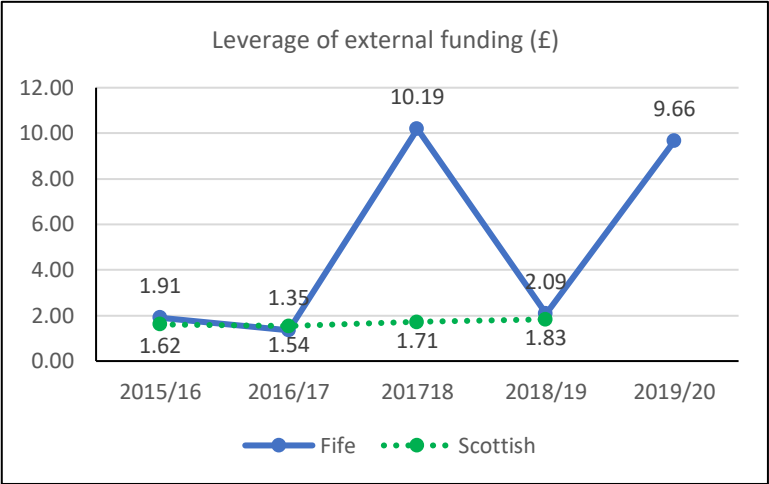
Performance

Progress



As of January 2020, 95.77% of premises (residential and business) in Fife were able to access superfast broadband, i.e. fixed broadband with a download speed of at least 30Mbps/s. This figure is taken from Ofgem's Connected Nations Spring 2020 Update.

Cost

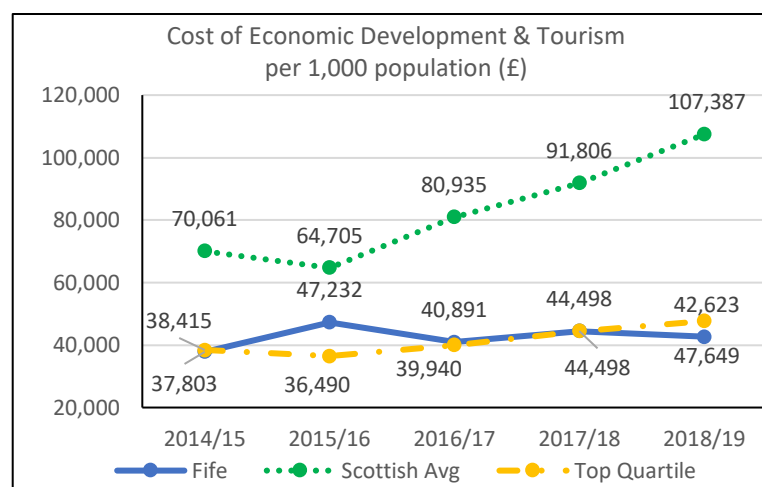
Performance	Progress																		
<p data-bbox="272 322 831 383">Value of Fife Council supported inward investment (£m)</p>  <table border="1" data-bbox="165 297 938 775"> <thead> <tr> <th>Year</th> <th>Value (£m)</th> </tr> </thead> <tbody> <tr> <td>2015/16</td> <td>7,100,000</td> </tr> <tr> <td>2016/17</td> <td>2,518,000</td> </tr> <tr> <td>2017/18</td> <td>150,000</td> </tr> <tr> <td>2018/19</td> <td>50,920,000</td> </tr> <tr> <td>2019/20</td> <td>1,376,000</td> </tr> </tbody> </table>	Year	Value (£m)	2015/16	7,100,000	2016/17	2,518,000	2017/18	150,000	2018/19	50,920,000	2019/20	1,376,000	<p data-bbox="963 300 1517 477">In 2019/2020 Fife Council's Economic Development team & Invest Fife supported new businesses relocating to Fife, major projects contributing to latest figure are:</p> <ul data-bbox="991 495 1517 1059" style="list-style-type: none"> • VeriCall in John Smith Business Park, with plans to create 209 jobs over two years for mid-Fife. • Modern Standard Coffee, relocating from Essex to Glenrothes. • Epipole relocated from Rosyth Business Centre to bigger premises in Inverkeithing • FASTBLADE Rosyth is a partnership between Babcock and the University of Edinburgh, is set to lead the way in making manufacturing processes for tidal energy turbine blades more efficient. 						
Year	Value (£m)																		
2015/16	7,100,000																		
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<p data-bbox="373 1211 727 1240">Leverage of external funding (£)</p>  <table border="1" data-bbox="165 1189 938 1671"> <thead> <tr> <th>Year</th> <th>Fife (£)</th> <th>Scottish (£)</th> </tr> </thead> <tbody> <tr> <td>2015/16</td> <td>1.91</td> <td>1.62</td> </tr> <tr> <td>2016/17</td> <td>1.35</td> <td>1.54</td> </tr> <tr> <td>2017/18</td> <td>10.19</td> <td>1.71</td> </tr> <tr> <td>2018/19</td> <td>2.09</td> <td>1.83</td> </tr> <tr> <td>2019/20</td> <td>9.66</td> <td>-</td> </tr> </tbody> </table>	Year	Fife (£)	Scottish (£)	2015/16	1.91	1.62	2016/17	1.35	1.54	2017/18	10.19	1.71	2018/19	2.09	1.83	2019/20	9.66	-	<p data-bbox="963 1099 1509 1267">This indicator assesses the value of external funding that the council's own financial contributions to economic development and employability projects has secured.</p> <p data-bbox="963 1290 1517 1603">In 2019/20, Fife Council secured external funding for 19 economic development and employability projects. The estimated cost of these projects was £26 million and for every £1 of council spend, an additional £9.66 was levered through external funding sources. These figures do not include City Deal projects.</p> <p data-bbox="963 1626 1469 1727">As these figures only include funding that has been drawn down, they can vary considerably from year to year.</p>
Year	Fife (£)	Scottish (£)																	
2015/16	1.91	1.62																	
2016/17	1.35	1.54																	
2017/18	10.19	1.71																	
2018/19	2.09	1.83																	
2019/20	9.66	-																	

Performance

Progress



This increase in value from £599 million to £651 is a result of domestic and international visitors and has generated tourism related employment for over 13,000 people in Fife. Fife's tourism strategy continues to focus on increasing spend rather than increasing numbers as this is an indication of resilience and sustainability. These results demonstrate that the work is having an effect.



The cost of Economic Development services reflects both revenue and capital investment.

National spend therefore reflects project investment which in the relevant year included investments in the new Aberdeen conference centre.

Fife Council's investment in Economic Development and Tourism reflects the development of capital schemes including taskforce-funded new business units.



Roads and Transportation Services

Performance Report 2019/20

This report provides a strategic overview of performance against key indicators. We've worked hard to maintain and improve performance, and this year has seen several important achievements for Roads & Transportation Services:

- Based on sustained investment in roads surfacing and lighting replacements over several years, the condition of this key infrastructure in Fife holds up well in terms of the national picture.
- The implementation of the Risk Based Approach to road inspections and repairs approved by committee in October 2019 was a significant and positive step in the redesign of these service processes and is expected to lead to improvements in performance and quality in this important area.
- The delivery periods for Traffic Regulation Orders into actual changes on the road network involves a few teams working together to achieve the outcomes and this steady improvement in performance to a record high level is most pleasing.
- From a level of 19% failures of NRSWA notices into the Scottish Roadworks Register 2 years ago to an all-time low of 2.8% is another great success involving several teams working together.

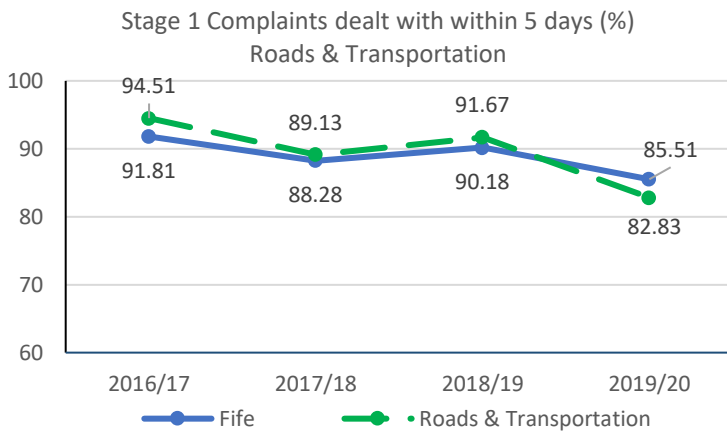
However, we continue to face significant challenges:

- The greatest challenge relates to the reducing revenue and capital resources available to roads and transportation services. There is a direct linkage between investment in road maintenance and road condition. As budgets reduce the challenges increase in re-targeting the funding to the highest priority areas to get the maximum benefit of the available resources.
- This reduction in capital budgets for road maintenance and in particular for street lighting replacements will begin to impact on the quality and condition of the roads network in the coming years.
- Following a period of successive service restructures and downsizing, the service has mostly centralised at Bankhead and it has proven challenging to resource new corporate initiatives.
- The impact of Covid-19 on the service operation has proved significant, with new ways of remote/home working being embraced. Some of these are not sustainable in the longer term.
- In addition, the financial impact on the service budget through reduced income to the Car Parking Account, Bus Departure Charges and the Trading Account are also not sustainable.

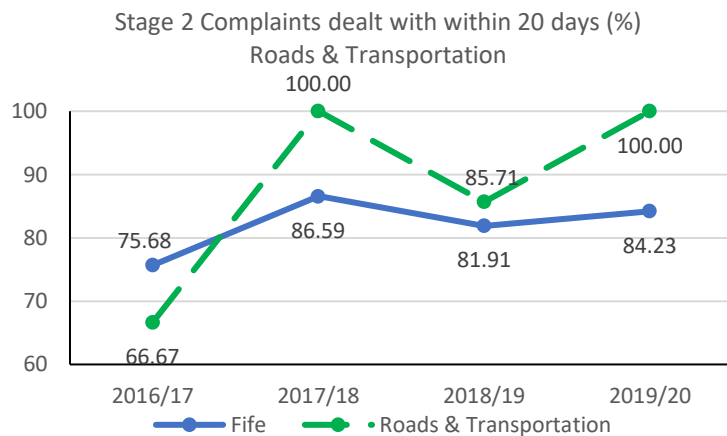
Customer

Performance

Progress



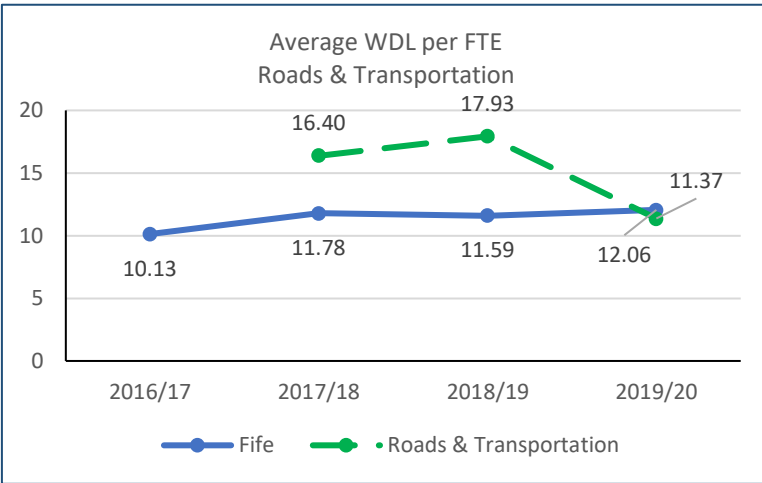
Whilst the stage 2 complaints performance has risen to 100%, the stage 1 complaints performance has slipped below the council average. This relates to an increase in volume and complexity.



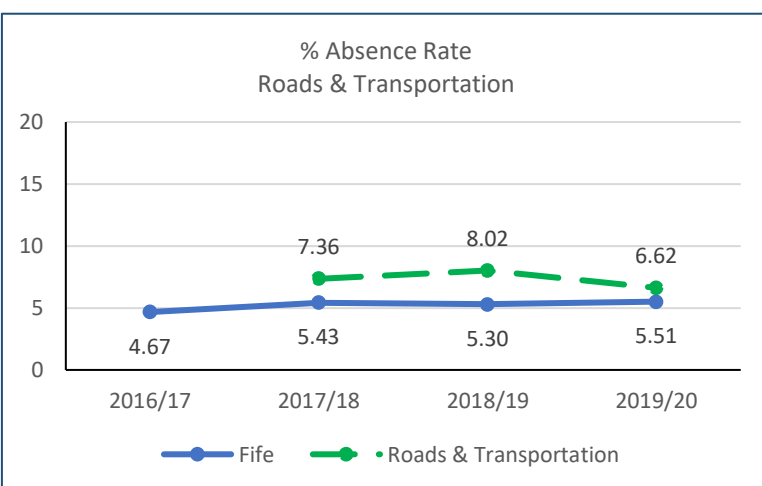
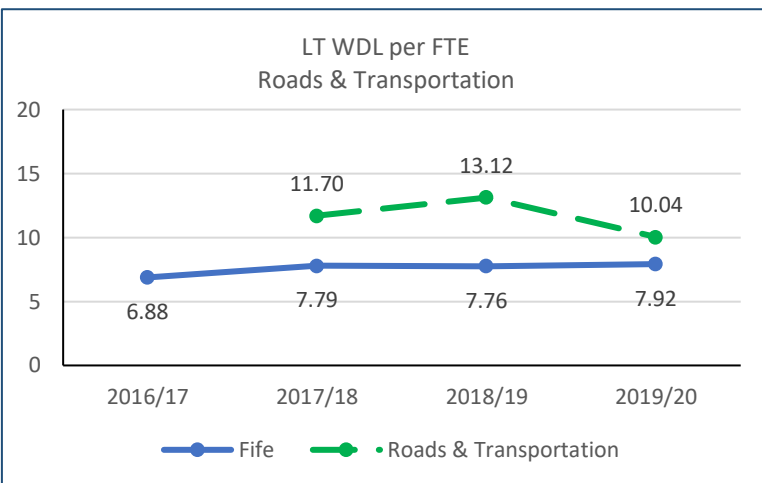
People

Performance

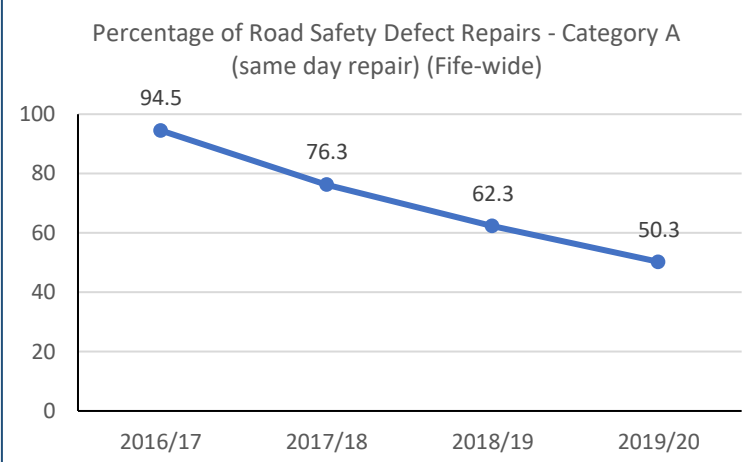
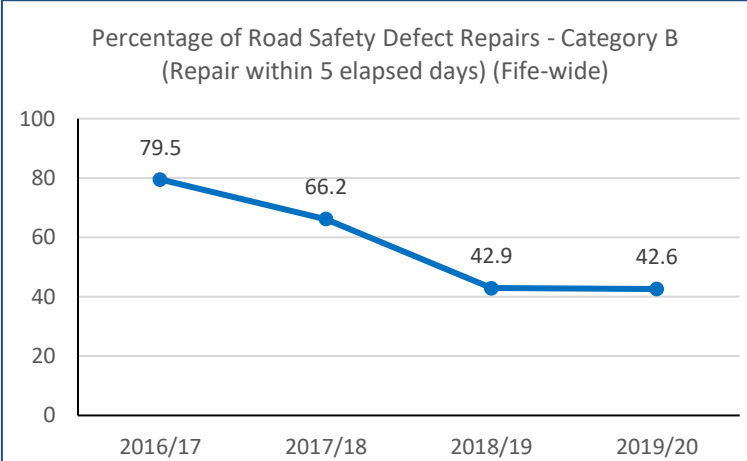
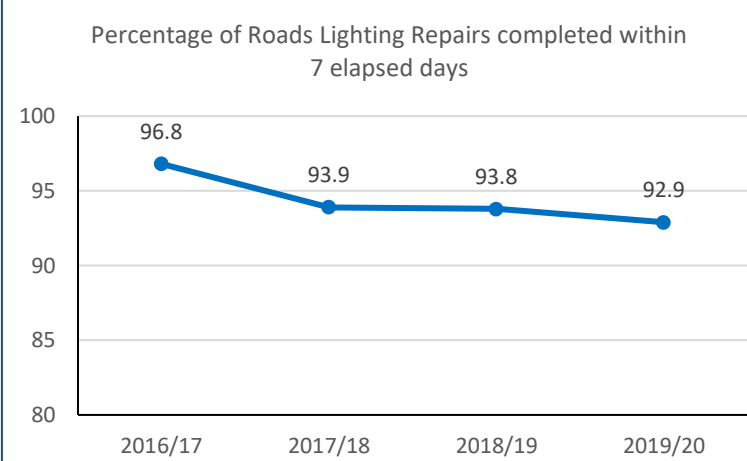
Progress



Improving attendance was identified as a key priority for the Roads & Transportation Services Management Team last year and the significantly improved results are clear evidence of the good work and progress in this area. Further, attendance has continued to improve through 2020/21 as well.

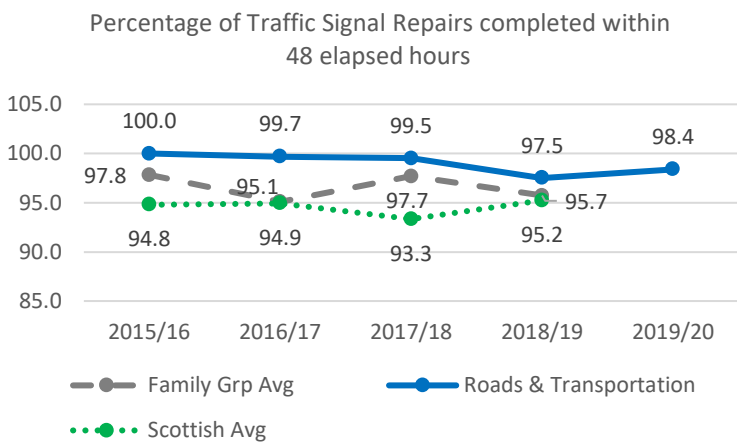


Responsiveness

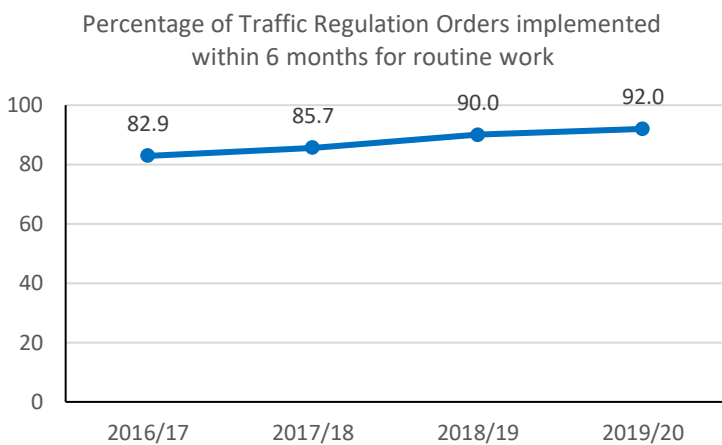
Performance	Progress										
<p>Percentage of Road Safety Defect Repairs - Category A (same day repair) (Fife-wide)</p>  <table border="1"> <thead> <tr> <th>Year</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>2016/17</td> <td>94.5</td> </tr> <tr> <td>2017/18</td> <td>76.3</td> </tr> <tr> <td>2018/19</td> <td>62.3</td> </tr> <tr> <td>2019/20</td> <td>50.3</td> </tr> </tbody> </table>	Year	Percentage	2016/17	94.5	2017/18	76.3	2018/19	62.3	2019/20	50.3	<p>This activity formed part of the Road Condition Report to ETSP&T on 1 October 2020. As identified, the repair targets relate to the relevant time to repair the identified defect. All defects were still repaired even although outside the targets. Significant issues have been experienced with the inspection and repair recording system which makes the performance figures unreliable and not in line with our perception of the 'on the ground' experience. The new Risk Based Policy Approach is now fully in place and with a new and improved IT system for inspections and repair monitoring now having moved into the 'go-live' operational phase, it is expected that our confidence in the data and the repair performance will improve in the coming year.</p>
Year	Percentage										
2016/17	94.5										
2017/18	76.3										
2018/19	62.3										
2019/20	50.3										
<p>Percentage of Road Safety Defect Repairs - Category B (Repair within 5 elapsed days) (Fife-wide)</p>  <table border="1"> <thead> <tr> <th>Year</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>2016/17</td> <td>79.5</td> </tr> <tr> <td>2017/18</td> <td>66.2</td> </tr> <tr> <td>2018/19</td> <td>42.9</td> </tr> <tr> <td>2019/20</td> <td>42.6</td> </tr> </tbody> </table>	Year	Percentage	2016/17	79.5	2017/18	66.2	2018/19	42.9	2019/20	42.6	
Year	Percentage										
2016/17	79.5										
2017/18	66.2										
2018/19	42.9										
2019/20	42.6										
<p>Percentage of Roads Lighting Repairs completed within 7 elapsed days</p>  <table border="1"> <thead> <tr> <th>Year</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>2016/17</td> <td>96.8</td> </tr> <tr> <td>2017/18</td> <td>93.9</td> </tr> <tr> <td>2018/19</td> <td>93.8</td> </tr> <tr> <td>2019/20</td> <td>92.9</td> </tr> </tbody> </table>	Year	Percentage	2016/17	96.8	2017/18	93.9	2018/19	93.8	2019/20	92.9	<p>A reduced workforce, due to staff leaving, and a higher than expected number of complex faults taking longer to repair has resulted in a slight dip in performance.</p>
Year	Percentage										
2016/17	96.8										
2017/18	93.9										
2018/19	93.8										
2019/20	92.9										

Performance

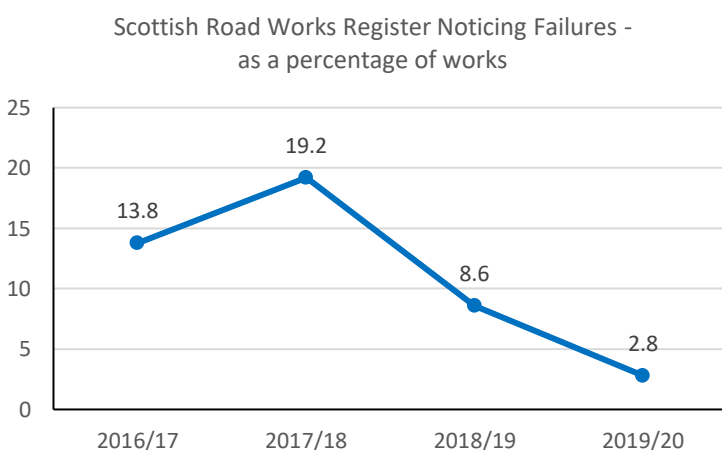
Progress



Performance levels are above target and, of the 508 faults in 2019/20, 8 failed to hit target due to the procurement of replacement parts or electricity supply issues from the energy supply company. The Service conducts regular meetings with the maintenance contractor including discussions about the performance. Investment in replacing older installations should also help to reduce fault numbers



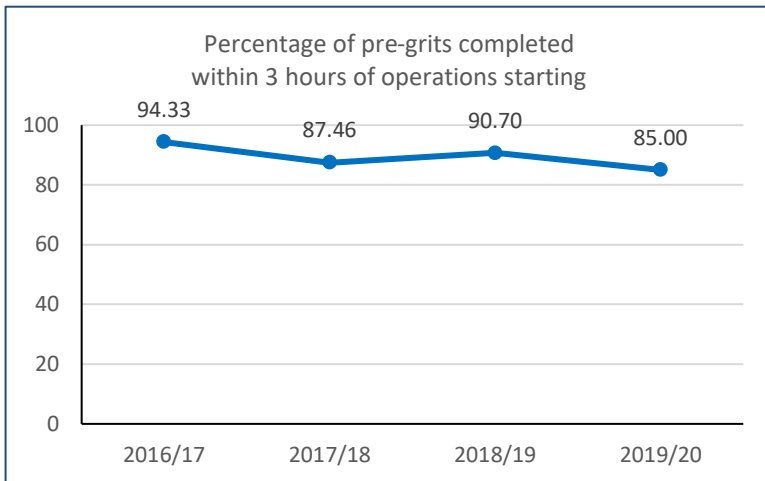
General turnover time for road markings and the supply of signs has improved year on year leading to an all-time high level of performance.



Considerable focus on improvement actions resulted following earlier scrutiny and intervention from the Scottish Roadworks Commissioner. This area has shown steady and significant improvement over the last few years.

Performance

Progress



The annual KPI figure met the target. However, this is lower than previous years.

This is attributed to the route optimisation exercise carried out in 2019 that reduced routes from 24 No to 21 No for the priority routes.

New in cab technology was implemented for the first time in 19/20 with drivers becoming familiar with new routes and new technology.

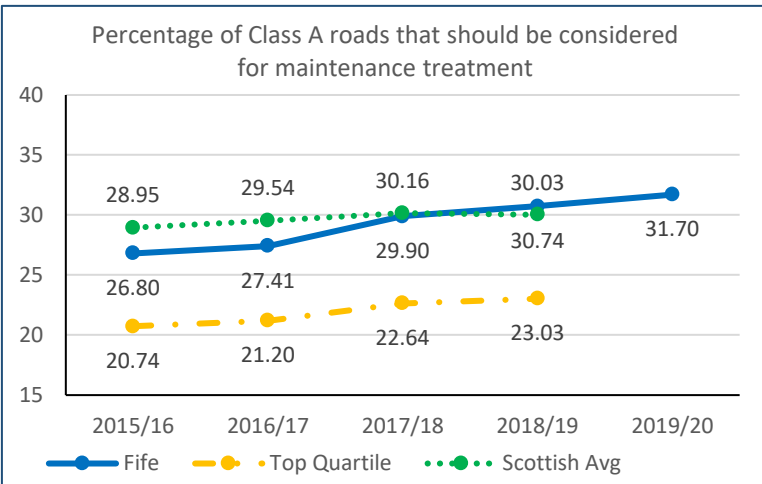
The new routes now take longer to run. It is expected the KPI for 20/21 should recover.

Cost

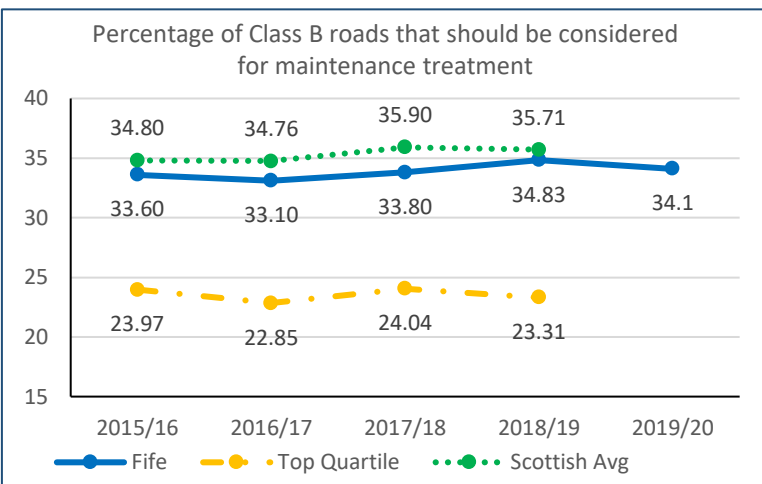
Performance	Progress																				
<p>Proportion of street lighting columns that are over 30 years old (%)</p> <table border="1"> <thead> <tr> <th>Year</th> <th>Proportion (%)</th> </tr> </thead> <tbody> <tr> <td>2016/17</td> <td>33.0</td> </tr> <tr> <td>2017/18</td> <td>32.1</td> </tr> <tr> <td>2018/19</td> <td>31.2</td> </tr> <tr> <td>2019/20</td> <td>31.5</td> </tr> </tbody> </table>	Year	Proportion (%)	2016/17	33.0	2017/18	32.1	2018/19	31.2	2019/20	31.5	<p>The Proportion of street lighting columns that are over 30 years old continues to fluctuate. However, the capital resources for this activity has reduced greatly. This will result in an increase in the proportion of columns over 30 years old. The service will continue to make a case for sustainable investment in street lighting column replacement.</p>										
Year	Proportion (%)																				
2016/17	33.0																				
2017/18	32.1																				
2018/19	31.2																				
2019/20	31.5																				
<p>Road cost per kilometre (£/km)</p> <table border="1"> <thead> <tr> <th>Year</th> <th>Fife (£/km)</th> <th>TQ (£/km)</th> <th>Scottish Avg (£/km)</th> </tr> </thead> <tbody> <tr> <td>2015/16</td> <td>11,599</td> <td>6,201</td> <td>10,282</td> </tr> <tr> <td>2016/17</td> <td>11,231</td> <td>7,637</td> <td>10,338</td> </tr> <tr> <td>2017/18</td> <td>11,690</td> <td>7,111</td> <td>10,547</td> </tr> <tr> <td>2018/19</td> <td>10,851</td> <td>7,082</td> <td>9,823</td> </tr> </tbody> </table>	Year	Fife (£/km)	TQ (£/km)	Scottish Avg (£/km)	2015/16	11,599	6,201	10,282	2016/17	11,231	7,637	10,338	2017/18	11,690	7,111	10,547	2018/19	10,851	7,082	9,823	<p>This Indicator does not tell the whole story since one needs to compare road cost per km with the authority with the relevant percentage of the road network that should be considered for maintenance treatment. Roads condition tends to relate directly to investment in roads maintenance. Road cost per kilometre tends to follow the capital expenditure on carriageways. Between 2018-19 and 2019-20 the budget increased so it is expected that when the 2019-20 figure becomes available it will show an increase. With budgets reducing from 2020-21 onwards, it is expected that the Road Cost per Kilometre will reduce.</p>
Year	Fife (£/km)	TQ (£/km)	Scottish Avg (£/km)																		
2015/16	11,599	6,201	10,282																		
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<p>The percentage of the road network that should be considered for maintenance treatment.</p> <table border="1"> <thead> <tr> <th>Year</th> <th>Family Grp Avg (%)</th> <th>Roads & Transportation (%)</th> <th>Scottish Avg (%)</th> </tr> </thead> <tbody> <tr> <td>2016/17</td> <td>35.68</td> <td>32.60</td> <td>36.30</td> </tr> <tr> <td>2017/18</td> <td>35.25</td> <td>31.80</td> <td>36.55</td> </tr> <tr> <td>2018/19</td> <td>34.98</td> <td>31.90</td> <td>36.3</td> </tr> <tr> <td>2019/20</td> <td>35.0</td> <td>32.30</td> <td>35.8</td> </tr> </tbody> </table>	Year	Family Grp Avg (%)	Roads & Transportation (%)	Scottish Avg (%)	2016/17	35.68	32.60	36.30	2017/18	35.25	31.80	36.55	2018/19	34.98	31.90	36.3	2019/20	35.0	32.30	35.8	<p>There has been a slight deterioration in the road network overall since 17/18. The Service continues to perform better than the Scottish and family group averages, which are 35.8% and 35.0% respectively. It is anticipated that budget constraints will result in a further deterioration in 20/21 onwards.</p>
Year	Family Grp Avg (%)	Roads & Transportation (%)	Scottish Avg (%)																		
2016/17	35.68	32.60	36.30																		
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Performance

Progress



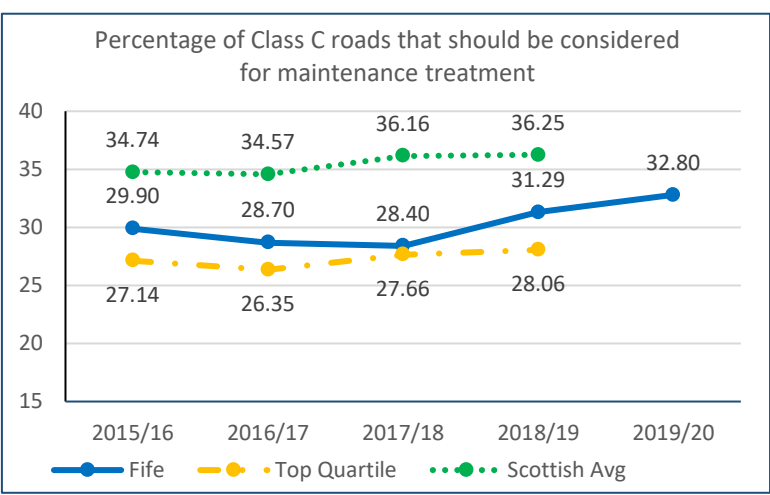
The deteriorating trend since 2016/17 has continued on Class A roads. The Service continues to perform worse than the Scottish and family group averages, which are 30.6% and 28.7% respectively. It is anticipated that budget constraints could result in a further deterioration in 20/21 onward.



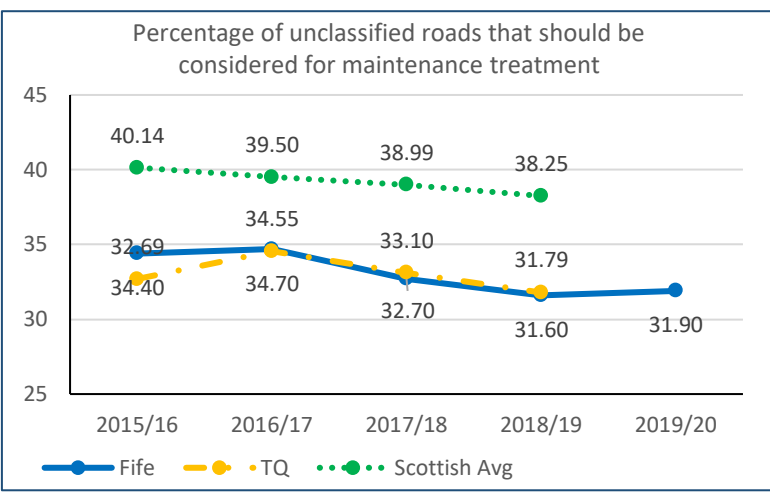
The condition of Class B roads has improved since 2018-19. The Service has performed better than the Scottish average of 35.0% but worse than the family group average of 33.8%. It is anticipated that budget constraints could result in a further deterioration in 19/20 onward

Performance

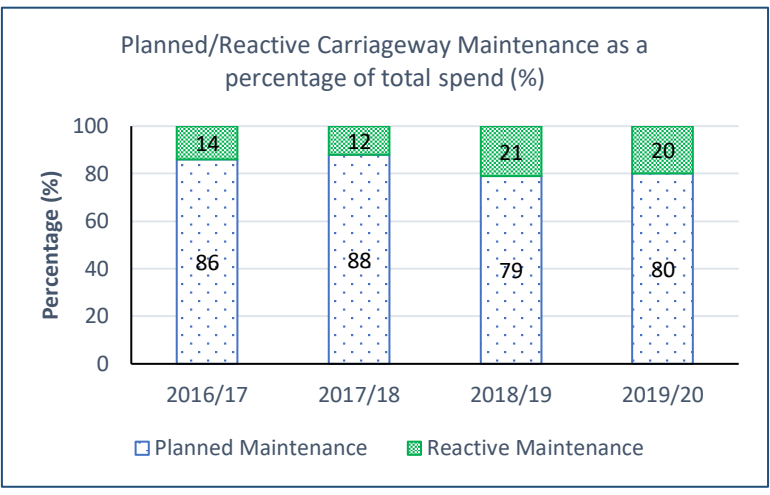
Progress



The deteriorating trend since 17/18 has continued on Class C roads. Despite this, the Service continues to perform better than the Scottish and family group averages, which are 35.1% and 38.2% respectively. It is anticipated that budget constraints could result in a further deterioration in 20/21 onward.



The improving trend from 16/17 to 18/19 has reversed on unclassified roads. The Service continues to perform better than the Scottish and family group averages, which are 37.8% and 36.1% respectively. It is anticipated that budget constraints could have a negative impact on this indicator in 20/21 onward.

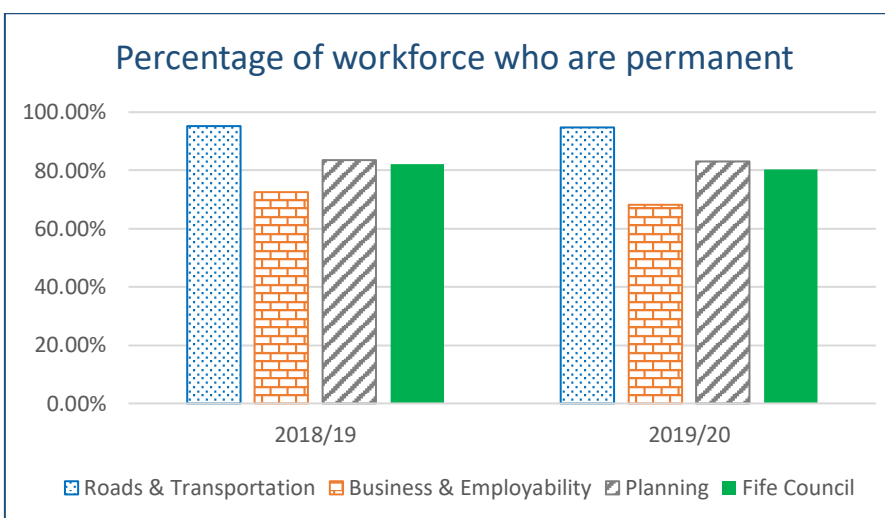
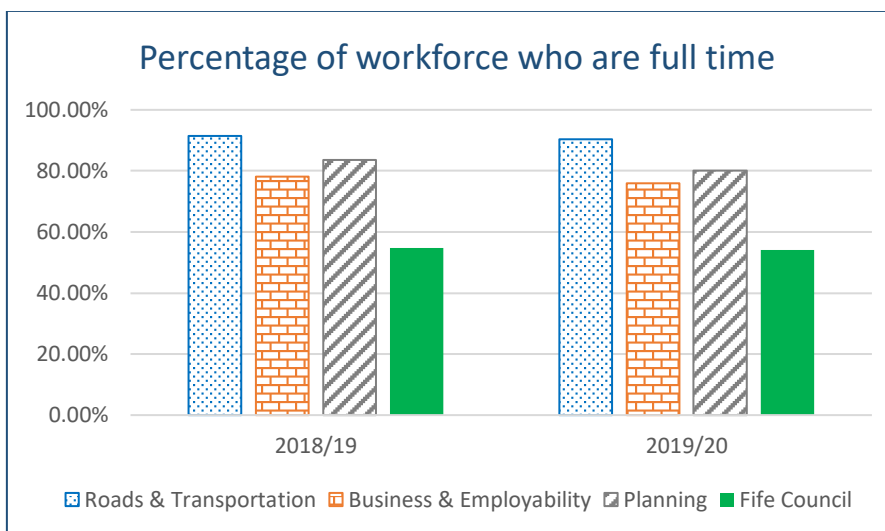
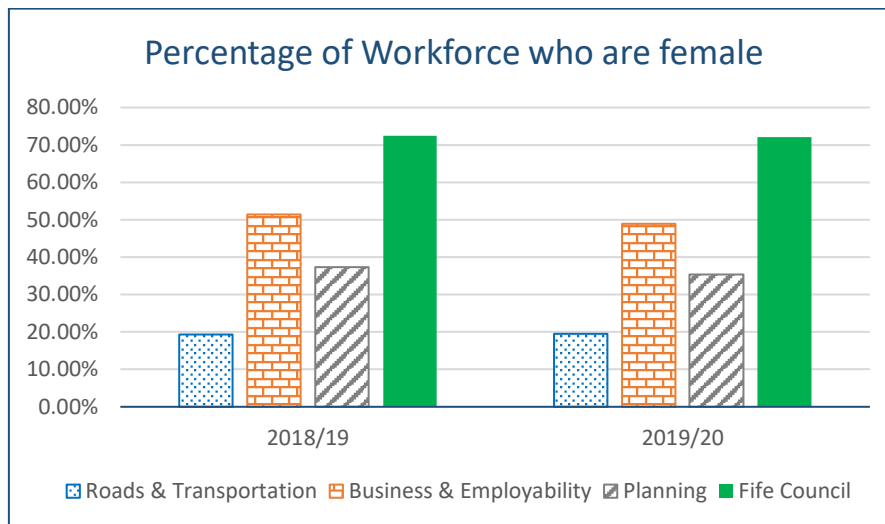


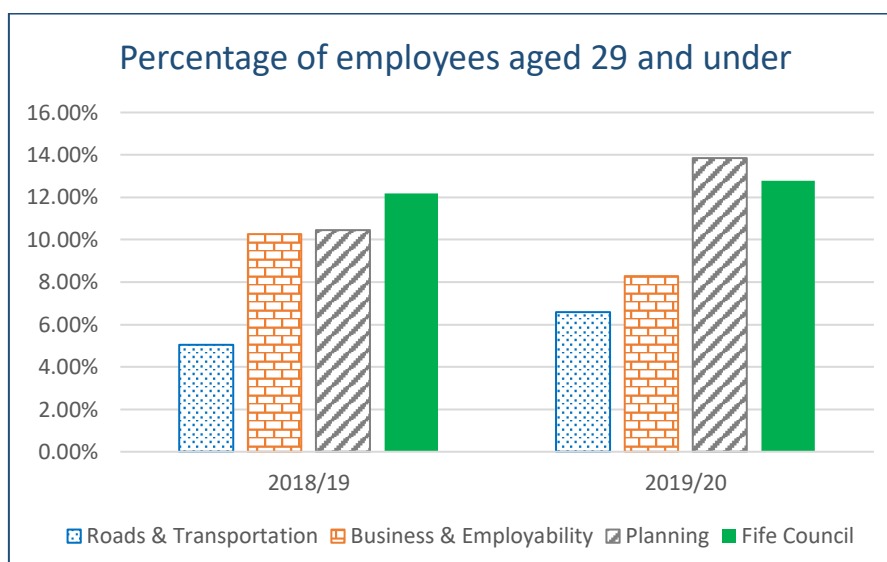
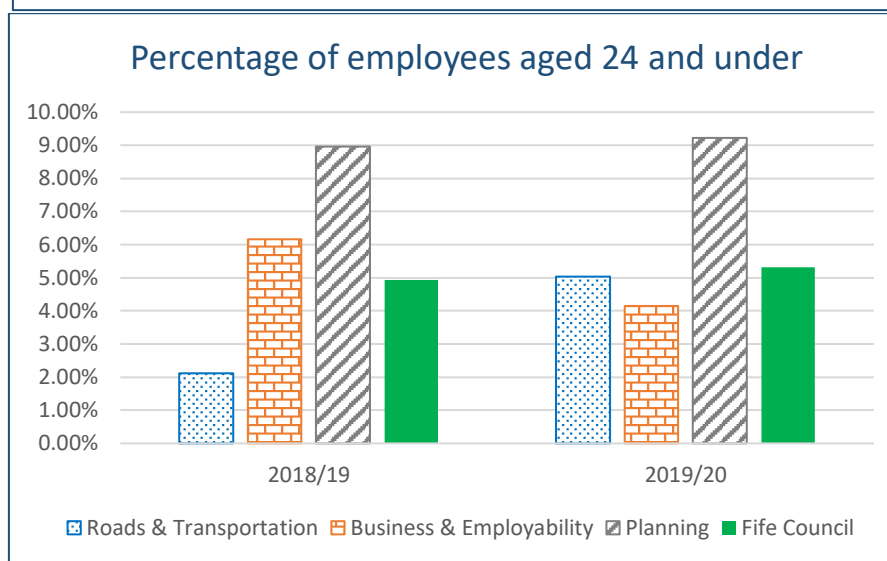
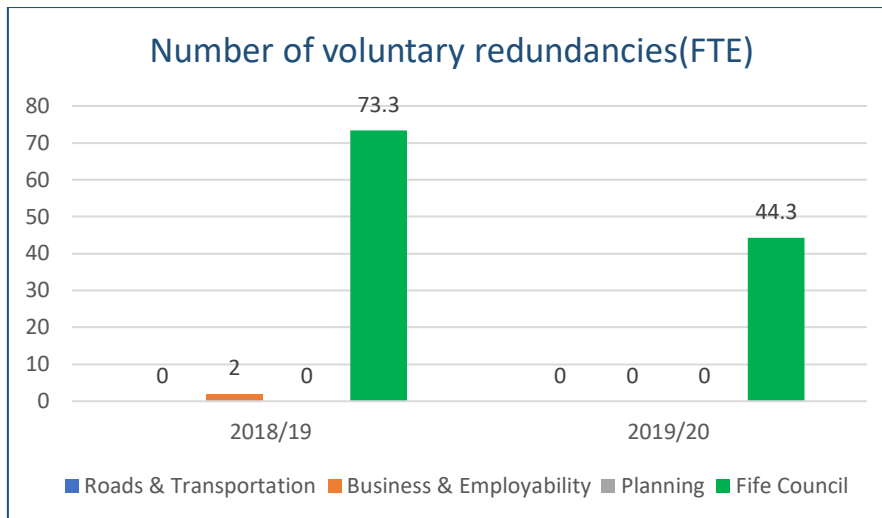
Planned maintenance is a better value spend than reactive repairs. However, as the capital resources have reduced for roads & lighting maintenance, by necessity the split of reactive/planned has continued to increase.

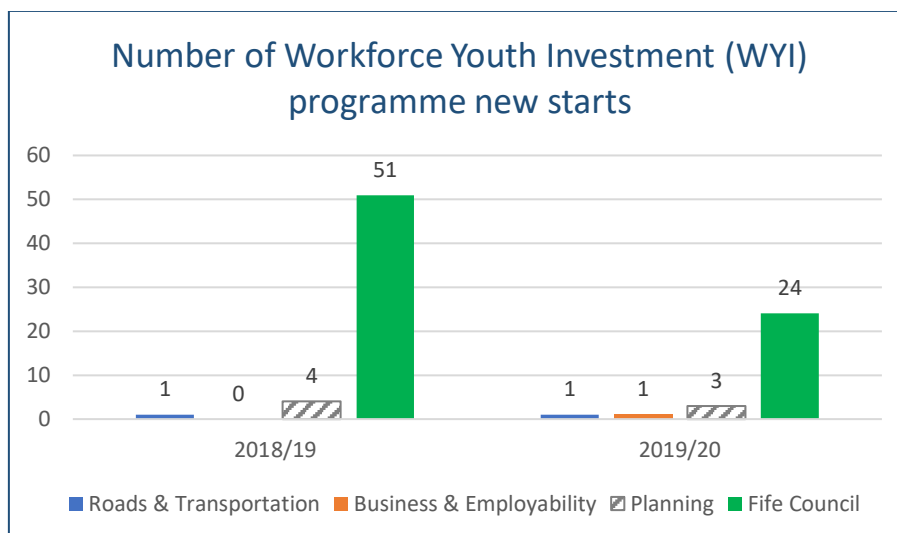
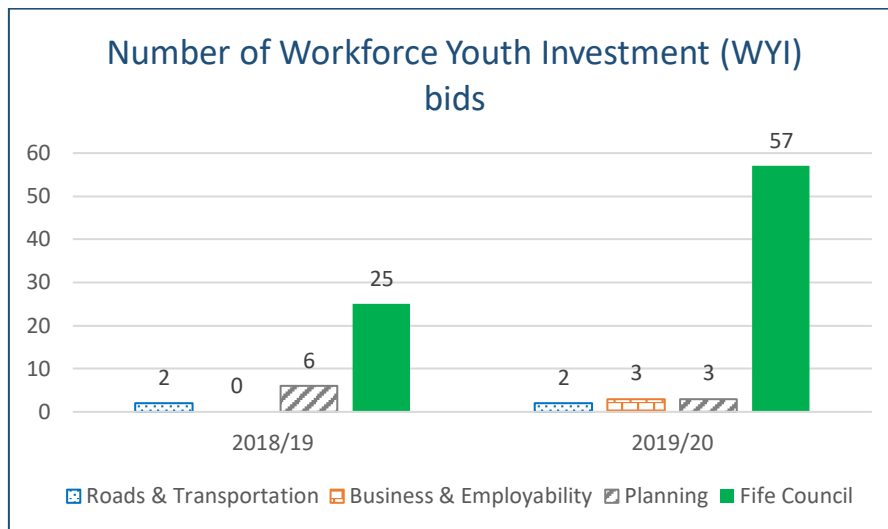
**PLANNING, BUSINESS & EMPLOYABILITY AND ROADS & TRANSPORTATION – WORKFORCE PROFILE 2019/2020
FINANCIAL YEAR (01 APRIL 2019 – MARCH 2020)**

Service	No of Employees (FTE) April 2017	No of Employees (FTE) April 2018	No of Employees (FTE) April 2019	No of Employees (FTE) April 2019	Difference in FTE 2019-2020
Planning Management	1	1	1	1	0
Planning	63.75	60.69	66.34	63.55	-2.79
Business & Employability Management	1	1	1	1	0
Business & Employability	139.92	152.07	156.87	156.84	-0.03
ATE Management	1	1	1	1	0
Roads & Transportation	392.09	386.27	381.3	383.53	2.23
Total	598.76	602.03	607.51	606.92	-0.59

ANNUAL WORKFORCE DATA







10th December, 2020

Agenda Item No. 07

New Roads and Street Works Act Annual Performance Report - 2019/2020

Report by: Ken Gourlay, Head of Assets, Transportation and Environment

Wards Affected: All

Purpose

The New Roads & Street Works Act 1991 (NRSWA) recommends that local authorities publish annual Statutory Undertaker (SU) performance reports. The purpose of this report is therefore to provide a summary of SU performance along with Fife Council's own performance relating to NRSWA activities in Fife in 2019/20.

Recommendation(s)

Committee is asked to scrutinise the current NRSWA performance and activity as detailed in this report.

Resource Implications

All NRSWA monitoring and enforcement activity is managed within existing Roads & Transportation Services resources.

Legal & Risk Implications

Should SUs fail to reinstate their road openings correctly, the costs of repairs outside the warranty period could become a burden to roads authorities. It is therefore important that the quality of SU works is diligently monitored through inspections and coring programmes.

Impact Assessment

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

Consultation

Quarterly meetings are held with the SUs working in Fife. Regional and national quarterly meetings also take place attended by Roads Authorities (RA) and SUs at which performance is regularly reviewed. In addition, meetings are held locally with individual SUs on matters of specific concern.

1.0 Background

- 1.1 The previous report presented to the Economy, Tourism, Strategic Planning & Transportation Committee on 24th October 2019 (2019.E.T.S.P&T.48 para.113 refers) detailed the 2018/19 annual performance.
- 1.2 As a requirement of NRSWA, RAs have a duty to maintain their road network whilst SUs are permitted to work on the road network in order to install and maintain their apparatus. RAs have responsibility for the co-ordination of all works on the road network.
- 1.3 This report provides an update on the main areas of SU performance namely road works signing and guarding, reinstatements and coring and also provides some information on the performance of Fife Council as roads authority as highlighted by the Office of The Scottish Road Works Commissioner (OSRWC) in their annual performance report.

2.0 Sample Inspections

- 2.1 The Council carries out inspections of a 30% sample of SUs works randomly selected from the Scottish Road Works Register, which provides a performance measurement for: (i) signing, lighting and guarding during the progress of the works, (ii) the performance of the reinstatement within the 6 months following completion, and (iii) the performance of the reinstatement within the 3 months preceding the end of the two year guarantee period.
- 2.2 Sample inspection performance has been monitored since the early 1990's, initially on an annual basis, changing to quarterly since 2004/05. A summary of the performance of each of the major SUs operating within Fife during 2019/2020 is shown in Appendix 1. Annual totals for each SU for 2018/19 are also shown in the table for comparison.
- 2.3 Four of the five major SUs operating in Fife during 2018/19 achieved the nationally recommended minimum standard of performance (90%) for signing, lighting and guarding. Virgin Media at 56% was below this performance target they will continue to be monitored and encouraged to improve.
- 2.4 Three of the five major SUs operating in Fife during 2018/19 achieved the nationally recommended minimum standard of performance (90%) for reinstatements. British Telecom at 89% and Virgin Media at 76% were below the performance target. Both SU's will continue to be monitored and encouraged to improve.

3.0 Coring of Reinstatements

- 3.1 Sample inspections alone do not necessarily indicate the quality of the reinstatement under the ground in terms of compliance with the specification for materials, layer depths or compaction levels. This is best determined by taking cores from the final reinstatement and analysing the material properties in a laboratory.
- 3.2 A summary of the coring results from the last six national coring programmes is shown in the table below.

	Year	2005/06	2008/09	2010/11	2012/13	2015/16	2019/20
Scotland	Cores taken	1340	1566	1349	1534	1535	1666
	Pass	60%	64%	74%	83%	82%	88%
	Fail	40%	36%	26%	17%	18%	12%
Fife	Cores taken	50	66	84	96	76	87
	Pass	30%	62%	65%	83%	83%	90%
	Fail	70%	38%	35%	17%	17%	10%

- 3.3 The national figure whilst below the performance target of 90% is continually improving. However; based on the national results the Scottish Roads Works Commissioner has issued fines against various companies for lack of improvement. The performance target of 90 % has been achieved for the first time within Fife on a national coring programme and this is an encouraging improvement and good evidence of increased standards and performance on this crucial activity. Those failing to meet the 90% target will continue to be monitored and encouraged to improve at individual and planned quarterly liaison meetings.

4.0 OSRWC Fife Council Performance Review

- 4.1 The OSRWC monitors roadworks in Scotland undertaken by both RAs and SUs.
- 4.2 Since 1 April 2008, the OSRWC has been the keeper of the Scottish Road Works Register (SRWR) and is responsible for ensuring that the SRWR is used effectively to plan and coordinate road works throughout Scotland.
- 4.3 In August 2020, the OSRWC issued a performance review for the period 1 April 2019 to 31 March 2020 in general terms the road works performance was good and there were no specific actions required.
- 4.4 Following continued improvement throughout 2019 / 20 the Scottish Roads Works Commissioner closed the improvement plan (detailed in the 2018/19 NRSWA Annual Performance Report) in January 2020. A copy of the letter from the OSRWC dated 25 August 2020 is attached as Appendix 3 to this report.

5.0 Conclusions

- 5.1 Sample inspection performance has improved steadily since the inception of performance monitoring in the early 1990's. SUs who fall below the 90% target pass rate will be encouraged to improve both by Fife Council and the OSRWC.
- 5.2 Attention will continue to be given to monitoring and improving Fife Council's performance particularly in the areas of activity highlighted in the improvement plan previously agreed with the OSRWC in 2019.

List of Appendices

- Appendix 1 - SU Sample Inspection Performance 2018/19
- Appendix 2 - National Coring Results for Fife 2019/20
- Appendix 3 - OSRWC 2019/20 Performance Report 2019/20 – Fife Council

Background Papers

- Technical guidance on NRSWA Performance Measurement is available on FISH using the following link

<http://fish.fife/fish/orgs/index.cfm?fuseaction=orgView&orgaction=publications&orgID=C4A47598-F761-BA46-34EE3A1881EB759E> (copy and paste link).

- The Scottish Road Work Commissioner Annual Report for period April 2018 – March 2019

<https://roadworks.scot/publications/annual-reports> (copy and paste link).

Report Contact

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Email – derek.crowe@fife.gov.uk

SU Sample Inspection Performance
(for the main SUs working in Fife)

STATUTORY UNDERTAKER	QUARTER	SIGNING & GUARDING			REINSTATEMENTS		
		Number Passed	Number Carried Out	Pass Rate (%)	Number Passed	Number Carried Out	Pass Rate (%)
Scottish Power Energy Networks	2019/2020 Q1	43	45	96%	25	26	96%
	2019/2020 Q2	14	14	100%	22	22	100%
	2019/2020 Q3	6	6	100%	22	22	100%
	2019/2020 Q4	4	4	100%	36	37	97%
	2019/2020 Total	67	69	97%	105	107	98 %
	2018/2019 Total	62	70	88.6%	136	139	97.8%
Scottish Water	2019/2020 Q1	61	62	98%	59	66	89%
	2019/2020 Q2	24	24	100%	59	65	91%
	2019/2020 Q3	35	36	97%	73	80	91%
	2019/2020 Q4	31	32	97%	95	100	95%
	2019/2020 Total	151	154	98%	286	311	92%
	2018/2019 Total	161	166	97%	311	330	94.2%
Scotland Gas Networks	2019/2020 Q1	39	39	100%	33	33	100%
	2019/2020 Q2	25	26	96%	30	32	94%
	2019/2020 Q3	11	11	100%	34	40	85%
	2019/2020 Q4	0	0	0	52	53	98%
	2019/2020 Total	75	76	99%	149	158	94%
	2018/2019 Total	77	78	98.7%	155	156	99.4%
BT Openreach	2019/2020 Q1	39	40	98%	32	35	91%
	2019/2020 Q2	13	14	93%	27	32	84%
	2019/2020 Q3	18	18	100%	49	55	89%
	2019/2020 Q4	6	6	100%	36	39	92%
	2019/2020 Total	76	78	97%	144	161	89%
	2018/2019 Total	81	82	98.8%	164	176	93.2%
Virgin Media	2019/2020 Q1	13	24	54%	46	50	92 %
	2019/2020 Q2	6	16	38%	29	42	69%
	2019/2020 Q3	14	26	54%	39	63	62%
	2019/2020 Q4	26	40	65%	44	52	85%
	2019/2020 Total	59	106	56%	158	207	76%
	2018/2019 Total	70	71	98.6%	138	142	97.2%

National Coring Results (Fife) 2019/20

STATUTORY UNDERTAKER	NUMBER OF CORES	PASS		FAIL	
		Count	Percentage	Count	Percentage
British Telecom Openreach.	11	10	91%	1	9%
Last Mile Electricity Ltd	4	3	75%	1	25%
Scottish Water	26	26	100%		
SGN	15	15	100%		
Scottish Power Energy Networks	13	12	92%	1	8%
Virgin Media Group	18	12	67%	6	33%

— OFFICE OF —

**THE SCOTTISH
ROAD WORKS
COMMISSIONER**

Mr Steve Grimmond
Chief Executive
Fife Council
4th Floor
Main Building
Fife House
Glenrothes KY7 5LT
25 August 2020

Contact: Graham Milne
Direct Tel: 0131 528 5518

Our Ref:
PER/GM/2020/FIFECOU

Dear Mr Grimmond

Scottish Road Works Commissioner 2019/20 Road Works Performance Review

Please find enclosed Fife Council's 2019/20 annual road works Performance Review in respect of the period 1 April 2019 to 31 March 2020.

My review is presented in a similar format to last year utilising data from two full business years for comparison purposes. Roads authority and utility company averages are included where appropriate.

In terms of section 118(1) of the New Roads and Street Works Act 1991 (the 1991 Act), roads authorities have a statutory duty to co-ordinate the execution of works of all kinds (including works for road purposes) in roads for which they are responsible:

- a) in the interests of safety;
- b) to minimise inconvenience to persons using the road; and
- c) to protect the structure of the road and integrity of apparatus in it.

This review considers how well you are meeting your statutory obligations.

In addition to your annual review, Fife Council's road works performance is routinely discussed at quarterly Area Roads Authorities and Utilities Committee meetings.

Management and Performance Reports

Organisations are expected to routinely monitor their own performance utilising reports which are downloadable from the Scottish Road Works Register (SRWR). This ongoing performance review process allows your organisation to take appropriate action throughout the year to improve performance. If your performance falls at any point during the year, it is expected that an explanation will be provided to my representative at your Area RAUC meeting. Organisations can also generate reports to assist benchmarking against similar authorities. Your organisation's performance against the expected targets is detailed on page 2.

Consistent failure to achieve the expected level of performance may result in further formal action.

Fife Council Road Works Performance – Primary Indicators

Number of Road Works		1,386				
	Indicator	Current	Expected	RA Average	Utility Average	Notes
Administrative Functions	Gazetteer Submissions	4	4			
	Noticing Failure rate (%)	3%	< 4%	4%	5%	
	Notices without correct Contact Details	0%	0			Originator and Contractors names and telephone numbers must be recorded prior to works commencing.
	Notices without Traffic Management Type	0%	0			Prior to works commencing the correct traffic management type must be recorded on all notices of 7 days or less.
Works Planning and Operational Functions	Works requiring Early Start (%)	15%	< 15%	13%	9%	
	Works requiring Late Start (%)	0%	< 1%	1%	1%	
	Works requiring Works Extension (%)	8%	< 10%	7%	7%	
	Overrunning Works (%)	0%	< 1%	1%	3%	
	Unplanned Works (%)	2%	< 4%			Excessive use suggests poor works planning and a lack of co-ordination and co-operation.
	Works Awaiting Closure at year end	0%	0			
	Works awaiting Final Site Reinstatement Details Notice at year end	0%	<1%			
	Works registered per 100km	57		56		This metric considers a roads authorities performance against their respective SCOTS peer group. The RA Average is shown for SCOTS Group - Semi-urban Group.
Sample Inspections	Category A Undertaken	100%	100%			It is expected that all roads authorities undertake all target sample inspections in each of the 3 categories.
	Category B Undertaken	101%	100%			
	Category C Undertaken	103%	100%			
Miscellaneous	Fixed Penalty Notices (FPNs) Issued	50	> 0			All roads authorities are encouraged to issue FPNs to drive improvement of utility performance. Currently 22 authorities issue FPNs.
	Attendance at Area RAUC meetings	100%	100%			Regular attendance at Area RAUC meetings demonstrates a commitment to meeting your statutory obligations to co-ordinate road works.
	Vault Submissions	3	4			Whilst not a statutory requirement, organisations are encouraged to submit regular updates in the interests of safety and to assist good works planning.

Specific action is required in respect of:

No specific action identified.

Summary

In general terms, the road works performance of Fife Council was good during 2019/20.

Administrative Functions

No specific action is required.

Works Planning and Operational Functions

No specific action is required.

Sample Inspections

No specific action is required.

Miscellaneous

No specific action is required.

In 2018, Fife Council was placed on an Improvement Plan which was closed in January 2020.

Data and statistics relating to your road works performance is available from the Scottish Road Works Register throughout the year. It is expected that your organisation will continue to self-monitor this information and take appropriate action. In particular, it is recommended that your operational staff provide senior managers with mid-year performance in November.

Should you wish to discuss any part of this letter please do not hesitate to contact my Performance Manager Graham Milne at: enquiries@roadworks.scot

Yours sincerely



Angus Carmichael
Scottish Road Works Commissioner

10th December 2020
Agenda Item No.08

Decriminalised Parking Enforcement - Annual Performance Report - 2019/2020

Report by: Ken Gourlay, Head of Assets, Transportation & Environment

Wards Affected: All

Purpose

The purpose of this report is to update members on the performance of the Decriminalised Parking Enforcement (DPE) operation in Fife for the period 1 April 2019 to 31 March 2020.

Recommendation(s)

Committee is asked to consider the current performance and activity as detailed in this report.

Resource Implications

There are no direct resource implications from this report.

Legal & Risk Implications

The Council has responsibility for the enforcement of parking and waiting regulations following the decriminalisation of parking enforcement in Fife in April 2013.

National lockdown and subsequent changes in demand has led to a significant reduction in parking income. Any future lockdown presents a significant risk to income.

Impact Assessment

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

Consultation

Financial Services were consulted in the preparation of this report.

1.0 Background

- 1.1 Since 29 April 2013 Fife Council has been responsible for enforcing the majority of parking and waiting regulations (on and off street) following the introduction of decriminalised parking enforcement (DPE). Previously on-street enforcement was carried out by the Police. Out of the 32 Scottish Local Authority areas 21 now operate a DPE regime.
- 1.2 The last annual performance report was presented to the Economy, Tourism, Strategic Planning & Transportation Committee at its meeting on 24th October 2019.
- 1.3 Further background in relation to DPE in Fife can be found within this document: https://www.fifedirect.org.uk/uploadfiles/publications/c64_1A1A4CDB-B676-55DE-959B317376800DED.pdf

2.0 Current Performance

2.1 Enforcement Operation

- 2.1.1 The Car Parking Strategy & Operations team within Roads and Transportation Services is responsible for the enforcement of all on and off-street parking regulations in Fife. The team, which is based in Bankhead, Glenrothes, consists of 19 Parking Attendants (PAs), 3 Parking Supervisors, a Parking Co-ordinator and an Appeals Technician.
- 2.1.2 The PAs work a shift system to enable parking enforcement to take place 7 days per week between the hours of 07:30 - 18:30 Mon - Sat and 09:30 - 17:30 on a Sunday. In addition to these hours, ad hoc evening patrols are organised to tackle hotspots/problem areas as and when required and within resource capacity.
- 2.1.3 The patrol areas/beats are regularly reviewed and refined to provide the best possible coverage across Fife with the resources available. The focus of enforcement activity remains in the main urban areas of Dunfermline, Kirkcaldy and St Andrews where the vast majority of parking regulations and charged parking bays exist. The other towns and villages in Fife are still patrolled regularly and priority is given to known hotspots and local issues on an intelligence led basis.
- 2.1.4 In addition to scheduled beats there is an ever-increasing demand on resources to respond to local enforcement requests from councillors and the public. We aim to deal with these requests promptly and prioritise double yellow line infringements and the misuse of disabled bays. Most requests are dealt with the same day if we have a Parking Attendant nearby, if not the remaining requests are incorporated into other beats for action.
- 2.1.5 Significant investment is required to provide equipment, which is an essential part of a robust enforcement service. The PAs have radios which operate across Fife, providing improved communication and allowing us to respond quickly to ad hoc

requests. The latest handheld devices enable real-time uploads of the Penalty Charge Notice (PCN) details including photos of the vehicle in contravention. This means that a customer can pay their fine or appeal the PCN instantly rather than having to wait 24 hours. This technology has also allowed us to support Ringo, our mobile parking payment solution. This provides greater choice to customers who are using charged parking facilities in Fife. Use of RingGo has been increasing year on year and now represents around 22% of pay and display income.

2.2 Performance & Results

- 2.2.1 It is important to note that the number of PCNs issued does not fully reflect the activities of the PAs. PAs do not have booking targets to achieve, this being a common misconception with some members of the public. The Parking Attendants' primary role is to ensure motorists comply with the various parking regulations in Fife. In this regard there are many patrols taking place where PCNs are not issued as no contraventions have occurred.
- 2.2.2 Over the last financial year (2019/20) 19,684 PCNs (12,804 on street and 6,880 off street) have been issued, which compares similarly to the 21,768 PCNs issued in the 2018/19.
- 2.2.3 The number of PCNs issued has remained level over the last few years. Variances can reflect changing public compliance, response to ad-hoc enforcement requests which impact efficiencies and PAs assisting with other tasks which can reduce the number of PCNs issued. With each new parking restriction which is introduced spreading our resources thinner, sustained staffing levels and efficient beats/allocation of staff are required to ensure PCNs are being issued efficiently.
- 2.2.4 A PCN status report for 2019/20 is shown in Appendix 1 which gives details of the various stages of the PCNs issued over the last 5 years.
- 2.2.5 Due to the potential timescale involved in the PCN process there will always be a large number of live cases in progress, which means that figures shown in Appendix 1 will change. In particular, the number of PCNs paid (ie income), recovery rates, representations received, etc. will continue to rise. Discussions with our notice processing provider continue to suggest that our statistics compare favourably with their other clients.
- 2.2.6 A list of the contraventions issued to date is shown in Appendix 2. The most common contraventions continue to be for the non-purchase and/or non-display of a valid Pay & Display Ticket, parking beyond the permitted time and for parking on double yellow lines. There are also a significant number of PCNs being issued for misuse of disabled bays and parking out with a marked bay.
- 2.2.7 Appendix 3 shows the locations where PCNs have been issued. Not surprisingly the vast majority of PCNs have been issued in the main urban areas of Kirkcaldy, St Andrews and Dunfermline. However regular visits are made to all areas of Fife where parking restrictions are in place. This is undertaken through planned patrols alongside responses to ad-hoc requests.

2.2.8 The Council's PAs continue to work with Police Scotland when attending schools to deal with parking infringements where required. All head teachers have been made aware of the procedure to request assistance of the PAs at their School. In 2019/20 there were 189 school visits and 35 PCNs issued. This compares with 181 visits and 31 PCNs the previous year. Appendix 4 lists the schools that have been supported over the last 4 years.

2.3 Appeals

2.3.1 Anyone can challenge a PCN if they feel it has been issued incorrectly or they feel there are mitigating circumstances, provided they do it within the appropriate timescale. Each appeal is assessed on its own merits with the three main reasons for acceptance being the productions of a valid P&D ticket, blue badge and signs/lines discrepancies. The Penalty Charge Notice and appeals process is detailed on Fife Council's website: <https://www.fife.gov.uk/kb/docs/articles/roads,-travel-and-parking/parking-and-car-parks/parking-fines>

2.3.2 The table below shows the number of informal and formal appeals that were received by the Council following the issue of a PCN.

Appeals Breakdown				
Financial Year/(PCNs Issued)	Informal Challenges Received	Informal Challenges Accepted	Formal Representations Received	Formal Representations Accepted
2015/16 (16,904)	2,557 (15%)	1,050 (6%)	1,617 (10%)	13 (<1%)
2016/17 (20,412)	3,565 (17%)	1,214 (6%)	2,347 (11%)	5 (<1%)
2017/18 (21,790)	4,471 (20%)	1,913 (9%)	2,177 (10%)	30 (<1%)
2018/19 (21,768)	4,748 (22%)	2,068 (10%)	877 (4%)	89 (<1%)
2019/20 (19,684)	3,658 (19%)	2,120 (11%)	774 (4%)	89 (<1%)

2.3.3 The table below details the appeals submitted to the Parking and Bus Lane Appeals body for Scotland, the final stage of an appeal. The number of formal appeals being accepted by the Parking Adjudicator continues to be very low. This demonstrates that we are operating a robust and fair internal appeal process and the standard of enforcement, both in terms of fairness and the evidence gathering process, is high.

Appeals Submitted to Parking and Bus Lane Appeals body							
Financial Year	Appeals submitted	Non-Contest by Fife Council	Withdrawn by Appellant	Appeals Considered	Appeal accepted and PCN cancelled	Appeal Rejected in favour	Pending consideration

						of Fife Council	
2015/16	20	2	0	18	0 (0%)	18 (100%)	0
2016/17	49	4	11	33	0(0%)	23 (70%)	10
2017/18	48	8	4	31	1 (3%)	30 (96%)	5
2018/19	30	2	1	19	4 (21%)	15 (79%)	8
2019/20	52	2	1	49	2 (4%)	46 (96%)	1

2.4 Issues

Enforcement Operations

- 2.4.1 Parents parking on School Keep Clear Markings is still a recurring problem although the number of requests for attendance at schools has decreased over the last few years despite a reminder to Head teachers which could indicate that there are less problems than before. The main issue in terms of enforcement is that parents tend to be sitting in their vehicles and move when the PAs appear so that only a few PCNs have been issued for this offence. However, the presence of PAs and Police officers at schools continues to have a beneficial effect in educating parents to prevent reoccurrence.
- 2.4.2 The Parking Enforcement team still receive a large number of requests to assist with parking issues at various events throughout the year. These range from the larger events such as the Links Market, Highland Games etc. to more minor events such as village fetes, house removals, weddings, etc. The amount of staffing resource required for these events can be significant and detract from our core duties. To minimise the impact on enforcement activities we are taking a priority-based approach to these requests, aiming to support events which have a Temporary Traffic Regulation Order (TTRO) in place and are likely to have a negative impact on the public road. Resourcing the deployment of temporary 'no waiting' cones for events also requires a significant resource but isn't something that relies on PAs to provide. Reducing the volume of coning work being undertaken by PAs allows us to prioritise our core enforcement duties, while maintaining a moderate level of support where necessary.
- 2.4.3 The Council receives a large number of requests to deal with vehicles parking on footways and verges, blocking driveways, etc. The Council currently has limited powers to deal with these issues unless there is a waiting restriction on the adjacent carriageway. In the vast majority of cases, it is the responsibility of the Police to deal with these as obstructions or driving offences.
- 2.4.4 It would be appropriate to note the professional role and integrity of the whole parking team in dealing with upset individuals on site and through often very difficult telephone calls and complex and demanding correspondence. In the face of such

challenging behaviour the team has remained resilient and maintains a fair and consistent approach to all of its customers. Whilst the use of body CCTV units as well as the use of conflict management techniques helps to reduce the incidences of antisocial behaviour directed towards PAs, this does still happen. The Council adopts a zero-tolerance policy in terms of any abuse of our staff and all incidents are recorded and investigated and reported to the Police where appropriate.

Transport Bill and Pavement Parking

- 2.4.5 In November 2019, the Scottish Parliament enacted the Transport (Scotland) Act 2019. Part 6 of this Act prohibits footway parking, parking across recognised pedestrian crossing points and double parking. Local Authorities await guidance from Transport Scotland before we can progress. Whilst the Council supports this Bill, it will of course have resource implications and place additional demands on the parking enforcement service.

Devolved Parking Pilot

- 2.4.6 As part of the Programme of Administration a commitment to explore devolved car parking to Area Committees was approved. On 15th November 2018 the Economy, Tourism, Strategic Planning and Transportation Committee agreed that “An Area Place Making and Car Parking Options Review” be carried out for the Kirkcaldy Area.
- 2.4.7 A number of workshops were undertaken with members of the Kirkcaldy Area Committee to discuss benefits they would like to achieve for the local area should the parking account be devolved to an area level.
- 2.4.8 A report on the Placemaking and Car Parking Options Review was presented to the Kirkcaldy Area Committee on 20th October 2020 (para 230.2020.KAC.100 refers). A report on the review will be presented to this Committee in February 2021.
- 2.4.9 In addition to the pilot project, £100,000 was made available, split between the seven Area Committees, to trial different initiatives. Various measures were introduced including; a free shuttle bus in Dunfermline, free Sunday parking in some areas, a new discounted Season Ticket offering and improvements to car park facilities.

3.0 Conclusions

- 3.1 DPE is now firmly established in Fife allowing the Council to deliver and manage parking enforcement and policy through a single organisation. This has been effective in providing additional resources to manage parking throughout Fife since 2013.
- 3.2 As part of the Roads and Transportation Services budget the Car and Lorry Parking account must achieve its budgeted surplus otherwise the Service budget will be in deficit.
- 3.3 As the pavement parking legislation progresses, more detail will become available including technical guidance to be produced by Transport Scotland. This will then allow the additional demands and resource implications to be considered. A report

will be brought to the Economy, Tourism, Strategic Planning & Transportation Sub-Committee to advise members of the anticipated impact.

3.4 A report on the outcome of the Devolved Parking Pilot will be presented to this Committee in February 2021.

List of Appendices

1. Appendix 1 - PCN Status Overview
2. Appendix 2 - PCN ranked by Contravention
3. Appendix 3 - PCN issued by Location
4. Appendix 4 - School Visits

Report Contacts:

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Appendix 1

PCN Status Overview											
	ISSUED			CANCELLED				LIVE CASES	RECOVERY		
Month/Year	All PCNS Issued	Spoiled/ Warning Notices	Valid PCNs Issued	Appeals Accepted	Other/ PA error	No Trace at DVLA/ Foreign Address	Written off by Sheriff Officers	Cases in Progress/ with Sheriff Officers	Paid in Full within 14 days	Full Payment Received	Running Recovery Rate
Financial Year 2015/16	17079	175	16904	1399	250	477	1635	172	8733	12971	85.02%
Financial Year 2016/17	20562	150	20412	1583	226	535	872	1657	10914	15539	80.53%
Financial Year 2017/18	22018	228	21790	1943	330	588	1432	1171	12225	16044	82.21%
Financial Year 2018/19	21768	168	21600	2157	199	318	1614	1356	12212	16359	87.19%
Financial Year 2019/20	19684	130	19554	2265	211	385	532	1742	11066	14288	84.76%

Note

Running Recovery Rate:

The recovery of monies owed through the issue of PCNs can, in some cases, take several months or indeed years either due to an ongoing appeal or non-payment which then involves the Sheriff Officers chasing the debt. The "Running Recovery Rates" will therefore increase as time progresses and as the number of "Live Cases" reduces.

Calculation: Full Payment Received / Valid PCNs – (Appeals accepted + Other, PA error) x 100

PCN's Issued and Ranked by Contravention (2019/20)

On Street

Contravention	Valid PCNs Issued by financial year			Rank*
	2017/18	2018/19	2019/20	
06 No ticket displayed	3299	3513	2707	1
30 Overstayed parking time	3232	3023	2658	2
01 No waiting	2966	2449	2220	3
02 Loading/Unloading	1343	1466	1318	4
40 No/Invalid blue badge	908	1013	1017	5
05 Ticket expired	1424	1278	984	6
23 Prohibited class of vehicle	924	778	802	7
25 Parked in a loading bay	449	485	331	8
47 Bus stop clearway	311	253	269	9
24 Out of marked bay	159	259	194	10
45 Parked in a taxi rank	135	153	167	11
48 School keep clear	40	23	34	12
22 Return Prohibited	4	4	2	13
21 Suspended Bay	1	1	0	14
Total On Street	15,195	14,698	12,703	

Off Street

Contravention	Valid PCNs Issued by financial year			Rank*
	2017/18	2018/19	2019/20	
83 No P&D ticket	3424	7027	3743	1
86 Out of bay	1457	1201	1305	2
82 Parked after expiry of ticket	854	863	781	3
87 Parked in a disabled bay	395	483	715	4
91 Wrong class of vehicle	333	420	244	5
71 Parked in an Electric vehicle bay	105	35	57	6
80 Overstay	9	20	4	7
95 Wrong use of space	18	21	2	8
Total Off Street	6595	7070	6851	

*Ranked for 2019/20

PCN's issued by Location

Town	2015/16	2016/17	2017/18	2018/19	2019/20
Dunfermline	4172	4807	5423	5382	5439
Kirkcaldy	5263	6535	6235	6217	5284
St Andrews	4667	5759	5583	5691	4957
Inverkeithing	814	874	993	749	734
Leuchars	143	112	542	691	583
Cupar	386	492	625	544	475
Markinch	135	183	390	207	270
Burntisland	186	253	233	330	267
Cowdenbeath	169	161	242	364	207
Leven	133	168	193	259	187
Anstruther	72	261	252	160	154
Glenrothes	99	148	166	86	117
Leslie	14	15	47	75	117
Newburgh	99	79	70	63	106
Rosyth	79	74	50	82	81
Kinghorn	46	48	64	56	79
Aberdour	59	41	59	82	71
Newport on Tay	19	39	49	53	59
Kincardine	30	17	26	26	46
Buckhaven	2	2	8	5	44
Falkland	27	33	34	66	37
Lochgelly	22	25	39	40	36
Kelty	10	15	27	34	34
Cellardyke	4	26	60	20	32
Lower Largo/Lundin Links	18	6	46	41	31
Kennoway	5	3	19	16	28
Halbeath	16	7	58	26	20
Cardenden	14	13	29	28	19
Dalgety Bay	89	33	33	28	18
Auchtermuchty	1	12	1	9	14
Tayport	1	8	10	17	13
Thornton	22	8	13	8	12
Pittenweem	4	11	15	12	11
Wormit	4	3	10	5	9
Eilie & Earlsferry	13	35	27	20	8
Ladybank	1	4	11	12	7
Methil	3	18	23	2	7
Lochore	0	0	0	7	6
North Queensferry	14	3	7	6	6
Strathmiglo	2	6	5	8	6
Cairneyhill	4	15	4	7	4
Coaltown of Balgonie	2	3	6	3	4
Crail	0	7	5	4	4
Oakley	3	2	5	4	4
Crossgates	3	9	12	17	3
Culross	2	0	7	2	3
Dysart	4	4	2	2	3
Pitlessie	0	0	0	0	3
Balmullo	0	0	1	2	2
Blairhall	0	0	0	1	2
Colinsburgh	1	0	4	0	2
Dairsie	2	1	0	1	2

Hill of Beath	6	0	0	5	2
Kinglassie	1	5	4	0	2
St Monans	1	5	10	5	2
Upper Largo	0	3	2	3	2
Ceres	0	1	0	1	1
East Weymss	0	2	1	3	1
Kingskettle	0	0	0	0	1
Lumphinnans	0	0	2	1	1
Milton of Balgonie	0	0	0	0	1
Newmills	1	0	0	1	1
Saline	0	0	3	1	1
Townhill	1	0	0	4	1
Windygates	5	3	1	1	1
Ballingry	3	0	0	1	0
Coaltown of Wemyss	0	0	1	0	0
Crossford	0	0	0	1	0
Crosshill	1	0	0	0	0
Freuchie	2	1	1	0	0
High Valleyfield	2	0	1	1	0
Kingseat	2	2	0	0	0
Limekilns	0	1	1	0	0
Methilhill	1	11	0	0	0
Strathkinnes	0	0	0	1	0
Wellwood	0	0	0	1	0
Total	16904	20412	21790	21600	19684

School Visits

School	2016/17	2017/18	2018/19	2019/20
Aberdour PS	1	1	1	0
Aberhill PS	0	0	0	1
Anstruther PS	0	0	0	0
Auchtermuchty PS	0	0	0	0
Auchtertool PS	0	0	0	0
Balcurvie PS	0	0	0	0
Balmerino PS	0	0	0	0
Balmullo PS	1	2	1	2
Balwearie HS	0	0	0	0
Bellyeoman PS	0	0	1	0
Benarty PS	0	1	1	0
Blairhall PS	0	0	0	0
Buckhaven PS	2	4	0	1
Burntisland PS	1	4	1	6
Camdean PS	1	0	1	0
Canmore PS	3	1	1	3
Canongate PS	2	4	5	4
Capshard PS	6	10	17	10
Cardenden PS	0	0	4	4
Carlton PS	1	1	1	1
Carnegie PS	1	3	2	2
Caskieberran PS	0	0	3	0
Castlehill PS	3	4	3	6
Ceres PS	0	0	0	0
Clentry Nusery	1	4	1	2
Coaltown Of Balgonie PS	0	0	0	0
Colinsburgh PS	0	0	0	0
Collydean PS	1	2	1	0
Commercial PS	1	1	4	2
Cowdenbeath PS	0	1	4	3
Crossford PS	0	0	0	1
Crossgates PS	2	2	5	1
Dairsie PS	1	1	0	0
Dalgety Bay PS	4	2	6	4
Denbeath PS	0	1	0	1
Denend PS	0	1	2	2
Donibristle PS	2	2	3	2
Dulloch PS	4	2	6	4
Dunnikier PS	5	6	5	9
Dysart PS	2	1	1	0
East Weymss PS	0	0	0	6
Fair Isle PS	0	3	7	4
Falkland PS	4	1	0	0
Foulford PS	1	1	2	0
Freuchie PS	0	0	1	1
Greyfriars RC PS	4	9	4	1

School	2016/17	2017/18	2018/19	2019/20
Hill of Beath PS	0	0	0	0
Inverkeithing PS	0	0	0	6
Kelty PS	2	2	0	1
Kennoway PS	0	0	2	1
Kinghorn PS	0	0	1	1
Kinglassie PS	0	0	0	0
Kings Road PS	0	1	0	2
Kirkcaldy HS	1	0	2	0
Kirkcaldy North	0	0	2	3
Kirkcaldy West PS	5	6	5	4
Ladybank Nursery	0	0	4	1
Lawhead PS	4	2	5	8
Leslie PS	2	4	2	0
Levenmouth Academy	0	0	0	1
Lochgelly West PS	1	2	0	3
Leuchars PS	1	1	4	1
Lundin Mill PS	0	0	0	2
Lynburn PS	2	1	3	5
MacLean PS	3	1	2	2
Markinch PS	0	0	1	1
Masterton PS	0	0	0	3
Methilhill PS	9	2	0	0
Milesmark PS	0	1	0	0
Mountfleurie PS	4	3	1	5
Newcastle PS	2	0	0	0
Park Road PS	1	0	2	2
Parkhill PS	1	2	1	2
Pathhead PS	1	1	0	2
Pitcoudie PS	5	6	3	6
Pitreavie PS	0	1	2	2
Pittencrieff PS	0	2	4	4
Pitteuchar East PS	0	0	0	0
Pitteuchar West PS	0	0	0	1
Rimbleton PS	0	2	1	0
Saline PS	0	1	0	0
Sinclairtown PS	2	5	2	1
South Parks PS	1	2	0	0
St Agatha's RC PS	0	1	3	4
St Andrews Nursery	0	0	0	1
St Columba's RC PS	0	1	1	1
St John's RC PS	0	2	0	0
St Joseph's RC PS	0	0	1	0
St Kenneths PS	0	0	0	2
St Leonard's (St Andrews)	3	3	6	11
St Leonard's PS (Dunfermline)	2	3	4	2
St Marie's RC PS	0	1	1	0
St Ninians PS	0	1	1	1
St Pauls	0	2	0	0
Strathallan PS	6	3	4	4
Strathkinness PS	1	4	0	0

School	2016/17	2017/18	2018/19	2019/20
Sunflower Nursery	0	0	1	2
Tayport PS	2	3	0	1
Thornton PS	1	3	1	2
Torbain PS	7	3	3	1
Townhill PS	3	4	3	0
Valley PS	2	1	3	2
Westfield Nursery	1	1	6	2
Wormit PS	3	2	0	0
Total	132	161	181	189

Note

School visits are scheduled in response to requests for enforcement although known problems areas are also targeted on an ad hoc basis.

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Economy Tourism Strategic Planning and Transportation of 4 February 2021			
Title	Service(s)	Contact(s)	Comments
Revenue Monitoring Projected Outturn 2019-20	Finance and Corporate Services	Jackie Johnstone	Update due Dec 20 to be delivered separately to Members. Further update may be presented to Committee Feb 21. Per J Johnstone 12.11.20
Capital Monitoring Projected Outturn 2019-2020	Finance and Corporate Services	Jackie Johnstone	Update due Dec 20 to be delivered separately to Members. Further update may be presented to Committee Feb 21. Per J Johnstone 12.11.20
Planning Performance Framework 9	Economy, Planning and Employability	Pam Ewen, Alastair Hamilton	Added per email 14.8.20Email from A. Hamilton 23/9/20 - 'provisional pending the receipt of the letter from the Scottish Minister, may go to next one in February'.Per P Ewen to be moved to first meeting in 2021.
Mid Fife Economic Action Plan: Investment Prospectus	Economy, Planning and Employability	Gordon Mole	Moved to Feb 21 meeting per G Mole

Economy Tourism Strategic Planning and Transportation of 8 April 2021			
Title	Service(s)	Contact(s)	Comments
Forth Bridges Area Tourism Strategy 2018-2028	Economy, Planning and Employability	Sandra Montador-Stewart	

Economy Tourism Strategic Planning and Transportation of 10 June 2021			
Title	Service(s)	Contact(s)	Comments
Fife Tourism and Events Strategy Annual Update	Economy, Planning and Employability	Sandra Montador-Stewart	Annual report. Last presented March 20192019-20 update

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Economy Tourism Strategic Planning and Transportation of 10 June 2021			
Title	Service(s)	Contact(s)	Comments
			provided to members via briefing note.2020-21 update to be presented at June 2021 meeting

Unallocated			
Title	Service(s)	Contact(s)	Comments
ELBF (Edinburgh, Lothians and Borders and Fife) - Update Membership	Assets, Transportation and Environment	Derek Crowe, Ian Smart	Moved to Dec 20 per email D Crowe 25.11.19Moved to unallocated for longer term meeting - per D Crowe 2 Sept 20
Area Place Making and Car Parking Options Update	Assets, Transportation and Environment	Derek Crowe, John Mitchell	Moved to July 20 as per email D Crowe 25.11.19Moved to Oct per D CroweMoved to Dec per email from D Crowe 2 Sept.Moved to 2021 per email D Crowe. Further consultation required.
Risk Based Approach to Roads Maintenance - Progress Report	Assets, Transportation and Environment	Derek Crowe, Martin Kingham	Report Autumn 2021 - providing report on 1 year operation of new risk based system. D Crowe 25.11.19
Enterprise and Environment Revenue Monitoring Report	Enterprise and Environment, Finance and Corporate Services	Jackie Johnstone	Annual monitoring report
Enterprise and Environment Capital Monitoring Report	Enterprise and Environment, Finance and Corporate Services	Jackie Johnstone	Annual Monitoring report
Electric Vehicle Charging Fees	Assets, Transportation and Environment	Jane Findlay, Derek Crowe	Report due late 2022 to review charges from April 2023. As agreed at Committee 30.1.20
Transport Scotland Act 2019 - Update	Assets, Transportation and Environment	Derek Crowe, John Mitchell, Tony McRae	Added per email K Gourlay 14.10.19Moved to April 2020 per email D Crowe 25.11.19Apr 20

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Unallocated			
Title	Service(s)	Contact(s)	Comments
			meeting cancelled. Moved to July 20 Moved to Oct per D Crowe Moved to unallocated for longer term meeting as per email from D Crowe 2 Sept 20 - briefing note to be issued in meantime.
Silverburn Park Update - Briefing Note to Members	Economy, Planning and Employability	Gordon Mole	Briefing note to members to be prepared 6 months after report to committee (Aug 2019)
Post Committee Workshop - Draft Mid-Fife Economic Action Plan	Economy, Planning and Employability	Sandra Montador-Stewart, Peter Corbett	Added as per email S Montador-Stewart 26.11.19 Moved to post Committee Workshop as agreed at agenda planning 16.1.20 Moved from April 20 meeting per email G Mole/PCorbett
Developer Obligation Guidance	Economy, Planning and Employability	Bill Lindsay	Added per email 14.8.20. Moved from Dec 20 per email P Ewen. Date presented still to be determined.
Business Gateway Annual Performance Report	Economy, Planning and Employability	Pamela Stevenson, Gordon Mole	Annual report last presented Aug 19
New Road & Street Work Act	Assets, Transportation and Environment	Derek Crowe	Annual report last presented Oct 19
Fife Roads Conditioning Annual Report	Assets, Transportation and Environment	Derek Crowe	Annual report last presented Oct 19
Decriminalised Parking & Enforcement Annual Report	Assets, Transportation and Environment	Scott Blyth, Derek Crowe	Annual report. Last presented Oct 19
Revenue Monitoring Projected Outturn 2021-22	Finance and Corporate Services	Jackie Johnstone	Due after July 2021
Capital Monitoring Projected Outturn 2021-22	Finance and Corporate Services	Jackie Johnstone	Due after July 2021

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Unallocated			
Title	Service(s)	Contact(s)	Comments
Revenue Monitoring Provisional Outturn 2020-21	Finance and Corporate Services	Jackie Johnstone	Final 2020-21 report due after July 2021
Capital Monitoring Provisional Outturn 2020-21	Finance and Corporate Services	Jackie Johnstone	Final report for 20-21. Due after July 2021
Revenue Monitoring Projected Outturn 2021-22	Finance and Corporate Services	Jackie Johnstone	Quarterly report due after Nov 2021
Capital Monitoring Projected Outturn 2021-22	Finance and Corporate Services	Jackie Johnstone	Quarterly report due after Nov 2021