

People and Communities Scrutiny Committee

Committee Room 2 (FHM05.002), 5th Floor, Fife House, North Street, Glenrothes



Thursday, 31 August, 2023 - 10.00 a.m.

AGENDA

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1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST** - In terms of Section 5 of the Code of Conduct Members of the Committee are asked to declare any interest(s) in particular items on the agenda and the nature of the interest(s) at this stage.
3. **MINUTE** – Minute of Meeting of People & Communities Scrutiny Committee of 8 June 2023 4 – 7
4. **HOUSING SERVICE PERFORMANCE REPORT AND ‘PATHWAY TO IMPROVEMENT’ 2023-26** – Report by the Head of Housing Services 8 – 28
5. **ANNUAL ASSURANCE STATEMENT 2023** – Report by the Head of Housing Services 29 – 39
6. **UPDATE ON HOUSING FUNCTIONAL NEEDS ASSESSMENTS** – Report by the Head of Housing Services 40 – 44
7. **VOIDS SERVICE IMPROVEMENT** – Report by the Head of Housing Services 45 – 48
8. **TACKLING DAMPNES AND MOULD IN COUNCIL HOUSES** – Report by the Head of Housing Services 49 – 68
9. **2022-23 REVENUE BUDGET PROVISIONAL OUTTURN – COMMUNITIES** – Joint Report by the Executive Director Finance & Corporate Services and the Executive Director - Communities 69 – 74
10. **2022-23 CAPITAL PLAN PROVISIONAL OUTTURN - COMMUNITIES** – Joint Report by the Executive Director Finance & Corporate Services and the Executive Director - Communities 75 – 82
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13. **2022-23 REVENUE BUDGET & CAPITAL PLAN PROVISIONAL OUTTURN – CHILDREN & FAMILIES AND CRIMINAL JUSTICE SERVICES** – Joint Report by the Executive Director Finance & Corporate Services and the Head Children & Families & Criminal Justice 93 – 97

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| 17. | 2023-24 REVENUE BUDGET PROJECTED OUTTURN – HEALTH & SOCIAL CARE – Joint Report by the Executive Director Finance & Corporate Services and the Director of Health and Social Care | 116 - 121 |
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| 19. | PEOPLE & COMMUNITIES SCRUTINY COMMITTEE FORWARD WORK PROGRAMME - Report by the Executive Director Finance & Corporate Services | 128 - 133 |

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

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24 August, 2023

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Agendas and papers for all Committee meetings can be accessed on
www.fife.gov.uk/committees

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 - PEOPLE AND COMMUNITIES SCRUTINY COMMITTEE –
BLENDED MEETING**

Committee Room 2, Fife House, North Street, Glenrothes

8 June, 2023

10.00am – 1.00pm

PRESENT: Councillors Eugene Clarke (Convener), Blair Allan, Ken Caldwell, Alistair Cameron, Brian Goodall, Peter Gulline, Allan Knox, Donald Lothian, Julie MacDougall, Lynn Mowatt, Bailey-Lee Robb, Sam Steele and Darren Watt.

ATTENDING: Michael Enston, Executive Director - Communities; John Mills, Head of Housing Services, Gavin Smith, Service Manager (Housing Management Executive), Joan Lamie, Service Manager (Housing Estates and Safer Communities) Housing Services; Paul Vaughan, Head of Communities and Neighbourhoods; Patricia Spacey, Safer Communities Team Manager, Leisure & Cultural Services; Zahida Ramzan, Policy Co-ordinator - Equalities, Community Investment; Vicki Greig, HR Lead Officer, Human Resources Service; Helena Couperwhite, Service Manager and Michelle Hyslop, Committee Officer, Committee Services.

ALSO ATTENDING: Councillors Linda Erskine and Judy Hamilton, Adam Smith, Chief Inspector, Police Scotland, Stewart Nicholson, Assistant Deputy Chief Officer and Steven Michie, Group Commander, Scottish Fire & Rescue Service.

APOLOGIES FOR ABSENCE: Councillors Ann Verner and Jan Wincott.

URGENT ITEM BROUGHT FORWARD BY THE CONVENER

In terms of Standing Order No. 3.8 (2), the Convener advised of a motion that been proposed and agreed at the Cabinet Committee on the 1 June, 2023 - Urgent Motion – Scottish Fire & Rescue Service Cuts (2023 CC 62 – Para 116) which asked the Committee to urgently consider the terms of the motion following the announcement that the Scottish Fire and Rescue Service were proposing reductions in service appliances including fire engines and height appliances removed from across Fife. The item was considered at para. 67 below.

59. DECLARATIONS OF INTEREST

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

60. MINUTE

The Committee considered the minute of the People & Communities Scrutiny Committee meeting of 23 March, 2023.

Decision

The Committee approved the minute.

61. SCOTTISH FIRE AND RESCUE SERVICE LOCAL PLAN 12 MONTHS PERFORMANCE REPORT

The Committee considered a report by the Local Senior Officer, Scottish Fire & Rescue Services, providing an update on incident information for the period 1 April, 2022 - 31 March 2023.

Decision

The Committee noted the progress of the Scottish Fire & Rescue Service across a range of key performance indicators as detailed in the report.

The meeting adjourned at 11.35am and reconvened at 11.45am

62. FIFE COMMUNITY SAFETY PARTNERSHIP UPDATE

The Committee considered a report by the Head of Housing Services, updating members on the progress of the Fife Community Safety Partnership in delivering the current Community Safety Partnership Delivery Plan for 2022-23.

Decision

The Committee noted the progress to date.

63. VOIDS SERVICE IMPROVEMENT

The Committee considered a report by the Head of Housing Services, providing an update on Voids management, which is a core HRA Budget and Business Plan priority. The report highlighted the overspends in the repairs budget and income lost through properties being empty, which had resulted in critical short, medium and longer-term financial impacts. The report provided members with the revised Housing and Building Services Voids Service Improvement plan to improve the financial situation.

Decision

The Committee:-

- (1) noted the proposed service improvement plan that would focus on customer and financial benefits;
- (2) noted the on-going Tenant Scrutiny Panel focus on Voids improvements; and
- (3) agreed that the Scrutiny Panel Report and any resultant action plan would be brought back to a future meeting of the Committee.

Councillor Robb left during consideration of the above item.

64. TENANT LED SCRUTINY INTO SATISFACTION WITH THE QUALITY OF THE HOME

The Committee considered a report by the Head of Housing Services, updating members on the findings of the recent tenant scrutiny panel report that considered the factors affecting tenants' satisfaction within their homes. The report had been considered by the Housing Management Executive, and the data

would help to inform the actions that need to be included in the Housing Service Pathway to Improvement as part of the Annual Return on the Charter (ARC).

Decision

The Committee noted that: -

- (1) a written response would be provided to the tenant's scrutiny panel by Autumn, 2023;
- (2) the recommendations identified in the scrutiny panel report would be used to inform improvement actions and performance targets for the year ahead;
- (3) Housing Services would continue to work in collaboration with the tenant's movement in Fife and involve them in decision making; and
- (4) the panel approach provided an opportunity to test and improve key performance areas and services delivered to tenants within the Council.

Councillor Watt left prior to consideration of the following item.

65. EQUALITY & DIVERSITY OUTCOMES PROGRESS 2021-2023

The Committee considered a report by the Head of Communities and Neighbourhoods, updating members on the Equality & Diversity outcomes for 2021-2023, and in line with the Public Sector Equality Duty under the Equality Act 2010.

Decision

The Committee noted: -

- (1) the content of the report; and
- (2) that the draft outcomes were published online at the end of April, 2023.

66. PEOPLE AND COMMUNITIES SCRUTINY COMMITTEE FORWARD WORK PROGRAMME

The Committee considered a report by the Executive Director of Finance and Corporate Services, asking members to consider the future workplan for the People & Communities Scrutiny Committee.

Decision

The Committee: -

- (1) noted the content of the forward work programme for the People & Communities Scrutiny Committee;
- (2) acknowledged that Councillor Goodall asked officers to bring forward a report on the housing functional needs assessment to the next meeting in August 2023;
- (3) agreed that a further report on Voids management would be brought back to a future meeting of the Committee; and

- (4) agreed that the Cafe Inc working group should have some more meetings prior to a report on Cafe Inc being considered at a future meeting of the Committee.

67. URGENT ITEM BROUGHT FORWARD BY THE CONVENER

The Committee considered a 5-minute presentation from members of the Fire Brigade Union in response to the proposed cuts.

The Committee then heard from Stewart Nicholson, Assistant Deputy Chief Officer, and Steven Michie, Group Commander from the Scottish Fire and Rescue Service in relation to the proposals to withdraw appliances from stations in Fife. Having considered the proposals and the background to them, the Scrutiny Committee resolved to:

- (1) express it's significant concerns about the proposals and to ask the Council Leader and Chief Executive to write to the Scottish Fire and Rescue Service and the Scottish Government asking them to withdraw the proposals; and
- (2) ask officers to arrange a further meeting with the Scottish Fire and Rescue Service to review the data and risk assessments behind the proposals and to invite all elected members to attend.

31 August 2023

Agenda Item No. 04

Housing Service Performance Report and 'Pathway to Improvement' 2023-26

Report by: John Mills, Head of Housing Services

Wards Affected: All

Purpose

The report presents the performance scorecard and details the 'Pathway to Improvement' performance targets for Housing Services for the period 2023-26.

Recommendation(s)

Members are asked to consider and review: -

1. The arrangements set out in **Section 1.0** to fulfil the Council's obligation to comply with Audit Scotland's 2021 SPI Direction;
2. The Housing Services performance information in **Section 2.0**, including current challenges/priorities and risks. A high-level overview of the KPIs is attached in Appendix 1 – covering four lenses: Local Government Benchmarking Framework (LGBF), Plan for Fife (P4F), Customer, Resources and Service Operations; and
3. The Housing Services performance targets for the three years of the 'Pathway to Improvement 2023-26' and the improvement actions detailed for 2023-24 in the report at Appendix 2.

Resource Implications

Continuing pressure on the Housing Revenue Account and the General Fund Housing Account due to high inflation may impact performance in certain key functions over the period. The Service will prioritise delivery of statutory services to ensure that Pathway to Improvement targets can be achieved.

Legal & Risk Implications

There are legal requirements highlighted within this report, linked to a risk of regulatory intervention if the Council does not adhere to the standards and expectations set by Audit Scotland and the Scottish Housing Regulator.

Impact Assessment

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

Consultation

Service delivery teams and partners were involved in the 'Pathway to Improvement' development process to ensure targets and improvement actions are relevant and take into consideration any current pressures experienced by the Service. The Tenants Forum were consulted at a meeting on the 3 May 2023 on the 'Annual Return on the Charter' indicators, proposed targets and improvement actions as set out at Appendix 2.

Alongside this, a Housing Performance Workshop was held on the 27 July 2023 with the People & Communities Scrutiny Committee which provided Elected Members with an opportunity scrutinise and influence the Annual Assurance Statement 2023 and Pathway to Improvement 2023-26.

1.0 Background

- 1.1 Audit Scotland published an update on Statutory Performance Direction in December 2021. The Council is required to report a range of information setting out:
- i. Its performance in improving local public services, provided by both (i) the council itself and (ii) by the council in conjunction with its partners and communities
 - ii. Its progress against the desired outcomes agreed with its partners and communities
 - iii. Its performance in comparison (i) over time and (ii) with other similar bodies including information drawn down from LGBF in particular and from other benchmarking activities
 - iv. Its assessment of how it is performing against its duty of Best Value, and how it plans to improve against this assessment.

Below is a link to the Direction Statutory Performance Indicators (revised) published in December 2021: -

[The Publication of Information \(Standards of Performance\) Direction 2021 Statutory Performance Indicators \(audit-scotland.gov.uk\)](https://www.audit-scotland.gov.uk/publication-of-information-standards-of-performance-direction-2021-statutory-performance-indicators)

- 1.2 A housing performance approach was first introduced through the 'Pathway to Improvement 2015-18' to provide an improvement plan based on the Scottish Housing Regulator's 'Annual Return on the Charter', focusing on 32 key charter indicators. Following the conclusion of the 2015-18 and 2019-22 pathways, 2023-26 is the third 'Pathway', providing three-year targets for improvement concentrating on the Council's ambition for top quartile performance, as measured in comparison to other Local Authorities' performance. The targets for 2023-26 and improvement actions for 2023-24 are provided in Appendix 2. Performance is reviewed on annual basis and improvement actions are revised as part of this review to ensure they are adequate for improving services.

2.0 Performance Reporting

- 2.1 Appendix 1 to this report is presented in the form of a balanced scorecard covering the areas of LGBF/P4F, Customer, Resources and Service Operations. A current snapshot of Service Challenges is included along with a section on Risks. 'Annual Return on the Charter' indicators, which are also included with additional detail in Appendix 2, are shaded grey for easy identification.
- 2.2 Appendix 2 presents the Pathway to Improvement performance against the 'Annual Return on the Charter' indicators for the period 2022/23. This is displayed in comparison against 2022/23 targets, 2021/22 performance by Housing Services and Local Authority 2022/23 averages obtained from Scottish Housing Network. It is worth noting, the Scottish Housing Network, Local Authority averages are the most comprehensive dataset available at the time of writing but may be subject to change following the publication of official Annual Return on the Charter data by the Scottish Housing Regulator on the 31 August 2023.
- 2.3 The Pathway to Improvement approach assists Tenants Federations to develop the Scottish Social Housing Charter Performance Report on behalf of Fife Council, which is published on an annual basis during October.
- 2.4 After a period where performance was significantly impacted by the Covid-19 pandemic, 2022/23 performance has demonstrated significant improvement across many areas, with some indicator performance returning to pre-pandemic levels for the first time. Housing Services are continuing to implement a new Housing Management Information System alongside the introduction of Power BI interactive data insight tools. This should allow accurate and up-to-date monitoring and monitoring of performance indicators moving forward.

List of Appendices

Appendix 1 – Housing Services Performance Template

Appendix 2 – HS Report and Pathway to Improvement Targets 2023-26

Background Papers

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

Scottish Housing Regulator (2019) Regulation of Social Housing in Scotland
<https://scottishhousingregulator.gov.uk/publications/regulatory-framework-1-april-2019>

Report Contact

Mhairi Mullen

Service Manager (Income, Poverty and Private Housing)
Housing Services

Appendix 1 – Housing Service Performance Template

Current Challenges & Priorities

Several challenges and priorities are in focus for 2023-24. There are referred to as 'Pressures' within the 2023 Annual Assurance Statement. These will be closely monitored, and improvement actions are in place to mitigate the impact these have on services.

- **Housing Revenue Account (HRA) and Future Financial Viability**

At a time of high CPI inflation and other inflationary pressures on housing workstreams, the financial viability of the HRA is placed under increased risk. To ensure HRA viability, a robust Business Plan review process has been implemented, alongside reviewing service efficiencies and consideration of service deferments in non-statutory areas as required.

- **Energy Efficiency Standard for Social Housing 2 (ESSH2)**

The current estimated costs of Fife Council delivering ESSH2 by 2032 is £325m which places significant pressures on the HRA. Proceeding with ESSH2 based on the current cost estimates will put the HRA in jeopardy of not being able to meet its statutory duties as the proportion of rental income required to meet the cost of borrowing increases. It is recognised that additional funding streams out with Fife Council need to be identified to mitigate the impact ESSH2 delivery has on the HRA and noted that this is subject Scottish Government review.

- **Resettlement**

The Resettlement Core Group continues to co-ordinate and deliver a range of accommodation support services to a number of individuals arriving in Fife from different international backgrounds. Over 500 households are currently supported in hotels, host and sponsor accommodation and although there is no significant impact on homelessness services at this time, the situation is being monitored closely in recognition of the significant risk to statutory services a change in policy or approach could have.

- **Depressed Housing Turnover (allocations policy impact)**

The pandemic had a significant impact on housing turnover which diminishes the ability to meet homelessness and other priority needs. Fife Council is committed to increasing supply through Affordable Housing Programmes and generating new supply through a transfer led approach to housing allocations. An Allocations Policy Review Scoping Paper will be presented to Cabinet Committee later this year which will be aligned to a Fife Housing Register Partnership commitment around access to housing.

RISKS/EMERGING RISKS

Housing Services takes a proactive approach to the management of risk, through the Local Housing Strategy, engagement with the Scottish Housing Regulator and through our performance management systems. All risks are identified in red in appendix 2. The principal risks being managed at present (which are included in our 2023 Annual Assurance Statement) are:

- **Homelessness**

The Scottish Housing Regulator continues to maintain regular contact with the Service around Homelessness. Concerns have been raised in relation to how people access the homeless service, the assessment of homelessness applications, the provision of temporary accommodation and the outcomes for people who are homeless. Temporary Accommodation continues to operate under significant pressure which translates as occasional breaches of statutory duty and regular breaches of the Unsuitable Accommodation Order. The Service continues to focus on homelessness pressures and meeting statutory duties, with improvement actions in place for delivery during 2023-24, alongside the continuing delivery of the Rapid Rehousing Transition Plan priorities. Significant issues have been highlighted to the Scottish Housing Regulator, Scottish Government, ALACHO and SOLACE as part of a national profile of housing pressures.

- **Voids Management**

The management of empty homes have suffered following the direct and indirect impacts of the pandemic. Performance over the last year has also been affected by the need to re-provision temporary accommodation and diversion of properties to meet statutory homeless duties, the introduction of a new Housing Management Information System and the implementation of a revised Housing Options frontline structure. Actions to improve void management are highlighted within appendix 2.

- **Gas Safety**

The Scottish Housing Regulator has previously highlighted concerns to Fife Council around its failure to carry out annual gas safety checks in 100% of homes. The Council recognises non-compliance in 8 cases during 2022-23, where gas safety checks were not carried out within timescale, thus breaching a statutory duty. Improvement actions to resolve issues are contained in appendix 2.

- **Fire and Electrical Safety**

Interlinked fire and smoke alarms and a full electrical safety inspection certificate are both elements included in the Scottish Housing Quality Standard (SHQS). Around 200 properties do not comply with fire and smoke alarm requirements which is a direct result of refused property access. Work is ongoing through a recently established 'no access team' to gain access to properties, allowing necessary work to take place. It is unclear the exact number of properties without a valid electrical safety certificate at present, due to issues with the Housing Asset Management System holding an incorrect stock figure, however, Fife Council conduct in excess of 6,000 electrical safety checks per annum. System improvements will be prioritised to ensure this can be accurately reported moving forward.

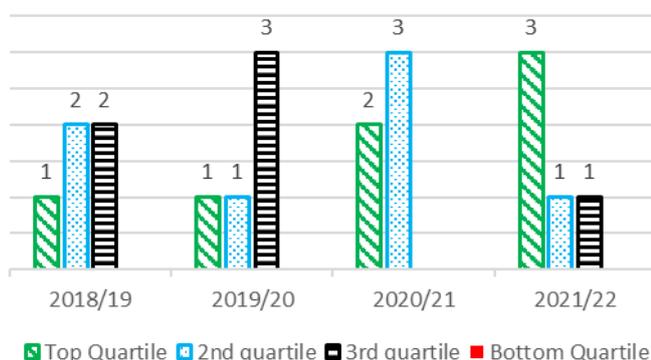
- **Damp & Mould**

Condensation, dampness and black mould are recognised as a major risk to health, and Fife Council recently conducted a formal review of the approach to tackling these issues. Referrals have increased significantly in recent months following the review. The legal, health and

reputational risks of failing to effectively tackle these issues has seen an improved approach established which adds pressure to Housing Revenue and Capital budgets.

KEY OUTCOMES (LGBF/P4F)

How we compare with other Councils (LGBF)



Key - Top quartile - Ranked 1-8 in Scotland
 2nd quartile - Ranked 9-16 in Scotland
 3rd quartile - Ranked 17-24 in Scotland
 Bottom quartile - Ranked 25-32 in Scotland

The table below shows the LGBF indicators, annual performance and the quartile each indicator was within during 2021-22. It is worth noting 2021-22 data is the latest available for LGBF indicators.

LGBF

PI Short Name	2019/20	2020/21	2021/22	2021/22 Quartile
Council dwellings that meet the SHQS (%)	93.01%	84.93%	88.09%	Top
Ave time taken to complete non-emergency repairs (days)	6	5.1	7	Top
Rent lost through empty properties (%)	1.09%	1.53%	1.44%	3rd
Gross rent arrears (%) Fife (LGBF)	7.80%	6.90%	6%	Top
Properties meeting the EESSH (%)	80%	84.74%	89.06%	2nd

P4F

PI Short Name	2019/20	2020/21	2021/22	2022/23	Q1 2023/24
% occupancy in temporary accommodation	84.00%	86.40%	87.00%	84.43%	85.27%
Number of people rough sleeping	132	167	124	205	33
Number of Housing Option Plans completed via the FHR Website	1,244	3,371	10,787	12,734	759
Anti-social behaviour cases reported in the last year resolved timeously (%)	99.55%	98.51%	97.51%	93.57%	N/A
Number of anti-social behaviour cases reported in the last year	1,556	2,546	2,406	2,521	N/A
of those at 15i, Number of anti-social behaviour cases resolved in the last year	1,549	2,508	2,346	2,359	N/A

CUSTOMER

Housing Services endeavours to achieve a high level of customer satisfaction across service delivery. The table below contains a range of Corporate and Scottish Housing Regulator indicators relating to customers and demonstrates an improving picture, with some of the key performance areas noted below:

- **81.86%** of tenants were satisfied with the overall service provided by the landlord, exceeding the target of 81%. Customer Satisfaction Surveys returned to face-to-face in 2022 following a period of telephone surveys during the Covid-19 pandemic.
- **92.07%** of tenants were satisfied with housing repairs and maintenance, which exceeds the target of **92%** and improves on 2021/22 performance (**91.68%**).
- The percentage of tenants satisfied with the landlord's management of the neighbourhood they live in has increased from **78.60%** in 2021/22 to **82.30%** in 2022/23. Performance exceeds the target of **82%**.
- **80%** of Complaints were actioned within 5 days and **83%** of Complaints were actioned within 20 days. This is a decrease on the previous year's performance.
- The percentage of tenants satisfied with the opportunity to participate in landlord's decisions has seen a significant increase from **66.62%** in 21/22 to **77.64%** in 2022/23 which reflects the return of face-to-face interaction with tenants following the pandemic.

PI Short Name	2019/20	2020/21	2021/22	2022/23	Q1 2023/24
Housing Services Stage 1 Complaints actioned < 5 days	90%	86%	83%	80%	79%
Housing Services Stage 2 Complaints actioned < 20 days	92%	87%	89%	83%	76%
Tenants satisfied with overall service provided by landlord (%)	81.64%	80.88%	80.88%	81.86%	N/A
Tenants whose landlord keeps them informed (%)	79.94%	84.17%	84.17%	85.23%	N/A
Satisfied with opportunities to participate in landlord's decisions (%)	83.19%	66.62%	66.62%	77.64%	N/A
Existing tenants satisfied with quality of home (%)	85.88%	79.60%	79.60%	82.25%	N/A
Satisfied with repairs and maintenance (%)	82.72%	84.05%	91.68%	92.07%	N/A
Satisfied with management of neighbourhood (%)	81.21%	78.60%	78.60%	82.30%	N/A
Rent represents good value for money (%)	80.65%	82.43%	82.43%	82.96%	N/A
Factored owners satisfied with the factoring service they receive (%)	57.66%	52.69%	52.69%	54.12%	N/A
Gypsies/travellers satisfied with the landlord's management of the site (%)	31.58%	16.67%	55%	55%	N/A

SERVICE OPERATIONS

- **113** households are currently awaiting adaptations. The target has been exceeded and the waiting list has returned to pre-pandemic levels. This is due to additional investment by the Council (total spend **£1,572,708**) and an increase in the work completed by Building Services to clear the backlog.
- The percentage of new tenancies sustained for more than a year has increased from **92.68%** in 2021/22 to **93.60%** in 2022/23. Performance remains below the target of **95%**.
- Current statutory gas safety checks do not meet the target, with 2022/23 recording **8** failures. The Gas Governance Group have changed working practices which saw a reduction from **32** in 2021/22, however, the implementation of a new housing management information system has resulted in failures occurring in 2022/23.
- **87.75%** of reactive repairs were completed right first time in 2022/23. This is significantly below the target (**97.50%**) as well as a reduction on last year's performance of **96.92%**. Work is ongoing to understand the position, and engagement will take place with contractors to improve processes and performance.

PI Short Name	2019/20	2020/21	2021/22	2022/23	Q1 2023/24
No. of households homeless/potentially homeless Fife	2,104	1,961	1,961	2,144	442
Homeless allocations – Fife (%)	43.64%	52.21%	48.38%	58.62%	65.99%
FHR RSL Homeless List Allocations	14.01%	30.25%	34.24%	34.35%	29.39%
Average length of time taken to complete emergency repairs (hours)	4.01	4.19	4.26	3.18	3.17
Reactive repairs completed right first time in the last year (%)	97.79%	97.50%	96.92%	87.75%	91.09%
No. of failures to complete statutory gas safety checks in last year	35	197	32	8	0
Tenancy offers refused (%)	22.01%	23.79%	22.78%	18.68%	21.04%
New tenancies sustained for more than a year (%)	91.40%	92.60%	92.68%	93.60%	90.88%
No of existing tenants who commenced new tenancy in the period	508	686	560	584	96
No of homeless tenants who commenced new tenancy in the period	983	1,082	1,018	975	179
No of housing list tenants who commenced new tenancy in the period	789	719	361	456	87
Lettable houses that became vacant in the last year (%)	8.18%	6.46%	6.38%	6.12%	N/A
Number of households currently waiting for adaptations to be completed at the end of the reporting year	113	487	564	113	N/A
The average time to complete adaptations (days)	18.76	28.71	35.98	16.99	N/A

Court actions that resulted in eviction and their reasons (%)	19.38%	0%	100%	0%	N/A
Average time taken to re-let properties in the last year (days)	28.61	53.79	46.78	58.18	54.32
Total number of lets during the reporting year by source of let	2,555	1,971	2,042	1,837	N/A
Number of abandoned properties	142	109	111	101	N/A
Number of households the landlord received housing costs directly for during the reporting year.	22,297	20,191	20,651	21,423	N/A
The landlord's wholly owned stock	30,455	30,597	30,722	30,908	N/A

RESOURCES

- **98.70%** of rent collected as a % of the total due in the reporting year is below the target of **99.21%**. This is, however, an increase on the previous year's performance (**98.05%**).
- The cost of adaptations increased by almost **£500k**. This was in line with the increase in the number of adaptations completed to help tackle the Covid-19 waiting list backlog.
- FTE working days lost target has been met for the first time since 2017/18. Currently, the average is **13.31** days. This is a decrease from 2021/22 which was **13.78** days.
- The percentage of workforce who are permanent employees remains high at **97.10%**.
- Workforce demographics are slowly changing with an increase in employees aged below 29 (**8.6%** in 2021/22 to **10%** in 2022/23) and a reduction in those aged over 55 (**32.70%** in 2021/22 to **29.40%** in 2022/23). The female workforce has continued to grow (**68.80%** in 2021/22 to **71.90%** in 2022/23).

PI Short Name	2019/20	2020/21	2021/22	2022/23	Q1 2023/24
The cost of adaptations completed in the year by source of funding	£1,701,551	£1,200,692	£1,073,027	£1,572,708	N/A
Rent collected as % of total due in the reporting year	99.96%	99.48%	98.05%	98.70%	N/A
Average annual management fee per factored property	£46.3	£80.84	£97.18	£97.95	N/A
Gypsies/travellers – Average weekly rent per pitch	£64.96	£66.24	£67.22	£68.25	N/A
Average weekly rent increase to be applied in the next reporting year (%)	3%	1.50%	2.50%	5%	N/A
Former tenant rent arrears written off at the year end (%)	26.35%	45.93%	29.24%	17.39%	N/A
Housing Services – Average WDL per FTE	13.66	N/A	13.78	13.31	14.74
Housing Services – Average Long Term WDL per FTE	9.13	N/A	11.21	10.30	11.14
Housing Services Workforce who are Female (%)	67%	67.10%	68.80%	71.90%	N/A
Housing Services Workforce who are Full-time (%)	72.80%	73.10%	69.50%	72.80%	N/A
Housing Services Workforce who are Permanent Employees (%)	85.60%	85.20%	98.70%	97.10%	N/A
Housing Services Employees aged 24 and under (%)	5.20%	4.60%	3.70%	4.40%	N/A
Housing Services Employees aged 29 and under (%)	9.50%	8.10%	8.60%	10%	N/A
Housing Services Employees aged 55 and over (%)	29.80%	31.60%	32.70%	29.40%	N/A
Housing Services Number of Voluntary Redundancies (FTEs)	4	1	0	0	N/A
Housing Services Number of WYI Bids	3	3	0	0	N/A
Housing Services Number of WYI Programme new starts	4	0	0	2	N/A

The table below provides information on Housing workforce data by Budgeted (FTE) for the current year and the last 4 years. Please note: The increase from 2019 to 2020 is due to the transfer of Safer Communities staff, and the increase from 2021 to 2022 includes the GFHA expenditure.

Budgeted (FTE) April 2019	Budgeted (FTE) April 2020	Budgeted (FTE) April 2021	Budgeted (FTE) April 2022	Budgeted (FTE) April 2023	Difference in FTE 2022 2023
406	500	468.63	629.23	651.56	22.33

Appendix 2 - HS Scrutiny Report & Pathway to Improvement Targets 2023-26

PI Status	
	Alert
	Warning
	OK
	Unknown
	Data Only

Indicator	2021/22	2022/23					Q1 2023/24	Pathway to Improvement 2023-26			
	Value	Value	Target	Status	Note	LA Average	Value	2023/24 Improvement Actions	2023/24 Target	2024/25 Target	2025/26 Target
Tenants satisfied with overall service provided by landlord(%)	80.88%	81.86%	81.00%		Fieldwork commenced 26/09/2022. For the 2022/23 session, tenant satisfaction surveys were conducted face to face. There has been an improvement in this indicator in the last year.	81.95% 	Not measured for Quarters	<ul style="list-style-type: none"> Continue to support the work of the tenant's scrutiny panels. This provides us with detailed customer insight to improve service delivery. The Tenants Satisfaction Survey 2022 and performance indicators will inform the selection of future topics for review. 	81.50%	82.00%	82.50%
Tenants whose landlord keeps them informed (%)	84.17%	85.23%	86.50%		For the 2022/23 session, tenant satisfaction surveys were conducted face to face.	85.02% 	Not measured for Quarters	<ul style="list-style-type: none"> Consider having tenants on the editorial board for DYS to ensure information provided is relevant. Utilise technology like Text Local to reach out to tenants who do not normally engage through traditional means. 	88.75%	91.00%	92.00%
The percentage of all complaints responded to in full at stage 1	97.23%	98.35%	98.15%		n/a	92.38% 	Not measured for Quarters	<ul style="list-style-type: none"> Continue to focus on completion and ensure a weekly update is sent to all complaint handlers ensuring compliance. Continue to ensure access to complaints procedures, and training on processes. 	99.10%	100%	100%
The percentage of all complaints responded to in full at stage 2	96.04%	98.46%	97.40%		n/a	92.13% 	Not measured for Quarters	<ul style="list-style-type: none"> Continue to focus on completion and ensure a weekly update is sent to all complaint handlers ensuring compliance. Continue to ensure access to complaints procedures, and training on processes. 	98.70%	100%	100%

Indicator	2021/22	2022/23					Q1 2023/24	Pathway to Improvement 2023-26			
	Value	Value	Target	Status	Note	LA Average	Value	2023/24 Improvement Actions	2023/24 Target	2024/25 Target	2025/26 Target
Satisfied with opportunities to participate in landlord's decisions(%)	66.62%	77.64%	76.50%	✔	For the 2022/23 session, tenant satisfaction surveys were conducted face to face. Satisfaction with opportunities to participate has improved markedly in the last year. This reflects a return to in person interaction with tenants across the range of our engagement activity.	80.88% 	Not measured for Quarters	<ul style="list-style-type: none"> Revise the existing Tenant Participation Strategy in consultation with the Federations. Work with TPAS to obtain accreditation and use this as an opportunity to identify best practice. 	80.00%	85.00%	88.00%
Council dwellings that meet the SHQS (%)	88.09%	89.59%	89.00%	✔	There has been an increase in the number of houses meeting the standard due to demolition of failing stock, and new builds which meet the standard. We have also undertaken additional EESSH works which have also helped increase the condition of stock.	70.91% 	Not measured for Quarters	<ul style="list-style-type: none"> SHQS failures are now linked to EESSH failures. Upgrades to non-trad properties are likely to result in incremental increases. High levels of investment will be required to ensure some non-trad properties meet EESSH. 	90.00%	91.00%	92.00%
Existing tenants satisfied with quality of home(%)	79.60%	82.25%	80.00%	✔	For the 2022/23 session, tenant satisfaction surveys were conducted face to face. Plans are in place to continue with a face-to-face survey, with an autumn timescale in 2023/2024.	81.14% 	Not measured for Quarters	<ul style="list-style-type: none"> A large proportion of properties did not receive upgrades during the Covid-19 pandemic due to the Covid-19 restrictions in place to safeguard people. Work is on-going to clear the backlog which should improve the overall quality of homes and increase tenant satisfaction levels. Implement recommendations/ actions arising from tenant scrutiny report carried out by the Fife Tenant Led Scrutiny Panel. 	81.00%	82.00%	83.00%
Average length of time taken to complete emergency repairs (hours)	4.26 hours	3.18 hours	3.90 hours	✔	n/a	4.7 hours 	3.17 hours	<ul style="list-style-type: none"> Continue to monitor performance and highlight issues through the Repairs & Investment Management Group. Continue engagement with contractors to improve processes which will lead to improved performance. 	3.60 hours	3.30 hours	3.00 hours
Average time taken to complete non-emergency repairs (days)	7.00 days	6.80 days	6.00 days		Performance during quarter 2 exceeded our target; there was a slight increase in time taken during quarter 3 and then a larger increase during quarter 4 which led to the target being missed. Housing work in partnership with Building Services and we will be working together to identify reasons for these and to identify methods for improvement going forward.	9.44 days 	6 days	<ul style="list-style-type: none"> Continue to monitor performance and highlight issues through the Repairs & Investment Management Group. Continue engagement with contractors to improve processes which will lead to improved performance. 	5.75 days	5.50 days	5.25 days

Indicator	2021/22	2022/23					Q1 2023/24	Pathway to Improvement 2023-26			
	Value	Value	Target	Status	Note	LA Average	Value	2023/24 Improvement Actions	2023/24 Target	2024/25 Target	2025/26 Target
Reactive repairs completed right first time in the last year (%)	96.92%	87.75%	97.50%		n/a	88.19% 	91.09%	<ul style="list-style-type: none"> Continue to monitor performance and highlight issues through the Repairs & Investment Management Group. Continue engagement with contractors to improve processes which will lead to improved performance. 	98.00%	98.50%	99.00%
No. of failures to complete statutory gas safety checks in last year	32	8	0		There have been challenges this year due to the cut over from one housing management system to another which has increased the number of failures which we would otherwise of had.	454	0	<ul style="list-style-type: none"> Gas safety monitoring is carried out on a monthly basis along with weekly progress meetings through the gas governance group to ensure improvements in this area. Continue working with Business Support to eliminate any system issues. 	0	0	0
Satisfied with repairs and maintenance (%) carried out in the last 12 months	91.68%	92.07%	92.00%		The satisfaction survey is co-ordinated by Building Services at the point the repairs operative completes the work on site. This is an improved method of collecting tenant satisfaction over previous years.	88.51% 	Not measured for Quarters	<ul style="list-style-type: none"> Continue to monitor performance and highlight issues through the Repairs & Investment Management Group. Continue engagement with contractors to improve processes which will lead to improved performance. 	92.50%	93.00%	93.50%
Satisfied with management of neighbourhood (%)	78.60%	82.30%	82.00%		For the 2022/23 session, tenant satisfaction surveys were conducted face to face.	82.08% 	Not measured for Quarters	<ul style="list-style-type: none"> Implement revised estate management approach to improve the condition of housing estates and promote integrated working. Expand Estate Action Area Plans to target hotspots across Fife. The Environmental Action Teams and dedicated Waste Management Resource focused on high rise blocks have made a positive impact. The development of a CCTV hub and 24-hour concierge service will improve security and tenants' well-being. 	85.50%	88.70%	90.00%
Tenancy offers refused (%)	22.78%	18.68%	22.00%		Fife continue to report top quartile performance in offer refusals. The figure is lower than usual due to the person-centred approach taken in response to the Kirkcaldy Sheriff Court Judgement where over 400 temporary tenancies have been normalised into permanent tenancies	38.55% 	21.04%	<ul style="list-style-type: none"> Voids SDG to develop improvement mechanisms for Accompanied Viewing to reduce refusals. Continue to promote good communication with applicants during the offer process. 	21.50%	21.00%	20.50%
Anti-social behaviour cases reported in the last	97.51%	93.57%	98.00%		Changes introduced last year have resulted in a single point of contact for dealing with anti-social complaints and this coincided	91.43% 	Not measured	<ul style="list-style-type: none"> From Jan 2022, the Safer Communities became the single point of contact for ASB. Singular case management should allow us to meet the target set. 	94.50%	95.00%	95.00%

Indicator	2021/22	2022/23					Q1 2023/24	Pathway to Improvement 2023-26			
	Value	Value	Target	Status	Note	LA Average	Value	2023/24 Improvement Actions	2023/24 Target	2024/25 Target	2025/26 Target
year resolved timeously (%)					with the implementation of CX (the new housing system which incorporated ASB case management). Prior to this, anti-social cases were recorded by various staff groups in several different systems. The volume of cases recorded has increased compared to the period before the Pandemic and this is likely due to more accurate recording. There seems to have been a spike in cases received in March 2023 (247 received). As the target timescale for resolving complaints is a minimum of 56 days, this has had impact on our end of year reporting figures. Targets for 2023/24 and 2024/25 have been revised to reflect this trend.		for Quarters	<ul style="list-style-type: none"> The data previously captured used multiple recording systems including Breach of Tenancy Logs, Civica, CX and InCase. The introduction of CX for all ASB recording, should improve reporting. 			
New tenancies sustained for more than a year(%)	92.68%	93.60%	95.00%	⚠️	There is an increase this year as staff are now fully back out working in their patches and are able to interact more with tenants and offering the help they need to help them sustain their tenancies. This has resulted in more Tenancy Assistance being offered when required and helping tenants to sustain their tenancies.	91.38% ✅	90.88%	<ul style="list-style-type: none"> A continued focus from patch-based officers to work with tenants to ensure sustainment through follow up visits and tenancy assistance. Working with partners and fuel poverty teams to ensure tenants are equipped to live in a warm sustainable home. 	96.00%	97.00%	97.00%
% of existing tenant tenancies sustained for more than a year	95.54%	96.23%	96.00%	✅	There is an increase this year as staff are now fully back out working in their patches and are able to interact more with tenants and offering the help they need to help them sustain their tenancies. This has resulted in more Tenancy Assistance being offered when required and helping tenants to sustain their tenancies.	94.40% ✅	90.63%	<ul style="list-style-type: none"> A continued focus from patch-based officers to work with tenants to ensure sustainment through follow up visits and tenancy assistance. Working with partners and fuel poverty teams to ensure tenants are equipped to live in a warm sustainable home. 	96.50%	97.00%	97.00%
% of homeless tenant tenancies sustained for more than a year	90.67%	92.82%	93.00%	⚠️	There is an increase this year as staff are now fully back out working in their patches and are able to interact more with tenants and offering the help they need to help them sustain their tenancies. This has resulted in more Tenancy Assistance being offered when required and helping tenants to sustain their tenancies.	90.11% ✅	90.50%	<ul style="list-style-type: none"> A continued focus from patch-based officers to work with tenants to ensure sustainment through follow up visits and tenancy assistance. Working with partners and fuel poverty teams to ensure tenants are equipped to live in a warm sustainable home. 	95.00%	97.00%	97.00%

Indicator	2021/22	2022/23					Q1 2023/24	Pathway to Improvement 2023-26			
	Value	Value	Target	Status	Note	LA Average	Value	2023/24 Improvement Actions	2023/24 Target	2024/25 Target	2025/26 Target
% of housing list tenant tenancies sustained for more than a year	93.91%	91.89%	95.00%		There is an increase this year as staff are now fully back out working in their patches and are able to interact more with tenants and offering the help they need to help them sustain their tenancies. This has resulted in more Tenancy Assistance being offered when required and helping tenants to sustain their tenancies.	91.22% 	91.95%	<ul style="list-style-type: none"> A continued focus from patch-based officers to work with tenants to ensure sustainment through follow up visits and tenancy assistance. Working with partners and fuel poverty teams to ensure tenants are equipped to live in a warm sustainable home. 	96.00%	97.00%	97.00%
Lettable houses that became vacant in the last year (%)	6.38%	6.12%	7%		Turnover rates continue to be depressed by interruptions to new build supply post pandemic and other factors. Converting significant numbers of temporary to permanent tenancies and diverting properties to replace temporary accommodation has also had a major impact on the operation of the housing system.	7.36% 	Not measured for Quarters	<ul style="list-style-type: none"> Continue to promote a transfer led approach to housing allocations to generate turnover. Continue to use new build and property acquisitions to generate chains of allocations to meet multiple needs and develop new housing to create transfer and specialist housing opportunities. 	7.50%	8.00%	8.50%
Rent lost through empty properties (%)	1.44%	1.31%	1.1%		Housing and Building Services are working in partnership to re-achieve pre-Pandemic performance. A Service Improvement Plan has been approved by Scrutiny Committee and is designed to reset the Voids process and make improvements to the customer journey.	1.73%	1.94%* *Expected to reduce considerably throughout the year as a result of system reporting changes, performance improvements and improved governance of voids management	<ul style="list-style-type: none"> Establish a preferred partner status with an identified utility company as well as a voids SDG to introduce a range of process and practice improvements. Enhance the Partnership with Building Services to create more accountability within the voids process and review the Relet Standard and report back to Committee in relation to any Policy Changes. Investigate the improved use of technology within the change of tenancy process. 	1.00%	0.90%	0.80%
Number of households currently waiting for adaptations to be completed at the end of the reporting year	564	113	550		Housing have worked with Building Services to increase the throughput and completion of works to reduce the waiting list. There has also been additional investment by the Council.	92	Not measured for Quarters	<ul style="list-style-type: none"> Performance is steadily improving on the path to pre-covid levels – this has been achieved by increasing contractor capacity. This combined with the ongoing, effective monitoring of contractors output along with the streamlining of processes should deliver the improved performance outputs. 	450	400	350

Indicator	2021/22	2022/23					Q1 2023/24	Pathway to Improvement 2023-26			
	Value	Value	Target	Status	Note	LA Average	Value	2023/24 Improvement Actions	2023/24 Target	2024/25 Target	2025/26 Target
The cost of adaptations completed in the year by source of funding	£1,073,027	£1,572,708	£983,270	●	The increase in the number of completed applications is reflected in the increase in spend.	£590,664	Not measured for Quarters	<ul style="list-style-type: none"> Performance is steadily improving on the path to pre-covid levels. The budget has been reviewed to ensure it is adequate to deliver the level of adaptations required. 	£1,000,000	£1,200,000	£1,200,000
The average time to complete adaptations (days)	35.98 days	16.99 days	35 days	✔	Housing have worked with Building Services to increase the applications completed in year. Covid restriction being lifted has allowed Building Services to revert back to normal working practises in terms of number of workers on site at any one time - resulting in a reduction in the total days to complete adaptations	46.89 days ✔	Not measured for Quarters	<ul style="list-style-type: none"> Performance is steadily improving on the path to pre covid levels – this has been achieved by increasing contractor capacity. This combined with the ongoing, effective monitoring of contractors output along with the streamlining of processes should deliver the improved performance outputs. 	20 days	18 days	16 days
Court actions that resulted in eviction and their reasons (%)	100%	0%	0%	✔	<p>As a result of the emergency legislation, which introduced a moratorium on evictions, court action worked has been suspended. This means that no Fife Council tenancies are progressing past the issuing of Notice of Proceedings, which as a consequence means that no evictions have taken place for rent arrears over the past year.</p> <p>Following a similar trend to recent years, there have been no properties recovered due to anti-social behaviour during the year 2022/2023. This reflects the work undertaken to provide early intervention and prevention to tenants to enable them to maintain their tenancies appropriately.</p>	13.48% ✔	Not measured for Quarters	<ul style="list-style-type: none"> It is difficult to set targets for this indicator due to the Scottish Government, Cost-of-Living legislation, and the continuing suspension by Fife Council of our own internal debt recovery court action processes. This will continue to be monitored and appropriate actions taken as circumstances develop. 	19.37%	17.00%	15.00%
Homeless households referred to RSLs (%)	3.31%	0.76%	5.00%	●	<p>Fife operates homelessness allocations through Fife Housing Register with partners making homelessness allocations direct through the Common Housing Register that are not reported through the ARC. Partners are committed to allocating around 40% of net allocations to statutory homeless households and most have made contributions to provide additional temporary accommodation in year.</p> <p>Fife continues to work through the impact of the Kirkcaldy Sheriff Court Judgement and</p>	26.35%	Not measured for Quarters	<ul style="list-style-type: none"> Continue to enhance the range of FHR Partnership options to ensure more RSLs are core Partners whilst also continuing to develop the FHR Development Plan to consolidate the FHR route into housing access. 	5.00%	5.00%	5.00%

Indicator	2021/22	2022/23					Q1 2023/24	Pathway to Improvement 2023-26			
	Value	Value	Target	Status	Note	LA Average	Value	2023/24 Improvement Actions	2023/24 Target	2024/25 Target	2025/26 Target
					has taken assertive action to convert and replace a large number of temporary tenancies and there has been a strong focus on homelessness in year. Reductions in turnover and housing supply, coupled with an increase in presentations, has led to a significant increase in homelessness backlog. Allocations will continue at enhanced levels throughout 2023/24 as Fife continues to implement Rapid Rehousing by default.						
Rent represents good value for money (%)	82.43%	82.96%	83.50%	⚠️	For the 2022/23 session, tenant satisfaction surveys were conducted face-to-face. The return of a face-to-face survey represents an increase in performance from the previous year (0.53%). FC average rents remain below LA average, and within living rent criteria.	81.27% ✅	Not measured for Quarters	<ul style="list-style-type: none"> We will continue to engage and listen to our tenants' concerns, to ensure that they are involved in the rent setting process. By explaining the services that we provide and the improvements we are looking to make, we anticipate this will be reflected in our tenant's overall satisfaction scores. 	84.00%	84.50%	85.00%
Rent collected as % of total due in the reporting year	98.05%	98.70%	99.05%	⚠️	Our collection rate has shown an improvement on the previous financial year from 98.05% - 98.70%. This improvement was expected due to our comparatively poorer performance last year. Many of our tenants are still struggling with cost-of-living pressures, which is creating an additional pressure to our rent collection practices.	98.83% ⚠️	Not measured for Quarters	<ul style="list-style-type: none"> We are utilising Rent Sense to analyse our tenant debt which allows us to focus more clearly on our tenants who are falling behind with rent. The clearer focus on these specific tenants should allow us to see improvement. 	99.31%	99.56%	99.70%
Gross rent arrears (%) Fife (LGBF)	6%	8%	6%	🔴	This suspension of full court work, with the final sanction of a potential eviction may have contributed towards arrears. There is currently no tenancy recovery recourse to encourage habitual non-payers to pay their rent. We have seen an overall increase to our current tenant rent arrears over the past financial year. This has partly been due to a steep learning of a new rent system that has been implemented this financial year. We have also not fully recommenced our debt process, after the tightening of eviction guidelines in wake of the cost-of-living crisis. Our debt process is stopping after the issuing of a Notice of Proceedings, with no	9.59% ✅	Not measured for Quarters	<ul style="list-style-type: none"> We are utilising Rent Sense to analyse our tenant debt which allows us to focus more clearly on our tenants who are falling behind with rent. Improvements via Rent Sense should allow us to see an overall reduction in our gross rent arrear figures. 	5.75%	5.50%	5.25%

Indicator	2021/22	2022/23					Q1 2023/24	Pathway to Improvement 2023-26			
	Value	Value	Target	Status	Note	LA Average	Value	2023/24 Improvement Actions	2023/24 Target	2024/25 Target	2025/26 Target
					court action taking place. This is likely to be playing a part in our increasing current tenant rent arrears which is obviously impacted our Gross Rent Arrears.						
Average annual management fee per factored property	£97.18	£97.95	£97.95	✔	Current fee was agreed in line with benchmarking figures.	£58.43 ●	Not measured for Quarters	<ul style="list-style-type: none"> Admin/Management fee models have been devised to calculate the cost of providing this service. Charging for grounds maintenance will be included from the next statement run. 	£98.74	£99.52	£100.27
Factored owners satisfied with the factoring service they receive (%)	52.69%	54.12%	54%	✔	For the 2022/23 session, Factored owners satisfaction survey was conducted electronically using telephone and email contact.	51.15% ✔	Not measured for Quarters	<ul style="list-style-type: none"> Most of the negative feedback received was related to stair cleaning and grounds maintenance. We have been working closely with colleagues to improve these services. 	56.00%	58.00%	60.00%
Average time taken to re-let properties in the last year (days)	46.78 days	58.18 days	45 days	●	The impact of tenancy normalisations has affected the Transfer Led approach to housing allocations which is designed to stimulate turnover and generate housing opportunities. Work is ongoing to increase housing supply in a number of ways and it is anticipated that this will recover to some extent in 2023/24. Fife continues to focus on voids service improvement and a return to top quartile performance. Staffing structures have been refocussed and there is a Service Development Group prioritising process improvements with a focus on key issues such as utilities management, standards and the use of technology.	66.94 days ✔	54.32 days	<ul style="list-style-type: none"> Establish a preferred partner status with an identified utility company as well as a voids SDG to introduce a range of process and practice improvements. Enhance the Partnership with Building Services to create more accountability within the Voids process and review the Relet Standard and report back to Committee in relation to any Policy Changes. Investigate the improved use of technology within the change of tenancy process. 	35 days	25 days	20 days
Gypsies/travellers - Average weekly rent per pitch	£67.22	£68.25	£73.94	✔	Gypsy Traveller site rents have been increased in line with the HRA rent increase. Rents will be reviewed further as sites are improved with Chalets being installed etc.	£76.17 ✔	Not measured for Quarters	<ul style="list-style-type: none"> Will increase in line with the agreed rent increase each year. 	£77.64	£79.97	£82.37
Gypsies/travellers satisfied with the landlord's management of the site (%)	55%	55%	65%	●	Satisfaction figures have been impacted on by tenants within the Gypsy Traveller sites awaiting provision of new Chalet type accommodation. A work programme is underway to provide this with work currently	75.61% ●	Not measured for Quarters	<ul style="list-style-type: none"> Site Improvement works are currently on-going. It is anticipated the improvements should increase satisfaction levels once concluded, however, during the works, site tenants will experience upheaval 	75%	85%	90%

Indicator	2021/22	2022/23					Q1 2023/24	Pathway to Improvement 2023-26			
	Value	Value	Target	Status	Note	LA Average	Value	2023/24 Improvement Actions	2023/24 Target	2024/25 Target	2025/26 Target
					on-going at Tarvit Mill at present. Further works programmes will roll out across Heatherywood and Thorntonwood sites in the next two years. We fully anticipate satisfaction levels to increase over the coming years.			which may cause a decrease in satisfaction levels during this time.			

31 August 2023

Agenda Item No. 05

Annual Assurance Statement 2023

Report by: John Mills, Head of Housing Services

Wards Affected: All

Purpose

The report presents recommendations for submission of the Annual Assurance Statement to the Scottish Housing Regulator, based on regulatory guidance established in 2019. The risks are assessed against the Council's Annual Return on the Charter for 2022/23.

Recommendation(s)

Members are asked to:

1. note the requirements of the 2019 housing regulatory framework, requesting the preparation of an Annual Assurance Statement (Section 2.0 and 3.0);
2. agree the wording of the draft Annual Assurance Statement 2023 based on the compliance position at 31st March 2023 (Section 4.0 and Appendix 1);
3. authorise the Scrutiny Committee Chair and the Housing & Building Services Spokesperson to sign the Annual Assurance Statement; and
4. agree submission of the final draft Annual Assurance Statement 2023 to the Scottish Housing Regulator by the deadline of the 31st October 2023.

Resource Implications

There are no additional resource implications identified through this report as committee has previously agreed to support the preparation of an Annual Assurance Statement for submission to the Scottish Housing Regulator.

Legal & Risk Implications

There are on-going legal requirements for committee highlighted within this report, linked to a significant risk of regulatory intervention if the Council does not adhere to the standards and expectations set through the Scottish housing regulatory framework.

Impact Assessment

An EqIA has not been completed and is not necessary as the report does not propose a change to existing housing policies or programmes.

The report outlines consultation requirements set within the housing regulatory framework.

1.0 Background

- 1.1 **Regulatory review** - in February 2019 the Scottish Housing Regulator published a revised regulatory framework for social landlords based on powers available through the Housing (Scotland) Act 2010. This focuses on key regulatory priorities to meet the standards and outcomes of the Scottish Social Housing Charter, including to help people who are homeless, ensure tenant and resident safety, and promote equality and human rights.
- 1.2 **Scottish Social Housing Charter** – the Scottish Social Housing Charter specifies outcomes for tenants and other customers in the delivery of housing and homelessness services. Progress is assessed annually through ‘Annual Return on the Charter’ indicators submitted to the Regulator in May for publication in August each year.
- 1.3 **Member / tenant scrutiny** – local developments in member / tenant scrutiny have renewed focus on housing performance for several years. For example, tenant representatives have been involved in housing discussions at Committee; a Tenants’ Scrutiny Panel has been established; tenants have been trained in scrutiny; and local scrutiny activities have been promoted (e.g. neighbourhood walkabouts). Scrutiny activities have now resumed following the restrictions during the Covid-19 pandemic and work has recently concluded around the scrutiny of tenant satisfaction with the quality of tenants’ homes.
- 1.4 **Pathway to Improvement** – a housing performance approach was introduced through the ‘Pathway to Improvement 2015-18’. This was monitored annually through committee with almost two-thirds of indicators improving over three years. In November 2018, the Community and Housing Services Committee agreed to the production of a second a ‘Pathway to Improvement’ for 2019-22 following publication of the revised regulatory framework. Annual progress monitoring revealed the Covid-19 pandemic significantly hindered performance in many areas. A new ‘Pathway to Improvement’ is currently in development with the People & Communities Scrutiny Committee for 2023-26. This pathway contains three-year targets for improvement based on the Council’s ambition for top quartile performance, whilst also continuing recovery from the Covid-19 pandemic.
- 1.5 **Fife Engagement Plan** – in March 2019 the Scottish Housing Regulator outlined its proposals for engaging with social landlords based on performance outcomes for 2017-18. The proposals for Fife Council included a requirement to demonstrate compliance with homelessness duties, specifically in relation to offers of temporary or emergency accommodation linked to the preparation of the Fife Rapid Rehousing Transition Plan (2019-24). The Regulator has continued to identify concerns with homelessness duties on annual basis. During 2023/24, Regulator engagement will focus on how people access the homeless service, the assessment of homeless applications, the provision of temporary accommodation and the outcomes for people who are homeless.

2.0 Regulatory Requirements

- 2.1 Section 3 of the regulatory requirements introduced in February 2019 reinforces social landlords' responsibilities to meet legal duties and adhere to statutory guidance, including to:
- **Annual Assurance Statement** – provide an annual assurance statement (discussed in Section 3.0).
 - **Annual Return on the Charter** – agree an approach with tenants and service users to give them real and demonstrable involvement in the preparation and scrutiny of performance information; and report annually on progress in achieving outcomes and standards to the Regulator, tenants and service users.
 - **Performance failures** - provide information for tenants and service users on significant performance failures; their rights to complain and seek redress in accordance with the standards expected by the Scottish Public Services Ombudsman; and develop mechanisms for the Council to learn / improve from such complaints.
 - **Whistleblowing** - establish effective arrangements and promote a policy for whistleblowing by staff, governing bodies and/or elected members.
 - **Equalities and human rights** - collect data on the protected characteristics of existing tenants, new tenants, homeless people, people on waiting lists, Gypsy Travellers and staff, and be able to evidence that equalities and human rights issues are considered when making policy and service delivery decisions.

3.0 Annual Assurance Statements & Approach

- 3.1 From 2019, social landlords must submit between April and October of each year an Annual Assurance Statement providing assurance that their organisation complies with all parts of the regulatory framework. In terms of local authorities, the statement must be submitted by the relevant committee, in the context of Fife Council this being the People & Communities Scrutiny Committee. The Council's first Annual Assurance Statement was submitted to the Scottish Housing Regulator in October 2019, after being agreed by the Community and Housing Services Sub-Committee (C&HSS-C) Committee.
- 3.2 Where the Council does not fully comply, the People & Communities Scrutiny Committee should set out how and when it will make the necessary improvements to achieve compliance. A judgement is to be taken on the materiality and significance of any issues of non-compliance, including whether it would affect the interests and safety of tenants and residents, threaten service delivery, or bring the Council into disrepute.
- 3.3 The People & Communities Scrutiny Committee must determine the assurance approach and provide an objective and evidence-based judgement on compliance, where necessary including independent assurance. Importantly, feedback from tenants and other service users must be considered as part of the assurance approach.

- 3.4 The Annual Assurance Statement is expected to be succinct, confirm compliance/non-compliance with the regulatory requirements, Scottish Social Housing Charter and any relevant legislative duties. In situations of non-compliance, improvements must be identified with relevant timescales. The statement must be agreed by the People & Communities Scrutiny Committee with confirmation that appropriate evidence has been considered as part of the assurance approach. All statements will be published and will form part of the regulatory view of the organisation.
- 3.5 In September 2019, the former Community Housing Services Committee agreed to an assurance approach involving an annual cycle of review with annual reporting of housing performance to members through the established Pathway to Improvement. Key stages throughout the year include the collation of customer satisfaction information, the Annual Return on the Charter submission to the Scottish Housing Regulator, benchmarking against other local authorities, external scrutiny by tenants and the Scottish Housing Network, and annual performance reporting.

4.0 Annual Assurance Statement 2023

- 4.1 The Scottish Housing Regulator has indicated that issues of non-compliance with the regulatory standards need only to be reported if they are material and significant, a judgement to be made by this committee. Based on the outturns of the Annual Return on the Charter and concerns expressed by the Scottish Housing Regulator, wording for the draft Annual Assurance Statement 2023 is proposed in Appendix 1 for committee consideration.
- 4.2 The Scottish Housing Regulator continues to maintain regular contact with the Service around Homelessness. Concerns have been raised in relation to how people access the homeless service, the assessment of homelessness applications, the provision of temporary accommodation and the outcomes for people who are homeless. These issues are not unique to Fife, with an increase in homeless presentations recognised nationally, however, pressure on temporary accommodation is disproportionate and more severe than the increase in new presentations. Various improvement actions have been identified for delivery during 2023-24 as well as continuing delivery of the Rapid Rehousing Transition Plan priorities and commitments.
- 4.3 Following a period of significant and sustained improvement, the direct and indirect impacts of the pandemic and wider environmental circumstances have had a negative impact on void management. A combination of factors which include the need to re-provision temporary accommodation, the introduction of a new Housing Management Information System and the implementation of a revised Housing Options Frontline Structure have also affected performance over the last year. The average time taken to re-let properties has increased from 46.78 days in 2021-22 to 58.18 days in 2022-23. However, the rent lost through empty properties has decreased slightly from 1.44% in 2021-22 to 1.31% in 2022-23.
- 4.4 In terms of non-compliance with tenant & resident safety;
- The Council's Annual Return on the Charter suggests material non-compliance with the regulatory standards in 2022-23 through *Indicator 11: Number of times in the reporting year statutory obligations to complete a gas safety check have not been met*. The outturn for 2022-23 was 8 properties, which means the Council did not meet the statutory requirement to carry out gas safety checks in all Council dwellings within 12 months. Improvement actions have been put in place to eliminate any future failures.

- Fire and electrical safety form part of the Tolerable Standard and failure to meet this criterion results in a property failing the Scottish Housing Standard (SHQS). Fife Council recognise a small number of properties do not comply with the fire and smoke alarm requirements which is a result of refused property access. Aside this, the exact number of properties without a valid electrical safety certificate is unclear at present due to system issues. Work to rectify this has already commenced which should allow accurate reporting and increased compliance levels moving forward.
 - Fife Council have recently established an improved approach for dealing with dampness, condensation and black mould in Council housing which is recognised as a major risk to health. As a result of this, condensation and dampness referrals have increased significantly in recent months. Resources have been diverted to focus on providing specialist advice whilst a newly established Building Services Team, progress mitigation work. The legal, health and reputational risks of failing to effectively tackle the issue, ensure this remains a top priority for Fife Council.
- 4.5 Pressure areas have also been considered for 2023-24 within the Annual Assurance Statement. The Housing Revenue Account (HRA) and future financial viability is placed under serious risk, primarily due to inflationary pressures, which restricts borrowing ability for new build programmes and stock improvements. ESSH2 delivery is estimated to cost £325m for Fife Council. Investment of this magnitude on focused energy efficiency improvements will have a detrimental impact on the HRA. Resettlement activity is fragile and short term. Although it does not currently impact homeless services, it is recognised that a change in policy or approach at national level, could place significant risk on statutory services. Depressed housing turnover also places a large risk on statutory duties with diminished ability to meet homelessness and other priority needs. Mitigation actions have been put in place for all Pressures, which can be found within the Annual Assurance Statement.
- 4.6 During 2022, face-to-face satisfaction surveys with tenants returned following a period of telephone surveys while pandemic restrictions were in place. An improvement in performance was evident across all satisfaction indicators, including overall performance, opportunities to participate in decision-making, keeping tenants informed about services and decisions, rent providing good value for money, quality of the home, management of the neighbourhood and owners satisfaction levels with the factoring service. Repairs and maintenance satisfaction levels continue to be collected by Building Services at the point of repair completion which has demonstrated a further increase this year from 91.68% (in 2021/22) to 92.07%.
- 4.7 The Gypsy/Travellers satisfaction survey was not conducted on time for reporting to the Scottish Housing Regulator in 2022-23, therefore, the satisfaction with management of sites has remained static this year at 55%. A range of site improvements are on-going, including the installation of chalets and it is anticipated satisfaction levels will increase over the coming years once this work is concluded.
- 4.8 Other areas of risk reflecting some decline in performance over the last year, include repairs completed right first time, tenancy sustainment for housing list tenant tenancies, gross rent arrear levels and anti-social behaviour cases resolved timeously. The areas highlighted are considered immaterial for the purposes of the Annual Assurance Statement, although will also be subject to on-going monitoring and review to ensure improvements are progressed.

5.0 Conclusions

- 5.1 The report has outlined the revised housing regulatory framework from April 2019, including a specific requirement for Committee to submit an Annual Assurance

Statement to the Scottish Housing Regulator. Wording for the draft Annual Assurance Statement 2023 is proposed based on the 2022-23 performance position.

John Mills
Head of Housing Services

List of Appendices

Appendix 1: Draft Annual Assurance Statement

Background Papers

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

Scottish Housing Regulator (2019) Regulation of Social Housing in Scotland
Regulatory Framework | Scottish Housing Regulator

Scottish Housing Regulator (2019) Annual Assurance Statement – Statutory Guidance
Annual Assurance Statement | Scottish Housing Regulator

Report Contact

Mhairi Mullen
Service Manager (Income, Poverty and Private Housing)
Housing Services
Fife House
Glenrothes
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Appendix 1: Fife Council Draft Assurance Statement 2023

The People & Communities Scrutiny Committee at a meeting on the 31st August 2023 sought appropriate assurance that Fife Council Housing Service comply with all relevant requirements of the Scottish Housing Regulatory Framework; all relevant standards and outcomes in the Scottish Social Housing Charter; and all relevant legislative duties. Evidence has been considered through a regular cycle of performance reporting and liaison with tenant organisations to support the required level of assurance.

On review of the evidence provided principally through the Annual Return on the Charter 2022-23, it can be confirmed the Council recognises material non-compliance in the following standards and outcomes of the Scottish Social Housing Charter for tenants, people who are homeless and other service users. These areas are a focus for performance improvement throughout 2023-24:

Areas of Non-Compliance: General

Homelessness

Statistics highlight an increase in homelessness presentations nationally and this trend is evident in Fife although the pressure on temporary accommodation is disproportionate and more severe than the increase in new presentations. Temporary Accommodation continues to operate under significant pressure which translates as occasional breaches of statutory duty and regular breaches of the Unsuitable Accommodation Order. The Service continues to focus on homelessness pressures and meeting statutory duties but have identified significant service pressures to the Scottish Housing Regulator, Scottish Government, ALACHO and SOLACE as part of a national profile of housing pressures. The improvement actions identified for delivery in 2023-24 are to:

- Continue enhanced monitoring, reporting and escalation arrangements for temporary accommodation allocations to maintain 100% compliance.
- Finalise the implementation plan for the Kirkcaldy Sheriff Court Judgement and continue promoting rapid rehousing through scatter flat flipping to minimise customer transitions.
- Continue to implement a plan to decommission or re-provision existing unsuitable accommodation and significantly reduce the use of B&B / hotel type accommodation.
- Continue to develop, enhance and mature a revised frontline housing options service focussed on homelessness prevention as part of a wider Task Force approach to prepare for a Homelessness Prevention Duty.
- Proactively redevelop the housing advice framework to focus on housing options and homelessness prevention to promote informed housing choices and pathways.
- Modernise our TurnKey approach to managing the change of tenancy process for mainstream and temporary tenancies.
- Continue to deliver Rapid Rehousing Transition Plan commitments.

Voids Management

There is a commitment to return to top quartile performance for the management of empty homes following the direct and indirect impacts of the pandemic. Performance over the last year has also been affected by a range of contextual factors which include:

- The need to re-provision temporary accommodation and divert a significant number of properties to meet statutory homelessness duties.

- Decommissioning the legacy Housing Management Information System and replacing this with a new CX system during 2022.
- The implementation of a revised Housing Options Frontline Structure replacing Housing Access Officer and Homelessness Officer roles.

The improvement actions identified for delivery in 2023-24 are to:

- Specialise the Voids Management Team within Housing Services with a direct line of accountability to the Head of Service.
- Refocus housing allocations to reduce pressures on allocating officers and improve outcomes for priority groups.
- Harmonise the change of tenancy process for mainstream and temporary tenancies linked to the Rapid Rehousing Transition Plan.
- Further develop the new CX Housing Management Information System to improve workflows, performance reporting and accountability within the change of tenancy process.
- Review the Letting Standard with a revised focus on customer engagement and programmed post-let works.

Tenant and Resident Safety

With regards to tenant and resident safety, compliance is recorded against water safety, lift safety and asbestos. A robust programme of work is in place to address the following tenant and resident safety requirements where Fife Council are not fully compliant. These areas will be closely monitored to ensure compliance moving forward.

Gas Safety

The Council recognises there was non-compliance in 8 cases where gas safety checks were not carried out within timescale, thus breaching a statutory duty. Failures were linked to a change in the Housing Management Information System, where a new system was introduced during 2022. To prevent future failures, the improvement actions identified for delivery in 2023-24 are to:

- Maintain weekly meetings of the Gas Safety Governance Group, including weekly monitoring and reporting of gas safety cases below 12 weeks.
- Continue integrated working with Area Housing Teams to communicate and support tenants with arranging gas safety inspections, to eliminate no access.
- Work with Business Support to eliminate any system issues which prevent properties from being included in scheduled appointments.

Fire and Electrical Safety

Interlinked fire and smoke alarms and a full electrical safety inspection certificate are both elements forming part of the Tolerable Standard and failure to meet this criterion, results in a property Scottish Housing Quality Standard (SHQS) failure. Around 200 properties do not comply with fire and smoke alarm requirements which is a direct result of refused property access. Due to issues with the Housing Asset Management System holding an incorrect stock figure, it is unclear the exact number of properties without a valid electrical safety certificate. However, Fife Council conduct in excess of 6,000 electrical safety checks per annum and have recently conducted a risk-based work programme to eliminate properties with degrading wiring where there is a potential risk to Health & Safety. System

improvements will be prioritised to ensure this can be accurately reported on moving forward. The improvement actions identified for 2023-24 are to:

- Progress work through the recently established 'no access team' to communicate and support tenants to gain access to properties, allowing necessary works to take place.
- Implement improvements to the Housing Asset Management System, through BTS upgrade project, to ensure an accurate stock figure is reflected which also allows anniversary dates to be recorded for all property electrical safety certificates.
- Ensure close working with Building Services to realign resources from degraded wiring to focus on electrical safety testing and certify accurate information is recorded.

Damp and Mould

Fife Council recently conducted a formal review of the approach to tackling dampness, condensation and black mould in Council housing as this is recognised a major risk to health. An improved approach has been established for dealing with dampness and mould, which saw the development of the following service principles and priorities:

- Stop blaming tenants and work together to mitigate the issue.
- Be proactive as opposed to waiting for tenants to complain.
- Single point of contact for getting in touch with the team.
- Fast and effective response to enquiries and complaints.

Condensation and dampness referrals have increased significantly in recent months. To improve services during 2023-24, a number of staff resources have been diverted to focus on providing specialist advice, whilst a new Building Services Team undertake dampness mitigation work alongside external specialists Richardson & Starling. This adds substantial pressure to Housing Revenue and Capital budgets, however the legal, health and reputational risks of failing to effectively tackle the issue, ensure this remains a top priority for Fife Council.

Pressures

The Committee also considered pressure areas for 2023-24 and the improvement actions put in place to mitigate these.

Housing Revenue Account (HRA) and Future Financial Viability

At a time of high CPI inflation and other inflationary pressures on housing workstreams, the financial viability of the HRA, expressed through the 30-year HRA Business Plan is placed under increased risk. In line with the cost-of-living crisis and hardship felt by many tenants, rent increases are likely to continue below inflation levels. This restricts the Council's borrowing ability to fund new build programmes and stock improvement to meet SHQS and EESSH. To ensure HRA viability in future years, a robust HRA Business Plan review process will be implemented, alongside reviewing service efficiencies and consideration of service deferrals in non-statutory areas as required.

Energy Efficiency Standard for Social Housing 2 (EESH2)

The current estimated costs of Fife Council delivering EESH2 by 2032 is £325m which places significant pressures on the HRA. Investment of this magnitude on focused energy efficiency improvements will have a detrimental impact on existing component plans for non-energy related assets such as kitchens, bathrooms, electrical upgrades etc. and the current targets for new build housing. It is recognised by the Fife EESH2 board, that additional grant, Energy Company Obligation (ECO) or Scottish Government funding streams will need to be identified to mitigate the impact EESH2 delivery has on the HRA.

It is noted that the outcome of a review of EESSH2 delivery being conducted by the Scottish Government is expected by autumn 2023 and will be critical to re-assess the overall affordability of EESSH2 for the council.

Resettlement

The Resettlement Core Group continues to co-ordinate and deliver a range of accommodation based and wider support services to a large number of individuals arriving into Fife from different international backgrounds. This involves supporting a dynamic community of over 500 households in hotels, host and sponsor accommodation across Fife. These accommodation arrangements are recognised as fragile and short term with the default support service being homelessness. Housing Services have taken action to establish a permanent Project Team with a specific focus on supporting arrivals through UK and Scottish Government Resettlement and Humanitarian Schemes working as part of the national framework. There is no significant impact on homelessness services at this time, but the situation is being monitored closely at local and national level in recognition of the significant risk to statutory services a change in policy or approach could have.

Depressed Housing Turnover (allocations policy impact)

The pandemic had a significant impact on housing turnover and there has only recently been some early signs of recovery. Depressed turnover diminishes the ability to meet homelessness and other priority needs, representing one of the largest risks to statutory duty and meeting needs. Monitoring arrangements are in place and the Council is committed to increasing supply through Affordable Housing Programmes, property acquisitions, generating new supply through a transfer led approach to housing allocations amongst other schemes to promote access to alternative tenures. An Allocations Policy Review Scoping Paper is being developed for consideration by Cabinet Committee later in the year, this will be aligned to a Fife Housing Register Partnership commitment around access to housing and refocussed priorities.

Equalities / Human Rights

Fife Council recognises that it has responsibilities under the Equality Act 2010 and the Human Rights Act 1998. It is committed to promoting equality, addressing discrimination and providing housing as a human right. Examples of how we achieve this are through:

- Promoting customer and tenant participation in decision making working collaboratively with our Tenant and Resident Associations and Tenant Forum, achieving Gold Accreditation by the Tenant Participation Advisory Service (TPAS) for excellence in tenant participation.
- Collecting equalities data on our staff, tenants, service users and being clear on how we use that data.
- Completing equality impact assessments for all new strategies, policies and programmes prior to approval through Committee.
- Providing accessible information on performance through our website, dedicated publications, and the tenant magazine, Down Your Street.
- Understanding the needs of tenants and service users through housing need and demand assessments, customer surveys, workshops, etc.
- Safeguarding people with protected characteristics – through the provision of gypsy travellers' sites, temporary accommodation, older persons housing and refuge provision.
- Providing housing as a human right through our work in the resettlement schemes.

- Eliminating discrimination and promoting diversity through extensive staff training, including equality and diversity, equality in recruitment, mental health, gender equality, etc.

People & Communities Scrutiny Committee Date: 31st August 2023

Councillor Judy Hamilton

Spokesperson Housing and Building Services

Councillor Eugene Clarke

Convenor People & Communities Scrutiny Committee

Date: XX August 2023

Date: XX August 2023

31 August 2023

Agenda Item No. 06

Update on Housing Functional Needs Assessments

Report by: John Mills, Head of Housing Services

Wards Affected: All wards

Purpose

The purpose of this report is to provide a progress report to members in relation to the processing of Housing Functional Needs Assessments. These assessments are part of the wider Fife Housing Register application which is used by 10 social landlords to allocate housing.

Recommendation(s)

It is recommended that Members note-

- (1) the contingency plans that have been put in place to manage the current workload; and
- (2) the ongoing review of the Housing OT service and the proposed shape of revised service delivery in relation to this.

Resource Implications

Proposals for improvement are all in line with the current HRA budget for the service.

Legal & Risk Implications

There are no legal risks in relation to this. However, there is a reputational risk if the waiting time for assessment is not reduced to the published standard of 28 days by the target date.

Impact Assessment

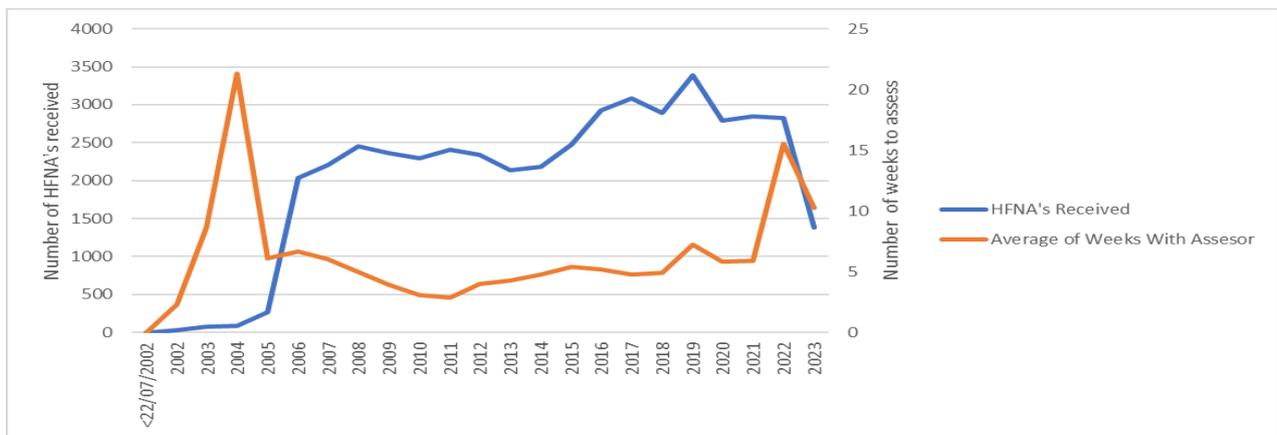
An Impact Assessment summary is attached to the report.

Consultation

As part of the review of the Housing OT service consultation has been undertaken with key staff stakeholders within Fife Council Housing Service and across Fife Housing Register Partners.

1.0 Background

- 1.1 As part of the Fife Housing Register assessment process the Housing Functional Need Assessment is submitted by housing applicants where the applicant has identified that there is a medical situation that may affect their housing application. Since 2002 these assessments have been carried out by Housing Occupational Therapists. The purpose of these assessments is to apply additional points to reflect this medical need but also to guide the allocation of a property that reflects the medical needs articulated.
- 1.2 In 2021 there was a review of the medical assessment process, and the Housing Functional Need Assessment was brought in. There have been significant staffing absences within the Housing OT Team which has led to the build-up of a backlog of applications for assessment.
- 1.3 It should also be noted that the number of Housing Functional Need Assessments submitted have increased significantly over time. The table below illustrates this -



There has been a reduction in the number of assessments submitted in 2022 as there has been a greater emphasis on completing Housing Options Plans on-line and this has led to better levels of housing advice for applicants.

2.0 Issues and Options

- 2.1 Based on the current backlog position early in 2023 a contingency plan was put in place to deal with the backlog situation.
- 2.2 The contingency plan has included identifying additional resources to support the Housing OT Team. This includes -
 - 0.5 FHR Assessment Assistant
 - 1 Occupational Therapy Assistant (H&SCP)
 - 2 Senior Practitioners (H&SCP)

This is being funded from the existing Housing OT budget. There has been a revised process developed as outlined below –

Potential points	Assessment	Who by
Low pointage	Desktop checks assessment of situation 0 to 40 points awarded	Assessed by FHR Assistant / OT Assistant Supported by Housing OT Support & Supervision provided by Senior Practitioner
Middle pointage	Desktop checks Assessment of situation Cross referencing to Community OT assessments (which are based on a visit)	Community Occupational Therapy Assistant Community Occupational Therapy Senior Practitioner
High Pointage / Complex cases	Home Visit required as more complex case Some desktop assessment completed as well	Housing OT's
Accompanied viewings / Allocations support	Virtual viewing via Teams / Home visits	Housing OT's

2.3 The advantages of this new process are -

- Central mailbox to keep a track of all assessments
- Better links into clinical assessments completed by Community OT's
- Triage process allows the prioritisation of more urgent cases
- Better performance management as able to measure progress against the backlog
- Digitalisation is being introduced via virtual viewings etc and there is more scope to build this in further.

2.4 It should also be noted that enhanced performance monitoring has been established with closer scrutiny of numbers of assessments completed, average time taken to assess and number of accompanied viewings completed. These are provided to the Head of Service every month. This allows action to be taken to bring additional resources to reduce assessment time.

- 2.5 A review is ongoing at present of the Housing Functional Need Assessment process and the Housing OT service. The review is being undertaken with representation from across the Fife Housing Register Partnership, Health & Social Care partnership and Trade Unions. The purpose of the review is to consider how applicants with specific illness, disability or support needs are assessed currently within Fife and how this could be developed to provide an improved service to customers that wish to move due to the impact their current living situation is having on their health. This also includes arrangements for managing adapted, adaptable and other specialised stock across the partnership.
- 2.6 This review will be carried out with initial report completed by September, covering current tasks carried out by the Housing OT and include links and tasks, necessary for medical assessments, carried out by others to compliment the service, such as - Adaptations Team, Community OT Team, FHR partners, Housing Options Officers, Fife Housing Register Team, Specific Needs Team, Older Persons Housing, Hospital Discharge and Disabled Persons Housing Service and any others involved.
- 2.7 The revised service will be in operation by October 2023 and the target to reduce the current backlog to the standard of 28 days assessment will be achieved by Christmas 2023.
- 2.8 The process is also a preliminary exercise to support a wider Housing Allocations Policy and Practice review to be initiated later in the year. The aim is a report to Cabinet in October 2023 to establish scope and terms of reference of a full Allocations Policy Review.

3.0 Conclusions

- 3.1 It is acknowledged that there has been a significant dip in performance in relation to the processing of Housing Functional Needs Assessments. The contingency plan outlined above is helping to reduce this. There will be close monitoring of this going forward and additional resources are being identified to assist.
- 3.2 The review of the whole system in relation to Housing Functional Needs Assessments should ensure a focus on this area of work and pave the way for further changes within the Housing Access system.

John Mills
Head of Housing Services

List of Appendices

1. Equality Impact Assessment

Background Papers

No papers were relied on in the preparation of this report in terms of the Local Government (Scotland) Act, 1973:-

Report Contact
Paul Short, Service Manager
Housing Services – Fife House, Glenrothes
Email: paul.short@fife.gov.uk

Equality Impact Assessment Summary Report

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

People & Communities Scrutiny Committee 31st August

What are the main impacts on equality?

At present applicants who require a Housing Functional Needs Assessment are waiting longer than the required target time.

This group could include Older People and those with a long term health condition.

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

The Contingency Plan outlined within the report will improve the time frames in which we process Housing Functional Needs Assessment. The longer-term review of the function will ensure a much more person centred, smoother assessment process.

Overall these measures should improve the situation for individuals with Protected Characteristics.

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

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

Paul Short, Service Manager, paul.short@fife.gov.uk

Voids Service Improvement

Report by: John Mills, Head of Housing Services and John Rodigan, Head of Building Services

Wards Affected: All

Purpose

This report is a follow up to the 8 June, 2023 scrutiny report which confirmed that effective and efficient void management is a core HRA Budget and Business Plan priority. The June report sought consideration of a longer term service improvement plan and this paper responds to Member requests for an early progress update.

The report focusses on short-term key actions which are being taken by the Heads of Housing & Building Services to speed up improvement.

Recommendation(s)

It is recommended that Scrutiny Committee:

1. considers and comments on the voids service update; and
2. notes the short-term key actions that are being taken to speed up improvement.

Resource Implications

There are no direct resourcing impacts arising from this report with all actions proposed expected to be managed within existing budget and resource constraints. The actions proposed are intended to bring current functional overspends in 2022/23 back into line with the budget for 2023/24.

Legal & Risk Implications

The Council is exposed to significant financial and regulatory risk should there be a failure to improve performance in managing empty properties but there are no direct legal implications arising from this report.

Impact Assessment

There is no requirement for an EQIA as the proposed voids service improvement plan does not constitute a change of policy.

Consultation

Staff across Housing and Building Services have been involved in the development of the plan. There has been no consultation with tenants, customers, or other stakeholders at this stage, but this will be part of the implementation of the plan.

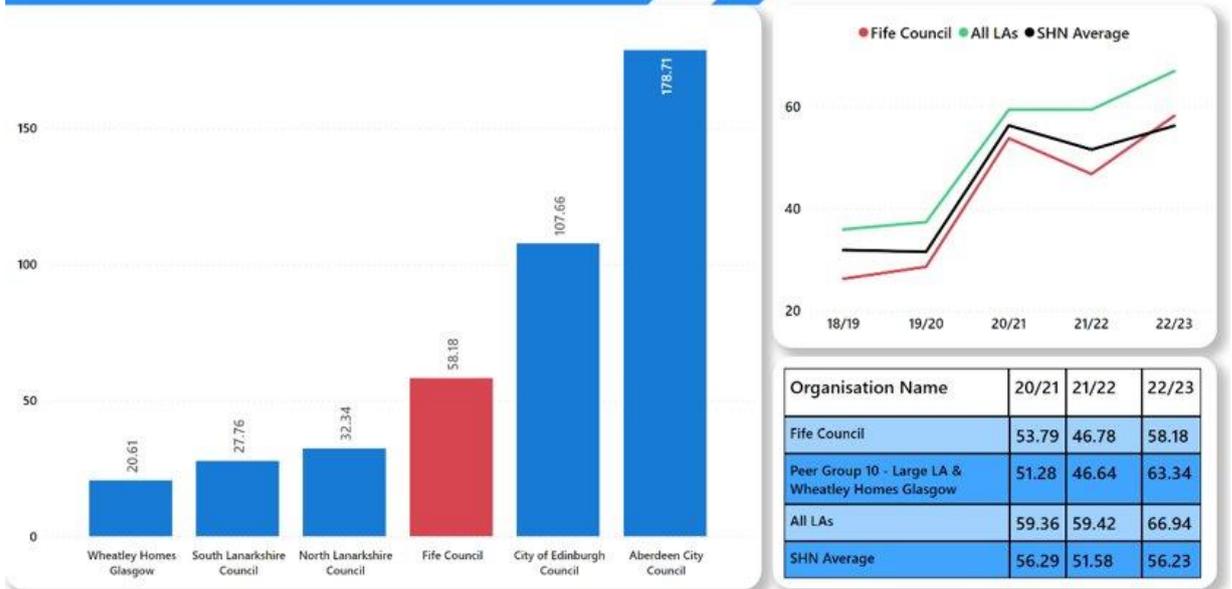
1.0 Background

- 1.1 The June Report noted that Fife achieved top quartile performance in 2018 and 2019 and was an exemplar of best practice prior to the Pandemic. The report also noted that there has been a Scotland-wide slip in Voids Performance with some organisations recovering more quickly to the issues highlighted than others. This continues to be the case with RSLs responding better than Councils in general terms. It is noted that the Scrutiny Committee generally supported an ambition to achieve top performing status again.
- 1.2 Since the June meeting, there has been a priority focus on voids performance and budget issues by the respective senior management teams within Housing and Building Services to identify a series of priority actions to address the performance and budget issues. This analysis suggests that, without significant action, the voids budget could overspend by between £6-£8m in 2023/24 which would have a significant impact on the Council's ability to invest in existing and new stock. This is an unsustainable position for the HRA.
- 1.3 A number of potential actions have been considered and this report outlines the key actions that have been agreed by Heads of Service.

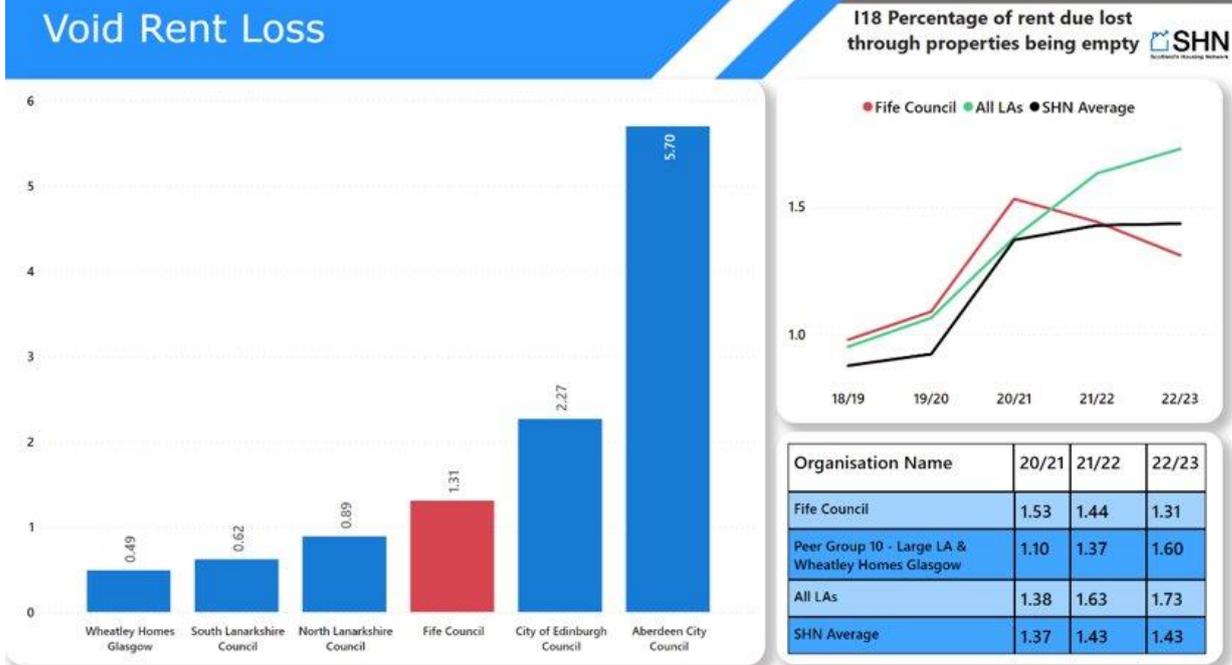
2.0 Key Voids Improvement Actions

- 2.1 Housing Services and Building Services have taken action to increase the functional focus on void management, establishing a delivery structure and partnership arrangements to provide the required focus on voids service improvement. The Hub approach of co-located working between Housing and Building Services within the Bankhead site aims to provide a policy, compliance and co-ordination to support effective and consistent working practices across the seven areas with decentralised decision making in response to local service needs and pressures. This has now been augmented with the addition of an Operational Voids Governance Group of Service Managers and professional support across Housing, Building Services and Finance.
- 2.2 The Governance Group are progressing priority actions with a view to addressing the performance and financial issues with a focus on getting back below 1% void rent loss and 21 days average time to let across all voids. A performance improvement from the year end figure of 1.33% rent loss to 0.90% represents around £600,000 to the HRA. This would achieve top quartile performance for a large local authority subject to performance improvements across other Council's. Officers are aware that other Councils are focussing on income maximisation with void rent loss being an obvious priority area with peer trends and sector averages shown below to demonstrate Fife's position.

Relet Times



Void Rent Loss



2.3 Officers believe this improvement can be delivered within existing policy with a number of factors driving a policy plus relet standard during 2022/23. The main focus for improvement during 2023/24 will be around:

- A focus on property maintenance as part of the Exit Standard for tenant's moving home, particularly to different Council or homes provided through Fife Housing Register Partners. This will mean that tenancy transfers will be declined or delayed where tenancies are not up to standard. There will also be a renewed focus on recharging tenants where there is damage or unauthorised alteration to property.

- Taking a different approach (pre-2019) approach to kitchens and bathrooms replacement within the void period to ensure there is an equality of approach across all tenants. Any components replaced while the property is empty will be considered on an exceptional asset management basis.
- Decoration during the void will not normally be done to meet the current relet standard with support provided to new tenants that may struggle to create a sustainable tenancy. This will be assisted with a renewed approach to maintaining floorcoverings, goods and furnishings that are safe and useable. This is intended as an anti-poverty and to reduce landfill input in Fife.
- Revised contract management arrangements to removed high time / cost activities and replace these with assistance targeted at those in need.
- Enhanced focus on housing allocations and reduced lettings voids based on transfer / tenant led approach to maximise housing opportunities for statutory housing allocations and other priority needs groups.

2.4 The aim of the changes is driven by the financial necessity to operate within budget but it is anticipated that this will deliver better customer benefits

- Properties will be available more quickly and on a more planned basis allowing customers to plan transitions
- Where component replacement is required, there is more opportunity to involve new customers in the process and create more ownership of their new home
- Replacing universal approaches to process (such as final cleans) and replacing this with more personalised, targeted support
- Improve recycling of safe and useable furnishings and equipment within homes delivering benefits to customers and the environment.

3.0 Conclusions

3.1 Service Managers within Housing and Building Services are confident that the Service Improvement Plan can return to top quartile performance. The application of 4DX methodology within Building Services is starting to narrow the gap, but further focus is required from a whole systems perspective highlighting areas of focus and a mix of early actions and longer-term strategic objectives to deliver sustainable improvement.

John Mills,
Head of Housing Services

John Rodigan,
Head of Building Services

Report Contact

Gavin Smith
 Service Manager (Housing Access)
 Housing Services
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31 August 2023.
Agenda Item No. 08

Tackling Dampness and Mould in Council Houses – Progress on Action Plan

Report by: John Mills, Head of Housing Services and John Rodigan, Head of Environment and Building Services

Wards Affected: All

Purpose

The report outlines the work to date that council services have taken, supporting the Council's landlord role, to ensure that the incidence of condensation, dampness and mould in our council houses can be more effectively mitigated for the wellbeing of council tenants and their families. This report provides an update on the progress made to date with the new strategic approach and Action Plan to take this important work forward during 2023/24.

Recommendations

Members are asked to:

- (1) note the progress made to date in implementing the new approach; and
- (2) agree that the approach and action plan will continue to be supported by additional resources sourced through existing HRA Revenue and Capital Budgets in 2023/24.

Resource Implications

Resourcing the action plan will continue to be achieved through use of the existing HRA Revenue and Capital Budgets for 2023/24. This will continue to be managed by specialist staff resources in Housing and Building Services and reprioritising the deployment of roofing, roughcast and other repairs to tackle water ingress where appropriate.

Legal & Risk Implications

There are legal, health and reputational risks of failure to effectively tackle dampness, condensation, and black mould in council housing. The Housing Service will add the risk to health as a major issue in the preparation of the Annual Assurance Risk Statement to People and Communities Scrutiny Committee in October 2023.

Impact Assessment

An Impact assessment has been completed and the outcome is attached in summary as Appendix 1 to this report.

Consultation

Consultation continues with the Fife Tenants Forum, Tenants Information Service (TIS), Chartered Institute of Housing (CIH), Association of Local Authority of Chief Housing officers (ALACHO) and the Scottish Federation of Housing Associations (SFHA).

1.0 Background

- 1.1 Following the increased awareness of the challenges of condensation, mould and dampness issues the volume of referrals and complaints increased 400%.
- 1.2 Dampness and condensation have been areas of concern for the Council for some years and there are a range of actions that we currently take to combat the problem. For clarity, dampness is the presence of moisture through rising damp due to a breakdown of the existing damp proof course or water ingress from leaky windows, doors or problems with guttering or roofs. Disrepair in council houses is relatively straightforward to resolve and we act with Building Services to undertake a range of works during the year.
- 1.3 Condensation is more challenging and variable and is not the same as dampness as defined above. It is caused by a range of variations in housing design and a lack of sufficient heating and ventilation.
- 1.4 The formal review actions implemented were:
 1. An audit of all outstanding reported cases of dampness and condensation.
 2. A visit was undertaken to all properties on the list
 3. An enhancement of existing processes and procedures,
 4. The formation of a specialist team with staff from Housing and Building Services to provide a fast response to tenants' complaints and support for Area Housing staff.
 5. Training on condensation, dampness and mould was provided to all relevant staff by the Timber Preservation Team Manager.
 6. Creation of a dedicated referral system for all cases – condensationreferrals@fife.gov.uk
 7. All future reported properties to be visited by the members of the dedicated Dampness & Condensation Team.
- 1.5 This report provides an update on the progress made to date with the Action Plan to take this important work forward during 2023/24.

2.0. Formal Review - Progress Update

- 2.1 Table 1 reports summarises the details of the findings following the visit by the members of the dedicated housing team.

Locality / Measures	South West Fife	Dunfermline	Cowdenbeath	Kirkcaldy	Glenrothes	Levenmouth	North East Fife
Extract Fans	21	68	56	92	60	36	18
Heating upgrade	0	0	0	0	0	0	0
Heating Controls	0	0	0	0	0	0	0
Rainwater goods	14	13	20	22	12	15	10
Roughcast	10	13	17	20	11	12	6
Roofing	7	10	9	9	9	6	2
Pointing	2	3	18	13	12	2	2
Fungicidal wash	11	49	36	35	21	24	12
Referral to specialist	5	12	16	20	16	7	5
Non access	15	11	18	13	10	9	2
Total	85	179	190	224	151	111	57

- 2.2 The current operational focus is on addressing the new referrals received by the team. Currently, there have been 1047 referrals forming 3% of exiting stock. Around 97% of referrals have been identified as condensation. 30 have been referred to the Council's specialist contractor, Richardson & Starling. Currently, the dedicated team are maintaining the target of visiting homes within 5 working days of reporting
- 2.3 Instructed works for improvements such as replacement fans, rainwater goods, fungicidal wash etc. are followed up on by staff 4 weeks after the works have been instructed to confirm measures have been undertaken and that the mitigation measures are having a positive effect.

3.0 Improved Approach to Condensation and Black Mould

- 3.1 Since the last committee update the dedicated team have completed the training provided by the Building Service's Team Manager.
- 3.2 A single referral system of all reported incidents of condensation and dampness complaints is in place. Details are being sent to the generic email address on condensationreferrals@fife.gov.uk. This email inbox is monitored daily and dedicated visits to properties are allocated to staff the same day.
- 3.3 A record is created of all survey results, recommended improvements, advice given and follow up actions taken, to ensure future monitoring and mitigation to take place.
- 3.4 Building Services has developed an in-house team to assist with condensation and dampness advice and to deliver specialist dampness mitigation work. This team is working in partnership with the Housing Service team in complementing the work also undertaken by Richardson & Starling.

- 3.5 Advice & guidance pamphlets and posters have been redesigned and refreshed with input from Housing Service, Building Services and Comms and Marketing officers. These pamphlets will be left in all homes where the dedicated teams require to visit.
- 3.6 The Communications & Marketing team have also updated the online advice to reflect the revised guidance and advice provided to tenants

4.0 Additional Innovation

- 4.1 Best practice discussions have taken place across a range of partners including Local Authorities, Housing Associations, ALACHO and Scotland Housing Quality Network. These various discussions and workshops have allowed the utilisation of new innovative technology to be used in specific cases to assist in the mitigation of condensation and dampness issues.
- 4.2 The Housing Service is currently undertaking a test of change project by installing Environmental Sensors to 180 properties across Fife. These sensors take multiple readings across a range metrics, including temperature, air quality, humidity etc. which are monitored remotely by a specialist team. The sensors are calibrated to raise a warning when the household is at risk of a health or fabric event such as underheating, inconsistent heat, poor air quality etc. When the systems identify a property to be at risk of condensation these are referred to the specialist team for a pre-emptive inspection check.
- 4.3 As an additional measure, from August 2023 Housing staff will be providing humidity and temperature monitors for tenants to allow the tenants to have a simple visual aid to assist them in monitoring the environmental conditions in their homes to allow them to manage the conditions in the home in a proactive and informed manner.
- 4.4 In limited cases a lack of ventilation has been identified in kitchens and bathrooms that cannot be resolved by installing the standard component replacement specified humidistat fans due to a lack of wall space being available. Housing and Building Services staff have jointly, with support from the Technical Forum, sourced a potential alternative with Ventover fans being utilised as an alternative. Ventover are a Glenrothes based company that design and manufacture bespoke extraction fans that sit in the aperture at the top of the window head and removes the need to core through kitchen or bathroom walls.

5.0 Resourcing the Revised Approach

- 5.1 All dampness & condensation repair and mitigating works are funded from the existing 2023/24 HRA Revenue and Capital accounts. A close financial monitor is being maintained by Housing, Building Services and Finance Service to ensure that any additional spend is managed within existing budget. Should this expenditure become sizeable, the Head of Housing has discretion in consultation with the Head of Finance to move budget within the HRA in year.

6.0 Conclusions and Next Steps

- 6.1 The enhanced joint working approach to tackling dampness and condensation issues is continuing to deliver a fast response to issues being reported and any follow up works required.
- 6.2 The addition of environmental sensors and tenant use monitors will provide an early warning of potential problems within a home. This will allow for pre-emptive advice and action to be taken.
- 6.3 The volume and detail of the referrals and the success of any mitigation measures will continue to be monitored and evaluated to ensure that the measures being applied are having a positive effect and are suitable resourced.

John Mills
Head of Housing Services

John Rodigan
Head of Environment & Building Services

List of appendices:

- 1. Summary of EQIA
- 2. FEAT Assessment
- 3. Condensation and Dampness Information Pamphlet
- 4. Condensation and Dampness Information Poster
- 5. Vent Over Fan specification
- 6. Humidity & Temperature Monitors

Report Contacts

Helen Wilkie
Service Manager – Housing Condition & Supply
email: Helen.Wilkie@fife.gov.uk

Appendix 1 Equality Impact Assessment Summary Report

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

Cabinet Committee Thursday 31 August 2023
Tackling Dampness and Mould in Council Houses – Proposed Action Plan

What are the main impacts on equality?

There are no negative impacts on equality.

As a result of the proposed action the Council will now take to mitigate dampness, condensation and mould, there will be an improvement to tenants' health & wellbeing. Specifically, the removal of black mould where it occurs will have a beneficial impact on adults and children with respiratory illnesses.

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

The main recommendation is to agree the proposed Approach and Action Plan to mitigate the incidence of dampness, condensation and black mould more effectively in council houses. Successful implementation will have a positive impact on the incidence of condensation and black mould in council houses.

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

N/A

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

John Mills
Head of Housing Services
Email: john.mills@fife.gov.uk

Fife Environmental Assessment Tool (FEAT)

Please complete the white cells below:

Project name:	Condensation & Dampness Update	Committee report title :	Tackling Dampness and Mould in Council Houses – Progress on Action Plan
Committee name & date:	Scrutiny / 31st August 2023	Have the proposals been subject to any other formal environmental assessment?	No
Completed by:	Ian Dawson	Completed on:	Tuesday, August 8, 2023

Instructions: Officers submitting a paper to Committee should complete this assessment tool to screen the proposals for environmental risks, and submit a completed copy of worksheet 1 to democratic services along with your Committee paper. **Please complete all of the white cells on the first sheet of the workbook and answer all 10 questions.** It should take less than half an hour to complete even for the most complex of projects, and less than 10 minutes for more straightforward policies and projects. Please do not edit the data validation fields on worksheet 2.

Sign off: Report authors and service managers should sign off the assessment on worksheet 1. Committee conveners / clerks should also sign off the assessment to show that it has been taken into account during the decision making process.

Help: Please refer to the guidance notes and links (columns, H, I and J of this sheet) if you are unsure how to answer. This sheet also details contacts who can help you to answer questions if you are unsure. If you require additional guidance or support please contact the Climate Change and Zero Waste team in Refsol (Fife Council's environmental ALEO) and they will help you to complete the assessment.

A. Wildlife and biodiversity		Answer	Comments
Fife Council is committed to protecting and enhancing Fife's natural heritage.		Please select an option:	Please clarify your response
1	What impact will the proposals have on wildlife (including protected sites and species)?	No impacts / not applicable	

B. Impacts on people		Answer	Comments
Fife Council is committed to protecting and enhancing the wellbeing of our people.		Please select an option:	Please clarify your response
2	What impact will the proposals have on environmental nuisance? (i.e. visual impacts, traffic, noise, vibration, odour, dust, particulates, smoke)	Beneficial impact	
3	What impact will the proposals have on human health or wellbeing?	Beneficial impact	

C. Pollution		Answer	Comments
Fife Council is committed to protecting and improving air, water and soil quality.		Please select an option:	Please clarify your response
4	What impact will the proposals have on pollution (including pollution to air, water or soil)?	Beneficial impact	

D. Climate change		Answer	Comments
Fife Council is committed to cutting carbon emissions and making Fife more resilient.		Please select an option:	Please clarify your response
5	What impact will the proposals have on greenhouse gas emissions?	Beneficial impact	
6	What impact will the proposals have on resilience to the adverse effects of severe weather events, including flooding and landslips?	No impacts / not applicable	
7	What impact will the proposals have on flooding and sites designated as being at risk of flooding or sea level rise?	No impacts / not applicable	

E. Resources and waste		Answer	Comments
Fife Council is committed to using resources efficiently and minimising waste.		Please select an option:	Please clarify your response

8	What impact will the proposals have on how much waste is generated or how waste is managed?	Beneficial impact	
9	What impact will the proposals have on energy use and the consumption of material resources?	Beneficial impact	
F. Cultural heritage		Answer	Comments
Fife Council is committed to protecting Fife's cultural heritage.		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)?	No impacts / not applicable	

FEAT Score Summary		
The cells below will complete automatically do not edit		
Good practice (green)	6	More than 3 green answers indicates that the environmental impacts of proposals have been well managed, that the project is appropriately sited and that opportunities to enhance the environment have been taken. It is recommended that (subject to other discussions) the policy change should be considered favourably.
Data gaps or mixed impacts (orange)	0	More than 3 orange answers indicates either that the proposals will have mixed impacts, or that the environmental impacts from the proposals are not well understood. Liabilities could arise as a result. Consistently selecting the 'don't know' option could also indicate that the assessment has not been completed with sufficient care and attention. If there are more than 3 'don't know' responses, it is recommended that the assessment is repeated with support from the Climate Change and Zero Waste team or the relevant topic help contacts listed in the guidance column, so that data gaps can be filled. It is recommended, subject to other discussions within the Committee, that the proposals are not approved until environmental impacts are better understood.
Environmental red flags (red)	0	More than 2 red answers indicates that the project could unintentionally cause wide-ranging damage to the environment and / or that negative impacts are not being appropriately mitigated, or that a policy is not in keeping with the local environment. It is recommended that the proposals are revised with guidance from the appropriate Fife Council environmental experts (i.e. Climate Change and Zero Waste team, Floods team, Biodiversity team, Environmental Services etc) so that environmental liabilities and risks can be minimised. It is recommended, subject to other discussions within the Committee, that the proposals are not approved until environmental liabilities are minimised as far as reasonably practicable. Where a policy affects an area with heritage value or at risk of flooding, some red flags are inevitable but providing that these are explained satisfactorily in the comments section of the assessment this is acceptable.
No impacts identified (grey)	4	More than 3 grey answers indicates either that the policy change has very few environmental impacts or that the assessment has not been completed properly. This may be because the policy is well designed, or does not interact with the wider environment. However it is recommended that if Committee is concerned that environmental impacts have been overlooked, that the assessment is repeated with support from the Climate Change and Zero Waste team so that a more comprehensive understanding of environmental impacts can be provided for decision making.
SCORE TOTAL	10	 If the score total cell (cell D39) turns red this indicates that the assessment has not been fully completed. Please recheck the assessment and make sure you have selected an answer for all 10 questions.

Now please sign-off the assessment

FEAT Assessment Sign-off		
The cells below will complete automatically do not edit		
Sign off	Name	Date
Project manager	Ian Dawson	Tuesday, August 8, 2023
Service manager	Helen Wilkie	Tuesday, August 8, 2023
Committee clerk		

Fife Environmental Assessment Tool (FEAT) - data validation

Do not edit or delete cells on this page

Validation list response	Count
Beneficial impact	6
A mixed impact (good and bad)	0
Negative / harmful impact	0
No impacts / not applicable	4
Don't know	0
	10

Password = FEAT

HELP PREVENT



CONDENSATION, DAMPNESS AND MOULD



Dampness, condensation, and mould can be a common problem in many homes. This leaflet will help you understand what can cause this, what you can do to prevent and manage it and, if you are a Fife Council tenant, when and how to report it.

Condensation and mould appear as a result of dampness in the house.

What causes dampness?

Dampness is often due to water getting into your home from defective roofs, windows, flashings, brickwork, leaky pipework and blocked gutters or

There are three types of dampness that can appear in your home:

Condensation

Penetrating damp

Rising damp

Condensation

Condensation is when moisture is absorbed into the warm atmosphere of a property and then as the property cools down, the moisture condenses on cold surfaces such as windows or windowsills.

It's one of the most common forms of dampness found in buildings and can lead to a range of problems, from peeling wallpapers through to unhealthy living conditions and black mould growth issues.

Problems with condensation are rising because our homes are better insulated, with double glazing and draught proofing, making them more airtight. The damp, moist air then stays within the building. This is more likely to happen during the colder months – usually from September to May as homes aren't ventilated so well because windows, doors and trickle vents are closed. This allows the build-up of water vapour in the house, which, in some cases, is enough to cause condensation.

The build-up of moisture from our day-to-day life comes from things like boiling the kettle, drying clothes inside, taking a shower and even breathing.

Where there is a suspended floor, condensation can also lead to dry or wet rot developing in floor timbers.

Signs of condensation

Below are the signs to look for when trying to stop condensation:

- The most common sign of condensation is water collecting on the inside of windows, on the windowsill or on tiles. Black mould may begin to grow on walls, surfaces, carpets, clothes, and fabrics such as bedding and curtains. This is usually seen as 'black spot' mould, but green, yellow, and white moulds can also develop. There are proven health hazards associated with moulds, the most common being that it's a trigger factor for asthma. However, in most healthy people only heavy, persistent moulds are likely to cause a problem, although some people may be particularly sensitive.
- A damp, musty smell
- Peeling paint or plaster

Did you know?

An average family of four will produce two to three litres of water per day.



Penetrating damp is where water finds its way into the property from the outside. Penetrating damp is mainly down to poor maintenance of the building, this can be from leaking gutters, broken pipes or poor brickwork. If there are any gaps in doors or windows this can also lead to problems.

Signs of Penetrating Damp

Damp patches on your walls which will appear bigger following heavy periods of rain. These damp patches can be found either inside or outside the building. Black mould appearing on the inner walls of the property can also be a sign of penetrating damp

Rising damp is caused by ground water moving up through a floor or walls. Floors and walls will naturally soak up water from the ground, but usually it is stopped from causing damage by a barrier called a damp-proof course.

Newer properties will have a damp-proof course, but older buildings may not, or it may have been damaged. Bricks may appear solid enough, however, upon closer inspection bricks are full of voids. This is where a chemical damp proof course helps stop the moisture rising.

This type of dampness is mainly a problem in older properties where the damp proof course has become damaged, or was never put in/ installed.

Signs of Rising Damp

Having tide marks on walls is one of the most common ways of identifying rising damp. These tide marks will not appear higher than one metre from the ground. It is possible that there will also be yellow or brown damp patches and stains on the walls. Just like condensation, wallpaper will start to peel off the walls but the difference is that it will only occur on the lower parts of the wall. If rising damp comes into contact with timber, then you could see timber decaying as an outcome.

Unlike condensation, white salts/crystals will be present on walls.

How to help prevent dampness, mould, and condensation

Day to day activities such as drying clothes, cooking, taking a shower and even breathing while asleep all add moisture to the air inside your home.

It's important to let this moisture out as it can cause condensation and damp. Good ventilation lets damp or stale air out and fresh air in.

The longer you leave the condensation problem in your home, the harder it will be to treat the issue.

As soon as you see the signs of condensation, you should first clean down the surfaces with a fungicidal solution to remove the mould, then you should carry out the list of DIY tips we have listed below to help reduce the mould growth returning:

DON'T DRY CLOTHES INDOORS
OPEN WINDOWS AND DOORS
KEEP POTS AND PANS COVERED
USE EXTRACTOR FANS



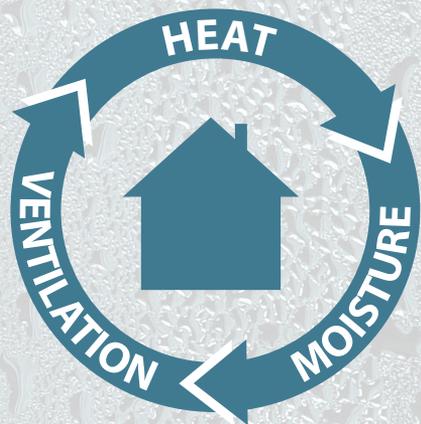
If you have tried these tips and still have problems with damp and condensation, then there is an underlying issue that needs to be fixed. To do this, you will probably need professional condensation solutions to fix the root cause of the problem.

What do I do if I have a problem with dampness in my council house?

If you think you have a problem with dampness, condensation or mould within your home contact your Housing Management Officer online at www.fife.gov.uk/contactmyhmo to register your concerns and to arrange a dampness, condensation, and mould survey appointment.

In addition to the survey, and any subsequent, necessary repairs, your Housing Management Officer can also help you reduce, and in some cases, prevent the build-up of moisture in your home. This is where our Energy Advice Service partner, Cosy Kingdom, can help with advice and guidance.

As part of our process to manage dampness, mould and condensation, your Housing Officer will contact you to discuss the benefits of a Cosy Kingdom referral.



Points to remember

Produce less moisture

- **Cover pans**
- **Dry clothes outdoors**
- **Vent your tumble dryer to the outside**
- **Avoid using paraffin or flu-less bottled gas heaters (these are not permitted in council homes)**

Ventilate to remove moisture

- **Ventilate all the time, especially when someone is at home**
- **Increase ventilation in the kitchen and bathroom when you're using them and shut the door**
- **Ventilate cupboards, wardrobes, and blocked chimneys**

Heat your home a little more

- **If possible, keep low background heat on all day, with background ventilation**

Find out about benefits, rebates and help with fuel bills at our.fife.scot/gethelp/benefits

You can also get in touch with Cosy Kingdom by visiting their website at www.cosykingdom.org.uk, email info@cosykingdom.org.uk or phone 01592 807930.

COSY KINGDOM

HELP PREVENT

CONDENSATION, DAMPNESS AND MOULD



Open windows and doors where possible to improve the ventilation



Try not to dry clothes indoors or radiators



Keep pots and pans covered during cooking to ensure the warm air is not dispersed



Ensure extract fans are working and clear of dust or debris

If you are a council tenant and think there's dampness, mould or condensation in your home, visit www.fife.gov.uk/dampness for more information

For tips and info please visit www.cosykingdom.org.uk
or www.fife.gov.uk/dampness,
mould or condensation in your home then contact
Repairs Direct on 03451 550011

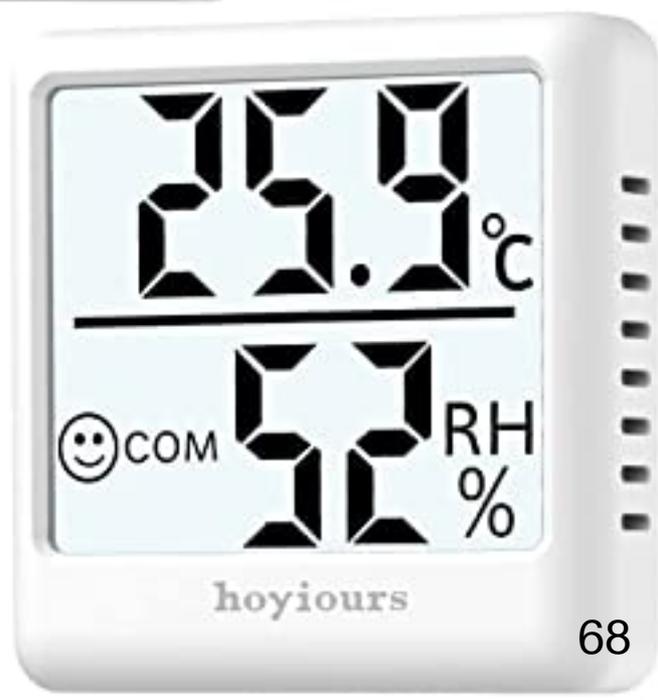
Fife
COUNCIL



COSY KINGDOM



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31 August 2023

Agenda Item No. 09

2022-23 Revenue Budget Provisional Outturn – Communities

Report by: Eileen Rowand, Executive Director, Finance and Corporate Services
Michael Enston, Executive Director, Communities

Wards Affected: All

Purpose

The purpose of this report is to give members an update on the provisional outturn position for the 2022/23 financial year for Communities & the Housing Revenue Account (HRA) which are areas in scope of the People & Communities Scrutiny Committee

Recommendation(s)

Committee is asked to consider the current financial performance and activity for the 2022/23 Provisional Outturn as detailed in this report.

Resource Implications

None.

Legal & Risk Implications

There are no direct legal implications arising from this report.

Impact Assessment

An EqIA has not been completed and is not necessary as no change or revision to existing policies and practices is proposed.

Consultation

None.

1.0 Background

- 1.1 The report summarises the Provisional outturn position for 2022/23, taking into account the actual expenditure incurred, and provides an explanation of the main budget variances at section 3.

2.0 Provisional Outturn

- 2.1 Based on current information for the areas falling under the scope of this Committee, of a net expenditure budget of £82.259m the position across all areas is a provisional expenditure of £80.955m resulting in a provisional net underspend of £1.304m (1.58%).

- 2.2 A summary of the 2022-23 provisional out-turn is detailed in Appendices 1 & 2. This shows provisional expenditure against budget across the service headings within the Directorate. There may be some minor rounding differences contained within the appendices, but these are immaterial values that do not impact on the overall financial position. The following paragraphs provide a brief explanation of the main areas where there are significant variances (+/-£0.250m) to budgets.
- 2.3 This report includes the provisional ongoing cost of COVID-19 in relation to Communities Directorate and the mitigation available to the Directorate to absorb some of these costs..

3.0 Major Variances

Communities & Neighbourhoods: - Provisional Overspend £0.124m, Movement (£3.028m)

- 3.1 A legacy from the pandemic continues to impact on level of demand and income received for some services. These include Fife Sports and Leisure Trust and Fife Cultural Trust, and they have an estimated total deficit £0.225m. Council officers continue to review the areas where the level of income received has been impacted by the pandemic and both Trusts continue to receive temporary financial support from the Council. Community Use and Halls and Centres overspend £1.300m due to lost income. Further variances across the service include Community Use for Public Private Partnership (PPP) charges overspend £0.316m due to inflationary pressures, Health and Safety repair works Common good land Kinghorn Braes £0.236m and an underspend of (£0.650m) from the Fairer Fife budget mainly due to reduced need for match funding for employability projects. Underspend of (£0.488m) relating to income for Community COVID Testing being in excess of expenditure incurred.
- 3.2 Underspend in year, of (£0.475m) on Crown Estates Grant income, due to the timing and receipt of this it is not always feasible that the relevant expenditure is incurred in the year the grant has been awarded. As grant income should be recognised in the year it is awarded, this has led to an underspend in year and contributes to the overall underspend and balances. In recognition that expenditure is still required and there is funding is available, these specific underspends are earmarked within balances for these purposes.
- 3.3 Unachieved savings of £0.736m have been delayed following the pandemic. The overspends are partially offset by staff vacancies across the service.
- 3.4 The movement of (£3.028m) relates to Fife Cultural Trust and Fife Sport & Leisure Trusts requirement for additional support reducing, (£1.474m), the reduced need for match funding from the Fairer Fife budget (£0.650m), the community COVID testing income surplus (£0.488m), the inclusion of underspends on grant income where the expenditure will not be incurred until 2023/24 (£0.511m).

General Fund Housing: - Provisional Underspend (£0.937m), Movement (£0.101m)

- 3.5 Homelessness has an underspend of (£0.311m) which relates to unspent grant monies returned by the Public Social Partnership (PSP) after the PSP was disbanded in year. The Community Safety Team have an underspend of (£0.247m) which is due to vacancies and low spend on equipment costs in year as well as small underspends on travel, printing, and professional fees. The remaining underspend of (£0.379m) relates to staffing vacancies across the service and reduced cross charges from HRA due to HRA vacancies.

Customer & Online Services: - Provisional Underspend (£0.562m), Movement (£0.755m)

- 3.6 The underspend relates to an overachievement of HRA Central Support Services (CSS) Income of £0.525m. This is income received from the HRA for carrying out services on its behalf such as providing benefits advice and taking housing repairs calls in the contact centre.

- 3.7 The movement relates to a £0.248m drawdown of funding for local offices previously not anticipated £0.197m and unanticipated additional income for work relating to DHP was received at the end of 2022-23 There was also an underspend on staffing of £0.194m due to higher-than-expected part year vacancies & posts not being filled in year. The remaining underspend of £0.150m relates to small underspends across the service relating to software, equipment, printing, etc. with the movement partially being due to some of these costs being covered by temporary funding at the end of the year.

Housing Revenue Account: - Net Contribution to Balances (£0.375m)

Repairs & Maintenance – Provisional Overspend £6.293m, movement £4.227m

- 3.8 There has been an increase in costs from both inflationary pressures and a high volume of Change of Tenancy Works carried out in year. The increase in the change of tenancy works is a result of a court judgement which awarded many homelessness tenants a secure tenancy. This has resulted in a large number of HRA properties being reprovisioned for use for homelessness.

Supervision & Management – Provisional Underspend (£0.121m), movement (£0.294m)

- 3.9 The movement & underspend is a result of staffing vacancies during the year.

Cost of Borrowing – Underspend (£0.290m), movement (£0.450m)

- 3.10 The budget for cost of Borrowing is set based on best estimates at the time if the budget setting with the final charge being based on final year outturns. Variances occur in year as a result.

Revenue Contribution (Including CFCR) – Underachievement (£8.067m), movement (£5.425m)

- 3.11 The underspend & movement is a result of the overspends across the HRA. The result is a much lower than planned contribution to the HRA Capital Programme. There will be an impact on the Capital Plan and the funding required to support the HRA Capital Programme as a result of the reduced CFCR.

Voids – Overspend £0.483m, movement £0.029m

- 3.12 The overspend on Voids mainly relates to a recent court judgment on Temporary Accommodation meaning a large number of HRA rental properties are being reprovisioned as temporary accommodation which has increased the length of time properties remain void.

Bad or Doubtful Debts – Underspend (£0.153m), movement £0.817m

- 3.13 The movement relates to mainstream debts and is a result of an increase in the bad debt provision. The bad debt provision is consistent with previous years in that it equates to 75% of outstanding rent balances but the rent balances have increased significantly. This is due to a combination of a moratorium on evictions and court action taken against non-paying tenants, the low value of bad debt write-offs in year and increases in the overall housing stock figures.

Other Expenditure – Overspend £2.320m, movement (£0.747m)

- 3.14 Hostels expenditure is projecting to overspend by £0.906m, movement £0.280m. The service is seeking to remove this pressure in year by implementing a revised model as part of wider reforms taking place across the Homelessness service which includes General Fund Housing Homelessness and HRA Hostels.

- 3.15 Adaptations has an overspend and movement of £0.394m due to high spend levels at the end of the year which helped to address a high volume of adaptations required in tenants' homes. As part of the 2023-24 HRA Budget and additional £0.500m from balances has been earmarked to continue with the increased spend in this area.

3.16 Property Insurance has overspent in year by £0.541m which is due to significant increase in the cost of insurance premiums in the previous two financial years. The remaining increase mainly relates to increasing utility costs for High Rises, Sheltered Housing, and Laundrette facilities.

Dwelling Rents (Gross) Income – Overachievement (£1.100m), movement (£0.072m)

3.17 Dwelling Rents income is higher than anticipated due an increase in housing stock as the Affordable Housing Programme and Property Acquisitions progress.

4.0 Conclusions

4.1 The total 2022/23 net revenue budget for areas falling under the scope of this Committee is £82.259m. The provisional net expenditure is £80.955m resulting in a provisional net underspend of £1.304m (1.58%).

4.2 There is a net contribution to HRA balances of £0.375m.

List of Appendices

1. Provisional Outturn 2022/23 – Communities Directorate
2. Provisional Outturn 2022/23 – Housing Revenue Account

Background Papers

None

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BUDGET MONITORING REPORT SUMMARY 2022-23 PEOPLE AND COMMUNITIES					Appendix 1	
COMMUNITIES	CURRENT BUDGET 2022-23 £m	OUTTURN 2022-23 £m	VARIANCE £m	VARIANCE %	PREVIOUS REPORTED VARIANCE £m	MOVEMENT FROM PREVIOUS REPORTED VARIANCE £m
TOTAL COST OF SERVICES	103.220	94.772	(8.448)	-8.18%	2.621	(11.069)
LESS: CORPORATELY MANAGED ITEMS	20.961	13.817	(7.144)	-34.08%	0.000	(7.144)
SERVICE MANAGED NET BUDGET	82.259	80.955	(1.304)	-1.58%	2.621	(3.925)
ANALYSIS OF SERVICE MANAGED BUDGET						
COMMUNITIES & NEIGHBOURHOODS	51.765	51.889	0.124	0.24%	3.152	(3.028)
GFH - HOUSING & NEIGHBOURHOOD SERVICES	15.062	14.124	(0.937)	-6.22%	(0.836)	(0.101)
COMMUNITIES EXECUTIVE DIRECTOR	0.207	0.279	0.072	34.53%	(0.008)	0.079
CUSTOMER & ONLINE SERVICES	15.225	14.663	(0.562)	-3.69%	0.213	(0.775)
	82.259	80.955	(1.304)	-1.58%	2.521	(3.825)
SUBJECTIVE GROUPING	CURRENT BUDGET 2022-23 £m	OUTTURN 2022-23 £m	VARIANCE £m	VARIANCE %	PREVIOUS REPORTED VARIANCE £m	MOVEMENT FROM PREVIOUS REPORTED VARIANCE £m
SERVICE MANAGED NET BUDGET	82.259	80.955	(1.304)	-1.58%	2.621	(3.925)
INCOME	(23.300)	(28.430)	(5.131)	22.02%	(1.570)	(3.560)
EXPENDITURE						
EMPLOYEE COSTS	42.987	41.510	(1.477)	-3.44%	(0.396)	(1.080)
PREMISES RELATED EXPENDITURE	12.661	15.284	2.623	20.72%	0.828	1.795
TRANSPORT RELATED EXPENDITURE	0.500	0.598	0.098	19.59%	0.058	0.040
SUPPLIES & SERVICES	13.646	13.202	(0.445)	-3.26%	1.063	(1.508)
THIRD PARTY PAYMENTS	32.532	35.445	2.913	8.95%	2.684	0.229
TRANSFER PAYMENTS	0.491	0.608	0.117	23.76%	0.000	0.116
SUPPORT SERVICES CHARGES	2.741	2.739	(0.002)	-0.09%	(0.045)	0.043
	105.559	109.386	3.827	3.63%	4.191	(0.364)
TOTAL	82.259	80.955	(1.304)	-1.58%	2.621	(3.925)

31 August 2023
Agenda Item No. 10

2022-23 Capital Plan Provisional Outturn – Communities

Report by: Eileen Rowand, Executive Director, Finance and Corporate Services
Michael Enston, Executive Director, Communities Directorate

Wards Affected: All

Purpose

The purpose of this report is to provide an update on the Capital Investment Plan and advise on the provisional financial position for the 2022/23 financial year.

Recommendation(s)

Committee is asked to consider the current performance and activity for the 2022/23 Capital Monitoring as detailed in this report.

Resource Implications

None.

Legal & Risk Implications

None.

Impact Assessment

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

Consultation

None.

1.0 Background

- 1.1 This report summarises the provisional capital outturn for the areas falling under the scope of this Committee for 2022/23. The provisional expenditure is £98.708m, representing 100% of the approved capital programme for 2022/23.
- 1.2 Appendix 1 shows an analysis of specific projects in the current capital investment plan which have a budget greater than £1m and analyses total project cost rather than only in year spend.
- 1.3 Appendix 2 details the forecast expenditure and income against budget for each project. A brief explanation of any significant forecast variances is provided at section 3 within this report.

2.0 Governance

- 2.1 On 21 June 2016 the Executive Committee approved revised governance and scrutiny arrangements for major capital projects. At that meeting the Committee agreed an enhanced level of reporting on capital projects through the quarterly capital expenditure monitoring report.
- 2.2 Major projects are defined as projects with a value of £5m and over. Projects with a value of less than £5m may also be subject to enhanced governance and scrutiny arrangements where there may be greater risk of overspend against budget, a risk of overrun on timescales or where expected benefits may not be delivered. The Investment Strategy Group is currently working to identify these projects as part of a review of the Capital Plan. Elected members will also be able to suggest when a particular project should be scrutinised in more detail.

3.0 Issues, Achievements & Financial Performance

Key Issues / Risks

- 3.1 Appendix 1 details the total cost forecast position for all capital projects within the areas under the scope of the Committee with an overall value of £1m and over. The key risks associated with the major projects are noted below.
- 3.2 Across the Capital Investment Plan there continues to be risk that both the timing and the costs of projects are adversely affected by the current economic climate. Throughout the programme, issues are continuing to be identified in relation to the supply of construction materials, the consequences of which have been considered and reflected in the Capital Investment Plan review which was approved by Fife Council on 22 June 2023. Monitoring of the impact of any additional costs on projects still in their infancy will continue and any significant impact on timescales and associated risks will be reported to this committee. Where appropriate, any known impact on timing of delivery of projects has been built in to the rephased plan

and the overall scale of any additional costs or further delays will be considered as part of the review of the Capital Investment Plan.

- 3.3 These potential risks cover all aspects of the capital plan including both General Fund and the HRA.

Major Projects – Potential Risks and Actions

- 3.4 The New Build Affordable Housing: Proposed Phase 4 (2024-29) Programme Options paper presented to Cabinet on 6th April 2023 confirmed that additional capital investment of £38.778m would be required to complete the Phase 3 and Transitional Affordable Housing Programmes (TAHP). This is due to the unit cost per property continuing to rise as inflationary pressures increase. The additional borrowing required has been fully tested for affordability as part of the HRA 2022 Business Plan modelling.
- 3.5 Adam Smith Creative Hub £0.240m overspend. Budget has been identified and approved to fund this overspend and the budget is in the process of being realigned.
- 3.6 Provisional overspend of £0.500m on Glenwood Regeneration project as a result of the Compulsory Purchase Orders being higher than anticipated.
- 3.7 Cowdenbeath Leisure Centre is projecting an overall overspend of £1.577m, the majority of which relates to an increase in costs due to market factors and inflation. A number of different funding options are being explored for this.

Financial Performance – 2022/23 Provisional Outturn

- 3.8 Appendix 2 provides a summary of the provisional outturn for each project for the financial year 2022/23. The appendix shows a provisional outturn of £98.708m against a Capital Investment plan of £98.458m, a spending level of 100%.
- 3.9 The reasons for significant variances (+/-£0.500m) are detailed below.
- 3.10 Slippage is the term used to describe projects that are expected to spend less than the budget allocation in a particular year due to a delay in timing on the delivery of the project. This is not uncommon in the capital programme and the reasons for this can be wide and varied. Advancement is the term used to describe projects that are expected to spend more than the budget allocation in a particular year due to an acceleration of the budget from future years.

Significant Variances

Area Community & Corporate Development – Slippage £8.000m

- 3.11 There are a number of projects contributing to the expected levels of slippage, the main areas of slippage are as follows:
- 3.12 Area Community Facilities slippage of (£2.519m) relates to Abbeyview Integrated Hub which is now on site. Sport and Leisure Facilities has slippage of (£2.153m), (£1.130m) relates mainly to Lochore Meadows destination playpark. The retendered

project is being evaluated and a full consultation exercise will be undertaken before the contract is let. Slippage of (£0.378m) relates to delay with the Cowdenbeath Leisure Centre project, work is ongoing to enable this project to start April 2024. Sports Leisure and Community Assets is showing slippage of (£0.856m) and will be used to support projects in 2023-24

- 3.13 Improving Health Through Leisure and Sport has slippage of (£0.540m) relating to several playpark projects across Fife, these projects are at the design and consultation stage or out to tender.
- 3.14 Community Facilities Programme has an advancement of £0.277m due to the Glenwood Regeneration project progressing quicker than anticipated meaning the expenditure has been incurred in 2022-23 rather than in 2023-24. Slippage of (£0.301m) for Fife Infrastructure fund, where projects are being identified.
- 3.15 Parks development projects across Fife have slippage of (£0.872m). Projects such as Ravensraig Play Park, Castle Terrace Play Area and Daisy Park being in consultation design and tender stages.
- 3.16 There is also an element of slippage relating to the Adam Smith theatre, Allotments Programme and Plant and Machinery Replacement Programme

Policy Options – Slippage £1.585m

- 3.17 There is slippage of £1.203m relating to Energy Efficiency projects and £0.500m relating to work on Non-Traditional properties which were delayed as a result of COVID-19. Work is expected to progress in these areas in 2023-24 and will form part of the larger Energy Efficiency Standards for Social Housing (ESSH 2) project which will run from 2023-32.

Regeneration / Estates Action – Slippage £1.581m

- 3.18 The slippage is mainly due to the Touch Regeneration project (£0.745m) which has been paused while it is rescope. The CCTV Hub is in progression but spend is not expected until 2023-24 which has resulted in slippage of (£0.495m). The remaining slippage is due to several smaller projects which have been delayed or paused whilst the plans for each site are finalised.

Component Replacement - Slippage £0.692m

- 3.19 The slippage is mainly due to a reduction in project support costs in year which is due staff vacancies in year.

Specific Needs / Sheltered Housing – Advancement £5.665m

- 3.20 There are advancements of spend within the Property Acquisitions Programme £8.071m. Approval was given at Cabinet Committee on 25th August 2022 for the HRA to work to acquire sufficient properties beyond the original target of 50 to meet

increasing demand. The advancement is partially offset by slippage of (£2.000m) relating to Land Acquisition as there are no further purchases of land expected to take place in year.

Affordable Housing Programme – Advancement £8.599m

- 3.21 The Affordable housing Programme continues to progress with the timing of site delivery resulting in an advancement in year. As detailed in para 3.4 an additional £38.778m has been invested into the Programme in order to complete Phase 3 and the TAHP.

Major Projects – Slippage £1.092m

- 3.22 The provisional slippage relates to a number of smaller projects which are now not expected to start until 2023-24, this includes works at Ravenscraig Flats, Kirkcaldy (£0.475m) and Cowdenbeath Timber projects (£0.500m).

Specific Needs / Sheltered Housing Income – Advancement £1.211m

- 3.23 The advancement relates to the increase in Property Acquisitions in year which has increased the level of Scottish Government subsidy expected in year.

Affordable Housing Income – Advancement £9.907m

- 3.24 An increased level of subsidy being available in year and the timing of sites becoming eligible for subsidy claims has resulted in an advancement of subsidy. The average subsidy being claimed per property increased from the expected £0.075m to £0.085m. This is due to the Affordable homes meeting specific technical specifications which allow for an increased subsidy to be claimed.

4.0 Conclusions

- 4.1 The total 2022/23 approved programme for the areas in scope of this Committee is £98.458m. The provisional level of expenditure is £98.708m, which represents 100% of the total programme, resulting in an overall advancement of £0.250m.
- 4.2 The management of capital resources require us to look across financial years, as well as within individual years. The current year performance is only a snapshot of the existing plan, and the Directorate will adjust expenditure levels within future years of the plan to accommodate the advancement or slippage of projects.

List of Appendices

1. Total Cost Monitor
2. Capital Monitoring Report by Service

Background Papers

None

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Project	Theme	Original Approved Budget £m	Current Project Budget £m	Total Projected Outturn £m	Variance £m	Variance %	Current Project Status	Expected Project Completion Date
Abbeyview Integrated Hub	Thriving Places	1.500	7.506	7.506	-	0.00%	Current Project	2023-24
Templehall Community Hub	Thriving Places	1.500	9.004	9.004	-	0.00%	Current Project	2025-26
Adam Smith Creative Hub	Thriving Places	2.000	7.171	7.411	0.240	3.35%	Current Project	2023-24
Affordable Housing	Housing Revenue Account	281.869	421.818	421.818	-	0.00%	Current Project	2024-25
Total Major Projects over £5.000m		286.869	445.499	445.739	0.240	0.05%		
Lyne Burn Corridor River Restoration	Thriving Places	1.534	1.554	1.554	-	0.00%	Current Project	2022-23
Silverburn	Thriving Places	1.000	2.080	2.000	(0.080)	-3.84%	Current Project	2024-25
Glenwood Regeneration	Thriving Places	1.500	1.598	2.098	0.500	31.29%	Current Project	2023-24
Beacon Leisure Centre - Upgrade Enhancements	Thriving Places	1.000	1.000	1.000	-	0.00%	Future Project	2024-25
Carnegie Training & Junior Pool Enhancements	Thriving Places	0.200	1.234	1.212	(0.022)	-1.79%	Complete	2021-22
Cowdenbeath Leisure Centre - Phase 2	Thriving Places	1.600	4.651	6.228	1.577	33.91%	Current Project	2024-25
Rockgelly	Thriving Places	0.800	1.186	1.186	-	0.00%	Complete	2021-22
Ravensraig Flats Kirkcaldy	Housing Revenue Account		1.192	1.192	-	0.00%	Current Project	2023-24
Total Major Projects over £1.000m		7.634	14.495	16.470	1.975	13.63%		
Total Major Projects		294.503	459.994	462.209	2.215	0.48%		

Expenditure	Current Budget £m	Actual to Date £m	Projected Outturn £m	Projected Variance £m	Projected Outturn as % of Plan
Community Facilities Programme	0.781	1.058	1.058	0.277	135%
Community Regeneration & Development	-	-	-	-	0%
Countryside Programme	1.023	0.467	0.467	(0.556)	46%
Libraries, Museums, Galleries & Theatres	6.192	5.977	5.977	(0.215)	97%
Plan & Machinery Replacement Programme	0.142	0.131	0.131	(0.011)	93%
Major Parks Programme	0.173	0.111	0.111	(0.063)	64%
Allotments Programme	0.283	0.066	0.066	(0.217)	23%
Parks Development Projects	2.419	1.547	1.547	(0.872)	64%
Future of Leisure	0.003	(0.008)	(0.008)	(0.011)	-320%
Sports & Golf Programme	0.142	0.027	0.027	(0.116)	19%
Improving Health Through Leisure & Sport	1.175	0.635	0.635	(0.540)	54%
Area Community Facilities	3.023	0.504	0.504	(2.519)	17%
Area Capital Investment	0.558	0.435	0.435	(0.123)	78%
Sport and Leisure Facilities	2.815	0.662	0.662	(2.153)	24%
Fife Tourism Infrastructure Programme	0.450	0.423	0.423	(0.027)	0%
Sports, Leisure and Community Assets	0.884	0.028	0.028	(0.856)	3%
TOTAL AREA COMMUNITY & CORPORATE DEVELOPMENT	20.063	12.063	12.063	(8.000)	60%
Disability Adaptations	1.364	1.246	1.246	(0.118)	0%
TOTAL GENERAL FUND HOUSING	1.364	1.246	1.246	(0.118)	91%
Minor Works	0.650	0.175	0.175	(0.475)	27%
Policy Options	3.215	1.630	1.630	(1.585)	51%
Regeneration/Estates Action	3.816	2.235	2.235	(1.581)	59%
Component Replacement	34.143	33.451	33.451	(0.692)	98%
Specific Needs/Sheltered Housing	7.578	13.243	13.243	5.665	175%
Structural Works (Specialist)	0.650	0.179	0.179	(0.471)	28%
Affordable Housing	25.523	34.122	34.122	8.599	134%
Major Projects	1.456	0.363	0.363	(1.092)	0%
TOTAL HOUSING REVENUE ACCOUNT	77.030	85.399	85.399	8.369	111%
TOTAL EXPENDITURE	98.458	98.708	98.708	0.250	100%

Income	Current Budget £m	Actual to Date £m	Projected Outturn £m	Projected Variance £m	Projected Outturn as % of Plan
Parks Development Projects	(1.204)	(0.939)	(0.939)	0.265	78%
Improving Health Through Leisure & Sport	(0.204)	(0.204)	(0.204)	0.000	100%
Area Capital Investment	(0.181)	(0.098)	(0.098)	0.084	54%
TOTAL AREA COMMUNITY & CORPORATE DEVELOPMENT	(2.115)	(1.712)	(1.712)	0.403	81%
Policy Options	-	-	-	-	0%
Regeneration/Estates Action	-	-	-	-	0%
Component Replacement	(0.083)	(0.083)	(0.083)	(0.000)	0%
Specific Needs/Sheltered Housing	(2.210)	(3.422)	(3.422)	(1.211)	155%
Affordable Housing	(10.095)	(20.001)	(20.001)	(9.907)	198%
TOTAL HOUSING REVENUE ACCOUNT	(12.388)	(23.506)	(23.506)	(11.118)	190%
TOTAL INCOME	(14.502)	(25.218)	(25.218)	(10.715)	174%

31 August 2023

Agenda Item No. 11

2023-24 Revenue Budget Projected Outturn – Communities

Report by: Eileen Rowand, Executive Director, Finance and Corporate Services
Michael Enston, Executive Director, Communities

Wards Affected: All

Purpose

The purpose of this report is to give members an update on the projected outturn position for the 2023/24 financial year for Communities & the Housing Revenue Account (HRA) which are areas in scope of the People & Communities Scrutiny Committee

Recommendation(s)

Committee is asked to consider the current financial performance and activity for the 2023/24 Projected Outturn as detailed in this report.

Resource Implications

None.

Legal & Risk Implications

There are no direct legal implications arising from this report.

Impact Assessment

An EqIA has not been completed and is not necessary as no change or revision to existing policies and practices is proposed.

Consultation

None.

1.0 Background

- 1.1 The purpose of this report is to advise Members of the projected outturn for the Communities, including the HRA for the 2023-24 Revenue Budget, and to highlight the major variances as at June 2023. This is the first monitoring report to the Scrutiny Committee for the 2023-24 financial year.
- 1.2 The preparation of the 2023-24 Revenue Budget focussed on applying service underspends, budget realignment and vacancy factors to close the budget gap, and as such no specific savings proposals were approved by the Council as part of the Revenue Budget. There is therefore no requirement to include a Savings Tracker as part of financial reporting for the 2023-24 financial year.

2.0 Projected Outturn

- 2.1 Based on current information for the areas falling under the scope of this Committee, of a net expenditure budget of £82.097m the position across all areas is a projected expenditure of £83.633m resulting in a projected net overspend of £1.536m (1.87%).
- 2.2 A summary of the 2023-24 projected out-turn is detailed in Appendices 1 & 2. This shows projected expenditure against budget across the service headings within the Directorate. There may be some minor rounding differences contained within the appendices, but these are immaterial values that do not impact on the overall financial position. The following paragraphs provide a brief explanation of the main areas where there are significant variances (+/-£0.250m) to budgets.

3.0 Major Variances

Communities & Neighbourhoods: - Projected Overspend £1.492m

- 3.1 A legacy from the pandemic continues to impact on level of demand and income received for some services. Fife Sports and Leisure Trust and Fife Cultural Trust have an estimated total deficit £1.075m. Council officers continue to review the areas where the level of income received has been impacted by the pandemic and both Trusts continue to receive temporary financial support from the Council. Community Use and Halls and Centres have a forecast overspend of £0.416m due to anticipated underachievement of income.

Housing Revenue Account: - Net Withdrawal from Balances £1.904m

Repairs & Maintenance – Projected Overspend £6.897m

- 3.2 Change of Tenancy (COTs) is projected to overspend by £4.526m which is a result of both a high volume of COTs in year and continued high inflation and material price increases. The increase in volume is a result of a court judgement which awarded many homelessness tenants a secure tenancy. This has resulted in many HRA properties being reprovisioned for use for homelessness.
- 3.3 Responsive Repairs is projected to overspend by £1.826m as a result of continued high inflation and material cost increases.
- 3.4 Investment into a fencing pilot and increased funding into estates management works contributes to £0.545m of the overspend. This is funded by a withdrawal from balances.

Revenue Contribution (Including CFCR) – Underachievement (£6.119m)

3.5 The underachievement of CFCR is due to the increased spends across the HRA. The result is a much lower than planned contribution to the HRA Capital Programme. There will be an impact on the Capital Plan and the funding required to support the HRA Capital Programme as a result of the reduced CFCR.

Voids – Overspend £0.435m

3.6 The overspend on Voids mainly relates to a recent court judgment on Temporary Accommodation meaning a large number of HRA rental properties are being reprovisioned as temporary accommodation which has increased the length of time properties remain void.

Other Expenditure – Overspend £0.690m

3.7 Disability Adaptations is projected to overspend by £0.500m. This increased spend is funded from by a withdrawal from balances and will allow for an increased volume of adaptations in year to reduce current waiting list times. The remaining £0.190m overspend relates to increased utility costs.

Net Withdrawal from Balances £1.904m

3.8 The net withdrawal from balances includes the investment into fencing and estates of £0.545m and adaptations of £0.500m. The remaining £0.859m relates to contributions into balances at the end of 2022-23. This will be withdrawn in 2023-24 to assist with maintaining the level of CFCR required.

4.0 Conclusions

4.1 The total 2023/24 net revenue budget for areas falling under the scope of this Committee is £82.097m. The projected level of expenditure is £83.633m resulting in a projected overspend of £1.536m (1.87%).

4.2 There is a net withdrawal from HRA balance of £1.904m as detailed in paragraph 3.8.

List of Appendices

1. Projected Outturn 2023/24 – Communities Directorate
2. Projected Outturn 2023/24 – Housing Revenue Account

Background Papers

None

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BUDGET MONITORING REPORT SUMMARY				Appendix 1	
2023-24					
PEOPLE AND COMMUNITIES					
COMMUNITIES	CURRENT BUDGET 2023-24	FORECAST 2023-24	VARIANCE	VARIANCE	
	£m	£m	£m	%	
TOTAL COST OF SERVICES	104.539	106.075	1.536	1.47%	
LESS: CORPORATELY MANAGED ITEMS	22.442	22.442	0.000	0.00%	
SERVICE MANAGED NET BUDGET	82.097	83.633	1.536	1.87%	
<u>ANALYSIS OF SERVICE MANAGED BUDGET</u>					
COMMUNITIES & NEIGHBOURHOODS	51.909	53.401	1.492	2.87%	
GFH - HOUSING & NEIGHBOURHOOD SERVICES	14.431	14.474	0.044	0.30%	
COMMUNITIES EXECUTIVE DIRECTOR	0.216	0.216	0.000	0.00%	
CUSTOMER & ONLINE SERVICES	15.542	15.542	0.000	0.00%	
	82.097	83.633	1.536	1.87%	
SUBJECTIVE GROUPING					
SUBJECTIVE GROUPING	CURRENT BUDGET 2023-24	FORECAST 2023-24	VARIANCE	VARIANCE	
	£m	£m	£m	%	
SERVICE MANAGED NET BUDGET	82.097	83.633	1.536	1.87%	
INCOME	(24.289)	(26.036)	(1.747)	7.19%	
EXPENDITURE					
EMPLOYEE COSTS	41.638	41.638	0.000	0.00%	
PREMISES RELATED EXPENDITURE	13.947	16.381	2.433	17.45%	
TRANSPORT RELATED EXPENDITURE	0.497	0.501	0.004	0.74%	
SUPPLIES & SERVICES	14.703	14.049	(0.654)	-4.45%	
THIRD PARTY PAYMENTS	32.427	33.926	1.499	4.62%	
TRANSFER PAYMENTS	0.263	0.263	0.000	0.00%	
SUPPORT SERVICES CHARGES	2.911	2.911	0.000	0.00%	
	106.386	109.669	3.282	3.09%	
TOTAL	82.097	83.633	1.536	1.87%	

HOUSING REVENUE ACCOUNT (HRA) 2023-24

Appendix 2

	CURRENT BUDGET 2023-24 £m	FORECAST 2023-24 £m	VARIANCE £m	VARIANCE %
Budgeted Expenditure				
Repairs & Maintenance	40.377	47.274	6.897	17.08%
Supervision & Management	21.464	21.464	0.000	0.00%
Funding Investment:				
Cost of Borrowing	32.859	32.859	0.000	0.00%
Revenue Contribution (including CFCR)	27.328	21.209	(6.119)	-22.39%
	122.028	122.806	0.779	0.64%
Voids	2.610	3.046	0.435	16.68%
Housing Support Costs	(0.474)	(0.474)	0.000	0.00%
Garden Care Scheme	0.449	0.449	0.000	0.00%
Bad or Doubtful Debts	3.150	3.150	0.000	0.00%
Other Expenditure	11.629	12.319	0.690	5.94%
COVID Expenditure	0.000	0.000	0.000	0.00%
	139.392	141.297	1.904	1.37%
Financed By:				
Dwelling Rents (Gross)	(132.249)	(132.249)	0.000	0.00%
Non Dwelling Rents (Gross)	(3.589)	(3.589)	0.000	0.00%
Hostels - Accommodation Charges	(2.202)	(2.202)	0.000	0.00%
Other Income	(1.352)	(1.352)	0.000	0.00%
	(139.392)	(139.392)	0.000	0.00%
Contribution From / (To) Balances	0.000	1.904	1.904	0.00%

31 August 2023
Agenda Item No. 12

2023-24 Capital Plan Projected Outturn – Communities

Report by: Eileen Rowand, Executive Director, Finance and Corporate Services
Michael Enston, Executive Director, Communities Directorate

Wards Affected: All

Purpose

The purpose of this report is to provide an update on the Capital Investment Plan and advise on the projected financial position for the 2023/24 financial year.

Recommendation(s)

Committee is asked to consider the current performance and activity for the 2023/24 Capital Monitoring as detailed in this report.

Resource Implications

None.

Legal & Risk Implications

None.

Impact Assessment

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

Consultation

None.

1.0 Background

- 1.1 Based on current information, this report summarises the projected capital outturn for the areas falling under the scope of this Committee for 2023/24. At this stage it is forecast that the projected expenditure will be £138.501m, representing 100% of the approved capital programme for 2023/24.
- 1.2 Appendix 1 shows an analysis of specific projects in the current capital investment plan which have a budget greater than £1m and analyses total project cost rather than only in year spend.
- 1.3 Appendix 2 details the forecast expenditure and income against budget for each project. A brief explanation of any significant forecast variances is provided at section 3 within this report.

2.0 Governance

- 2.1 On 21 June 2016 the Executive Committee approved revised governance and scrutiny arrangements for major capital projects. At that meeting the Committee agreed an enhanced level of reporting on capital projects through the quarterly capital expenditure monitoring report.
- 2.2 Major projects are defined as projects with a value of £5m and over. Projects with a value of less than £5m may also be subject to enhanced governance and scrutiny arrangements where there may be greater risk of overspend against budget, a risk of overrun on timescales or where expected benefits may not be delivered. The Investment Strategy Group is currently working to identify these projects as part of a review of the Capital Plan. Elected members will also be able to suggest when a particular project should be scrutinised in more detail.

3.0 Issues, Achievements & Financial Performance

Key Issues / Risks

- 3.1 Appendix 1 details the total cost forecast position for all capital projects within the areas under the scope of the Committee with an overall value of £1m and over. At this stage of the financial year there are no key issues associated with the major projects.
- 3.2 Across the Capital Investment Plan there continues to be risk that both the timing and the costs of projects are adversely affected by the current economic climate. Throughout the programme, issues are continuing to be identified in relation to the supply of construction materials, the consequences of which have been considered and reflected in the Capital Investment Plan review which was approved by Fife Council on 22 June 2023. Monitoring of the impact of any additional costs on projects still in their infancy will continue and any significant impact on timescales and associated risks will be reported to this committee. Where appropriate, any known impact on timing of delivery of projects has been built in to the rephased plan

and the overall scale of any additional costs or further delays will be considered as part of the review of the Capital Investment Plan.

- 3.3 These potential risks cover all aspects of the capital plan including both General Fund and the HRA.

Financial Performance – 2023/24 Projected Outturn

- 3.4 Appendix 2 provides a summary of the projected outturn for each project for the financial year 2023/24. The appendix shows a projected outturn of £138.501m against a Capital Investment plan of £138.118m, a spending level of 100%.
- 3.5 At this stage of the financial year there are no significant variances (+/-£0.500m).

4.0 Conclusions

- 4.1 The total 2023/24 approved programme for the areas in scope of this Committee is £138.118m. The projected level of expenditure is £138.501m, which represents 100% of the total programme, resulting in an advancement of £0.383m.
- 4.2 The management of capital resources require us to look across financial years, as well as within individual years. The current year performance is only a snapshot of the existing plan, and the Directorate will adjust expenditure levels within future years of the plan to accommodate the advancement or slippage of projects.

List of Appendices

1. Total Cost Monitor
2. Capital Monitoring Report by Service

Background Papers

None

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Project	Theme	Original Approved Budget £m	Current Project Budget £m	Total Projected Outturn £m	Variance £m	Variance %	Current Project Status	Expected Project Completion Date
Abbeyview Integrated Hub	Thriving Places	1.500	9.506	9.506	-	0.00%	Current Project	2024-25
Templehall Community Hub	Thriving Places	1.500	15.304	15.304	-	0.00%	Current Project	2027-28
Adam Smith Creative Hub	Thriving Places	2.000	7.171	7.171	-	0.00%	Current Project	2023-24
Cowdenbeath Leisure Centre - Phase 2	Thriving Places	1.600	5.953	5.953	-	0.00%	Current Project	2025-26
East Sands Redevelopment Project	Thriving Places	6.000	6.000	6.000	-	0.00%	Future Project	2026-27
Affordable Housing	Housing Revenue Account	281.869	578.529	578.529	-	0.00%	Current Project	2025-26
Total Major Projects over £5.000m		294.469	622.463	622.463	-	0.00%		
Lyne Burn Corridor River Restoration	Thriving Places	1.534	1.554	1.554	-	0.00%	Current Project	2023-24
Silverburn	Thriving Places	1.000	3.580	3.580	-	0.00%	Current Project	2025-26
Glenwood Regeneration	Thriving Places	1.500	2.088	2.088	-	0.00%	Current Project	2024-25
Beacon Leisure Centre - Upgrade Enhancements	Thriving Places	1.000	1.000	1.000	-	0.00%	Future Project	2026-27
Inverkeithing Community Swimming Pool	Thriving Places	1.000	1.000	1.000	-	0.00%	Future Project	2028-29
Golf Depot Hub Glenrothes	Maintaining Our Assets	0.650	1.650	1.650	-	0.00%	Future Project	2025-26
Total Major Projects over £1.000m		6.684	10.872	10.872	-	0.00%		
Total Major Projects		301.153	633.335	633.335	-	0.00%		

Expenditure	Current Budget £m	Actual to Date £m	Projected Outturn £m	Projected Variance £m	Projected Outturn as % of Plan
Community Facilities Programme	3.041	1.055	3.305	0.264	109%
Countryside Programme	0.809	0.062	0.812	0.003	100%
Libraries, Museums, Galleries & Theatres	2.400	2.309	2.477	0.076	103%
Planr & Machinery Replacement Programme	0.396	0.006	0.396	-	100%
Major Parks Programme	0.063	0.027	0.063	-	100%
Allotments Programme	0.287	0.013	0.287	-	100%
Parks Development Projects	1.980	0.043	1.980	0.000	100%
Future of Leisure	0.011	-	0.011	-	100%
Sports & Golf Programme	1.259	-	1.259	-	100%
Improving Health Through Leisure & Sport	1.215	0.068	1.217	0.002	100%
Area Community Facilities	6.300	0.464	6.300	-	100%
Area Capital Investment	0.426	0.002	0.463	0.037	109%
Sport and Leisure Facilities	2.815	0.168	2.815	-	100%
Fife Tourism Infrastructure Programme	0.658	0.020	0.658	-	0%
Sports, Leisure and Community Assets	1.050	0.008	1.050	-	100%
TOTAL AREA COMMUNITY & CORPORATE DEVELOPMENT	22.709	4.244	23.091	0.383	102%
Disability Adaptations	1.200	0.318	1.200	-	0%
TOTAL GENERAL FUND HOUSING	1.200	0.318	1.200	-	100%
Minor Works	1.000	0.149	1.000	-	100%
Policy Options	6.057	0.257	6.057	-	100%
Regeneration/Estates Action	2.577	0.168	2.577	-	100%
Component Replacement	36.000	6.622	36.000	-	100%
Specific Needs/Sheltered Housing	8.595	2.904	8.595	-	100%
Structural Works (Specialist)	1.200	0.021	1.200	-	100%
Affordable Housing	56.000	9.989	56.000	-	100%
Major Projects	2.781	0.172	2.781	-	0%
TOTAL HOUSING REVENUE ACCOUNT	114.210	20.282	114.210	-	100%
TOTAL EXPENDITURE	138.118	24.845	138.501	0.383	100%

Income	Current Budget £m	Actual to Date £m	Projected Outturn £m	Projected Variance £m	Projected Outturn as % of Plan
Parks Development Projects	(0.265)	(0.176)	(0.291)	(0.026)	110%
Area Capital Investment	(0.084)	-	(0.084)	-	100%
TOTAL AREA COMMUNITY & CORPORATE DEVELOPMENT	(1.146)	(0.315)	(1.273)	(0.127)	111%
Component Replacement	-	0.030	-	-	0%
Specific Needs/Sheltered Housing	(2.500)	(2.700)	(2.500)	-	100%
Affordable Housing	(23.844)	(3.759)	(23.844)	-	100%
TOTAL HOUSING REVENUE ACCOUNT	(26.344)	(6.429)	(26.344)	-	100%
TOTAL INCOME	(27.490)	(6.744)	(27.617)	(0.127)	100%

31 August 2023
Agenda Item No. 13

2022-23 Revenue Budget & Capital Plan Provisional Outturn - Children & Families and Criminal Justice Services

Report by:

Christine Moir, Head of Children & Families and Criminal Justice Services
Eileen Rowand, Executive Director Finance & Corporate Services

Wards Affected: All

Purpose

The purpose of this report is to advise members of the provisional outturn for the 2022-23 financial year, for the areas in scope of the People & Communities Scrutiny Committee in relation to Children & Families and Criminal Justice Services.

Recommendation(s)

Members are asked to:

- a. consider the financial performance and activity as detailed in this report in relation to both the revenue budget and capital plan;
- b. note the provisional outturn position (subject to audit) for 2022-23, as detailed in this report, and the reasons for the main variances.

Resource Implications

The Service is committed to managing the spend within the overall level of resource available and in continuing to promote the aims of the Children and Families Strategy in terms of addressing the balance of care.

Legal & Risk Implications

There are no direct legal implications arising from this report.

Impact Assessment

An EqIA has not been completed and is not necessary as no change or revision to existing policies and practices is proposed.

Consultation

None

1.0 Background

- 1.1 The purpose of this report is to advise Members of the provisional outturn for the Children & Families and Criminal Justice Services, for the 2022-23 Revenue Budget and Capital Plan, and to highlight under and over spends. Members should note that the outturn is provisional until the annual audit of accounts is complete.

2.0 Revenue Budget - Provisional Outturn

2.1 Provisional Outturn – Children and Families and Criminal Justice Services

- 2.1.1 The reported underspend for Children & Families and Criminal Justice Services is £8.480m. A summary of the 2022-23 provisional outturn is detailed in Appendix 1. This shows expenditure against budget across the service headings within the Service. It should be noted that the balances are extracted from the ledger system and are shown as rounded thousands. This may mean that there are some rounding differences contained within the appendices, but these are immaterial values that do not impact on the overall financial position. The following paragraphs provide a brief explanation of the main areas where there are significant variances (+/-£0.250m) to budgets.

3.0 Revenue Budget - Major Variances

3.1 Children & Families / Criminal Justice :- provisional outturn - £8.480m underspend, movement (£1.759m)

- 3.1.1 The position for the service reflects a significant underspend for Children and Families / Criminal Justice Service, mainly due to the continued reduction in the number of children in purchased care arrangements. This reflects the service's Belonging to Fife Strategy which has sought to address the balance of care and support children to remain safely at home or in kinship care rather than in purchased care arrangements.
- 3.1.2 The underspends reflected in the outturn are under employee costs of £2.083m due to staff turnover and recruitment lead in times. The impact of vacancies is managed across the service by prioritising workload, and in some instances, particularly in residential houses, by the use of overtime and other cover arrangements. An underspend on purchased placements of £5.277m, and foster care of £0.960m reflect the reduced number of care placements for children. A further underspend is included in relation to grants to voluntary organisations of £0.585m which was due to the adjustment of grants to take account of previous underspends. Finally, an underspend in relation to the Whole Family Wellbeing Fund of £1.943m reflects a change in accounting treatment for grants which has resulted in the underspend being presented within service accounts. This funding will be carried forward into 2023-24.
- 3.1.3 Offsetting this underspend are overspends in Continuing Care of £0.815m and respite care for children of £0.589m, reflecting the level of funding available from Scottish Government and cost of these care arrangements. In addition to this

there is an overspend on premises costs of £0.484m due to increased costs for respite and kinship care and increases in rents for the throughcare team.

- 3.1.4 The movement since the last report of £1.759m is due to the inclusion of underspends on grant income in the service outturn, reflecting the change in accounting treatment for some grants.

4.0 Capital Plan – Provisional Outturn

4.1 Children & Families / Criminal Justice :- provisional outturn - £ 0.002m

- 4.1.1 The projects planned under the heading of Looked After Children are relatively small in nature and are to improve and maintain the Council's residential house provision for children. Needs are assessed and prioritised to ensure the budget is deployed effectively.
- 4.1.2 The provisional outturn for the service Capital Plan resulted in an underspend of £0.054m which will be carried forward and applied to future projects. Appendix 2 details the provisional outturn for 2022-23 against the Looked After Children theme.

5.0 Conclusions

- 5.1 The provisional outturn for Children & Families and Criminal Justice Services Revenue Budget for 2022-23 is an underspend of £8.480m.
- 5.2 The Capital Plan for the Service for 2022-23 is a provisional outturn of £0.002m, with only minimal spend on projects this financial year.

List of Appendices

1. Children & Families and Criminal Justice Services Revenue Monitor 2022-23
2. Children & Families and Criminal Justice Services Capital Plan 2022-23

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BUDGET MONITORING REPORT SUMMARY 2022-23 to 31st March 2023 PEOPLE AND COMMUNITIES SCRUTINY							Appendix 1	
CHILDREN & FAMILIES/CRIMINAL JUSTICE	CURRENT BUDGET 2022-23	COVID PROJECTION 2022-23	NON-COVID PROJECTION 2022-23	OUTTURN 2022-23	VARIANCE	VARIANCE	PREVIOUS REPORTED VARIANCE	MOVEMENT FROM PREVIOUS REPORTED VARIANCE
SERVICE MANAGED NET BUDGET	69.478	0.067	60.930	60.998	(8.480)	-12.21%	(6.720)	(1.759)
ANALYSIS OF SERVICE MANAGED BUDGET								
CHILDREN & FAMILIES/CJS	69.478	0.067	60.930	60.998	(8.480)	-12.21%	(6.720)	(1.759)

SUBJECTIVE GROUPING	CURRENT BUDGET 2022-23 £m	COVID PROJECTION 2022-23 £m	NON-COVID PROJECTION 2022-23 £m	OUTTURN 2022-23 £m	VARIANCE £m	VARIANCE %	PREVIOUS REPORTED VARIANCE £m	MOVEMENT FROM PREVIOUS REPORTED VARIANCE £m
SERVICE MANAGED NET BUDGET	69.478	0.067	60.930	60.998	(8.480)	-12.21%	(6.720)	(1.790)
INCOME	(9.974)	(0.102)	(10.139)	(10.241)	(0.268)	2.68%	0.834	(1.101)
EXPENDITURE								
EMPLOYEE COSTS	38.486	0.000	35.970	35.970	(2.516)	-6.54%	(2.670)	0.154
PREMISES RELATED EXPENDITURE	0.455	0.003	0.956	0.959	0.505	110.96%	0.411	0.094
TRANSPORT RELATED EXPENDITURE	1.635	0.009	1.792	1.801	0.166	10.17%	0.177	(0.010)
SUPPLIES & SERVICES	4.070	(0.012)	2.340	2.328	(1.742)	-42.80%	(0.306)	(1.436)
THIRD PARTY PAYMENTS	29.508	0.003	25.175	25.178	(4.330)	-14.67%	(4.713)	0.383
TRANSFER PAYMENTS	5.297	0.166	4.815	4.981	(0.315)	-5.95%	(0.466)	0.151
SUPPORT SERVICES CHARGES	0.001	0.000	0.021	0.021	0.020	3188.58%	0.013	0.007
	79.451	0.170	71.069	71.239	(8.212)	-10.34%	(7.554)	(0.658)
TOTAL	69.478	0.067	60.930	60.998	(8.480)	-12.21%	(6.720)	(1.759)

FIFE COUNCIL
 PEOPLE & COMMUNITIES SCRUTINY COMMITTEE
 EDUCATION & CHILDRENS SERVICES
 CAPITAL INVESTMENT PLAN 2021-31
 MONITORING REPORT 2022-23

Appendix 2

Expenditure	Current Budget £m	Actual to Date £m	Projected Outturn £m	Projected Variance £m	Projected Outturn as % of Plan
Looked After Children	0.056	0.002	0.002	(0.054)	4%
TOTAL EXPENDITURE	0.056	0.002	0.002	(0.054)	4%

31 August 2023
Agenda Item No. 14

2023-24 Revenue Budget & Capital Plan Projected Outturn - Children & Families and Criminal Justice Services

Report by:

Christine Moir, Head of Children and Families and Criminal Justice Services
Eileen Rowand, Executive Director Finance & Corporate Services

Wards Affected: All

Purpose

The purpose of this report is to provide members with an update on the forecast financial position for the 2023-24 financial year, for the areas in scope of the People & Communities Scrutiny Committee in relation to Children & Families and Criminal Justice Services.

Recommendation(s)

Members are asked to:

- a. consider the current financial performance and activity as detailed in this report in relation to both the revenue budget and capital plan;
- b. note the projected outturn position and the relevant areas of projected over and under spend within the service.

Resource Implications

The Service is committed to managing the spend within the overall level of resource available and in continuing to promote the aims of the Children and Families Strategy in terms of addressing the balance of care.

Legal & Risk Implications

There are no direct legal implications arising from this report.

Impact Assessment

An EqIA has not been completed and is not necessary as no change or revision to existing policies and practices is proposed.

Consultation

None

1.0 Background

- 1.1 The purpose of this report is to advise Members of the projected outturn for the Children & Families and Criminal Justice Services, for the 2023-24 Revenue Budget and Capital Plan, and to highlight the major variances as at June 2023. This is the first monitoring report to the Scrutiny Committee for the 2023-24 financial year.
- 1.2 The preparation of the 2023-24 Revenue Budget focussed on applying service underspends, budget realignment and vacancy factors to close the budget gap, and as such no specific savings proposals were approved by the Council as part of the Revenue Budget. There is therefore no requirement to include a Savings Tracker as part of financial reporting for the 2023-24 financial year.

2.0 Revenue Budget - Projected Outturn

- 2.1 **Projected Outturn – Children and Families and Criminal Justice Services**
- 2.1.1 The projected underspend, for this financial year, for Children & Families and Criminal Justice Services is £1.105m. A summary of the 2023-24 projected outturn is detailed in Appendix 1. This shows projected expenditure against budget across the service headings within the Service. It should be noted that the balances are extracted from the ledger system and are shown as rounded thousands. This may mean that there are some rounding differences contained within the appendices, but these are immaterial values that do not impact on the overall financial position. The following paragraphs provide a brief explanation of the main areas where there are significant variances (+/-£0.250m) to budgets.

3.0 Revenue Budget - Major Variances

- 3.1 **Children & Families / Criminal Justice:- projected outturn - £ 1.105m underspend**
- 3.1.1 The position for the service reflects a projected underspend for Children and Families / Criminal Justice Service. This reflects the service's Belonging to Five Strategy which has sought to address the balance of care and support children to remain safely at home rather than in purchased care arrangements.
- 3.1.2 Projected underspends are included across the service mainly due to lead in times for the implementation of plans and recruitment under the whole family wellbeing funding of £1.600m. Underspends are also included in in-house foster care of £1.047m, purchased foster care / other care arrangements of £0.787m and kinship care of £0.587m due to the shifting balance of care.
- 3.1.3 Overspends on purchased placements of £2.200m are reflected in the projection. Although overall the number of placements has remained fairly static, there has been a recent increase in the number of residential placements. However, this is partly offset by increased income of £0.942m. Within Continuing Care a projected overspend of £0.810m is included, due to spend being in excess of Scottish Government funding, and overspends in relation to direct payments of £0.384m and supported lodgings of £0.349m, also reflect the costs associated with these care arrangements.

4.0 Capital Plan – Projected Outturn

4.1 Children & Families / Criminal Justice:- projected outturn - £ 0.250m

- 4.1.1 The Capital Plan Review approved by the Council on 22nd June 2023 includes a new major project for Children and Families Service under the Looked After Children heading, which is the replacement of the current Glenmar children's house to provide suitable accommodation to support children with complex care needs. The indicative timeline for the project as indicated in Appendix 2 is 2025-26.
- 4.1.2 In terms of the current year monitoring report, the projected outturn for the service Capital Plan for 2023-24 is on budget at £0.250m. The monitoring of the impact of any additional costs, impact on timescales and associated risks with capital projects is ongoing. The known impact on timing of delivery of projects has been built in to the rephrasing of the plan and the overall scale of any additional costs or further delays will be kept under review and reported in future reports.
- 4.1.3 The projects planned for 2023-24 under the heading of Looked After Children as included in Appendix 3 are relatively small in nature and are required to improve and maintain the Council's residential house provision. Needs are assessed and prioritised to ensure the budget is deployed effectively, taking account of the current economic climate, supply of construction materials and the ability to deliver projects timeously.

5.0 Conclusions

- 5.1 The projected outturn for Children & Families and Criminal Justice Services Revenue Budget for 2023-24 is a projected underspend of £1.105m.
- 5.2 The Capital Plan for the Service for 2023-24 is projected to spend on budget, with a projected outturn of £0.250m.

List of Appendices

1. Children & Families and Criminal Justice Services Revenue Monitor 2023-24
2. Children & Families and Criminal Justice Services Capital Plan 2023-24 – Major Projects
3. Children & Families and Criminal Justice Services Capital Plan 2023-24 – Current Year Monitoring Report

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BUDGET MONITORING REPORT SUMMARY		SERVICES			Appendix 1
CHILDREN & FAMILIES/CRIMINAL JUSTICE	CURRENT BUDGET 2023-24 £m	FORECAST 2023-24 £m	VARIANCE £m	VARIANCE %	
SERVICE MANAGED NET BUDGET	67.108	66.002	(1.105)	-1.65%	
<u>ANALYSIS OF SERVICE MANAGED BUDGET</u>					
CHILDREN & FAMILIES/CJS	67.108	66.002	(1.105)	-1.65%	

SUBJECTIVE GROUPING	CURRENT BUDGET 2023-24 £m	FORECAST 2023-24 £m	VARIANCE £m	VARIANCE %	
SERVICE MANAGED NET BUDGET	67.108	66.002	(1.105)	-1.65%	
INCOME	(9.804)	(10.747)	(0.942)	9.61%	
EXPENDITURE					
EMPLOYEE COSTS	39.090	39.039	(0.051)	-0.13%	
PREMISES RELATED EXPENDITURE	0.487	1.120	0.633	130.07%	
TRANSPORT RELATED EXPENDITURE	1.688	1.688	0.000	0.00%	
SUPPLIES & SERVICES	5.219	3.246	(1.973)	-37.81%	
THIRD PARTY PAYMENTS	25.025	26.773	1.747	6.98%	
TRANSFER PAYMENTS	5.401	4.882	(0.519)	-9.61%	
SUPPORT SERVICES CHARGES	0.001	0.001	0.000	0.00%	
	76.912	76.749	(0.163)	-0.21%	
TOTAL	67.108	66.002	(1.105)	-1.65%	

Project	Theme	Original Approved Budget £m	Current Project Budget £m	Total Projected Outturn £m	Variance £m	Variance %	Current Project Status	Expected Project Completion Date
Total Major Projects over £5.000m		-	-	-	-	-		
Reprovision Glenmar Childrens Home		2.525	2.525	2.525	-	0.00%	Future Project	2025-26
Total Major Projects over £1.000m		2.525	2.525	2.525	-	0.00%		
Total Major Projects		2.525	2.525	2.525	-	0.00%		

Expenditure	Current Budget £m	Actual to Date £m	Projected Outturn £m	Projected Variance £m	Projected Outturn as % of Plan
Looked After Children Homes Reprovision	0.100	-	0.100	-	100%
Looked After Children	0.150	-	0.150	-	100%
TOTAL EXPENDITURE	0.250	-	0.250	-	100%

Income	Current Budget £m	Actual to Date £m	Projected Outturn £m	Projected Variance £m	Projected Outturn as % of Plan
Looked After Children Homes Reprovision	-	-	-	-	0%
Looked After Children	-	-	-	-	0%
TOTAL INCOME	-	-	-	-	0%

31 August 2023
Agenda Item No.15

2022-23 Revenue Budget Provisional Out-turn – Health & Social Care

Report by: Nicky Connor, Director of Health and Social Care
Eileen Rowand, Executive Director, Finance & Corporate Services

Wards Affected: All

Purpose

The purpose of this report is to give members an update on the 2022-23 provisional out-turn for Fife Council Social Care Services for Adults and Older People.

Recommendation(s)

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

Resource Implications

None

Legal & Risk Implications

The Service requires to manage the risk to individual clients and the community in Fife whilst undertaking its statutory duties within the budget approved by the Council for 2022-23.

Impact Assessment

An EqIA has not been completed and is not necessary as no change or revision to existing policies and practices is proposed.

Consultation

None

1.0 Background

- 1.1 The report summarises the provisional outturn position for 2022-23, taking into account the actual expenditure incurred and provides an explanation of the main budget variances at section 3.
- 1.2 Section 4 of the report summarises the progress on delivery of approved budget savings and provides an explanation of any variances to the delivery of the savings target.

2.0 IJB Budget

- 2.1 The Health & Social Care Partnership (H&SCP) consists of parts of NHS, Social Care for Adults and Older People and an element of Fife Council Housing, specifically adaptations to houses. It does not include any social care expenditure incurred through Education & Children's Services. The budget is managed by the Integration Joint Board (IJB).
 - 2.1.1 The IJB budget was approved on 25 March 2022. The cost to deliver services at existing levels required more funding than was currently available from both partner organisations and therefore a savings plan to close the funding gap was presented and approved at that meeting. Additional allocations are awarded in year through Health budget allocations and the current budget for 2022-23 as at March is £435.479m.
 - 2.1.2 The March submission for Covid-19 expenditure totalled £4.993m which has been funded from the Covid-19 reserve. This includes an amount of £0.229m for outstanding Sustainability Claims from providers claimable until 30th April 2023. £21.487m was returned to the Scottish Government in February 2023.
 - 2.1.3 Reserves totalling £29.256m are held by Fife Council on behalf of the IJB, of which £0.007m is related to Covid-19 and a further £16.225m is ear-marked for specific use. An additional £1.496m has been added by the NHS and £6.967m by FC giving final reserves of £37,719m.
- 2.2 IJB Integration Scheme
 - 2.2.1 To reflect the partnership working between the NHS and Fife Council through the Health & Social Care Partnership, an agreement has been reached on how any overspends should be shared between the partners. This is known as the risk share agreement. Following the review in 21-22 the new share is Fife Council funds 38% and NHS funds 62% of any overall H&SCP overspend, regardless of where the overspend is incurred.
 - 2.2.2 The H&SC Partnership is managed by the Integration Joint Board (IJB). The 2022-23 IJB budget was approved on the basis of break-even. Included in the budget was the recognition that resources would transfer as more care is moved from a hospital setting to a home or homely setting. The budget and outturn includes income from NHS of £2.407m for this transfer of resources.

- 2.2.3 Expenditure of £1.699m on adaptations to houses by Fife Council Housing Services is included in the overall budget for IJB. However, Housing expenditure is reported to the Community and Housing Services Committee and is therefore outwith the scope of this report.
- 2.2.4 Part of the budget within Fife Council Social Care is excluded from the overall budget managed by IJB. The excluded element is the Contracts team, who manage the commissioning of services. The budget for this area is £2.867m with an underspend of (£0.034m). As this is not part of the budget managed by IJB, 100% of any over- or under-spend is funded by Fife Council.

3.0 Major Variances for Social Care

- 3.1 The budget allocated to Fife Council for Social Care for Adults and Older People is £213.689m which includes the budget for Contracts Team of £2.867m.
- 3.1.1 The provisional underspend for Social Care for Adults and Older People within Fife Council is (£6.632m) or 3.10% of the net service managed budget. A summary is detailed in Appendix 1.
- 3.1.2 The IJB proportion of the underspend £6.598m has been transferred to IJB reserves at year end resulting in a small underspend for Fife Council (£0.034m) within the H&SC Contracts Team.
- 3.1.3 The risk share agreement was not activated this year due to the overall forecast underspend for the IJB.
- 3.2 **Integrated Complex and Critical Care** has an underspend of (£6.242m), movement (£5.079m), the main variances and reasons for movement are detailed as follows:
- 3.2.1 Adults Placements – overspend £3.682m, movement (£3.116m)
- The overspend and movement relates to a greater number of adult packages having been commissioned than the budget available. The service closely monitors the commissioning of these packages and reduces packages where possible.
- The movement is due to some of the packages provided being reduced on a short-term basis due to staffing issues with providers which was not anticipated in the December forecast
- 3.2.2 Adults Supported Living – underspend (£4.832m), movement (£0.044m)
- The underspend and movement are within Community Support Services. Vacancies are being held whilst the future design of the service is established. This is resulting in an underspend on staffing of (£2.4m). Difficulties in recruiting staff led to a provisional underspend of (£2.2m) within the group homes.
- 3.2.3 Adults Fifewide – underspend (£1.610m), movement £0.097m
- This underspend is mainly due to a reduced provision for new packages for service users where their current requirements are being considered.

The movement is due to further delays in starting new packages caused by recruitment difficulties.

3.2.4 Social Care Fieldwork Teams – underspend (£0.614m), movement (£0.228m)

This underspend is mainly due to staffing vacancies (£1.619m) offset by overspends in transport for taxis to college and day care provision of £0.471m, third party payments £0.106m and direct payments £0.356m

The movement is due to a reduction in the level of 3rd party payments for respite from the Local Budgets.

3.2.5 Older people Nursing & Residential – underspend (£2.867m), movement (£1.790m)

This underspend is mainly due to fewer third-party packages being purchased.

The movement is due to a reduction in expected costs of assessment beds.

3.3 **Integrated Community Care Services** has an overspend of £0.557m, movement £2.093m, the main variance and reasons for movement is detailed as follows:

3.3.1 Care at Home – overspend £0.558m, mainly due to an overspend on Direct Payments £1.9m where service users are choosing to receive a payment rather than receiving a care package. External care at home packages purchased increased with an overspend of £0.161m.

This is offset by vacancies in internal Homecare (£1.8m). Additional funding was provided to expand Homecare Services in the Community and launch an emergency peripatetic team within Homecare, these posts have been difficult to recruit to and the funding has not been spent in full. This will remain under review to ensure a balanced budget is deliverable in 2023-24.

Nursing & Residential overspend £0.294m on Agency staff.

The movement from December forecast is an adverse movement of £2.093m and is a combination of an increase in external care at home packages and further direct payments being provided.

3.4 **Integrated Professional & Business Enabling** has an underspend of (£0.947m), movement (£0.960m), the main variance is detailed as follows:

There is a shortfall on the pay award of £2.325m offset by underspends on weekend enhancements increased rates for external providers (£0.689m), staff vacancies (£0.561m) and Carers Act (£2.162m).

The movement is due to slippage on the progress of some projects funded by the Carers Act e.g., Support for unpaid adult carers, Strategy development review and Community Chest, work on these projects has now commenced.

4.0 Progress on Budget Savings

- 4.1 This section details revenue budget savings for Social Care for Adults and Older People, detailing achievements against the current year approved budget savings at March.
- 4.2 No new savings were approved for 2022-23. Previously approved savings which were unmet at 31 March 2022 were required to be made in 2022-23 to balance the budget. These totalled £2.594m and the service delivered savings of £2.463m (95% of target), leaving unachieved savings of £0.131m (5% of target). The implementation of approved savings has not been possible due to the demands on staff time from the Covid-19 pandemic.

5.0 COVID-19

- 5.1 In addition to the core financial position, there is a requirement to report spend in relation to Covid-19 and remobilisation costs. The actual expenditure reported in the Local Mobilisation Plan (LMP) to March was £4.993m. Reserves for Covid-19 brought forward from 2021-22 were used to fund 2022-23 Covid-19 related expenditure.

6.0 Conclusions

- 6.1 The provisional outturn for Social Care for Adults and Older People for the 2022-23 financial year is an underspend of (£6.632m), of which £6.598m has been transferred to IJB reserves at the end of the Financial year resulting in an underspend of (£0.034m) for Fife Council H&SC Contracts team.

List of Appendices

Appendix 1: Social Care – Revenue Budget 2022-23

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BUDGET MONITORING REPORT SUMMARY 2022-23 PEOPLE AND COMMUNITIES							Appendix 1	
HEALTH AND SOCIAL CARE	CURRENT BUDGET 2022-23 £m	COVID PROJECTION 2022-23 £m	NON-COVID PROJECTION 2022-23 £m	OUTTURN 2022-23 £m	VARIANCE £m	VARIANCE %	PREVIOUS REPORTED VARIANCE £m	MOVEMENT FROM PREVIOUS REPORTED VARIANCE £m
TOTAL COST OF SERVICES	231.890	(0.086)	213.713	213.627	(18.263)	-7.88%	(2.686)	(15.577)
LESS: CORPORATELY MANAGED ITEMS	18.201	0.000	(0.028)	(0.028)	(18.229)	-100.16%	0.000	(18.229)
SERVICE MANAGED NET BUDGET	213.689	(0.086)	213.742	213.656	(0.034)	-0.02%	(2.686)	2.652
ANALYSIS OF SERVICE MANAGED BUDGET								
INTEGRATED COMMUNITY CARE SERVICES	66.242	1.264	65.535	66.799	0.557	0.84%	(1.537)	2.093
INTEGRATED COMPLEX AND CRITICAL SERVICES	151.905	3.414	142.250	145.664	(6.242)	-4.11%	(1.162)	(5.079)
H&SC PROFESSIONAL AND BUSINESS ENABLING	(4.458)	(4.764)	5.957	(5.405)	(0.947)	21.24%	0.013	(0.960)
TOTAL HEALTH & SOCIAL CARE	213.689	(0.086)	213.742	207.058	(6.632)	-3.10%	(2.686)	(3.946)
TRANSFER TO IJB RESERVES				6.598	6.598			6.598
HEALTH AND SOCIAL CARE	213.689	(0.086)	213.742	213.656	(0.034)	-0.02%	(2.686)	2.652
SUBJECTIVE GROUPING								
SERVICE MANAGED NET BUDGET	213.689	(0.086)	213.742	213.656	(0.034)	-0.02%	(2.686)	2.652
INCOME	(158.681)	(37.032)	(121.318)	(158.350)	0.331	-0.21%	0.655	(0.323)
EXPENDITURE								
EMPLOYEE COSTS	103.298	0.733	95.859	96.593	(6.706)	-6.49%	(8.909)	2.203
PREMISES RELATED EXPENDITURE	3.979	0.000	3.485	3.485	(0.494)	-12.42%	0.018	(0.513)
TRANSPORT RELATED EXPENDITURE	3.200	0.268	3.332	3.601	0.401	12.53%	0.367	0.034
SUPPLIES & SERVICES	13.985	0.500	11.088	11.588	(2.397)	-17.14%	(1.340)	(1.056)
THIRD PARTY PAYMENTS	239.496	35.443	201.712	237.156	(2.341)	-0.98%	1.757	(4.098)
TRANSFER PAYMENTS	8.401	0.000	19.572	19.572	11.171	132.96%	4.760	6.410
SUPPORT SERVICES CHARGES	0.012	0.000	0.012	0.012	0.000	3.90%	0.005	(0.005)
	372.371	36.945	335.060	372.006	(0.365)	-0.10%	(3.341)	2.976
HEALTH AND SOCIAL CARE	213.689	(0.086)	213.742	213.656	(0.034)	-0.02%	(2.686)	2.652

31 August 2023

Agenda Item No.16

2022-23 Capital Plan Provisional Outturn – Health & Social Care

Report by: Eileen Rowand, Executive Director, Finance and Corporate Services
Nicky Connor, Director of Health and Social Care

Wards Affected: All

Purpose

The purpose of this report is to provide an update on the Health and Social Care Capital Investment Plan and advise on the final out-turn for the 2022-23 financial year for People and Communities Scrutiny Committee.

Recommendation(s)

The Committee is asked to consider the performance and activity across the 2022-23 Financial Monitoring as detailed in this report.

Resource Implications

None.

Legal & Risk Implications

None.

Impact Assessment

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

Consultation

None.

1.0 Background

- 1.1 Based on current information, this report summarises the capital outturn as at 31 March 2023 for the areas falling under the scope of this Committee. Total expenditure is £3.389m, representing 81% of the approved capital programme for 2022/23.
- 1.2 Appendix 1 shows an analysis of specific projects in the current capital investment plan which have a budget greater than £5m and analyses total project cost rather than only in year spend.
- 1.3 Appendix 2 details the forecast expenditure against budget for each project. A brief explanation of any significant forecast variances is provided at section 2.3 within this report.
- 1.4 Care Homes – Background information
Methil Site - Intergenerational Care Village consisting of a 36-bed care home with adjoining 39 place nursery and cafe. The site will also include a mix of 35 extra care and specific needs housing bungalows.

Cupar Site – 24 bed care home and 12, 1-bed flats for adults with support needs and adults and older people’s day service facilities.

Anstruther Site – 24 bed care home and 12, 1- and 2-bedroom extra care housing flats, including an older people’s day service facility and café.

2.0 Issues, Achievements & Financial Performance

2.1 Key Issues / Risks

- 2.1.1 Appendix 1 details the total cost position for all capital projects within the areas under the scope of the Committee with an overall value of £5m and over. The key risks associated with the major projects are noted below.

2.2 Major Projects – Potential Risks and Actions

- 2.2.1 There is a risk across the Capital Investment Plan that both the timing and the costs of projects continue to be adversely affected as a result of the current economic climate following the response to COVID-19, EU-Exit and current geopolitical risks in Europe. Throughout the programme issues are continuing to be identified in relation to the supply of construction materials which are resulting in delays to projects, which in turn could lead to increased slippage and increased costs. However, the overall future impact of this is difficult to predict with any degree of certainty and the outturn in this report for 2022-23 relate to projects that are currently in progress with contracts that are already agreed. That said, monitoring of the impact of any additional costs, impact on timescales and associated risks is ongoing. The known impact on timing of delivery of projects has been built in to the rephased plan and the overall scale of any additional costs or further delays will be kept under review in future reports and through the review of the Capital Investment Plan.
- 2.2.2 COVID-19 restrictions have eased, however, there remains a risk that new variants emerge which could impact on project delivery in future years. These potential risks cover all aspects of the capital plan including both General Fund and the HRA.

- 2.2.3 There is an anticipated overspend of £1m for the new Methil Care Home. This is due to the extended time the project is taking to complete (June 2023), attributed to material/supply delays, leading to additional contractor claims for extended periods on site. In addition, there has been increases in sub-contractor labour costs as well as material costs.
- 2.2.4 The Cost Plan issued for the new Cupar Care Home indicates that additional budget of £1.3m is required due to construction and materials cost increases. The tender report for Cupar is due back in August, we will know the expected cost of the build at that time.
- 2.2.5 Anstruther – there is an expectation that costs will increase in line with the other Care homes therefore, we have estimated spend to be similar to the cost valuation for Cupar, generating an overspend of £2.6m.
- 2.2.6 These overspends were considered as part of the Capital Plan Review which was completed in June 2023 and budgets have been increased to match expected costs.

2.3 Progress/Achievements

- 2.3.1 Methil Site - construction work and external landscaping is nearing completion. The Interior fit out stage has commenced, with the building expected to be handed over to H&SCP in June 2023.
- 2.3.2 Cupar Site – Drawing Packages submitted to Building Services for Billing. All pre-commencement Planning Conditions discharged except for agreeing Active travel location. Anticipating early enabling works to start on site by October 2023 with completion in August 2025.
- 2.3.3 Anstruther Site – Planning drawing package being prepared, pre-application meeting with planners to be arranged. Planning submission anticipated in June 2023. Construction is expected to commence January 2025 with completion by July 2026.

2.4 Financial Performance – 2022-23 Final Outturn

- 2.4.1 Appendix 2 provides a summary of the outturn for each project for the financial year 2022-23.
- 2.4.2 There is no capital income budget for 2022-23 for the areas under the scope of this committee.
- 2.4.3 Slippage is the term used to describe projects that are expected to spend less than the budget allocation in a particular year due to a delay in timing on the delivery of the project. This is not uncommon in the capital programme and the reasons for this can be wide and varied. Advancement is the term used to describe projects that are expected to spend more than the budget allocation in a particular year due to an acceleration of the budget from future years.
- 2.4.4 There are no significant variances (+/- £0.500m).

3.0 Conclusions

- 3.1 The total 2022-23 approved programme for the areas in scope of the Health & Social Care Scrutiny Committee is £4.176m. The level of expenditure is £3.389m, which represents 81% of the total programme, resulting in an underspend of (£0.787m).
- 3.2 The management of capital resources require us to look across financial years, as well as within individual years. The current year performance is only a snapshot of the existing plan, and the Directorate will adjust expenditure levels within future years of the plan to accommodate the advancement or slippage of projects.

List of Appendices

1. Total Cost Monitor
2. Capital Monitoring Report

Report Contact

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FIFE COUNCIL
 PEOPLE & COMMUNITIES SCRUTINY COMMITTEE
 HEALTH & SOCIAL CARE
 CAPITAL INVESTMENT PLAN 2021-31
 TOTAL COST MONITOR - MAJOR CAPITAL PROJECTS

Appendix 1

Project	Service	Original Approved Budget £m	Current Project Budget £m	Total Projected Outturn £m	Variance £m	Variance %	Current Project Status	Expected Project Completion Date
Methil Care Home	Opportunities for All	6.620	7.277	8.277	1.000	14%	Current Project	2023-24
Cupar Care Home	Opportunities for All	5.580	7.879	9.220	1.341	17%	Current Project	2025-26
Anstruther Care Home	Opportunities for All	6.145	6.595	9.220	2.625	40%	Feasibility	2026-27
Total Major Projects over £5.000m		18.345	21.751	26.717	4.966	23%		

FIFE COUNCIL
 PEOPLE & COMMUNITIES SCRUTINY COMMITTEE
 HEALTH & SOCIAL CARE
 CAPITAL INVESTMENT PLAN 2021-31
 MONITORING REPORT

Appendix 2

Expenditure	Current Budget £m	Actual to Date £m	Variance £m	Outturn as % of Plan
Capital Minor Works	0.077	-	(0.077)	0%
Adult Services (Resources)	0.217	0.028	(0.189)	13%
Older People's Residential/Day Care	0.241	0.090	(0.151)	37%
Re-Provision Of Care For Older People	3.635	3.271	(0.365)	90%
Telehealth Care	0.006	-	(0.006)	0%
TOTAL EXPENDITURE	4.176	3.389	(0.787)	81%

31 August 2023
Agenda Item No.17

2023-24 Revenue Budget Projected Out-turn – Health & Social Care

Report by: Nicky Connor, Director of Health and Social Care
Eileen Rowand, Executive Director, Finance & Corporate Services

Wards Affected: All

Purpose

The purpose of this report is to give members an update on the 2023-24 projected out-turn for Fife Council Social Care Services for Adults and Older People.

Recommendation(s)

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

Resource Implications

None

Legal & Risk Implications

The Service requires to manage the risk to individual clients and the community in Fife whilst undertaking its statutory duties within the budget approved by the Council for 2023-24.

Impact Assessment

An EqIA has not been completed and is not necessary as no change or revision to existing policies and practices is proposed

Consultation

None

1.0 Background

- 1.1 The purpose of this report is to advise Members of the projected outturn for the Health & Social Care Service, for the 2023-24 Revenue Budget, and to highlight the major variances as at June 2023 at Section 3 of the report. This is the first monitoring report to the Scrutiny Committee for the 2023-24 financial year.
- 1.2 Section 4 of the report summarises the progress on delivery of approved budget savings and provides an explanation of any variances to the delivery of the savings target.

2.0 IJB Budget

- 2.1 The Health & Social Care Partnership (H&SCP) consists of parts of NHS, Social Care for Adults and Older People and an element of Fife Council Housing, specifically adaptations to houses. It does not include any social care expenditure incurred through Education & Children's Services. The budget is managed by the Integration Joint Board (IJB).
 - 2.1.1 The IJB budget was approved on 31 March 2023. The cost to deliver services at existing levels required more funding than was currently available from both partner organisations and therefore a £21m package of savings plan to close the funding gap was presented and approved at that meeting. Additional allocations are awarded in year through Health budget allocations and the current budget for 2023-24 as at June is £664.274m.
 - 2.1.2 There is no available funding from Scottish Government for Covid-19 expenditure in 2023-24. Costs will be funded by existing Budgets.
 - 2.1.3 Reserves totalling £37.719m are held by Fife Council on behalf of the IJB, of which £16.225m is ear-marked for specific use. Of the £21.494m, commitments of £2.726m have been brought forward from 2022/23. The IJB approved the earmarking of £10m of reserves in anticipation of delays in delivering cashable savings in 2023-24. The IJB also approved further commitments of £1.549m at the July Committee, leaving a balance for use of £7.219m.
- 2.2 IJB Integration Scheme
 - 2.2.1 To reflect the partnership working between the NHS and Fife Council through the Health & Social Care Partnership, an agreement has been reached on how any overspend should be shared between the partners. This is known as the risk share agreement. Following the review in 21-22 the new share is Fife Council funds 38% and NHS funds 62% of any overall H&SCP overspend, regardless of where the overspend is incurred.
 - 2.2.2 The H&SC Partnership is managed by the Integration Joint Board (IJB). Included in the budget was the recognition that resources would transfer as more care is moved from a hospital setting to a home or homely setting. The budget and outturn includes

income from NHS of £10.880m for this transfer of resources.

- 2.2.3 Expenditure of £1.707m on adaptations to houses by Fife Council Housing Services is included in the overall budget for IJB. However, Housing expenditure is reported to the Community and Housing Services Committee and is therefore outwith the scope of this report.
- 2.2.4 Part of the budget within Fife Council Social Care is excluded from the overall budget managed by IJB. The excluded element is the Contracts team, who manage the commissioning of services. The budget for this area is £1.639m, currently showing a projected underspend of (£0.050m) included within the underspend for Integrated Professional & Business Enabling at 3.4. As this is not part of the budget managed by IJB, 100% of any over- or under-spend is funded by Fife Council.

3.0 Major Variances for Social Care

- 3.1 The budget allocated to Fife Council for Social Care for Adults and Older People is £215.896m which includes the budget for Contracts Team of £1.639m.
 - 3.1.1 The projected overspend for Social Care for Adults and Older People within Fife Council is £2.476m or 1.15% of the net service managed budget. A summary is detailed in Appendix 1.
 - 3.1.2 In line with the IJB Integration Scheme a recovery plan will be actioned to bring expenditure back in to line with budget. In the event that this does not remove the overspend then general reserves will be used to fund the overspend in the first instance, followed by the risk share agreement being activated if this is not sufficient.
- 3.2 **Integrated Complex and Critical Care** has a projected overspend of £0.747m. The main variances are detailed as follows:
 - 3.2.1 Adults Placements – overspend £4.213m

The overspend mainly relates to a £3m saving in 2023-24 using Digital Sensor Technology which due to delays cannot be met this year. The rest of the overspend relates to a greater number of adult packages having been commissioned than the budget available. The service closely monitors the commissioning of these packages and reduces packages where possible.
 - 3.2.2 Adults Supported Living – underspend (£3.130m)

Within Community Support Services - vacancies are being held whilst the future design of the service is established. This is resulting in an underspend on staffing of (£1.785m). Difficulties in recruiting staff led to a projected underspend of (£1.345m) within the group homes.
 - 3.2.3 Social Care Fieldwork Teams – underspend (£0.275m)

This underspend is mainly due to staffing vacancies (£1.057m) offset by overspends in transport for taxis to college and day care provision of £0.528m and third party and direct payments £0.252m.

3.3 **Integrated Community Care Services** has an overspend of £1.975m, the main variances are detailed as follows:

3.3.1 Care at Home – overspend £1.015m

This is mainly due to an overspend on Direct Payments £2m where service users are choosing to receive a payment rather than receiving a care package.

This is offset by vacancies in Internal Homecare (£2m). Additional funding was provided to expand Homecare Services in the Community however the established posts have been difficult to recruit to and the funding has not been spent in full.

£1m new saving 2023-24 for Bed Based modelling, Commissioning and Scheduling saving which due to delays cannot be met this year.

3.3.2 Older People Residential & Daycare – overspend £0.969m

The main variance is due to projected costs for Agency across Care Homes £2m, this cost is partially offset by vacancies £1m. Measures to reduce agency costs are being progressed with the Service.

2023-24 Daycare services saving £0.500m is currently being met through vacancies within the Day Care Service.

3.4 **Integrated Professional & Business Enabling** has an underspend of (£0.246m) which relates to staff vacancies.

4.0 Progress on Budget Savings

4.1 This section details revenue budget savings for Social Care for Adults and Older People, detailing achievements against the current year approved budget savings at March.

4.2 New savings of £7.587m were approved for 2023-24. Previously unmet savings of £2.594m are required to be made in 2023-24 to balance the budget. Total savings £10.181m of which the service is expected to deliver £5.908m (58% of target), leaving unachieved savings of £4.273m. As mentioned in point 2.1.3 above, £4m of reserves will be allocated to the new 2023-24 savings in anticipation of delays in the delivery of these cashable savings.

5.0 Conclusions

- 5.1 The projected outturn for Social Care for Adults and Older People for the 2023-24 financial year is an overspend of £2.476m. A recovery plan will be actioned to bring expenditure back in to line with budget.

List of Appendices

Appendix 1: Social Care – Revenue Budget 2023-24

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BUDGET MONITORING REPORT SUMMARY			Appendix 1	
PEOPLE AND COMMUNITIES				
HEALTH AND SOCIAL CARE				
				%
TOTAL COST OF SERVICES	233.505	235.981	2.476	1.06%
LESS: CORPORATELY MANAGED ITEMS	17.609	17.609	0.000	0.00%
SERVICE MANAGED NET BUDGET	215.896	218.372	2.476	1.15%
<u>ANALYSIS OF SERVICE MANAGED BUDGET</u>				
INTEGRATED COMMUNITY CARE SERVICES	105.248	107.223	1.975	1.88%
INTEGRATED COMPLEX AND CRITICAL SERVICES	112.912	113.659	0.747	0.66%
H&SC PROFESSIONAL AND BUSINESS ENABLING	(2.263)	(2.510)	(0.246)	10.88%
HEALTH AND SOCIAL CARE	215.896	218.372	2.476	1.15%
SUBJECTIVE GROUPING				
	CURRENT	FORECAST	VARIANCE	VARIANCE
	2023-24	2023-24	VARIANCE	VARIANCE
	£m	£m	£m	%
SERVICE MANAGED NET BUDGET	215.896	218.372	2.476	1.15%
INCOME	(104.748)	(106.097)	(1.349)	1.29%
EXPENDITURE				
EMPLOYEE COSTS	108.936	103.491	(5.445)	-5.00%
PREMISES RELATED EXPENDITURE	3.941	3.896	(0.045)	-1.14%
TRANSPORT RELATED EXPENDITURE	2.940	3.352	0.412	14.00%
SUPPLIES & SERVICES	12.974	14.004	1.031	7.94%
THIRD PARTY PAYMENTS	181.115	186.881	5.766	3.18%
TRANSFER PAYMENTS	10.727	12.834	2.108	19.65%
SUPPORT SERVICES CHARGES	0.012	0.012	0.000	0.00%
	320.644	324.470	3.825	1.19%
HEALTH AND SOCIAL CARE	215.896	218.372	2.476	1.15%

31 August 2023

Agenda Item No. 18

2023-24 Capital Plan Projected Outturn – Health & Social Care

Report by: Eileen Rowand, Executive Director, Finance and Corporate Services
Nicky Connor, Director of Health and Social Care

Wards Affected: All

Purpose

The purpose of this report is to provide an update on the Health and Social Care Capital Investment Plan review and advise on the projected out-turn for the 2023-24 financial year for People and Communities Scrutiny Committee.

Recommendation(s)

The Committee is asked to consider the current performance and activity across the 2023-24 Financial Monitoring as detailed in this report.

Resource Implications

None.

Legal & Risk Implications

None.

Impact Assessment

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

Consultation

None.

1.0 Background

- 1.1 Based on current information, this report summarises the projected capital outturn as at 30 June 2023 for the areas falling under the scope of this Committee. Total expenditure is expected to be £2.317m, representing 100% of the approved capital programme for 2023/24.
- 1.2 Appendix 1 shows an analysis of specific projects in the current capital investment plan which have a budget greater than £1m and analyses total project cost rather than only in year spend.
- 1.3 Appendix 2 details the forecast expenditure against budget for each project.
- 1.4 Care Homes – Background information
Methil Site - Intergenerational Care Village consisting of a 36-bed care home with adjoining 39 place nursery and cafe. The site includes a mix of 35 extra care and specific needs housing bungalows.

Cupar Site – 24 bed care home and 12, 1-bed flats for adults with support needs and adults and older people’s day service facilities.

Anstruther Site – 24 bed care home and 12, 1- and 2-bedroom extra care housing flats, including an older people’s day service facility and café.

2.0 Issues, Achievements & Financial Performance

2.1 Key Issues / Risks

- 2.1.1 Appendix 1 details the total cost position for all capital projects within the areas under the scope of the Committee with an overall value of £1m and over. The key risks associated with the major projects are noted below.

2.2 Major Projects – Potential Risks and Actions

- 2.2.1 Across the Capital Investment Plan there continues to be risk that both the timing and the costs of projects are adversely affected by the current economic climate following the response to COVID-19, EU-Exit and current geopolitical risks in Europe. Throughout the programme, issues are continuing to be identified in relation to the supply of construction materials, the consequences of which have been considered and reflected in the Capital Investment Plan review which was approved by Fife Council on 22 June 2023. Monitoring of the impact of any additional costs on projects still in their infancy will continue and any significant impact on timescales and associated risks will be reported to this committee.
- 2.2.2 COVID-19 restrictions have eased, however, there remains a risk that new variants emerge which could impact on project delivery in future years. These potential risks cover all aspects of the capital plan including both General Fund and the HRA.
- 2.2.3 The review of the Capital Plan has increased the replacement Care Homes budgets to match the anticipated costs at this time. In addition, £2m has been allocated over 2024 to 2026 to build a suitable property as an alternative to the current Respite provision at Broad Street on the site of the former Forward Centre.

2.3 Progress/Achievements

- 2.3.1 Methil Site – some signage work being finalised and closure work on the old Methilhaven Home. The new Care Home was subject to a soft handover to H&SCP on 6th June 2023, with practical completion achieved on 13th July 2023, and becoming operational on Wednesday, 19th July 2023. All residents moved in on 19th July and are enjoying the new facility. The new nursery has been operational since 12th June and Housing is scheduled for handovers from 8th August 2023. Grand opening day is scheduled for 19th September. We would like to thank the members of the Committee for their Governance and support throughout this project.
- 2.3.2 Cupar Site – technical design and billing packages deadline is 28th July 2023. Tender period is set to start 31st July 2023, with documentation being issued for Open Market testing. Building Services to peg out site as part of their Construction Phase plan. Early enabling works including removal of soil contamination and erection of a new Sub-Station is due to commence on site in October 2023, and anticipating full construction to start on site by February 2024 with completion by August 2025.
- 2.3.3 Anstruther Site – slight delay due to having to appoint external M&E Consultants who have now been issued with full briefing package and programme. They are preparing scoping/strategy drawings prior to Client/Design Team review in August. Good progress made with 3D modelling and GA drawings. Planning application is now expected to be submitted in October 2023. Construction is expected to commence by January 2025 with completion by July 2026.
- 2.3.4 Glenrothes Respite Provision - This project is in its infancy and requires to be linked in with the existing plans to use the site as a core and cluster model of residential apartments for Adult's who require care and support. The site is large enough to do both.

2.4 Financial Performance – 2023-24 Provisional Outturn

- 2.4.1 Appendix 2 provides a summary of the provisional outturn for each project for the financial year 2023-24.
- 2.4.2 There is no capital income budget for 2023-24 for the areas under the scope of this committee.
- 2.4.3 Slippage is the term used to describe projects that are expected to spend less than the budget allocation in a particular year due to a delay in timing on the delivery of the project. This is not uncommon in the capital programme and the reasons for this can be wide and varied. Advancement is the term used to describe projects that are expected to spend more than the budget allocation in a particular year due to an acceleration of the budget from future years.
- 2.4.4 There are no significant variances (+/- £0.500m).

3.0 Conclusions

- 3.1 The total 2023-24 approved programme for the areas in scope of the Health & Social Care Scrutiny Committee is £2.317m. The level of projected expenditure is £2.317m, which represents 100% of the total programme.

- 3.2 The management of capital resources require us to look across financial years, as well as within individual years. The current year performance is only a snapshot of the existing plan, and the Directorate will adjust expenditure levels within future years of the plan to accommodate the advancement or slippage of projects.

List of Appendices

1. Total Cost Monitor
2. Capital Monitoring Report

Report Contact

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FIFE COUNCIL
PEOPLE & COMMUNITIES SCRUTINY COMMITTEE
HEALTH & SOCIAL CARE
CAPITAL INVESTMENT PLAN 2023-33
TOTAL COST MONITOR - MAJOR CAPITAL PROJECTS

Appendix 1

Project	Service	Current Project Budget £m	Total Projected Outturn £m	Variance £m	Variance %	Current Project Status	Expected Project Completion Date
Methil Care Home	Opportunities for All	8.023	8.023	0.000	0%	Current Project	2023-24
Cupar Care Home	Opportunities for All	8.774	8.774	0.000	0%	Current Project	2025-26
Anstruther Care Home	Opportunities for All	11.197	11.197	0.000	0%	Feasibility	2026-27
Total Major Projects over £5.000m		27.995	27.995	0.000	0%		
Glenrothes Respite Provision	Opportunities for All	2.000	2.000	0.000	0%	Feasibility	2026-27
Total Major Projects over £1.000m		2.000	2.000	0.000	0%		
Total Major Projects		29.995	29.995	0.000	0%		

FIFE COUNCIL
 PEOPLE & COMMUNITIES SCRUTINY COMMITTEE
 HEALTH & SOCIAL CARE
 CAPITAL INVESTMENT PLAN 2023-33
 MONITORING REPORT

Appendix 2

Expenditure	Current Budget £m	Actual to Date £m	Projected Outturn £m	Projected Variance £m	Projected Outturn as % of Plan
Capital Minor Works	0.077	-	0.077	0.000	100%
Adult Services (Resources)	0.150	(0.003)	0.150	0.000	100%
Older People's Residential/Day Care	0.172	0.009	0.172	0.000	100%
Re-Provision Of Care For Older People	1.619	1.639	1.619	0.000	100%
Telehealth Care	0.300	-	0.300	0.000	100%
TOTAL EXPENDITURE	2.317	1.646	2.317	0.000	100%

31 August 2023

Agenda Item No. 19

People & Communities Scrutiny Committee Workplan

Report by: Eileen Rowand, Executive Director Finance & Corporate Services

Wards Affected: All

Purpose

This report supports the committee's consideration of the workplan for future meetings of the committee.

Recommendation(s)

It is recommended that the committee review the workplan and that members come forward with suggestions for areas of scrutiny.

Resource Implications

Committee should consider the resource implication for Council staff of any request for future reports.

Legal & Risk Implications

Committee should consider seeking inclusion of future items on the workplan by prioritising those which have the biggest impact and those which seek to deal with the highest level of risk.

Impact Assessment

None required for this paper.

Consultation

The purpose of the paper is to support the committee's discussion and therefore no consultation is necessary.

1.0 Background

- 1.1 Each scrutiny committee operates a workplan which contains items which fall under three broad headings: performance reporting, planning; and improvement work. These items will often lead to reactive rather than proactive scrutiny. Discussion on the workplan agenda item will afford members the opportunity to shape, as a committee, the agenda with future items of business it wishes to review in more detail.

2.0 Conclusions

- 2.1 The current workplan is included as Appendix one and should be reviewed by the committee to help inform scrutiny activity.

List of Appendices

1. Workplan

Background Papers

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

None

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People and Communities Scrutiny Committee
31 August 2023
Agenda Item No. 19

People and Communities Scrutiny Committee of 16 November 2023			
Title	Service(s)	Contact(s)	Comments
Armed Forces Covenant Report	Legal & Democratic Services	Lindsay Thomson	
Fife Corporate Parenting Board	Education and Children's Services	Fiona Balloch	It is proposed that this item should be reported annually and not 6 monthly.
Customer & Online Services Annual Report	Customer and Online Services	Diarmuid Cotter	
Justice Social Work – Performance Review & Improvement Plan 2022-23	Education and Children's Services	Christine Moir	This item is proposed to be removed as the detail will now be presented in an annual Social Work Performance Report
Citizens Advice & Rights Fife – Performance Report	Communities and Neighbourhoods Service	Ashley Birrell/David Redpath	

People and Communities Scrutiny Committee of 29 February 2024			
Title	Service(s)	Contact(s)	Comments
Police Scotland Local Policing Plan - Annual Report	Police Scotland	Derek McEwan	
Communities & Neighbourhoods and Trusts Annual Report	Communities and Neighbourhoods Service	Paul Vaughan	
Fife Violence Against Women Partnership Update	Communities and Neighbourhoods Service	Sheila Noble (retired)	This item can be reported in subsequent reporting to be determined.

People and Communities Scrutiny Committee
31 August 2023
Agenda Item No. 19

People and Communities Scrutiny Committee of 25 April 2024			
Title	Service(s)	Contact(s)	Comments
Adult Protection Annual Report	Health and Social Care	Christine Moir	
Chief Social Work Annual Report	Health and Social Care	Fiona Mckay, Christine Moir	

People and Communities Scrutiny Committee of 27 June 2024			
Title	Service(s)	Contact(s)	Comments
Scottish Fire and Rescue Service Local Plan 12 Months Performance Report	Scottish Fire & Rescue Service		
Fife Community Safety Partnership Update	Communities and Neighbourhoods Service	Patricia Spacey	

Unallocated			
Title	Service(s)	Contact(s)	Comments
Social Work Annual Performance Report	Education and Children's Services, Health and Social Care	Christine Moir	New Report Added – It is proposed to add in one annual performance report - to include detail on the following previous reports (justice social work performance review & improvement plans, annual inspections of care homes and care inspectorate homes and Fife Duty of Candor).

People and Communities Scrutiny Committee
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Unallocated			
Title	Service(s)	Contact(s)	Comments
Annual Inspection Grades - FC Care Homes & Care Inspectorate Homes	Health and Social Care	Fiona Mckay	This item is proposed to be removed as the detail will now be presented in an annual Social Work Performance Report
Fife Council Duty of Candor Annual Report	Health and Social Care	Christine Moir	This item is proposed to be removed as the detail will now be presented in an annual Social Work Performance Report
Children's Services Inspection Update	Education and Children's Services	Jackie Funnell, Christine Moir	This item is proposed to be removed as the detail will now be presented in an annual Social Work Performance Report
Justice Social Work - Performance Review & Improvement Plan	Health and Social Care	Steve Hopton, Christine Moir	This item is proposed to be removed as the detail will now be presented in an annual Social Work Performance Report
Child Protection Annual Report	Education and Children's Services	Christine Moir	
Social Work Workforce Planning	Education and Children's Services	Christine Moir	This item is proposed to be removed as the detail will now be presented in an annual Social Work Performance Report
Day Care Provision	Health and Social Care		

People and Communities Scrutiny Committee
31 August 2023
Agenda Item No. 19

Unallocated			
Title	Service(s)	Contact(s)	Comments
Self Directed Care Packages	Health and Social Care		
Rockgelly	Communities and Neighbourhoods Service	Paul Vaughan	This item will be considered at area committee in the first instance
Update on the provision of sports facilities within Fife	Communities and Neighbourhoods Service	Paul Vaughan	This item is proposed to be removed as the detail will now be presented in an annual report on CAN/Sports
Children and Families Social Work Strategy - 6 monthly performance report	Education and Children's Services	Christine Moir	This item is proposed to be removed as the detail will now be presented in an annual Social Work Performance Report
Community Social Work	Education and Children's Services	Karen Pedder	It is proposed that this item is removed as it will be considered at the Cabinet Committee.
Cafe Inc Update	Communities and Neighbourhoods Service	Paul Vaughan	