

DRAFT AGENDA

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1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST** - In terms of Section 5 of the Code of Conduct Members of the Committee are asked to declare any interest(s) in particular items on the agenda and the nature of the interest(s) at this stage.
3. **MINUTE** – Minute of Meeting of Levenmouth Area Committee of 5th April, 2023 5 – 9
4. **HEALTH & SOCIAL CARE LOCALITY PLANNING – LEVENMOUTH** - Head of Community Care Services (Senior Leadership Team Lead for Levenmouth H&SC Locality Planning Group) 10 – 17
5. **OPERATIONAL AND COMMUNITY BRIEFING ON POLICING ACTIVITIES WITHIN LEVENMOUTH** - Report by Chief Inspector, Local Area Commander (Levenmouth), Police Scotland 18 – 38
6. **SCOTTISH FIRE AND RESCUE SERVICE LOCAL PLAN ANNUAL PERFORMANCE REPORT** - Report by Station Commander for the Levenmouth Area, Scottish Fire & Rescue Service 39 – 63
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8. **REPORT ON EDUCATIONAL OUTCOMES – 2021/22** – Report by the Executive Director, Education & Children’s Services 88 - 110
9. **GROUNDS MAINTENANCE SERVICE, DOMESTIC WASTE AND STREET CLEANSING SERVICE ANNUAL REVIEW 2022-23** – Report by the Head of Environment & Building Services 111 – 114
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14.	<b>SUPPORTING THE LEVENMOUTH LOCAL COMMUNITY PLAN – FIXED ELECTRICAL CONNECTION UNEXPECTED GARDEN - COMMUNITY RECOVERY FUND</b> – Report by the Head of Communities and Neighbourhoods.	155 – 159
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19.	<b>PROPERTY TRANSACTIONS</b> – Report by the Head of Property Services	192 – 193
20.	<b>LEVENMOUTH AREA COMMITTEE FORWARD WORK PROGRAMME -</b> Report by the Executive Director, Finance & Corporate Services	194 – 198

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

Lindsay Thomson  
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24 May, 2023

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## **BLENDED MEETING NOTICE**

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

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

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

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

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

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

Members joining remotely are reminded to have cameras switched on during meetings and mute microphones when not speaking. During any breaks or adjournments please switch cameras off.



**THE FIFE COUNCIL - LEVENMOUTH AREA COMMITTEE – BLENDED MEETING**

**Committee Room 2, 5<sup>th</sup> Floor, Fife House, North Street, Glenrothes.**

**5<sup>th</sup> April, 2023**

**9.30 a.m. – 11.30 a.m.**

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

**ATTENDING:** David Paterson, Community Manager (Area), Communities and Neighbourhoods; Lynne Garvey, Head of Community Care Services (Senior Leadership Team Lead for Levenmouth, H&SC Locality Planning Group), Jacquie Stringer, Locality Planning Co-ordinator, Health & Social Care Partnership; Lesley Craig, Lead Consultant, Traffic Management North and Michelle Hyslop, Committee Officer, Committee Services.

**46. DECLARATIONS OF INTEREST**

Councillor Graham declared an interest in Para. 54 – Community Recovery Fund Proposals – Combined Report, as he was the treasurer at Methilhill Bowling Club.

Councillor Davidson declared an interest in Para. 56 – Supporting the Levenmouth Local Community Plan – Fifers for the Community Resource Request – Community Recovery Fund, as he had been a founding member in setting up Fifers for the Community.

**47. MINUTE**

The Committee considered the minute of the meeting of the Levenmouth Area Committee of 8th February, 2023.

**Decision**

The Committee agreed to approve the minute.

**48. SPEED LIMIT REVIEW OF A911 AND VARIOUS STREETS IN WINDYGATES**

The Committee considered a report by the Head of Roads and Transportation, asking members to consider the proposals to:

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

**Decision/**

**Decision**

The Committee agreed, in the interests of road safety: -

- (1) to the promotion of a Traffic Regulation Order (TRO) to introduce the restrictions detailed in drawings no. TRO/23/09A and TRO/23/10 with all ancillary procedures;
- (2) to the promotion of a Pedestrian Crossing Notice (PCN) as shown in drawing TRO/23/09B; and
- (3) to authorise officers to confirm the Traffic Regulation Order within a reasonable period, unless there were objections.

**49. PROPOSED WAITING RESTRICTIONS AND DISABLED BAY – SCOONIE ROAD, LEVEN**

The Committee considered a report by the Head of Roads and Transportation, asking members to consider the proposals to amend waiting times and introduce a disabled bay on a layby at the north end of Scoonie Road, Leven.

**Decision**

The Committee agreed, in the interests of accessibility and road safety: -

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

**50. PROPOSED WAITING AND LOADING RESTRICTIONS – HIGH STREET, DURIE STREET, BANK STREET, FORTH STREET AND MITCHELL STREET, LEVEN**

The Committee considered a report by the Head of Roads and Transportation, advising of proposals to introduce waiting and loading restrictions on the High Street, Durie Street, Bank Street, Forth Street, and Mitchell Street, Leven.

**Decision**

The Committee agreed, in the interests of accessibility and road safety: -

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

**51./**

**51. PROPOSED WAITING RESTRICTIONS – METHIL BRAE, METHIL**

The Committee considered a report by the Head of Roads and Transportation, advising of proposals to introduce restrictions on Methil Brae, Methil.

**Decision**

The Committee agreed, in the interests of accessibility and road safety: -

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

**52. HEALTH & SOCIAL CARE LOCALITY REPORT**

The Committee considered a report by the Head of Community Care Services, providing members with an overview of the Health & Social Care (H&SC) Locality Planning for the Levenmouth Area.

**Decision**

The Committee: -

- (1) noted the content of the report; and
- (2) agreed that the health and social care partnership would provide 6 monthly update reports on locality planning and joint areas of interest between the Health and Social Care Partnership and community planning partners.

**53. LEVENMOUTH LOCAL COMMUNITY PLAN - INTERIM REPORT**

The Committee considered a report by the Head of Communities and Neighbourhoods, advising on the current draft priorities for the 2023-2026 Levenmouth Community Plan and seeking agreement to test out the proposed priorities with local people, to ensure that the areas of focus aligned with local residents concerns and aspirations.

**Decision**

The Committee: -

- (1) agreed the draft priorities that would form the Local Community Plan for 2023-2026;
- (2) noted that the priorities would be tested further with local residents and organisations to ensure that they aligned with local concerns and aspirations; and
- (3)/

## 2023 LAC 22

- (3) noted that a subsequent report would be brought back to the Area Committee once the statement of priorities and supporting statement of improvement actions were aligned with the priorities.

### 54. **COMMUNITY RECOVERY FUND PROPOSALS – COMBINED REPORT**

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

The Committee considered a report by the Head of Communities and Neighbourhoods, seeking agreement to proceed on a range of Community Recovery Fund (CRF) proposals totaling approximately £447,000.

#### **Decision**

The Committee: -

- (1) agreed the funding requests detailed in section 2 of the report to allow the projects to be implemented;
- (2) noted the business plan proposals relevant to each proposal contained in the CRF01 attachments to the report; and
- (3) noted that the 'Support for Non Fife Council Facilities' framework proposals approved in (2) above would trigger permission for officers to start work with Methilhill Bowling Club, who had made an early application to the Community Recovery fund.

*Councillor Graham re-joined the meeting at this stage.*

### 55. **SUPPORTING THE LEVENMOUTH LOCAL COMMUNITY PLAN – AREA BUDGET REQUEST- ANTI SOCIAL BEHAVIOUR APPROACH**

The Committee considered a report by the Head of Communities and Neighbourhoods, seeking to secure £26,210.33 of funding for the 2022/23 financial year to support the increased Police resource in the Levenmouth Area for a period of 7 months, to focus on specific anti-social behaviour issues.

#### **Decision**

The Committee: -

- (1) confirmed support for the coordinated approach previously taken by local partners in 2019, 2020, 2021, and 2022;
- (2) agreed the funding request of £26,210.33 to allow the Police resource to be allocated as it was key to spearheading the partnership approach to this priority issue;
- (3) noted that the total cost of £26,210.33 was the pro-rata Police Constable salary for 7 months as at 2022, and this figure might be subject to change in April 2023; and
- (4)/



- (4) noted that Police Scotland would match fund this spend by allocating a further police resource to create a team of two dedicated officers to counter anti-social behaviour within the Levenmouth Area.

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

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

The Committee considered a report by the Head of Communities and Neighborhoods seeking agreement to contribute £21,000 from the Community Recovery Fund to support the continuation of the Fifers for the Community (FFTC) staffing resource within the Levenmouth area over the fiscal year 2023/24. This cost covered two officer positions within the FFTC and was an update on a previous report considered on 8th February, 2023 at the Levenmouth Area Committee.

**Decision**

The Committee agreed to contribute £21,700 from the Community Recovery Fund, to support the continuation of the Fifers for the Community (FFTC) officer activity for the 2023/24 financial year.

*Councillor Davidson re-joined the meeting the meeting at this stage.*

**57. PROPERTY TRANSACTIONS**

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

**Decision**

The Committee noted the content of the report.

**58. LEVENMOUTH AREA COMMITTEE FORWARD WORK PROGRAMME**

The Committee considered a report by the Executive Director of Finance and Corporate Services in support of the Committee's consideration of the Levenmouth Area Committee Forward Workplan.

**Decision**

The Committee reviewed and agreed on the content of the forward work plan for the Levenmouth Area Committee.

31<sup>st</sup> May 2023

Agenda Item No. 4

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## Health & Social Care Locality Planning – Levenmouth

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

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**Wards Affected:** Wards 21 & 22

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### Purpose

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The purpose of this report is to allow the Levenmouth Area Committee to consider funding an innovative approach to supporting people who contact emergency services with a mental health need/emotional distress.

### Recommendation

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The Committee is asked to agree funding £91,857.00 from the community recovery fund to allow the test of change noted in section 2 of this report to be implemented.

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### Resource Implications

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The cost to implement and test the “Mental Health Triage Car” for 6 months will be approximately £91,857.00.  
Operating model outlined in section 2.7.

### Legal & Risk Implications

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

### Impact Assessment

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An Equality Impact Assessment and summary form has been completed. The summary form is attached to the report. (Appendix 1).

### Consultation

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Levenmouth Locality Core Group meetings.

People Leadership meetings.

## 1.0 Background

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- 1.1 The purpose of Health & Social Care locality planning is for relevant service providers across different sectors, at all levels (clinical and non-clinical) to come together with people and communities who use services to improve health and wellbeing outcomes.
- 1.2 Locality guidance is in line with Scottish Government policy, working together with the Integrated Health and Social Care Partnership. Localities seek to deliver positive health and wellbeing outcomes for the people of Fife. The overarching goals of localities are to:
  - promote healthy lifestyle choices and self-management of long-term conditions.
  - support people to live healthy well independent lives while living in their own home for as long as possible.
  - reducing the number of avoidable emergency admissions to hospital and minimise the time people are delayed in hospital.
  - efficiently and effectively manage resources available to deliver Best Value.
  - support staff to continuously improve information and support and care that they deliver.
  - support unpaid carers, to reduce the impact of their caring role on their own health and wellbeing.
- 1.3 The uneven distribution of mental wellbeing and mental health problems across Scotland have been evidenced in the work of the Scottish Public Health Observatory (ScotPHO) which has found that mental health and wellbeing outcomes are uneven across the country with key influencing factors identified as socioeconomic status, age, gender and deprivation. It has been found the areas of highest deprivation have a corresponding higher rate of mental illness and suicide rates three times higher than those in less deprived areas.
- 1.4 To achieve the aspirations of the Fife H&SC Strategic Plan, Plan4Fife and the NHS Fife Population Health & Wellbeing Strategy there is a collaborative approach for a cross Service approach and a commitment from all partners to work together.

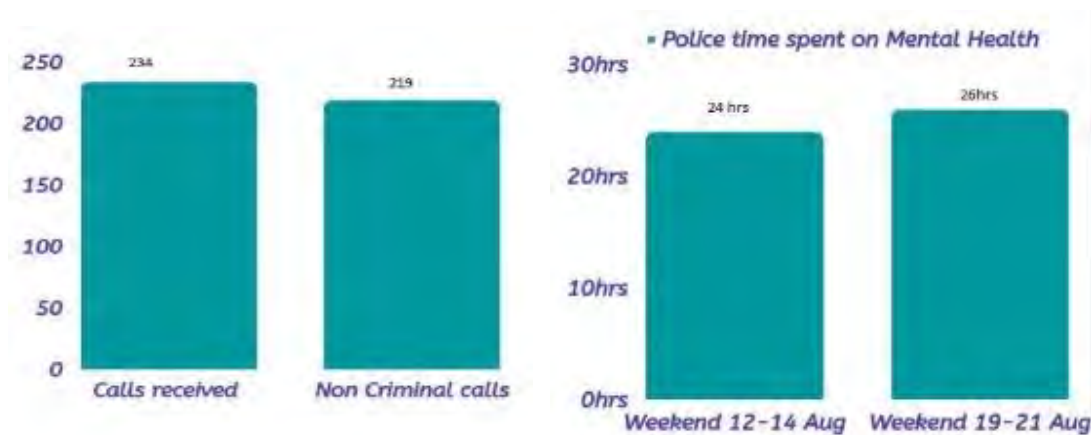
## 2.0 Issues and Options

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- 2.1 The locality core groups were remobilised in May 2022. To ensure the quality of localities' they must function with the direct involvement and leadership of H&SC senior leadership team, H&SC professionals, Police Scotland, housing sector, representatives of the third and independent sector and community planning partners.
- 2.2 Levenmouth Locality Group identified Supporting Positive Mental Wellbeing as one of the key priorities.
- 2.3 Police Scotland raised a concern at the Levenmouth Locality group meeting in June 2022 regarding the number mental health (non-criminal) calls received. Subsequently a working group was created "Public Health Policing Approach" with representation from Fife Council, NHS Fife (A&E), Community Mental Health, Scottish Ambulance Service, Alcohol and Drugs Partnership and Scottish Association of Mental Health.
- 2.4 The pandemic has undoubtedly had an impact on Mental Health in Levenmouth and cause for concern calls continue to increase and have become a massive part of the Police day to day work.

Historically it's obvious to say that Police deal with crime but it's believed only **1 in 5 calls to Police Scotland** are related to crime. Mental Health, Addiction, Self-harm or attempt suicide plays a part in over 80% of calls to Police with a clear resulting effect on primary and secondary care in Fife.

By exploring Public Health opportunities that might reduce the strain on resources for both health professionals and police officers - this led to the SLWG to discuss what the problem was, where the solution might lie and what options are open to us.



The Police service have already implemented Mental Health awareness training, although recognise they are not best placed to manage Mental Health/Emotional Distress incidents. They need increased partner agency assistance to avoid the significant time spent supporting those in Mental Health need and focus on the priority of getting the right agency to the right people at the right time.

A priority is during core times of 6pm and 4am daily. This need intensifies during the weekend when concern for calls to the Police rise significantly.

It can be argued that people in mental health or emotional need do not need to see Police Officers often in high visibility uniform. Police control rooms manage the calls at key times in the evening and night hours. By implementing this test of change, we believe an enhanced collaboration between agencies will reduce calls to the Police and lessen the impact on primary and secondary care in Levenmouth and allow Police to focus on our core role.

- 2.5 A number of tasks were undertaken: data collection from NHS Fife and Police Scotland and further presentation from Scottish Ambulance Service (Dundee) to scope activity in other areas.
- 2.6 Scottish Ambulance Service (SAS) provided data around mental health/overdose incidents in Fife. There are caveats around the data, however the information provides a general sense of activity (attached appendix 2).
- 2.7 The working group agreed that based on the information an important step forward would be to test an innovate approach to responding to individuals who contact emergency services with a mental health need to develop a triage response unit staffed by SAS and adult mental health service.
- 2.8 The aims of the test of change are to:
  - Enhance the experience for individuals who contact services with a mental health need through timely access to specialist mental health care and assessment in the community.
  - Understand the impact, realised and potential, of the mental health triage car on Police Scotland, SAS and health and social care services.
  - Avoid unnecessary conveyance to A&E where appropriate and identify potential benefits.
  - Identify the limitations, of a mental health triage car service to inform future recommendations.

## 2.9 Operating model

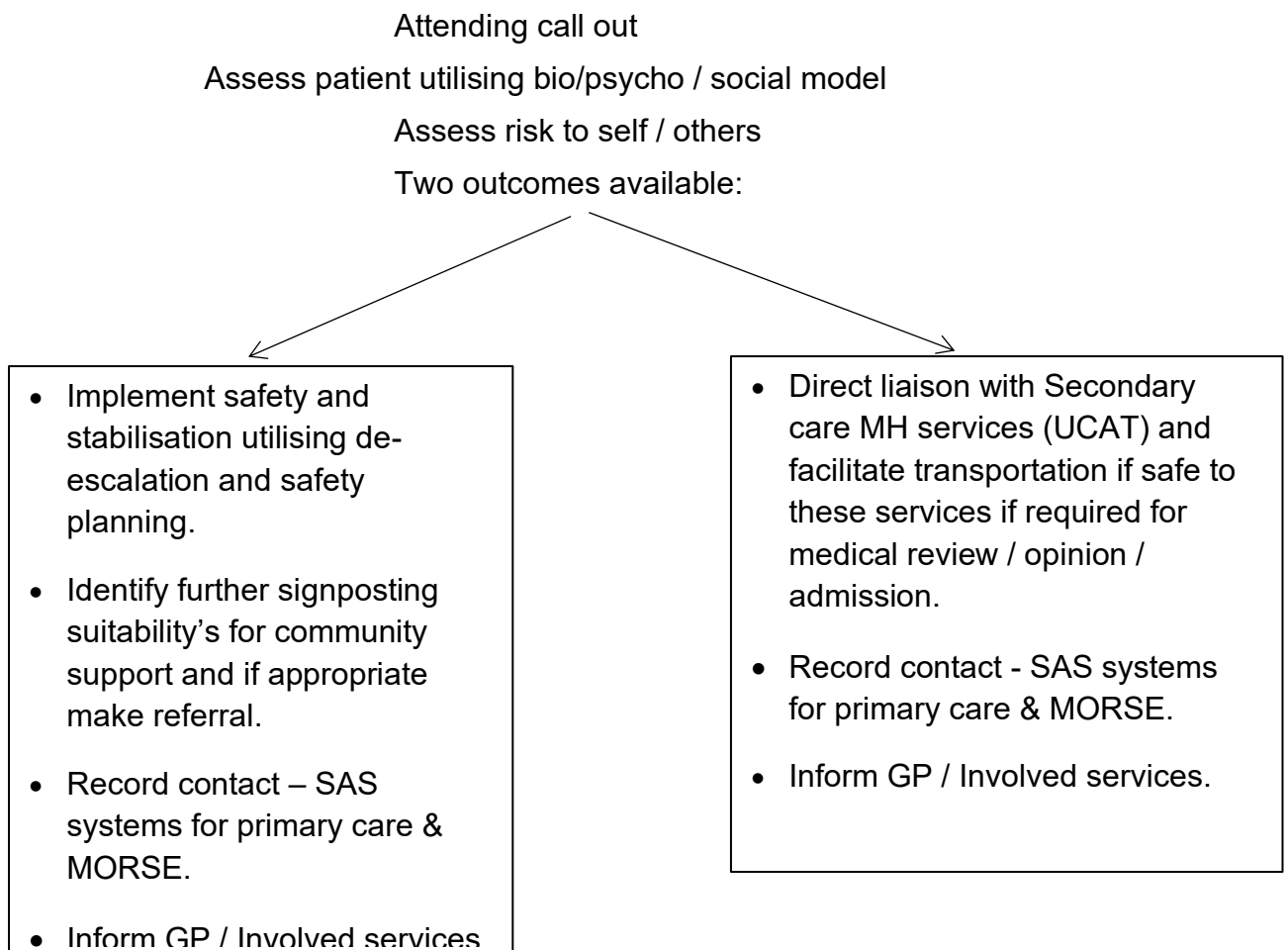
Utilising working examples taken from similar pilot projects by NHS & SAS in Inverness / Glasgow and Dundee the model identified will be a hybrid of parts of these projects so that it can be tailored to meet the identified needs from data collected via NHS Fife Mental Health / NHS Fife A&E and Police Scotland around capacity, time of demand and output from demand.

### 6 Months pilot

- 1 Paramedic MH Triage car supplied by Scottish Ambulance Service: requires to be a fully equipped ambulance vehicle to provide clinical equipment / access to SAS IT 'Stack' system.
- 2 Staff – 1 MH Paramedic and 1 Band 6 MH Nurse skilled in MH assessment.
- Working hours – Friday / Saturday / Sunday 2000 – 0600hrs.
- 

### Process

Calls will come through the Scottish Ambulance Service IT 'Stack' the team within the car will monitor and triage / respond as identified from information held within 'stack'.



## **Responsibilities:**

### ***Scottish Ambulance Service***

- Provide fully maintained / stocked and operational vehicle for the purpose of the pilot.
- Line and professionally manage suitably experienced Paramedic for purpose of the pilot.
- Ensure staff monitors and records data – amount of calls / duration of calls / appropriateness of calls / outcome of calls via mechanisms provided to allow this to be fully monitored for duration of pilot to allow efficacy monitoring.
- Engage as required in frequent review periods of pilot: example and subject to change as required: – 1 month / 3 month /6 month.
- Provide Technology required for reporting as per Operating Procedures for roles.

### ***NHS Fife***

- Line and professionally manage suitably experiences Band 6 Registered Mental Health Nurse for purpose of the pilot.
- Ensure staff monitors and records data – amount of calls / duration of calls / appropriateness of calls / outcome of calls via mechanisms provided to allow this to be fully monitored for duration of pilot to allow efficacy monitoring.
- Engage as required in frequent review periods of pilot: example and subject to change as required: – 1 month / 3 month /6 month.
- Provide Technology required for reporting as per Operating Procedures for roles.

## **Financial Costs:**

### ***Scottish Ambulance Service***

➤ 1x paramedic band 6	£42,650.00
➤ 1x paramedic band 6:	£ 8202.00
➤ Use of 1x Paramedic Response Unit including fuel:	£ 4133.00
➤ Planning fee:	£ 3872.00
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➤ Total cost	<b>£58,857.00</b>

### ***NHS Fife MH Services***

➤ Band 6 RMN – Working Friday Saturday Sunday 20.00-06.00	£33,000.00
➤ 0.52 WTE equivalent factoring in sickness / absence / AL	

**Total Projected Cost of Project** **£91,857.00**

## **Commencement Date**

To be confirmed dependant on availability of SAS staff and recruitment to backfill for RMN Band 6 nurse.

## **3.0 Conclusions**

- 3.1 The test of change will allow services to understand if this approach makes a difference to the immediate outcome for individuals and wider community and health services.
- 3.2. The proposal contained in this report aligns with Levenmouth Area local community plan and H&SC Locality Plan.
- 3.3 Total Projected Cost of Project £91,857.00.

## **List of Appendices**

1. Equality Impact Assessment
2. Scottish Ambulance Service Data (Scope for Mental Health Car - Mental Health Incidents)
- 3.

## **Background Papers**

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

[Fife Health and Social Care Partnership, Strategic Plan for Fife 2023-2026](#)

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## Equality Impact Assessment Summary Report

<p><b>Which Committee report does this IA relate to (specify meeting date)?</b></p> <p>Levenmouth Area Committee</p>
<p><b>What are the main impacts on equality?</b></p> <p>The report outlines work that aims to address health and wellbeing outcomes</p>
<p><b>What are the main recommendations to enhance or mitigate the impacts identified?</b></p> <p>3.1 to 3.3</p>
<p><b>If there are no equality impacts on any of the protected characteristics, please explain.</b></p>
<p><b>Further information is available from: Name / position / contact details:</b></p> <p>Jacquie Stringer, Locality Planning Co-ordinator, <a href="mailto:Jacquie.Stringer-fc@fife.gov.uk">Jacquie.Stringer-fc@fife.gov.uk</a></p>

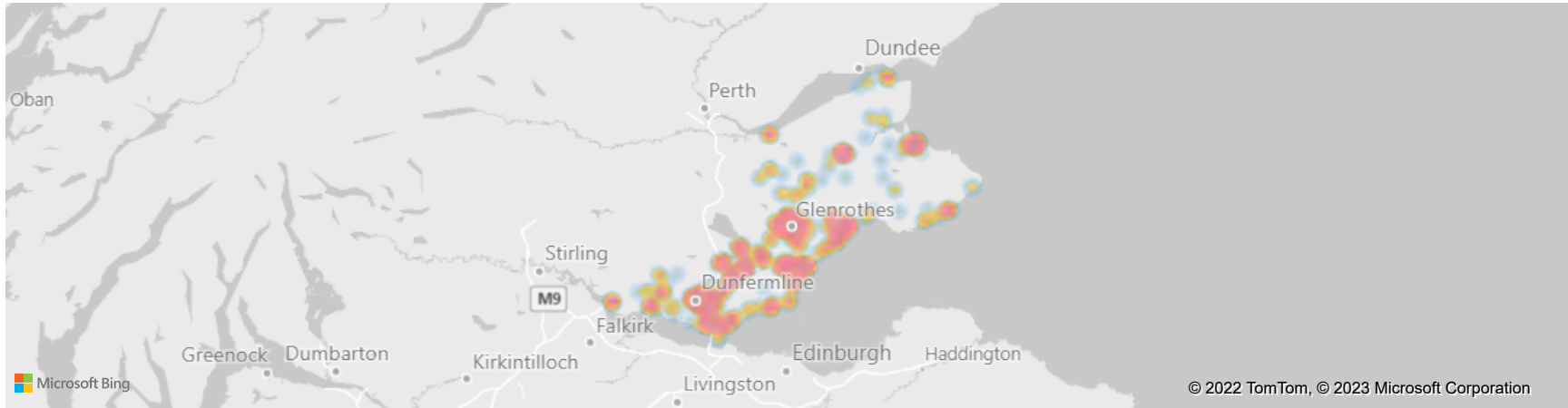




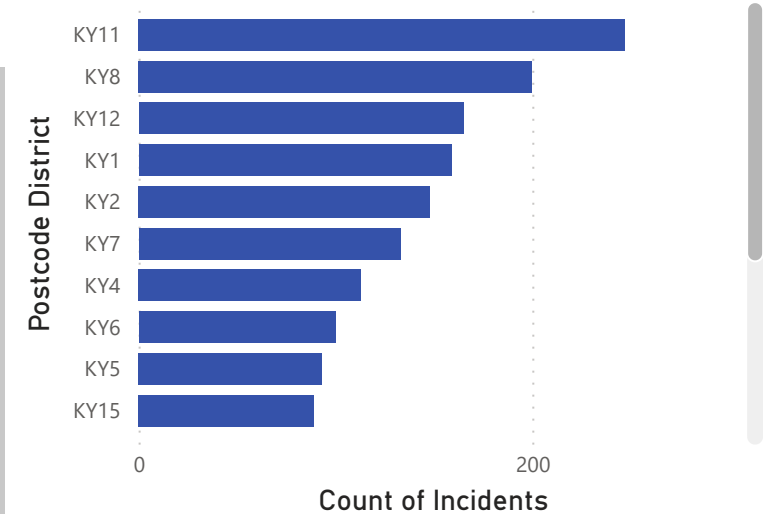
# Scope for Mental Health Car - Mental Health Incidents

## Data Year 2022 - Council Area - Fife

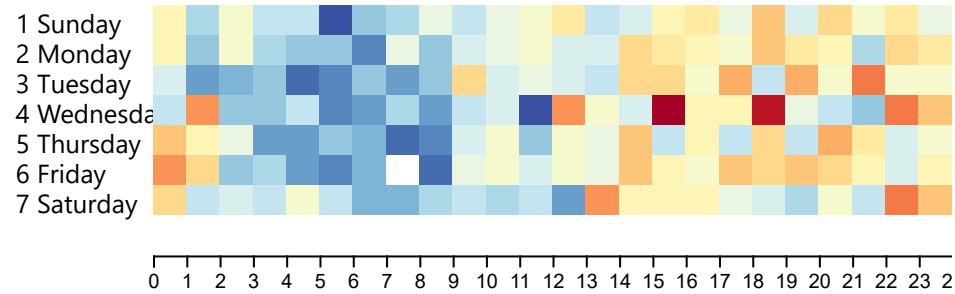
Heat Map



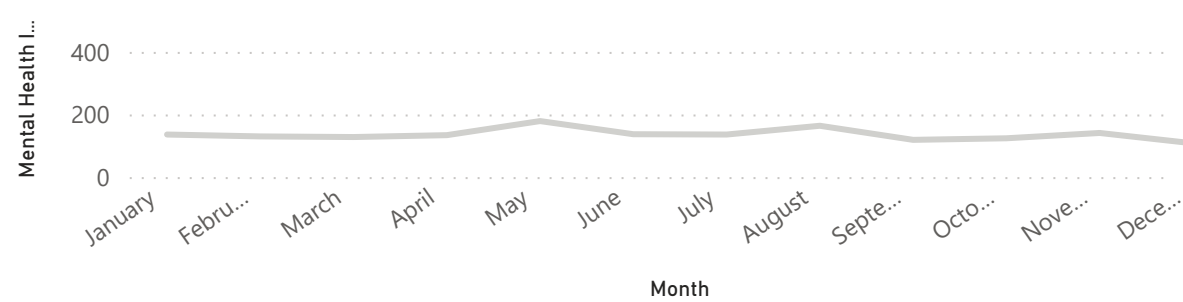
Top Postcode Districts



Mental Health Incident Count by Day of Week and Hour of Day

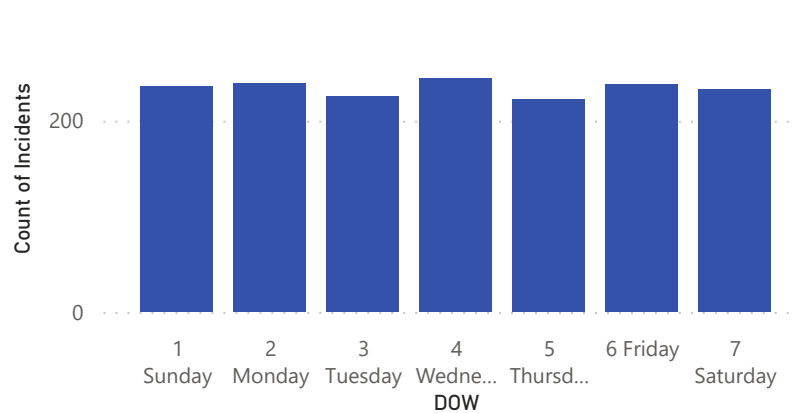


Mental Health Incident Count by Month

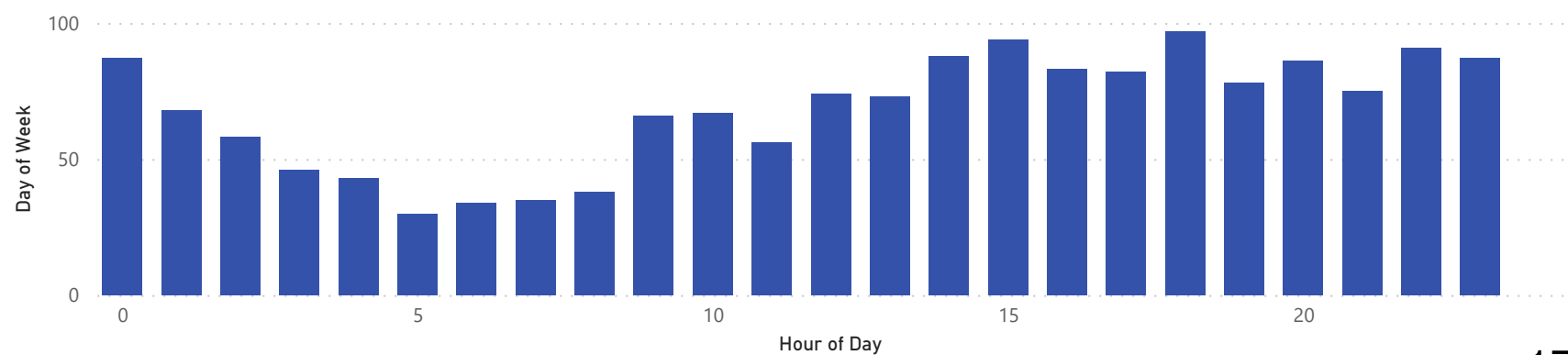


**1636**  
Count of Incidents

Mental Health Incidents - Day of Week



Mental Health Incidents - Hour of Day



21 May 2023

Agenda Item No. 5

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## Operational and Community Briefing on Policing Activities within Levenmouth



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**Report by:** Chief Inspector Chris Dow, Local Area Commander Levenmouth

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**Wards Affected:** Ward 21 – Leven, Kennoway and Largo. Ward 22 – Buckhaven, Methil and Wemyss Villages.

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### Purpose

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This report provides Elected Members with information on matters impacting on or involving Police Scotland, which have relevance to community safety in the Levenmouth Policing Area.

### Recommendation

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Members of the Committee are asked to endorse action taken to date and support Police Scotland moving forward in addressing priorities.

### Resource Implications

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There are no resource implications.

### Legal & Risk Implications

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There are no identified legal or risk implications.

### Impact Assessment

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

### Consultation

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Consultation is an ongoing process with Elected Members, local communities through Community meetings and partner agencies through established meeting processes.

# 1.0 Background

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1.1 This report provides members with an update of the performance with regards to the Levenmouth priorities, campaigns and other initiatives, from **1st April 2022 to 31st March 2023**. All police activity highlighted in this report was undertaken in line with local and national objectives and in support of other organisational priorities within the Levenmouth policing area. This report can be read further in conjunction with the Local Authority Scrutiny Board report, which includes data from across Fife, on its expected release in June 2023. Any data that is provided is from locally sourced information and has not been ratified by Police Scotland analysts.

## 2.0 Levenmouth Local Area Policing Plan - Updates

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2.1 Levenmouth Local Police Plan 2020-2023 demonstrates the commitment of local policing to ensuring the safety and wellbeing of the people and communities of Fife. The Plan ([Police Plan](#) link) identifies Divisional priorities as;

- Acquisitive Crime – Operation Principle
- Antisocial Behaviour – Operation Prevail
- Violent Crime – Operation Path
- Substance Misuse – Operation Prospect
- Road Safety – Operation Paramount

2.2 The Levenmouth priorities have continued, as a result of ongoing and established engagement, to focus on the above 5 areas.

2.3 The Levenmouth Area Plan ensures that whilst we take cognisance of the divisional priorities highlighted in the Fife Division Local Policing Plan 2020 - 2023 we address, by implementing a bespoke approach, the specific needs and concerns of local communities in Levenmouth and don't focus on a standardised approach – which could be to the detriment of the area.

2.4 Policing in 2022 – 2023 has returned to normality after the significant operational and logistical challenges faced during the COVID-19 pandemic.

As working from home eased, Levenmouth has seen an increase in traffic on the roads during the reporting period, and with it the workload this brings. We have worked hard to utilise the Improving Levenmouth Together team to maximise the Policing enforcement of the road network. Our adaptable and versatile local Officers have meant that we have been readily available to respond to the challenges faced.

## 2.5 **Improving Levenmouth Together - Antisocial Behaviour**

2.6 Following the successes of the Improving Levenmouth Together multi-agency programme in over the last 4 years, the project commenced on 1<sup>st</sup> April 2022. The focus remained on the illegal use of motor/quad bikes, on-road offending, anti-social behaviour in public places and the setting of small (secondary) fires.

2.7 The COVID-19 pandemic and subsequent lockdown, led to a natural reduction in calls to Police Scotland across all crime types. The funded officers remained dedicated to anti-social behaviour and despite the continued operational challenges, have continually produced outstanding results.

2.8 As with the previous years since its inception, the Improving Levenmouth Together programme led to a reduction in the number of youths congregating and drinking alcohol in public places, repeated thefts of commercial and domestic bins, which were subsequently set on fire, and acts of criminal damage and threats towards those wishing to protect their property.

2.9 Whilst there remains a reduction in the number of calls to Police Scotland, relating to the illegal use of motor/quad bikes, alcohol consumption in public places and the setting of small (secondary) fires, the focus remains on continuing to reduce the number of calls through enforcement, prevention and diversion activities.

2.10 Police Scotland are working with partners to introduce meaningful diversion opportunities, with a multi-agency approach to developing safe places for our young people to use, both indoors and outdoors, with the “right time – right place” environments and resources to thrive.



2.11 Improving Levenmouth Together includes collaboration with a number of partners, including;

- Police Scotland
- Scottish Fire and Rescue Service
- Fife Council Local Area Elected Members
- Fife Council Safer Communities Team
- Fife Council Housing
- Fife Council Traffic Management
- Fife Council - Parks, Streets and Open Places.
- Fife Council – CLD
- Fifers for the Community
- Local Housing Associations
- Community Education
- Education – Levenmouth Academy
- Community Trade Hub
- Kingdom Off Road Motorcycle Club
- Clued Up
- Barnardos
- Game On Scotland
- DAPL
- BRAG Enterprise (Benarty Regeneration Action Group)

2.12 From the start of April 2022, following the supported funding application by the Local Area Committee, Police had a dedicated team in place, carrying out high visibility and plain clothed deployments across all communities in both Wards 21 and 22. Police Scotland matched this investment, with an officer made available to have two constables dedicated to ASB in Levenmouth between April and October 2022 inclusive.

### 2.13 **Performance / Outcomes**

Raw data below provides an overview of current calls to the Police by comparison to the same periods in 2018 through to 2022 inclusive. Despite the slight rise on last year, it can be seen that we have continued to see a significant decrease in both motorbike / quad bike calls, since the commencement of Improving Levenmouth Together.

## Motor / Quad Bike Calls (Police figures)

2018 / 2019	891
2019 / 2020	354
2020 / 2021	217
2021 / 2022	85
2022 / 2023	175

- There has been a rise of 90 calls in comparison to last year, however the overall reduction since the implementation of Improving Levenmouth Together equates to an 81% decrease in ASB motorbike related calls.
- The rise in 'off road' calls is somewhat expected following the huge reduction since the 2018/2019 figures. Sustaining such a dramatic decrease in the number of calls was always going to be challenging, particularly when there were other factors such as lockdown, which undoubtedly affected the number of calls in 2020-2021.
- The slight rise on last year also highlights the public's confidence to continue to report these incidents as well as emphasising the requirement to continue to focus on the ASB issue and partnership approach moving forwards through 2023.

## Fire Calls (Police figures)

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL
2018/19	22	14	22	33	20	16	28	20	30	15	20	16	256
2019/20	33	12	13	12	19	15	11	9	11	14	10	16	175
2020/21	16	12	7	11	6	5	9	11	12	5	5	15	114
2021/22	28	9	11	21	2	14	5	11	10	9	13	31	164
2022/23	23	30	23	24	25	18	8	6	5	13	33	20	228

Deliberate fires have continued to be an issue throughout 2022 with a 29% rise on last year's figures. These figures are still below the pre-ILT numbers, which were further 11% higher in 2018. The continued rise and high profile incidents at Lundin Links and on Leven High Street highlight the requirement to remain focussed on education, prevention, intervention and diversion activities to counter this crime type. 34% of Wilful Fire-raising crimes resulted in a person being charged.

2.14 Over the course of the 2022/23 Improving Levenmouth Together programme, attributed directly to the funded post, the following enforcement results were achieved;

- **388** people charged in connection with Anti-social behaviour and Road Traffic offences.
- **2** Search warrants executed. Quantity of drugs recovered.
- **18** people arrested on apprehension warrants.
- **3** people charged with Wilful Fire-raising

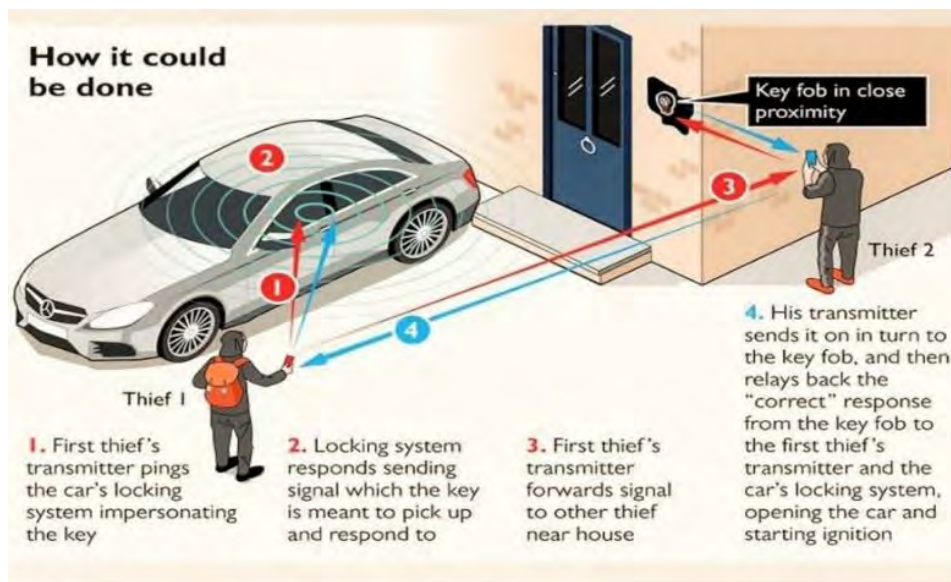
2.15 Improving Levenmouth Together continues to establish itself as a sustainable partnership through 2022-2023 with partners continuing to engage and commit to the aims and objectives. It is anticipated this programme will continue to evolve, with added strands of drug and alcohol misuse and mental health. The partnership is to support communities and fulfil the overarching aim to support the wellbeing of the people in Levenmouth.

#### 2.16 **Serious and Violent Crime – Area Overview**

Serious and violent crime remains a priority for Police Scotland. In Levenmouth there is a commitment to robustly respond to any reports of this nature and bring offenders to justice. The detection rate remains consistently high for these types of crimes which is a clear result of Local Policing and Crime Management working closely together in order to ensure enquiries are progressed and the best possible service provided to members of the local community.

In addition to the above Levenmouth area has been a victim to a rise in vehicle crime. Vehicle criminality is an evolving focus for Police Scotland with organised criminals having access to software where they can clone the keys for high value vehicles by connecting to the keys using a laptop and stealing the signal of the keys, to allow access to and ability to start the vehicle. They are then able to drive off without the

physical key. Additionally there has been an increase in the number of housebreakings where the keys to high value vehicles are obtained and thereafter the vehicle is stolen. Partnership work with various departments within Police Scotland, including the Proactive Team, CID and local policing are being utilised to tackle this evolving trend, which is not exclusive to Fife however there has already been various offenders from Levenmouth arrested and charged in connection with these offences.



## 2.17 Road Safety and Road Crime – Area Overview

We are working closely with P Division Road Policing to deliver on the prevention and enforcement strategy to aid road safety.

We fully support local and national initiatives to reduce road crime and road casualties. Education remains at the heart of our prevention strategy and we support this with positive engagement with groups from nursery age upwards.

Now that entry to schools is possible again, the road safety initiative 'Bannerman' was commenced in 2022 and will be fully delivered in 2023 as we look to encourage the safe travel and parking around our schools. This is a project involves the pupils designing banners for their schools promoting driving safely and parking responsibly to empower parents and guardians to listen to the advice. This has been delivered by Area Ward Officers. Additionally there have been safety inputs within classrooms and working with the children outside to demonstrate our speed camera equipment. Further collaborative work continues in respect to the Safer Routes to / from schools and the encouragement to develop the role of Junior Road Safety Officers (JRSO's).



Officers from Glenrothes Road Policing Unit are piloting an innovative scheme across Fife to tackle the close passing of cyclists. Operation Close Pass began life in the West Midlands and is now being adopted by a number of forces across the UK. The drivers stand on a specially designed mat which allows officers to show them how closely they passed the unmarked bicycle and how much space they should give – at least as much space as you would give a car.



We review information and intelligence on a daily basis and ensure targeted speed site deployments, supplemented where necessary by the use of Pop up Bob and Pop up Bairns. In addition we receive support for our colleagues in Road Policing, and the Safety Camera Partnership.

Information and intelligence is received from a variety of sources in respect to individual's intent on using our roads to support the commission of crime or in circumstances where their use of vehicles infringes upon road traffic legislation. Such information and/or intelligence is assessed and action taken where it is deemed proportionate, legal and necessary.

We are continuing to strive towards delivering the first Community Speedwatch in Levenmouth, through engagement with our communities in Lundin Links and Largo. With Community Commitment this will be delivered in 2023.



## 2.18 **Misuse of Drugs / Alcohol Abuse – Area Overview**

Tackling the misuse of alcohol and drugs remains a priority in Levenmouth. Our prevention strategy remains focussed on working with our partners and signposting individuals to supporting services.

Our targeted enforcement activities in respect to the misuse of drugs continue, with successful outcomes reported via media channels. We continue to work towards supporting those suffering addiction and a focus on diverting drug users to support partners. In the last year we have seen a decrease charges compared to last year.

We also continue to target alcohol related criminality (e.g. consume alcohol in public) however we have seen a decrease in charges from 79 people charged in 2021 to 34 in 2022.

Enforcement activity is supported by the invaluable information we receive from our partners and members of our communities. This allows us to continue to detect, disrupt and deter such activities.

Through engagement with DAPL and Clued Up, there is an appetite from Police Scotland to look at prevention of young people and adults engaging in drug and alcohol abuse. Enhanced partnership working and signposting to support agencies, will provide those affected by drug and alcohol abuse, with a wraparound service.

- 2.19 There is no current performance data, which can be broken down to area. An appendix has been included with this report, entitled; **LOCAL AUTHORITY SCRUTINY BOARD – Fife**, which provides Fife wide data.

## **3.0 Ward 21 – Leven, Kennoway and Largo and Ward 22 Methil, Buckhaven, Wemyss.**

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Previously this section has been split into individual wards, however with the implementation of Improving Levenmouth Together, there is a more collaborative approach to both wards combined. The following is a summary of crime trends and our actions to tackle the issues.

### 3.1 **Ward Crime Update**

The following outlines an update on crime during the review period, excluding sexual and domestic crimes.

### 3.2 **Anti-Social Behaviour**

There has also been a notable rise in neighbourhood disputes in both ward areas. It is believed that this is somewhat down to people being home more than they would have been pre pandemic, particularly with the number of people now working from home. The period of lockdown also created issues within neighbour relations that are irremediable. These are being robustly managed by our Area Ward Officers and regular communication is taking place with Fife Council and Housing Associations to counter these and prevent further criminality occurring.

Antisocial behaviour remains a priority for Police Scotland, P Division (Fife) and Levenmouth. Our focus is on prevention and enforcement when criminality is reported.

Through the focus of the Improving Levenmouth Together enforcement and prevention teams, there has been notable success in dealing with offenders and putting measures in place (e.g. bail / undertaking conditions) to prevent these persons from committing further criminality.

The focus remains on preventing antisocial behaviour, motorbikes and wilful fire-raising through the Improving Levenmouth Together programme and partnership working with the Community Trade Hub, Fife Council, Education, Game on Scotland and Kingdom Off-Road Motorbike group.

### 3.3 **Assault and Violent Crime**

Assault and violent crime by its very nature can be difficult to proactively target, particularly in residential properties. However by maximising the opportunity to be in the right place at the right time through high visibility patrols and intelligence led Policing we can minimise the impact. In public spaces we have now implemented rapid deployment cameras which has already proven effective in the detection of crime. By deploying CCTV in key strategic areas, the ability to quickly and robustly investigate and detect crime, reported to us, is enhanced. Our focus remains to improve on the perception of crime and make those in our communities not only feel confident to report criminality but feel safer in their local areas in the first instance.

Through regular high visibility patrols, weekend Improving Levenmouth Together deployments and joint working with Safer Communities, we continue to develop our preventative strategy towards prevention of assault and violent crime.

#### 3.4 **Road Safety and Road Crime**

Road safety and road crime remain a priority Levenmouth.

The current focus is to develop a Community Speedwatch team in the Levenmouth areas in response to ongoing complaints around speeding in the towns and villages. This will require Area Ward Officers to co-ordinate volunteers and manage their deployments. A group of volunteers had been identified in Lundin Links and Largo however following consultation around the detailed requirements for deployments, we found numbers dropped below the threshold required to deploy. We continue to promote the program to hopefully attract volunteers who can be trained for deployment this year.

As a local area, we have executed local road policing action plans and regularly conduct joint operations with our road policing colleagues. The long term focus is to deploy dedicated officers to prevent and enforce road policing.

There has been a focus on Education, with PC Cartwright delivering Safe Drive Stay Alive presentations to senior pupils at Levenmouth Academy, who are at an age where they will be learning to drive. This is a hard hitting presentation to raise awareness around a variety of dangers associated with driving and the consequences of poor decision making whilst driving.

Through contact with Fife Council, we have established links to be better involved in the consultation process required for road network changes. This will be necessary ever more so with the additional proposals surrounding the Levenmouth rail link. This is proving valuable in terms of our interaction with members of the public, and understanding their concerns and highlighting when needed.

#### 3.5 **Misuse of Drugs and Alcohol Abuse**

We are continuing to work closely with our partners to tackle misuse of drugs and alcohol abuse in the area.

Through our Improving Levenmouth Together programme, we intend on working closely with Health, Education and third sector support agencies, to promote health and wellbeing for young people in the area and tackle those turning to drug and alcohol abuse.

Through enforcement, we are providing our communities with reassurance that drug dealing will not be tolerated. The pro-active nature of our teams at Levenmouth has led to a number of positive results and persons reported to the Crown Office and Procurator Fiscal Service (COPFS). This process involves gathering information from the community and partnership working in order to collate an intelligence profile. This evidence is thereafter submitted to the sheriff in order for a decision to be made on the proportionality of a search warrant for addresses/nominals suspected of being involved in the supply of illegal drugs.

Through engagement with DAPL and Clued Up, there is an appetite from Police Scotland to look at prevention of young people and adults engaging in drug and alcohol abuse. Enhanced partnership working and signposting to support agencies, will provide those affected by drug and alcohol abuse, with a wraparound service.

## **5.0 Working in Partnership – Updates**

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5.1 Internal and external partnership work continues with focus to support local policing plans and the priorities as detailed in the Plan For Fife, 2017-2027, under the themes of ‘Thriving Places’ and ‘Community Led Services’.

### **5.2 Improving Levenmouth Together**

Improving Levenmouth Together is the initiative to counter anti-social behaviour in partnership with a number of stakeholders and has evolved into a brand for policing in Levenmouth that is built on collaborative working, which is now being utilised as the concept for the initiatives and projects we are looking to progress. It has also gained recognition throughout the United Kingdom as a blue print towards collaborative working to tackle various issues in our Community.

Improving Levenmouth Together provides a recognisable name for the initiatives and is indicative of the aim. We have developed a number of initiatives over the last year to complement our preventative strategy.

- **Levenmouth Friday Night Events**

Friday night football continued during this reporting period. This is arranged through Coalfields Regeneration Trust; branded Game on Scotland. SFA coaches through Active Fife are running the activity with Police Officers offering support during each session.

Partner agencies will engage in these activities in order to interact with young people and provide a wraparound service in terms of the local support services available.

Further events have been held in tandem with Friday night football, including Kingdom Off-Road running motorbike events, to capture extra attendees. These additional events will be equal, inclusive and diverse, to ensure maximum participation.

- **Levenmouth Mental Health Initiative**

A mental health initiative was agreed between Fife Health and Social Care Partnership, SAMH, Scottish Ambulance Service, Leven Baptist Church and Police Scotland. The introduction of an additional provision in Levenmouth has helped complement the existing services and provisions. Sam's Café in Leven, offers provision in the form of drop in and peer support services. We continue to explore the option of an improved Mental Health Provision in the form of a Mental Health Care to attend and treat people in mental health crisis. This will be facilitated by Ambulance personnel and will cover Levenmouth as a pilot during 2023.

- **Community Trade Hub**

Our collaborative working with the Community Trade Hub has seen us support the Guided Start programme and the Youth Task Force initiative. Both are innovative approaches in engaging young people in learning environments. The concept is to deliver educational environments to deliver training in a variety of trades, catering, hospitality, and horticulture. The projects will engage over 100 young people and provide them with the skills and qualifications to reach a positive destination. This engagement helped to significantly reduce anti-social behaviour during the school holidays as well as term time. Community Trade Hub won the Police Scotland Chief Constable Award for best partner 2022. This is further recognition of the prodigious partnership work we have locally.

- **Community Engagement Officer**

In December 2022, it was agreed with the Local Area Committee in Levenmouth to fund an Engagement Officer role to be dedicated to providing a high visibility policing presence within the communities of Levenmouth. The officer was to work in partnership with local service providers to create a more harmonious environment and enhance the quality of life for the wider community as they recover from the COVID pandemic. Levenmouth remains an area of deprivation with associated risks; including increased crime, mental health, drug/alcohol addiction issues and poverty struggles. It was identified that the Improving Levenmouth Together project has been instrumental in pulling Partnership working during the April to October months where there was a funded dedicated resource. It was agreed that it would be beneficial to continue the progress made by Improving Levenmouth Together through the winter months until the end of March 2023 and the start of the 2023 campaign.



PC Colin Rafferty was selected to provide a constant policing point-of-contact in the community during this demanding period, which current Police resource and structure makes a challenge. In his role he meets with individuals and groups internal and external to the organisation in order to build relationships, and maintain and improve the flow of information and intelligence to and from the community. This has enabled Levenmouth Police to maintain public confidence in the police, reducing the fear of crime and managing public expectations, whilst allowing PC Rafferty to establish contacts with relevant people within the community in order to adopt a localised Problem Solving Policing approach to community problems.

PC Rafferty has had targeted engagement with hard to reach groups, giving attention to locally focussed service, including support to the vulnerable in order to combat social isolation. He also worked closely with partner agencies to identify issues of anti-social behaviour and other crime trends to assist the Community Ward Officers in developing solutions to address these issues through partnership working.

- **Youth Task Force**

The Levenmouth Youth Task Force concept was established following the successes of the school holiday camps run by the Community Trade Hub. The engagement with young people during these placements has been excellent and a concept which covered all year round engagement was explored to implement a project in 2023. The Youth Task Force involves a selection of young people who currently attend PSYV, Fire Youth Volunteers, Community Trade Hub and 3<sup>rd</sup> sector agencies. By bringing a small number from each of these organisations, a core number of young people will be empowered to create a group who will design and manage projects within their community. This will increase engagement with our young people and promote pride in their communities with projects and ideas that matter to the young people. The YTF will be supported by various partners including the Police, Fire Service, CTH, Bernardos and Clued Up.

- **CCTV Cameras**

Funding was sought from LAC for the purchase and installation of new CCTV units for Levenmouth, with the current Domehawk Cameras no longer fit for purpose. 6 solar CCTV units were purchased in total and have been installed in hot spot areas across Levenmouth to assist in the prevention and detection of anti-social behaviour as well as crimes of violence and dishonesty. There are 3 cameras installed in each of the wards so there is shared equity over our 2 areas. The quality of the footage is excellent, particularly during the hours of darkness.



- **Electric Bikes**

2 Electric Pedal Cycles were donated by the LAC and have been effective in ensuring there is a more dynamic approach to tackling anti-social behaviour in 'off road' environments. The bikes are utilised by the community officers as well as the funded ILT officers to conduct high visibility patrols in an eco-friendly manner, whilst making hard to reach areas more accessible to patrol efficiently.



- **Levenmouth Retail Crime Initiative**

This initiative was launched in 2018 with all retail and commercial premises visited by local officers. Store architectural surveys and staff training on retail crime prevention and offender de-escalation were carried out.

A Retail Watch contact list was also created with contact made via email and telephone. This communication tool allows the local police to contact everyone in the town centre area with up to date advice and warnings in respect of crime trends, crime prevention techniques and offers of support regarding personal safety and crime prevention. This is a two-way communication tool which will allow premise owners and staff to contact the police with questions and concerns. The scheme was supported with high visibility corporate signage and window stickers.

- **Levenmouth Pub Watch Initiative**

This initiative allows us to work with local public houses and establish a communication network between them and our officers to assist in preventing crime and improve the safety for their bar and security staff.

Our local Community Safety Officers are heavily involved in Best Bar None and has offered training and advice to assist in operating safely and providing an improved service to customers.

- **Forecourt watch**

Forecourt Watch is a crime reduction partnership initiative designed to meet the requirements of both police and fuel retailers within Levenmouth. It ensures that police, oil companies and fuel retailers work together to meet agreed crime reduction objectives while reducing demands on police resources. It targets multiple offenders and introduces tested procedures to minimise retailer losses. In areas where Forecourt Watch schemes operate, research shows that associated crime can be reduced by more than 50%.

### 5.3 **Police Scotland Youth Volunteers (PSYV) -**

PSYV Levenmouth continues to be a fantastic initiative, which is co-ordinated by a number of adult volunteers. These volunteers dedicate their time, effort and commitment to meeting the aims and objectives of PSYV, whilst providing youths from diverse backgrounds with an opportunity to develop themselves in a safe and thriving environment. The group continues to operate from Levenmouth Academy every Monday evening with 20 Youth Volunteers and 12 Adult Volunteers within the group.

The group have been running for nearly five years and have achieved the PSYV Silver Award, which is an absolutely fantastic achievement and testament to the hard work and dedication of the volunteers and the young people.

## 6.0 Public Engagement – Updates

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6.1 Public engagement remains key to providing reassurance and confidence in the local police.

6.2 Below is a summary of our engagement over the reporting period;

- Primary School / Nursery Engagement
- Levenmouth Academy – Continued Engagement / Safety Inputs
- Fife College, Levenmouth Campus - Continued Engagement / Safety Inputs
- PSYV Deployments – Fundraising for foodbanks
- Local Events
- Elected Members Engagement
- Community Council Meetings
- Ward Meetings
- Levenmouth Forecourt Watch
- Pop Up Surgeries
- Sheltered Housing Engagement (Drop Ins)
- Crime Prevention Surveys – Business / Residential
- After Dark Campaign – Winter Home Security
- Rural Watch
- Social Media Engagement (Twitter - 13,300 Followers).

6.3 Below is a summary of our additional planned engagement;

- Monthly Engagement – Community Council Chairpersons
- PSYV Deployments – Foot Patrols
- Improving Levenmouth Together Initiatives
- Retail Crime Initiative
- Pub Watch Initiative

## 7.0 Licensed premises

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7.1 Licensed premises are subject to Red, Amber and Green (RAG) grading system, which highlights specific premises that, for a variety of reasons, have come to the notice of the police. The definition of the three RAG categories is as outlined below:

1. **Red** - Problematic Premises (highest grading)
  2. **Amber** - Premises subject to formal intervention (subject to some form of monitoring & intervention where appropriate), and
  3. **Green** - Monitored Premises – (all reported incidents)
- 7.2 There are no licensed premises within Levenmouth requiring intervention at this time.
- 7.3 All incidents and crimes occurring within or linked to licensed premises are the subject of a licensed premises report. This allows us to continually monitor the management of premises and assess whether enhanced measures are required. Regular contact with our colleagues in Licensing allows for any issues to be highlighted at an early stage, action taken and resolved before its allowed to escalate.
- 7.4 Our in-depth liaison with partners and robust management of licenced premises and positive engagement with our licensees though “Pub Watch” and similar allows a clear message to be sent to those intent on disorder that Police action will be robust and her directed patrols, which involves high visibility patrols, visits and checks of our licenced premises.
- 7.5 Our work to engage with a “Pub Watch” scheme has proven successful where licensed premises and our partner agencies focus on preventing criminality and explore further positive engagement with our communities. Integrating into this has allowed for the relevant partnership working and information sharing when appropriate. The positive relationship gained during the COVID pandemic remains our focus maximising ongoing engagement for the future.

## **8.0 On the Horizon – Significant matters ahead**

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- 8.1 Our priorities require clear focus and the deployment of resources to address community concerns. This requires considerable investment across all sectors as we look to implement, short, medium and long term strategies to provide reassurance and maintain public confidence in service provision. Locally we continue to expand the ILT initiative and look the joint approach to the Mental Health provision in the Levenmouth area, ensuring that the Ambulance Mental Health Car is implemented smoothly.

8.2 Seasonal trends are acknowledged and we are prepared for what we would expect to see over the winter months, with particular focus upon -

- Acquisitive Crime
- Antisocial Behaviour
- Violent Crime
- Substance Misuse
- Road Safety

As the effects of the ongoing financial crisis develop, there is likely to be an associated rise in crimes of dishonesty and the clear correlation between that and those struggling to make ends meet. With this will be the requirement for Officers in contact with vulnerable members of our society to be able to signpost accordingly.

8.3 We continue to seek new and innovative ways to improve upon our prevention, intervention and enforcement activities, through shared learning of best practice and the support from our well-established partnerships. As the new Levenmouth Rail project gathers pace, liaison with partners will increase accordingly, ensuring that local Policing provides support at all stages. Diversifying our approach with the purchase of electric cycles supported by the LAC, was a small option for improving our intervention capacity and access to the more rural areas of the ward areas such as the proposed rail network particularly during construction.

8.4 We also continue to seek further networking opportunities with a focus on keeping those who live, work and visit our area safe and prioritising diversion schemes to deal with offending at the core and include a prevention strategy.

8.5 We have seen the opening of the Improving Levenmouth Together hub shop on the High Street in Leven, with the proposed move to an improved premises at the Greig Institute building in the heart of Leven coming this year. The change of premises will allow enhanced engagement and further develop the partnership-working environment that currently exists. Police Scotland continue to support this into the 2022-2023 period along with financial support from the Communities Fund - for Game on Scotland and The Community Trade Hub.

- 8.6 A second Education Engagement Officer is expected at Levenmouth Academy to increase the engagement with our young people at High School. This will increase our visibility and capability within the school. The focus is to support the ongoing work by PC Cartwright but primarily to expand the reach of Levenmouth Academy into the community. An expected 50% of the role will be engaging with primary school children and their transition to the next stage and also the element of young people, enrolled in the Academy, who do not engage with learning. There is no doubt that this work will have a knock on positive impact to ASB and offending in the community and provide additional support to both Education, Local Policing and more importantly the communities of Levenmouth.
- 8.7 What is absolutely crucial at a time of positive investment in the Levenmouth area is early and ongoing Police engagement with partners responsible for the development of the River Leven and new railway link. With this comes a widespread implementation of active travel routes and public spaces, however ever mindful of the potential for ASB, crime and the fear of crime, Police and other agencies such as Safer Communities, need to directly ratify plans in the development stage to ensure that all steps are taken from the outset to minimise the impact to the communities of Levenmouth.
- 8.8 The Community Policing Team is as follows;
- |                              |   |                                      |
|------------------------------|---|--------------------------------------|
| Chief Inspector Chris Dow    | - | Local Area Commander                 |
| Inspector Matt Spencer       | - | Community Inspector                  |
| Sergeant Craig Fyall         | - | Community Sergeant                   |
| Constable Gordon Latto       | - | Ward 21 Community Constable          |
| Constable Steven Hathaway    | - | Ward 21 Community Constable          |
| Constable Gill Meldrum       | - | Ward 22 Community Constable          |
| Constable Neil Murray        | - | Ward 22 Community Constable          |
| Constable Richard Cartwright | - | Education Liaison / PSYV Levenmouth  |
| Constable Colin Rafferty     | - | Education Liaison / Youth Task Force |

Members are invited to note and comment on the content of this report as per the recommendations made at the front of the report.

**Report Contact**

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 Levenmouth Area Commander  
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31<sup>st</sup> May, 2023  
Agenda Item No. 6

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## Scottish Fire and Rescue Service Local Plan Annual Performance Report

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**Report by:** Niall Miller, Station Commander for the Levenmouth Area.

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**Wards Affected:** All

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### Purpose

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This report provides the Committee with incident information for the period 1<sup>st</sup> April 2022 – 31<sup>st</sup> March 2023. The Incident information enables the Committee to have an overview of the Scottish Fire and Rescue Service (SFRS) Levenmouth Committee Area - against its key performance indicators (KPIs)

### Recommendation(s)

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The committee is asked to:

1. Consider and comment on the progress across a range of KPI's within this report, and comment as appropriate.

### Resource Implications

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Not applicable

### Legal & Risk Implications

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The Police and Fire Reform (Scotland) Act 2012 provides the statutory basis for fire reform, including the responsibility to:

- Put in place statutory planning and reporting requirements including providing facilities for consultation;
- Make new arrangements for strengthening local engagement and partnership working, including a new statutory role in the LSO and development of local fire and rescue plans linked to community planning, along with clear powers for local authorities in relation to the provision of fire and rescue services in their area.

### Impact Assessment

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An Equality Impact Assessment checklist is not required as this report does not have any immediate implications for service delivery and policy.

### Consultation

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This document is circulated amongst SFRS Fife Commanders and appropriate partners to enable areas of high incidence to be scrutinised for reduction strategies.



# ANNUAL PERFORMANCE REPORT

**April 2022 – March 2023**

*Covering the activities and performance in support of the Levenmouth Local Area Fire Plan.*



**SCOTTISH  
FIRE AND RESCUE SERVICE**

Working together for a safer Scotland

## ABOUT THE STATISTICS IN THIS REPORT

The activity totals and other statistics quoted in this report are provisional in nature and subject to change because of

ongoing quality assurance and review.

**Working together  
for a safer Scotland**



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## **DEFINITIONS**

### **Accidental Dwelling Fire**

Building occupied by households, excluding hotels, hostels and residential institutions. In 2000, the definition of a dwelling was widened to include any non-permanent structure used solely as a dwelling, such as caravans, houseboats etc. Caravans, boats etc. not used as a permanent dwelling are shown according to the type of property. Accidental includes fires where the cause was not known or unspecified.

### **Fire Fatality**

A person whose death is attributed to a fire is counted as a fatality even if the death occurred weeks or months later.

### **Fire Casualty**

Non-fatal casualties consist of persons requiring medical treatment including first aid given at the scene of the fire, but not those sent to hospital or advised to see a doctor for a check-up or observation (whether or not, they actually do). People sent to hospital or advised to see a doctor as a precaution, having no obvious injury are recorded as precautionary 'check-ups'.

### **Deliberate Fire**

Includes fires where deliberate ignition is merely suspected, and recorded by the FRS as "doubtful".

### **Non-Domestic Fires**

These are fires identified as deliberate other building fires or accidental other building fires.

### **False Alarms**

Where the FRS attends a location believing there to be a fire incident, but on arrival discovers that no such incident exists, or existed.

## **Unwanted Fire Alarm Signal (UFAS)**

Where the FRS attends a non-domestic location believing there to be a fire incident, but on arrival discovers that no such incident exists, or existed.

### **Primary Fires:**

- Buildings (including mobile homes) fit for occupation (i.e. not wholly derelict) and those under construction.
- Caravans, trailers etc.
- Vehicles and other methods of transport (not derelict unless associated with business e.g. scrap metal).
- Outdoor storage (including materials for recycling), plant and machinery.
- Agricultural and forestry premises and property.
- Other outdoor structures including post-boxes, tunnels, bridges, etc.

### **Secondary Fires**

- Single derelict buildings.
- Grassland etc., including heath, hedges, railway embankments and single trees.
- Intentional straw or stubble burning.
- Outdoor structures, including: lamp-posts, traffic signs and other road furniture, private outdoor furniture, playground furniture, scaffolding, signs and hoarding etc.
- Refuse and refuse containers.
- Derelict vehicles (a vehicle without a registered keeper).

# 1. INTRODUCTION

---

1.1 This annual performance report for the period April 1<sup>st</sup>, 2022 to March 31<sup>st</sup>, 2023 inclusive provides comparative data across the previous 3 years for the same period. The KPI's detailed below support the delivery of the Levenmouth Area Fire plan in support of the SFRS Fife Local Fire and Rescue Plan priorities and are shown in bold text;

- **Domestic Fire Safety**

Continuously monitor the number of accidental dwelling fires

Continuously monitor the severity and cause of accidental dwelling fires

Continuously monitor the number and severity of fire related injuries

- **Deliberate Fire Setting**

Monitor the number, type and cause of deliberate fire setting incidents in Fife

- **Built Environment**

Monitor the number and severity of fire related incidents in our relevant premises

- **Unwanted Fire Alarm Signals**

Monitor and challenge each Unwanted Fire Alarm Signal (UFAS) incident across Fife

- **Transport and Environment**













Monitor the amount of water related incidents

Monitor the frequency of attendances at Road Traffic Collisions (RTCs), as well as the number and severity of injuries. These will be monitored alongside Police Scotland RTC incidence information

## 2. PERFORMANCE SUMMARY

2.1 The table below provides a summary of annual activity 2022-2023 and a comparison of the previous year's activity.

It aims to provide at a glance our direction of travel based on the previous year's figures.

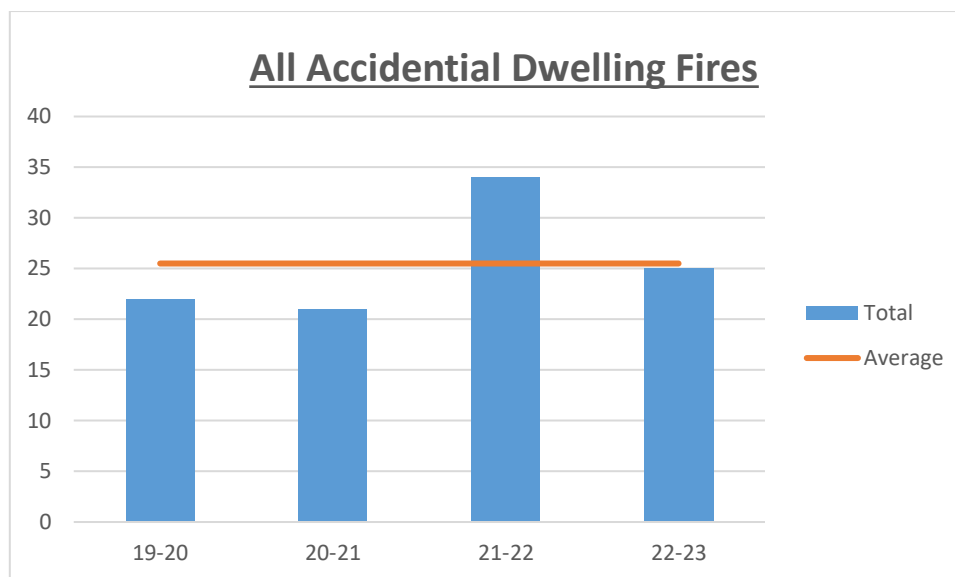
<p><b>Accidental Dwelling Fires</b></p>  <p>2023 = 25 2022 = 34</p>	<p><b>ADF Fatal Casualties</b></p>  <p>2023 = 1 2022 = 1</p>	<p><b>ADF Non-Fatal Casualties</b></p>  <p>2023 = 0 2022 = 4</p>
<p><b>Deliberate Primary Fires</b></p>  <p>2023 = 26 2022 = 23</p>	<p><b>Deliberate Secondary Fires</b></p>  <p>2023 = 232 2022 = 214</p>	<p><b>Non-domestic Building Fires</b></p>  <p>2023 = 17 2022 = 11</p>
<p><b>Fatal Casualties in Non-Domestic Building Fires</b></p>  <p>2023 = 0 2022 = 0</p>	<p><b>Non-Fatal Casualties in Non-Domestic Building Fires</b></p>  <p>2023 = 0 2022 = 0</p>	<p><b>Unwanted Fire Alarm Signals</b></p>  <p>2023 = 128 2022 = 155</p>
<p><b>Road Traffic Collision (RTC) Incidents</b></p>  <p>2023 = 9 2022 = 5</p>	<p><b>Fatal RTC Casualties</b></p>  <p>2023 = 0 2022 = 0</p>	<p><b>Non-Fatal RTC Casualties</b></p>  <p>2023 = 2 2022 = 6</p>

## PERFORMANCE SUMMARY

Of the indicators, the following performance should be noted for the period April 1<sup>st</sup>, 2022 to March 31<sup>st</sup>, 2023 inclusive comparing data across the previous 3 years for the same period;

- **Accidental Dwelling Fires** - There were 25 during this reporting period which is a decrease of 9 compared to last year's figures which is below the 4-year average.
- **Accidental Dwelling Fire Fatal Casualty** - There was one fire fatality during this reporting period.
- **Accidental Dwelling Fires Non-Fatal Casualties** - There were no casualties during this reporting period which is a decrease of 4 compared to last year's figures which is below the 4-year average.
  - **Deliberate Primary Fires** - There were 26 during this reporting period. This is an increase of 3 compared to last year's figures and above the 4-year average.
  - **Deliberate Secondary Fires** – There were 232 during this reporting period. This is an increase of 18 compared to last year's figures and above the 4-year average.
  - **Non-Domestic Building Fires** - There were 17 during this reporting period. This is an increase of 6 compared to last year's figures and above the 4-year average.
  - **Unwanted Fire Alarm Signals (UFAS) caused by automatic fire alarms (AFAs) in non-domestic buildings** - There were 128 during this reporting period. This is a decrease of 27 compared to last year's figures and above the 4-year average.
  - **Road Traffic Collisions** There were 9 during this reporting period. This is an increase of 4 compared to last year's figures and below the 4-year average.
  - **Fatal RTC Casualties** – There were no fatalities during this reporting period. This is the same amount as last year's figures.
  - **Non-Fatal RTC Casualties** - There were 2 during this reporting period. This is a decrease of 4 compared to last year's figures which is below the 4-year average.

### 3. Domestic Fire Safety



**Graph 1 Accidental Dwelling Fires – April – March 2019 - 2023**

Ward	19-20	20-21	21-22	22-23
Buckhaven, Methil & Wemyss Villages	12	15	24	9
Leven, Kennoway & Largo	10	6	10	16
<b>Total</b>	<b>22</b>	<b>21</b>	<b>34</b>	<b>25</b>

**Table 1 Accidental Dwelling Fires April – March 2019 - 2023**

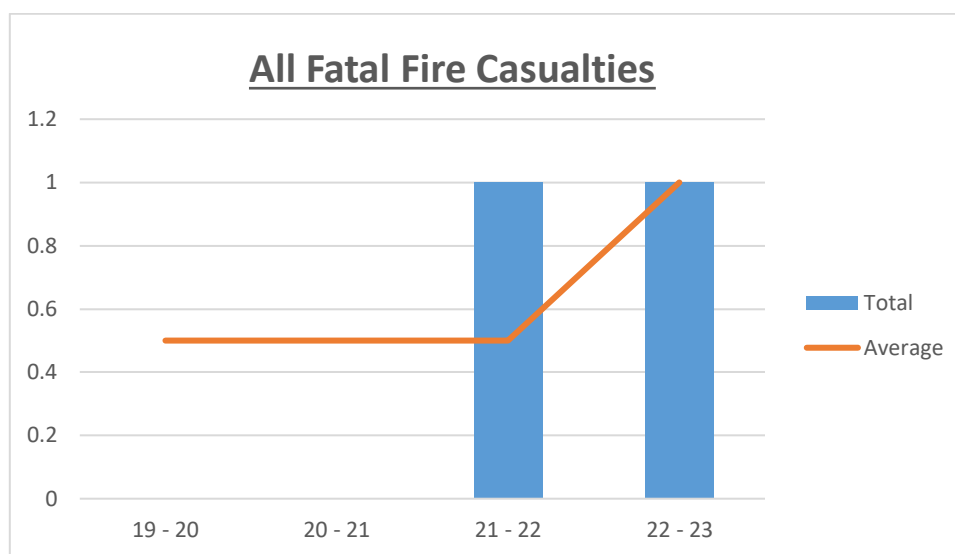
- 3.1 Accidental Dwelling Fires have decreased compared to the previous year figures.
- 3.2 We have seen an decrease in Accidental Dwelling Fires this reporting period down by 9 to 25, which is below the 4-year average.
- 3.3 15 of these recorded fires for this reporting period started within the kitchen area by cooking. 13 of these incidents were restricted to the item first ignited and 11 had either no or limited damage. 4 of these incidents were limited to the initial room of the fire’s origin.
- 3.4 It is pleasing to note that 18 out of these 25 addresses, a detection system was fitted and that on 16 occasions they operated and raised the alarm (on one occasion

insufficient products of combustion were present to activate the alarm and the fire was discovered and alarm raised by a person.)

3.5 8 of these incidents were resolved either without Scottish Fire and Rescue Service intervention, or by very limited action on arrival. 1 incident required the use of a main firefighting jet and 6 required the use of a hose reel jet.

3.6 The information above describes a trend of reduction in severity. This can be attributed to the high number of detection systems being tested and where necessary fitted by SFRS and partners, which give an early warning of fire.

### 3.7 Fire Fatalities – Accidental Dwelling Fires



**Graph 2 Accidental Dwelling Fire Fatal Casualties -- April – March 2019-2023**

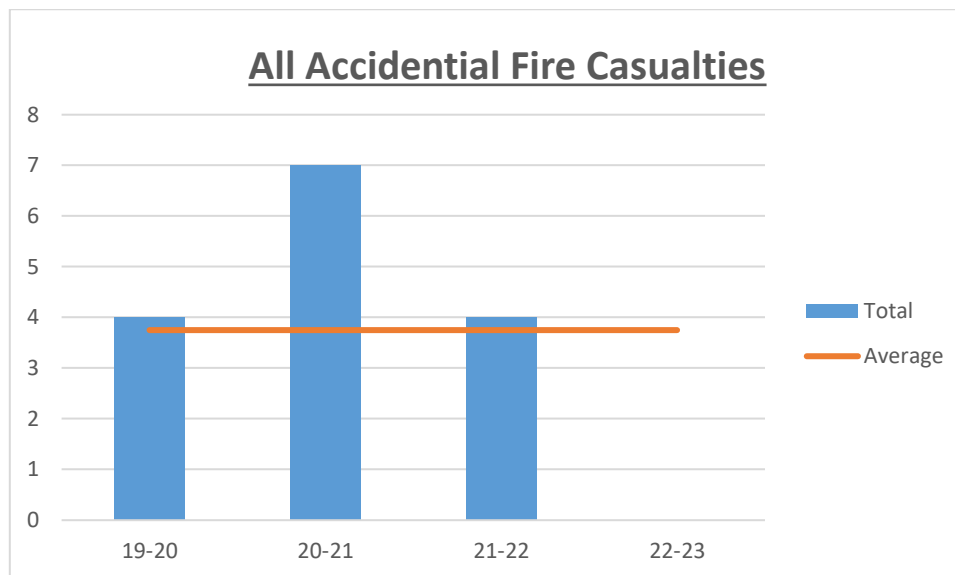
Ward	19 - 20	20 - 21	21 - 22	22 - 23
Buckhaven, Methil & Wemyss Villages	0	0	1	1
Leven, Kennoway & Largo	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>

**Table 2 Accidental Dwelling Fire Fatal Casualties, April – March 2019-2023**

3.8 Unfortunately, one fatality occurred within a property in the Levenmouth Area for the reporting period of 2022-2023.



### 3.9 Fire Casualties – Accidental Dwelling Fires (not including precautionary checks)



**Graph 3 Accidental Dwelling Fire Casualties April –March 2019-2023**

Ward	19-20	20-21	21-22	22-23
Buckhaven, Methil & Wemyss Villages	4	6	4	0
Leven, Kennoway & Largo	0	1	0	0
<b>Total</b>	<b>4</b>	<b>7</b>	<b>4</b>	<b>0</b>

**Table 3 Accidental Dwelling Fire Casualties April –March 2019-2023**

3.10 Fire casualties within dwellings have decreased by 4 this recording period compared to last year’s figures.

3.11 Unfortunately there was 1 fire fatality during this recording period. All other fire casualties did not require any first aid treatment either on scene or in a hospital setting.

### 3.12 Domestic Fire Reduction Strategy

Home Safety Visits (HFSVs) play a vital part in our strategy to reduce the number of Accidental Dwelling Fires. Station personnel recorded 327 completed visits in the reporting period across the Levenmouth area. These visits are used to deliver vital fire safety messages and install detection systems, as well as trip, slip and falls messages and safety equipment for our elderly and very young population.

This year's figure is lower than last year's 510 due to various factors. Main one being the 2021 – 2022 relaxation of Covid-19 National Government guidance as face to face HFSVs were re-introduced meant that we were able to clear a backlog in requests in the previous reporting year, with visits now being carried out in a more timeous manner.

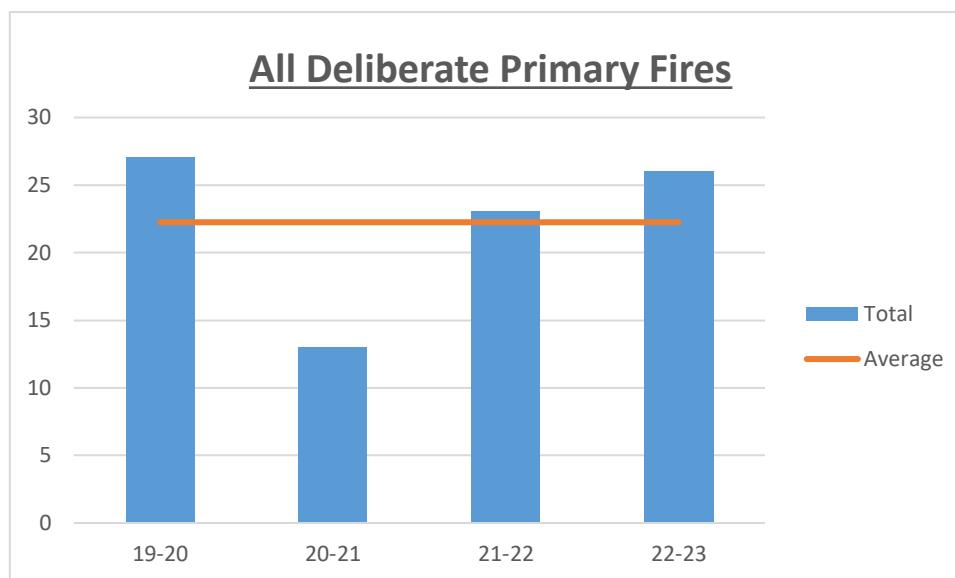
SFRS continue to adapt our HFSV approach. The focus continues to be those most at risk and those visit requests from partners and individuals which record the occupier at a high risk of fire, but have reintroduced in-person visits to all households within the Levenmouth area regardless of assessed risk. This approach ensures that all residents within the Levenmouth area have access to the advice and services that SFRS can provide while still allowing our teams to focus on those visits to high risk individuals within their home environment and work with them and partners to reduce the risk posed.

SFRS conduct Home Visits

- Householder request;
- Post Incident Response visits carried out after any incident at a house;
- No detection fitted within a house;
- Threat of Fire on the property;
- Partner Referrals.

## 4. Deliberate Fire Setting

### 4.1 Deliberate Primary Fires

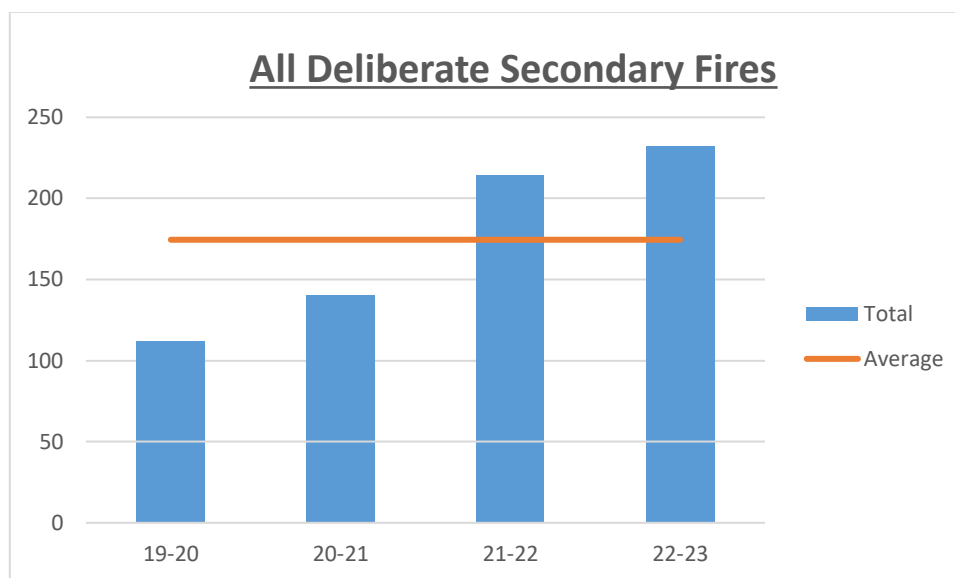


Graph 4 Deliberate Primary Fires April – March 2019-2023

Ward	19-20	20-21	21-22	22-23
Buckhaven, Methil & Wemyss Villages	14	9	15	15
Leven, Kennoway & Largo	13	4	8	11
<b>Total</b>	<b>27</b>	<b>13</b>	<b>23</b>	<b>26</b>

Table 4 Deliberate Primary Fires April – March 2019-2023

## 4.2 Deliberate Secondary Fires



**Graph 5 Deliberate Secondary Fires April – March 2019-2023**

Ward	19-20	20-21	21-22	22-23
Buckhaven, Methil & Wemyss Villages	70	89	134	145
Leven, Kennoway & Largo	42	51	80	87
<b>Total</b>	<b>112</b>	<b>140</b>	<b>214</b>	<b>232</b>

**Table 5 Deliberate Secondary Fires April – March 2019-2023**

- 4.3 Deliberate fires can be broken down into two categories, primary and secondary. Primary fires generally involve property and include buildings, sheds, caravans, motor vehicles and plant and machinery. Secondary fires are often minor and include the burning of rubbish, grass and derelict vehicles.

4.4 The graphs and tables above show that Primary fires have increased by 3 to 26 this reporting year which is above the 4-year average of just over 22 for comparison purposes. Secondary Deliberate fires have increased by 18 to 232 which is well above the 4-year average of 174.

#### **4.5 Deliberate Fire Reduction Strategy**

We continue to target education and prevention activities in high activity areas to deliver education regarding the dangers and consequences of deliberate fire setting.

We are working closely with our Police and Local Authority partners to ensure that those responsible are identified and dealt with robustly. We liaise with premises occupiers both domestic and retail to give advice on refuse storage and security, which can be a target of deliberate fire setters.

Comprehensive Deliberate Fire Reduction Plans have been implemented in Levenmouth and continue to be developed and reviewed with partner agencies to address and reduce operational demand and anti-social behaviour to build on the significant reductions experienced. Deliberate Fires are discussed and reviewed when required with partner agencies to address and reduce operational demand and anti-social behaviour.

We have continually dedicated significant resources and time to achieve the above actions whilst being supported by our local planning partners across Fife Council and Police Scotland, both on an ad-hoc basis and through the Improving Levenmouth Together group.

We have fully restarted engagement in local primary and secondary schools, driving home key messages relating to Anti-Social Behaviour-related firesetting and crews are attending local youth groups to reach out to those that might be missed in the school setting.

Fire Skills groups have also restarted, where targeted young people are given the chance to engage and learn new skills with our Community Safety Engagement team and local partners.

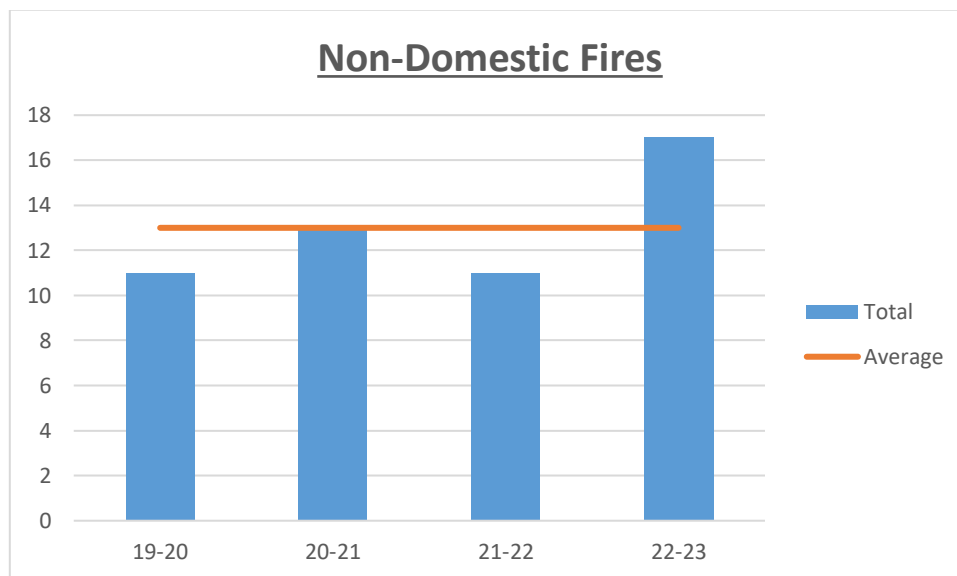


The Methil Youth Volunteer Scheme continues to provide an opportunity for young people in the Levenmouth Academy catchment area.

The group is very much part of the SFRS family, with them learning invaluable skills, making a real difference in the local area and acting as ambassadors within local projects including the Youth Task Force, enabling those with the greatest stake to have a forum to make their voices heard and help improve the neighbourhoods they live in.

## 5. Built Environment

### 5.1 Built Environment – Non- Domestic Fires



**Graph 6 Built Environment Non-Domestic Fires April –March 2019-2023**

Ward	19-20	20-21	21-22	22-23
Buckhaven, Methil & Wemyss Villages	5	6	7	5
Leven, Kennoway & Largo	6	7	4	12
<b>Total</b>	<b>11</b>	<b>13</b>	<b>11</b>	<b>17</b>

**Table 6 Built Environment Non - Domestic Fires April –March 2019-2023**

5.2 The table above shows that Non-Domestic Fires have shown an increase of 6 over this recording period, all of which were accidental.

Property Types ( Fires )	Non- Domestic
Non- Residential, Private Garden Shed	3
Industrial Processing, Distillery plant (including alcohol)	3
Retail, Single shop	2
Education, Infant / primary school	2
Other Residential, Hotel / motel	2
Retail, DIY Warehouse	1
Retail, Hairdresser	1
Offices & call centres, Temporary office (e.g. portacabin)	1
Non Residential, Private garage	1
Non Residential, Other buildings / use not known	1

5.3 There were no casualties or fatalities resulting from incidents within Built Environment Non- Domestic Fires during this recording period.

#### 5.4 Built Environment Fire Reduction Strategy

We continue to deliver a programme of fire safety audits in relevant premises - as detailed within section 78 of the Fire (Scotland) Act 2005 - identified as high risk on an

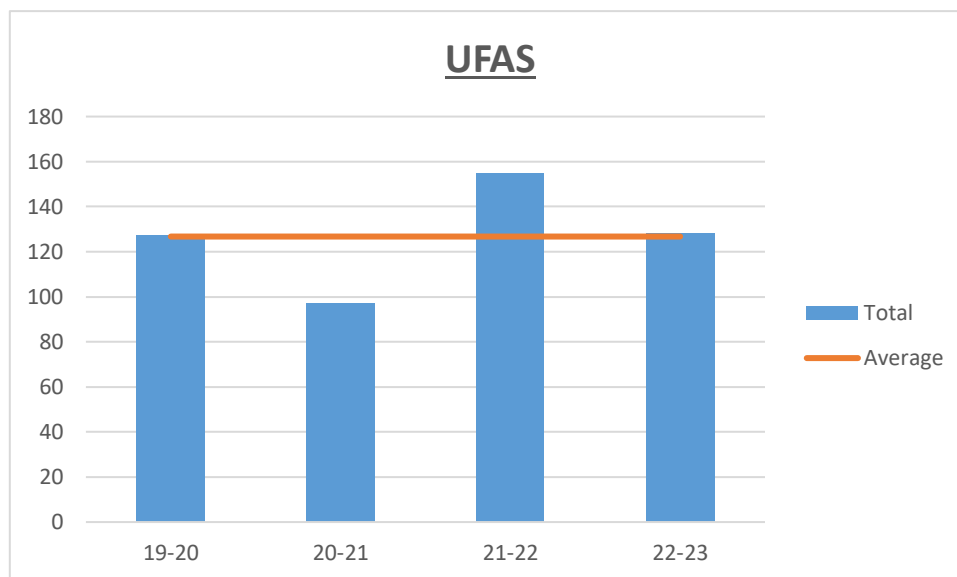
ongoing basis. We also complete thematic audit programmes where patterns emerge of incidents in a risk group.

As well as the audit programmes described above, we also deliver 'post fire audits' which take place as soon as possible after a fire has occurred in premises. The purpose of these audits is to deliver further fire safety advice to the premises occupier, and to identify any issues which could be used to inform other similar premises types in order to prevent further incidents of a similar nature.

## 6. Unwanted Fire Alarm Signals

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6.1 An Unwanted Fire Alarm Signal (UFAS) can be defined as 'any alarm activation which is not the result of a fire or a test'. UFAS incidents have fluctuated over the four-year period. The table and graph below details the incident numbers over four years.



**Graph 7 Unwanted Fire Alarm Signals April – March 2019-2023**



Ward	19-20	20-21	21-22	22-23
Buckhaven, Methil & Wemyss Villages	31	31	46	55
Leven, Kennoway & Largo	96	66	109	73
<b>Total</b>	<b>127</b>	<b>97</b>	<b>155</b>	<b>128</b>

**Table 7 Unwanted Fire Alarm Signals April – March 2019-2023**

6.2 This period has seen a decrease of 27 calls from the previous recording year. Various reasons for UFAS include many people going back into relevant premises after government relaxing guidance, and an increase Fire Detection Systems being fitted within school premises and NHS buildings along with problematic systems within known premises. There are 56 property types recorded, however I have put the top 20 property types encountered for this reporting period and our focus for further reductions in 2023 /24.

Property Types	UFAS
Education, Infant/primary school	17
Residential Home, Nursing/Care	15
Hospitals and medical care, Hospital	11
Industrial Manufacturing, Mill	10
Other Residential, Sheltered Housing - not self contained	9
Education, Secondary school	6
Residential Home, Retirement/Elderly	6
Entertainment and culture, Community centre/Village or Parish Hall	4
Retail, Bakery	4
Industrial Manufacturing, Food and drink processing	4
Hospitals and medical care, Medical/health centre	4
Food and Drink, Pub/wine bar/bar	3
Industrial Processing, Distillery plant (including alcohol)	3
Hospitals and medical care, Doctors surgery	3
Industrial Processing, Chemicals	3
Other Residential, Hotel/motel	3
Sporting venues, Leisure Centre	2
Sporting venues, Swimming Pool	2
Sporting venues, Golf Clubhouse	2
Education, Pre School/nursery	2

### 6.3 Reduction in Unwanted Fire Alarm Signals Strategy

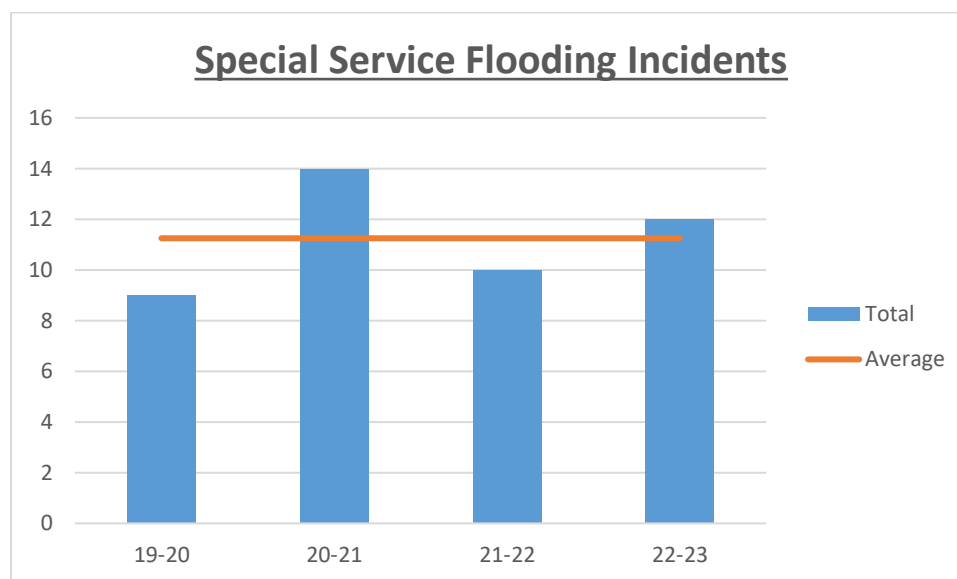
Unwanted Fire Alarm Signals (UFAS) Reduction Strategies continue to be managed and monitored by a 'UFAS Champion' who contacts premises occupiers after each UFAS incident, to discuss the activation, as well as strategies to reduce or eliminate. The UFAS Champion will continue to engage robustly with duty holders and occupiers to drive these types of incident down. A new SFRS UFAS policy will go live within the year.

## 7. Transport and Environment

7.1 These will be monitored alongside Police Scotland RTC Incidents information

### 7.2 Water Related Incidents

Water related incidents have increased by 2 during this recording period to 12. 8 involved SFRS making the incident safe, 2 involved SFRS pumping out water and 1 involved us giving advice only.



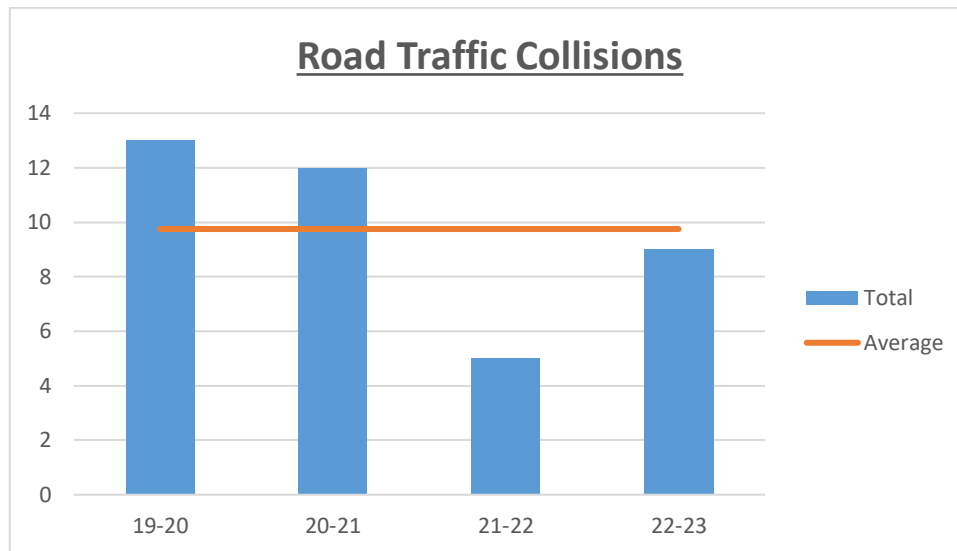
**Graph 8 Special Service, Water Related Incidents April – March 2019-2023**

Ward	19-20	20-21	21-22	22-23
Buckhaven, Methil & Wemyss Villages	5	9	6	8
Leven, Kennoway & Largo	4	5	4	4
<b>Total</b>	<b>9</b>	<b>14</b>	<b>10</b>	<b>12</b>

**Table 8 Special Service, Water Related Incidents April – March 2019-2023**

### 7.3 Road Traffic Collisions

As SFRS generally only attend RTC's of a serious nature, where persons are trapped, the figures below do not capture every RTC which occurs within Fife.



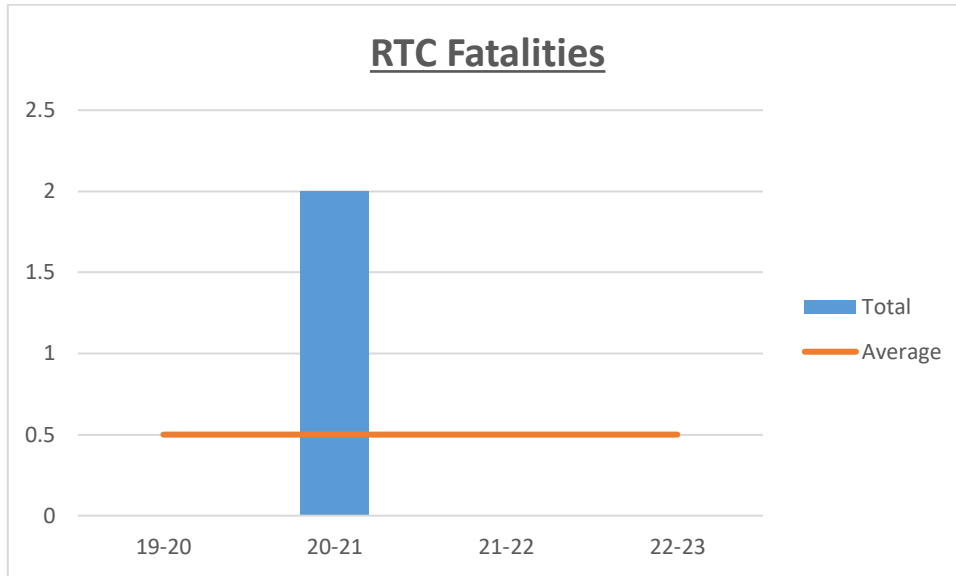
**Table 9 Road Traffic Collisions April – March 2019-2023**

Ward	19-20	20-21	21-22	22-23
Buckhaven, Methil & Wemyss Villages	6	8	3	6
Leven, Kennoway & Largo	7	4	2	3
<b>Total</b>	<b>13</b>	<b>12</b>	<b>5</b>	<b>9</b>

**Table 9 Road Traffic Collisions April – March 2019 - 2023**

7.4 SFRS have responded to 9 RTCs during this reporting period. This is an increase of 4 compared to last year's figures. Scrutiny of these RTCs locations has shown no hotspot areas have been identified.

## 7.5 RTC Fatal Casualties



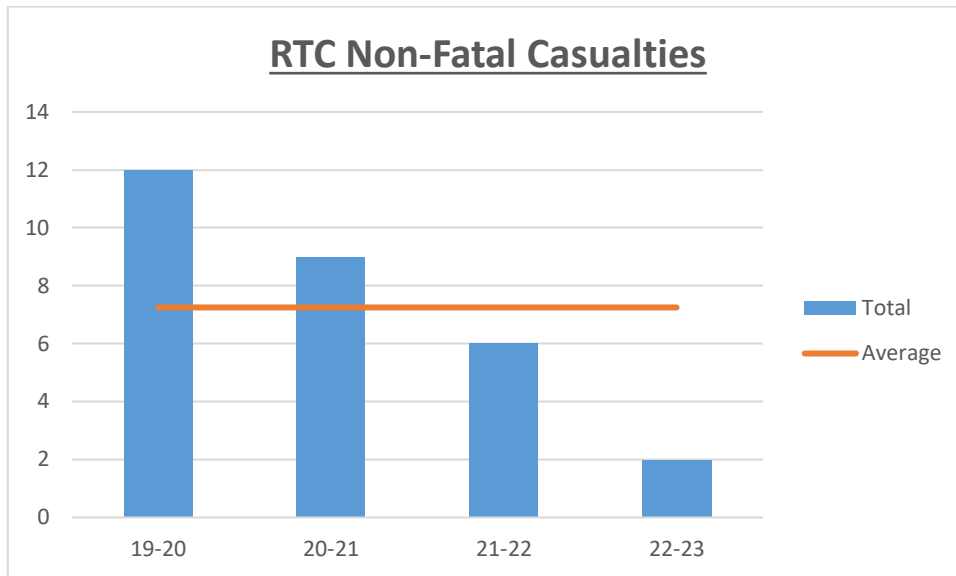
**Graph 10 Road Traffic Collision Fatal Casualties April – March 2019-2023**

Ward	19-20	20-21	21-22	22-23
Buckhaven, Methil & Wemyss Villages	0	0	0	0
Leven, Kennoway & Largo	0	2	0	0
<b>Total</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>

**Table 10 Road Traffic Collision Fatal April – March 2019-2023**

**7.6 RTC Fatalities** – There have been no RTC fatalities during this recording period. This is the same as the previous year.

## 7.7 RTC Casualties



**Graph 11 Road Traffic Collision Casualties April – March 2019-2023**

Ward	19-20	20-21	21-22	22-23
Buckhaven, Methil & Wemyss Villages	4	6	5	1
Leven, Kennoway & Largo	8	3	1	1
<b>Total</b>	<b>12</b>	<b>9</b>	<b>6</b>	<b>2</b>

**Table 11 Road Traffic Collision Casualties April – March 2019-2023**

## 7.8 RTC Casualties

There has been a decrease to 2 casualties compared to last year's figure of 6 during this recording period.

## 7.9 RTC Injury Extent

The table below shows that no casualties were deemed to have suffered a serious injury. 2 casualties appeared to sustain slight injuries.

- 8 RTC incidents which involved cars;
- No RTC incidents involved multiple vehicles;
- 2 drivers were involved;
- 2 required to be released from vehicles by SFRS.

RTC Extent of Harm	
Injury - Victim went to hospital, injuries appear to be Serious	0 - Same as last year
Injury - Victim went to hospital, injuries appear to be Slight	2 – 1 less than last year
Injury – Precautionary check recommended	0 - Same as last year

## 7.10 Transport and Environment Related Incident Reduction Strategy

SFRS contribute as part of the Road Casualty Reduction Group (RCRG), which is a part of the current Fife Community Safety Strategy.

SFRS are key partners in delivering the Biker Down, Safe Drive Stay Alive and Drive Wise Road Safety initiatives

## 8. Conclusions

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Unfortunately, there has been a rise in 4 of our KPIs recording figures, they are close to, or below the 4-year average figure for comparison. Increases in deliberate primary and secondary fires, non-domestic building fires, RTC incidents, UFAS and unfortunately a fire fatality.

There has been a decrease in 4 of our KPIs, accidental dwelling fires, accidental dwelling fire casualties, RTC casualties and UFAS. 3 KPIs have stayed static at zero.

All reductions are because of SFRS and partners continued efforts to improve the safety of all who live work and visit Fife. We will continue to focus on these areas to continue these welcoming trends. We will concentrate our focus on the areas of emerging increase identified in this annual report and strive to seek reductions and improve local outcomes.

SFRS will continue to manage and improve demand reduction strategies linking in with key partner agencies to ensure a thriving and sustainable country for generations to come to create a safer place to live, work and visit.

## Background Papers

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SFRS Local Fire and Rescue Plan for Fife Local Authority Area. Link - <https://www.firescotland.gov.uk/your-area/east/east-local-plans.aspx>

Report Contact

Niall Miller

Station Commander

Levenmouth Service Delivery Commander

Scottish Fire and Rescue Service

Email – [niall.miller@firescotland.gov.uk](mailto:niall.miller@firescotland.gov.uk)

31<sup>st</sup> May 2023

Agenda Item No. 7

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## Safer Communities Team Update Report

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**Report by:** John Mills, Head of Housing Services

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**Wards Affected:** Levenmouth area (Wards 21 and 22)

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### Purpose

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The purpose of this report is to provide elected members with an update on the operational activity of the Safer Communities Team within the Levenmouth committee area during the 12 month period 1st April 2022 to 31st March 2023.

### Recommendation(s)

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The Committee is asked to note and comment on the activity to date.

### Resource Implications

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None.

### Legal & Risk Implications

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None.

### Impact Assessment

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An Equality Impact Assessment (EqIA) is not required as this report presents an update on the activity of the Safer Communities Team. No policy or funding changes are being proposed that are likely to have an impact on equality groups.

### Consultation

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Consultation has taken place with community safety partner agencies.



## 1.0 Background

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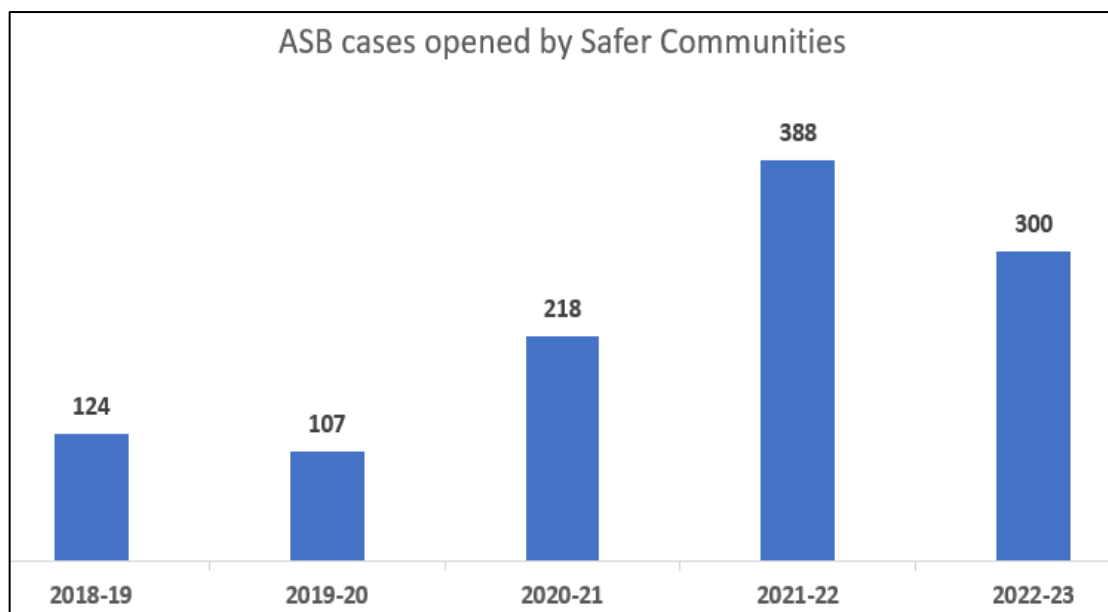
- 1.1. The purpose of this report is to update elected members on the activity of the Safer Communities Team (SCT) within this committee area during the financial year 2022-23.
- 1.2. This report sits alongside individual updates from Police Scotland and Scottish Fire and Rescue Service (SFRS). It should be noted that the three core agencies (Police Scotland, SFRS and Fife Council's SCT) may comment on work carried out *in partnership* with each other and other agencies but cannot comment specifically on work carried out independently by other services.
- 1.3. Some information may be included on Fife-wide activity to raise awareness of the range of activities which may be of interest to members and their constituents.
- 1.4. Each activity is categorised as either People or Place focussed.

## 2.0 People Focussed Activity

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- 2.1. Our Fife Cares service received 85 referrals in relation to **home safety advice** during 2022-23, a decrease on the number received in the previous year (130 referrals). All clients were contacted and offered either a visit or a telephone contact.
- 2.2. The majority of referrals (99%) related to requests for tailored home safety advice specifically for families with children under five years of age.
- 2.3. In the last financial year, the majority of home safety referrals for child safety were received from Health Visitors (60%), whilst the remainder come from a variety of other sources such as Community and Family Nurses, Social Work, Housing Officers, and family support services such as Fife Gingerbread and Homestart.
- 2.4. Over the same period, referrals for home safety in relation to vulnerable adults were predominantly received from Social Work Services and Housing Services (53%), but also come from Community Nurses, Fife LGBT, Frontline Fife, Housing Associations and Safer Communities Officers.
- 2.5. During 2022-23, officers from the Safer Communities Team attended quarterly meetings of the Accident Prevention and Safety Awareness Cross Party Working Group chaired by Claire Adamson MSP and held at the Scottish Parliament. At the March 2023 meeting, as part of the 10<sup>th</sup> anniversary celebrations of the group, officers were invited to present a "good news" input on the Fife Cares service. This included information on how the service keeps abreast of changes, emerging trends and risks, and how it evolves in response. This input was extremely well received and led to further discussion between those in attendance. Appendix 1 contains details of the input delivered.
- 2.6. Referrals to the Fife Cares service regarding **home security advice** under the Safe, Secure and Supported at Home initiative increased/decreased during 2022-23 compared to the previous year (78 and 96 respectively).

- 2.7. Safe Secure and Supported at Home referrals are mainly received from Police Scotland (54%), but also from other sources such as Fife Women’s Aid, Housing Officers, Health Visitors and Social Work.
- 2.8. During 2022-23, Fife Cares staff were asked to provide 24 separate inputs to groups or community events across Fife, and at one national event, on the subject of Home Safety and Security. Two of these events took place in the Levenmouth committee area.
- 2.9. **Fife Community Safety Support Service (FCSSS)** is funded by the Safer Communities Team to provide support and/or mediation to those experiencing, or involved in, antisocial behaviour in a private space setting. The service received 33 referrals, a decrease on the previous year (40).
- 2.10. Of the referrals received by FCSSS, 14 resulted in the provision of emotional or practical support whilst the remaining 19 involved some form of mediation between the parties involved.
- 2.11. Appendix 2 provides examples of feedback received by FCSSS plus some additional information on the service.
- 2.12. As of 17<sup>th</sup> January 2022, the Safer Communities Team became the single point of contact in the Council for all cases of private space **antisocial behaviour (ASB)**. This, coupled with the increase of private space ASB during the pandemic, has led to a significant increase in cases dealt with by the team, as demonstrated by the following graph:

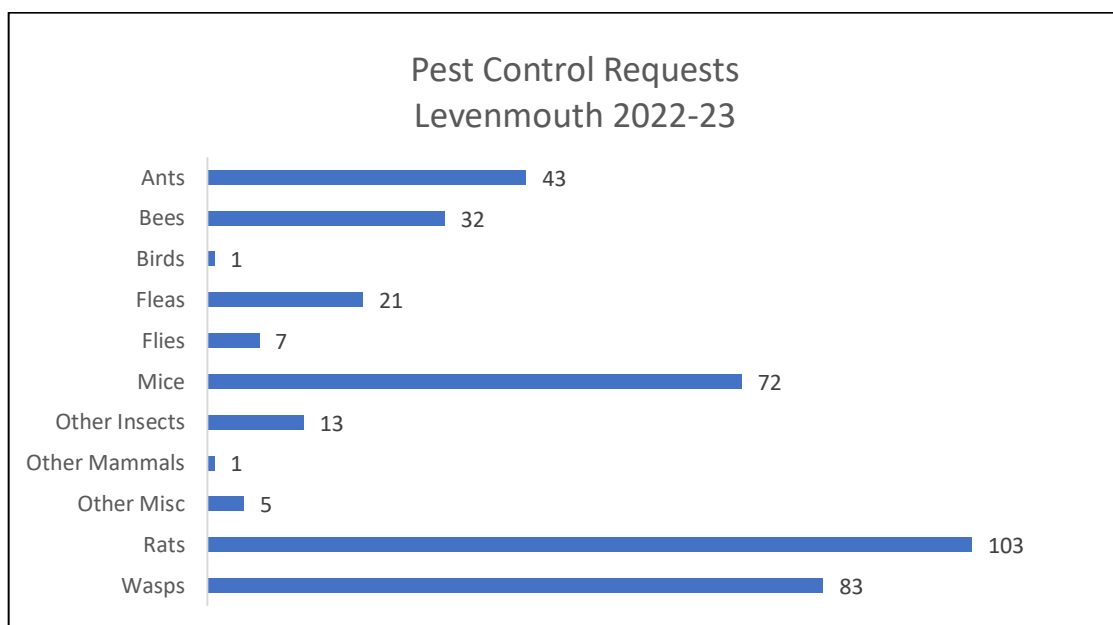


- 2.13. During 2022-23, the Safer Communities Team investigated 300 antisocial behaviour cases in the Levenmouth area, compared to 388 in the previous year.
- 2.14. Of the cases closed in 2022-23, 94% were resolved within locally agreed timescales. Please see table 1 below for timescales involved and appendix 3 for the Scottish Housing Regulator’s definition of resolved cases.

Table1: Locally Agreed Timescales for Antisocial Behaviour Cases

Category	Target timescale: Initial contact - complainer	Target timescale: Resolution
Extreme	1 working day	12 months
Serious	3 working days	6 months
General	5 working days	2 months

2.15. Our **Pest Control** officers responded to 381 requests for service during 2022-23, compared to 490 in the previous year. The number and type of pests dealt with are depicted in the following chart:



2.16. Twenty two reports about **stray dogs** were received by the Safer Communities Dog Wardens, a slight increase from the previous year (20). Nineteen of the dogs were microchipped, but only one reflected the correct details of their owner. Seventeen dogs were subsequently claimed/returned to their owner and the remaining five were passed to an animal charity for assessment prior to being rehomed. Officers continue to raise awareness of the importance of microchipping and the legislation in force.

2.17. In 2022-23, Safer Communities Project Officers resumed their **Dog Watch** initiative, a project aimed at commercial dog walkers across Fife, which began in 2019 but had to take a break during the pandemic. This project aims to encourage commercial dog walkers who use Fife's parks and greenspaces to sign up to a voluntary scheme and register their details with the Council. By complying with the criteria within the scheme, commercial dog walkers can:

- reduce their impact on local parks and other users
- set a good example to other dog walkers

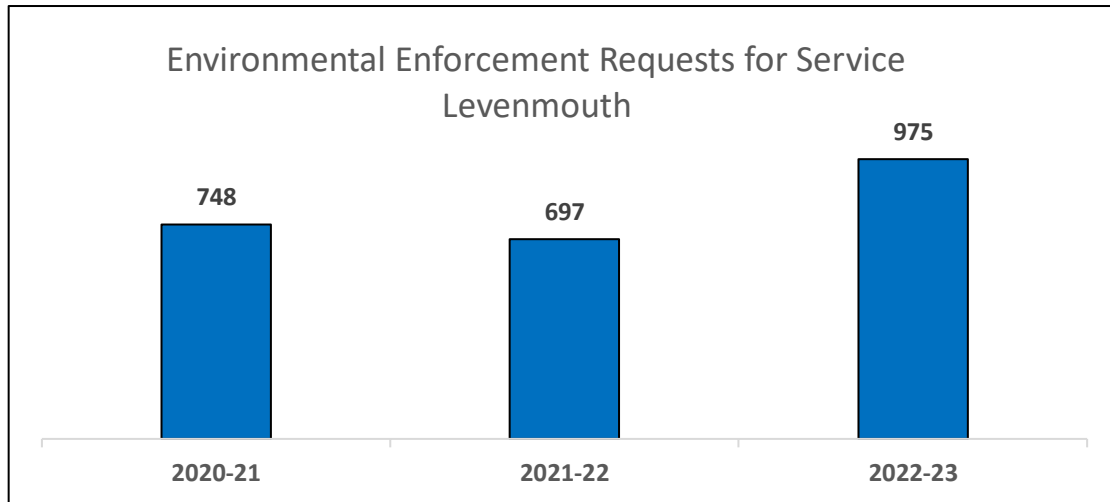
- deliver a safe and quality service for their customers
- 2.18. The wider public benefit from Dog Watch by knowing that those dog walkers who have signed up to the scheme have been individually inspected - including their vehicles - to ensure they are safe for transporting dogs. In 2022-23, a total of 17 dog walkers have joined, one of whom is from the Levenmouth area.
  - 2.19. Reports of attacks by dogs during lambing season are unfortunately becoming more common. In partnership with Police Scotland, Safer Communities Team set up a pilot event at Falkland Estate on Friday 10<sup>th</sup> March to engage with members of the public and to provide awareness of the importance of keeping their dogs on the lead and under control, particularly during lambing season. This event also provided us with the opportunity to speak to the public about dog fouling and other wildlife issues.
  - 2.20. Due to the success of this event and further reports about attacks, we hosted a similar event in Blairadam Forest on 12<sup>th</sup> April 2023. Whilst this event occurs within the current financial year, we felt it important to share this information now rather than wait to report it next year. The Blairadam Forest event included more partners to support the day, including Fife Coast and Countryside Trust, Forestry Commission, National Sheep Association, SSPCA (Scottish Society Prevention of Cruelty to Animals), PARC (Partnership against Rural Crime), Police Scotland. The event received national attention and was covered by STV, raising awareness at a crucial time in the lambing season and hopefully preventing further attacks across the country, not only in Fife. The plan is to make these annual events which we will host at various locations around Fife.
  - 2.21. The Fife Community Safety Partnership has recently reinvigorated the Road Casualty Reduction Group, in which officers from Safer Communities Team are involved. Our Project Officers provided a number of **Road Safety** initiatives which covered the whole life spectrum from birth onwards (see appendix 4 for road safety activities focussed on each life stage).
  - 2.22. Whilst some events were delivered to a Fife-wide audience, the following were delivered in the Levenmouth area:
    - Don't Park It Here campaign
    - Junior Road Safety Officers (5 schools – 33 pupils)
    - Safe Drive Stay Alive (1 school – 145 pupils)
  - 2.23. Appendix 5 provides additional information about the range of road safety initiatives involving the Safer Communities Team in 2022-23.
  - 2.24. Officers from the Safer Communities Team support the Fife Water Safety Group, which is a working group set up under the Fife Community Safety Partnership's Reducing Harm priority). During 2022-23, our officers attended the Train the Trainer for **Waterside Responders Course**, and they are working with RNLI to set up a course in 2023-24 for local businesses. The aim is to have local responders on hand in areas where water safety issues may occur.
  - 2.25. Our officers also identified the gap for an emergency first aid and water safety course for **Wild and Open Water Swimmers**. SCT officers will work with RNLI to create a suitable course to offer to these groups during 2023-24.

- 2.26. Our **Youth Justice Officers** received 35 referrals about young people in the Levenmouth area from the Youth Offender Management Group (YOMG) during 2022-23, an increase on the previous year (15). This is due to the increased capacity of Safer Communities Team Youth Justice Officers following successful recruitment during 2022-23.
- 2.27. In previous years, we have been able to provide statistical evidence that our work with young people creates positive outcomes. Unfortunately, the information we use to demonstrate the success of our activity is held by Police Scotland and is currently unavailable due to a change of systems. We hope to be able to access this valuable information at a later date. In the meantime, our Youth Justice Officers are working on methods of obtaining feedback from young people and the different people involved in their lives to provide a qualitative evaluation of the work they carry out.
- 2.28. In addition to the referral work, Youth Justice Officers (YJO) also delivered Levenmouth area specific inputs to Schools. In June, our Youth Justice Officer supported the school in delivering the Mentors in Violence Prevention (MVP) to S6 pupils. This is a peer education program that provides young people with the language and framework to challenge the attitudes, beliefs and cultural norms that underpin gender-based violence, bullying and other forms of abuse, while building resilience and promoting positive mental health. This enabled the S6 pupils to share their knowledge with the S1 as well as being identified as supportive peers within the school. In January, the YJO delivered anti-social behaviour inputs to Methilhill Primary School. This was focused on the P7's with the view of earlier intervention and prevention however this was also extended to P5 & P6 pupils. The input was well received and resulted an enhanced relationship with the school, which has resulted in a positive change in behaviour by some pupils which saw a station visit arranged to Levenmouth Fire Station as a behavioural reward.
- 2.29. In March, the YJOs delivered a Fireskills course within the Levenmouth area. This course is aimed at young people that have come into contact with the youth justice system or are on the periphery of offending behaviour. The purpose is to enhance core skills, such as citizenship, awareness of health and safety, confidence and communication, problem solving, self-discipline, team working and an understanding of the role the Fire Service and other agencies play in the community. The young people spent a week working with the Fire Service, YJOs, Police and other partners. At the end of the week they delivered an outstanding presentation to family, friends and the partners showcasing the skills learned.
- 2.30. Appendix 6 provides more information about our youth justice activities during 2022-23.

### 3.0 Place Focussed Activity

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- 3.1 In terms of **environmental enforcement** issues, 975 requests for service were received for the Levenmouth area during 2022-23. The following graph shows comparative figures for the past three years:



- 3.2 Appendix 7 provides data showing the number of reports per type of Environmental Enforcement over the past three years.
- 3.3 Our Safer Communities Officers (SCOs) carried out 2793 patrols in this area over the reporting period, an increase on the previous year (2017 patrols). The patrols have covered a variety of community issues, including public space antisocial behaviour, dog fouling, youth issues, fire raising, noise, vandalism, motorbike vehicle misuse, littering, fly tipping, fly tipping, drugs misuse and partnership working. Support referrals, intelligence and requests have come from a number of sources including but not limited to public reporting, police colleagues, fire colleagues elected members, Housing, social work, education and partnership meetings.
- 3.4 Our Safer Communities Officers (SCOs) were highly involved in both fires that have occurred within the Levenmouth High Street area. Officers provided reassurance to the public, helped support local business owners as well as patrolled the area throughout the day and night to provide high visibility in conjunction with partners also supporting the terrible events. SCO's linked in with the public meetings that were also held.
- 3.5 The Safer Communities Team link in with other partners on a monthly basis at our private and public space hub meetings. The public space meeting has representatives including Police, Fire, Cluedup, Includem, Community Learning and Development and Education. At this meeting all partners share intelligence and discuss any issues that may be arising and arrange a joint plan of action if necessary. This meeting and any outcomes then feed into the Improving Levenmouth Together meeting held monthly. The private space meeting involves Housing, Police and Safer Communities and we discuss all private space ASB issues to ensure an effective partnership approach.
- 3.6 Joint patrols with partners are held regularly to assist in any ongoing issues in the Levenmouth Area. Safer Communities Officers have helped our fire

colleagues due to increased ASB that they have been receiving when attending calls to areas that are on the teams radar. SCOs have also assisted with patrolling the Friday Night Football held at Levenmouth Academy due to an increase in ASB.

- 3.7 Team members have attended numerous tenants and residents meeting within the area. We also actively support the work of the Community Trade Hub and work alongside them to provide equipment and support for community litter picks.

## 4.0 Campaigns and events

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- 4.1. Team members are normally involved in a variety of **events** throughout each year. Due to the ongoing impact of the pandemic during 2022-23 we continued to utilise our **social media** platforms to convey the community safety message to the residents of Fife. We provided information, advice, and assistance on a number of different campaigns. We attracted over 8,500 followers on Facebook during 2022-23 and, overall, we reached an audience of over 685,000 people across Fife. See appendix 8 for further information.
- 4.2. In order to keep up to date with forthcoming events and activities co-ordinated by the Safer Communities Team or shared by the Team on behalf of partner agencies, members are invited to 'like' our Facebook page **Safer Communities Fife** or follow us on Twitter **@safeinfife**.
- 4.3. A Just Bin It Twilight campaign was carried out in the Levenmouth area in February. This involved extensive patrolling to educate and raise awareness about dog fouling and littering in a number of areas within Levenmouth. Increased signage regarding dog fouling and littering was erected to help educate members of the public and deter behaviour. During the patrols officers spoke with a number of members of the public and dog walkers and provided advice and education. During the campaign period, one fixed penalty notice for dog fouling was issued.
- 4.4. In addition to Just Bin It, specific patrols were carried out within the Buckhaven area due to increased reporting of dog fouling within the streets surrounding the primary school. Officers are now working with the school and are currently running a dog fouling poster competition. Once this has been completed, a Just Bin It campaign will be carried out within this area using the posters that the children from the school have produced.

## 5.0 Conclusion

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- 4.5. This report provides members with information on the wide range of safer communities' activity being undertaken in this committee area, in line with local priorities and emerging issues, and in partnership with other community safety organisations.

### List of Appendices:

Appendix 1 - Fife Cares input to Cross Party Working Group

Appendix 2 - FCSSS – further information on Fifewide services (2022-23)  
Appendix 3 - Scottish Housing Regulator Guidance – ASB (March 2023)  
Appendix 4 - Road Safety timeline  
Appendix 5 - Road Safety initiatives  
Appendix 6 - Youth Justice activity  
Appendix 7 - Environmental Enforcement – three year trend data by type  
Appendix 8 - Safer Communities Team Facebook page information

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**Fife Cares Input to Cross Party Working Group March 2023**

Good news story of the Fife Cares Service where we provide free child safety visits and free home safety visits for vulnerable adults.

- This service is of the utmost importance to the people who are receive it and are working in it
- It is vital to maintain the service to help reduce unintentional harm and make a difference to those we can reach
- We continue to face huge challenges of reducing budgets and the increasing costs of everything, from staff costs to fuel and equipment
- We are continually examining our methods of working and the menu of equipment we provide as well as advice we give
  - We must examine our equipment against costs to see if there is an alternative way to deliver the safety involved
  - An example of this is to deliver safety gates along with appropriate advice instead of fitting stair gates
  - We are providing more advice both verbal and written in form of booklets and have produced our own library of booklets with advice, as well as utilising resources from other partners
  - We are also involved in making our delivery more efficient and effective such as delivering advice through discussion with groups such as nursery mums and elderly forums etc.
- In our partnership with RoSPA we look at what they are doing and have done and learn from their experience and knowledge. We also share what we are doing with them.
- Through partnership working we take on board issues raised here at CPG such as the danger of button batteries, and work with partners such as CAPT to promote safer use of such batteries
- We promote these messages through events and social media as well as at each visit we carry out. Now we are finding that more parents of young children at visits are aware of these dangers. We do however continue to spread the messages.

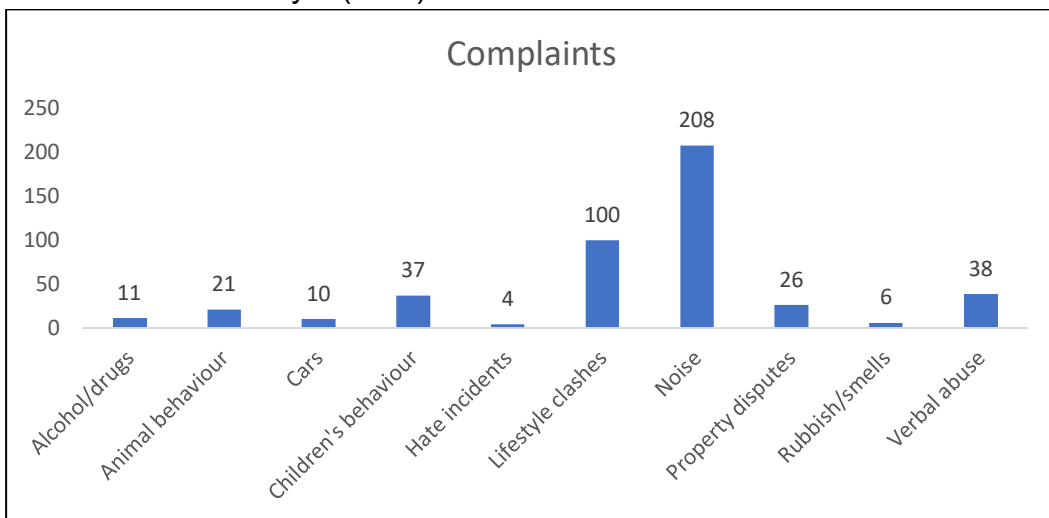
- Evaluation of what we are doing is essential to our continued improvement–
  - We use mobile working and utilise computer tablets to record our visits and now have evaluation questions on our work tablets for each visit
  - We have just completed a pilot with a Child Nursery Focus Group examining what we do regarding child safety visits to find out what the parents think and what matters to them
  - We listen to clients at our visits and collate information about what they need and what is important to them – recently we have had several issues raised around child car seats and we are also trained by RoSPA to check these and to provide appropriate advice.
- It is essential to attend important forums such as CPG to listen to and communicate with partners even when, on face of it, the subject does not seem connected. An example of this was Health and Safety in Waste Mgt. – Lithium-Ion battery risks – home fire risks

Good News in Summary:

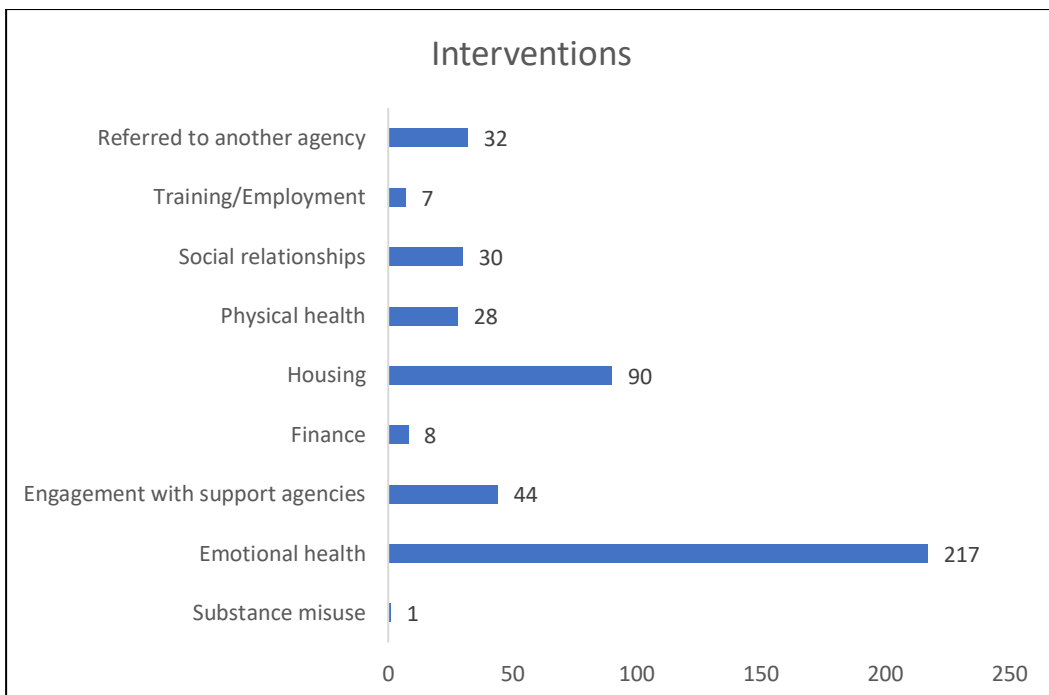
- We continue to work together to prevent unintentional harm
- Our service has evolved using partners and forums like CPG
- We will continue to evaluate our service and to adapt it according to the needs of our clients, whilst taking cognisance of other pressures and influences.

**FCSSS - Further information of Fifewide services (2022-23)**

- All referrals were responded to within 2 working days
- The majority of referrals were received from the Safer Communities Team (79%)
- Complaints about noise were most common (45%), followed by issues to do with clashes of lifestyle (22%)

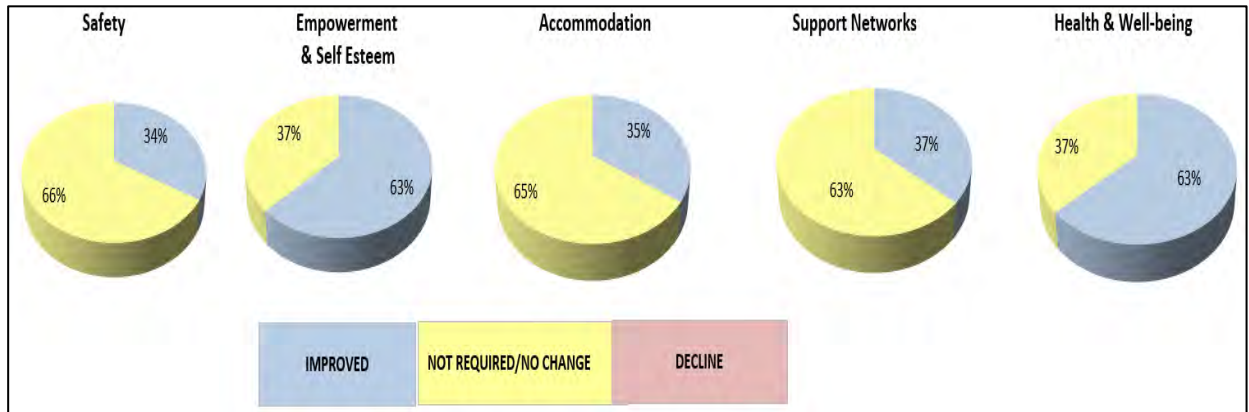


- A total of 544 households were involved with FCSSS during 2022-23
- Interventions delivered were as follows:



- Outcomes in relation to support cases are measured using the Empowerment Star assessment tool, where clients feedback on how their involvement with

FCSSS has affected five different areas of their lives. The following diagram shows that improvements were made in all areas, but specifically Empowerment and Self Esteem and Health and Wellbeing:



### Examples of customer feedback:

#### Do you think there have been positive changes to your life since taking part in the Service?

*"Having someone to talk to other than my family has really helped, I am continuing to feel more confident and positive now and using breathing techniques suggested to me"*

*"Having someone to talk to about my fears and anxiety have helped, I have found strength to contact the police when needed, I have been referred to the wardens and feel safer"*

#### What did FCSSS do well?

*"Helped put me in the right direction"*

*"Provided a safe space to talk"*

*"Referred me onto the wardens and liaised with Fife Council"*

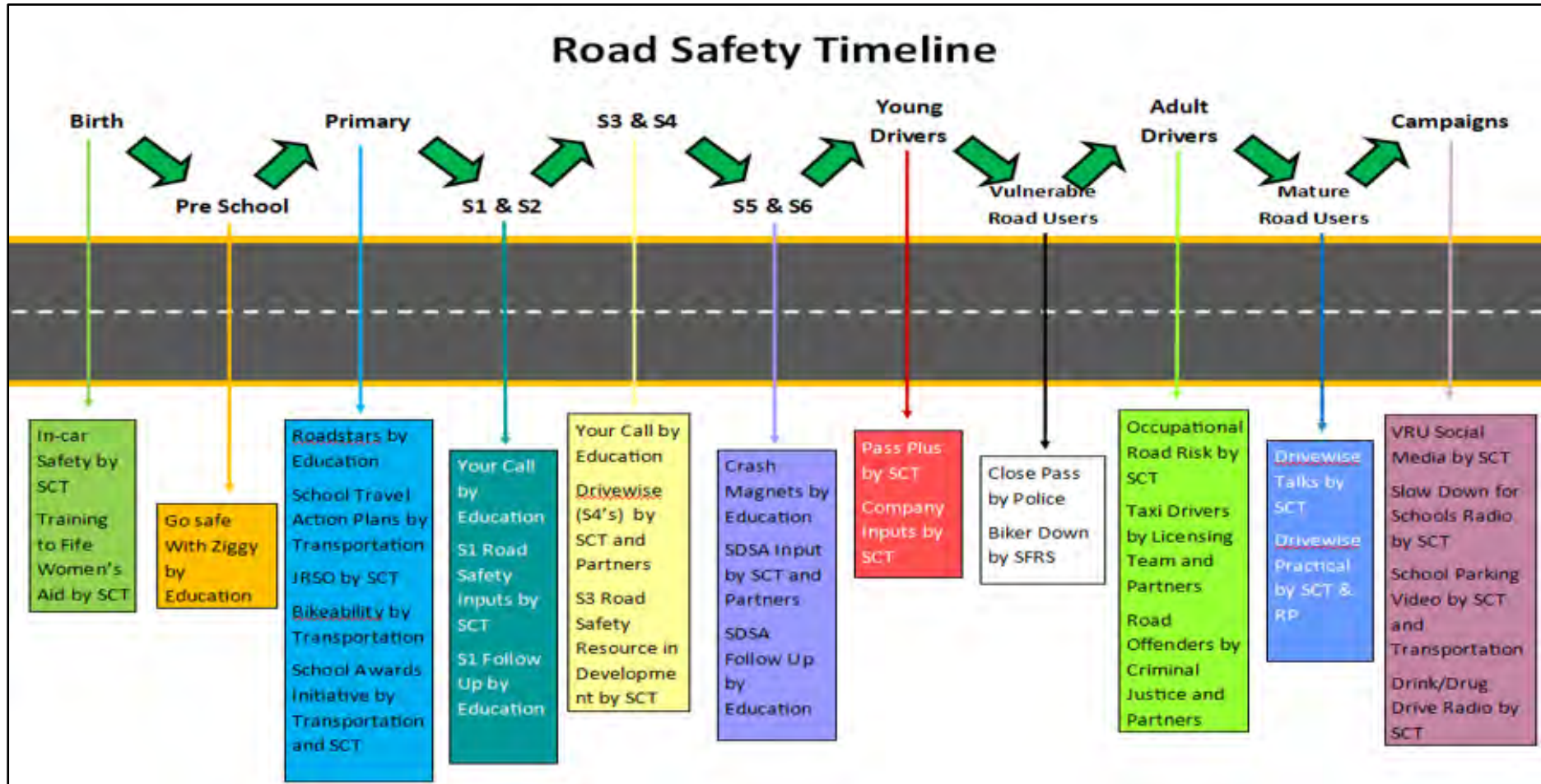
#### What could FCSSS do better?

*(No comments made).*

## Scottish Housing Regulator Guidance for Landlords (March 2023)

## Antisocial Behaviour

<p><b>Indicator</b></p> <p><b>15</b></p> <p><b>(Updated)</b></p>	<p><i>Percentage of anti-social behaviour cases reported in the last year which were resolved.</i></p> <p>(i) Number of cases of anti-social behaviour reported in the last year. Of those at (i):</p> <p>(ii) Number of cases resolved in the last year.</p>
<p><b>Definition</b></p>	<p><b>Resolved</b></p> <ul style="list-style-type: none"> <li>• where the landlord has taken appropriate measures, as set out in its ASB policies and procedures, to address the cause of the anti-social behaviour complaint and has advised the complainant of the outcome; or</li> <li>• where the landlord does not have the authority or powers to resolve, and it has provided a full explanation of the landlord's position to the complainant.</li> </ul> <p><b>A Case</b></p> <ul style="list-style-type: none"> <li>• A case is opened when a tenant or service user reports an incident of ASB to their landlord.</li> <li>• A case can be made up of a single report/complaint of ASB; or</li> <li>• Multiple reports/complaints about the same party, made whilst a case is still ongoing. Such further reports/complaints would not be counted as a further new case.</li> <li>• Once a case is resolved and a further report/complaint of ASB is received, this should be treated as a new case.</li> </ul>



## Road Safety Initiatives

### In Car Safety

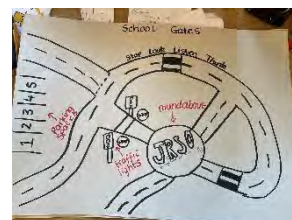


Clinics and Individual checks – SCT staff continue to carry out child car seat clinics, especially to coincide with National Child Safety week. In 22/23 we hosted three clinics, one in Dalgety Bay (SWF), one in Leuchars (NEF) and one in conjunction with Police Scotland at Leven Prom.

**Fife Women’s Aid Training** – Our staff are also in the process of carrying out training to Fife Women’s Aid to assist them with the knowledge of how to fit their car seats safely when transporting children for their work.

### Primary

**Roadstars Competition** – To promote the new national Roadstars road safety resource SCT partnered with Transportation services to launch a Fife-wide Primary School competition. To encourage entries we pulled together our own version of what we were asking schools to do with a number of partnering agencies and the Provost ([Roadstars Song Partnership Version 2](#)) A number of schools from across Fife entered and the eventual winner was Carleton Primary ([Carleton Roadstars - YouTube](#)), who were awarded £500 to place towards road safety resources at their school. They have chosen to use these funds to place markings in their playground to carry out Bikeability training (photo to show their design). The current Transport Minister awarded the school with their prize on 20<sup>th</sup> February.



**Don’t Park Here Campaign** – Just before the end of the 2021/22 school year, we again partnered with Transportation to run a new initiative called Don’t Park Here. The aim being to produce short videos to discourage adults from parking irresponsible around the gates of schools and especially on yellow zig zags. We worked with three schools in Cowdenbeath, Dunfermline and Leven to produce these videos that schools could use on their social media in the new academic year.

**JRSO Initiative** – Our team continue to support the Junior Road Safety Officer (JRSO) initiative across all Fife Schools. During this financial year we have visited 37 primary schools to help establish JRSO’s within their schools. The area breakdown for these schools is as follows (other schools are continuing to run the programme but have not needed our assistance to set up this year);

**Leuchars Event** – SCT were invited to Leuchars Army Base to attend a primary school event. Over 400 P6/7 pupils from schools across Fife attended an engagement day organised by Leuchars. We hosted a couple of workstation at the event, one was focussed on road safety using our reaction timers and snakes and ladders game, the other station was based around responsible recycling and was run by two SCO’s.



**Individual Inputs** – In November we were invited in to Hill of Beath Primary to talk to all of their pupils about road safety during two assemblies. This is a service we offer if there has been an issue at the school around road safety. As this was a cycling issue we partnered up with the Bikeability Co-ordinator from Transportation.



## Secondary

**S1 Talks** – Our project officers have continued to carry out S1 talks within the Kirkcaldy area, as we cannot provide this input to all schools we looked to where our resources are needed most and this area has the highest number of statistical evidence for need for inputs. In 22/23 we carried out 25 class talks to 625 S1 Pupils at Balwearie HS (10 classes / 261 pupils), Kirkcaldy HS (9 classes / 220 pupils) and St Andrews HS (6 classes / 144 pupils).

**St Andrews HS** - In December 2022 a S2 pupil was unfortunately involved in a road traffic collision on coming out of school. The school then invited us in to deliver a short input at year group assemblies to S1-S4 (647 Pupils) and then we also talked to individual S1 (6 classes / 144 pupils) and S2 classes (6 classes / 145 pupils).

**S3 Project with Kirkcaldy HS** – We were approached by the Guidance team in Kirkcaldy HS to help them create a suitable road safety resource that will engage their S3 pupils. We are working with them on this and hope to have something in place for the new academic year.

## SDSA

**Inputs and follow Up Resource** – We have now fully moved the SDSA programme away from Rothes Halls and are taking the input directly to each school. This is still a partnership project but is led and co-ordinated by Safer Communities. All 18 high schools received the SDSA input and this year we also were able to deliver to St Leonard's Private School in St Andrews. A total of 2480 pupils received the input. The breakdown of the numbers are as follows:

We have also produced a follow up resource for the guidance staff to use within PSE classes. This enable the teachers to gain discussion with the pupils.

**SDSA Future** – This year we have also filmed other partners so that we can keep the film up to date with the most relevant content. We are also in discussions with



Education to pursue the option of SDSA being a set part of the curriculum rather than an opt in programme.

### **Pass Plus**

We continue to support and fund new drivers to gain additional driving knowledge and experience. This financial year we have held 4 online courses with a total of 12 new drivers attending. This project continues to have support from a Fife Road Policing officer. Numbers are not high in this project as funding is limited.

### **Road Traffic Offenders**

**Course** – This 5 week course is run by Criminal Justice but we are invited to present an input during week 1 and then present SDSA in week 5. This financial year only one course has taken place with 12 participants from across Fife. The next course is planned for May 2023.

**New Project** – Criminal Justice have contacted us about developing a new resource for Fife residents who they need to work with but are not in the system long enough to attend one of the above courses. We have had an initial meeting with them to discuss this and hope to create something for later this year.

### **Taxi Drivers**

The Taxi Driver course has not run since early 2020 due to covid. Licencing have recently brought together all the partners to discuss setting up the courses again and they are due to start in April 2023. Safer Communities presents a generic road safety input at each of these dates.

### **Older Drivers**

**Talks** – We currently offer talks to Older groups about how to stay driving safely for longer. This financial year we have given 5 talks and detailed the breakdown below:

**Practical Days** – Last year we introduced the new Drivewise 65+ days. This is a practical session for older drivers who attend a venue and go on a drive observed by a Road Policing officer. They are then given hints and tips to help keep them safe and driving for longer. We held two events during the last financial year. As follows:

Group Talk



Drivewise 65+ Event



## **Radio Campaigns**

**Slow Down for Schools** – We produced this radio campaign to encourage drivers to think about their speed when they are driving near to schools when the pupils are starting and finishing. The messages were recorded by safer Communities staff and Police Scotland. The plan is to have two campaigns running during the year, one at the start of the academic year in Aug/Sept and one when the pupils go back after Christmas. Due to funding we did not hold this campaign in Aug 2022 but created a partnership with Ford in Dec 2022 and they supported our Jan 2023 campaign.

## **Partnership with Ford**

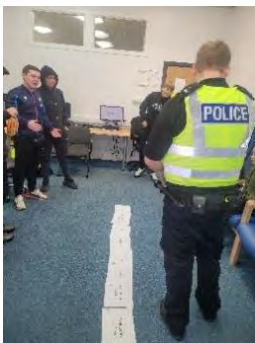
We formed a partnership with Fife Ford in Dec 2022 and as part of this they are funding our radio campaigns for Slow Down for Schools and we also hope to hold future radio campaigns on other subjects in 2023.

## Youth Justice activities

Our officers co-ordinate or take part in activities and provided advice, guidance and information to young people, their parents/guardians and also professionals from other agencies, all of which is designed to support young people and to prevent them becoming involved in problematic behaviour, lifestyles or situations.

Listed below are some of the activities our Youth Justice Officers (YJO) were involved in during 2022-23:

- No Knives Better Lives inputs at Viewforth High School, Inverkeithing High School and Wade Academy.



- Anti Social Behaviour inputs at Auchtermuchty PS, St Johns PS, Kings Road PS, Methilhill PS, Rimbleton PSS, St Columbas HS, Warout PS.
- Diversifire at Dunfermline, Lochgelly and Methil.
- F24 program at Auchmuty High.
- Leading a Park Golf diversion in Kirkcaldy in partnership with Fife Golf Trust and Dunnikeir Golf Club.

- Part of a partnership response to youth ASB in Cupar, Dunfermline and Glenrothes (supporting Clued Up and Cupar Youth Café).
- Supporting the Creative Change Collective Tic Tok program over 12 weeks delivered in Kirkcaldy.



- We have also supported young people both individually and in groups at Inverkeithing HS, Woodmill HS, St Columbas, Auchmuty HS, Madras College, Lochgelly HS.
- Co facilitating Ask/Tell Suicide Prevention training with Fife Health and Social Care Partnership.

- YJOs are part of the following initiative/projects:
  - Fife Suicide Prevention Network (co-ordinated by Fife Social Care Partnership)
  - Brighter Futures Health Hub
  - YAP Group.

**We asked our Youth Justice Officers to answer the following questions about work they took part in during 2022-23:**

***Why did you get involved in specific projects?***

We attend regular meetings such as YOMG, youth work meetings, strategy groups, MVP strategy group amongst others, as a result of attending these meetings it identifies opportunities to offer support.

***Who, or which agencies, asked for your help and who have you helped?***

Partners such as Education, Police Scotland and SFRS mainly. Other third sector partners we have approached directly - this is for support with their expertise, such as BRAG with their F24 experience or Clued Up to support programs with their inputs.

***What partnership working took place?***

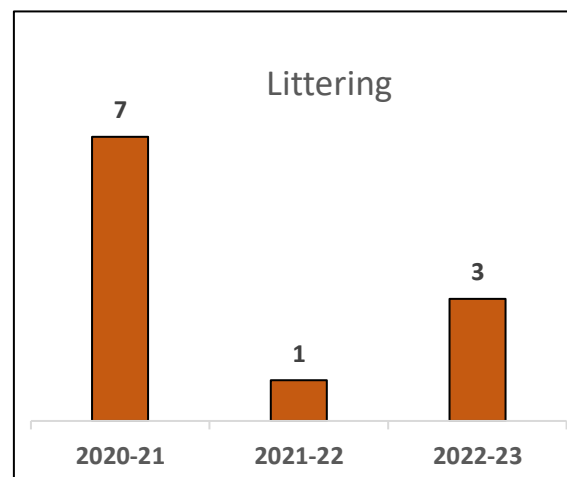
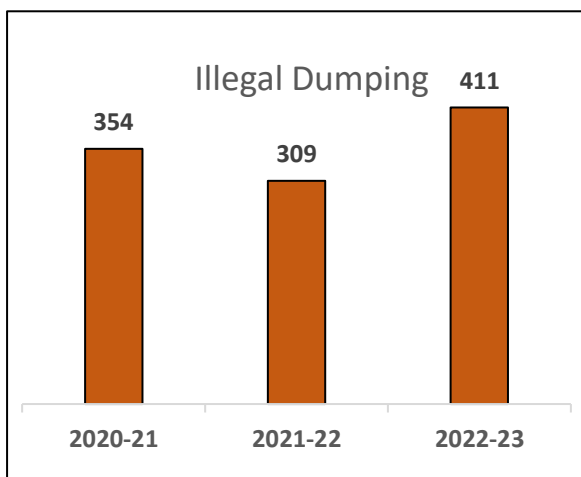
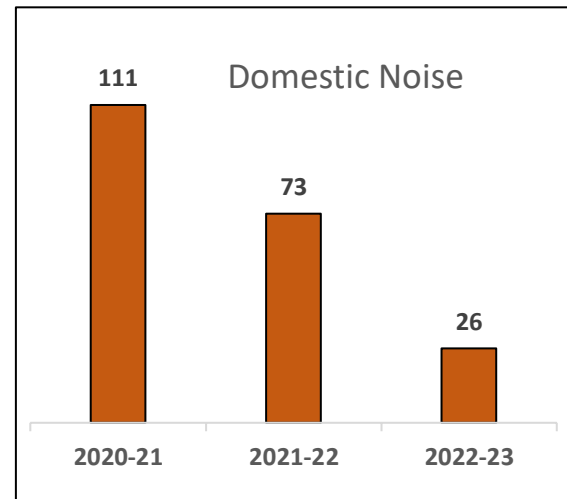
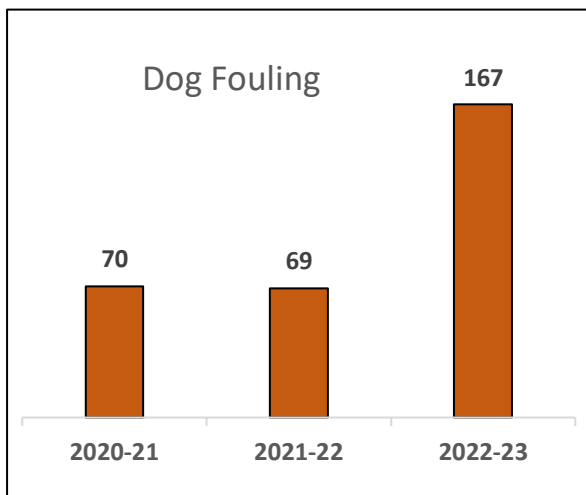
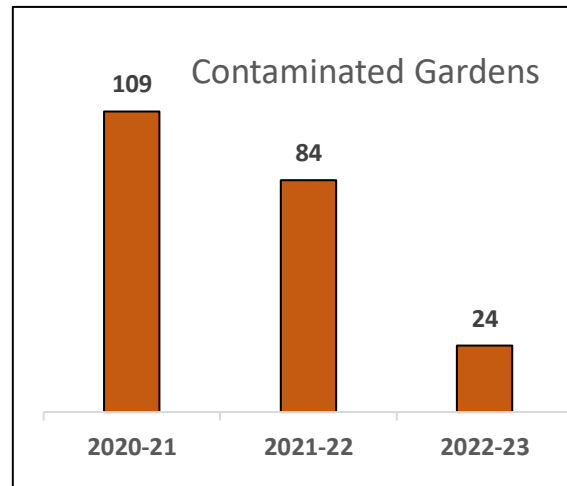
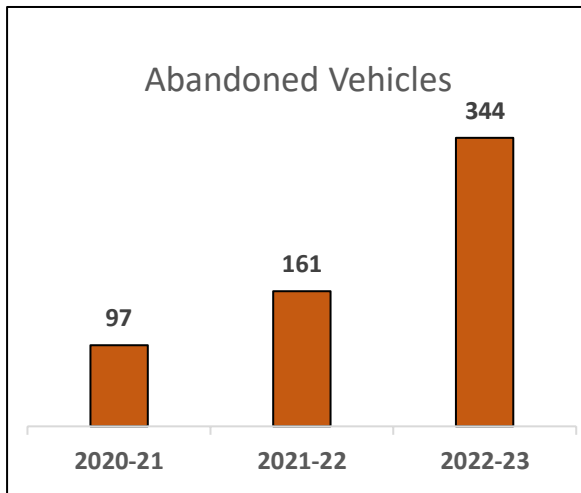
Each partner plays to their strengths and knowledge base, e.g. – at Diversifire, SFRS lead the ‘drill yard’ element and YJO’s are responsible for identifying and supporting the young people to complete the course successfully. Police Scotland lead an Anti-Social Behaviour input as well as provide an officer for the week to show the human side of Policing. Clued Up deliver a harm reduction input surrounding alcohol and substance use.

***What was the outcome of your involvement with young people?***

It’s really difficult to measure an outcome for preventative work. However, the aim is that we provide an opportunity for young people to be educated and supported in a way that allows them to gain insight and understanding about the impact of their behaviour in their local community, as well as knowledge about supportive agencies.

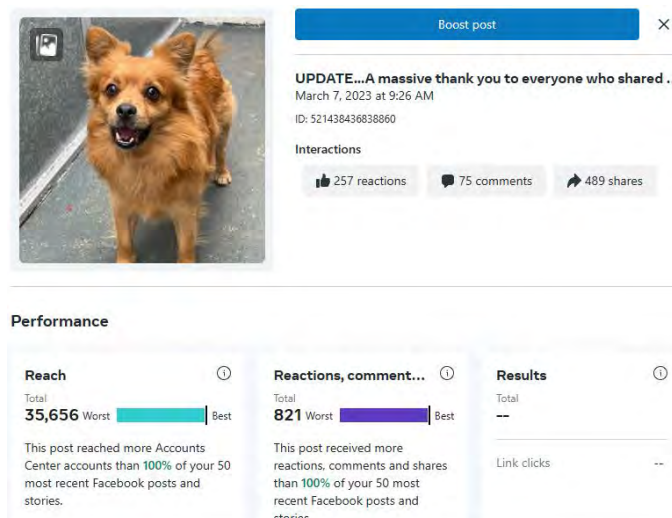
**Environmental Enforcement Reports received by Safer Communities Team  
by Type and Year**

**(Levenmouth 2020-2023)**



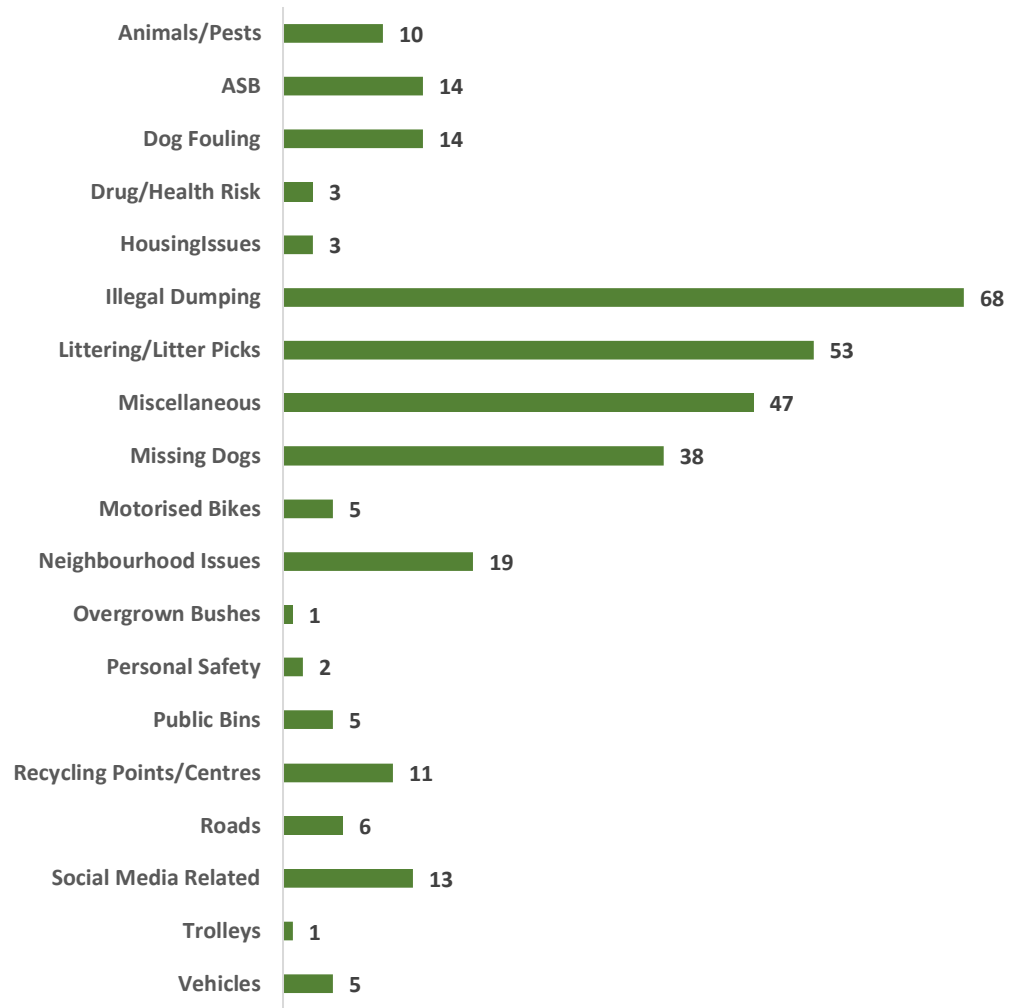
### Safer Communities on Facebook

- During 2022-23, the Safer Communities Team social media platforms:
  - attracted a total of 8,533 **followers**
  - received 1,229 **new page likes**
  - attracted an **audience** comprised mainly of women aged between 35-44 (77.6% women and 22.4% men)
  - **reached** a total of 685,709 people.
- The **top five towns** our followers reside in are
  - Dunfermline (19.9%),
  - Kirkcaldy (15.8%),
  - Glenrothes (13.4%),
  - Leven (9.5%)
  - Cupar (5.9%)
- Our **highest reaching, highest reactions** and most shared post was in relation to a lost dog, which received a reach of 35.7k reach, 257 reactions, 75 comments and 489 shares.



- Posts about lost and stray dogs are always very popular and are our top 5 **highest hitting** posts.
- Our **most commented** on post was in connection to the new lids on milk bottles, with 219 reactions and 86 comments. It had a reach of 17,324.
- 318 messages were sent to us via our **Social Media Messenger** account. The following diagram shows the number of messages received by this method and the subject they related to. The majority of messages received were about illegal dumping (68 messages). The miscellaneous category accounted for a variety of subjects, including unsafe walls, speeding, cuckooing, and fireworks.

### Social Media Messages Received



31 May 2023

Agenda Item No. 8

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## Report on Educational Outcomes - 2021/22

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

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Wards Affected: 21, 22

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### Purpose

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The purpose of this report is to provide Levenmouth Area Committee with details of the attainment outcomes achieved by pupils within the area's schools during the school year 2021/22. This report also provides an overview of the range of strategies being developed to support our key priority to raise attainment.

### Recommendation(s)

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The Committee is asked to:

1. Note the overall progress in raising levels of attainment in 2021/22.
2. Note the strategies being implemented to raise attainment.

### Resource Implications

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There are no resource implications arising from this report.

### Legal & Risk Implications

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There are no direct legal implications arising from this report. However, there is the need to continue to raise the awareness of school leaders, local authority officers and elected members to maximise the potential of data, new systems and approaches to inform future actions to support school improvement.

### Impact Assessment

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



# 1.0 Background

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- 1.1 Our ambition is to improve attainment and to provide an appropriate curriculum for all learners. This report specifically relates to those pupils in the senior phase of their learning i.e. S4-S6 and what they have attained. In addition, it reports on how they have performed in securing a positive destination.
- 1.2 The senior phase of the curriculum also provides us with the opportunity to:
  - improve employability skills
  - increase levels of sustained positive destinations
  - contribute to a prosperous Fife economy and improve life chances for all
- 1.3 Attainment information in Scotland is focused on the use of the senior phase benchmarking tool known as Insight. This national attainment database has two key release dates. An initial release in September provides information on all qualifications sat by young people within the Scottish Credit and Qualifications framework for the previous session. This Local Benchmarking data provides details on the performance of year groups S4, S5 and S6. The National Benchmarking data is updated in February with details of the destinations of all young people who left school in the previous session. The February data allows analysis of how young people have performed by the time they leave school.
- 1.4 In terms of analysis of attainment and achievement performance, the Education Service now publishes two statistical reports to schools. The first of these, the School Attainment Report, is sent to schools in early October, after the formal September Insight release, and discussion centres on the school's local benchmark data which shows how well each stage cohort S4 to S6 has performed across the range and level of qualifications. Discussions at individual school meetings feed into school planning and target setting.
- 1.5 At the end of March a second report, the School Outcome Report, goes to schools and focuses on the National Benchmarks which show how well the school's leavers have performed. The discussions with schools at this point focus on areas such as literacy and numeracy to see how well-equipped leavers are to go onto sustained and positive destinations, as well as considering overall levels of attainment and the types of destinations young people are achieving. This report also looks at attainment in literacy and numeracy.
- 1.6 This report considers the data for 2021/22. The measures used include the tariff points (a measure of the quantity and quality of awards) associated with the awards achieved by young people and the levels of literacy and numeracy achieved by young people by the time they leave school. The post school destinations of young people are also provided.
- 1.7 As per national guidance, we take an 'outcomes'-based approach to attainment with the focus on all our young people at the point of exit rather than individual 'year on year' attainment.
- 1.8 The increased emphasis on 'outcomes' means we are more focussed on the 'destination', 'employability' and range of appropriate qualifications achieved by the time our young people leave school rather than the overall attainment of any year group.

- 1.9 However, in terms of breadth and depth of attainment, the key measures in the attainment report (Appendix 1) include the percentage of young people achieving multiple qualifications at Levels 4 and 5 (National 5) in S4 and the percentage of young people achieving multiple qualifications at Level 6 by the end of S5.
- 1.10 We continue to improve our data sharing with schools through the Power BI platform.

## 2.0 Our Vision

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- 2.1 Our shared vision across Fife, which also takes account of the key recommendations in the 15 to 24 Learner Journey Report, is to improve the opportunities for all learners by improving attainment.
- 2.2 This vision is being realised through jointly delivering on the following:
- a greater depth in work towards understanding and interrogating data
  - ensuring sharing of practice at Headteacher events and across Local Authorities including visits to other schools outwith Fife
  - the review of subject choices and offers at school level
  - development of curricular pathways
  - more collaborative approaches across our secondary schools and the college to provide a relevant, coherent and appropriate curriculum for all learners, informed by local context and need
  - allowing all young people across Fife access to more curricular options and opportunities including all levels of apprenticeships based on a policy of equity and equality
  - collaborative working with subject specialists to ensure greater understanding of subject areas
- 2.3 As a result of the above, during the current school session, the Directorate has a focus on improving the following outcomes:
- **Attendance** - Improving attendance is a key factor in raising attainment. Lower levels of attendance are a significant barrier to learning for many disadvantaged groups of pupils (e.g. those living in poverty, those with particular support needs – like young carers). Improving attendance will be a key factor in closing the attainment gap.
  - **Attainment**, with a particular focus on literacy and numeracy. Literacy and numeracy are educational outcomes for which performance was relatively strong in the period leading up to the Covid pandemic. Many elements of Fife’s approach (e.g. our use of the Model for Improvement, Workshop for Literacy, Conceptual Understanding of Numeracy) continue to be held in high regard nationally. Re-establishing these approaches and ensuring that they are used rigorously across Fife’s school system will be a key element in supporting further improvement in literacy and numeracy. This will be a key enabler for further improving wider attainment.
  - **Positive Destinations** – by ensuring that the curriculum design of schools supports the needs and aspirations of all learners, and by identifying and supporting appropriate pathways into post school opportunities.

## 3.0 The context of the local area

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- 3.1 School context is known to have a significant influence on educational outcomes. Two factors have a particular influence on outcomes at a cohort level:
- Socio-economic factors, including household poverty (measured by registration rates for free school meals) and area deprivation (most commonly measured by SIMD, the Scottish Index of Multiple Deprivation).
  - The Additional Support Needs (ASN) of pupils, including: learning, physical and communication support needs (these can usually be addressed through support for learning within the classroom), and family, emotional and mental health needs (these are related to socio-economic factors in many cases, and often require a partnership approach to support).
- 3.2 Appendices 1A and 1B provide an overview of key data relating to these factors. As may be noted, schools in the Levenmouth area:
- Have a significantly higher level of Free School Meal Registration than Fife and Scotland.
  - Have a significant number of pupils living in areas of disadvantage, with most pupils living in SIMD deciles 1 and 2.
  - Shows a higher than average level of recorded need for other specific learning difficulties (e.g. numeric) and communication support needs.

## 4.0 Attainment

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### Attainment in literacy by the end of stage S4

- 4.1 Literacy is a key skill for employability and a foundational skill for wider learning and attainment. Improving the development of literacy throughout the 3-18 curriculum is a key priority to help improve overall attainment and to close the attainment gap. Appendix 1C provides an overview of attainment in literacy by the end of stage S4 for Fife and the local area.
- 4.2 Levels of attainment for literacy at SCQF level 4 have seen a general improvement across Fife in recent years, with some evidence of a closing of the attainment gap.
- 4.3 Overall attainment at SCQF level 4 in the Levenmouth area has seen a significant improvement over recent years – resulting in a closing of the gap with the Fife average. This improvement has largely been driven by an improvement in literacy attainment for learners in SIMD Quintile 1 (where most learners live).
- 4.4 Generally, levels of attainment for literacy at SCQF level 5 have shown no sustained improvement across Fife in recent years. However, outcomes for pupils living in SIMD Quintile 1 saw an improvement in 2021/22.
- 4.5 Overall attainment at SCQF level 5 in the Levenmouth area has generally been lower than the Fife average, but saw a significant improvement in 2021/22, exceeding the Fife average. Again, this was due to a significant improvement in attainment for learners in SIMD Quintile 1.
- 4.6 Outcomes for SIMD Quintile 5 should be treated with caution, as these relate to a small number of learners.

#### **Attainment in numeracy by the end of stage S4**

- 4.7 Numeracy is a key skill for employability and a foundational skill for wider learning and attainment. Improving the development of numeracy throughout the 3-18 curriculum is a key priority to help improve overall attainment and to close the attainment gap. Appendix 1D provides an overview of attainment in numeracy by the end of stage S4 for Fife and the local area.
- 4.8 Levels of attainment for numeracy at SCQF level 4 have been broadly constant across Fife in recent years, in each SIMD quintile.
- 4.9 Overall attainment at SCQF level 4 in numeracy for the Levenmouth area has shown no sustained improvement since 2018/19. This is also true for SIMD quintile 1.
- 4.10 Generally, levels of attainment for numeracy at SCQF level 5 have been broadly constant across Fife in recent years.
- 4.11 Overall attainment at SCQF level 5 in numeracy for the Levenmouth area improved significantly in 2021/22 – resulting in a closing of the gap with the Fife average. This improvement has largely been driven by an improvement in numeracy attainment for learners in SIMD Quintile 1 (where most learners live).
- 4.12 Outcomes for SIMD Quintile 5 should be treated with caution, as these relate to a small number of learners.

#### **Wider attainment by the end of stage S4**

- 4.13 Wider attainment by the end of stage S4 provides a foundation for leaving school, or for further study and achievement in stages S5 and S6.
- 4.14 Appendix 1E provides an overview of attainment at SCQF level 4 by the end of stage S5. Outcomes at SCQF level 4 have shown some improvement since 2018/19 at Fife level. Outcomes for the Levenmouth area saw an improvement in 2021/22 – resulting in a significant closing of the gap with the Fife average and with attainment for the virtual comparator of the local area.
- 4.15 Appendix 1F provides an overview of attainment at SCQF level 5 by the end of stage S4. Outcomes at SCQF level 5 have been broadly constant at Fife level. Outcomes for the Levenmouth area saw an improvement in 2020/21 which was sustained last year – resulting in a closing of the gap with the Fife average and with attainment for the virtual comparator of the local area.
- 4.16 Appendix 1G provides an overview of attainment at SCQF level 6 by the end of stage S5. Outcomes at SCQF level 6 Fife and the virtual comparator have shown no sustained improvement since 2017/18. Generally, outcomes for the Levenmouth area have been higher – and closer to the Fife average and virtual comparator – since 2019/20.

## Overall attainment of school leavers

- 4.17 Overall attainment of school leavers can be measured by two different scales of tariff points:
- Total tariff points reflect the total achievement across the course of the senior phase. They reflect: the number of awards achieved in different subjects, the grades achieved in each award, and the SCQF level of the awards in question.
  - Complementary tariff points reflect the key qualification set of each school leaver. They are based on the tariff points of a core set of qualifications most likely to influence their post school life chances.
- 4.18 Appendix 1H provides an overview of the complementary tariff awards for Fife and the local area. Appendix 1I provides an overview of the total tariff awards for Fife and the local area. In each case, tariff points are shown for three groups of pupils:
- The bottom 20% - those pupils whose outcomes are furthest from attainment.
  - The top 20% - those pupils with the greatest overall attainment outcomes.
  - The middle 60% - the remaining pupils, representing the majority of the cohort.
- 4.18 It should be noted that these groupings are relative to the schools' own rolls, rather than any wider population of school leavers. Hence, the social context of pupils in each grouping will vary with local area.
- 4.20 As measured by both tariff scales, the attainment of Levenmouth area school leavers is lower than the Fife average for each group of learners.
- 4.21 The difference in outcomes between the Levenmouth area and Fife may reflect:
- A lower staying on rate to stage S6 (see the data in Appendix 1J);
  - The large proportion of learners living in SIMD Quintile 1 – whose attainment outcomes are generally lower than those of other learners.

## 5.0 Destinations of School Leavers

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- 5.1 Skills Development Scotland (SDS) tracks the post school destinations of pupils who leave school each year. In conjunction with the Scottish Government, they publish data on the initial destinations of school leavers, as well as information relating to the sustained destinations of school leavers, 6 months later.
- 5.2 Appendix 1J provides an overview of the initial positive destinations of school leavers for Fife and the local area. This includes destinations by stage of leaving, as well as destinations of key groups of pupils (those living in SIMD Quintile 1, those with Additional Support Needs).
- 5.3 The level of positive destinations in the Levenmouth area has shown sustained improvement since 2019/20 and is now within 1 percentage point of the Fife average.
- 5.4 The initial post school destinations of school leavers in the Levenmouth area has seen a significant improvement since 2019/20 for: looked after school leavers, those living in SIMD Quintile 1, and leavers with Additional Support Needs.

- 5.5 Appendix 1K shows destinations of school leavers, by category of destination.
- 5.6 The range of positive destinations which school leavers in the Levenmouth area entered in 2021/22 demonstrates the main destinations are continuing education (with 66.1% entering either higher or further education), and employment (with 22.3% entering employment directly from school). Generally, in the Levenmouth area, a greater proportion of school leavers enter further education – and a smaller proportion enter higher education, than is the case for Fife or the national average. However, the proportion entering higher education directly from school has increased significantly since 2019/20.

## **6.0 Action Planned to Further Raise Attainment**

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### **What will bring about further improvement and more consistency across all schools?**

- 6.1 Effective self-evaluation is at the heart of continuous improvement and ‘How good is our school? 4 (HGIOS4) provides a basis for schools to reflect and undertake self-evaluation. The framework underpinning self-evaluation in HGIOS4 supports the Directorate and school leaders to work together and challenge teachers to:
- Ensure educational outcomes for all learners are improving
  - Address the impact of inequity on well-being, learning and achievement
  - Consistently deliver high quality learning experiences
  - Embed progression in schools for learning, life and work from 3-18
- 6.2 We have reflected on the way we engage with schools and agreed to increase our level of scrutiny through a focus on attainment in October. These focused Secondary Headteacher meetings on specific areas of attainment build capacity for improvement via sharing of good practice from within and outwith the Local Authority.
- To continue to provide all secondary schools with an opportunity to engage in collective scrutiny with Education Managers and Heads of Service
  - Support schools to improve attainment continuously over time and/or maintain consistently ambitious standards of attainment for all learners through Insight training
  - Support schools in closing the attainment gap in our joint work with Education Scotland Attainment Adviser.
- 6.3 In schools, this is undertaken through a rigorous process of review of attainment in SQA exams involving curriculum leaders and class teachers. Each school’s attainment report and action plan are discussed with Heads of Service and Education Managers and forms the basis for the School Improvement Plan. Evaluation of progress with the plan is carried out in April time.
- 6.4 Headteachers will attend Area Committee workshops to share information with Elected Members in their wards.

- 6.5 Schools are also expected to take part in Learning Partnerships. These involve working with and learning from other schools to inform school improvement.
- 6.6 A round of scrutiny will take place in April, following the publication of the updated Insight outcomes as noted in this report.

### **A strengthened performance framework supporting improvement**

- 6.7 The Directorate has undertaken a review of support arrangements for performance management and its use of data to support improvement. Work is being undertaken through collaborative working with school leaders via engagement with key groups of primary headteachers and a new Collaborative Network with a focus on performance and improvement in the secondary sector. Key elements in this approach are:
- A revised approach to benchmarking performance. This is being used to refresh the Directorate's approach to setting stretch targets, ensuring that the Directorate and schools have improvement goals that are ambitious but achievable.
  - New modelling approaches, to help better understand the impact of multiple barriers to learning on the equity gap. This will enable better targeting of support for learners and a basis for more systematic monitoring of the impact of improvement activity. It will also ensure that the Directorate has a more systematic approach to addressing the challenges of poverty and disadvantage in closing the attainment gap.
  - Updated performance reports for schools. Power BI is being used to update a range of performance reports, improving the support that data can provide for tracking the progress of pupil learning. New reports are also being developed to better identify the value-added in closing the attainment gap throughout the 3-18 curriculum.

## **7.0 Conclusions**

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- 7.1 The evidence in Appendix 1, summarised in sections 3-5, shows that:
- Pupils in the Levenmouth area are significantly more likely to live in household poverty or areas of deprivation than pupils in the rest of Fife.
  - Attainment outcomes saw improvements across a range of measures in 2021/22 – due to significant improvements in outcomes for learners living in SIMD Quintile 1.
  - Positive destinations have shown a sustained improvement since 2019/20 and are now within 1 percentage point of the Fife average.
- 7.2 Given the local context (with small numbers of learners living in SIMD Quintile 5), it is difficult to provide a robust and statistically significant measure of progress in closing the attainment gap. However, current outcomes indicate improvements for learners in SIMD quintile 1 across a range of measures.
- 7.3 There remains scope for further improvement, particularly for numeracy at SCQF level 4 and wider attainment at SCQF levels 5 and 6. Work to ensure that further improvement is achieved will be supported by increased scrutiny of attainment and the further development of collaborative approaches, including improving the curriculum offer with partnership support.

## List of Appendices

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1. Area Level School Attainment Report
  - A. School Context Information
  - B. SIMD Profile of the Area Pupils
  - C. Attainment of Literacy by the End of Stage S4
  - D. Attainment of Numeracy by the End of Stage S4
  - E. Attainment at SCQF Level 4 by the End of Stage S4
  - F. Attainment at SCQF Level 5 by the End of Stage S4
  - G. Attainment at SCQF Level 6 by the End of Stage S5
  - H. Overall Attainment of School Leavers (Complementary Tariff)
  - I. Overall Attainment of School Leavers (Total Tariff)
  - J. Staying On Rates and Overall Positive Destination Rates
  - K. Initial Leaver Destinations by Category
2. Glossary of Education Terms
3. The Scottish Index of Multiple Deprivation (SIMD)

## Background Papers

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

- **Education and Children's Services Directorate Improvement Plan 2021-23** (available at: [www.fife.gov.uk/ECsplan](http://www.fife.gov.uk/ECsplan))
- Know Fife briefing: **SIMD 2020 Focus on Levenmouth** (see: [https://know.fife.scot/\\_data/assets/pdf\\_file/0031/177664/SIMD-2020v2-Focus-on-Levenmouth.pdf](https://know.fife.scot/_data/assets/pdf_file/0031/177664/SIMD-2020v2-Focus-on-Levenmouth.pdf))

## Sources of evidence

The information provided in this report is based on analysis of data from several sources, including Scottish Government Statistics and the Insight benchmarking tool February 2023 update.

## Report Contacts

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## Appendix 1A – School Context Information

### Levenmouth

## Secondary Schools Context

Area School Rolls - from the September census.

School Roll			
Year SchoolName	2021/22		
	Female	Male	Total
Levenmouth Academy	816	894	1710
<b>Total</b>	<b>816</b>	<b>894</b>	<b>1710</b>

### Percentage of pupils with FMR

The table below displays the proportion of pupils on the school roll who are registered for free school meals (FMR). Data is taken from the annual Healthy Living Survey and the annual pupil census.

Percentage of Pupils with FMR				
	2018/19	2019/20	2020/21	2021/22
Area	27.1%	29.3%	29.9%	34.0%
Fife	16.4%	17.1%	17.9%	19.3%
National	14.0%	15.0%	17.0%	18.6%

The following information is taken from the September Pupil Census return. The table shows any additional support needs recorded for all pupils on the school roll. A pupil may have more than one need. Figures shaded indicate significantly higher need rates for the area compared to all of Fife.

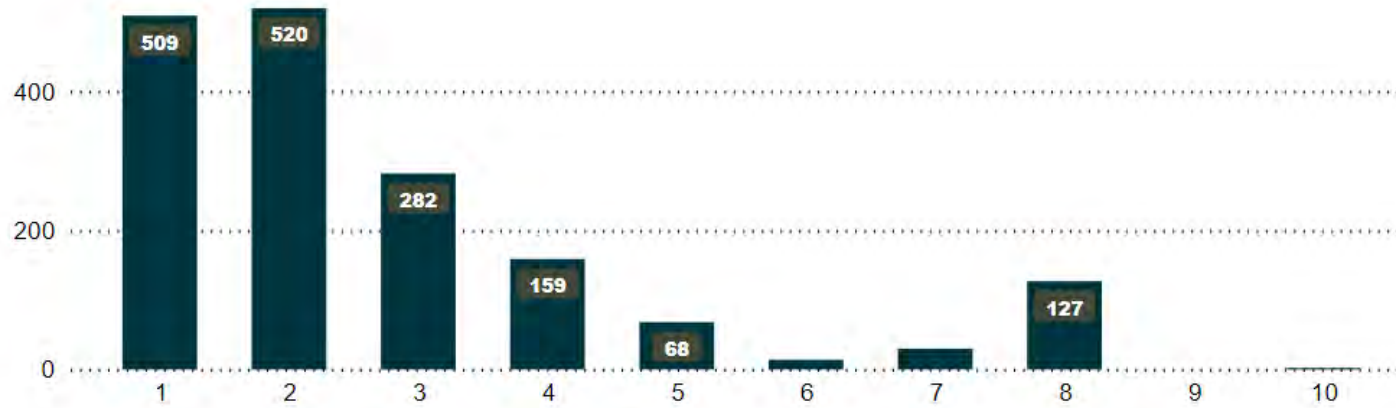
Support Need	Year NeedType	2021/22	
		Area	Fife
	Students with at least one need	36.0%	39.2%
Learning	Autistic Spectrun disorder	3.9%	3.1%
	Dyslexia	7.1%	9.7%
	Learning Disability	2.3%	3.3%
	Other Specific Learning Difficulty (eg numeric)	5.2%	3.6%
	Other Moderate Learning Difficulty	3.2%	3.7%
	More Able Pupil	0.5%	0.6%
Physical	Physical or Motor Impairment	1.7%	1.9%
	Physical Health Problem	3.6%	3.6%
Family/Emotional/Mental Health	Social, Emotional and Behavioural Difficulty	11.8%	10.4%
	Mental Health Problem	1.1%	3.0%
	Young Carer	1.0%	1.6%
	Berevement	0.8%	0.9%
	Substance Misuse	0.1%	0.2%
	Family Issues	2.3%	2.9%
Communication	Looked After	2.3%	1.9%
	Communication Support Needs	0.9%	0.4%
	Language or Speech Disorder	2.2%	1.6%
	Hearing Impairment	1.1%	0.8%
	Visual Impairment	0.7%	0.7%
	Deafblind	0.0%	0.0%
Absence	English as an Additional Language	2.1%	4.1%
	Risk of Exclusion	0.8%	0.5%
	Interrupted Learning	1.1%	3.7%
Other	Other	3.0%	1.5%

Appendix 1B – SIMD Profile of the Area Pupils (pupils in stages S1-S6)

Levenmouth

**SIMD**

Number of Pupils per SIMD Decile (2021/22)



**SIMD**

Year	1	2	3	4	5	6	7	8	9	10	Total
<b>2021/22</b>											
<b>Roll</b>	<b>509</b>	<b>520</b>	<b>282</b>	<b>159</b>	<b>68</b>	<b>14</b>	<b>30</b>	<b>127</b>	<b>0</b>	<b>1</b>	<b>1710</b>
<b>% of Roll</b>	<b>29.8%</b>	<b>30.4%</b>	<b>16.5%</b>	<b>9.3%</b>	<b>4.0%</b>	<b>0.8%</b>	<b>1.8%</b>	<b>7.4%</b>	<b>0.0%</b>	<b>0.1%</b>	<b>100.0%</b>
<b>% of Fife</b>	<b>9.6%</b>	<b>12.3%</b>	<b>11.1%</b>	<b>10.1%</b>	<b>11.2%</b>	<b>7.7%</b>	<b>7.0%</b>	<b>11.7%</b>	<b>8.6%</b>	<b>10.7%</b>	<b>100.0%</b>

## Appendix 1C – Attainment of Literacy by the End of Stage S4

### SQA Attainment - S4 Literacy

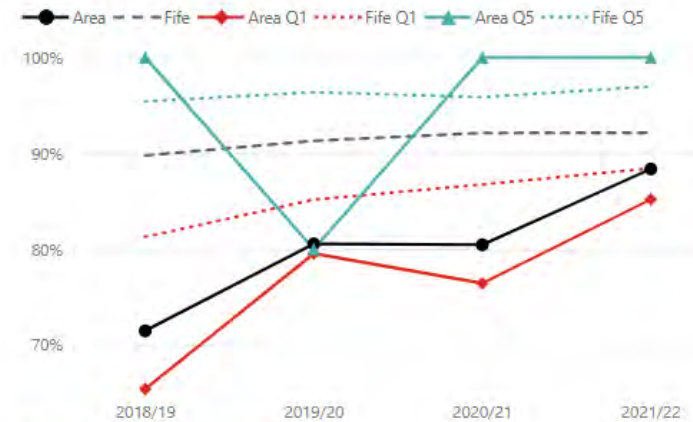
- Subject Choice**
- Literacy
  - Numeracy
  - Literacy and Numeracy
- Stage**
- S4
  - S5
  - S6

Measure	Literacy Level 4+							
	2018/19		2019/20		2020/21		2021/22	
	Area	Fife	Area	Fife	Area	Fife	Area	Fife
1	65.4%	81.3%	79.5%	85.2%	76.4%	86.7%	85.2%	88.4%
2	76.3%	88.1%	75.9%	89.0%	88.1%	91.9%	91.3%	89.7%
3	80.0%	91.2%	100.0%	92.1%	75.0%	92.5%	94.1%	91.1%
4	82.4%	94.2%	92.9%	95.1%	84.6%	94.5%	92.6%	95.2%
5	100.0%	95.4%	80.0%	96.4%	100.0%	95.8%	100.0%	97.0%
<b>Total</b>	<b>71.5%</b>	<b>89.8%</b>	<b>80.5%</b>	<b>91.3%</b>	<b>80.5%</b>	<b>92.1%</b>	<b>88.4%</b>	<b>92.1%</b>

Measure	Literacy Level 5+							
	2018/19		2019/20		2020/21		2021/22	
	Area	Fife	Area	Fife	Area	Fife	Area	Fife
1	35.2%	51.4%	40.4%	50.1%	34.5%	47.0%	64.6%	57.9%
2	48.2%	63.6%	45.4%	60.5%	44.0%	60.6%	77.2%	62.5%
3	50.0%	66.9%	47.1%	71.0%	70.0%	71.4%	82.4%	72.8%
4	52.9%	80.1%	64.3%	76.7%	65.4%	77.4%	85.2%	77.2%
5	60.0%	85.2%	40.0%	85.2%	100.0%	85.8%	100.0%	84.6%
<b>Total</b>	<b>42.0%</b>	<b>68.9%</b>	<b>44.4%</b>	<b>68.0%</b>	<b>42.7%</b>	<b>67.6%</b>	<b>71.6%</b>	<b>70.5%</b>

### Levenmouth

% of Pupils with Level 4+



% of Pupils with Level 5+



## Appendix 1D – Attainment of Numeracy by the End of Stage S4

### SQA Attainment - S4 Numeracy

#### Subject Choice

- Literacy  
 Numeracy  
 Literacy and Numeracy

#### Stage

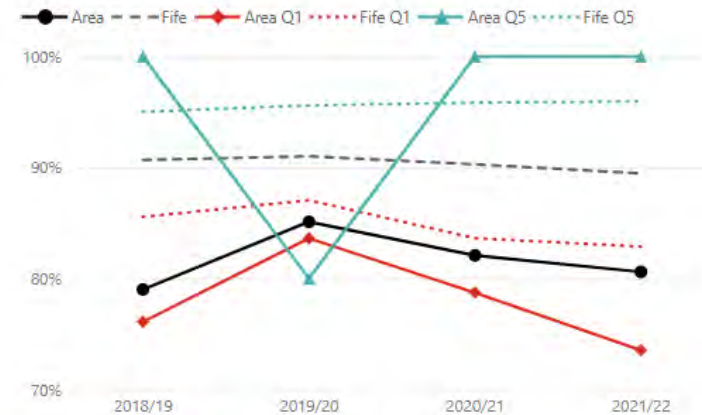
- S4  
 S5  
 S6

Measure	Numeracy Level 4+							
	2018/19		2019/20		2020/21		2021/22	
	Area	Fife	Area	Fife	Area	Fife	Area	Fife
1	76.1%	85.6%	83.6%	87.0%	78.7%	83.6%	73.5%	82.9%
2	81.6%	89.8%	82.4%	88.8%	86.9%	88.7%	89.1%	86.5%
3	70.0%	90.5%	100.0%	91.6%	80.0%	90.6%	88.2%	89.8%
4	88.2%	93.2%	96.4%	92.8%	88.5%	93.9%	88.9%	93.5%
5	100.0%	95.0%	80.0%	95.6%	100.0%	95.8%	100.0%	96.0%
<b>Total</b>	<b>79.0%</b>	<b>90.7%</b>	<b>85.1%</b>	<b>91.0%</b>	<b>82.1%</b>	<b>90.3%</b>	<b>80.6%</b>	<b>89.5%</b>

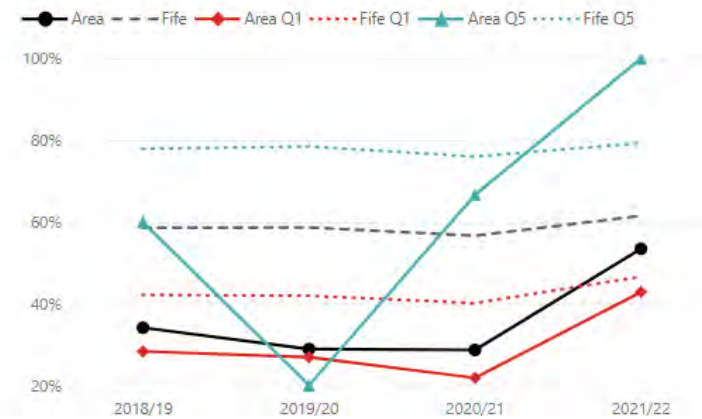
Measure	Numeracy Level 5+							
	2018/19		2019/20		2020/21		2021/22	
	Area	Fife	Area	Fife	Area	Fife	Area	Fife
1	28.3%	42.1%	26.9%	41.9%	21.8%	40.1%	42.9%	46.6%
2	40.4%	49.0%	32.4%	50.7%	31.0%	47.5%	63.0%	50.1%
3	50.0%	55.8%	17.6%	58.4%	55.0%	57.6%	70.6%	64.2%
4	29.4%	71.1%	35.7%	66.9%	42.3%	65.6%	66.7%	70.6%
5	60.0%	77.9%	20.0%	78.5%	66.7%	76.0%	100.0%	79.3%
<b>Total</b>	<b>34.1%</b>	<b>58.6%</b>	<b>28.9%</b>	<b>58.7%</b>	<b>28.7%</b>	<b>56.6%</b>	<b>53.4%</b>	<b>61.5%</b>

### Levenmouth

#### % of Pupils with Level 4+



#### % of Pupils with Level 5+



## Appendix 1E – Attainment at SCQF Level 4 by the End of Stage S4

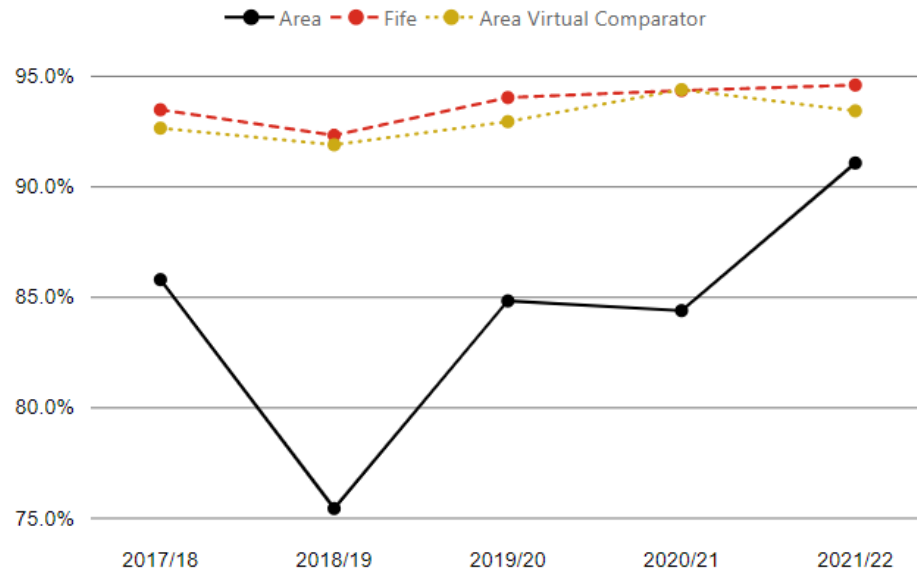
### Breadth and Depth of Attainment

Levenmouth

#### Stage and Level

S4 Level 4	S5 Level 5	S6 Level 5	S6 Level 7
S4 Level 5	S5 Level 6	S6 Level 6	

Five year trend for 1 or more passes at National 4 for the school in S4 as a percentage of the S4 cohort.



Stage and Level	S4 Level 4										
	Year Awards	2017/18		2018/19		2019/20		2020/21		2021/22	
		Area	Fife	Area	Fife	Area	Fife	Area	Fife	Area	Fife
1 or more	85.8%	93.5%	75.4%	92.3%	84.8%	94.0%	84.4%	94.3%	91.0%	94.6%	
2 or more	75.7%	89.5%	69.8%	89.4%	76.9%	90.5%	80.8%	91.7%	85.7%	91.8%	
3 or more	67.4%	86.5%	66.2%	86.3%	70.8%	87.5%	73.0%	88.7%	79.4%	88.9%	
4 or more	57.3%	82.3%	59.7%	81.7%	64.7%	84.3%	69.4%	85.5%	72.8%	85.3%	
5 or more	43.8%	74.7%	49.2%	74.1%	55.0%	79.9%	64.8%	81.2%	66.3%	80.2%	

## Appendix 1F – Attainment at SCQF Level 5 by the End of Stage S4

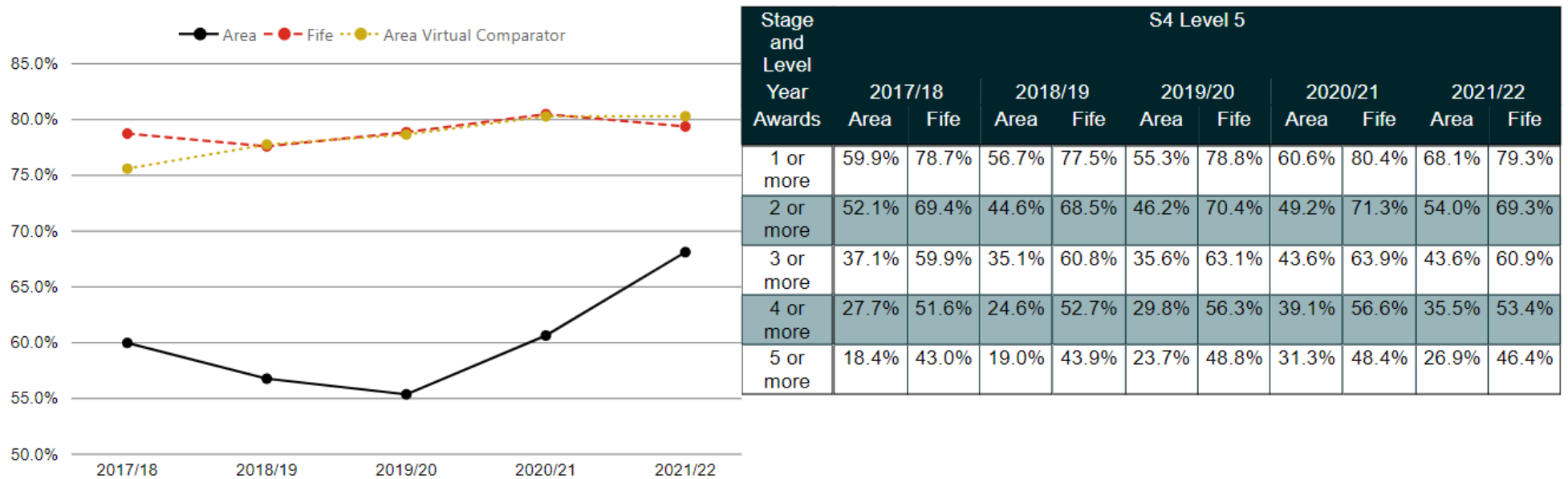
### Breadth and Depth of Attainment

Levenmouth

Stage and Level

S4 Level 4	S5 Level 5	S6 Level 5	S6 Level 7
<b>S4 Level 5</b>	S5 Level 6	S6 Level 6	

Five year trend for 1 or more passes at National 5 for the school in S4 as a percentage of the S4 cohort.



## Appendix 1G – Attainment at SCQF Level 6 by the End of Stage S5

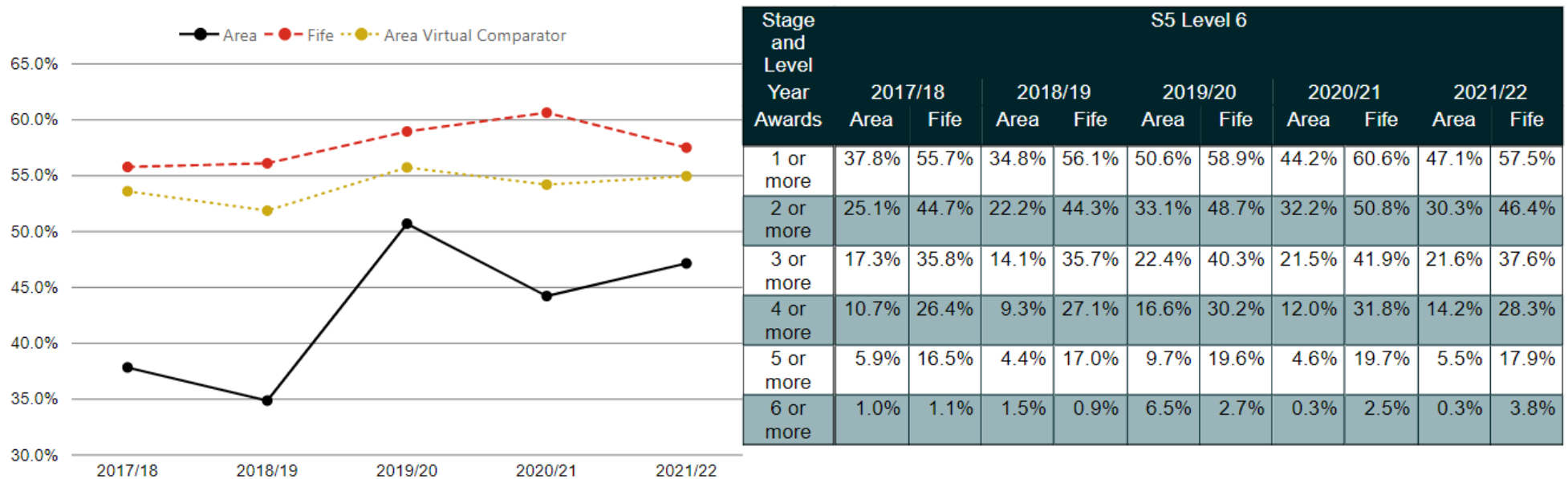
### Breadth and Depth of Attainment

Levenmouth

Stage and Level

S4 Level 4	S5 Level 5	S6 Level 5	S6 Level 7
S4 Level 5	<b>S5 Level 6</b>	S6 Level 6	

Five year trend for 1 or more passes at National 6 for the school in S5 as a percentage of the S4 cohort.



# Appendix 1H – Overall Attainment of School Leavers (Complementary Tariff)

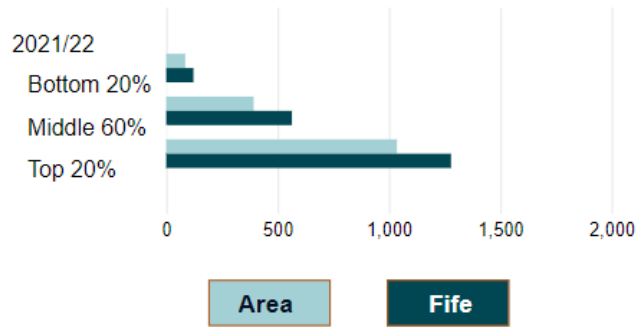
## Average Tariff Points for Leavers

Levenmouth
▾

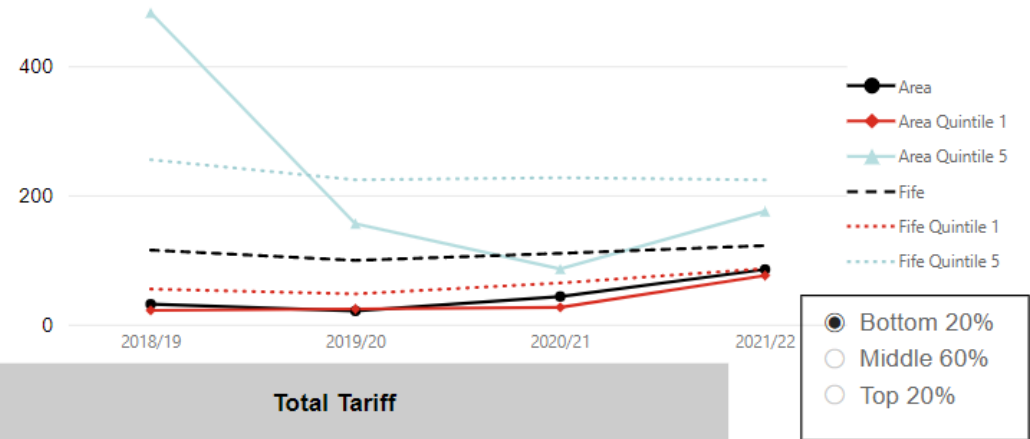
Average Complementary Tariff for Leavers, split into Top 20%, Middle 60% and Bottom 20% of pupils by Tariff

Average Tariff for Leavers	2018/19	2019/20	2020/21	2021/22
Complementary Tariff				
Bottom20	31	21	43	85
Middle60	341	293	358	392
Top20	961	926	1,074	1,036

Average Tariff for Area Leavers by SIMD Quintile	Quintile		2018/19	2019/20	2020/21	2021/22
Complementary Tariff	1	Bottom20	22	24	26	76
		Middle60	279	248	278	363
		Top20	938	816	910	1,023
	5	Bottom20	483	156	86	175
		Middle60	852	249	446	748
		Top20	968	326	745	1,099



Average Leavers Complementary Tariff for Bottom 20%



Complementary Tariff

Total Tariff



## Appendix 11 – Overall Attainment of School Leavers (Total Tariff)

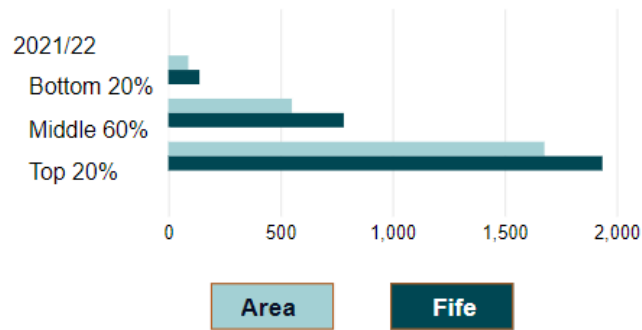
### Average Tariff Points for Leavers

Levenmouth

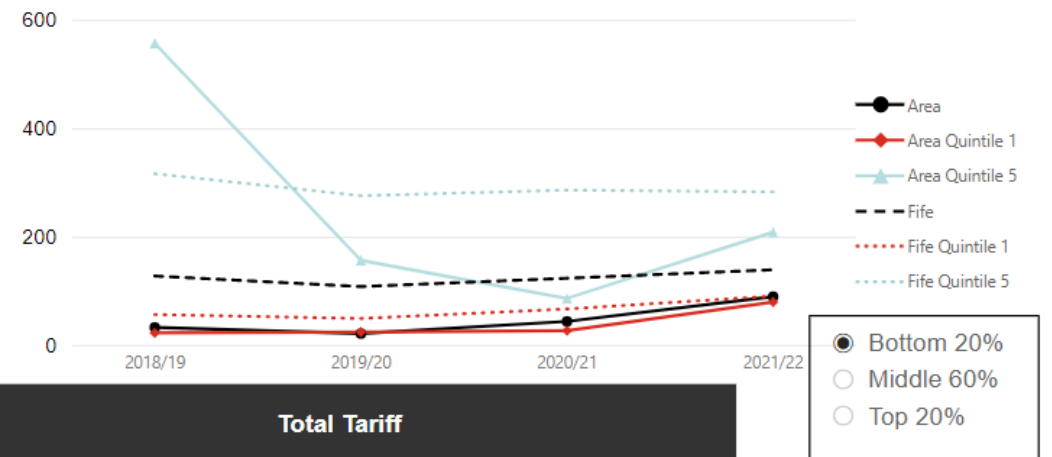
Average Total Tariff for Leavers, split into Top 20%, Middle 60% and Bottom 20% of pupils by Tariff

Average Tariff for Leavers	2018/19	2019/20	2020/21	2021/22
Total Tariff				
Bottom20	32	21	43	89
Middle60	419	366	491	551
Top20	1,327	1,393	1,742	1,678

Average Tariff for Area Leavers by SIMD Quintile	Quintile		2018/19	2019/20	2020/21	2021/22
Total Tariff	1	Bottom20	22	24	26	79
		Middle60	342	306	368	502
		Top20	1,210	1,187	1,399	1,641
	5	Bottom20	557	156	86	208
		Middle60	1,039	295	562	1,167
		Top20	1,393	447	1,126	2,274



Average Leavers Total Tariff for Bottom 20%



Complementary Tariff

Total Tariff

## Appendix 1J – Staying on Rates and Overall Positive Destination Rates

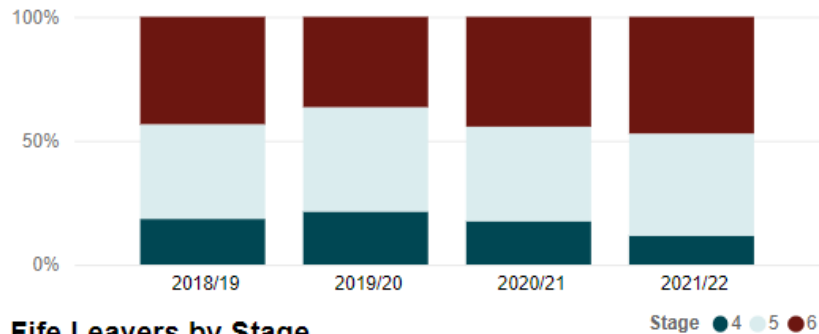
**Levenmouth**

### Staying on Rates

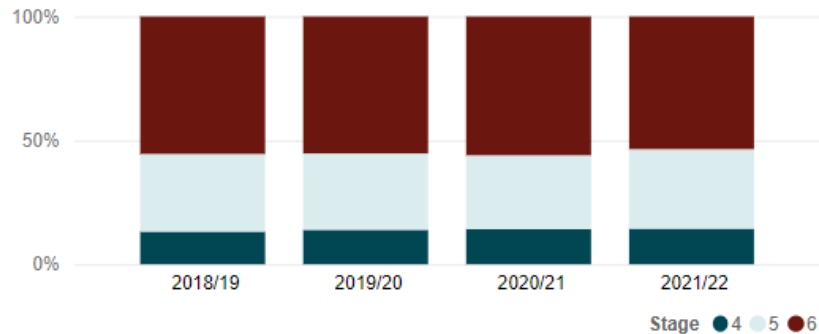
	2018/19	2019/20	2020/21	2021/22
Area S5	76%	80%	81%	84%
Fife S5	83%	85%	84%	84%
Area S6	58%	48%	53%	58%
Fife S6	66%	65%	67%	69%

S5 staying on rates represent the proportion of the prior year's S4 roll who were on the S5 roll in September.  
S6 staying on rates represent the proportion of the prior year's S5 roll who were on the S6 roll in September.

### Area Leavers by Stage



### Fife Leavers by Stage



### Initial Positive Destination Rates

Pupil Stage	S4		S5		S6		All Leavers	
	Area	Fife	Area	Fife	Area	Fife	Area	Fife
▲ Year								
2018/19	77.2%	86.4%	90.7%	92.4%	97.0%	97.5%	90.9%	94.4%
2019/20	84.2%	87.7%	76.8%	87.6%	90.7%	95.3%	83.5%	91.9%
2020/21	92.2%	90.2%	88.3%	90.5%	93.8%	96.6%	91.4%	93.9%
2021/22	89.5%	91.0%	94.1%	93.8%	94.8%	96.5%	93.9%	94.8%

Year	Looked After		Most Deprived Quintile		Additional Support Needs		All Leavers	
	Area LAC	Fife LAC	Area SIMD Q1	Fife SIMD Q1	Area ASN	Fife ASN	Area All	Fife All
▲ 2018/19	85.7%	78.5%	88.5%	90.9%	85.2%	91.1%	90.9%	94.4%
2019/20	58.3%	86.9%	81.2%	86.6%	72.4%	87.6%	83.5%	91.9%
2020/21	77.8%	85.3%	89.6%	90.7%	85.8%	91.0%	91.4%	93.9%
2021/22	88.9%	86.2%	94.4%	93.4%	93.5%	92.8%	93.9%	94.8%

## Appendix 1K – Initial Leaver Destinations by Category

### Initial Leaver Destinations

Levenmouth

**No. of Leavers**      2019/20   2020/21   2021/22  
                                  266        291        327

2019/20   2020/21   2021/22  
                  3404       3751       4088

2019/20   2020/21   2021/22  
                  47435    50719    55211

Levenmouth				Fife				National %			
Year	2019/20	2020/21	2021/22	Year	2019/20	2020/21	2021/22	Year	2019/20	2020/21	2021/22
Destination	Area	Area	Area	Destination	Fife	Fife	Fife	Positive	National	National	National
<b>Positive</b>	<b>83.5%</b>	<b>91.4%</b>	<b>93.9%</b>	<b>Positive</b>	<b>91.9%</b>	<b>93.9%</b>	<b>94.8%</b>	<b>Positive</b>	<b>93.2%</b>	<b>95.5%</b>	<b>95.6%</b>
Higher Education	16.9%	19.9%	25.7%	Higher Education	37.7%	39.4%	35.8%	Higher Education	44.2%	45.1%	41.3%
Further Education	44.4%	38.1%	40.4%	Further Education	35.7%	29.9%	32.0%	Further Education	28.1%	23.3%	25.5%
Training	9.0%	6.9%	4.3%	Training	3.9%	4.1%	3.0%	Training	3.7%	3.7%	2.9%
Employment	11.7%	26.5%	22.3%	Employment	13.7%	19.9%	23.4%	Employment	16.2%	22.6%	25.1%
Personal Skills Development	1.5%		1.2%	Personal Skills Development	0.4%	0.2%	0.3%	Personal Skills Development	0.7%	0.5%	0.4%
Voluntary				Voluntary	0.5%	0.4%	0.4%	Voluntary	0.5%	0.4%	0.5%
<b>Not Positive</b>	<b>16.5%</b>	<b>8.6%</b>	<b>6.1%</b>	<b>Not Positive</b>	<b>8.1%</b>	<b>6.1%</b>	<b>5.2%</b>	<b>Not Positive</b>	<b>6.8%</b>	<b>4.5%</b>	<b>4.4%</b>
Unemployed Seeking	11.3%	6.5%	1.2%	Unemployed Seeking	4.8%	3.4%	2.4%	Unemployed Seeking	4.1%	2.5%	2.3%
Unemployed Not Seeking	2.6%	1.0%	3.7%	Unemployed Not Seeking	2.0%	2.2%	2.2%	Unemployed Not Seeking	1.8%	1.7%	1.5%
Unknown	2.6%	1.0%	1.2%	Unknown	1.3%	0.6%	0.6%	Unknown	0.8%	0.3%	0.5%
<b>Total</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>Total</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>Total</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>

## Appendix 2 – Glossary of Education Terms

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This appendix defines some of the key terms referred to in the paper.

**Insight** is a benchmarking tool designed to help bring about improvements for learners in the senior phase (S4 to S6). The system is updated twice annually, around September for attainment results, and February for school leavers' data. It is particularly valuable to inform improvement planning and provides schools with a range of information to help support school improvement.

Insight uses **Tariff Points** to measure the overall attainment of school leavers. The overall attainment of each school leaver is assigned a number of tariff points that depends on: the number of awards achieved, the SCQF level of each award achieved, the grade of each award (if graded), and the number of credit points assigned to the award (which reflects the number of hours typically needed to complete that particular award). Two summary measures are reported at school level:

- **Total tariff points** – which provide a measure of the total attainment achieved by school leavers during the senior phase.
- **Complementary tariff points** – which reflect the key qualification set achieved each school leaver – the core set of qualifications most likely to influence their post school opportunities and life chances.

The **virtual comparator** is a sample-based benchmark that reflects pupils with similar characteristics to those of a given school. This allows for the influence of a range of factors on school attainment, including: social context (SIMD), levels of recorded additional support needs (ASN), and stage of leaving.

**SCQF levels** indicate the general level of difficulty of an award, enabling broad comparisons to be made between the skills and learning required to achieve a range of different qualifications.

## Appendix 3 – The Scottish Index of Multiple Deprivation

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**SIMD (Scottish Index of Multiple Deprivation).** SIMD is the Scottish Government's standard approach to measuring relative levels of deprivation across Scotland. It provides information about a range of resources and opportunities available to families living in a local community. These relate to income, employment, education, health, access to services, crime and housing.

The current version of SIMD has been in use since an update in 2020. Further information can be found at: <https://www.gov.scot/collections/scottish-index-of-multiple-deprivation-2020/>

Within education, there are two common classifications used to measure the social context of school pupils; these are SIMD Quintiles and SIMD Deciles. Both reflect the overall level of multiple deprivation recorded by SIMD for the area where pupils on the school roll live.

**SIMD Quintiles.** Each local area in Scotland is classified as being within one of five families, called SIMD quintiles.

- SIMD Quintile 1 (often abbreviated to **SIMD Q1**) refers to the 20% most deprived areas in Scotland, as measured by SIMD.
- SIMD Quintile 5 (often abbreviated to **SIMD Q5**) refers to the 20% least deprived areas, as measured by SIMD.

**SIMD Deciles.** Each local area in Scotland is classified as being within one of ten families, called SIMD deciles.

- SIMD Decile 1 refers to the 10% most deprived areas in Scotland, as measured by SIMD.
- SIMD Decile 10 refers to the 10% least deprived areas, as measured by SIMD.

SIMD Deciles 1 and 2 combined make up SIMD Quintile 1.

For the purposes of SIMD, Scotland is divided into 6,976 local areas, named datazones. These are designed to group together households with a similar social context. The table below shows the 26 local areas within the Levenmouth Committee area that lie within SIMD Quintile 1.

Data_Zone	Name	Total population	Working age population	SIMD20 Rank v2	Fife Rank	SIMD Quintile	SIMD Decile
S01009622	Buckhaven South	646	423	7	1	SIMD Q1	SIMD Decile 1
S01009636	Aberhill	863	564	107	4	SIMD Q1	SIMD Decile 1
S01009633	Methil Savoy	737	434	148	5	SIMD Q1	SIMD Decile 1
S01009632	Methil Memorial Park	530	314	171	6	SIMD Q1	SIMD Decile 1
S01009631	Lower Methil	624	414	211	8	SIMD Q1	SIMD Decile 1
S01009640	Scoonie South	584	368	305	11	SIMD Q1	SIMD Decile 1
S01009656	Kennoway East	730	394	314	12	SIMD Q1	SIMD Decile 1
S01009626	Methil Trees East	569	325	328	13	SIMD Q1	SIMD Decile 1
S01009638	Methil Kirkland	1049	601	332	14	SIMD Q1	SIMD Decile 1
S01009647	Leven North	601	344	359	15	SIMD Q1	SIMD Decile 1
S01009542	East Wemyss McDuff	707	474	463	21	SIMD Q1	SIMD Decile 1
S01009641	Leven South West	756	437	726	42	SIMD Q1	SIMD Decile 2
S01009659	Kennoway Central	497	292	732	43	SIMD Q1	SIMD Decile 2
S01009621	Buckhaven Central	754	461	761	46	SIMD Q1	SIMD Decile 2
S01009634	Methil Sea Road	517	263	822	51	SIMD Q1	SIMD Decile 2
S01009625	Methil Methilmill	845	540	858	56	SIMD Q1	SIMD Decile 2
S01009630	Methilhill North	704	459	882	61	SIMD Q1	SIMD Decile 2
S01009658	Kennoway North West	768	476	946	65	SIMD Q1	SIMD Decile 2
S01009629	Methilhill South West	1031	674	1011	72	SIMD Q1	SIMD Decile 2
S01009624	Buckhaven Birds	846	506	1036	76	SIMD Q1	SIMD Decile 2
S01009628	Methilhill Toll Bar	517	221	1066	79	SIMD Q1	SIMD Decile 2
S01009619	Denbeath South	554	326	1146	82	SIMD Q1	SIMD Decile 2
S01009620	Buckhaven North	790	462	1274	89	SIMD Q1	SIMD Decile 2
S01009618	Denbeath North	664	435	1299	90	SIMD Q1	SIMD Decile 2
S01009635	Methil New Bayview	803	497	1330	94	SIMD Q1	SIMD Decile 2
S01009637	Methil Old Bayview	756	465	1342	95	SIMD Q1	SIMD Decile 2

Further information regarding the SIMD profile of the Levenmouth area can be found in the Know Fife briefing: **SIMD 2020 Focus on Levenmouth** (see: [https://know.fife.scot/data/assets/pdf\\_file/0031/177664/SIMD-2020v2-Focus-on-Levenmouth.pdf](https://know.fife.scot/data/assets/pdf_file/0031/177664/SIMD-2020v2-Focus-on-Levenmouth.pdf))

31 May 2023

Agenda Item No. 9

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## **Grounds Maintenance Service, Domestic Waste and Street Cleansing Service Annual Review 2022-23**

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Report by: John Rodigan, Head of Service – Environment and Building Services

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Wards Affected: 21 & 22

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### **Purpose**

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The purpose of this report is to inform Committee of the performance of the Grounds Maintenance and Domestic Waste and Street Cleansing Services in 2022.

### **Recommendation(s)**

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It is recommended that Committee note:

- The improvement in grounds maintenance, domestic waste collection and street cleansing services in 2022.
- The plans to deliver local priorities and help communities shape their environment.

### **Resource Implications**

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There are no additional resource implications arising from this report.

### **Legal & Risk Implications**

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The Environmental Protection Act 1990 imposes a duty on Fife Council to keep public roads and relevant land clear of litter and refuse so far as is practicable.

There are no new legal & risk implications arising from this report.

### **Impact Assessment**

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

### **Consultation**

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No consultations are required in connection with this report.

## 1.0 Grounds Maintenance Performance

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- 1.1 Grounds maintenance activities in 2022 have returned to a business-as-usual position after some low-level service disruption in 2021 caused by Covid related staff absence.
- 1.2 Improved partnership working across Services has seen dedicated resources deployed to the Housing Estate Improvement Programme. Environmental improvements have been focussed on grounds maintenance activities in local estates.
- 1.3 The core Service Level Agreement specification is being met in most areas, and management inspections and public feedback recognise the improvement in greenspace maintenance. Local teams continue to provide support to Elected Members through reactive and ad hoc work requests enabling delivery of local priorities.
- 1.4 Increased investment in 'Seasonal Workers' in 2022 has made a significant difference in managing natural growth over the summer months. The Service continues to work with partner agencies to provide work placement opportunities for short term and longer term unemployed.
- 1.5 The Service is committed to developing a more structured approach to local grounds maintenance priorities and develop plans where aspirations differ from the standard specification. Communication lines will be key to a more bespoke approach and if community representation can be clearly established, localised decision making on the deployment of resources will be supported.

## 2.0 Domestic Waste and Street Cleansing Performance

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### Domestic Waste

- 2.1 Consistent levels of service provision remained a challenge for domestic waste collection in 2022. Despite coming out Covid, staff absence remained high and a shortage of qualified HGV drivers caused disruption to the service in some areas.
- 2.2 Legacy impacts of Covid also prevailed with a shortage of specialist vehicle parts keeping damaged refuse collection vehicles off the road. Resilience hire vehicles were also in short supply because this was an industry wide issue.
- 2.3 Waste collection cycles in Levenmouth were relatively unaffected by disruption as the West and North East of Fife were the greatest affected. This disruption across Fife was due to a combination of staff absence and vehicle related issue. Performance stabilised over the summer months and a far more reliable collection service was achieved over the winter period.

### Street Cleansing

- 2.4 The street cleansing division are slowly recovering the legacy backlog of weeds on streets. Teams are reacting to Ward priorities and although resource limitations prevent the delivery of a consistent standard across all areas, there is evidence of improvement in many localities.



- 2.5 The reduction in herbicide use and improved growing conditions for weeds will remain a perennial management challenge. The Service continues to monitor the development of safe weedkilling products and regularly trials new mechanical weed removing equipment. Success has been limited on both fronts with the geography and scale of Fife's requirement proving difficult to accommodate with any effective solution.
- 2.6 Voluntary organisations such as the Fife Street Champions provide additional street cleansing support, their contribution is much appreciated and vital to the cleanliness and upkeep of the localities they operate in.
- 2.7 The Environmental Training Academy continues to train young people for jobs in street cleansing and this is now an important recruitment avenue for the Service and is resulting in permanent jobs for many long term unemployed.
- 2.8 The dedicated verge cleaning teams created in 2021 are making a material difference to the environment. Their work is highly visible, and feedback has been very positive. Roadside verges and reservations that have never been cleaned, are now on routine schedules, and will be regularly attended.
- 2.9 Likewise the teams dedicated to the removal of fly tipping have been making a strong impact, ensuring that reported rubbish is lifted at the very earliest to avoid blighting the environment.
- 2.10 Additional resources are being deployed to the south and west Fife villages to mitigate visitor impacts over the summer months and this includes weekend working as required.

## **3.0 Future Developments**

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- 3.1 The Street Cleansing Service working with Business Technology Solutions have identified a new digital asset management system and are in the final stages of the procurement process. The system will be introduced on 16 May 2023 and will enable accurate data recording and more efficient work scheduling and performance management.
- 3.2 More dedicated teams comprising grounds maintenance and street cleansing staff will be formed and deployed to priority areas in Council housing estates.
- 3.3 A free bulky uplift service was provided from April 2023 to help residents who do not have transport to take large waste items to recycling centres.
- 3.4 A single shift pattern may be introduced in 2024 for domestic waste workers. The benefits associated with a move from the twin shift system to a single day shift could improve reliability and future proof service provision to absorb new build housing growth. The workforce engagement process has begun, and formal consultation has started on 9 May 2023.

## **4.0 Local Engagement / Community-Led Decisions**

### **Day to day operations**

- 4.1 The new service management structures are underpinned by the commitment to engage and communicate with elected members and community representatives on local priorities. Each Committee Area has dedicated Managers and Supervisors to deliver community-led specifications balanced with available resources.

## **Strategic Decision Making**

- 4.2 For more planned and longer-term matters such as greenspace management and purposing of land, a Place Leadership model is being developed. In future, multi-disciplinary local leadership teams comprising Community Managers, relevant service representatives and community partners will consult, agree area strategies, and shape service delivery to ensure place priorities are met.

## **5.0 Conclusions**

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- 5.1 The organisational and operating model changes introduced to both grounds maintenance and street cleansing functions over the last two years are now having a positive impact on environmental standards. The aim is to ensure all localities receive a consistent level of service with priorities established and delivered on a ward-by-ward basis.
- 5.2. Both services will continue to evolve and future developments such as the digital back-office system and new shift pattern are all part of the modernisation process. Smarter and more efficient ways of working, with the latest technological support will give these services the best chance of improving local environments within the current resource envelope.

## **Report Author and Contact**

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31<sup>st</sup> May 2023

Agenda Item No. 10

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## Levenmouth Local Community Plan

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

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**Wards Affected:** Ward Nos.21 & 22

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### Purpose

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The purpose of this report is to get final agreement from members on the noted priorities for the 2023 -2026 Levenmouth Local Community Plan and note the improvement actions that will support these priorities.

### Recommendation(s)

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The committee is asked to:-

- (1) agree the current draft priorities that will form the basis of the Levenmouth Local Community Plan 2023-26.
- (2) Note the supporting statement of improvement actions and current activity aligned to these priorities.
- (3) Note the content of the vision statement document which highlights further detail on current activity within Levenmouth.

### Resource Implications

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There are no specific resource implications highlighted within this report, however any activity generated through the improvement actions will require an allocation of funding from either the local community planning budget, other council budgets allocated to the local area during the period of the plan or external funding. Many of the improvement actions in the short term will be funded through the Community Recovery Fund.

### Legal & Risk Implications

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

### Impact Assessment

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

### Consultation

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There has been significant consultation across the area recently and this has shaped the priorities accordingly. Initial discussions began with elected members at ward meetings in mid 2022. This was based on the key findings from the Levenmouth Strategic Assessment.

Input on the priorities has also been derived from the key issues being tackled at the People and Place meetings as well as the Welfare Reform and Anti-Poverty Group meetings held locally.

Aspects have been drawn from the Improving Levenmouth Together task group on community safety and there has been specific input from the discussions with local people afforded through the consultation on the Rail Link stations, ongoing Leven Programme and River Restoration events, H100 events, the Unexpected Garden discussions, and Leven Promenade consultation etc.

There are other consultations currently running or about to start, notably the On Fife Cultural Relevance work supported by CORRA, the local transport strategy approach and the Buckhaven Area Regeneration Scheme.

Other key plans in the area will also be referred to and have been subject to their own consultative processes such as the Health and Social Care plan, Community Learning and Development Plan and local Policing Plan.

## 1.0 Background

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

## 2.0 Issues and Options

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2.1 As noted the committee is asked to agree the final statement of priorities for the Levenmouth Local Community Plan 2023-26. These are shown in 2.2 below.

### 2.2 Opportunities for All

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

### Thriving Places

- Improvements to transport connectivity - continue to build on the opportunities offered by the rail link to improve local connectivity in Levenmouth
- Improvements to digital connectivity.
- Targeted Action on ASB - continued focus on ASB including misuse of motorcycles, fire raising and illegal dumping.
- Town Centre Public Realm Improvements- continue improvements in Leven town centre and assess the support required for improvements in the smaller neighbourhood centres, this will include maintenance and better interpretation of the areas its built heritage.
- Green Space and Play Space Improvements - continue to improve play facilities and our green space assets.
- Support the work to develop a stronger cultural offer in Levenmouth.

### Inclusive Growth and Jobs

- Put in place local opportunities for skills development and training tailored to the needs of local businesses and aspirations of local people.
- Support and promote entrepreneurial behaviour in Levenmouth.
- Support the development of a strong tourism offer for Levenmouth, that increases visitor numbers and local spend.

### Community Led Services

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

2.3 As noted the supporting document of improvement actions builds a framework of activity around these core priorities.

2.4 As noted in the resource implications section of this report much of this activity will be supported through the Community Recovery framework which has been the subject of significant debate with members over the last few months. During those discussions and in subsequent reports the activities agreed have been aligned to the broad statement of local priorities being agreed today.

## 3.0 Conclusions

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

### List of Appendices

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1. Improvement Actions

### Background Papers

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

1. Levenmouth Vision Document – Craig Smith 2023 – a link to this document will be sent out to members prior to the meeting.

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**Levenmouth Local Community Plan**

<b>Area Priority.</b>	<b>Strategic Assessment Overview</b>	<b>Improvement focus</b>
<p><b>Improved Health Outcomes. (Opportunities for All)</b></p>	<p>Issues around the importance of accessing health care is a key issue for local people in Levenmouth, this view came strongly through the Peoples Panel survey 35 in 2022.</p> <p>The local planning approach will focus on these access concerns as well as activity around key areas relating to health outcomes specifically :</p> <ul style="list-style-type: none"> <li>• Drug and Alcohol issues – recent data has shown that Levenmouth had 378 drug related hospital admissions per 100,000 standardised population – the Scottish rate for admissions was 181.</li> <li>• Mental Health – pre pandemic figures showed that 25% of the Levenmouth population were prescribed medication for anxiety , depression or psychosis.</li> <li>• Lifestyle concerns and poor diet- Levenmouth residents have higher rates of physical long-term conditions (LTC) than the rest of Fife - including arthritis, asthma, coronary heart disease, cancer &amp; diabetes – there is a correlation with poor lifestyle concerns impacted by poverty.</li> </ul>	<p>Support current ADP approach around the availability of Naloxone.</p> <p>Continue to develop an approach to support families impacted by drug deaths.</p> <p>Support the development of a crisis support service in Levenmouth for those impacted by mental health through the work of the current Health and Social Care/Police initiative.</p> <p>Promote and support the development of The Well approach in Levenmouth.</p> <p>Continue to develop the local Café Inc and Warm Spaces approach.</p> <p>Ensure provision of food and welfare support and quick and simple access for people who need it.</p> <p>Promote sustainable food choices, including healthy food, value for money, reduced food waste, and grow your own.</p>
<p><b>Low levels of activity and participation in sport (Opportunities for All)</b></p>	<p>Areas in Levenmouth have lower than average levels of participation in activity and sport which has an impact of the LTC issues noted above.</p>	<p>Continue to support the Community Connector activity in Methil and Methilhill in conjunction with sportscotland and Active Schools.</p> <p>Improved access to play space and good quality sports facilities through capital investment in our green spaces.</p> <p>Where possible remove financial barriers to local people accessing sport and leisure activities.</p>

<p><b>Targeted Poverty Interventions (Opportunities for All)</b></p>	<p>Levenmouth has the smallest population of the 7 areas of Fife, with 37,722 people living in 19,672 households, a higher proportion of which are older people (22.6%). The area has a lower level of owner-occupied (54.2%) and a higher rate of social rented housing (31.3%). It has the highest proportion of deprived data zones, and the highest levels of income (19.5%) and employment deprivation (15.9%) of all areas. The area has the lowest employment rate (59.9%), and the highest claimant rate (6.9%). It also has the lowest levels of 16–19-year-olds participating in education, employment or training (85.8%) with only 65.5% continuing in education.</p>	<p>Through the work of the Welfare Reform and Anti-Poverty Group and People Group continue to develop initiatives that have mitigating effect on the impact of the cost-of-living crisis. Current activity includes</p> <ul style="list-style-type: none"> <li>• The Plus Partnership with Fife Furniture Plus</li> <li>• The Levenmouth Independence Initiative with Castle Furniture</li> <li>• Fuel Poverty Focus Levenmouth with Greener Kirkcaldy</li> <li>• The Levenmouth Resilience Fund</li> </ul> <p>Promote high quality advice and support in partnership with CARF.</p> <p>Through our job club approach ensure clients are supported back into the jobs market.</p> <p>Support will continue to be given to ensure skills training opportunities are available in Levenmouth through Public/Private and 3<sup>rd</sup> sector providers.</p> <p>Support and promote income maximisation approaches locally to ensure local people area aware of all potential benefits they may qualify for.</p> <p>Build resilience amongst local people by providing financial literacy learning opportunities.</p>
<p><b>Improved Literacy and Numeracy Outcomes for all ages (Opportunities for All)</b></p>	<p>It is recognised that there is evidence of a poverty related attainment gap in Fife. Given that success in literacy and numeracy contributes to the successful development of skills for life , learning and work , it is essential we focus on mechanisms that assist local people to develop these key skills as and when a need is identified.</p>	<p>Our adult learning and family learning planning group will establish and support learning and pathways for parents and children to engage in opportunities and activities which foster confidence, sustained learning and challenge.</p>



	<p>While it is clear much of the focus will continue to be on improving school age attainment – the local plan will also support activity around post school learning opportunities.</p>	<p>We will put in place initiatives that help to improve basic skills, digital skills and personal development for those who would benefit most.</p> <p>We will promote the Multiply learning opportunities provided by UKSPF funding to ensure a numeracy pathway for local people.</p>
<p><b>Improvements to Transport Connectivity (Thriving Places)</b></p>	<p>Levenmouth has for some time been viewed as on the periphery of Fife in terms of its transport links. The area has the lowest level of car ownership in Fife , and as a result local people rely heavily on public transport to get about. We need to continue to build on the opportunities being provided by the Levenmouth Rail Link investment to ensure we are better connected.</p>	<p>Continue to support the development of the on road active travel routes that link the new station developments in Levenmouth.</p> <p>Continue to support the development of the off-road river park routes to ensure better connected communities within Levenmouth.</p> <p>Promote the concept of the 20-minute neighbourhood approach with the aim of providing access to most daily needs within a 20-minute walk.</p> <p>Continue work on the mobility hub concept in Leven Town Centre.</p> <p>Work with other transport providers to ensure the benefits for onward travel options, provided by the main line link into Leven, are fully realised.</p>
<p><b>Improve Digital Connectivity Locally (Thriving Places)</b></p>	<p>Levenmouth people have comparatively poorer access to good quality digital connection, usually due to cost barriers.</p> <p>Recent consultation with local businesses also points to missed opportunities in terms of exploiting a digital interface to increase business turnover.</p>	<p>Continue programme of Wi-Fi installation in all publicly accessible buildings including all halls and centres.</p> <p>Develop a digital business strategy for Levenmouth in conjunction with the Levenmouth Tourism Association.</p>

<p><b>Targeted Action on Anti-Social Behaviour (Thriving Places)</b></p>	<p>One of the key issues noted in the recent Strategic Assessment review was a general concern about feeling safe in Levenmouth – essentially the issues for local people have remained largely the same throughout the 2016, 2018 and 2022 iterations of the Strategic Assessment process. This is despite the figures relating to ASB involving illegal motorcycle use reducing significantly over the same period.</p> <p>Other key issues highlighted are around youth disorder notably in town centres, fire setting and illegal dumping. Private space violence has also been on the rise, notably during the lockdown period – accordingly we need to ensure a focus on this issue.</p>	<p>Continue to support the work of Improving Levenmouth Together (ILT) as the primary local forum for developing a strategy and tasking approach to issues of ASB.</p> <p>Assist the Police in developing their proposals which support the core aims of the local Police plan around tackling ASB and other priorities identified.</p> <p>Support Safer Communities sponsored initiatives to tackle key priorities around illegal dumping.</p> <p>Use CLD youth work resource to support ILT initiatives.</p> <p>Ensure significant input from the Police and Safer Communities on the ongoing design and development of the off-road river park routes.</p> <p>Work with the Fife Violence Against Women and Girls (VAWG) group to ensure frontline staff are aware of the issue and how to assist clients facing this issue.</p>
<p><b>Town Centre Public Realm Improvements (Thriving Places)</b></p>	<p>The issues with town centres have been obvious for several years and were clearly highlighted in the Town Centre Action Plan published in 2013 and recently reviewed in 2022. The review found that the framework proposed for town centres in 2013 were broadly still relevant – accordingly we will continue through our Place Group to follow some of the key recommendations from that report.</p> <p>We will also promote the Town Centre First Principle which asks that government, local authorities, the wider public sector, businesses and communities put the health of town centres at the heart of decision making. It seeks to deliver the best local outcomes, align policies and target available resources to prioritise town centre sites, encouraging vibrancy, equality and diversity.</p>	<p>We will continue the development and implementation of public realm improvements in Leven town centre as the key retail town centre in Levenmouth.</p> <p>We will work with colleagues in Property Services to develop improvement and upgrade approaches in our secondary centres around Levenmouth.</p> <p>We will seek through our Place Group, an agreement to develop a bespoke maintenance regime for our key retail spaces.</p>

<p><b>Green Space and Play Space Improvements (Thriving Places)</b></p>	<p>Levenmouth was traditionally seen as the area where care and maintenance of its green spaces was of a lower standard than that experienced in other parts of Fife. Over the last 10 years local members have consistently supported local resource being targeted at improving both our park and play space provision as part of an ongoing strategy. Based on the Place Standard results over the last 8 years satisfaction on the standard of natural space and play space has improved generally , but there is still work to do.</p>	<p>We will continue to work through our play area improvement strategy in line with the recommendations of the Fife Council Play Space Strategy 2020-2030.</p> <p>We will continue to support the development of Silverburn Park as a key strategic project in Levenmouth.</p> <p>We will build on the success of the recent pump track development in Kennoway and seek to work with communities to develop further key play and recreation infrastructure.</p>
<p><b>Promote a better cultural offer for Levenmouth (Thriving Places)</b></p>	<p>Local people in Levenmouth feel that the opportunities available to them in terms of cultural activity is limited locally with most options requiring travel to other parts of Fife or out with Fife.</p>	<p>Use the consultation responses derived from the recent cultural relevance work led by CORRA on behalf of ON Fife to improve the diversity of the cultural offer in Levenmouth.</p> <p>Promote the use of existing facilities within Levenmouth to host cultural activity and ensure resources are made available to support this approach.</p> <p>Assist in the development of a Public Art strategy for Levenmouth in conjunction with the Levenmouth Tourism Association.</p> <p>Continue to provide support for local communities and organisations wishing to stage events.</p> <p>Support the aims of the Historic Environment led Heritage Strategy for Levenmouth as part of the wider Leven Programme.</p>

<p><b>Training Opportunities (Inclusive Growth and Jobs)</b></p>	<p>As noted previously Levenmouth has one of the lowest rates of young people participating in training opportunities. The local members have been supportive of initiatives to develop local capacity in terms of training provision and are keen to see that our area benefits from Opportunities Fife sponsored training and employability initiatives around No One Left Behind etc.</p>	<p>Continue to support locally based initiatives that provide training across a range of sectors including :</p> <ul style="list-style-type: none"> <li>• Construction including traditional skills</li> <li>• Green Space /Woodland Maintenance</li> <li>• Hospitality</li> <li>• Retail</li> <li>• Blue /Green/Renewables Opportunities</li> </ul> <p>Ensure as an area we exploit all potential training opportunities arising from the significant capital projects currently underway.</p>
<p><b>Promote Opportunities for Entrepreneurial Behaviour (Inclusive Growth and Jobs)</b></p>	<p>It is hoped that we will see businesses choosing to locate in Levenmouth as part of the regeneration of the area supported by the rail link development. We need to understand though that this is more likely to be small scale business growth.</p> <p>As at March 2022, there were an estimated 360,910 private sector businesses operating in Scotland. Most of these businesses (98.3%) were small (0 to 49 employees). A further 3,835 businesses (1.1%) were medium-sized (50 to 249 employees) and 2,340 businesses (0.6%) were large (250 or more employees).</p> <p>Given those stark figures we need to understand what is required for to assist sole trader and small businesses to thrive locally.</p>	<p>Through a collaborative approach seek to work with owners of property within town centres and other parts of the locality to assess if it can be developed as incubation space for new start businesses.</p> <p>Promote the need for further development of light industrial units to meet current and potential future demand for space in Levenmouth.</p> <p>Work with colleagues in Economic Development and other agencies to develop and hold workshops supporting those who are considering starting their own business.</p>
<p><b>Support the Development of a Strong Tourism Offer (Inclusive Growth and Jobs)</b></p>	<p>As noted, the Levenmouth Rail link provides the area with the best opportunity in decades to promote itself as a tourist destination.</p> <p>We see the development of tourism in the area as one of the key elements to increase the provision of local job opportunities .Pre pandemic figures showed that tourism was worth over £500 million to the Fife economy and supported nearly 12000 jobs.</p>	<p>Align support to the Levenmouth Tourism Action Plan derived from the 2022 Tourism Audit in Levenmouth.</p> <p>Support the work of the newly appointed Tourism Project Manager</p>

<p><b>Develop Community Leadership (Community Led Services)</b></p>	<p>As part of a focus on Community Capacity building and building local resilience through Community Wealth Building – we need to ensure that local people play a larger role in local decision making.</p>	<p>Actively promote the benefits of representation on Community Councils in the build-up to the elections in late 2023.</p> <p>Seek to build stronger representative groups to direct the management of our larger halls and centres.</p>
<p><b>Promote Asset Transfer (Community Led Services)</b></p>	<p>The Council has a significant Estate much of which is well utilised in terms of providing local services or good quality space for community-based events etc. However, it needs to be recognised that some of our assets could work better for local communities if directly managed and run by those communities. We have already seen this success in the takeover of former library facilities, sports assets and former community halls.</p>	<p>Where it is appropriate encourage communities to consider asset transfer as a way of moving forward a local aspiration or need.</p> <p>Ensure community groups access the correct support through organisations such as Development Trust Association Scotland (DTAS) to ensure any approach is viable and not a potential liability.</p>
<p><b>Support for Community Growing Initiatives (Community Led Services/Opportunities for All)</b></p>	<p>We see the promotion of community growing initiatives and an expansion of the allotment estate covering several local priorities.</p> <p>We envisage that increased food production locally can play a key role in supplying fresh fruit and vegetables into the supply chain for local pantries , community fridges, and the local foodbank. This approach helps with the longer-term sustainability of our food insecurity approach in Levenmouth.</p> <p>The initiative also supports key elements in terms of improved health outcomes as shown clearly by the Community shed initiatives in the area which both have a focus on horticulture.</p>	<p>Encourage the growth of community growing initiatives in alignment with community partners.</p> <p>Encourage the growth of the allotment provision in Levenmouth in alignment with the Allotments Officer.</p> <p>Assess the current Vacant and Derelict Land sites in the area to ascertain suitability for growing space or allotment development.</p>
<p><b>Community Energy Initiatives (Community Led Services/Inclusive Growth and Jobs/Opportunities for All)</b></p>	<p>Elected members have made a specific request to officers to investigate how we can best support local communities who would wish to take forward projects that focus on the production of renewable energy. This could be utilising wind , hydro, solar or biomass options. Members are keen to understand if this approach can be used to tackle fuel poverty concerns within Levenmouth.</p>	<p>We will provide initial support to ensure the governance of any local group aligns with its objectives,</p> <p>We will support the groups to access key advice from Council officials or external organisations such as Community Energy Scotland,</p> <p>We will seek to financially support feasibility approaches if agreed by the Area Committee.</p>

31<sup>st</sup> May 2023

Agenda Item No. 11

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## Play Spaces Categorisation – Levenmouth Area

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

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Wards Affected: 21,22

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### Purpose

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The purpose of this report is to seek approval of the Play Spaces Categorisation for the Levenmouth Area to create better quality and more inclusive play spaces.

### Recommendation(s)

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The Committee is asked to approve the play spaces categorisation for the Levenmouth Area.

### Resource Implications

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The play spaces categorisation standardises the provision of play spaces which improves the play value and inclusivity.

### Legal & Risk Implications

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There are several risks if the Council does not have a categorisation of play spaces. These include:

- The absence of a clear basis on which to prioritise capital investment for the refurbishment of play parks.
- Inconsistent approach across Fife, meaning that some neighbourhoods will have limited access to good quality play parks.
- Less opportunity for securing external funding.
- Challenges around timelines for delivery of projects

### Impact Assessment

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An EQIA is not required as this was carried out for the Fife Play Spaces Strategy. A FEAT was carried out for the Play Spaces Categorisation – City of Dunfermline Area, April 2023 which is part of the same process.

### Consultation

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A widely advertised [public consultation](#) was held between September and December 2019. It consisted of an evening meeting in Kennoway, Sandy Brae and an online survey. The strategy was presented to members at ward meetings and Cllr walkabouts were held to help clarify strategy proposals. Grounds Maintenance Service staff were involved in the process. Officers have had dialogue with councillors over a number of years on changes and improvements to play parks.

# 1.0 Background

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1.1 Community and Housing Services sub-committee approved the [Play Spaces Strategy](#) in [August 2021](#). The recommendation was for engagement at local level to implement the strategy to ensure that areas most in need are identified as a priority.

## 1.2 Play Spaces Strategy

Aim of the play spaces strategy:

- Provide play parks with good play value for children of different ages and needs
- Ensure the public parks and greenspaces continue to provide varied opportunities for outdoor play.
- Ensure the financial sustainability of play park provision in Fife.

## 1.3 Categorisation

Categorisation is one of the main purposes of the strategy. Sites with play equipment have been added over the years to greenspaces, with no standard approach. Many sites have less than three pieces of equipment and can't really be called play parks. Many cater for pre-school children, with no equipment for primary school children or less able-bodied children. The categorisation has three types of play parks (destination, town, local) and one natural play space, all explained in the booklet in the link. [let's talk about play spaces booklet](#)

## 1.4 Existing situation

Within the Levenmouth committee area, there are 46 Fife Council maintained sites with play equipment. This varies from sites with two pieces of equipment to a wider range of equipment at Letham Glen.

Much of the equipment will be at the end of its safe use in the next ten years so there is a need to plan for replacement and refurbishment of sites to secure funds.

## 1.5 Natural Play Spaces

Natural Play Spaces are sites with no manufactured play equipment instead they have natural play features such as logging, wooden stepping stones, mounds, wildflowers, wooden sculptures. Sites that are changed to a natural play space will be within a 5-minute walking distance of a local play park.

Halfield Gardens, Kennoway is an example of a greenspace with play equipment changing to a natural play space. The equipment here was at the end of its safe life. Instead of spending money replacing the equipment, the money was used to make a larger more diverse play park at Cotlands Park which is only 5 minutes walk away. Logs, picnic benches, wooden sculptures, trees were installed. Somebody planted wildflowers last year.

## 2.0 Play Space Categorisation

### 2.1 Categorisation

Categorisation	Ward 21	Ward 22
Destination Play Park	n/a	n/a
Town Play Park	Cotlands Park, Kennoway Balcurvie Park, Windygates Beach, Leven Letham Glen, Leven Balmaise, Broom, Leven	Savoy Park, Methil Taylor Street, Methil Toll Park, Buckhaven The Barony, East Wemyss
Local Play Park	Castle Terrace West, Kennoway Forth View, Kennoway Kingsdale, Kennoway Springbank, Kennoway Grieg Park, Windygates Glen Lyon Park, Leven Promenade (Festival Gardens), Leven Christie Park, Leven Gardener Crescent, Leven Greenfield View, Leven Victoria Park, Lundin Links Durham Park, Lower Largo Keilburn, Lundin Links Dumbarnie Place Park, Upper Largo	Stewart Park, Methilhill Daisy Park, Methilhill Herd Park, Methilhill Abbots (Oakvale Road), Methilhill Lilac Bank, Methil Kirkland Gardens, Methil Ossian Park, Methil Mallard Road, Buckhaven Sandwell Street, Buckhaven Viewforth, Buckhaven Foreshore Central, Buckhaven Hendrie Crescent, East Wemyss The Haugh, East Wemyss Coaltown of Wemyss West Wemyss
Natural Play Space	Halfields, Kennoway Castle Crescent, Kennoway Castle Terrace East, Kennoway Hill Road, Kennoway Meadow Park, Kennoway	Ashgrove, Methilhill Simon Crescent, Methilhill Hazeldean, Methilhill McDuff Park, East Wemyss



## 2.2 Sites designated for improvement

The categorisation also tags which play parks need improving. To refurbish a play park can cost up to £150,000.

	Castle Terrace West, Kennoway	West Wemyss
	Glenlyon Park, Leven	The Haugh, East Wemyss
	Grieg Park, Windygates	Abbots (Oakvale Rd)
	Christie Park, Leven	Herd Par, Methilhill
	Keilburn, Lundin Links	Lilac Bank, Methil
	Forth View, Kennoway	Daisy Park, Methilhill
	Kingsdale, Kennoway	South Grove, Lower Methil
	Springbank, Kennoway	Coaltown of Wemyss
		Savoy Park

## 2.3 Implementation

Implementation is a long-term process due to the range and volume of sites and the costs involved to deliver this. Communities and Neighbourhoods have ringfenced play park refurbishments funding included within their capital programme. For example, recent projects have been delivered by council officers in West Wemyss, East Wemyss and Castle Terrace West, Kennoway.

## 3.0 Investment – Past and Future

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As set out in the [2021 Programme for Government](#), the Scottish Government will invest £60 million over the course of this Parliament to renew public, free-to-access play parks.

The Scottish Government provided £5 million towards this commitment in 2021 followed by a further £5 million available to local authorities in 2022.

The additional £50 million of funds will be allocated over three years on the following basis:

- 2023-24 - £10 million
- 2024-25 - £15 million
- 2025-26 - £25 million

Since this funding was announced, Levenmouth has already benefited from £317k of investment with the potential of a further £260k to March 2026 if the strategy set out above is agreed.

## 4.0 Conclusions

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4.1 Implementation of the play space categorisation will lead to better quality play spaces, that are more inclusive for children of all ages and abilities. It aids investment in refurbishment of play parks.

### List of Appendices

1. Fife Environmental Impact Assessment

### Background Papers

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

- [Play Spaces Strategy](#)

### Report Contact

Kevin O’Kane, Greenspace Officer, Communities & Neighbourhoods  
Email - [kevin.okane@fife.gov.uk](mailto:kevin.okane@fife.gov.uk)

Appendix 1 Fife Environmental Impact Assessment

<b>Project name:</b>	Play Space Categorisation Dunfermline Area	<b>Committee report title:</b>	Play Space Categorisation Dunfermline Area
<b>Committee name &amp; date:</b>	Levenmouth Area Committee April 2023	<b>Have the proposals been subject to any other formal environmental assessment?</b>	no
<b>Completed by:</b>	Kevin O'Kane	<b>Completed on:</b>	44971

<b>A. Wildlife and biodiversity</b>		<b>Answer</b>	<b>Comments</b>
<b>Fife Council is committed to protecting and enhancing Fife's natural heritage.</b>			
1	What impact will the proposals have on wildlife (including protected sites and species)?	<b>Beneficial impact</b>	<b>The creation of natural Play Spaces, will increase the area of wildflower meadows and the number of trees.</b>
<b>B. Impacts on people</b>		<b>Answer</b>	<b>Comments</b>
<b>Fife Council is committed to protecting and enhancing the wellbeing of our people.</b>			
2	What impact will the proposals have on environmental nuisance? (i.e. visual impacts, traffic, noise, vibration, odour, dust, particulates, smoke)	<b>No impacts / not applicable</b>	<b>No response</b>
3	What impact will the proposals have on human health or wellbeing?	<b>Beneficial impact</b>	<b>Implementation of the play spaces will create better play opportunities for children.</b>

<b>C. Pollution</b>		<b>Soil and geology</b>	<b>Answer</b>	<b>Comments</b>
<b>Fife Council is committed to protecting and improving air, water and soil quality.</b>				
4	What impact will the proposals have on pollution (including pollution to air, water or soil)?	<b>No impacts / not applicable</b>	<b>No response</b>	
<b>D. Climate change</b>		<b>Answer</b>		<b>Comments</b>
<b>Fife Council is committed to cutting carbon emissions and making Fife more resilient.</b>				
5	What impact will the proposals have on greenhouse gas emissions?	<b>A mixed impact (good and bad)</b>	<b>Replacement of play equipment and safety surfacing will produce carbon emissions.</b>	
6	What impact will the proposals have on resilience to the adverse effects of severe weather events, including flooding and landslips?	<b>No impacts / not applicable</b>	<b>No response</b>	
7	What impact will the proposals have on flooding and sites designated as being at risk of flooding or sea level rise?	<b>No impacts / not applicable</b>	<b>No response</b>	
<b>E. Resources and waste</b>		<b>Answer</b>		<b>Comments</b>
<b>Fife Council is committed to using resources efficiently and minimising waste.</b>				Please clarify your response
8	What impact will the proposals have on how much waste is generated or how waste is managed?	<b>A mixed impact (good and bad)</b>	<b>Replacement of equipment, will result in some material going to landfill. Much of the metal should be recycled.</b>	

9	What impact will the proposals have on energy use and the consumption of material resources?	<b>A mixed impact (good and bad)</b>	<b>Energy will be used in the production of new equipment.</b>
<b>F. Cultural heritage</b>		<b>Answer</b>	<b>Comments</b>
<b>Fife Council is committed to protecting Fife's cultural heritage.</b>		Please select an option:	Please clarify your response
10	What impact will the proposals have on cultural heritage (including designated heritage / archaeology sites or listed buildings)?	<b>No impacts / not applicable</b>	<b>No response</b>

<b>Good practice</b>	<b>2</b>
<b>Data gaps or mixed impacts</b>	<b>3</b>
<b>Environmental red flags</b>	<b>0</b>
<b>No impacts identified</b>	<b>5</b>

31<sup>st</sup> May 2023

Agenda Item No. 12

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## Supporting the Levenmouth Local Community Plan – Community Engagement Officer -Methil Heritage Centre -Community Recovery Fund.

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

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**Wards Affected:** Ward 22

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### Purpose

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The purpose of this report is to seek agreement from the Area Committee for a contribution from the Community Recovery Fund (CRF) of £44,153 towards the costs of employing a Community Engagement Officer to be based at Methil Heritage Centre (MHC).

### Recommendation(s)

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The Committee -

- is asked to agree a contribution of £44,153 towards the cost of employing a Community Engagement Officer to 31<sup>st</sup> March 2024.
- Note that a further report will come to Area Committee for continuation funding to secure the Community Engagement Officer post up to 31<sup>st</sup> March 2025, and this will be for a contribution from CRF of £65,268.

### Resource Implications

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Approval of this funding will reduce the Community Recovery Fund for Levenmouth by £44,153. If agreement is secured at a subsequent Area Committee for continuation funding of £65,286, the total investment for this project will be £109,421.

### Legal & Risk Implications

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There are no legal implications inherent in this report.

### Impact Assessment

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

### Consultation

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Members will be aware of the recent cultural relevance discussions in the Levenmouth area which have informed this approach. The detail of this is contained in the CRF01 attachment to this report.

## 1.0 Background

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- 1.1 The criteria for spend from the Local Community Planning Budget (LCPB) or CRF requires authorisation from Area Committee before amounts of over £5,000 can be committed.
- 1.2 This report is to seek agreement from the Area Committee for a contribution from the Community Recovery Fund (CRF).
- 1.3 The reason for bringing a report to members today is to secure funding which will allow the employment of a member of staff through On Fife, to support and progress a range of cultural activities within Levenmouth and help shape the future offer of OnFife locally and explore the future use of the MHC, in collaboration with local people.
- 1.4 This proposal will:
  - create and appoint a dedicated fixed-term Community Engagement post for Levenmouth, based out of Methil Heritage Centre operating across Levenmouth at a local level to explore further the community response and call for action from participants who gave their time voluntarily to the consultation
  - enable the development of a Service Delivery Map in the area, from across services from which resources can be better aligned and collaboration strengthened, and which will evidence a more robust return on the public pound to communities
  - provide a meaningful timeframe in which to further explore and determine the future of Methil Heritage Centre and the role of OnFife as a key Cultural partner within the Levenmouth area
  - build on opportunities for communities in Levenmouth to help identify priorities and projects they wish to see in their area that focus on arts, culture, history, and heritage.

## 2.0 Issues and Options

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- 2.1 The Community Engagement postholder would ensure that resources across OnFife services are aligned to community needs; they would liaise with existing arts, heritage, cultural groups, and organisations to map local opportunities; work with local schools, nurseries, family groups and groups supporting young people and older people.
- 2.2 The Community Engagement postholder would be supported by OnFife Creative Services teams covering theatre programming, creative industries, museums/galleries, local history, heritage, and arts.

- 2.3 The cost relevant to this part of the proposal are shown below. Members will note that a number of these items are in kind support for the approach from On Fife.

5. Provide a breakdown of the proposal's costs.	
Cost Description	£
Community Engagement post (FT/36 hours; FCT07) x 8 months Aug2023-March 2024	26,320
Relevance Instigator (pro-rata: 1 day per week; FCT07) x 8 months (In-kind fixed term post)	3,702
Museums Assistant (In-kind 22 hours per week; FCT03) x 8 months	11,256
Artists' fees (freelance facilitators)	4,200
Artist materials	2,400
Events/activities budget: community-led pilot activities (includes £3,200 In-kind)	5,600
Volunteer expenses	1,200
Outreach (travel for Community Engagement post)	295
Hospitality for workshops, engagement etc	1,440
Marketing: fliers, posters, social media, outdoor sites	1,884
Contingency 10% (excluding OnFife In-kind)	4,014
<b>Total:</b>	<b>£62,311</b>

- 2.4 As noted in the recommendations section of this report, it is the intention of officers to submit a second funding application for consideration by the Area Committee to allow the Community Engagement post to continue beyond March 2024.
- 2.5 It is felt that an extended period in post is required to ensure strong foundations are in place to support future cultural activity in Levenmouth.
- 2.6 It is likely that this second report will come to members in early 2024, this would allow an initial evaluation of current activity in the area as a support to the request for continuation funding.

## 3.0 Conclusion

- 3.1 This project aligns with the core objectives within the Thriving Places, Opportunities for All and (potentially) Community Led Services themes of the local community plan for Levenmouth.
- 3.2 Within the Fife Plan the following elements are covered
- Opportunities for all: ensuring that target communities we work with have full access to and are shaping their local arts, culture and heritage experiences for learning, social interaction, and fun.
  - Thriving places: co-ordinating and offering a range of activities across Levenmouth that will attract local footfall and visitors spend.
  - Increase local pride in the area: we would build on this by exploring and celebrating what makes people proud about their local area through local history, heritage, and outreach.

## List of Appendices

- CRF01

## Background Papers

None

## Report Contact

David Paterson

Community Manager (Levenmouth)

Buckhaven Burgh Chambers

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## Appendix

### *Community Recovery Fund - Background Overview*

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

#### **Approach**

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

#### **Specific Criteria**

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

#### **Monitoring & Evaluation**

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

#### **DETAILS OF PROPOSAL**

1. What benefits will the proposal deliver and what are the timescales for delivery? Please also include in this section the consideration given to any unintended consequences associated with the proposal, during implementation or upon completion.

The proposal will deliver benefits in response to consultation work OnFife has undertaken with the CORRA Foundation and local communities across Levenmouth. The conclusion from the CORRA-led consultation in the area was that those present would welcome continued working with OnFife and other agencies to build opportunities, pilot activities and events that improve the life chances and choices of children, young people and older vulnerable adults in Levenmouth.

There is a small group of c6 people who attended the CORRA consultation workshops and have indicated they are interested in continuing to work with OnFife to develop opportunities – see what can be done and moving things forward.

The proposal will:

1. create and appoint a dedicated fixed-term Community Engagement post for Levenmouth, based out of Methil Heritage Centre operating across Levenmouth at a local level to explore further the community response and call for action from participants who gave their time voluntarily to the consultation
2. enable the development of a Service Delivery Map in the area, from across services from which resources can be better aligned and collaboration strengthened and which will evidence a more robust return on the public pound to communities
3. provide a meaningful timeframe in which to further explore and determine the future of Methil Heritage Centre and the role of OnFife as a key Cultural partner within the Levenmouth area
4. build on opportunities for communities in Levenmouth to help identify priorities and projects they wish to see in their area that focus on arts, culture, history and heritage

The benefits will include local, community-led activities supported by OnFife and other agencies that meet the direct expressed needs of local people. OnFife has been working with the CORRA Foundation who have been in Buckhaven and Methil since July 2017, building relationships with community members and the results of our engagement work are described in Section 3.

Our proposal would benefit local people by working with them, through a relevance-based approach that will map community assets, build authentic partnerships, listen and learn from community members.

By focusing on arts, culture, history and heritage and activities for children, young people and those facing social isolation, the Community Engagement Officer will deliver benefits supporting the ambition to deliver on the Fife Plan's key priorities as outlined below:

- Opportunities for all: ensuring that target communities we work with have full access to and are shaping their local arts, culture and heritage experiences for learning, social interaction and fun
- Thriving places: co-ordinating and offering a range of activities across Levenmouth that will attract local footfall and visitors
- Increase local pride in the area: we would build on this by exploring and celebrating what makes people proud about their local area through local history, heritage and outreach

The Community Engagement postholder would ensure that resources across OnFife services are aligned to community needs; they would liaise with existing arts, heritage, cultural groups and organisations to map local opportunities; work with local schools, nurseries, family groups and groups supporting young people and older people.

The Community Engagement postholder would be supported by OnFife Creative Services teams covering theatre programming, creative industries, museums/galleries, local history, heritage and arts. They would work closely with a fixed-term, externally funded Relevance Instigator operating at strategic level across three areas in Fife: Kirkcaldy, Lochgelly and Levenmouth who will map out the current shape of local service delivery in each area, highlighting a more integrated way forward in which the public pound would deliver best to the communities served.

Levenmouth Local Tourism Association are interested in basing their new Project Manager at Methil Heritage Centre bringing further benefits for visitor footfall and generating ideas for community engagement and regeneration of the local area. The Project Manager starts in post June 2023 initially for a minimum 18-month period and there is scope to work together across organisations to support development of heritage trails (part of the LLTA project plan, in place already), art trails and a tourism passport linking visitor sites across Levenmouth. We have the results of the recent Tourism Survey (February-March 2023) that highlights the concerns of local people about transport, Leven High Street and lack of activities:

“There are no activities for my kids other than the pool.”

“Wouldn’t say there is much to do for outsiders coming in to the area. The High Street isn’t the most welcoming of places and there aren’t any attractions for people to see”.

Those surveyed identified opportunities to create a major ‘draw’ eg an interesting visitor attraction with café and interactives or a major tourist attraction similar to the Kelpies as part of a plea for more leisure opportunities that included suggestions for history/nature trails and information.

Timescale for delivery would be funding-dependent: we have scoped for running the project from June 2023 but getting underway from August 2023 (to allow time for recruitment) to March 2024 (8 months). We recognise this is a tight timescale and we do have budget costs for extending this by a further year to March 2025 (20 months) should funds be available, making project total £156,393 with £46,972 InKind contributions from OnFife so we would be seeking £109,421 if running this proposal from August 2023 to March 2025.

Timescale:

Approval of proposal at Area Committee	31 May 2023
Recruit Community Engagement post	June-July 2023
Community Engagement postholder starts	August 2023
Recruit volunteers/community champions*	August-September 2023
Set up consultation on future of MHC	September-December 2023
Community champions develop programmes	September 23-March 2024
Deliver art workshops, activities	October 23-March 2024
Undertake service delivery mapping	October 2023-January 2024
Final reporting and conclusions	January-March 2024

\*this will be in addition to the c6 people from CORRA consultations who wish to move things forward with OnFife and will create greater mass impact across communities.

Unintended consequences during implementation: there are always unknowns and unintended consequences – both positive and negative - within large pieces of collaborative work and we have detailed elsewhere Risks and Mitigation. Examples of Unintended Consequences with this proposal could be:

- recruitment of Community Engagement post is unsuccessful or takes longer than anticipated, delaying the start of the project: *we will use local networks, contacts and methods of disseminating information about the post to ensure as wide as possible reach in the recruitment process; our recruitment process will be clear, transparent and fully accessible to encourage a diverse range of applications*
- evidence of the impact of the Community Engagement post signals the need for this to be an ongoing role, working across all organisations, ensuring a joined up approach, innovative ways of working and greater impact of the public pound: *the postholder will work with a range of organisations and OnFife will ensure from the outset that opportunities to seek longer-term funding and share benefits of this grassroots post are fully discussed, understood and open for endorsement by partners*

- the scope of the project becomes wider than anticipated due to community response ie identifying priorities or projects that OnFife alone cannot help to deliver: *we have some indication of this from the CORRA-led consultation, where communities suggested ideas and improvements that are outwith the scope of OnFife; we will share those findings with appropriate organisations and let them know about this new proposal to continue our work in Levenmouth, offering the opportunity to engage with communities and their ideas*
- there may be a desire for community ownership of services, resources and buildings including Methil Heritage Centre – there could be discussion around community asset transfer: *we will work with the Communities & Neighbourhood team (Fife Council) and other locally-based agencies eg BRAG that have supported community asset transfer, to fully understand the process, implications and benefits*

2. Please detail which priorities this proposal meets.

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

**Community wealth building:** building on our relevance-based community consultation (led by CORRA) in Levenmouth, we would ensure that communities are fully involved in the development of events and activities through outreach and at Methil Heritage Centre with opportunities for skills sharing and development as well as providing an audit of current creative, cultural and wellbeing providers in the area with a view to greater joined up working and a fresh approach to delivery of best value for the public pound.

**Leading economic recovery:** we anticipate that increased activities and footfall to events across Levenmouth and at Methil Heritage Centre will have a positive impact on local areas; building a programme around arts, culture, history and heritage to which OnFife will contribute. Working with Levenmouth Local Tourism Association will help drive visitor footfall ahead of opening the new Leven rail link.

**Tackling poverty:** we remove barriers to accessing services by the provision of a service delivery map which identifies barriers, with a view to increasing accessibility and removing or substantially lowering the cost of participating in events and activities and providing these at local level, further reducing the need and cost of travel; volunteers will receive expenses for travel

b) Local Community Plan priorities met.

Our proposal would meet the following Local Community Plan priorities:

Tackling poor access to arts, culture and heritage services through outreach and targeted local delivery;

Targeted support for more vulnerable families, to ensure that no one is left behind in accessing arts, culture, heritage for education, social activity and fun.

Support for improving attainment and aspiration in school, via our young people and families offer, with resources and activities that deliver the Curriculum for Excellence at local level. For those who have left school we will ensure there is scope to access lifelong learning opportunities via greater access to the arts and cultural heritage and wellbeing activities.

Being part of the opportunity to test out the area's tourism potential, such as golf and the River Leven Valley, Silverburn Park, industrial heritage, Wemyss Caves, Fife Coastal Path and the Pilgrim Way through collections, assets and resources managed by OnFife.

Promote volunteering and develop the role of community champions who can encourage greater local participation in community groups and volunteering activities. We will support mechanisms that allow local people to use their skills to assist others in a mutually beneficial way.

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

In the past 18 months there has been local consultation via The Dandelion project in Leven, of which OnFife was a partner, in which local communities shared they were neither satisfied nor dissatisfied with creative provisions, asking for more activities to be taking place locally. They were fairly satisfied with cultural provision, but articulated demand for more music and theatre. People said they would most engage with festivals, arts and crafts, films, theatre, and seasonal activities.

This has since been followed up via the recent targeted community consultation carried out by CORRA, on behalf of OnFife between January-February 2023. CORRA were appointed to undertake this work based on their previous and current community support in Levenmouth. In total CORRA on behalf of OnFife reached approximately 100 people through these sessions focusing on key questions:

- What do you know about your past in your community? History, heritage, cultural and creative activities?
- What would you like to see in the future in your community? History, heritage, cultural and creative activities?

A final sharing event was held in March 2023 led by CORRA with input from community facilitators and staff from OnFife to reflect on the feedback and issues raised across all sessions. From this it is clear there is strong support locally for a range of activities to be available across Levenmouth, to engage with children and young people in particular, to nurture and encourage local talent and to celebrate and raise awareness of local history and heritage.

**Key Learnings** from CORRA Final Report:

- The young people that participated in the process are particularly passionate about culture and heritage and contributed many ideas. They stated that currently there are not a lot of opportunities for them.
- Community members expressed that they had learnt a lot about their area through being able to talk with each other and share memories and ideas
- Some community members stated that they have been asked to participate in similar consultations and discussions in the past but have seen little happen as a result. They want to see action happen and are willing to be involved.
- Through supporting local community conversations to take place and identifying actions this has created the conditions for locally-led actions to happen and connections to be developed with OnFife and other partner organisations.

Throughout the consultation period the community voiced their concern that Methil Heritage Centre (managed by OnFife on behalf of Fife Council and closed since the pandemic) be re-opened. This is most likely an expression of the desire not to lose the venue which is understandable. However with Friends of MHC stepping back from involvement with the Centre, it is unclear how the centre would best serve the community. A longer period of exploration by someone on the ground is required to establish this and hence the request for support for the Community Engagement post.

A key recommendation from the CORRA-led consultation is that OnFife identify relevant community activity already taking place to avoid any potential duplication and to provide opportunities to support, extend and develop community work. This would additionally allow for greater community mapping of service provision inclusive of how we can better link with the existing and emerging arts, culture, heritage and tourism initiatives to maximise opportunities arising from the new Leven rail link, bringing more people "this side of the river".

As previously mentioned there has also been interest expressed by Leven Tourist Association in basing their new LLTA Project Manager at Methil Heritage Centre and working with OnFife and communities to explore relevant uses for the spaces within the venue (exhibition space, shop/reception area) - Susan Oak, Levenmouth Tourist Association Chair attended the final sharing event and we have had subsequent discussions around the potential for collaborative working.

By taking a community-led, relevance-based approach there is much in this proposal that may change as a result of community involvement: the key aim is that communities should help identify priorities and projects they wish to see in their area, supported by OnFife.

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

Outcome	Benefit	Measurement
Appoint a fixed-term Community Engagement post	<ul style="list-style-type: none"> <li>- A dedicated post and person for Levenmouth, based out of Methil Heritage Centre operating across Levenmouth at a local level to listen, respond to and work with communities;</li> <li>- target communities have full access to and are shaping their local arts, culture and heritage experiences for learning, social interaction and fun</li> <li>- a range of activities across Levenmouth that will attract local footfall and visitors</li> </ul>	<ul style="list-style-type: none"> <li>Number of applicants for post; successful appointment</li> <li>Number of community groups working with the postholder locally</li> <li>Number of events, activities that are co-created by communities with support from the CE post</li> </ul>
A Service Delivery Map of Levenmouth is created	<ul style="list-style-type: none"> <li>- local residents, communities, groups and third sector organisations will have greater awareness of local service delivery in each area, creating opportunities for a more integrated and accessible way forward in which the public pound would deliver best to the communities served.</li> <li>- barriers to accessing services are identified and removed; accessibility of and to services is improved and increased</li> <li>- resources are better aligned, collaboration strengthened and which will evidence a more robust return on the public pound to communities</li> </ul>	<ul style="list-style-type: none"> <li>Number of new collaborations and joint initiatives</li> <li>Number of 'hits' on OnFife website map; number of physical issues of map; Increased footfall, participation or enquiries across service providers</li> <li>Number and range of services that are listed in the mapping exercise</li> <li>Feedback from communities on benefits of using the Map</li> </ul>

<p>The future of Methil Heritage Centre and the role it plays in the cultural fabric of the area is explored</p>	<ul style="list-style-type: none"> <li>- local concerns about the future of MHC are addressed</li> <li>- local communities and organisations will have an opportunity to propose a range of options for the future of MHC</li> <li>- people in Levenmouth regain a sense of pride in their community, in their history and heritage and work together to build legacy for the future, gathering new stories</li> <li>- Thriving place: offering a range of activities across Levenmouth that will attract local footfall and visitors, that will change perceptions of Levenmouth reimagined by and with local people, overcoming the post-industrial economic impact</li> </ul>	<p>Clear evidence of engagement throughout the period of the proposed project</p> <p>Agreement is reached with communities, stakeholders, Fife Council on the future use, management and resourcing of MHC</p> <p>Level of engagement with history, heritage at the Centre</p> <p>Level of activity in gathering new stories</p> <p>Number of new initiatives and uses of MHC</p>
<p>A programme of activities, workshops, events are in place in response to or led by needs of local communities delivered through outreach</p>	<p>No one in Levenmouth is left behind in accessing arts, culture, heritage for education, social activity and fun</p>	<p>Number of activities, workshops, events available</p> <p>Number of participants</p> <p>Satisfaction level of participants</p> <p>Indication of continued involvement with (or intention to continue to be involved with) arts, culture, heritage</p> <p>Impact of activities on local businesses</p>
<p>Volunteering opportunities developed as part of outreach and engagement activities across Levenmouth and at Methil Heritage Centre</p>	<p>People gain or share skills, make friends, socialise and derive wellbeing benefits through volunteering. Community Champions emerge who can encourage greater local participation in community groups and volunteering activities.</p>	<p>5 Pillars of Wellbeing measures</p> <p>Number of volunteering opportunities available</p> <p>Number of volunteers recruited</p> <p>Retention rates for volunteers</p> <p>Number of Community Champions</p> <p>Satisfaction levels from volunteers and Community Champions</p>

## COSTS

5. Provide a breakdown of the proposal's costs.	
Cost Description	£
Community Engagement post (FT/36 hours; FCT07) x 8 months Aug2023-March 2024	26,320
Relevance Instigator (pro-rata: 1 day per week; FCT07) x 8 months (InKind fixed term post)	3,702
Museums Assistant (InKind 22 hours per week; FCT03) x 8 months	11,256
Artists' fees (freelance facilitators)	4,200
Artist materials	2,400
Events/activities budget: community-led pilot activities (includes £3,200 InKind)	5,600
Volunteer expenses	1,200
Outreach (travel for Community Engagement post)	295
Hospitality for workshops, engagement etc	1,440
Marketing: fliers, posters, social media, outdoor sites	1,884
Contingency 10% (excluding OnFife InKind)	4,014
<b>Total:</b>	<b>£62,311</b>
6. How much funding are you requesting from the Community Recovery Fund?	
£44,153	
7. Where Community Recovery Fund monies are requested to fund a portion of the total proposal cost, list below all other sources of funding and indicate whether this funding is confirmed or pending.	
<p><b>InKind:</b> Relevance Instigator (prorata: 1 day per week; FCT07) x 8 months (InKind fixed term post) confirmed (Creative Scotland Restricted funding) <u>£3,702</u></p> <p><b>InKind:</b> Events/activities budget: community-led pilot activities confirmed (Creative Scotland Restricted funding) <u>£3,200</u></p> <p><b>InKind:</b> Museums Assistant (InKind 22 hours per week; FCT03) x 8 months confirmed (OnFife staff budget) <u>£11,256</u></p> <p><b>Total = £18,158</b></p>	

## RISKS

8. What are the risks associated with this proposal?			
Risk Description	Probability Score (1-5)	Impact Score (1-5)	Overall Score (Probability x Impact)
Recruitment of Community Engagement post is unsuccessful or takes longer than anticipated, delaying the start of the project	4	5	20
Low footfall to activities, workshops, events	2	3	6
Low footfall and lack of community engagement at Methil Heritage Centre	2	5	10
Methil Heritage Centre fails to engage local communities or to impact as a visitor attraction	2	5	10
The future of Methil Heritage Centre is undecided: no consensus or agreement is reached between Fife Council, OnFife and local communities	2	5	10



Low participation in wellbeing opportunities - older, vulnerable people, those living with dementia and those experiencing low wellbeing or mental health issues are reluctant to attend events	2	4	8
Low uptake of volunteering/ Community Champion opportunities	2	4	8
9. For each risk, please detail the mitigation measures in place.			
Risk	Mitigation Measures		
Recruitment of Community Engagement post is unsuccessful or takes longer than anticipated, delaying the start of the project	This is a real risk with an 8 month project and contract and our preference would be to secure funding to appoint someone for up to 18 months to deliver this proposal. We will use local networks, contacts and methods of disseminating information about the post to ensure as wide as possible reach in the recruitment process; our recruitment process will be clear, transparent and fully accessible to encourage a diverse range of applications. We may consider internal secondment opportunities.		
Low footfall to activities, workshops, events	Continue working with communities to co-create activities that meet their needs, interests and are offered at times and in locations that work for them. Communities are encouraged to develop their own programme of activities. Work at local level with direct targeted marketing. Harness power of Community Champions to drive footfall.		
Low footfall and lack of community engagement at Methil Heritage Centre	Continue working with communities to co-create activities that meet their needs, interests and are offered at times, days of week that work for them at Methil Heritage Centre. Communities are encouraged to develop their own programme of activities. Work at local level with direct targeted marketing. Harness power of Community Champions to drive footfall.		
Methil Heritage Centre fails to engage local communities or to impact as a visitor attraction	Work in partnership with other stakeholders, culture, arts, heritage and green space providers and with Levenmouth Local Tourism Association and other agencies to co-ordinate marketing campaign.		
The future of Methil Heritage Centre is undecided: no consensus or agreement is reached between Fife Council, OnFife and local communities	Opportunities, options and expectations are carefully managed from the outset of engagement with local communities SWOT analysis is undertaken for a range of options		
Low uptake of volunteering/ Community Champion opportunities	Continue working with communities to co-create volunteering opportunities that meet their needs, interests and are offered at times, days of week that work for them. Work with Fife Voluntary Action and other local agencies to promote and recruit volunteers/Community Champions.		

10. Can you confirm the proposal does not have any of the following:

Recurring costs	Staff costs for FC7 post to March 2024 (externally funded); FC3 post monthly
Unintended consequences	Leads to community asset transfer of MHC Creates new voluntary community groups focused on arts, culture, heritage
Duplication with existing projects / initiatives	No

11. Approval

Approved By	Role	Date
	Community Manager	21.5.23
	Accountant	
	Area Committee	31.5.23
	Cabinet Committee (if Fife wide)	N/A

31<sup>st</sup> May 2023

Agenda Item No. 13

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## **Supporting the Levenmouth Local Community Plan – Greener Kirkcaldy Fuel Poverty Approach -Community Recovery Fund.**

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

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**Wards Affected:** Ward 21 & 22

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### **Purpose**

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The purpose of this report is to seek agreement from the Area Committee for a contribution from the Community Recovery Fund (CRF) of £ 30,000 towards the cost of providing ongoing assistance and advice on fuel poverty concerns in Levenmouth – supported by our partner agency Greener Kirkcaldy.

### **Recommendation(s)**

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The Committee is asked to agree a contribution of £30,000 to cover the costs relevant to the package of work referred to in this report (para 2.9) and the accompanying CRF01.

### **Resource Implications**

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Approval of this funding will reduce the Community Recovery Fund for Levenmouth by £30,000. In discussion with members at the recent CRF workshop it was agreed that the CRF fund could be used this year instead of the anti-poverty budget. If agreed the funding for this approach will revert to the anti-poverty budget in financial year 2024/25.

### **Legal & Risk Implications**

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There are no legal implications inherent in this report. The work proposed will however be covered by separate risk assessments with oversight from the client organisation leading the project, which in this case is Greener Kirkcaldy.

### **Impact Assessment**

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

### **Consultation**

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Members will be aware of the work of Greener Kirkcaldy under the Cosy Kingdom approach from previous years. Local agreements with Greener Kirkcaldy have secured a range of bespoke work in the Levenmouth area focusing on the hard-to-reach groups. Levenmouth was the first area to specify support arrangements for private sector tenants and owner occupiers who fell into fuel poverty issues.

This work is fully supported by the local Levenmouth WRAP (Welfare Reform and Anti-Poverty) and People group.

## 1.0 Background

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- 1.1 The criteria for spend from the Local Community Planning Budget (LCPB) or CRF requires authorisation from Area Committee before amounts of over £5,000 can be committed.
- 1.2 This report is to seek agreement from the Area Committee for a contribution from the Community Recovery Fund (CRF).
- 1.3 The reason for bringing a report to members today is to secure agreement to fully fund the proposed work which will build on the success of the previously run Levenmouth enhanced energy advice project.
- 1.4 This work is specifically tailored for the Levenmouth area, and this year will have a particular focus on the Methil and Buckhaven settlements, based on the evidence we hold on where the impact from COVID and the cost-of-living crisis have had the most negative impact.
- 1.5 As in previous years we will ensure that the support being offered by this approach will be well advertised through our large networks of agencies, third sector partners and community groups.
- 1.6 Greener Kirkcaldy are also well versed into tapping into local networks, and have strong links in Levenmouth with local charities, churches, schools etc, and will utilise these as required.
- 1.7 Given our specification for a focus on the Methil and Buckhaven localities, Greener Kirkcaldy will also carry out door knocking and leafleting in these areas as well as attending community events to talk directly to local people, as well as organising their own information events in local venues.
- .8 Although we have called for an area focus, it is important to note that the support will be available to anyone referred in Levenmouth if required. We do however find a focussed approach tends to create higher levels of engagement, as word of mouth and positive feedback encourages people to ask for help.
- 1.9 Members will recall that in previous years the approach has been monitored on a quarterly basis with high quality reports. This will continue throughout the current proposal. Members may also recall that the work carried out in previous years has brought about strong financial benefits for clients who have been supported by Greener Kirkcaldy. On average we have seen a return of £3 of client benefits for every £1 we have invested in grant.

## 2.0 Issues and Options

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- 2.1 The focused work in Levenmouth will be carried out by Energy Advisors who are qualified to City and Guilds standard to carry out this type of activity.
- 2.2 The approach will consist of home energy advice visits and phone contacts. The advisers will make initial assessments as to the needs of each household to ensure the support being given is specifically tailored to the outcomes required.
- 2.3 On conclusion of that assessment, advice may include options for physical improvements to the home including draught proofing, insulation right the way through to exploring the possibility of installing a new heating system through available grant support.

- 2.4 It is expected most referrals will result in some form of contact with a representative of the handy service who will install simple energy efficiency measures such as thermal curtains or radiator reflectors for example.
- 2.5 Energy tariff switching advice will also be available to clients, however it is recognised that at this time this type of support is less likely to provide any decrease in costs.
- 2.6 Greener Kirkcaldy operatives are also trained in providing impartial advice around dealing with fuel debt and are linked in with CARF (Citizens Advice and Rights Fife) should a referral to them be required for more complex financial concerns.
- 2.7 Energy monitor equipment can also be loaned out to households so they can better understand their usage, and where savings could potentially be found.
- 2.8 The approach also covers thermal imaging which allows a full report on the efficiency of a property, this type of knowledge would be invaluable to support the discussions between a private tenant and their landlord, in terms of improvements that could and should be made to ensure a property meets the required standards.
- 2.9 The total cost of the proposal is as noted £30,000, the breakdown of the work to be undertaken as part of that funding agreement is shown below.
  - Working with each household to produce an 'energy action plan,' which includes a mix of changing habits and identifying energy efficiency improvements for the property
  - Creating posters, leaflets to target the hard-to-reach participants.
  - Handy services –Installing simple energy efficient measures e.g., Thermal curtains, LED bulbs and radiator reflectors
  - Making referrals to government, energy company or social landlord schemes for energy-efficiency measures such as insulation or a new heating system
  - Lending out energy monitors to help people understand their energy use
  - Checking that the most appropriate supplier and tariff is in place; giving advice and support to help people switch
  - Encourage residents to consider Smart meters
  - Giving advice on fuel billing and debt
  - Offering benefit and tax credit checks to maximise income
  - Making referrals to other support services as needed, e.g., food banks
  - Acting as an advocate for clients if they need support to deal with energy suppliers or landlords
  - Promoting voluntary work within the energy advice field to facilitate employment opportunities

## 3.0 Conclusion

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- 3.1 The work proposed here will have a beneficial impact on agency referred and self-referred clients who are facing issues relating to fuel poverty.
- 3.2 This project aligns strongly with the core objectives within the Opportunities for All theme of the local community plan for Levenmouth, specifically around the mitigation of poverty. This framework will ensure that local agencies and frontline Council staff have a significant resource to call on when dealing with their client's concerns.

## List of Appendices

- CRF01

## Background Papers

None

## Report Contact

David Paterson

Community Manager (Levenmouth)

Buckhaven Burgh Chambers

Telephone: 08451 55 55 55 + 493928

Email – [david.paterson@fife.gov.uk](mailto:david.paterson@fife.gov.uk)

<b>Proposal Title:</b>	Cosy Kingdom Fuel Poverty CRF			
<b>Brief Summary of Proposal:</b>	The provision of a bespoke anti-poverty approach in Levenmouth to assist local people with fuel poverty concerns , this will include advice and support, advocacy and very practical interventions through a handy service.			
<b>Select relevant Area or Fife wide:</b>	Cowdenbeath		Levenmouth	X
	Dunfermline		North East Fife	
	Glenrothes		South and West Fife	
	Kirkcaldy		Fife wide	
<b>If Fife wide, will the proposal deliver across all 7 areas?</b>	N/A			
<b>Project Lead</b>	Greener Kirkcaldy Cosy Kingdom/ Dave Paterson			
<b>Lead Organisation</b>	Fife Council			
<b>Date</b>	February 2023			

### **Community Recovery Fund - Background**

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

### **Approach**

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

### **Specific Criteria**

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

### **Monitoring & Evaluation**

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

## DETAILS OF PROPOSAL

1.	What benefits will the proposal deliver and what are the timescales for delivery? Please also include in this section the consideration given to any unintended consequences associated with the proposal, during implementation or upon completion.
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This proposal will deliver specific benefits in terms of high-quality advice and practical interventions for local people in the Levenmouth area who are facing issues relating to fuel poverty. Clients will be given advice around tariffs, better insulation, debt management, and will also be helped to access grants to renew heating systems where this is the most appropriate approach. The objective is to ensure people within Levenmouth are able to build a resilience up over the summer period to be better prepared for the winter and the inevitable higher costs of heating and lighting their home.

The intervention will support clients to work with other agencies as required should debt concerns be more complex and involved.

This work will be delivered over the current financial year up to March 2024.

The list of objectives related to this approach are as follows:

- Working with each household to produce an ‘energy action plan,’ which includes a mix of changing habits and identifying energy efficiency improvements for the property
- Creating posters, leaflets to target the hard-to-reach participants.
- Handy services –Installing simple energy efficient measures e.g., Thermal curtains, LED bulbs and radiator reflectors
- Making referrals to government, energy company or social landlord schemes for energy-efficiency measures such as insulation or a new heating system
- Lending out energy monitors to help people understand their energy use
- Checking that the most appropriate supplier and tariff is in place; giving advice and support to help people switch
- Encourage residents to consider Smart meters
- Giving advice on fuel billing and debt
- Offering benefit and tax credit checks to maximise income
- Making referrals to other support services as needed, e.g., food banks
- Acting as an advocate for clients if they need support to deal with energy suppliers or landlords
- Promoting voluntary work within the energy advice field to facilitate employment opportunities

2.	Please detail which priorities this proposal meets.
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a)	Recovery and <a href="#">Renewal Plan 4 Fife Update</a> priorities met.
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This project meets the Opportunities for All theme within the plan – . This specifically refers to the need for short term help as a way of helping people cope with a crisis – however it also refers to the need to take a longer-term preventative approach in providing solutions. This project supports that longer term approach around building resilience and capacity.



b)	Local Community Plan priorities met.				
<p><b>This project aligns strongly with the core objectives within the Opportunities for All theme of the local community plan for Levenmouth, specifically around the mitigation of poverty. This framework will ensure that local agencies and frontline Council staff have a significant resource to call on when dealing with their client's concerns.</b></p>					
3.	What consultation has taken place regarding the proposal? (e.g., with communities, Elected Members, other Services, partner organisations, at People and Place Leadership Groups)				
<p>This proposal has been supported for several years by local elected members and is endorsed by the local WRAP and People Group. These groups cover a wide range of partner services and external agencies.</p>					
4.	List the desired outcomes and benefits, and what measures of success will be used.				
	Outcome	Benefit	Measurement at 6 Months	Measurement at 12 Months	Measurement at 18 Months
	Anti-Poverty advice focused on fuel poverty	Local People have access to free impartial advice that will directly support their concerns around fuel poverty	Case studies and financial benefits accrued	Case studies and financial benefits accrued	Case studies and financial benefits accrued

## **COSTS**

5.	Provide a breakdown of the proposal's costs.			
	Cost Description			£
	Provision of Advice and support based on the proposal noted in Details of Proposal above			£30,000
				£
				£
	Total:			£30,000
6.	How much funding are you requesting from the Community Recovery Fund?			
	£30,000			
7.	Where Community Recovery Fund monies are requested to fund a portion of the total proposal cost, list below all other sources of funding and indicate whether this funding is confirmed or pending.			
	N/A			

**RISKS**

8.	What are the risks associated with this proposal?		
Risk Description	Probability Score (1-5)	Impact Score (1-5)	Overall Score (Probability x Impact)
Councillors refuse funding request	1	5	5
9.	For each risk, please detail the mitigation measures in place.		
Risk	Mitigation Measures		
Councillors refuse funding request	Pre discussion with members has signalled full support for this proposal prior to committee		

**PROPOSAL SIGN OFF**

10.	Can you confirm the proposal does not have any of the following:	
Recurring costs	Councillors will decide year on year whether they would wish to support continuation funding for this approach.	
Unintended consequences	None	
Duplication with existing projects / initiatives	No Duplication	
11.	Approval	
Approved By	Role	Date
	Community Manager	20.5.23
	Accountant	
	Area Committee	31.5.23
	Cabinet Committee (if Fife wide)	

31<sup>st</sup> May 2023

Agenda Item No. 14

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## Supporting the Levenmouth Local Community Plan – Fixed Electrical Connection Unexpected Garden -Community Recovery Fund.

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

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**Wards Affected:** Ward 21

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### Purpose

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The purpose of this report is to seek agreement from the Area Committee for a contribution from the Community Recovery Fund (CRF) of £6,323.37 towards the costs relevant to the proposed installation of a fixed underground electrical connection to the event space at the Unexpected Garden at Leven Centre.

### Recommendation(s)

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The Committee is asked to agree a contribution of £6,323.37 to cover the costs relevant to the installation of an electrical connection to the event space at the unexpected Garden at Leven Centre.

### Resource Implications

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Approval of this funding will reduce the Community Recovery Fund for Levenmouth by £6,323.37.

### Legal & Risk Implications

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There are no legal implications inherent in this report. The work proposed will however mitigate risk at the event space by providing a safe plug-in alternative to the use of generators etc for all forms of events that require amplification.

The infrastructure will become part of the Leven Centre in terms of regular safety checks.

### Impact Assessment

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

### Consultation

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There is no specific consultation linked with this request, however members will be aware that the unexpected Garden was subject to significant local consultation in terms of its construction and ongoing usage, the space has proved popular in terms of hosting small scale outdoor events which have included music, poetry, and storytelling.

## 1.0 Background

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- 1.1 The criteria for spend from the Local Community Planning Budget (LCPB) or CRF requires authorisation from Area Committee before amounts of over £5,000 can be committed.
- 1.2 This report is to seek agreement from the Area Committee for a contribution from the Community Recovery Fund (CRF).
- 1.3 The reason for bringing a report to members today is to secure agreement to fully fund an electrical connection to the steel container within the Unexpected Garden at Leven Centre.
- 1.4 This work will allow the space to be used more creatively and safely over the summer months for events and will also provide the volunteer gardeners who tend the space with a sheltered environment that can be heated during the colder weather.
- 1.5 While events have been held using other forms of power such as a small generator, the ability to safely plug in will ensure the risks associated with the use of generators or overground cabling can be mitigated completely.
- 1.6 This work ties in perfectly with the strengthening ties with On Fife in terms of their cultural relevance discussions currently ongoing in the area. We would hope to further develop this by bringing in significant numbers of events throughout the year supported by our colleagues in On Fife.

## 2.0 Issues and Options

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- 2.1 The work for this proposal will be commissioned through our Property Services team and the installation work carried out through a Fife based electrical contractor.
- 2.2 Once installed the infrastructure will be fully certified through the production of a test certificate.

## 3.0 Conclusion

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- 3.1 This work will strongly enhance the amenity of the garden space and event space at the Leven Centre.
- 3.2 This project aligns strongly with the core objectives within the Thriving Places and Community Led Services themes of the local community plan for Levenmouth.

### List of Appendices

- CRF01 (To Follow)

### Background Papers

- None

### Report Contact

David Paterson  
Community Manager (Levenmouth)  
Buckhaven Burgh Chambers  
Telephone: 08451 55 55 55 + 493928

Email – [david.paterson@fife.gov.uk](mailto:david.paterson@fife.gov.uk)

<b>Proposal Title:</b>	Unexpected Garden Electrical Connection CRF			
<b>Brief Summary of Proposal:</b>	The full electrical connection from the Leven Centre into the Unexpected Garden bothy and event space within the car park of the Centre.			
<b>Select relevant Area or Fife wide:</b>	Cowdenbeath		Levenmouth	X
	Dunfermline		North East Fife	
	Glenrothes		South and West Fife	
	Kirkcaldy		Fife wide	
<b>If Fife wide, will the proposal deliver across all 7 areas?</b>	N/A			
<b>Project Lead</b>	Dave Paterson			
<b>Lead Organisation</b>	Fife Council			
<b>Date</b>	February 2023			

### **Community Recovery Fund - Background**

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

### **Approach**

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

### **Specific Criteria**

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

### **Monitoring & Evaluation**

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

## DETAILS OF PROPOSAL

1.	What benefits will the proposal deliver and what are the timescales for delivery? Please also include in this section the consideration given to any unintended consequences associated with the proposal, during implementation or upon completion.				
<p>This proposal will deliver a safe electrical connection between the Leven Centre and the Unexpected Garden within the car park area of the Centre. This connection will allow the use of the steel unit that serves as a shelter for users of the garden as well as a performance space for events held at this venue. This connection will remove the need to use generators to power any equipment on site – delivering a safer events space as well as being less intrusive to neighbouring properties.</p>					
2.	Please detail which priorities this proposal meets.				
a)	Recovery and <a href="#">Renewal Plan 4 Fife Update</a> priorities met.				
<p>This project meets the Thriving Places theme within the plan – it is helping to provide expanded performance space within the Levenmouth area which can host a range of events .</p>					
b)	Local Community Plan priorities met.				
<p>This project aligns with the Thriving Places theme and Opportunities for All theme within the local plan – as it provides volunteering opportunities within the garden area itself. It has also been the objective that any produce from the garden flows into the Pantry offer at Leven Centre ensuring that locally produced fruit and vegetables are part of the benefit accrued by the Pantry members.</p>					
3.	What consultation has taken place regarding the proposal? (e.g., with communities, Elected Members, other Services, partner organisations, at People and Place Leadership Groups)				
<p>This proposal has been through a consultation process with the Leven Centre Management Committee</p>					
4.	List the desired outcomes and benefits, and what measures of success will be used.				
	Outcome	Benefit	Measurement at 6 Months	Measurement at 12 Months	Measurement at 18 Months
	Fixed Electrical Connection	Wide Range of uses facilitated within the Unexpected Garden	No. of events	No.of events	No. of events
	Safer Events Environment	Use of costly hired in generators removed	No. of events	No. of events	No. of events
	Less Intrusive to neighbouring Properties	Better relationship between Centre and neighbours	No. of complaints	No. of complaints	No. of complaints

## **COSTS**

5.	Provide a breakdown of the proposal's costs.	
Cost Description		£
Install electrical Connection		£6,232.37
		£
Total:		£6,232.37
6.	How much funding are you requesting from the Community Recovery Fund?	
£6,232.37		
7.	Where Community Recovery Fund monies are requested to fund a portion of the total proposal cost, list below all other sources of funding and indicate whether this funding is confirmed or pending.	
N/A		

## **RISKS**

8.	What are the risks associated with this proposal?		
Risk Description		Probability Score (1-5)	Impact Score (1-5)
		Overall Score (Probability x Impact)	
Councillors refuse funding request		1	5
			5
9.	For each risk, please detail the mitigation measures in place.		
Risk		Mitigation Measures	
Councillors refuse funding request		Pre discussion with members has signalled full support for this proposal prior to committee	

## **PROPOSAL SIGN OFF**

10.	Can you confirm the proposal does not have any of the following:		
Recurring costs		Maintenance will fall into under the line costs already in place for the Centre Leven	
Unintended consequences		None	
Duplication with existing projects / initiatives		No Duplication	
11.	Approval		
Approved By		Role	Date
		Community Manager	20.5.23
		Accountant	
		Area Committee	31.5.23
		Cabinet Committee (if Fife wide)	

31<sup>st</sup> May 2023

Agenda Item No. 15

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## Supporting the Levenmouth Local Community Plan – Pump track Kennoway Additional Costs - Community Recovery Fund.

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

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**Wards Affected:** Ward 21

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### Purpose

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The purpose of this report is to seek agreement from the Area Committee for a contribution from the Community Recovery Fund (CRF) of £28,950 towards the additional costs relevant to the pump track development at Kennoway.

### Recommendation(s)

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The Committee -

- is asked to agree a contribution of £28,950 to cover these extra costs relevant to the pump track development at Kennoway.
- is asked to note the reasons for these additional costs.

### Resource Implications

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Approval of this funding will reduce the Community Recovery Fund for Levenmouth by £28,950.

### Legal & Risk Implications

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There are no legal implications inherent in this report.

### Impact Assessment

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

### Consultation

---

There is no consultation linked with this additional funding request, members will be aware however that the pump track project itself was supported by significant levels of consultation. This consultative approach included visits to local schools, discussions with local groups and organisations and online questionnaires.



## 1.0 Background

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- 1.1 The criteria for spend from the Local Community Planning Budget (LCPB) or CRF requires authorisation from Area Committee before amounts of over £5,000 can be committed.
- 1.2 This report is to seek agreement from the Area Committee for a contribution from the Community Recovery Fund (CRF).
- 1.3 The reason for bringing a report to members today is due to the fact that while the pump track project is now complete and has proved to be a significant success in terms of usage, there are some additional costs that require to be covered off, which were not immediately obvious at the time the estimated costs for the project were produced.
- 1.4 There has been a period of negotiation with the contractor after the completion of the pump track installation regarding these additional costs. This has resulted in an agreed figure of £28,950 for necessary extra work.
- 1.5 This constitutes an additional 19.06% on top of the expected cost of the project (150K exclusive of provisional sums such as Property fees and the cost of a new electrical mains connection carried out by Scottish Power). Our approach as reported to members at Levenmouth Area Committee on 24<sup>th</sup> March 2021, initially proposed a 5% contingency for the project as probably being adequate.
- 1.6 Given the rising levels of material costs over the period of the contract and the need for extra work which could not be fully identified prior to excavation of the site being started, it is felt that this overspend is reasonable. A breakdown of the key items of additional expenditure are shown below for clarity and for member scrutiny.

## 2.0 Issues and Options

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- 2.1 It is important to give a clear statement on the additional costs for this project, as it shows the estimated costs provided through the tender process for this contract in late 2021 were reasonable.
- 2.2 The most significant impact on the project was the requirement for extra drainage work. During the excavation of the site, it was noted that existing drainage infrastructure had collapsed completely and the capacity of the main drain for the site was less than expected.
- 2.3 An on-site meeting with the contractor and Fife Council officials concluded that a full upgrade to the drainage infrastructure was required to ensure the pump track and the community centre building were not compromised by future flood events. This is work which would have had to be undertaken at some point, so building it into this contract made practical sense.
- 2.4 The tender process had initially agreed drainage costs for the project would be in the region of £2000 this would have been adequate to cover the costs of the original proposal of constructing a swale which would then tie into existing drainage.

- 2.5 Given the extent of additional work required to ensure a functioning and higher capacity drainage system, the total cost for this item increased by **£10,762**.
- 2.6 Floodlighting costs increased from an expected £36,618 to £39,997. This increase was solely due to material cost inflation. While we could have looked at value engineering to a cheaper lighting solution, it was agreed that the high standard of lighting originally proposed was an essential component of the project, accordingly it was agreed to retain the proposed specification and cover the additional **£3379**.
- 2.7 There were additional planning cost requirements which had not been included in the original specification that contractors tendered on. This included the requirement for a sound attenuation survey, which officers had not expected given the track was replacing an existing cycle facility.
- 2.8 Building control sign off was also requested for the concrete anchoring points for the lighting columns, ordinarily we would have hoped this would have been accepted as being carried out to the manufacturer's specification. As a result of these requirements there was an additional planning related cost of **£2314**.
- 2.9 Asphalt prices increased by £27.95 a tonne between submission of the tender process and the contract start, FC agreed to mitigate this extra cost based on 131 tonnes of asphalt supplied at a total extra cost of **£3658**.
- 2.10 The balance of the additional cost included partial coverage of significant oncosts relating to diesel price increases, welfare facility hire increases, specialist paint cost, labour cost and additional FC requested items such as the removal and replacement of a modular cabin to allow the more involved drainage work to be carried out and extra signage. In total these costs came to **£8837**. <sup>[OBJ]</sup>

## 3.0 Conclusion

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- 3.1 While these additional costs are unfortunate, they reflect an exceptionally challenging time in terms of controlling costs on capital projects due to a volatile materials and labour market.
- 3.2 It is hoped that members agree that maintaining the original specification of the proposal was important to ensure the area benefitted from a quality installation that would stand the test of time and be recognised as meeting all national standards for competition purposes.
- 3.3 In addition, this project meets the underpinning aims of the current approved Levenmouth Local Community Plan, notably around the theme of Opportunities for All and Thriving Places.
- 3.4 The image below shows the transformation from what was an unused BMX track to one of the most popular additions to Fife's sporting assets in years.



## List of Appendices

- CRF01

## Background Papers

None

## Report Contact

David Paterson

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	<b>Community Recovery Fund Project Proposal</b>	Document ref
		CRF01

<b>Proposal Title:</b>	<b>Pump Track Additional Funding</b>			
<b>Brief Summary of Proposal:</b>	<b>To cover inflationary costs on this high profile asset installation in Kennoway.</b>			
<b>Select relevant Area or Fife wide:</b>	Cowdenbeath		Levenmouth	X
	Dunfermline		North East Fife	
	Glenrothes		South and West Fife	
	Kirkcaldy		Fife wide	
<b>If Fife wide, will the proposal deliver across all 7 areas?</b>	NA			
<b>Project Lead</b>	Dave Paterson			
<b>Lead Organisation</b>	FC			
<b>Date</b>	19.4.23			

### **Community Recovery Fund - Background**

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

### **Approach**

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

### **Specific Criteria**

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

### **Monitoring & Evaluation**

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

## DETAILS OF PROPOSAL

1.	<p>What benefits will the proposal deliver and what are the timescales for delivery? Please also include in this section the consideration given to any unintended consequences associated with the proposal, during implementation or upon completion.</p>	
<p><b>This proposal is to seek agreement to cover off necessary work on this significant local project – the bulk of the expenditure is to meet the higher level of work required to ensure the drainage capacity at this site was future proofed to meet the challenge of heavy rainfall.</b></p> <p><b>The proposal also covers off costs associated with increasing materials cost on a project which was completed during a period of high inflation. The additional costs were agreed in conjunction with the successful contractor via the standard negotiation framework used by our Property Services team.</b></p>		
2.	<p>Please detail which priorities this proposal meets.</p>	
a)	<p>Recovery and <a href="#">Renewal Plan 4 Fife Update</a> priorities met.</p>	
<p>The original proposal meets the Thriving Places priority and supports the advancement of Community Wealth Building in the area. The push towards wheeling and walking in the area also supports priorities under the climate challenge banner.</p>		
b)	<p>Local Community Plan priorities met.</p>	
<p><b>Improving Health Outcomes and investment in our green spaces are the key areas of positive impact. Hoever we would also note that this asset is playing a part in community wealth building by attracting in competitions to Kennoway – including nationally recognised events.</b></p>		
3.	<p>What consultation has taken place regarding the proposal? (e.g., with communities, Elected Members, other Services, partner organisations, at People and Place Leadership Groups)</p>	
<p><b>This project was subject to significant local consultation which covered schools in thar area as well as a well distributed digital input by local people.</b></p>		
4.	<p>List the desired outcomes and benefits, and what measures of success will be used.</p>	
	Outcome	Benefit
	High Quality Sporting asset in situ	Higher participation rates in sport and activity locally
	Recognised training and competition centre for cycle clubs	Wider Scottish and national interest amongst the cycling fraternity – Attracting competitive use
		Measurement
		Numbers using the asset and growing club memberships
		Visitor numbers to the area and local spend

## **COSTS**

5.	Provide a breakdown of the proposal's costs.		
Cost Description		£	
Extra drainage costs		£10762	
Additional floodlighting costs		£3379	
Additional Planning costs		£2314	
Surfacing inflation costs		£3658	
Facility hire , paint cost inflation, additional requested work		£8837	
		£	
		Total: £28950	
6.	How much funding are you requesting from the Community Recovery Fund?		
£28950			
7.	Where Community Recovery Fund monies are requested to fund a portion of the total proposal cost, list below all other sources of funding and indicate whether this funding is confirmed or pending.		
<b>NA</b>			

## **RISKS**

8.	What are the risks associated with this proposal?		
Risk Description		Probability Score (1-5)	Impact Score (1-5)
No agreement from Cllrs		2	5
			Overall Score (Probability x Impact) 10
9.	For each risk, please detail the mitigation measures in place.		
Risk		Mitigation Measures	
No agreement from Cllrs		Other funding will require to be found given the completed status of the project.	

**PROPOSAL SIGN OFF**

10.	Can you confirm the proposal does not have any of the following:	
	Recurring costs	None
	Unintended consequences	None
	Duplication with existing projects / initiatives	No duplication
11.	Approval	
	Approved By	Date
	Community Manager	20.5.23
	Accountant	
	Area Committee	31.5.23
	Cabinet Committee (if Fife wide)	N/A

31<sup>st</sup> May 2023

Agenda Item No. 16

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## **Supporting the Levenmouth Local Community Plan – Castle Furniture Levenmouth Independence Initiative (LII) -Community Recovery Fund.**

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

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**Wards Affected:** Ward 21&22

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### **Purpose**

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The purpose of this report is to seek agreement from the Area Committee for a contribution from the Community Recovery Fund (CRF) of £ 30,000, towards the delivery of an enhanced package of help through the provision of furniture and white goods to households in need.

### **Recommendation(s)**

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The Committee -

- is asked to agree a contribution of £30,000 to cover the costs relevant to the enhanced package of assistance to provide furniture and white goods to referred households in need.
- Note that most items distributed to households will be reused and reconditioned, which supports the areas stated aims on progressing activity that has a positive impact on climate change concerns.
- Note that this proposal will be subject to regular progress reports at ward meetings.

### **Resource Implications**

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Approval of this funding will reduce the Community Recovery Fund for Levenmouth by £30,000.

### **Legal & Risk Implications**

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There are no legal implications inherent in this report.

It should be noted however that within this proposal all the items provided by our partner agency Castle Furniture will be checked to ensure it meets a satisfactory quality before being distributed, all electrical items will be subject to portable appliance testing (PAT) testing, items like washing machines will also be tested to ensure seals are not compromised and that the full range of washing cycles can be selected, they will also be fitted by a qualified individual using new hoses.



## Impact Assessment

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

## Consultation

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This proposal has been formed through officer and agency discussions at several forums including the Welfare Reform and Anti-Poverty Group and Levenmouth People Group. One of the pressing issues raised at these meetings has been around the difficulty of accessing key elements of furniture and white goods in a timeous fashion that allows new tenancies to perpetuate.

The project will also assist those who through accident or breakdown find themselves without items required to maintain a reasonable standard of living, but do not have the financial flexibility to acquire these items directly.

Providing this service to referred families will also help prevent clients from taking on expensive and potentially unregulated loans to replace key household items.

## 1.0 Background

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- 1.1 The criteria for spend from the Local Community Planning Budget (LCPB) or CRF requires authorisation from Area Committee before amounts of over £5,000 can be committed.
- 1.2 This report is to seek agreement from the Area Committee for a contribution from the Community Recovery Fund (CRF) of £30,000.
- 1.3 The reason for bringing a report to members today is to secure agreement to fully fund the proposed 'Levenmouth Independence Initiative,' supported by our partner agency Castle Furniture.
- 1.4 This proposal supports a range of anti-poverty initiatives in the Levenmouth area and gives a level of flexibility to officers when dealing with clients in need. This type of support approach can be used as a fallback situation when the Scottish Welfare Fund for example is oversubscribed, it also gives us a locally supported solution to replace the Hardship Grant approach which is gradually being phased out this year.
- 1.5 The proposal also gives us quick access to items should there be an unforeseen crisis for a local household that needs an instant resolution. Overall, this approach gives local officers and agencies more surety when supporting clients, that they can access the necessary items they need to get people's lives back on an even keel. This approach should mitigate the length of time officers needed to spend previously trying to locate items from a range of sources.
- 1.6 Founded in October 1993, the primary charitable object of Castle Furniture Project is to provide free or low-cost household goods to disadvantaged families and individuals to relieve poverty and indebtedness in Fife.
- 1.7 To that end, the project provides the transport and labour to collect donations free of charge from people throughout Fife. These donations are brought to a warehouse where they are sorted, assessed for condition, repaired where possible, renovated when feasible, and displayed in their shop units in Cupar and Glenrothes.

- 1.8 Coupled with the reuse aspect, which chimes with the area priorities around climate change, the Castle Furniture approach also offers potential employability opportunities for individuals to work in a safe, supportive, inclusive environment. For many who lead chaotic lifestyles it is the first tentative step to leading a more structured life. Given the opportunity this project offers we will be looking to ensure clients from the Levenmouth area are afforded the opportunity to participate in this work when places are available.

## **2.0 Issues and Options**

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- 2.1 This proposal will build on the resources already available to officers and agencies to assist clients in need in Levenmouth. As members will have noted from another report being considered today, it sits alongside the likes of the Levenmouth enhanced energy advice project, as part of a suite of interventions available.
- 2.2 The Levenmouth Independence Initiative (LII) will be a pilot project that aims to reduce poverty issues in this area and assist people to lead independent lives, albeit with access to support as and when required.
- 2.3 The approach is strong on the message that this is a community led solution utilising resources made available by the wider community.
- 2.4 As noted previously there is always a demand for household furnishings and appliances as part of the day-to-day work for a range of frontline officers across the Council and in partner agencies. The packages offered by this funded approach will resolve the vast number of issues for referred households in one approach, advantageous both for the recipient and the referring agency.
- 2.5 The current cost of living concerns have impacted on the resilience of households to bounce back from crisis situations, given that most tend not to have robust insurance cover given lack of flexibility in their finances to put this in place. The cost of directly purchasing these items has also seen significant price inflation over the last two years.
- 2.6 The project also offers a level of confidence that the items being distributed are suitably tested (6- or 12-month warranties will be issued with all electrical appliances), safe to use and professionally installed.
- 2.7 As noted one of the key strengths of this approach is that it contributes to better environmental outcomes by keeping items in use longer, this also helps to support the local circular economy and helps to dilute any stigma around reuse by ensuring the quality and safety of an item.
- 2.8 The majority of referrals for support will be through local agencies and Fife Council officers. At that point, a voucher will be issued which will allow the receiving individual or family to make choices from the available stock up to the value of the voucher. This can be facilitated online or within the Castle Furniture outlets.
- 2.9 This element of choice for the client is an essential aspect of the LII approach, and supports the independence aspect of the framework, ensuring the client is shaping the outcomes they need.
- 2.10 The work proposed in this report ties in with other anti-poverty approaches already in train in Levenmouth, including our food insecurity initiatives, assisting those to connect with others facing social isolation, access to sporting and leisure opportunities where finance is an obstacle as well as job club and adult education opportunities.

- 2.11 Based on an average cost of £450 per household package, we would hope to assist between 60 and 70 households in the coming year.

## 3.0 Conclusion

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- 3.1 The work proposed here will have a beneficial effect on the ability of households in the area to deal with the potential economic shocks that we saw throughout the period of the pandemic, and we are likely to see repeated this year as the cost-of-living crisis continues to have an impact.
- 3.2 This project aligns well with core objectives within the local community plan around the Opportunities for All main theme, and builds on the robust anti-poverty response that elected members in Levenmouth have consistently called for.

### List of Appendices

- CRF01

### Background Papers – None

#### Report Contact

David Paterson

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Buckhaven Burgh Chambers

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Email – [david.paterson@fife.gov.uk](mailto:david.paterson@fife.gov.uk)

<b>Proposal Title:</b>	<b>Castle Furniture – Levenmouth Independence Initiative.</b>			
<b>Brief Summary of Proposal:</b>	<b>To cover costs for the pilot Levenmouth Independence Initiative Project, which will provide support for households in the form of excellent quality reused items of furniture and essential home appliances to those in need.</b>			
<b>Select relevant Area or Fife wide:</b>	Cowdenbeath		Levenmouth	X
	Dunfermline		North East Fife	
	Glenrothes		South and West Fife	
	Kirkcaldy		Fife wide	
<b>If Fife wide, will the proposal deliver across all 7 areas?</b>	NA			
<b>Project Lead</b>	Castle Furniture/Levenmouth WRAP- Jennifer Knight			
<b>Lead Organisation</b>	Castle Furniture			
<b>Date</b>	9.5.23			

## **Community Recovery Fund - Background**

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

## **Approach**

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

## **Specific Criteria**

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

## **Monitoring & Evaluation**

Applicant organisations will be asked to provide 6-monthly progress reports at 6 months, 12 months and 18 months. Where applicable, a final report will be required upon completion.

- We expect organisations to source best value and provide verification of the budget spend.

## DETAILS OF PROPOSAL

1.	<p>What benefits will the proposal deliver and what are the timescales for delivery? Please also include in this section the consideration given to any unintended consequences associated with the proposal, during implementation or upon completion.</p> <p><b>This is a project to improve access to household furniture and appliances to meet local need. The project will through a referral process support the requirements of a family or individual setting up a home for the first time, or supporting a current household finding itself in need due to unforeseen circumstances that puts the household into crisis.</b></p>
2.	<p>Please detail which priorities this proposal meets.</p> <p>a) Recovery and <a href="#">Renewal Plan 4 Fife Update</a> priorities met.</p> <p>The proposal meets a range of objectives, including targeted poverty interventions, help to mitigate impacts on mental health, etc. The project also offers opportunities around the promotion of volunteering and skills development, as well as objectives related to climate change concerns. In terms of themes, it hits priorities under Opportunities for all, and Inclusive Growth and Jobs.</p>
b)	<p>Local Community Plan priorities met.</p> <p><b>This meets the core plan priorities around, Opportunities for All and Inclusive Growth and Jobs..</b></p>
3.	<p>What consultation has taken place regarding the proposal? (e.g., with communities, Elected Members, other Services, partner organisations, at People and Place Leadership Groups)</p> <p><b>This proposal has been formed through officer and agency discussions at several forums including the Welfare Reform and Anti-Poverty Group and Levenmouth People Group. One of the pressing issues raised at these meetings has been around the difficulty of accessing key elements of furniture and white goods in a timeous fashion that allows new tenancies to perpetuate, the project will also assist those who through accident or breakdown find themselves without items required to maintain a reasonable standard of living , but do not have the financial flexibility to acquire these items directly.</b></p>

4.	List the desired outcomes and benefits, and what measures of success will be used.		
Outcome	Benefit	Measurement	
Single referral route for furniture and appliances	Quicker resolution for client	Officer time reduced in terms of searching for solutions	
Better quality replacement of items for households	Safer outcomes for households and longevity of items in situ	Feedback from beneficiaries	
Reuse targets met	Lower impact on climate	Turnover of items from CF stock	

## **COSTS**

5.	Provide a breakdown of the proposal's costs.		
Cost Description		£	
Up to 70 packages of furniture and appliances going out to families in the Levenmouth area		£30,000	
		£	
	Total:	£30,000	
6.	How much funding are you requesting from the Community Recovery Fund?		
	£30,000		
7.	Where Community Recovery Fund monies are requested to fund a portion of the total proposal cost, list below all other sources of funding and indicate whether this funding is confirmed or pending.		
	<b>Not applicable.</b>		

## **RISKS**

8.	What are the risks associated with this proposal?		
Risk Description	Probability Score (1-5)	Impact Score (1-5)	Overall Score (Probability x Impact)
No agreement from Cllrs	2	5	10
Lack of furniture or appliance availability	2	4	8
Resale issues	3	2	6

9.	For each risk, please detail the mitigation measures in place.	
Risk	Mitigation Measures	
No agreement from Cllrs	Other funding will require to be found to achieve this outcome	
Lack of supply	Current flows into the reuse sector remain strong, however Castle Furniture do have scope to make direct purchases from overstock situations and similar if required.	
Resale Issues	While there will always be examples of individuals working the system CF are confident, these are minimal in impact.	

**PROPOSAL SIGN OFF**

10.	Can you confirm the proposal does not have any of the following:	
Recurring costs	None	
Unintended consequences	None	
Duplication with existing projects / initiatives	No duplication	
11.	Approval	
Approved By	Role	Date
	Community Manager	9.5.23
	Accountant	
	Area Committee	Expected 31.5.23
	Cabinet Committee (if Fife wide)	N/A

31<sup>st</sup> May 2023

Agenda Item No. 17

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## Supporting the Levenmouth Local Community Plan – Kennoway Den Ground Remediation - Community Recovery Fund.

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

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**Wards Affected:** Ward 21

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### Purpose

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The purpose of this report is to seek agreement from the Area Committee for a contribution from the Community Recovery Fund (CRF) of £10,000 towards the costs relevant to the proposed ground remediation work at Kennoway Den.

### Recommendation(s)

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The Committee -

- is asked to agree a contribution of £10,000 to cover the costs relevant to the required ground remediation work at Kennoway Den.
- Note that £5,000 match funding has been earmarked by our Parks Development team.
- Note that costs have not been finalised at this stage, however the estimated cost of the work is based on a similar approach undertaken within the Den previously.

### Resource Implications

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Approval of this funding will reduce the Community Recovery Fund for Levenmouth by £10,000.

### Legal & Risk Implications

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There are no legal implications inherent in this report. The work proposed will however mitigate risk at a section of the Den where a collapse has taken place and is impacting on the available path routes through this area of key greenspace.

### Impact Assessment

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

### Consultation

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There is no consultation linked with this funding request, the matter has been raised by a local member and there is a significant amount of urgency to address the situation before it potentially worsens. The Council has made a significant investment in the Den area recently and this work will protect that investment and ensure all routes within the greenspace remain open and usable.



## 1.0 Background

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- 1.1 The criteria for spend from the Local Community Planning Budget (LCPB) or CRF requires authorisation from Area Committee before amounts of over £5,000 can be committed.
- 1.2 This report is to seek agreement from the Area Committee for a contribution from the Community Recovery Fund (CRF).
- 1.3 The reason for bringing a report to members today is to secure agreement to part fund work at Kennoway Den to rectify the loss of a section of pathway due to a landslip.
- 1.4 Work is currently underway to establish the full cost of the work required. Funding of £5000 has been secured from the Parks Development Officers funding, the additional £10,000 should cover all costs given there will be a need to bring in heavy machinery.
- 1.5 Deterioration along lengths of this sloped ground have occurred over the years. Previous interventions in this general area have required the use of gabions to provide the level of retention required to ensure the longer-term integrity of the path.
- 1.6 As members are aware there has been a considerable amount of work undertaken recently in the Den area, this was aimed at improving path networks, the removal of invasive species, drainage improvements etc. A briefing note on that work went out to members on 19.10.22.
- 1.7 Given that recent improvement work it is important that we continue to protect the asset and ensure it is maintained to the highest standard we can achieve within current available resource – hence this request for further funding.

## 2.0 Issues and Options

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- 2.1 It is important to advise that while the work proposed to resolve this situation is straightforward, there is a layer of complexity in terms of accessibility, notably for larger scale machinery which will be required for excavation work.
- 2.2 For reference pictures of the site area that requires attention are shown as attachments for member reference.

## 3.0 Conclusion

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- 3.1 While the requirement for these additional works is unfortunate, they reflect the requirements to keep on top of maintenance in our green space assets.
- 3.2 This project aligns strongly with the core objectives within the Thriving Places theme of the current local community plan for Levenmouth.

### List of Appendices

- CRF01
- Pictures of site

### Background Papers

Briefing Note -Kennoway Den – Improvements Update 19.10.22

### Report Contact

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<b>Proposal Title:</b>	<b>Kennoway Den –Land Remediation</b>			
<b>Brief Summary of Proposal:</b>	<b>To cover costs for essential maintenance on a sloped section of kennoway den which has suffered from a landslip.</b>			
<b>Select relevant Area or Fife wide:</b>	Cowdenbeath		Levenmouth	X
	Dunfermline		North East Fife	
	Glenrothes		South and West Fife	
	Kirkcaldy		Fife wide	
<b>If Fife wide, will the proposal deliver across all 7 areas?</b>	NA			
<b>Project Lead</b>	Dave Paterson			
<b>Lead Organisation</b>	FC			
<b>Date</b>	19.4.23			

### **Community Recovery Fund - Background**

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

### **Approach**

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

### **Specific Criteria**

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

### **Monitoring & Evaluation**

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

## DETAILS OF PROPOSAL

1.	<p>What benefits will the proposal deliver and what are the timescales for delivery? Please also include in this section the consideration given to any unintended consequences associated with the proposal, during implementation or upon completion.</p>
<p><b>This is a project to install large scale retention in the form of gabions onto a site within Kennoway Den. At present we have had to shut off a section of the path network in the interests of public safety as there has been a loss of path surface. And there is a possibility that further slippage could occur. This work will bring the access back into full use and will ensure the area is protected against further slippage for a significant period. This is a popular area for people to exercise and relax and is viewed as the most significant green space asset in the Kennoway area.</b></p>	
2.	<p>Please detail which priorities this proposal meets.</p>
a)	<p>Recovery and <a href="#">Renewal Plan 4 Fife Update</a> priorities met.</p>
<p>The original proposal meets the Thriving Places priority and supports the advancement of Community Wealth Building in the area. The push towards wheeling and walking in the area also supports priorities under the climate challenge banner. Extensive improvement work has been carried out at the site within the last year – this investment in green space assets as part of the drive towards better health outcomes is also a key element within the Plan 4 Fife and the local community planning priorities.</p>	
b)	<p>Local Community Plan priorities met.</p>
<p><b>Improving Health Outcomes and protecting and enhancing our green spaces.</b></p>	
3.	<p>What consultation has taken place regarding the proposal? (e.g., with communities, Elected Members, other Services, partner organisations, at People and Place Leadership Groups)</p>
<p><b>There is no specific consultation relating to this proposal, this approach is about repairing and bringing back into full use a space used by large numbers of local people on a daily basis. It should however be noted that the condition of the Den prior to the recent improvement programme had been criticised by local people, it was felt that the den was only receiving a low level of maintenance , and that issues such as overgrowth onto paths, invasive species concerns , and poor path conditions were not being properly addressed. Local members had been keen to see work carried out in the Den prior to the pandemic , accordingly they were very supportive when the improvement work took place albeit significantly delayed by the impacts of the pandemic.</b></p>	

4.	List the desired outcomes and benefits, and what measures of success will be used.		
Outcome	Benefit	Measurement	
Path network back in operation	Continued access to allow local people to enjoy the full amenity of the space.	Numbers using the amenity and reduced complaints.	
Safer Environment	Reduction in injuries due to poorly maintained infrastructure	Reduction in claims against the council and reduced complaints	

### **COSTS**

5.	Provide a breakdown of the proposal's costs.		
Cost Description		£	
Excavation by hand and machinery, installation of gabion structures , backfill and reinstatement of path surface.		15000(est)	
		£	
<b>Total:</b>		<b>£15000(est)</b>	
6.	How much funding are you requesting from the Community Recovery Fund?		
	£10000		
7.	Where Community Recovery Fund monies are requested to fund a portion of the total proposal cost, list below all other sources of funding and indicate whether this funding is confirmed or pending.		
	<b>Parks Development -£5000</b>		

### **RISKS**

8.	What are the risks associated with this proposal?			
Risk Description	Probability Score (1-5)	Impact Score (1-5)	Overall Score (Probability x Impact)	
No agreement from Cllrs	2	5	10	
Delays in work due to weather	3	5	15	

9.	For each risk, please detail the mitigation measures in place.	
	Risk	Mitigation Measures
	No agreement from Cllrs	Other funding will require to be found given the nature of the issue and potential public safety implications..
	Delays in work due to weather	The work will be programmed during the summer months as the level of Kennoway Burn needs to be at the lowest possible.

**PROPOSAL SIGN OFF**

10.	Can you confirm the proposal does not have any of the following:	
	Recurring costs	None
	Unintended consequences	None
	Duplication with existing projects / initiatives	No duplication
11.	Approval	
	Approved By	Role
		Date
		Community Manager
		20.5.23
		Accountant
		Area Committee
		31.5.23
		Cabinet Committee (if Fife wide)





31<sup>st</sup> May 2023

Agenda Item No. 18

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## Supporting the Levenmouth Local Community Plan – Terras Hall Project -Community Recovery Fund.

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

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**Wards Affected:** Ward 22

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### Purpose

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The purpose of this report is to seek agreement from the Area Committee for a contribution from the Community Recovery Fund (CRF) of £ 28,200, towards the cost of an improvement package to the internal configuration of the Terras Hall in East Wemyss.

### Recommendation(s)

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The Committee is asked to agree a contribution of £28,200 to cover the costs relevant to the package of work referred to in this report and the accompanying CRF01.

### Resource Implications

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Approval of this funding will reduce the Community Recovery Fund for Levenmouth by £28,200.

### Legal & Risk Implications

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There are no legal implications inherent in this report. The work proposed will however be covered by separate risk assessments with oversight from the client organisation leading the project, which in this case is Save The Wemyss Ancient Caves Society (SWACS). SWACS area Registered Charity (SC023862) and a Charitable Company Limited by Guarantee (541924).

It should be noted that the Terras Hall is not in Council ownership, and to ensure that this investment is protected officers can advise that they are satisfied that the SWACS tenure over the subjects is of sufficient longevity to ensure there is significant benefit accrued for the local community from this proposed investment.

### Impact Assessment

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

### Consultation

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Members will be aware of the activities of the SWACS group, and the consultation approaches they have been involved in as an organisation for many years. The key priorities for the organisation are contained within the Wemyss Caves Conservation Management plan. The plan which draws on priority themes promoted by Historic Environment Scotland and is particularly strong on the promotion of tourism through access to learning opportunities about the site and an understanding of its historical significance nationally. A link to the Conservation Management Plan can be found [here](#).



## 1.0 Background

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- 1.1 The criteria for spend from the Local Community Planning Budget (LCPB) or CRF requires authorisation from Area Committee before amounts of over £5,000 can be committed.
- 1.2 This report is to seek agreement from the Area Committee for a contribution from the Community Recovery Fund (CRF).
- 1.3 The reason for bringing a report to members today is to secure agreement to fully fund the proposed improvement work at the Terras Hall run by the SWACS group to be used for the interpretation and learning opportunities about the nearby caves.
- 1.4 This work will ensure SWACS have a quality environment to receive visitors to the caves and ensure that the story of the caves is told in an interesting and engaging way.

## 2.0 Issues and Options

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- 2.1 The work for this proposal will be commissioned by SWACS and all responsibilities for the conduct of the contract will fall to SWACS as the client and lead for the programme.
- 2.2 The objective of this approach is to improve the premises at The Terras Hall, The Haugh, East Wemyss, KY1 4SB.
- 2.3 The proposals are as follows:
  - Install museum standard marmoleum over current wooden flooring to prevent damp penetration from the basement
  - Convert the current toilets and part of the kitchen into a wheelchair accessible facility.
  - Demolish porch area which is in poor condition.
  - Widen door areas including the emergency exit to accommodate wheelchairs.
  - Remodel kitchen area.
  - Improve roof insulation.
  - Carry out general repair work as required
  - Purchase an additional display case and computer equipment.
- 2.4 SWACs were established in 1986 to safeguard and promote the Wemyss Caves and their Pictish carvings. From 1987 to 2018 SWACS operated, with no security of tenure, from a room in the basement of East Wemyss primary school.
- 2.5 SWACS now occupy the Terras Hall in East Wemyss which they rent from the Wemyss Estate and have a lease until 2043. This length of tenure is sufficient to give us confidence that this investment will benefit the community and visitors to the caves.
- 2.6 The improvements will increase the amenity of the building for visitors, who are likely to come in greater numbers, with the return of the Levenmouth rail link, as well as providing another point of interest for visitors on the well-used Fife coastal path.
- 2.7 The work will also ensure the artifacts within the building are maintained and preserved by preventing water ingress and mould issues, as well as increasing the security of the building itself.
- 2.8 The focus on better accessibility for all, is a strong message that the area is keen to promote over all the CRF building and land improvement projects that members will be considering over the next year.

- 2.9 SWACS as an organisation is growing its numbers of volunteer staff who support the interpretation work at the hall as well as the guided tours offered to visitors at the caves themselves. The organisation has a professional approach and has shown itself more than capable of delivering on the key objectives within its Conservation Management Plan.
- 2.10 The hall provides the base for SWACS to promote its core stated objectives of
- ensuring materials and artifacts are freely available and accessible to view
  - a strong educational offer to local schools and visitors
  - interpretation approaches are interesting and engaging and all artifacts are maintained to a good standard.

## 3.0 Conclusion

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- 3.1 The work proposed here will have a beneficial impact on the local tourism offer and dovetails perfectly with the development of the new rail link.
- 3.2 This project aligns strongly with the core objectives within the Thriving Places and Community Led Services themes of the local community plan for Levenmouth and will ensure that SWACS are able to build on their role as the guardians of the caves, from a secure base.

### List of Appendices

- CRF01

### Background Papers

- Wemyss Caves Conservation Management Plan

### Report Contact

David Paterson

Community Manager (Levenmouth)

Buckhaven Burgh Chambers

Telephone: 08451 55 55 55 + 493928

Email – [david.paterson@fife.gov.uk](mailto:david.paterson@fife.gov.uk)

	<b>Community Recovery Fund Project Proposal</b>	Document ref
		CRF01

<b>Project Title</b>	Terras Hall Improvements
<b>Area Project or Corporate Project</b>	Area
<b>Area Project covers</b>	Levenmouth
<b>Project Manager</b>	SWACS .Dave Paterson
<b>Approval</b>	Area Committee 31.5.23
<b>Date</b>	31.5.23

<b>Section 1: Proposal</b>
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### 1.1 What is the project going to do?

Improve our premises at The Terras Hall, The Haugh, East Wemyss KY1 4SB. Please refer to the appendices containing photographs, plans and building warrants. Our proposals are to:

- Install museum standard Marmoleum over wooden floorboards to prevent damp penetration from the basement
- Convert present toilets and part of kitchen into wheelchair-accessible facilities
- Replace entrance and emergency exits to allow access for wheelchair users
- Demolish damp porch area
- Remodel remaining kitchen area into catering facilities for visitors
- Make minor remedial repairs
- Purchase an additional display case

Save Wemyss Ancient Caves Society (SWACS) was established in 1986 to safeguard and promote the Wemyss Caves and their Pictish carvings.

From 1987 to 2018 we operated, with no security of tenure, from a room in the basement of East Wemyss Primary School - a constricted, windowless space with very poor environmental conditions, accessed by a long steep external staircase.

This basement space was reclaimed for the development of the school in 2018 and at short notice we moved to the Terras Hall (the disused former Girl Guide Hall), on which we hold lease until 2043.

We are a local heritage group, centered on the Wemyss Caves, but with much wider collections relating to geology and more recent local history.

Over half of the Museum display area covers aspects of local heritage other than the caves and includes art works, textiles, photographs, furniture, school equipment, industrial artefacts, models, and geological specimens. The archive materials are overwhelmingly photographs, documents and manuscripts related to local history.

Having a local museum in the centre of the village gives us a base for public educational talks, working closely with schools and local societies, exhibitions, conferences, social events, storytelling, collecting memories and training in collections and preservation.

This local focus is particularly important for our programme of educational outreach, where having a museum for school visits is a huge asset. Being able to make more of our collections more accessible in a better environment will allow us to expand these activities.

Our experience is that many volunteers become actively involved as result of visiting us, so opening the museum to a wider range of people of all ages and abilities will increase our resilience through the attraction of the next generations of local volunteers.

In calendar year 2018, in our old school basement premises, we had 350 visitors. This increased, after the opening of the Museum, to around 1,400 but collapsed to around 200 a year due to highly restricted opening during Covid. This surge in visitor numbers in our only year of operation in these premises before lockdown demonstrated to us that there is great potential for expanded opening hours, increased participation, and new opportunities for income generation.

A rolling program of investment was planned for the following years to address environmental and accessibility problems but lack of income through Covid meant the work was delayed and is now becoming critical in some areas.

Although we had to move into the hall at short notice, we regarded it as a good long-term move as it would allow us to have a permanent base from which to increase our visitor numbers.

Our first year of operations from the new base demonstrated a four-fold increase in visitor numbers and we proposed to undertake remedial works using our expected increased income. However rather than being able to address the areas of concern, the conditions have deteriorated further due to closure of the building during much of the pandemic.

The building suffers from unstable temperatures and high relative humidity, and it is currently impossible to control and monitor the environment. This has led to evidence of white mould growth on storage boxes and high relative humidity.

The major problems are in the door areas. The main entrance porch suffers from damp and water penetration and there is evidence of black mould growth. It is a priority that this be demolished (by specialist contractors due to the potential presence of asbestos in the porch roof) and replaced by an accessible entrance of at least regulation width.

The emergency exit is also a problem area. Due to distortion of the frame, the door is not air- or water-tight which contributes to environmental issues and compromises security.

There is also some evidence of water ingress at roof level. This is minor but requires remedial maintenance to prevent further deterioration.

The lack of any floor covering over the wooden floorboards further exacerbates environmental problems of damp, dust, and insect ingress. Some display cases themselves are unfit for purpose and in need of replacement to museum standards to mitigate environmental damage and risk of theft. This full refurbishment of the museum space will form a separate funding proposal, but we immediately require a further display case to enable the rotation of exhibits and the display of more vulnerable collections currently boxed for their safety.

Together, these problems inhibit the display of vulnerable collections and compromise their preservation. Additionally, these conditions have a negative impact on volunteers and the visitor experience and may also pose health risks.

Aside from the remedial repairs and environmental improvements we need to improve the visitor experience, particularly for those with disabilities.

We have a long-term commitment to diversify our audience and actively engage with organisations such as Dementia Friends and Fife Young Carers. We are, however, unable to host wheelchair users or those with other mobility needs and this is a situation we urgently need and want to address through the provision of accessible entrances and toilets.

Aside from the remedial repairs and environmental improvements we need to improve the visitor experience, particularly for those with disabilities.

We have a long-term commitment to diversify our audience and actively engage with organisations such as Dementia Friends and Fife Young Carers. We are, however, unable to host wheelchair users or those with other mobility needs and this is a situation we urgently need and want to address through the provision of accessible entrances and toilets.

The catering aspect of this remodeling will allow us to grow income by providing an area for refreshments for visitors, as well as giving us the potential to open as a drop-in centre for local people from whom we learn much through their oral testimony and anecdotes.

The building is therefore key to much of what will allow us to grow sustainably in future, but the current condition of the premises is the major obstacle to achieving that potential.

On taking the lease on the hall we immediately made some interior alterations to create separate spaces for displays, stores and workspace and have building warrants, architects plans and tenders for the proposed changes.

We made this initial investment because in the long term we want to work towards full museum accreditation and making these alterations was a first step towards being able to store and display items properly. Some of our collections are stored in museum-grade archive boxes but much is not, making them vulnerable to some of the environmental problems. We have recruited new volunteers who work on the collections but under conditions that are becoming increasingly difficult.

Repair and refurbishment now will prevent increased costs in the future if the environmental issues worsen the damage to the building and collections. If addressed now, the proposed works will give us a firm platform to thrive and continue to grow visitor engagement and numbers and cement our position as a heritage centre in the heart of the local community.

## 1.2 Which priority does it meet?

- improving the local tourism offer
- volunteer opportunities
- community led services

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

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

Outcome	Benefit	Measures
Excellent quality interpretation and learning facility achieved.	Comfortable environment for visitors and secure environment for the storing and displaying of artifacts	Higher visitor numbers, less attrition of artifacts. Visitor satisfaction comments captured by volunteers and online.

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

### 1.5.1 Costs

Total expected one-off cost	Profile of spend
<i>Details of cost £28,200</i>	<i>Month and year – Payments will be spread over the period October 2023 to March 2024</i>
Building works to toilets, kitchen, entrance, and exit	£14,100
Marmoleum floor supply and fitting	£3,000
Remedial repairs to roof, drainage, and lighting	£5,000
Display cabinet	£1,400
Upgrade of PC and consumables	£2000
Contingency @9.5%	£2700

All work will take place in November 2023 once the Museum is closed for the season.

### 1.5.2 Funding requested

How much funding is being requested? £29,200

### 1.5.3 Funding availability

*This will list all sources of funding including any match funding.*

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### 1.5.4 Resource availability within the service to deliver

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### 1.5.5 Can you confirm the project does not have

<b>Recurring Cost</b>	<b>YES</b>
<b>Unintended consequences</b>	<b>YES</b>
<b>Duplication with existing projects or initiatives</b>	<b>YES</b>

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

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## 1.6 What are the known risks?

### 1.6.1 Risk Assessment

Risk description	Probability score (1-5)	Impact score (1-5)	Overall score (probability x impact)
Increased Costs due to material inflation	3	4	12
Issues relating to asbestos	3	4	12

### 1.6.2 Risk mitigation

Risk description	Mitigation Measures
Increased costs due to material inflation	A degree of contingency has been built into the funding request
Issues relating to asbestos	A fully qualified demolition contractor will be employed to deal directly with the porch area work

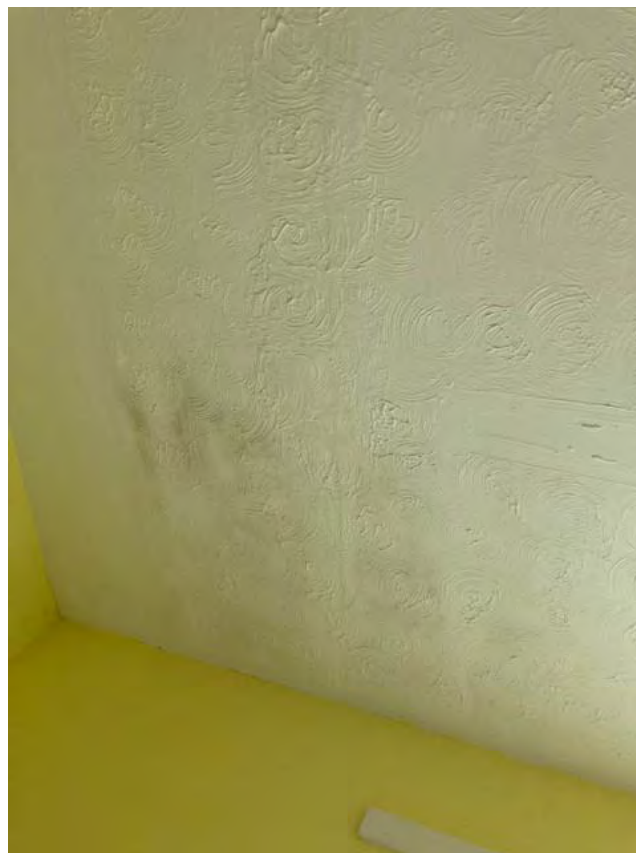
## 1.6 Proposal sign-off

Approved by	Role	Date approved
	Project Manager	20.5.23
	Accountant	



Ill-fitting exit door and frame

Water ingress due to failed porch



Mould on storage box

31<sup>st</sup> May 2023

Agenda Item No. 19

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## PROPERTY TRANSACTIONS

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**Report by:** Alan Paul, Head of Property Services

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**Wards Affected:** 21 and 22

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### Purpose

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The purpose of this report is to advise Members of action taken using the List of Officer Powers in relation to property transactions.

### Recommendation(s)

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The Committee is asked to note the contents of this report.

### Resource Implications

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There are no resource implications arising from these transactions, as any expenditure is contained within the appropriate Service budget.

### Legal & Risk Implications

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There are no legal or risk implications arising from these transactions.

### Impact Assessment

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An EqIA is not required and is not necessary for the following reasons: the items in this report do not propose a change or revision to existing policies and practices.

### Consultation

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All consultations have been carried out in relation to this report.



## 1.0 Background

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- 1.1** In dealing with the day to day business of the Council there are a number of matters relating to the purchase, disposal and leasing of property and of property rights. This report advises of those transactions dealt with under powers delegated to officials.

## 2.0 Transactions

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### 2.1 Acquisitions

#### 2.1.1 15 Arbaille, Leven

Date of Acquisition: 10 March 2023

Price: £115,000

Seller: Ruth Langan Turnbull or Easton

## 3.0 Conclusions

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- 3.1** These transactions are reported back in accordance with the List of Officers Powers.

### List of Appendices

1. N/A

### Background Papers

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

N/A

### Report Contact

Author Name	Michael I McArdle
Author's Job Title	Lead Professional
Workplace	Property Services – Estates Bankhead Central Bankhead Park Glenrothes, KY7 6GH
Telephone	03451 555555 Ext No 440268
Email	<a href="mailto:Michael.mcardle@fife.gov.uk">Michael.mcardle@fife.gov.uk</a>

31<sup>st</sup> May 2023

Agenda Item No. 20

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## Levenmouth Area Committee Workplan

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**Report by:** Eileen Rowand, Executive Director, Finance & Corporate Services

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**Wards Affected:** 21 and 22

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### Purpose

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This report supports the Committee's consideration of the workplan for future meetings of the Committee.

### Recommendation(s)

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It is recommended that the Committee review the workplan and that members come forward with suggestions for specific areas they would like to see covered in any of the reports.

### Resource Implications

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Committee should consider the resource implication for Council staff of any request for future reports.

### Legal & Risk Implications

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Committee should consider seeking inclusion of future items on the workplan by prioritising those which have the biggest impact and those which seek to deal with the highest level of risk.

### Impact Assessment

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None required for this paper.

### Consultation

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The purpose of the paper is to support the Committee's discussion and therefore no consultation is necessary.

## 1.0 Background

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- 1.1 Each Area Committee operates a workplan which contains items which fall under three broad headings: items for decision, supporting the Local Community Plan and Scrutiny/Monitoring. These items will often lead to reactive rather than proactive scrutiny. Discussion on the workplan agenda item will afford members the opportunity to shape, as a committee, the agenda with future items of business it wishes to review in more detail.

## 2.0 Conclusions

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- 2.1 The current workplan is included as Appendix one and should be reviewed by the committee to help inform scrutiny activity.

### List of Appendices

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1. Workplan

### Background Papers

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

None

### Report Contact

Helena Couperwhite  
Committee Services Manager  
Telephone: 03451 555555 Ext. No. 441096  
Email- [helena.couperwhite@fife.gov.uk](mailto:helena.couperwhite@fife.gov.uk)

<b>Levenmouth Area Committee of 30 August 2023</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Community Renewal Project Proposals - Update and Current Spend Profile	Communities	David Paterson	
Local Area Profiles - Levenmouth approach	Business and Employability	Gordon Mole	
Operational and Community Briefing on Policing Activities within Levenmouth	Police Scotland	Paul Gillespie/Brian Poole	
2022-23 Area Roads Programme outturn position	Roads & Transportation	Neil Watson	

<b>Levenmouth Area Committee of 4 October 2023</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Area Housing Plan Update 2023	Housing Services	Peter Nicol	Annual Report 2023
Health & Social Care Locality Report - 6 monthly updates			6 monthly report 2023

<b>Levenmouth Area Committee of 22 November 2023</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Complaints Update Report	Customer Services Improvement Service	David Thomson-CRM	Annual Report 2023

<b>Levenmouth Area Committee of 20 March 2024</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Pupil Equity Fund	Education and Children's Services	Zoe Thomson	Annual Report 2024
Area Roads Programme	Roads & Transportation	Neil Watson, Lesley Craig	Annual Report 2024
Local Area Economic Profiles	Business and Employability	Peter Corbett	Annual Report
Health & Social Care Locality Report - 6 monthly update	Health and Social Care	Jacquie Stringer-fc	6 monthly update report

<b>Levenmouth Area Committee of 15 May 2024</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Grounds Maintenance Service Domestic Waste and Street Cleansing Service Annual Review	Environment & Building Operations (AT&E)	Scott Clelland, Alexander Anderson-Es	
School Attainment and Achievement Report	Education and Children's Services	Shelagh McLean	Annual Report 2024
Area Housing Plan Update 2024	Housing Services	Peter Nicol	Annual Report 2024

<b>Unallocated</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Events Funding - Proposed Levenmouth Framework	Communities and Neighbourhoods Service	David Paterson	
Play Park Upgrade Proposals Capital Budget Support	Communities and Neighbourhoods Service	David Paterson	
Sport Scotland Targeted Approach- Levenmouth- Anti	Communities and Neighbourhoods Service	David Paterson	

<b>Unallocated</b>			
<b>Title</b>	<b>Service(s)</b>	<b>Contact(s)</b>	<b>Comments</b>
Poverty Funding to Remove Barriers to Individual Access			
Water supply for Buckhaven Growing Space; plus offgrid ideas	Communities and Neighbourhoods Service	David Paterson	
Common Goods Fund (Standing Item)	Communities	David Paterson	
Grassland Management Strategy		Scott Clelland	Annual Report 2024
Safer Communities Team Update Report	Communities and Neighbourhoods Service	Liz Watson-SC	Annual Report due June/July 2024
Health & Social Care Locality Report - 6 monthly update	Health and Social Care	Jacquie Stringer-fc	6 monthly update report due at committee March/October every year