

Environment & Protective Services Sub-Committee

Due to Scottish Government guidance related to COVID-19, this meeting will be held remotely.



Thursday, 2 September, 2021 - 10.00 a.m.

AGENDA

Page Nos.

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

The Committee is asked to note that Councillor Dave Dempsey has replaced Councillor Dominic Nolan as a member on the Environment & Protective Services Sub-Committee.
3. **DECLARATIONS OF INTEREST** – 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.
4. **MINUTE** – Minute of Meeting of Environment & Protective Services Sub-Committee of 24 June 2021 3 - 4
5. **RADIATION AT DALGETY BAY** – Verbal Updates from Dr Paul Dale, SEPA and Mr Stephen Ritchie, Defence Infrastructure Organisation, on the works currently underway to remediate the radioactive contamination at Dalgety Bay.
6. **FIFE'S AIR QUALITY STRATEGY 2021-25 & AMENDMENTS TO AIR QUALITY MANAGEMENT AREAS** – Report by the Head of Protective Services 5 - 16
7. **POLICY UPDATE - HOUSEHOLD WASTE RECYCLING CENTRES BOOKING SYSTEM REVIEW** – Report by the Head of Assets, Transportation and Environment 17 - 37
8. **SCOTTISH FIRE & RESCUE SERVICE LOCAL PLAN ANNUAL PERFORMANCE REPORT** – Report by the Local Senior Officer, Scottish Fire & Rescue Service 38 - 56
9. **SCOTTISH FIRE & RESCUE SERVICE - LOCAL FIRE AND RESCUE PLAN FOR FIFE 2021** – Report by the Local Senior Officer, Scottish Fire & Rescue Service 57 - 79
10. **CONSULTATION ON OPTIONS FOR RESPONDING TO AUTOMATIC FIRE ALARMS** – Report by the Local Senior Officer, Scottish Fire & Rescue Service 80 - 82
11. **POLICE SCOTLAND PERFORMANCE REPORT - QUARTER 1 2021/2022** - Report by the Chief Superintendent, Police Scotland 83 - 99
12. **AUGUST 2020 SEVERE FLOODING - UPDATE** – Report by the Head of Assets, Transportation and Environment 100 - 116

13. **2020/21 REVENUE MONITORING PROVISIONAL OUTTURN** – Joint Report by the Executive Director - Finance & Corporate Services and the Executive Director - Enterprise and Environment 117 - 121
14. **2020/21 CAPITAL MONITORING PROVISIONAL OUTTURN** – Joint Report by the Executive Director - Finance & Corporate Services and the Executive Director - Enterprise and Environment 122 - 126
15. **2021/22 REVENUE MONITORING PROJECTED OUTTURN** – Joint Report by the Executive Director - Finance & Corporate Services and the Executive Director - Enterprise and Environment 127 - 131
16. **2021/22 CAPITAL MONITORING PROJECTED OUTTURN** – Joint Report by the Executive Director - Finance & Corporate Services and the Executive Director - Enterprise and Environment 132 - 136
17. **ENTERPRISE AND ENVIRONMENT DIRECTORATE - SECTION/SERVICE PERFORMANCE REPORTS** – Report by the Executive Director - Enterprise and Environment 137- 163
18. **NOTICE OF MOTION** – In terms of Standing Order No. 8.1(1), the following Notice of Motion has been submitted:-
- “The Sub-Committee asks officers to issue an invitation to the Procurator Fiscal service to attend a meeting of the Sub-Committee, preferably its next, to explain the approach and procedures around prosecuting alleged fly-tippers.”
- Proposed by Councillor Dave Dempsey
Seconded by Councillor Andy Heer
19. **ENVIRONMENT & PROTECTIVE SERVICES SUB-COMMITTEE FORWARD WORK PROGRAMME** 164 -165

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.

Eileen Rowand
Executive Director
Finance and Corporate Services

Fife House
North Street
Glenrothes
Fife, KY7 5LT

26 August, 2021

If telephoning, please ask for:
Elizabeth Mair, Committee Officer, Fife House
Telephone: 03451 555555, ext. 442304; email: Elizabeth.Mair@fife.gov.uk

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THE FIFE COUNCIL - ENVIRONMENT & PROTECTIVE SERVICES SUB-COMMITTEE – REMOTE MEETING

24 June, 2021

3.00 p.m. – 4.05 p.m.

PRESENT: Councillors Ross Vettrains (Convener), David Barratt, Rod Cavanagh, Altany Craik, David Graham, Sharon Green-Wilson, Jean Hall-Muir, Andy Heer, Gordon Langlands, Kathleen Leslie, Alice McGarry, Derek Noble, Graham Ritchie, Jonny Tepp and Jan Wincott.

ATTENDING: Keith Winter, Executive Director, Enterprise and Environment; Ken Gourlay, Head of Assets, Transportation and Environment; Robin Baird, Chief Operating Officer, Fife Resource Solutions; and Elizabeth Mair, Committee Officer, Legal & Democratic Services

193. DECLARATIONS OF INTEREST

Councillors David Barratt and Jan Wincott declared an interest in paragraph 195 - Review of the Operation of the Council's Household Waste Recycling Centres and Booking System - as they were on the Board of Fife Resource Solutions. However, they considered that this was covered by a Specific Exclusion so they would remain and participate.

194. MINUTE

The Sub-Committee considered the minute of meeting of the Environment & Protective Services Sub-Committee of 27 May 2021.

Decision

The Sub-Committee agreed to approve the minute.

195. REVIEW OF THE OPERATION OF THE COUNCIL'S HOUSEHOLD WASTE RECYCLING CENTRES AND BOOKING SYSTEM

The Sub-Committee considered a report by the Head of Assets, Transportation and Environment in respect of a review of the operation of the Council's recycling centres and booking system. The report provided a description of the current approach and the role of the booking system and related measures involved in operating the 11 Household Waste Recycling Centres in Fife.

Motion

Councillor Hall-Muir, seconded by Councillor Noble, moved as follows:-

"The Sub-committee:

- 1 Supports the continued Covid related measures in place in the operation of the facilities and the resulting benefits to staff, the community and the Council, as a consequence of the booking system;
2. Endorses the continued operation of the booking system, which has been put in place by Fife Resource Solutions to meet its statutory duty, whilst Covid restrictions remain in place; and

3./

2021 EPS 78

3. Agrees that plans be prepared for a return to open access for the deposit of non-commercial waste, with appropriate mitigation to address health and safety issues, for consideration at the meeting of the Sub-Committee in September and, if agreed, for implementation as soon as practicable thereafter”.

Amendment

Councillor Heer, seconded by Councillor Ritchie, moved as follows:

“As Councillor Hall-Muir’s motion above with the addition of the following:

4. Immediate removal of the three visits per week limit for car users and one visit per week for 4x4 users.”

Roll Call

For the motion - 11 votes

Councillors Vettraino, Barratt, Cavanagh, Craik, Graham, Green-Wilson, Hall- Muir, Langlands, McGarry, Noble and Wincott.

For the amendment - 3 votes

Councillors Heer, Leslie and Ritchie

Abstained - Councillor Tepp

Having secured a majority of votes, the motion was accordingly carried.

Decision

The Sub-Committee:-

- (1) agreed in terms of the motion; and
- (2) agreed that a workshop be arranged to enable all elected members to input to the discussion on the review.

196. ENVIRONMENT & PROTECTIVE SERVICES SUB-COMMITTEE FORWARD WORK PROGRAMME

The Sub-Committee noted the current Environment & Protective Services Sub- Committee Forward Work Programme, which would be updated as appropriate.

2nd September 2021

Agenda Item No. 6

Fife's Air Quality Strategy 2021-2025 & Amendments to Air Quality Management Areas

Report by: Nigel Kerr, Head of Protective Services

Wards Affected: All

Purpose

To advise Members of the Fife Air Quality Strategy for 2021-2025 and the amendments made to the Bonnygate, Cupar and Appin Crescent, Dunfermline Air Quality Management Area Orders and associated Air Quality Action Plans.

Recommendation(s)

Members are asked to:

- (1) Agree Fife's Air Quality Strategy for 2021-2025 (link in Background Papers section); and
- (2) Agree the amendments made to the Air Quality Management Area Orders and Air Quality Action Plans.

Resource Implications

The Council's Land & Air Quality Team is responsible for implementing Fife's Air Quality Strategy. Delivery of the aims and objectives of the Strategy is achieved through existing staffing levels and is subject to the provision of Scottish Government air quality grant funding (currently the subject of a competitive bidding process by local authorities for each financial year). Grant funding allocated for 2021-2022 was £91,993.82.

Legal & Risk Implications

The Council is required by the Environment Act 1995 to produce, and implement, an Air Quality Strategy and work towards achieving air quality objectives for prescribed pollutants.

Impact Assessment

An Equality Impact Assessment (EqIA) is not necessary as the report does not propose a change to existing policies.

The Fairer Scotland Duty, which came into force on 1 April 2018, requires the Council to consider how it can reduce inequalities of outcomes caused by socioeconomic disadvantage when making strategic decisions. There are no negative impacts identified as part of this review as it will aim to protect and enhance health and wellbeing for all.

In Scotland, public bodies and private companies operating in a public character (such as utility companies) are required to assess, consult on, and monitor the likely impacts that their plans, programmes and strategies will have on the environment. This process is known as Strategic Environmental Assessment. A Strategic Environmental Assessment Screening Report was submitted to the Strategic Environmental Assessment Gateway for Fife's Air Quality Strategy 2021-2025 and updated Air Quality Action Plans for Appin Crescent, Dunfermline and Bonnygate, Cupar Air Quality Management Areas. The findings of this process were that full strategic environmental assessments are not required.

Consultation

The Scottish Government and Scottish Environment Protection Agency have been consulted on Fife's Air Quality Strategy 2021-2025 and updated Air Quality Action Plans for Appin Crescent, Dunfermline and Bonnygate, Cupar. Both are satisfied with our approach. Other key stakeholders have also been consulted (includes South East of Scotland Transport Partnership and Transport Scotland) and endorsed our Strategy.

Following recommendations made by the Scottish Government and Scottish Environment Protection Agency, we have submitted the appropriate documentation advising of the amendments to the Air Quality Management Area Orders (removal of Nitrogen Dioxide) as concentrations have been consistently recorded below the objective level for several years). The Scottish Government and Scottish Environment Protection Agency have both endorsed these amendments.

The Heads of both Legal & Democratic Services and Finance Services have also been consulted in the preparation of this report.

1.0 Background

- 1.1 Fife Council is required by environmental legislation to periodically review and assess air quality with regard to statutory objectives. Protective Services undertakes extensive automatic and diffusion tube air quality monitoring throughout Fife. Pollution from road vehicle emissions is the key air quality issue in Fife, with Nitrogen Dioxide and Particulate Matter (called PM₁₀ & PM_{2.5}) being the pollutants of concern. Particulate Matter (called PM₁₀ and PM_{2.5}) are respirable fractions of particles less than 10 and 2.5 microns in diameter respectively.
- 1.2 Where exceedances of air pollutant objectives are considered likely the local authority must declare an Air Quality Management Area and prepare an Air Quality Action Plan setting out the measures it intends to put in place in an attempt to achieve the objectives. Once objective levels are being met (consistently, recorded through appropriate monitoring) a local authority can then move towards amending/revoking an existing Air Quality Management Area following consultation with the Scottish Government and Scottish Environment Protection Agency.
- 1.3 Fife's Air Quality Strategy 2015-2020 outlined our aims and objectives for improving air quality across Fife. The key aims of this Strategy were to:
 - Minimise the potential impact of poor air quality on the health and wellbeing of residents, workers and visitors to Fife and also on Fife's natural heritage, both protected and non-protected.
 - Fulfil statutory obligations for local air quality management and assist the Scottish Government in achieving the Air Quality Limit Values.
 - Regularly evaluate the success of air quality action plans and where necessary identify new actions to bring about further improvements in local air quality.

- Encourage and facilitate co-ordinated working between Council Services and external stakeholders to improve local air quality (including Scottish Government, Scottish Environment Protection Agency and South East of Scotland Transport Partnership).
- Evaluate, and encourage the implementation of cost-effective measures to reduce emissions and exposure to poor air quality across the Kingdom of Fife.
- Help to raise public awareness and understanding of local air quality issues within Fife, and how they can help contribute to improving the situation.
- Encourage the application of successful actions deployed in Air Quality Management Areas within Fife to other areas within Fife.

This strategy pulled together existing Council activities that worked towards achieving the prescribed aims.

- 1.4 Further to the report ‘Fife’s Air Quality Strategy 2015-2020 – Progress Update for 2020’ brought before this Committee on 3 December 2020, this report provides an update on the progress made in relation to the production of our updated Air Quality Strategy, ‘Fife’s Air Quality Strategy 2021-2025’, and the amendments made to the Bonnygate, Cupar and Appin Crescent, Dunfermline Air Quality Management Orders and the associated update to both Air Quality Action Plans (link to Air Quality Action Plans in Background Papers section).

2.0 Issues and Options

Fife’s Air Quality Strategy 2021-2025

- 2.1 Fife’s Air Quality Strategy has been updated for the period 2021-2025 and outlines our continued intention to improve and maintain good air quality in Fife. The updated Strategy sets out the proposals for delivering further air quality improvements over the next five years.
- 2.2 The Strategy aligns itself with the Cleaner Air for Scotland 2 “Towards a Better Place for Everyone” July 2021 document (<https://www.gov.scot/publications/cleaner-air-scotland-2-towards-better-place-everyone/>) by raising awareness of air quality issues, promoting our best practice work and is centred around the nine keys areas as set out in the Cleaner Air Quality For Scotland 2 document.
- 2.3 These nine areas are:
 1. Health – Protecting residents and visitors from the harmful effects of air pollution.
 2. Integrated Policy – Integrating air quality within Council plans and strategies.
 3. Placemaking – Meet the future environmental, economic and social needs of its residents and maintain good air quality.
 4. Data – Provide high quality data that will accurately inform mitigation decision making.
 5. Public Engagement and Behaviour Change – Engage with people about how air pollution affects them and what they can do to make a difference.
 6. Industrial – Support the control and reduction of air pollution from industrial sources.
 7. Non-transport – Control and reduce air pollution from non-transport sources. For example, domestic (household) biomass boilers and agricultural emissions.
 8. Transport – Maintain the reductions achieved in Nitrogen Dioxide and Particulate Matter concentrations from road traffic.
 9. Governance – Deliver improvement to air quality in partnership with key stakeholders.

- 2.4 Aligning our Strategy with the Cleaner Air for Scotland 2 document and its associated Cleaner Air for Scotland 2 Delivery Plan July 2021 document ([Cleaner Air for Scotland 2: delivery plan - gov.scot \(www.gov.scot\)](https://www.gov.scot/Topics/air-quality/cleaner-air-for-scotland-2-delivery-plan)) ensures consistency in the approach in tackling air quality issues across Scotland.
- 2.5 Our Strategy for 2021-2025 has received a commitment from key Fife Council stakeholders (Chief Executive; Enterprise & Environment; Communities; Finance & Corporate and Education & Children's Services in the Governance section of the Air Quality Strategy 2021-2025 document). It has also been endorsed by various bodies and associations (e.g. Scottish Government, Scottish Environment Protection Agency, South East of Scotland Transport Partnership and Transport Scotland). This commitment to improve air quality in the Fife area will be sought through the attainment of the relevant action plan measures referred to in Fife's Air Quality Strategy 2021-2025 and associated Bonnygate, Cupar and Appin Crescent, Dunfermline Action Plans 2021-2025. This includes identification of those services/organisations responsible for progressing such measures. The Fife Council Core Air Quality Steering Group (includes representatives of relevant services/organisations) will review progress on the adoption of the Strategy on a regular basis.

Amendment of Air Quality Management Area Orders

- 2.6 Local authorities may amend an existing Air Quality Management Area Order at any time as set out under Section 83 (2) of the Environment 1995 Act.
- 2.7 There are no set criteria on which an amendment decision will be based, and the Scottish Government considers each request on a case by case basis. A minimum requirement however will normally be at least three consecutive years where the objectives for pollutants of concern are being achieved.
- 2.8 As reported previously to this Committee, concentrations of Nitrogen Dioxide and fine particulate matter (called PM₁₀ and PM_{2.5}) have been recorded at levels below the relevant objectives for several years. Given the results observed, the Scottish Environment Protection Agency and the Scottish Government have recommended that both Air Quality Management Areas should be revoked.
- 2.9 Fife Council has submitted the appropriate reports to Scottish Environment Protection Agency and the Scottish Government providing evidence for the amendment of the Air Quality Management Area Orders to remove the declaration for Nitrogen Dioxide. We have also provided our justification for keeping the Particulate Matter (called PM₁₀) declaration and retaining the Air Quality Management Areas at this time. We are currently awaiting the results of the Scottish Government's study into the uncertainty surrounding the way different analysers have been reporting Particulate Matter (called PM₁₀ concentrations). In the meantime, monitoring of both Nitrogen Dioxide and Particulate Matter (i.e PM₁₀) will continue in order to maintain our robust dataset.
- 2.10 The Scottish Environment Protection Agency and the Scottish Government have accepted our reports and we have amended the Air Quality Management Area Orders for both Bonnygate, Cupar and Appin Crescent, Dunfermline for endorsement at this Committee (please see Appendix 1).

Updated Air Quality Action Plans

- 2.11 Given the production of Fife's Air Quality Strategy for 2021-2025 and the amended Air Quality Management Area Orders, it was considered an appropriate time to update the Air Quality Action Plans for the Bonnygate and Appin Crescent Air Quality Management Areas.

- 2.12 The Air Quality Action Plans for both Air Quality Management Areas have been successful in reducing Nitrogen Dioxide and Particulate Matter (i.e PM₁₀) to concentrations below the relevant objective levels. They have been updated to take account of the amended Air Quality Management Area Orders (removal of Nitrogen Dioxide declarations), progress made whilst outlining ongoing/future measures to further improve air quality in the Air Quality Management Areas.

3.0 Conclusions

- 3.1 Fife Council is demonstrating its ongoing commitment to improving air quality through the production of its Air Quality Strategy 2021-2025.
- 3.2 It has been confirmed that air quality has improved in Fife's two Air Quality Management Areas as a result of completed and ongoing Air Quality Action Plan measures.
- 3.3 Based on the evidence provided in our Annual Progress Reports, SEPA and the Scottish Government have advised that both Air Quality Management Areas are revoked. However, they have accepted our justification for amending the Air Quality Management Orders at this time as to remove the Nitrogen Dioxide declarations. The Air Quality Management Areas will therefore remain in force for particulate matter (i.e PM₁₀).
- 3.4 Monitoring of Nitrogen Dioxide and Particulate Matter (i.e PM₁₀) will continue within the Air Quality Management Areas (and across Fife's monitoring network) to ensure that the progress made is maintained.

List of Appendices

1. Amended Air Quality Management Orders for Appin Crescent, Dunfermline and Bonnygate, Cupar

Background Papers

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

1. Fife's Air Quality Strategy 2021-2025

https://www.fife.gov.uk/data/assets/pdf_file/0033/252996/Fife-AQS_200721-Final-Issue-Alt-Text-2.pdf

2. Updated Appin Crescent, Dunfermline Air Quality Action Plan 2021-2025

https://www.fife.gov.uk/data/assets/pdf_file/0027/252864/AQAP_Appin-Crescent_200721.pdf

3. Updated Bonnygate, Cupar Air Quality Action Plan 2021-2025

https://www.fife.gov.uk/data/assets/pdf_file/0028/252865/AQAP_Bonnygate_2021-2025_200721.pdf

4. Cleaner Air For Scotland 2 (CAFS 2) “Towards a Better Place for Everyone”
(July 2021)

<https://www.gov.scot/publications/cleaner-air-scotland-2-towards-better-place-everyone/>

5. Cleaner Air for Scotland 2 (CAFS 2) Delivery Plan (July 2021)

<https://www.gov.scot/binaries/content/documents/govscot/publications/strategy-plan/2021/07/cleaner-air-scotland-2-delivery-plan/documents/cleaner-air-scotland-2-delivery-plan/cleaner-air-scotland-2-delivery-plan/govscot%3Adocument/cleaner-air-scotland-2-delivery-plan.pdf>

Report Contact

Kenny Bisset

Lead Officer Land & Air Quality Team

Protective Services

Telephone: 03451 55 55 55 + VOIP Number 440461

Email: Kenny.bisset@fife.gov.uk

Fife Council

Environment Act 1995, Part IV, Section 83 (2)

Fife Council Bonnygate, Cupar Air Quality Management Area Amendment Order 2021 ("Bonnygate, Cupar AQMA Amendment Order")

Order amending Bonnygate, Cupar Air Quality Management Area as to remove annual mean for Nitrogen Dioxide (NO₂)

Whereas Fife Council ("the Council") having caused to be conducted a review and assessment of air quality in Cupar is satisfied that the air quality objectives in respect of NO₂ specified in the Air Quality (Scotland) Regulations 2000 (as amended by the Air Quality (Scotland) Amendment Regulations 2002 and 2016) will be met in the areas described in the Schedule below for reasons of previous, current and projected compliance with the relevant air quality objectives.

The Council in exercise of the powers conferred on it by Section 83 (2) of the Environment Act 1995 hereby makes the following Amendment Order for the Bonnygate, Cupar AQMA designated in October 2008.

IT IS HEREBY ORDERED THAT:

1. The AQMA known as Bonnygate, Cupar designated for NO₂ and PM₁₀ and as described in the Schedule below shall be amended to remove the NO₂ annual mean objective element whilst retaining the PM₁₀ annual mean objective element.
2. The Order shall be cited as the Fife Council Bonnygate, Cupar Air Quality Management Area Amendment Order 2021.
3. The Order shall come into force on 2 September 2021.
4. This Order shall remain in force until it is varied or revoked by a subsequent order. This Order revokes The Fife Council (Bonnygate, Cupar) Air Quality Management Area Order 2008.
5. The Order and Schedule referred to herein may be inspected free of charge at Fife House, Glenrothes and within the air quality section of the Fife Council website www.fife.gov.uk/airquality

Schedule

The area within the green outline shown on the attached map and designated as an air quality management area ("the designated area") shall be amended to remove the NO₂ annual mean objective element.

The designated area incorporates an area within this boundary line:- from the point where South Road (A914) crosses the railway line follow the railway line north-east to a point immediately to the south-southeast of the junction of Pitscottie Road with Coal Road; follow Pitscottie Road northwest to its junction with East Road; follow East Road west to its junction with Castlebank Road; follow Castlebank Road north to its junction with Castlefield; follow Castlefield west along the northern boundary of The Fluthers car park and continuing south along the western boundary of The Fluthers car park to join East Burnside; follow East Burnside west and continuing west along Moathill Road to the junction with North Union Street; follow North Union Street south to Bonnygate; follow Bonnygate east to its junction with South Union Street; follow South Union Street south to join Kirkgate; follow Kirkgate east to its junction with Short Lane; follow Short Lane east to its junction with Crossgate; follow Crossgate south to its junction with South Bridge; follow South Bridge southeast, continuing into South Road to the starting point where South Road crosses the railway line.

Subscribed for and on behalf of Fife Council

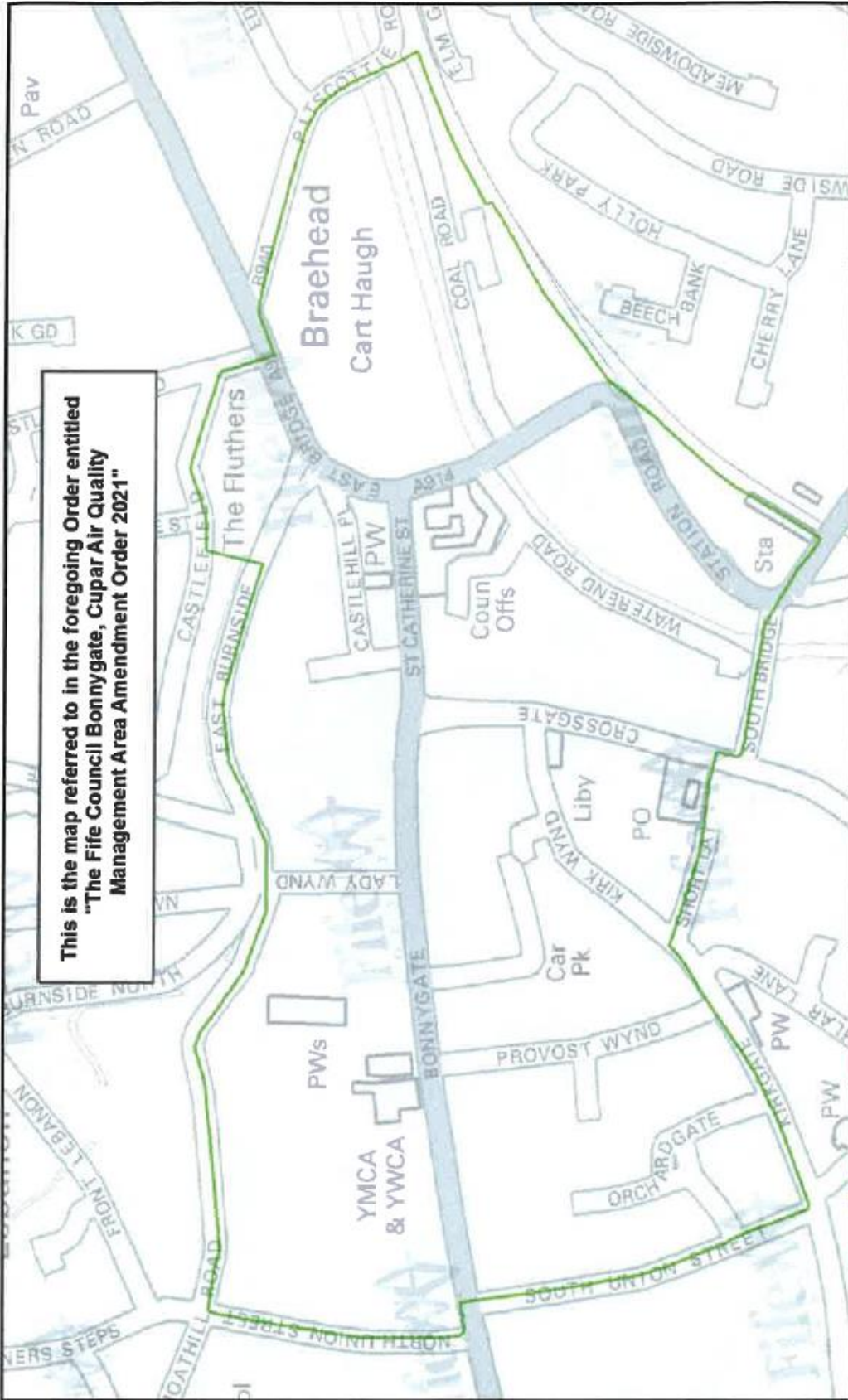
On the 2nd day of September 2021

By Steven John Paterson



Proper Officer
Fife Council

This is the map referred to in the foregoing Order entitled
**"The Fife Council Bonnygate, Cupar Air Quality
 Management Area Amendment Order 2021"**



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 Scale: 1:3,500

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 PROPER OFFICER
 FIFE COUNCIL

Fife Council

Environment Act 1995, Part IV, Section 83 (2)

Fife Council Appin Crescent, Dunfermline Air Quality Management Area Amendment Order 2021 (“Appin Crescent, Dunfermline AQMA Amendment Order”)

Order amending Appin Crescent, Dunfermline Air Quality Management Area as to remove annual mean for Nitrogen Dioxide (NO₂)

Whereas Fife Council (“the Council”) having caused to be conducted a review and assessment of air quality in Dunfermline is satisfied that the air quality objectives in respect of NO₂ specified in the Air Quality (Scotland) Regulations 2000 (as amended by the Air Quality (Scotland) Amendment Regulations 2002 and 2016) will be met in the areas described in the Schedule below for reasons of previous, current and projected compliance with the relevant air quality objectives.

The Council in exercise of the powers conferred on it by Section 83 (2) of the Environment Act 1995 hereby makes the following Amendment Order for the Appin Crescent, Dunfermline AQMA designated in September 2012.

IT IS HEREBY ORDERED THAT:

1. The AQMA known as Appin Crescent, Dunfermline designated for NO₂ and PM₁₀ and as described in the Schedule below shall be amended to remove the NO₂ annual mean objective element whilst retaining the PM₁₀ annual mean objective element.
2. The Order shall be cited as the Fife Council Appin Crescent, Dunfermline Air Quality Management Area Amendment Order 2021.
3. The Order shall come into force on 2 September 2021.
4. This Order shall remain in force until it is varied or revoked by a subsequent order. This Order revokes The Fife Council (Appin Crescent, Dunfermline) Air Quality Management Area Order 2012.
5. The Order and Schedule referred to herein may be inspected free of charge at Fife House, Glenrothes and within the air quality section of the Fife Council website www.fife.gov.uk/airquality

Schedule

The area within the green outline shown on the attached map and designated as an air quality management area ("the designated area") shall be amended to remove the NO₂ annual mean objective element.

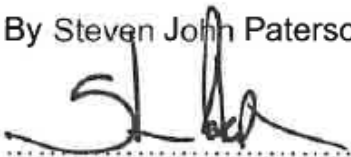
The designated area incorporates Appin Crescent (A907) from its junction with Park Place to the mini-roundabout connecting Halbeath Road and Garvock Hill and includes (in whole or part) the following properties:-

60 to 172 (even numbers only) Appin Crescent; 2 to 8 (even numbers only), 12 and 14 Halbeath Road; 1 to 7 (odd numbers only) Halbeath Road; 1 Garvock Hill; 1 and 4 Transy Grove; 1 Couston Street; and 71 to 119 (odd numbers only) Appin Crescent.

Subscribed for and on behalf of Fife Council

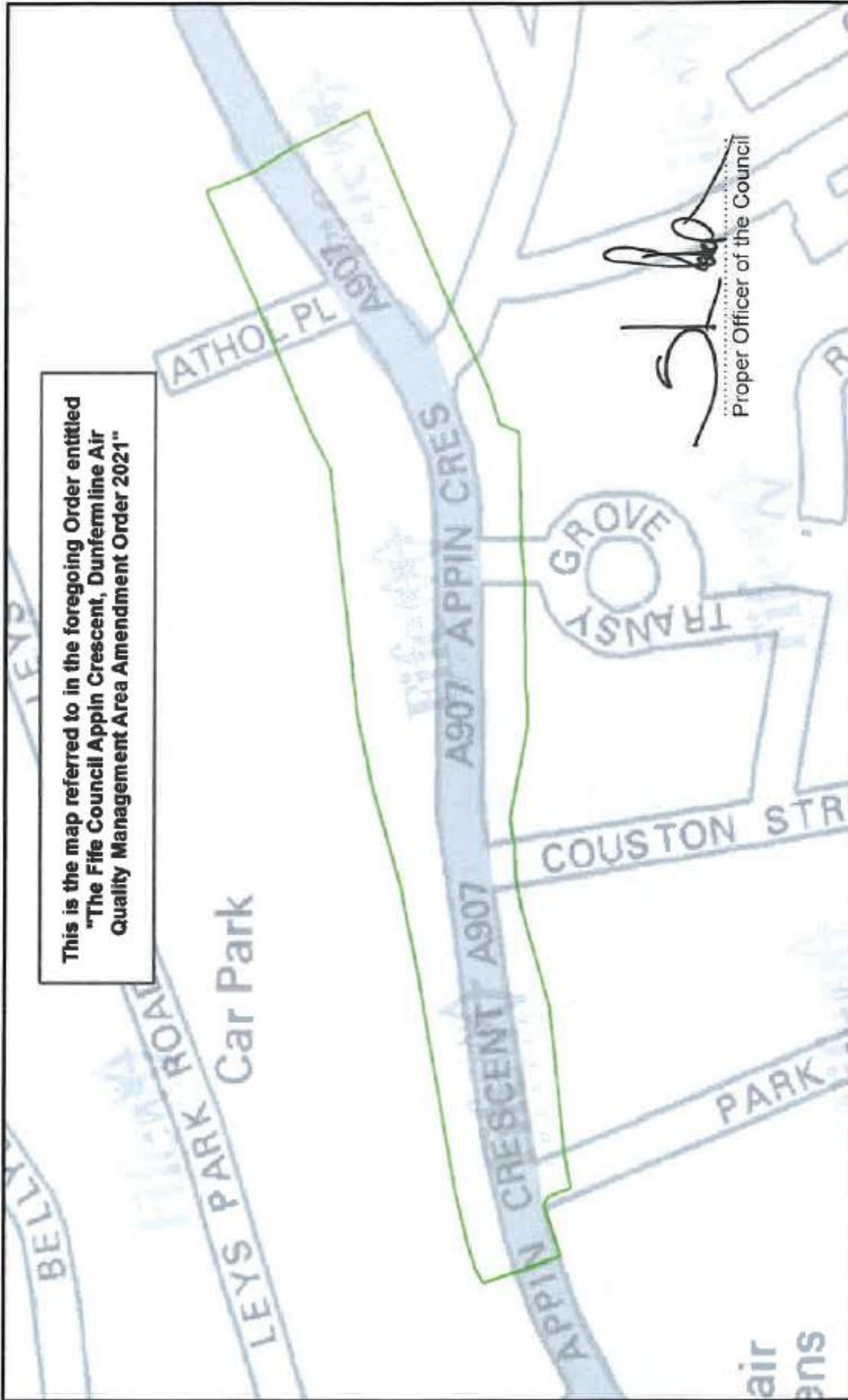
On the 2nd day of September 2021

By Steven John Paterson



.....
Proper Officer
Fife Council

This is the map referred to in the foregoing Order entitled
**"The Fife Council Appin Crescent, Dunfermline Air
 Quality Management Area Amendment Order 2021"**



[Signature]
 Proper Officer of the Council



Scale: 1:1,750

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 Prepared By: beaconer-40 EPES 0
 Printing Date: 13 July 2021



2 September 2021

Agenda Item No. 7

Policy Update - Household Waste Recycling Centres Booking System Review

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

Wards Affected: All

Purpose

To further update the Sub-Committee on the review of Household Waste Recycling Centre safety control measures, at the request of the Sub-Committee, to prepare for a return to open access for the deposit of non-commercial waste, with appropriate mitigation to address health and safety issues, given the resultant benefits in that regard due to the CoVID related measures implemented. The update and review follow on from the previous Sub-Committee meeting, a workshop held with elected members and seeks to address points raised along with highlighting the financial considerations for the measures proposed.

The report delivers on the actions as set out in the meeting of the Environment & Protective Services Sub-Committee on 24 June 2021.

Recommendation(s)

The Sub-Committee is asked to agree:

1. that the Booking System be removed in respect of the deposit of non-commercial waste by car at all of the Recycling centres except that at Ladybank;
2. that the Booking System remains in place for the deposit of non-commercial waste by vehicles, which are classified by the DVLA as commercial vehicles, and trailers;
3. that the Booking system remain in place at Ladybank for all vehicles until a separate access to the Recycling Centre is formed;
4. that the cost of providing pedestrian access and access by bicycle at the Recycling Centres at Cupar, Dalgety Bay, Kirkcaldy, Lochgelly, Methil and St Andrews be determined and reported to the Sub-committee;
5. to ask the FRS Board to action the above at the earliest opportunity
6. that an update report be submitted to the Sub-committee at its next meeting.

Resource Implications

The alternative measures, to the use of the booking system for cars, involve the use of powered access barriers, which would require installation at nine sites. A typical barrier system, similar to that already in place at the St Andrews Recycling Centre would cost in the region of £4,500 per barrier installation, with a total of 9 barriers required at a cost of £40,500.00. This will be funded within existing budgets.

The continued use of the Household Waste Recycling Centre booking system, for non-cars at all Recycling Centres, and at Ladybank Recycling Centre for all users, as a valid health, safety and environmental compliance control measure, would allow safe operation of the sites within the current management fee, resulting in no additional resource implications.

The continued use of the booking system for vehicles other than car and/or those towing a trailer will continue to assist in preventing the commercial abuse of sites, which is expected to maintain the financial benefit noted to date. The impact of any alterations to control measures will be monitored to ensure that unsustainable cost pressures do not return.

The alterations required to permit safe pedestrian and cyclist access at 6 of the sites, noted in the assessments, will require further consideration to provide cost estimates as they are capital improvement works for the relevant sites.

The alterations required to remove the booking system at Ladybank necessitate the creation of a public vehicle only access route and would require further investigation and costing.

Legal & Risk Implications

To remove the booking system, as an active and valid control measure which reduces risks related to site operations, an alternative control measure is required. Any alternative must ensure that Fife Resource Solutions, on behalf of the council, continues to discharge their statutory responsibilities regarding health & safety by doing everything reasonably practicable to protect people from harm.

The use of the current booking system, as a health & safety control measure, in response to COVID-19 guidance, delivers further benefits in terms of mitigating and managing other key onsite and offsite risks as well as providing a valid control measure for compliance with the council's Environmental Duty of Care requirements and the management of commercial risk through challenging the illegal use of sites for the deposit of commercial waste.

The proposed recommendations will form a part of the suite of control measures in place to enable safe and efficient operations. The booking system as proposed for commercial type vehicles and trailers complements the approach taken to discharge duties under the Health & Safety at Work etc Act 1974, the Management of Health & Safety at Work Regulations 1999, the Refuse Disposal Amenity Act 1978, The Waste Management Licencing (Scotland) Regulations 2011 and Environmental Protection Act 1990 (as amended by the Waste (Scotland) Regulations 2012).

The approach taken to operating Household Waste Recycling Centres also continues to follow industry best practice guidance produced for the United Kingdom by WRAP (Waste and Resources Action Programme) (4)

Impact Assessment

An Equality Impact Assessment is not required because this report does not propose a change to existing policies.

The Fife Environmental Assessment Tool was used to assess the environmental impact of the policy (See Appendix 3). It identified the positive impacts for staff wellbeing, environmental nuisance and waste management, with no negative significant impact in other areas.

Consultation

Consultation with elected members was undertaken through a multi-member workshop held on 15 July 2021.

Consultation with site users was undertaken by means of a user survey. Over a 4-week period (14 April – 12 May), during which 3,287 residents completed the survey. 82% found the booking process to book their slot 'very easy' or 'easy' with a further 12% finding it neither easy nor difficult. Over 93% of respondents were 'very satisfied' or 'satisfied' with their visit to the recycling centre from arrival to departure. A further 4% were neither satisfied nor dissatisfied. Over 55% of residents surveyed found that having a pre-booked slot encouraged them to give more thought to how they managed their household waste and recyclables.

Consultation with the Joint Trade Unions was conducted during the development and introduction of the Household Waste Recycling Centre (HWRC) booking system.

The Joint Trade Unions were consulted on the individual site assessments and the finalised assessments were provided to the Joint Trade Unions for consideration and comment in advance of the committee.

The Joint Trade Unions are supportive of proposals that continue to improve the working conditions and well-being of site staff by reducing potential conflict and employee abuse situations that arose when staff challenged suspected commercial users of HWRC sites who were seeking fraudulent access to deposit commercial waste.

1.0 Background

- 1.1 All 11 of Fife Council's Household Waste Recycling Centres were reopened between June and November 2020.
- 1.2 As a statutory service Household Waste Recycling Centres were designated as a valid essential activity early on during COVID-19 restrictions to recognise that householders could not safely store all their waste at a time when collection services may have been restricted and some households may have produced more waste than usual.
- 1.3 Prior to sites reopening, and in accordance with guidance, consultation was undertaken with Trade Unions, Police Scotland, and the Roads Service to determine site specific control measures and operating procedures to ensure the safe operation of the sites during the initial opening period and beyond through the guidance for subsequent COVID levels.
- 1.4 Site-specific plans were drawn up which included, in addition to physical distancing measures and operational procedures, the recognition that staff safety measures were necessary to ensure that staff well-being and mental health were protected, and that staff were, as far as practical, safeguarded from abuse, factors that were recognised by the joint Scottish Government and COSLA working group.

Environment & Protective Services Sub-Committee 24 June 2021

- 1.5 Following the meeting of the Environment & Protective Services Sub-Committee on 24 June 2021, the following Sub-committee motion was carried: -

The Sub-committee:

"Supports the continued Covid related measures in place in the operation of the facilities and the resulting benefits to staff, the community and the Council, because of the booking system."

Endorses the continued operation of the booking system, which has been put in place by Fife Resource Solutions to meet its statutory duty, whilst Covid restrictions remain in place; and

Agrees that plans be prepared for a return to open access for the deposit of non-commercial waste, with appropriate mitigation to address health and safety issues, for consideration at the meeting of the Sub-Committee in September and, if agreed, for implementation as soon as practicable thereafter.”

- 1.6 In order to prepare for a return to open access for the deposit of non-commercial waste, officers organised a virtual workshop with members on 15 July 2021.
- 1.7 The workshop was used to discuss constituent requests, suggestions and issues relating to the current system and routes to enabling open access to resume where possible.
- 1.8 Fife Resource Solutions Officers agreed to undertake individual site assessments, on behalf of Fife Council, including the Joint Trade Union representatives, to look at how control measures could be utilised at each site to safely enable open access and to ensure obligations pertaining to Health & Safety continue to be met.
- 1.9 The output from these assessments and the recommendations are provided in Appendix 1 of this report, in summary, and in Appendix 2 in site specific detail.

2.0 Site Assessments

Site Assessment Process

- 2.1 Sites were assessed on an individual basis to determine the potential impacts of a variety of control measures, all of which have been used in some form historically within Fife or by other Local Authorities: on vehicle – vehicle collisions, vehicle – pedestrian collisions, slips/trips/falls and instances of violence and aggression.
- 2.2 Additionally, the ability for sites to provide safe access for pedestrians and cyclists was also considered during the assessment process.
- 2.3 The paper to committee on 24 June 2021 highlighted the benefits realised, both expected and unanticipated, through the use of the booking system for all users.
- 2.4 Any proposed control measures would therefore have to provide similar risk mitigation, as the full use of the booking system provided, to ensure compliance with duties relating to the Health & Safety at Work etc Act, supporting legislation and relevant guidance.

Site Assessment Findings

- 2.5 Following the site assessments, it is recommended that the booking system can be removed for cars at 10 of the 11 Recycling Centres, provided suitable control measures for on-site traffic management are provided.
- 2.6 It is recommended that the method of control used would be the use of powered access barriers. Such barriers already exist at the St Andrews Recycling Centre but would need to be installed at the 9 other centres. Cupar does not need an electronic barrier.
- 2.7 At Ladybank it is recommended that the booking system is maintained for all vehicles pending a review of the access to the site as the historical use of a single entrance, on an increasingly busy site, for operational heavy goods vehicles and public vehicles, without controlling vehicle numbers and levels is not suitable.

- 2.8 The booking system would be retained for all vehicles classified by the DVLA as a light commercial vehicle or commercial vehicle. The system would also be retained for any vehicle towing a trailer. This safeguard the sites from the potential illegal disposal of commercial waste and ensures capacity is managed in a way to provide unfettered access for cars. This also allows for the access for trailers at constrained sites.
- 2.9 The retention of the booking system for vehicles other than car and/or towing a trailer, will also help to maintain the significant reduction seen in incidents of violence and aggression noted, as flashpoints are related to the challenging of potential illegal commercial use of the sites, typically associated with these vehicle types.
- 2.10 The use of the booking system to date has delivered a demonstrable reduction in these incidents due to a clear understanding of the requirement to book and confirmation that the waste is household waste generated by the individual presenting to site, resulting in limited turning away at site of vehicles other than cars and trailers which have not booked.
- 2.11 Vehicles other than cars and/or towing a trailer would therefore, through the use of the booking system, be able to access all sites to deposit personal household waste materials only, not commercial, or third-party waste. Access for these vehicles at Cowdenbeath, Dalgety Bay and Methil will be closely monitored to ensure that their reintroduction does not exacerbate the onsite risks noted due to the site layout, site size and the restricted visibility/manoeuvrability of such vehicles.
- 2.12 All sites, with the exception of Cupar, still retain the use of Automated Number Plate Recognition (ANPR) technology, which will enable the continued monitoring of usage patterns to detect and challenge potential abuse of the sites by those seeking to illegally deposit commercial waste. ANPR was not implemented at Cupar due to the low volume of traffic using the site which did not warrant the installation costs at the time.
- 2.12 The impacts of the control measures recommended will be closely monitored to ensure the risk mitigation is maintained for both on-site and off-site risks. If the likelihood of incidents relating to the risks highlighted increases an immediate urgent review into the use of other control measures will be undertaken and appropriate control measures implemented.

Improvements to Customer Experience.

- 2.13 The recommended approach provides a balance of open access for most household site users whilst enabling control over vehicle types, which are more likely to carry larger volumes of waste, used for bringing to site commercial waste and those with awkward configurations that require more time and space to manoeuvre.
- 2.14 Fife Resource Solutions are in dialogue with Pentagul, the booking system provider, to further adapt the booking form process, taking on board comments regarding the customer interface. This should see improvement in the location of the booking system buttons, the systems visibility and reserving available slots until the booking details are fully entered.
- 2.15 The ability to utilise the booking system for vehicles other than cars and/or towing a trailer means that slots can be managed to try and reduce any risks of peak-time overcrowding, lessening the likelihood of queuing offsite and ensuring those onsite are able to approach the container they require, with the minimum of carry distance necessary, and deposit their waste safely without having to carry it between other parked or manoeuvring vehicles.

- 2.16 The booking system parameters will be altered, following the committee, to allow unlimited access for cars, rather than the 3 visits per week currently in use, until the physical alterations are made to allow the booking system to be removed as per the recommendations. There will be no change to access limits for vehicles other than cars and/or towing a trailer.
- 2.17 Pedestrian and cyclist access has been reviewed and options to provide this beneficial access laid out within the site assessments in Appendix 2. Further work by officers is planned to cost out these proposals for consideration in order to determine the funding required.

3.0 Site Operation Changes

- 3.1 If the recommendations within this paper are approved Fife Council officers will inform Fife Resource Solutions of the desire to alter the current operating system. FRS have a board meeting scheduled for week commencing the 6 September to ensure a timely implementation of the agreed measures can be completed.
- 3.2 Once the control measures and booking system alterations are complete FRS will inform the council of the intention to enact the agreed changes and operate the sites as described in the site assessment recommendations. FRS will expedite these changes once agreed.
- 3.3 The Access Policy will be updated to reflect these changes, including that vehicles prescribed by the DVLA (Driver & Vehicle Licencing Agency) as non-cars and/or vehicles with trailers are required to book slots to access the relevant sites.
- 3.4 Council officers will prepare formal documentation relating to the costings for the required alterations to Ladybank, to remove the booking system for cars, and for pedestrian/cyclist access at all of the relevant sites.

4.0 Conclusions

- 4.1 The recommendations from the site assessment process, considering the feedback from the Elected Member workshop, provide an approach to delivering open access whilst ensuring legal compliance, maintaining the improvements to public safety, employee safety and well-being, as well as supporting Fife's Climate Emergency response are maintained.
- 4.2 Bookings will not be required for car access at 10 out of 11 Recycling Centres, providing safe and open access. With the remaining site, Ladybank, retaining the system in order to manage the risks of an exceedingly busy shared site entrance, this will be urgently reviewed and remedial work carried out to ensure risks are removed.
- 4.3 Retaining the booking system for vehicles other than cars and/or towing trailers continues to assist by managing traffic volumes during peak period for vehicles with the potential to take longer on site with larger volumes of material as well as putting in reasonable steps to challenge the potential illegal disposal of commercial waste, whilst maintaining the reduction in violent and aggressive incidents on the sites observed.
- 4.4 The approach recommended should provide public confidence in a balanced and accessible service that is delivered in a safe and efficient manner for both Fife residents and site staff.
- 4.5 The alterations and control measures recommended will be monitored for their effectiveness at managing and mitigating the on-site risks noted, as well as any impacts off-site.

List of Appendices

1. Summary of recycling centre access audit
2. Individual site assessments
3. Fife Environment Assessment Tool for recycling centres

Background Papers

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

- (1) Joint Scottish Government and COSLA guidance: Coronavirus (COVID-19): reopening and managing household waste recycling centres
<https://www.gov.scot/publications/coronavirus-covid-19-reopening-and-managing-household-waste-recycling-centres/pages/waste-service-priorities-annex-a/>
- (2) Fife Sustainable Energy and Climate Action Plan 2020-2030
- (3) Zero Waste Fife – Resource Strategy & Action Plan
- (4) WRAP – Household Waste Recycling Centres Guide:
<https://wrap.org.uk/resources/guide/household-waste-recycling-centres-hwracs-guide>
- (5) Sub-committee paper: Environment & Protective Services, 24 June 2021, Household Waste Recycling Centres Safety Measures and associated motion

Report Contact

Alexander Anderson
Service Manager (Waste Operations)
Bankhead Central, Bankhead Park, Glenrothes, KY7 6GH
Telephone: 03451 55 55 55 + VOIP Number 473424
Email: alexander.anderson-es@fife.gov.uk

Appendix 1
Fife Recycling Centre Traffic Management and Access Audit
Summary of Recycling Centre Access Recommendations

Site	Removal of booking system for cars	Removal of booking system for pick-ups, car derived vans, vans and trailers	Powered Physical Barrier required	Pedestrian & Cycle Access possible (with works required)
Cowdenbeath	Yes	No	Yes	No
Cupar	Yes	No	Yes	Yes
Dunfermline	Yes	No	Yes	No
Glenrothes	Yes	No	Yes	No
Kirkcaldy	Yes	No	Yes	Yes
Lochgelly	Yes	No	Yes	Yes
Pitenweem	Yes	No	Yes	No
St Andrews	Yes	No	Yes <small>*already installed</small>	Yes
Dalgety Bay	Yes	No	Yes	Yes
Methil	Yes	No	Yes	Yes
Ladybank	No	No	No	No

Fife Recycling Centre Traffic Management and Access Audit

Purpose: Reviewing the current access and control methods to determine the impact of altering CoVID protocols
The key risks being considered are: vehicle/vehicle collisions, vehicle/pedestrian collisions, slips/trips/falls and violence/aggression towards staff

Site: Cowdenbeath

Potential for harm
High
Medium
Low

Traffic volume control method	Impact on					Site Specific Comments/Recommendations
	Vehicle/vehicle collisions	Vehicle/pedestrian collisions	Slips, trips & falls	Violence & aggression	Off site impacts	
No control measures	During peak periods the unfettered access to the sites limits the ability to control traffic volumes and fulfil other statutory and operational requirements on site leading to an increased risk of vehicle/vehicle collisions.	During peak periods the unfettered access to the sites limits the ability to control traffic volumes and pedestrian movements across the site with materials leading to an increased risk of vehicle/pedestrian collisions within constrained site layouts.	During peak periods the volume of vehicles can prevent clear sightlines being afforded increasing the risk of slips, trips and falls.	The inability to control, engage and direct customers at the point of entry leads to increased opportunities for flashpoints to arise within the sites between attendants and the public as well as public/public issues due to the constraints of space within the sites and the volume of traffic during peak periods.	Potential for significant queues during peak periods at weekends, public holidays, sunny weather etc but limited or no impact during non-peak periods	Having no control measures for accessing the site will knowingly permit the associated risks noted from occurring and is not recommended.
Booking System (all)	Practically eliminated due to controlling the number of vehicles on site and the number expected to access the site.	Practically eliminated due to controlling the number of vehicles on site and the number expected to access the site.	Significant reduction due to clear sightlines afforded by controlling the number of vehicles on site and providing ample time to deposit materials without rushing.	Reduced to negligible level as the vast majority of users accessing the site will have booked and turning away only occurs for vehicles who haven't booked.	None as only those who book arrive during their timeslot enabling the offsite queuing to be virtually eliminated.	The use of a booking system for all site users enables managed and controlled access to the site. This greatly reduces all the associated risks with traffic and customer management noted and provided definite access within a suitable booking window.
Booking System (pick-ups, car derived vans, vans and trailers)	Reduced due to lessening the number of larger and/or less manoeuvrable vehicles to a controlled level suitable for the site layout and usage patterns.	Reduced due to lessening the number of larger and/or less manoeuvrable vehicles for the site layout and usage patterns.	Minor reduction due to controlling and limiting large and/or less manoeuvrable vehicles accessing the site to fit with site usage patterns.	Significant reduction due to no or limited impediment to access for cars with a limited turning away for vans and specific vehicle types who haven't booked.	Potential for significant queues during peak periods at weekends, public holidays, sunny weather etc but limited or no impact during non-peak periods	Pick-ups, car derived vans, vans and trailers could access this site safely, provided any queuing out with the site onto Cuddyhouse Road is not observed. If queuing becomes an issue then the removal of access to these vehicle types would be the first option before considering a booking system for all vehicles if the removal of non-car access does not prevent this issue. If a booking system were in place for all vehicle types access could be provided as the booking system itself would prevent queues onto the road which present a significant off site risk.
Physical Barrier	Practically eliminated due to controlling the number of vehicles on site and the number expected to access the site.	Practically eliminated due to controlling the number of vehicles on site and the number expected to access the site.	Significant reduction due to clear sightlines afforded by controlling the number of vehicles on site and providing ample time to deposit materials without rushing	Reduction versus no control as there is the potential to challenge and dispatch site users who shouldn't be accessing due to the material being commercial or not accepted. There could be potential for frustration at the barrier when offsite queues have been significant and, where relevant, if individuals do not accept or understand why they are being turned away, due to not having to make a booking and therefore assuming free and open access.	Potential for significant queues during peak periods at weekends, public holidays, sunny weather etc but limited or no impact during non-peak periods	The site would require the installation of a powered physical barrier within the site, complementing the existing access works. There would then be a very limited ability to stack queuing vehicles within the site which means that queuing traffic has the potential to back up on to Cuddyhouse Road. There would be a potential for conflict here with traffic coming over the blind summit towards Kingseat, which could not be allowed to happen. The barrier would be used to release vehicles onto the site when it is safe to do so in order to help to control the number of public vehicles on site to ensure the internal congestion and associated risks do not arise. If a barrier system was used to control access it would have to be closely monitored and if queuing traffic became an issue reverting to a booking system for all would be required to remove this issue.
Height Barrier	No positive impact. Only limits higher vehicles from accessing the site. No control over the number of vehicles accessing the site.	No positive impact. Only limits higher vehicles from accessing the site. No control over the number of vehicles accessing the site.	No positive impact. Only limits higher vehicles from accessing the site. No control over the number of vehicles accessing the site.	Potential reduction versus no control as larger vehicles will not be able to access the site, which tend to be more likely to be used for illegal trade waste disposal. This approach presents a flashpoint where vehicles could make contact with the barrier including those with roof boxes/carriers.	Minor impact when vehicles that cannot pass through the barrier have to turn around. Similar issue if a vehicle makes contact with the barrier.	Height barriers are not beneficial in controlling site traffic volumes but do allow a restriction on taller vehicles, however some SUVs, People Carriers and vehicles with a roof box or similar will also be impacted. They are repeatedly damaged due to this and require frequent repair and debates about their use.
Additional Site Staff at Gate	Allows control of number of vehicles coming into the site so has the potential to enable control and reduce the risk, however it involves placing a member of staff in a position to stop traffic putting them at risk or trusting the visitors to politely wait when asked.	Allows control of number of vehicles coming into the site so has the potential to enable control and reduce the risk, however it involves placing a member of staff in a position to stop traffic putting them at risk or trusting the visitors to politely wait when asked.	Allows control of number of vehicles coming into the site so has the potential to enable control and reduce the risk, however it involves placing a member of staff in a position to stop traffic putting them at risk or trusting the visitors to politely wait when asked.	Significant increase in the potential for flashpoints as the site attendant seeks to physically control traffic accessing the site and turning away those who are not permitted access.	The impact would be similar to that of using a physical barrier at the site entrance but, as noted, would lead to the ability for frustrated site users to drive past, or through, the attendant and into the site unhindered.	Due to the size of the site and the lack of ability to stack traffic to engage with customers before entering the site the use of additional staff at the site entrance would not be beneficial.

Additional Considerations

Pedestrian Access	Pedestrian access to the site would not be suitable given the size, layout and location of the site with no pavements external to the site.
Bicycle Access	Bicycle access to the site would not be suitable given the size, layout and location of the site.

Summary recommendation:

The site could be opened with an automated physical barrier in place along side the use of a booking system for non-cars, however it should be acknowledge that the control measures could revert to preventing non-car access or potentially reintroducing the full booking system should queuing on to Cuddyhouse Road be observed. Access for pedestrians and bicycles could not be endorsed due to the location on Cuddyhouse Road with no reasonable safe access.

Fife Recycling Centre Traffic Management and Access Audit

Purpose: Reviewing the current access and control methods to determine the impact of altering CoVID protocols
 The key risks being considered are: vehicle/vehicle collisions, vehicle/pedestrian collisions, slips/trips/falls and violence/aggression towards staff

Site:

Potential for harm
High
Medium
Low

Traffic volume control method	Impact on					Site Specific Comments/Recommendations
	Vehicle/vehicle collisions	Vehicle/pedestrian collisions	Slips, trips & falls	Violence & aggression	Off site impacts	
No control measures	During peak periods the unfettered access to the sites limits the ability to control traffic volumes and fulfil other statutory and operational requirements on site leading to an increased risk of vehicle/vehicle collisions.	During peak periods the unfettered access to the sites limits the ability to control traffic volumes and pedestrian movements across the site with materials leading to an increased risk of vehicle/pedestrian collisions within constrained site layouts.	During peak periods the volume of vehicles can prevent clear sightlines being afforded increasing the risk of slips, trips and falls.	The inability to control, engage and direct customers at the point of entry leads to increased opportunities for flashpoints to arise within the sites between attendants and the public as well as public/public issues due to the constraints of space within the sites and the volume of traffic during peak periods.	Potential for significant queues during peak periods at weekends, public holidays, sunny weather etc but limited or no impact during non-peak periods	Having no control measures for accessing the site will knowingly permit the associated risks noted from occurring and is not recommended.
Booking System (all)	Practically eliminated due to controlling the number of vehicles on site and the number expected to access the site.	Practically eliminated due to controlling the number of vehicles on site and the number expected to access the site.	Significant reduction due to clear sightlines afforded by controlling the number of vehicles on site and providing ample time to deposit materials without rushing.	Reduced to negligible level as the vast majority of users accessing the site will have booked and turning away only occurs for vehicles who haven't booked.	None as only those who book arrive during their timeslot enabling the offsite queuing to be virtually eliminated.	The use of a booking system for all site users enables managed and controlled access to the site. This greatly reduces all the associated risks with traffic and customer management noted and provided definite access within a suitable booking window for customers
Booking System (pick-ups, car derived vans, vans and trailers)	Reduced due to lessening the number of larger and/or less manoeuvrable vehicles to a controlled level suitable for the site layout and usage patterns.	Reduced due to lessening the number of larger and/or less manoeuvrable vehicles to a controlled level suitable for the site layout and usage patterns.	Minor reduction due to controlling and limiting large and/or less manoeuvrable vehicles accessing the site to fit with site usage patterns.	Significant reduction due to no or limited impediment to access for cars with a limited turning away for vans and specific vehicle types who haven't booked.	Potential for significant queues during peak periods at weekends, public holidays, sunny weather etc but limited or no impact during non-peak periods	Pick-ups, car derived vans, vans and trailers could access this site safely with the use of a booking system managed in a way to ensure there is minimal impact to open access for public cars.
Physical Barrier	Practically eliminated due to controlling the number of vehicles on site and the number expected to access the site.	Practically eliminated due to controlling the number of vehicles on site and the number expected to access the site.	Significant reduction due to clear sightlines afforded by controlling the number of vehicles on site and providing ample time to deposit materials without rushing.	Reduction versus no control as there is the potential to challenge and dispatch site users who shouldn't be accessing due to the material being commercial or not accepted. There could be potential for frustration at the barrier when offsite queues have been significant and, where relevant, if individuals do not accept or understand why they are being turned away, due to not having to make a booking and therefore assuming free and open access.	Potential for significant queues during peak periods at weekends, public holidays, sunny weather etc but limited or no impact during non-peak periods	The use of an external barrier would have to be at the immediate entrance to the site, which would cause queuing from the East that would potentially block or obscure sightlines from the exit gate. From the West it would hold up traffic along the road but not block the exit gate.
Height Barrier	No positive impact. Only limits higher vehicles from accessing the site. No control over the number of vehicles accessing the site.	No positive impact. Only limits higher vehicles from accessing the site. No control over the number of vehicles accessing the site.	No positive impact. Only limits higher vehicles from accessing the site. No control over the number of vehicles accessing the site.	Potential reduction versus no control as larger vehicles will not be able to access the site, which tend to be more likely to be used for illegal trade waste disposal. This approach presents a flashpoint where vehicles could make contact with the barrier including those with roof boxes/carriers.	Minor impact when vehicles that cannot pass through the barrier have to turn around. Similar issue if a vehicle makes contact with the barrier.	Height barriers are not beneficial in controlling site traffic volumes but do allow a restriction on taller vehicles, however some SUVs, People Carriers and vehicles with a roof box or similar will also be impacted. They are repeatedly damaged due to this and require frequent repair and debates about liability for damages
Additional Site Staff at Gate	Allows control of number of vehicles coming into the site so has the potential to enable control and reduce the risk, however it involves placing a member of staff in a position to stop traffic putting them at risk or trusting the visitors to politely wait when asked.	Allows control of number of vehicles coming into the site so has the potential to enable control and reduce the risk, however it involves placing a member of staff in a position to stop traffic putting them at risk or trusting the visitors to politely wait when asked.	Allows control of number of vehicles coming into the site so has the potential to enable control and reduce the risk, however it involves placing a member of staff in a position to stop traffic putting them at risk or trusting the visitors to politely wait when asked.	Significant increase in the potential for flashpoints as the site attendant seeks to physically control traffic accessing the site and turning away those who are not permitted access.	The impact would be similar to that of using a physical barrier at the site entrance but, as noted, would lead to the ability for frustrated site users to drive past, or through, the attendant and into the site unhindered.	Due to the size of the site and the lack of ability to stack traffic to engage with customers before entering the site the use of additional staff at the site entrance would not be beneficial.

Additional Considerations	
Pedestrian Access	By redesigning the external fence (facing the road) it may be possible to provide access to containers on-site from outside the site fence. Openings, which could be closed off outside of operating hours and containers with access from both sides would permit this. There would be a cost associated with creating this access and a requirement to upgrade the roadside path which currently ends to the west of the site.
Bicycle Access	As per Pedestrian Access above

Summary recommendation:

The site could operate with an automated physical barrier in place to control the onsite risks reviewed, however it should be acknowledged that the control measures could revert to a full booking system should issues arise with queuing onto the Coal Road if safety concerns are raised. This approach would allow open access for cars and the use the booking system for Pick-ups, car derived vans, vans and trailers, for depositing non-commercial or third party waste, and will enable managed access for these types of vehicles in order to reduce the likelihood of significant queues forming. Pedestrian and cycle access could not be recommended with the current site access arrangements and layout, however it could be introduced with changes to fencing and the installation of a suitable pavement.

Fife Recycling Centre Traffic Management and Access Audit

Purpose: Reviewing the current access and control methods to determine the impact of altering CoVID protocols
The key risks being considered are: vehicle/vehicle collisions, vehicle/pedestrian collisions, slips/trips/falls and violence/aggression towards staff

Site: Dalgety Bay

Potential for harm
High
Medium
Low

Traffic volume control method	Impact on					Site Specific Comments/Recommendations
	Vehicle/vehicle collisions	Vehicle/pedestrian collisions	Slips, trips & falls	Violence & aggression	Off site impacts	
No control measures	During peak periods the unfettered access to the sites limits the ability to control traffic volumes and fulfil other statutory and operational requirements on site leading to an increased risk of vehicle/vehicle collisions.	During peak periods the unfettered access to the sites limits the ability to control traffic volumes and pedestrian movements across the site with materials leading to an increased risk of vehicle/pedestrian collisions within constrained site layouts.	During peak periods the volume of vehicles can prevent clear sightlines being afforded increasing the risk of slips, trips and falls.	The inability to control, engage and direct customers at the point of entry leads to increased opportunities for flashpoints to arise within the sites between attendants and the public as well as public/public issues due to the constraints of space within the sites and the volume of traffic during peak periods.	Potential for significant queues during peak periods at weekends, public holidays, sunny weather etc but limited or no impact during non-peak periods	Having no control measures for accessing the site will knowingly permit the associated risks noted from occurring and is not recommended.
Booking System (all)	Practically eliminated due to controlling the number of vehicles on site and the number expected to access the site.	Practically eliminated due to controlling the number of vehicles on site and the number expected to access the site.	Significant reduction due to clear sightlines afforded by controlling the number of vehicles on site and providing ample time to deposit materials without rushing.	Reduced to negligible level as the vast majority of users accessing the site will have booked and turning away only occurs for vehicles who haven't booked.	None as only those who book arrive during their timeslot enabling the offsite queuing to be virtually eliminated.	The use of a booking system for all site users enables managed and controlled access to the site. This greatly reduces all the associated risks with traffic and customer management noted and provided definite access within a suitable booking window for customers.
Booking System (pick-ups, car derived vans, vans and trailers)	Reduced due to lessening the number of larger and/or less manoeuvrable vehicles to a controlled level suitable for the site layout and usage patterns.	Reduced due to lessening the number of larger and/or less manoeuvrable vehicles for the site layout and usage patterns.	Minor reduction due to controlling and limiting large and/or less manoeuvrable vehicles accessing the site to fit with site usage patterns.	Significant reduction due to no or limited impediment to access for cars with a limited turning away for vans and specific vehicle types who haven't booked.	Potential for significant queues during peak periods at weekends, public holidays, sunny weather etc but limited or no impact during non-peak periods	Pick-ups, car derived vans, vans and trailers can access this site on a managed basis, via a booking system. Due to the layout of the bays within the site manoeuvring trailers and large vans can cause blockages within the site and requires great care to be taken. If levels of incidence of collisions or near misses increase then the option of removing access for these vehicle types will be taken.
Physical Barrier	Practically eliminated due to controlling the number of vehicles on site and the number expected to access the site.	Practically eliminated due to controlling the number of vehicles on site and the number expected to access the site.	Significant reduction due to clear sightlines afforded by controlling the number of vehicles on site and providing ample time to deposit materials without rushing.	Reduction versus no control as there is the potential to challenge and dispatch site users who shouldn't be accessing due to the material being commercial or not accepted. There could be potential for frustration at the barrier when offsite queues have been significant and, where relevant, if individuals do not accept or understand why they are being turned away, due to not having to make a booking and therefore assuming free and open access.	Potential for significant queues during peak periods at weekends, public holidays, sunny weather etc but limited or no impact during non-peak periods	The site would require the installation of a powered physical barrier at this site entrance. There is no ability to stack queuing vehicles within the site which means that queuing traffic would be on the Ridge Way. There is a potential for conflict here with traffic using the road to access other areas of the industrial estate and the potential for queues from the east extending beyond Central Way, which could not be allowed to happen. The barrier would be used to release vehicles onto the site when it is safe to do so in order to help to control the number of public vehicles on site to ensure the internal congestion and associated risks do not arise. If a barrier system was used to control access it would have to be closely monitored and if queuing traffic became an issue reverting to a booking system for all would be required to remove this issue.
Height Barrier	No positive impact. Only limits higher vehicles from accessing the site. No control over the number of vehicles accessing the site.	No positive impact. Only limits higher vehicles from accessing the site. No control over the number of vehicles accessing the site.	No positive impact. Only limits higher vehicles from accessing the site. No control over the number of vehicles accessing the site.	Potential reduction versus no control as larger vehicles will not be able to access the site, which tend to be more likely to be used for illegal trade waste disposal. This approach presents a flashpoint where vehicles could make contact with the barrier including those with roof boxes/carriers.	Minor impact when vehicles that cannot pass through the barrier have to turn around. Similar issue if a vehicle makes contact with the barrier.	Height barriers are not beneficial in controlling site traffic volumes but do allow a restriction on taller vehicles, however some SUVs, People Carriers and vehicles with a roof box or similar will also be impacted. They are repeatedly damaged due to this and require frequent repair and debates about stability for someone.
Additional Site Staff at Gate	Allows control of number of vehicles coming into the site so has the potential to enable control and reduce the risk, however it involves placing a member of staff in a position to stop traffic putting them at risk or trusting the visitors to politely wait when asked.	Allows control of number of vehicles coming into the site so has the potential to enable control and reduce the risk, however it involves placing a member of staff in a position to stop traffic putting them at risk or trusting the visitors to politely wait when asked.	Allows control of number of vehicles coming into the site so has the potential to enable control and reduce the risk, however it involves placing a member of staff in a position to stop traffic putting them at risk or trusting the visitors to politely wait when asked.	Significant increase in the potential for flashpoints as the site attendant seeks to physically control traffic accessing the site and turning away those who are not permitted access.	The impact would be similar to that of using a physical barrier at the site entrance but, as noted, would lead to the ability for frustrated site users to drive past, or through, the attendant and into the site unhindered.	Due to the size of the site and the lack of ability to stack traffic to engage with customers before entering the site the use of additional staff at the site entrance would not be beneficial.

Additional Considerations	
Pedestrian Access	Pedestrian access to the site would require the construction of a suitable internal pavement or separated walkway within the site and the introduction of a pedestrian gate and footpath to link with access to the bells and banks but not the skips, which given the nature of pedestrian delivered material, should cater for most needs.
Bicycle Access	Bicycle access could not be offered within the site, but users could be encouraged to park up bikes off site and then access would then be on foot as per Pedestrian Access noted above.

Summary recommendation:
The site could operate with the use of an automated physical barrier to manage onsite risks, however the layout of the site results in limited ability to stack any waiting vehicles within the site. There is a potential for queuing to impinge on the exit from Central Way during peak usage period and any impacts from this would need to be closely monitored and the solution, if the impacts were considered to be potentially serious, would be the reintroduction of a booking system for all. Due to the layout of the bays within the access for non-cars can be permitted with the use of the booking system but closely managed and monitored to ensure the noted key risk do not escalate. Pedestrian access could be provided with bicycles encouraged to park off site and walk in both of which would require alterations to the site entrance and internally to the site in order to create safe access and walkways.

Fife Recycling Centre Traffic Management and Access Audit

Purpose: Reviewing the current access and control methods to determine the impact of altering CoVID protocols
The key risks being considered are: vehicle/vehicle collisions, vehicle/pedestrian collisions, slips/trips/falls and violence/aggression towards staff

Site: Dunfermline

Potential for harm
High
Medium
Low

Traffic volume control method	Impact on					Site Specific Comments/Recommendations
	Vehicle/vehicle collisions	Vehicle/pedestrian collisions	Slips, trips & falls	Violence & aggression	Off site impacts	
No control measures	During peak periods the unfettered access to the sites limits the ability to control traffic volumes and fulfil other statutory and operational requirements on site leading to an increased risk of vehicle/vehicle collisions.	During peak periods the unfettered access to the sites limits the ability to control traffic volumes and pedestrian movements across the site with materials leading to an increased risk of vehicle/pedestrian collisions within constrained site layouts.	During peak periods the volume of vehicles can prevent clear sightlines being afforded increasing the risk of slips, trips and falls.	The inability to control, engage and direct customers at the point of entry leads to increased opportunities for flashpoints to arise within the sites between attendants and the public as well as public/public issues due to the constraints of space within the sites and the volume of traffic during peak periods.	Potential for significant queues during peak periods at weekends, public holidays, sunny weather etc but limited or no impact during non-peak periods	Having no control measures for accessing the site will knowingly permit the associated risks noted from occurring and is not recommended.
Booking System (all)	Practically eliminated due to controlling the number of vehicles on site and the number expected to access the site.	Practically eliminated due to controlling the number of vehicles on site and the number expected to access the site.	Significant reduction due to clear sightlines afforded by controlling the number of vehicles on site and providing ample time to deposit materials without rushing.	Reduced to negligible level as the vast majority of users accessing the site will have booked and turning away only occurs for vehicles who haven't booked.	None as only those who book arrive during their timeslot enabling the offsite queuing to be virtually eliminated.	The use of a booking system for all site users enables managed and controlled access to the site. This greatly reduces all the associated risks with traffic and customer management noted and provided definite access within a suitable booking window for customers.
Booking System (pick-ups, car derived vans, vans and trailers)	Reduced due to lessening the number of larger and/or less manoeuvrable vehicles to a controlled level suitable for the site layout and usage patterns.	Reduced due to lessening the number of larger and/or less manoeuvrable vehicles to a controlled level suitable for the site layout and usage patterns.	Minor reduction due to controlling and limiting large and/or less manoeuvrable vehicles accessing the site to fit with site usage patterns.	Significant reduction due to no or limited impediment to access for cars with a limited turning away for vans and specific vehicle types who haven't booked.	Potential for significant queues during peak periods at weekends, public holidays, sunny weather etc but limited or no impact during non-peak periods	Pick-ups, car derived vans, vans and trailers could access this site safely with the use of a booking system managed in a way to ensure there is minimal impact to open access for public cars.
Physical Barrier	Practically eliminated due to controlling the number of vehicles on site and the number expected to access the site.	Practically eliminated due to controlling the number of vehicles on site and the number expected to access the site.	Significant reduction due to clear sightlines afforded by controlling the number of vehicles on site and providing ample time to deposit materials without rushing.	Reduction versus no control as there is the potential to access due to the material being commercial or not accepted. There could be potential for frustration at the barrier when offsite queues have been significant and, where relevant, if individuals do not accept or understand why they are being turned away, due to not having to make a booking and therefore assuming free and open access.	Potential for significant queues during peak periods at weekends, public holidays, sunny weather etc but limited or no impact during non-peak periods	The site would benefit from the installation of two powered physical barriers one at the site entrance and a second further into the site. This system could be electrified and used to initially check that vehicles and waste are permitted onto the site at the first barrier, in order to enable non-conforming loads to be turned around prior to entering the site. The second barrier could then be used to release vehicles onto the site when it is safe to do so in order to help to control the number of public vehicles on site in order to ensure the internal congestion and associated risks do not arise. There is enough space between the second barrier location and entrance to help to reduce the likelihood of queuing onto the road, but this would require monitoring to ensure queuing does not regularly impinge on wider access for HGVs into the main Lochhead site which would be caught in any queue and if overtaking the queue would present a risk to vehicles exiting the recycling centre. If this becomes the case then it would be possible to revert to a booking system for all to remove this issue.
Height Barrier	No positive impact. Only limits higher vehicles from accessing the site. No control over the number of vehicles accessing the site.	No positive impact. Only limits higher vehicles from accessing the site. No control over the number of vehicles accessing the site.	No positive impact. Only limits higher vehicles from accessing the site. No control over the number of vehicles accessing the site.	Potential reduction versus no control as larger vehicles will not be able to access the site, which tend to be more likely to be used for illegal trade waste disposal. This approach presents a flashpoint where vehicles could make contact with the barrier including those with roof boxes/carriers.	Minor impact when vehicles that cannot pass through the barrier have to turn around. Similar issue if a vehicle makes contact with the barrier.	Height barriers are not beneficial in controlling site traffic volumes but do allow a restriction on taller vehicles, however some SUVs, People Carriers and vehicles with a roof box or similar will also be impacted. They are repeatedly damaged due to this and require frequent repair and debates about liability for damage.
Additional Site Staff at Gate	Allows control of number of vehicles coming into the site so has the potential to enable control and reduce the risk, however it involves placing a member of staff in a position to stop traffic putting them at risk or trusting the visitors to politely wait when asked.	Allows control of number of vehicles coming into the site so has the potential to enable control and reduce the risk, however it involves placing a member of staff in a position to stop traffic putting them at risk or trusting the visitors to politely wait when asked.	Allows control of number of vehicles coming into the site so has the potential to enable control and reduce the risk, however it involves placing a member of staff in a position to stop traffic putting them at risk or trusting the visitors to politely wait when asked.	Significant increase in the potential for flashpoints as the site attendant seeks to physically control traffic accessing the site and turning away those who are not permitted access.	The impact would be similar to that of using a physical barrier at the site entrance but, as noted, would lead to the ability for frustrated site users to drive past, or through, the attendant and into the site unhindered.	The layout and location of the site ability, along with the proximity to the main gate and operational weighbridge would suggest that there would be no real benefit from having an additional member of staff on site.

Additional Considerations

Pedestrian Access	Pedestrian access to the site would not be suitable given the size, layout and location of the site with no pavements external to the site and the entrance being through a busy operational gate used by HGV vehicles.
Bicycle Access	Bicycle access to the site would not be suitable given the size, layout and location of the site as per note on Pedestrian Access.

Summary recommendation:

It is recommended that this site is opened fully for car access with the use of a booking system for pick-ups, car derived vans, vans and trailers only along with the installation of two powered physical barrier on site to control internal traffic volumes. Bookings would be permissible for pick-ups, car derived vans, vans and trailers for personal domestic waste materials only, not commercial or third party waste. Pedestrian access and bicycle access should not be provided or encouraged at this location. A longer term solution to conflicting traffic priorities would be to create a separate access point into the recycling centre away from the main HGV access gate.

Fife Recycling Centre Traffic Management and Access Audit

Purpose: Reviewing the current access and control methods to determine the impact of altering CoVID protocols
The key risks being considered are: vehicle/vehicle collisions, vehicle/pedestrian collisions, slips/trips/falls and violence/aggression towards staff

Site: Glenrothes

Potential for harm
High
Medium
Low

Traffic volume control method	Impact on					Site Specific Comments/Recommendations
	Vehicle/vehicle collisions	Vehicle/pedestrian collisions	Slips, trips & falls	Violence & aggression	Off site impacts	
No control measures	During peak periods the unfettered access to the sites limits the ability to control traffic volumes and fulfil other statutory and operational requirements on site leading to an increased risk of vehicle/vehicle collisions.	During peak periods the unfettered access to the sites limits the ability to control traffic volumes and pedestrian movements across the site with materials leading to an increased risk of vehicle/pedestrian collisions within constrained site layouts.	During peak periods the volume of vehicles can prevent clear sightlines being afforded increasing the risk of slips, trips and falls.	The inability to control, engage and direct customers at the point of entry leads to increased opportunities for flashpoints to arise within the sites between attendants and the public as well as public/public issues due to the constraints of space within the sites and the volume of traffic during peak periods.	Potential for significant queues during peak periods at weekends, public holidays, sunny weather etc but limited or no impact during non-peak periods	Having no control measures for accessing the site will knowingly permit the associated risks noted from occurring and is not recommended.
Booking System (all)	Practically eliminated due to controlling the number of vehicles on site and the number expected to access the site.	Practically eliminated due to controlling the number of vehicles on site and the number expected to access the site.	Significant reduction due to clear sightlines afforded by controlling the number of vehicles on site and providing ample time to deposit materials without rushing.	Reduced to negligible level as the vast majority of users accessing the site will have booked and turning away only occurs for vehicles who haven't booked.	None as only those who book arrive during their timeslot enabling the offsite queuing to be virtually eliminated.	The use of a booking system for all site users enables managed and controlled access to the site. This greatly reduces all the associated risks with traffic and customer management noted and provided definite access within a suitable booking window for customers.
Booking System (pick-ups, car derived vans, vans and trailers)	Reduced due to lessening the number of larger and/or less manoeuvrable vehicles to a controlled level suitable for the site layout and usage patterns.	Reduced due to lessening the number of larger and/or less manoeuvrable vehicles to a controlled level suitable for the site layout and usage patterns.	Minor reduction due to controlling and limiting large and/or less manoeuvrable vehicles accessing the site to fit with site usage patterns.	Significant reduction due to no or limited impediment to access for cars with a limited turning away for vans and specific vehicle types who haven't booked.	Potential for significant queues during peak periods at weekends, public holidays, sunny weather etc but limited or no impact during non-peak periods	Pick-ups, car derived vans, vans and trailers could access this site safely with the use of a booking system managed in a way to ensure there is minimal impact to open access for public cars.
Physical Barrier	Practically eliminated due to controlling the number of vehicles on site and the number expected to access the site.	Practically eliminated due to controlling the number of vehicles on site and the number expected to access the site.	Significant reduction due to clear sightlines afforded by controlling the number of vehicles on site and providing ample time to deposit materials without rushing.	Reduction versus no control as there is the potential to challenge and dispatch site users who shouldn't be accessing due to the material being commercial or not accepted. There could be potential for frustration at the barrier when offsite queues have been significant and, where relevant, if individuals do not accept or understand why they are being turned away, due to not having to make a booking and therefore assuming free and open access.	Potential for significant queues during peak periods at weekends, public holidays, sunny weather etc but limited or no impact during non-peak periods	The site has an existing physical barrier at the site entrance that was used to control traffic during CoVID measures and a second further into the site. This system could be electrified and used to initially check that vehicles and waste are permitted onto the site at the first barrier, in order to enable non-conforming loads to be turned around prior to entering the site. The second barrier could then be used to release vehicles onto the site when it is safe to do so in order to help to control the number of public vehicles on site in order to ensure the internal congestion and associated risks do not arise. There is a degree of space between the second barrier location and entrance from Cable Road which should help to reduce the likelihood of queuing onto the road, but this would require monitoring to ensure queuing does not regularly impinge on access to the other busy industrial units within the area, particularly the neighbouring waste company whose HGVs would be caught in any queue and if overtaking the queue would present a risk to vehicles exiting the recycling centre. If this becomes the case then it would be possible to revert to a booking system for all to remove this issue.
Height Barrier	No positive impact. Only limits higher vehicles from accessing the site. No control over the number of vehicles accessing the site.	No positive impact. Only limits higher vehicles from accessing the site. No control over the number of vehicles accessing the site.	No positive impact. Only limits higher vehicles from accessing the site. No control over the number of vehicles accessing the site.	Potential reduction versus no control as larger vehicles will not be able to access the site, which tend to be more likely to be used for illegal trade waste disposal. This approach presents a flashpoint where vehicles could make contact with the barrier including those with roof boxes/carriers.	Minor impact when vehicles that cannot pass through the barrier have to turn around. Similar issue if a vehicle makes contact with the barrier.	Height barriers are not beneficial in controlling site traffic volumes but do allow a restriction on taller vehicles, however some SUVs, People Carriers and vehicles with a roof box or similar will also be impacted. They are repeatedly damaged due to this and require frequent repair and debates about liability for damage.
Additional Site Staff at Gate	Allows control of number of vehicles coming into the site so has the potential to enable control and reduce the risk, however it involves placing a member of staff in a position to stop traffic putting them at risk or trusting the visitors to politely wait when asked.	Allows control of number of vehicles coming into the site so has the potential to enable control and reduce the risk, however it involves placing a member of staff in a position to stop traffic putting them at risk or trusting the visitors to politely wait when asked.	Allows control of number of vehicles coming into the site so has the potential to enable control and reduce the risk, however it involves placing a member of staff in a position to stop traffic putting them at risk or trusting the visitors to politely wait when asked.	Significant increase in the potential for flashpoints as the site attendant seeks to physically control traffic accessing the site and turning away those who are not permitted access.	The impact would be similar to that of using a physical barrier at the site entrance but, as noted, would lead to the ability for frustrated site users to drive past, or through, the attendant and into the site unhindered.	The layout and location of the site ability to stack traffic and provide the ability to allow an additional member of site staff to engage with customers at the first powered barrier before entering the site. This role would be beneficial in terms of capturing non-conforming waste before entering the main body of the site as well as enhancing the site experience.

Additional Considerations

Pedestrian Access	Pedestrian access to the site would not be suitable given the size, layout and location of the site within a busy industrial estate.
Bicycle Access	Bicycle access to the site would not be suitable given the size, layout and location of the site within a busy industrial estate.

Summary recommendation:

It is recommended that this site is opened fully for car users with the use of a booking system for pick-ups, car derived vans, vans and trailers and installing two powered physical barrier on site to control internal traffic volumes. Bookings would be permissible for pick-ups, car derived vans, vans and trailers for personal domestic waste materials only, not commercial or third party waste. Pedestrian access and bicycle access should not be provided or encouraged at this location.

Fife Recycling Centre Traffic Management and Access Audit

Purpose: Reviewing the current access and control methods to determine the impact of altering CoVID protocols
The key risks being considered are: vehicle/vehicle collisions, vehicle/pedestrian collisions, slips/trips/falls and violence/aggression towards staff

Site:

Potential for harm
High
Medium
Low

Traffic volume control method	Impact on					Site Specific Comments/Recommendations
	Vehicle/vehicle collisions	Vehicle/pedestrian collisions	Slips, trips & falls	Violence & aggression	Off site impacts	
No control measures	During peak periods the unfettered access to the sites limits the ability to control traffic volumes and fulfill other statutory and operational requirements on site leading to an increased risk of vehicle/vehicle collisions.	During peak periods the unfettered access to the sites limits the ability to control traffic volumes and pedestrian movements across the site with materials leading to an increased risk of vehicle/pedestrian collisions within constrained site layouts.	During peak periods the volume of vehicles can prevent clear sightlines being afforded increasing the risk of slips, trips and falls.	The inability to control, engage and direct customers at the point of entry leads to increased opportunities for flashpoints to arise within the sites between attendants and the public as well as public/public issues due to the constraints of space within the sites and the volume of traffic during peak periods.	Potential for significant queues during peak periods at weekends, public holidays, sunny weather etc but limited or no impact during non-peak periods	Having no control measures for accessing the site will knowingly permit the associated risks noted from occurring and is not recommended.
Booking System (all)	Practically eliminated due to controlling the number of vehicles on site and the number expected to access the site.	Practically eliminated due to controlling the number of vehicles on site and the number expected to access the site.	Significant reduction due to clear sightlines afforded by controlling the number of vehicles on site and providing ample time to deposit materials without rushing.	Reduced to negligible level as the vast majority of users accessing the site will have booked and turning away only occurs for vehicles who haven't booked.	None as only those who book arrive during their timeslot enabling the offsite queueing to be virtually eliminated.	The use of a booking system for all site users enables managed and controlled access to the site. This greatly reduces all the associated risks with traffic and customer management noted and provided definite access within a suitable booking window for customers.
Booking System (pick-ups, car derived vans, vans and trailers)	Reduced due to lessening the number of larger and/or less manoeuvrable vehicles to a controlled level suitable for the site layout and usage patterns.	Reduced due to lessening the number of larger and/or less manoeuvrable vehicles to a controlled level suitable for the site layout and usage patterns.	Minor reduction due to controlling and limiting large and/or less manoeuvrable vehicles accessing the site to fit with site usage patterns.	Significant reduction due to no or limited impediment to access for cars with a limited turning away for vans and specific vehicle types who haven't booked.	Potential for significant queues during peak periods at weekends, public holidays, sunny weather etc but limited or no impact during non-peak periods	Pick-ups, car derived vans, vans and trailers could access this site safely with the use of a booking system managed in a way to ensure there is minimal impact to open access for public cars.
Physical Barrier	Practically eliminated due to controlling the number of vehicles on site and the number expected to access the site.	Practically eliminated due to controlling the number of vehicles on site and the number expected to access the site.	Significant reduction due to clear sightlines afforded by controlling the number of vehicles on site and providing ample time to deposit materials without rushing.	Reduction versus no control as there is the potential to challenge and dispatch site users who shouldn't be accessing due to the material being commercial or not accepted. There could be potential for frustration at the barrier when offsite queues have been significant and, where relevant, if individuals do not accept or understand why they are being turned away, due to not having to make a booking and therefore assuming free and open access.	Potential for significant queues during peak periods at weekends, public holidays, sunny weather etc but limited or no impact during non-peak periods	The site would be suitable for the installation of an electronic barrier system, level with the attendants hut. This system could easily be used to help to control the number of public vehicles on site to ensure the internal congestion and associated risks do not arise. There is a degree of space between the barrier location and the junction with Denburn Road, but this would require monitoring to ensure queueing does not regularly impinge on local access for other areas in the vicinity, however this is unlikely given the vacant units along this section of the road. If this becomes the case then it would be possible to revert to a booking system for all to remove this issue.
Height Barrier	No positive impact. Only limits higher vehicles from accessing the site. No control over the number of vehicles accessing the site.	No positive impact. Only limits higher vehicles from accessing the site. No control over the number of vehicles accessing the site.	No positive impact. Only limits higher vehicles from accessing the site. No control over the number of vehicles accessing the site.	Potential reduction versus no control as larger vehicles will not be able to access the site, which tend to be more likely to be used for illegal trade waste disposal. This approach presents a flashpoint where vehicles could make contact with the barrier including those with roof boxes/carriers.	Minor impact when vehicles that cannot pass through the barrier have to turn around. Similar issue if a vehicle makes contact with the barrier.	Height barriers are not beneficial in controlling site traffic volumes but do allow a restriction on taller vehicles, however some SUVs, People Carriers and vehicles with a roof box or similar will also be impacted. They are repeatedly damaged due to this and require frequent repair and debates about liability for damage.
Additional Site Staff at Gate	Allows control of number of vehicles coming into the site so has the potential to enable control and reduce the risk, however it involves placing a member of staff in a position to stop traffic putting them at risk or trusting the visitors to politely wait when asked.	Allows control of number of vehicles coming into the site so has the potential to enable control and reduce the risk, however it involves placing a member of staff in a position to stop traffic putting them at risk or trusting the visitors to politely wait when asked.	Allows control of number of vehicles coming into the site so has the potential to enable control and reduce the risk, however it involves placing a member of staff in a position to stop traffic putting them at risk or trusting the visitors to politely wait when asked.	Significant increase in the potential for flashpoints as the site attendant seeks to physically control traffic accessing the site and turning away those who are not permitted access.	The impact would be similar to that of using a physical barrier at the site entrance but, as noted, would lead to the ability for frustrated site users to drive past, or through, the attendant and into the site unhindered.	The layout and location of the site ability to stack traffic within the site entrance area provide the ability to allow an additional member of site staff to engage with customers before entering the site. This role would be beneficial in terms of enhancing the site experience but would not be recommended at the expense of the use of a physical barrier to manage traffic volumes on site.

Additional Considerations

Pedestrian Access	Pedestrian access to the site would require the construction of a suitable walkway within the site and slip gate to access the site from Denburn Road. Once on site safe access could be maintained through the introduction of this walkway to enable access past the site attendants hut to access the bells and banks but not the skips, which given the nature of pedestrian delivered material, should cater for most needs.
Bicycle Access	Bicycle access could be offered into the site where bikes would park up in a designated area within the current staff parking area. Access would then be on foot as per Pedestrian Access noted above.

Summary recommendation:

It is recommended that this site is opened fully for car access with the use of a booking system for pick-ups, car derived vans, vans and trailers, only, and using a powered physical barrier on site to control internal traffic volumes. Bookings would be permissible for pick-ups, car derived vans, vans and trailers for personal domestic waste materials only, not commercial or third party waste. Pedestrian access and bicycle access could be provided, however, it would require alterations to the site entrance and internally to the site.

Fife Recycling Centre Traffic Management and Access Audit

Purpose: Reviewing the current access and control methods to determine the impact of altering CoVID protocols
The key risks being considered are: vehicle/vehicle collisions, vehicle/pedestrian collisions, slips/trips/falls and violence/aggression towards staff

Site: Ladybank

Potential for harm
High
Medium
Low

Traffic volume control method	Impact on					Site Specific Comments/Recommendations
	Vehicle/vehicle collisions	Vehicle/pedestrian collisions	Slips, trips & falls	Violence & aggression	Off site impacts	
No control measures	During peak periods the unfettered access to the sites limits the ability to control traffic volumes and fulfil other statutory and operational requirements on site leading to an increased risk of vehicle/vehicle collisions.	During peak periods the unfettered access to the sites limits the ability to control traffic volumes and pedestrian movements across the site with materials leading to an increased risk of vehicle/pedestrian collisions within constrained site layouts.	During peak periods the volume of vehicles can prevent clear sightlines being afforded increasing the risk of slips, trips and falls.	The inability to control, engage and direct customers at the point of entry leads to increased opportunities for flashpoints to arise within the sites between attendants and the public as well as public/public issues due to the constraints of space within the sites and the volume of traffic during peak periods.	Potential for significant queues during peak periods at weekends, public holidays, sunny weather etc but limited or no impact during non-peak periods	Having no control measures for accessing the site will knowingly permit the associated risks noted from occurring and is not recommended.
Booking System (all)	Practically eliminated due to controlling the number of vehicles on site and the number expected to access the site.	Practically eliminated due to controlling the number of vehicles on site and the number expected to access the site.	Significant reduction due to clear sightlines afforded by controlling the number of vehicles on site and providing ample time to deposit materials without rushing.	Reduced to negligible level as the vast majority of users accessing the site will have booked and turning away only occurs for vehicles who haven't booked.	None as only those who book arrive during their timeslot enabling the offsite queuing to be virtually eliminated.	The use of a booking system for all site users enables managed and controlled access to the site. This greatly reduces all the associated risks with traffic and customer management noted and provided definite access within a suitable booking window for customers
Booking System (pick-ups, car derived vans, vans and trailers)	Reduced due to lessening the number of larger and/or less manoeuvrable vehicles to a controlled level suitable for the site layout and usage patterns.	Reduced due to lessening the number of larger and/or less manoeuvrable vehicles to a controlled level suitable for the site layout and usage patterns.	Minor reduction due to controlling and limiting large and/or less manoeuvrable vehicles accessing the site to fit with site usage patterns.	Significant reduction due to no or limited impediment to access for cars with a limited turning away for vans and specific vehicle types who haven't booked.	Potential for significant queues during peak periods at weekends, public holidays, sunny weather etc but limited or no impact during non-peak periods	Pick-ups, car derived vans, vans and trailers could access this site safely with the use of a booking system managed in a way to ensure there is minimal impact to open access for public cars.
Physical Barrier	Practically eliminated due to controlling the number of vehicles on site and the number expected to access the site.	Practically eliminated due to controlling the number of vehicles on site and the number expected to access the site.	Significant reduction due to clear sightlines afforded by controlling the number of vehicles on site and providing ample time to deposit materials without rushing.	Reduction versus no control as there is the potential to challenge and dispatch site users who shouldn't be accessing due to the material being commercial or not accepted. There could be potential for frustration at the barrier when offsite queues have been significant and, where relevant, if individuals do not accept or understand why they are being turned away, due to not having to make a booking and therefore assuming free and open access.	Potential for significant queues during peak periods at weekends, public holidays, sunny weather etc but limited or no impact during non-peak periods	The site would require the installation of a powered physical barrier within the recycling centre entrance. The barrier would be used to release vehicles onto the site when it is safe to do so in order to help to control the number of public vehicles on site to ensure the internal congestion and associated risks do not arise. The potential stacking space is limited due to the same site entrance being used for the weighbridge and other service vehicles accessing the Lower Melville Wood operational site. This could lead to a conflict of public and service vehicles coming onto the site and queues could form from both perspectives which would further exacerbate this problem. Ideally a separate entrance for public vehicles accessing the recycling centre would be created, enabling this current pinch point to be removed, along with the need to retain a booking system to manage the issues with the current site setup.
Height Barrier	No positive impact. Only limits higher vehicles from accessing the site. No control over the number of vehicles accessing the site.	No positive impact. Only limits higher vehicles from accessing the site. No control over the number of vehicles accessing the site.	No positive impact. Only limits higher vehicles from accessing the site. No control over the number of vehicles accessing the site.	Potential reduction versus no control as larger vehicles will not be able to access the site, which tend to be more likely to be used for illegal trade waste disposal. This approach presents a flashpoint where vehicles could make contact with the barrier including those with roof boxes/carriers.	Minor impact when vehicles that cannot pass through the barrier have to turn around. Similar issue if a vehicle makes contact with the barrier.	Height barriers are not beneficial in controlling site traffic volumes but do allow a restriction on taller vehicles, however some SUVs, People Carriers and vehicles with a roof box or similar will also be impacted. They are repeatedly damaged due to this and require frequent repair and debates about liability for damage
Additional Site Staff at Gate	Allows control of number of vehicles coming into the site so has the potential to enable control and reduce the risk, however it involves placing a member of staff in a position to stop traffic putting them at risk or trusting the visitors to politely wait when asked.	Allows control of number of vehicles coming into the site so has the potential to enable control and reduce the risk, however it involves placing a member of staff in a position to stop traffic putting them at risk or trusting the visitors to politely wait when asked.	Allows control of number of vehicles coming into the site so has the potential to enable control and reduce the risk, however it involves placing a member of staff in a position to stop traffic putting them at risk or trusting the visitors to politely wait when asked.	Significant increase in the potential for flashpoints as the site attendant seeks to physically control traffic accessing the site and turning away those who are not permitted access.	The impact would be similar to that of using a physical barrier at the site entrance but, as noted, would lead to the ability for frustrated site users to drive past, or through, the attendant and into the site unhindered.	The layout and location of the site ability, along with the proximity to the main gate and operational weighbridge would suggest that there would be no real benefit from having an additional member of staff on site.

Additional Considerations

Pedestrian Access	Pedestrian access to the site would not be suitable given the size, layout and location of the site with no pavements external to the site and the entrance being through a busy operational gate used by HGV vehicles.
Bicycle Access	Bicycle access to the site would not be suitable given the size, layout and location of the site as per note on Pedestrian Access.

Summary recommendation:

It is recommended that the site continues to operate using a booking system for all site users due to the pinch point with operational traffic at the site entrance which would not be assisted by removing the booking system or installing a physical barrier. Pedestrian access and bicycle access should not be provided or encouraged at this location. A longer term solution to safe operations would be to look to the installation of a separate site entrance for public vehicles to the south west of the site onto the main access road.

Fife Recycling Centre Traffic Management and Access Audit

Purpose: Reviewing the current access and control methods to determine the impact of altering CoVID protocols
The key risks being considered are: vehicle/vehicle collisions, vehicle/pedestrian collisions, slips/trips/falls and violence/aggression towards staff

Site: Lochgelly

Potential for harm
High
Medium
Low

Traffic volume control method	Impact on				Off site impacts	Site Specific Comments/Recommendations
	Vehicle/vehicle collisions	Vehicle/pedestrian collisions	Slips, trips & falls	Violence & aggression		
No control measures	During peak periods the unfettered access to the sites limits the ability to control traffic volumes and fulfil other statutory and operational requirements on site leading to an increased risk of vehicle/vehicle collisions.	During peak periods the unfettered access to the sites limits the ability to control traffic volumes and pedestrian movements across the site with materials leading to an increased risk of vehicle/pedestrian collisions within constrained site layouts.	During peak periods the volume of vehicles can prevent clear sightlines being afforded increasing the risk of slips, trips and falls.	The inability to control, engage and direct customers at the point of entry leads to increased opportunities for flashpoints to arise within the sites between attendants and the public as well as public/public issues due to the constraints of space within the sites and the volume of traffic during peak periods.	Potential for significant queues during peak periods at weekends, public holidays, sunny weather etc but limited or no impact during non-peak periods	Having no control measures for accessing the site will knowingly permit the associated risks noted from occurring and is not recommended.
Booking System (all)	Practically eliminated due to controlling the number of vehicles on site and the number expected to access the site.	Practically eliminated due to controlling the number of vehicles on site and the number expected to access the site.	Significant reduction due to controlling the number of vehicles on site and providing ample time to deposit materials without rushing.	Reduced to negligible level as the vast majority of users accessing the site will have booked and turning away only occurs for vehicles who haven't booked.	None as only those who book arrive during their timeslot enabling the offsite queuing to be virtually eliminated.	The use of a booking system for all site users enables managed and controlled access to the site. This greatly reduces all the associated risks with traffic and customer management noted and provided definite access within a suitable booking window for customers.
Booking System (pick-ups, car derived vans, vans and trailers)	Reduced due to lessening the number of larger and/or less manoeuvrable vehicles to a controlled level suitable for the site layout and usage patterns.	Reduced due to lessening the number of larger and/or less manoeuvrable vehicles to a controlled level suitable for the site layout and usage patterns.	Minor reduction due to controlling and limiting large and/or less manoeuvrable vehicles accessing the site to fit with site usage patterns.	Significant reduction due to no or limited impediment to access for cars with a limited turning away for vans and specific vehicle types who haven't booked.	Potential for significant queues during peak periods at weekends, public holidays, sunny weather etc but limited or no impact during non-peak periods	Pick-ups, car derived vans, vans and trailers could access this site safely with the use of a booking system managed in a way to ensure there is minimal impact to open access for public cars.
Physical Barrier	Practically eliminated due to controlling the number of vehicles on site and the number expected to access the site.	Practically eliminated due to controlling the number of vehicles on site and the number expected to access the site.	Significant reduction due to clear sightlines afforded by controlling the number of vehicles on site and providing ample time to deposit materials without rushing.	Reduction versus no control as there is the potential to challenge and dispatch site users who shouldn't be accessing due to the material being commercial or not accepted. There could be potential for frustration at the barrier when offsite queues have been significant and, where relevant, if individuals do not accept or understand why they are being turned away, due to not having to make a booking and therefore assuming free and open access.	Potential for significant queues during peak periods at weekends, public holidays, sunny weather etc but limited or no impact during non-peak periods	The site would require the installation of a powered physical barrier set back within the site. This would allow a reasonable amount of stacking within the site and its entrance bell mouth. The barrier would be used to release vehicles onto the site when it is safe to do so in order to help to control the number of public vehicles on site to ensure the internal congestion and associated risks do not arise. The potential stacking space is reasonable but there could be an increased likelihood of queuing onto the road within the busy industrial estate. This would require monitoring to ensure queuing does not regularly impinge on access to the other busy industrial units within the area, particularly the neighbouring waste companies whose HGVs would be caught in any queue and if overtaking the queue would present a risk to vehicles exiting the recycling centre. If this becomes the case then it would be possible to revert to a booking system for all to remove this issue.
Height Barrier	No positive impact. Only limits higher vehicles from accessing the site. No control over the number of vehicles accessing the site.	No positive impact. Only limits higher vehicles from accessing the site. No control over the number of vehicles accessing the site.	No positive impact. Only limits higher vehicles from accessing the site. No control over the number of vehicles accessing the site.	Potential reduction versus no control as larger vehicles will not be able to access the site, which tend to be more likely to be used for illegal trade waste disposal. This approach presents a flashpoint where vehicles could make contact with the barrier including those with roof boxes/carriers.	Minor impact when vehicles that cannot pass through the barrier have to turn around. Similar issue if a vehicle makes contact with the barrier.	Height barriers are not beneficial in controlling site traffic volumes but do allow a restriction on taller vehicles, however some SUVs, People Carriers and vehicles with a roof box or similar will also be impacted. They are repeatedly damaged due to this and require frequent repair and debates about liability for damage.
Additional Site Staff at Gate	Allows control of number of vehicles coming into the site so has the potential to enable control and reduce the risk, however it involves placing a member of staff in a position to stop traffic putting them at risk or trusting the visitors to politely wait when asked.	Allows control of number of vehicles coming into the site so has the potential to enable control and reduce the risk, however it involves placing a member of staff in a position to stop traffic putting them at risk or trusting the visitors to politely wait when asked.	Allows control of number of vehicles coming into the site so has the potential to enable control and reduce the risk, however it involves placing a member of staff in a position to stop traffic putting them at risk or trusting the visitors to politely wait when asked.	Significant increase in the potential for flashpoints as the site attendant seeks to physically control traffic accessing the site and turning away those who are not permitted access.	The impact would be similar to that of using a physical barrier at the site entrance but, as noted, would lead to the ability for frustrated site users to drive past, or through, the attendant and into the site unhindered.	Due to the size of the site, its internal layout, viewing angles and the limited ability to stack traffic the use of additional staff at the site entrance would not be seen as an essential requirement.

Additional Considerations

Pedestrian Access	Pedestrian access to the site would require the construction of a slip gate leading into the site and a suitable internal crossing within the entrance to take pedestrians across to the banks and bells but not the skips, which given the nature of pedestrian delivered material, should cater for most needs.
Bicycle Access	Bicycle access could be offered into the site where bikes would park up in a designated area, internally to the left of the site entrance. Access would then be on foot as per Pedestrian Access noted above.

Summary recommendation:

It is recommended that this site is opened fully for car access with the use of a booking system for pick-ups, car derived vans, vans and trailers along with the introduction of a powered physical barrier on site to control internal traffic volumes. Bookings would be permissible for vans and trailers for personal domestic waste materials only, not commercial or third party waste. Pedestrian access and bicycle access could be provided, but would require alterations to the site entrance and internally.

Fife Recycling Centre Traffic Management and Access Audit

Purpose: Reviewing the current access and control methods to determine the impact of altering CoVID protocols
The key risks being considered are: vehicle/vehicle collisions, vehicle/pedestrian collisions, slips/trips/falls and violence/aggression towards staff

Site:

Potential for harm
High
Medium
Low

Traffic volume control method	Impact on					Site Specific Comments/Recommendations
	Vehicle/vehicle collisions	Vehicle/pedestrian collisions	Slips, trips & falls	Violence & aggression	Off site impacts	
No control measures	During peak periods the unfettered access to the sites limits the ability to control traffic volumes and fulfil other statutory and operational requirements on site leading to an increased risk of vehicle/vehicle collisions.	During peak periods the unfettered access to the sites limits the ability to control traffic volumes and pedestrian movements across the site with materials leading to an increased risk of vehicle/pedestrian collisions within constrained site layouts.	During peak periods the volume of vehicles can prevent clear sightlines being afforded increasing the risk of slips, trips and falls.	The inability to control, engage and direct customers at the point of entry leads to increased opportunities for flashpoints to arise within the sites between attendants and the public as well as public/public issues due to the constraints of space within the sites and the volume of traffic during peak periods.	Potential for significant queues during peak periods at weekends, public holidays, sunny weather etc but limited or no impact during non-peak periods	Having no control measures for accessing the site will knowingly permit the associated risks noted from occurring and is not recommended.
Booking System (all)	Practically eliminated due to controlling the number of vehicles on site and the number expected to access the site.	Practically eliminated due to controlling the number of vehicles on site and the number expected to access the site.	Significant reduction due to clear sightlines afforded by controlling the number of vehicles on site and providing ample time to deposit materials without rushing.	Reduced to negligible level as the vast majority of users accessing the site will have booked and turning away only occurs for vehicles who haven't booked.	None as only those who book arrive during their timeslot enabling the offsite queuing to be virtually eliminated.	The use of a booking system for all site users enables managed and controlled access to the site. This greatly reduces all the associated risks with traffic and customer management noted and provided definite access within a suitable booking window for customers.
Booking System (pick-ups, car derived vans, vans and trailers)	Reduced due to lessening the number of larger and/or less manoeuvrable vehicles to a controlled level suitable for the site layout and usage patterns.	Reduced due to lessening the number of larger and/or less manoeuvrable vehicles to a controlled level suitable for the site layout and usage patterns.	Minor reduction due to controlling and limiting large and/or less manoeuvrable vehicles accessing the site to fit with site usage patterns.	Significant reduction due to no or limited impediment to access for cars with a limited turning away for vans and specific vehicle types who haven't booked.	Potential for significant queues during peak periods at weekends, public holidays, sunny weather etc but limited or no impact during non-peak periods	Pick-ups, car derived vans, vans and trailers can access this site on a managed basis, via a booking system. Due to the layout of the bays within the site manoeuvring trailers and large vans can cause blockages within the site and requires great care to be taken. If levels of incidence of collisions or near misses increase then the option of removing access for these vehicle types will be taken.
Physical Barrier	Practically eliminated due to controlling the number of vehicles on site and the number expected to access the site.	Practically eliminated due to controlling the number of vehicles on site and the number expected to access the site.	Significant reduction due to clear sightlines afforded by controlling the number of vehicles on site and providing ample time to deposit materials without rushing.	Reduction versus no control as there is the potential to challenge and dispatch site users who shouldn't be accessing due to the material being commercial or not accepted. There could be potential for frustration at the barrier when offsite queues have been significant and, where relevant, if individuals do not accept or understand why they are being turned away, due to not having to make a booking and therefore assuming free and open access.	Potential for significant queues during peak periods at weekends, public holidays, sunny weather etc but limited or no impact during non-peak periods	The site would require the installation of a powered physical barrier set back within the site. This would allow a limited amount of stacking within the site and its entrance bell mouth. The barrier would be used to release vehicles onto the site when it is safe to do so in order to help to control the number of public vehicles on site to ensure the internal congestion and associated risks do not arise. The potential stacking space is limited and there could be resultant queues onto Methil Brae. This would require monitoring to ensure queuing does not regularly impinge on access to residents within the immediate area. If this becomes the case then it would be possible to revert to a booking system for all to remove this issue.
Height Barrier	No positive impact. Only limits higher vehicles from accessing the site. No control over the number of vehicles accessing the site.	No positive impact. Only limits higher vehicles from accessing the site. No control over the number of vehicles accessing the site.	No positive impact. Only limits higher vehicles from accessing the site. No control over the number of vehicles accessing the site.	Potential reduction versus no control as larger vehicles will not be able to access the site, which tend to be more likely to be used for illegal trade waste disposal. This approach presents a flashpoint where vehicles could make contact with the barrier including those with roof boxes/carriers.	Minor impact when vehicles that cannot pass through the barrier have to turn around. Similar issue if a vehicle makes contact with the barrier.	Height barriers are not beneficial in controlling site traffic volumes but do allow a restriction on taller vehicles, however some SUVs, People Carriers and vehicles with a roof box or similar will also be impacted. They are repeatedly damaged due to this and require frequent repair and debates about liability for damage.
Additional Site Staff at Gate	Allows control of number of vehicles coming into the site so has the potential to enable control and reduce the risk, however it involves placing a member of staff in a position to stop traffic putting them at risk or trusting the visitors to politely wait when asked.	Allows control of number of vehicles coming into the site so has the potential to enable control and reduce the risk, however it involves placing a member of staff in a position to stop traffic putting them at risk or trusting the visitors to politely wait when asked.	Allows control of number of vehicles coming into the site so has the potential to enable control and reduce the risk, however it involves placing a member of staff in a position to stop traffic putting them at risk or trusting the visitors to politely wait when asked.	Significant increase in the potential for flashpoints as the site attendant seeks to physically control traffic accessing the site and turning away those who are not permitted access.	The impact would be similar to that of using a physical barrier at the site entrance but, as noted, would lead to the ability for frustrated site users to drive past, or through, the attendant and into the site unhindered.	The layout and location of the site ability to stack traffic within the site entrance area provide the ability to allow an additional member of site staff to engage with customers before entering the site. This role would be beneficial in terms of enhancing the site experience but would not be recommended at the expense of the use of a physical barrier to manage traffic volumes on site.

Additional Considerations

Pedestrian Access	Pedestrian access to the site would require the construction of a suitable walkway within the site and slip gate to access the site from Methil Brae. Once on site safe access could be maintained through the introduction this walkway to enable access past the site attendants but to access the bells and banks but not the skips, which given the nature of pedestrian delivered material, should cater for most needs.
Bicycle Access	Bicycle access could be offered into the site where bikes would park up in a designated area within the current staff parking area. Access would then be on foot as per Pedestrian Access noted above.

Summary recommendation:

It is recommended that this site is opened fully for public car access with no booking system, and using a powered physical barrier on site to control internal traffic volumes. Due to the layout of the bays within the site access for non-cars can be permitted with the use of the booking system but closely managed and monitored to ensure the noted key risk do not escalate. Pedestrian access and bicycle access could be provided, however, it would require alterations to the site entrance and internally to the site.

Fife Recycling Centre Traffic Management and Access Audit

Purpose: Reviewing the current access and control methods to determine the impact of altering CoVID protocols
The key risks being considered are: vehicle/vehicle collisions, vehicle/pedestrian collisions, slips/trips/falls and violence/aggression towards staff

Site:

Potential for harm
High
Medium
Low

Traffic volume control method	Impact on					Site Specific Comments/Recommendations
	Vehicle/vehicle collisions	Vehicle/pedestrian collisions	Slips, trips & falls	Violence & aggression	Off site impacts	
No control measures	During peak periods the unfettered access to the sites limits the ability to control traffic volumes and fulfil other statutory and operational requirements on site leading to an increased risk of vehicle/vehicle collisions.	During peak periods the unfettered access to the sites limits the ability to control traffic volumes and pedestrian movements across the site with materials leading to an increased risk of vehicle/pedestrian collisions within constrained site layouts.	During peak periods the volume of vehicles can prevent clear sightlines being afforded increasing the risk of slips, trips and falls.	The inability to control, engage and direct customers at the point of entry leads to increased opportunities for flashpoints to arise within the sites between attendants and the public as well as public/public issues due to the constraints of space within the sites and the volume of traffic during peak periods.	Potential for significant queues during peak periods at weekends, public holidays, sunny weather etc but limited or no impact during non-peak periods	Having no control measures for accessing the site will knowingly permit the associated risks noted from occurring and is not recommended.
Booking System (all)	Practically eliminated due to controlling the number of vehicles on site and the number expected to access the site.	Practically eliminated due to controlling the number of vehicles on site and the number expected to access the site.	Significant reduction due to clear sightlines afforded by controlling the number of vehicles on site and providing ample time to deposit materials without rushing.	Reduced to negligible level as the vast majority of users accessing the site will have booked and turning away only occurs for vehicles who haven't booked.	None as only those who book arrive during their timeslot enabling the offsite queuing to be virtually eliminated.	The use of a booking system for all site users enables managed and controlled access to the site. This greatly reduces all the associated risks with traffic and customer management noted and provided definite access within a suitable booking window for customers.
Booking System (pick-ups, car derived vans, vans and trailers)	Reduced due to lessening the number of larger and/or less manoeuvrable vehicles to a controlled level suitable for the site layout and usage patterns.	Reduced due to lessening the number of larger and/or less manoeuvrable vehicles to a controlled level suitable for the site layout and usage patterns.	Minor reduction due to controlling and limiting large and/or less manoeuvrable vehicles accessing the site to fit with site usage patterns.	Significant reduction due to no or limited impediment to access for cars with a limited turning away for vans and specific vehicle types who haven't booked.	Potential for significant queues during peak periods at weekends, public holidays, sunny weather etc but limited or no impact during non-peak periods	Pick-ups, car derived vans, vans and trailers could access this site safely with the use of a booking system managed in a way to ensure there is minimal impact to open access for public cars.
Physical Barrier	Practically eliminated due to controlling the number of vehicles on site and the number expected to access the site.	Practically eliminated due to controlling the number of vehicles on site and the number expected to access the site.	Significant reduction due to clear sightlines afforded by controlling the number of vehicles on site and providing ample time to deposit materials without rushing.	Reduction versus no control as there is the potential to challenge and dispatch site users who shouldn't be accessing due to the material being commercial or not accepted. There could be potential for frustration at the barrier when offsite queues have been significant and, where relevant, if individuals do not accept or understand why they are being turned away, due to not having to make a booking and therefore assuming free and open access.	Potential for significant queues during peak periods at weekends, public holidays, sunny weather etc but limited or no impact during non-peak periods	The site would require the installation of a powered physical barrier set back within the site. This would allow minimal stacking within the site and its entrance bell mouth. The barrier would be used to release vehicles onto the site when it is safe to do so in order to help to control the number of public vehicles on site to ensure the internal congestion and associated risks do not arise. The potential stacking space is reasonable but there could be an increased likelihood of queuing onto the road which is a minor rural road with reasonable sightlines. This would require monitoring to ensure queuing does not adversely affect safety on the road external to the site. If this becomes the case then it would be possible to revert to a booking system for all to remove this issue.
Height Barrier	No positive impact. Only limits higher vehicles from accessing the site. No control over the number of vehicles accessing the site.	No positive impact. Only limits higher vehicles from accessing the site. No control over the number of vehicles accessing the site.	No positive impact. Only limits higher vehicles from accessing the site. No control over the number of vehicles accessing the site.	Potential reduction versus no control as larger vehicles will not be able to access the site, which tend to be more likely to be used for illegal trade waste disposal. This approach presents a flashpoint where vehicles could make contact with the barrier including those with roof boxes/carriers.	Minor impact when vehicles that cannot pass through the barrier have to turn around. Similar issue if a vehicle makes contact with the barrier.	Height barriers are not beneficial in controlling site traffic volumes but do allow a restriction on taller vehicles, however some SUVs, People Carriers and vehicles with a roof box or similar will also be impacted. They are repeatedly damaged due to this and require frequent repair and debates about liability for damage.
Additional Site Staff at Gate	Allows control of number of vehicles coming into the site so has the potential to enable control and reduce the risk, however it involves placing a member of staff in a position to stop traffic putting them at risk or trusting the visitors to politely wait when asked.	Allows control of number of vehicles coming into the site so has the potential to enable control and reduce the risk, however it involves placing a member of staff in a position to stop traffic putting them at risk or trusting the visitors to politely wait when asked.	Allows control of number of vehicles coming into the site so has the potential to enable control and reduce the risk, however it involves placing a member of staff in a position to stop traffic putting them at risk or trusting the visitors to politely wait when asked.	Significant increase in the potential for flashpoints as the site attendant seeks to physically control traffic accessing the site and turning away those who are not permitted access.	The impact would be similar to that of using a physical barrier at the site entrance but, as noted, would lead to the ability for frustrated site users to drive past, or through, the attendant and into the site unhindered.	The layout and location of the site provide the ability to allow an additional member of site staff to engage with customers before entering the site. This role would be beneficial in terms of enhancing the site experience but would not be recommended at the expense of the use of a physical barrier to manage traffic volumes on site. Given the throughput of the site it would not be a necessity at this time.

Additional Considerations

Pedestrian Access	Pedestrian access to the site would not be suitable given the size, layout and location of the site with no pavements external to the site.
Bicycle Access	Bicycle access to the site would not be suitable given the size, layout and location of the site.

Summary recommendation:

It is recommended that this site is opened fully for car access with the use of a booking system for pick-ups, car derived vans, vans and trailers, only, and using a powered physical barrier on site to control internal traffic volumes. Bookings would be permissible for pick-ups, car derived vans, vans and trailers for personal domestic waste materials only, not commercial or third party waste. Access for pedestrians and bicycles could not be endorsed due to the location in a relatively remote location with no reasonable safe access.

Fife Recycling Centre Traffic Management and Access Audit

Purpose: Reviewing the current access and control methods to determine the impact of altering CoVID protocols
The key risks being considered are: vehicle/vehicle collisions, vehicle/pedestrian collisions, slips/trips/falls and violence/aggression towards staff

Site: St Andrews

Potential for harm
High
Medium
Low

Traffic volume control method	Impact on					Site Specific Comments/Recommendations
	Vehicle/vehicle collisions	Vehicle/pedestrian collisions	Slips, trips & falls	Violence & aggression	Off site impacts	
No control measures	During peak periods the unfettered access to the sites limits the ability to control traffic volumes and fulfil other statutory and operational requirements on site leading to an increased risk of vehicle/vehicle collisions.	During peak periods the unfettered access to the sites limits the ability to control traffic volumes and pedestrian movements across the site with materials leading to an increased risk of vehicle/pedestrian collisions within constrained site layouts.	During peak periods the volume of vehicles can prevent clear sightlines being afforded increasing the risk of slips, trips and falls.	The inability to control, engage and direct customers at the point of entry leads to increased opportunities for flashpoints to arise within the sites between attendants and the public as well as public/public issues due to the constraints of space within the sites and the volume of traffic during peak periods.	Potential for significant queues during peak periods at weekends, public holidays, sunny weather etc but limited or no impact during non-peak periods	Having no control measures for accessing the site will knowingly permit the associated risks noted from occurring and is not recommended.
Booking System (all)	Practically eliminated due to controlling the number of vehicles on site and the number expected to access the site.	Practically eliminated due to controlling the number of vehicles on site and the number expected to access the site.	Significant reduction due to clear sightlines afforded by controlling the number of vehicles on site and providing ample time to deposit materials without rushing.	Reduced to negligible level as the vast majority of users accessing the site will have booked and turning away only occurs for vehicles who haven't booked.	None as only those who book arrive during their timeslot enabling the offsite queuing to be virtually eliminated.	The use of a booking system for all site users enables managed and controlled access to the site. This greatly reduces all the associated risks with traffic and customer management noted and provided definite access within a suitable booking window for customers.
Booking System (pick-ups, car derived vans, vans and trailers)	Reduced due to lessening the number of larger and/or less manoeuvrable vehicles to a controlled level suitable for the site layout and usage patterns.	Reduced due to lessening the number of larger and/or less manoeuvrable vehicles to a controlled level suitable for the site layout and usage patterns.	Minor reduction due to controlling and limiting large and/or less manoeuvrable vehicles accessing the site to fit with site usage patterns.	Significant reduction due to no or limited impediment to access for cars with a limited turning away for vans and specific vehicle types who haven't booked.	Potential for significant queues during peak periods at weekends, public holidays, sunny weather etc but limited or no impact during non-peak periods	Pick-ups, car derived vans, vans and trailers could access this site safely with the use of a booking system managed in a way to ensure there is minimal impact to open access for public cars.
Physical Barrier	Practically eliminated due to controlling the number of vehicles on site and the number expected to access the site.	Practically eliminated due to controlling the number of vehicles on site and the number expected to access the site.	Significant reduction due to clear sightlines afforded by controlling the number of vehicles on site and providing ample time to deposit materials without rushing.	Reduction versus no control as there is the potential to challenge and dispatch site users who shouldn't be accessing due to the material being commercial or not accepted. There could be potential for frustration at the barrier when offsite queues have been significant and, where relevant, if individuals do not accept or understand why they are being turned away, due to not having to make a booking and therefore assuming free and open access.	Potential for significant queues during peak periods at weekends, public holidays, sunny weather etc but limited or no impact during non-peak periods	The site has an existing electronic physical barrier that was used to control traffic during CoVID measures. This system could easily be used to help to control the number of public vehicles on site to ensure the internal congestion and associated risks do not arise. There is a degree of space between the barrier location and the junction with Bobby Jones Place, but this would require monitoring to ensure queuing does not regularly impinge on local access for residents and emergency services. If this becomes the case then it would be possible to revert to a booking system for all to remove this issue.
Height Barrier	No positive impact. Only limits higher vehicles from accessing the site. No control over the number of vehicles accessing the site.	No positive impact. Only limits higher vehicles from accessing the site. No control over the number of vehicles accessing the site.	No positive impact. Only limits higher vehicles from accessing the site. No control over the number of vehicles accessing the site.	Potential reduction versus no control as larger vehicles will not be able to access the site, which tend to be more likely to be used for illegal trade waste disposal. This approach presents a flashpoint where vehicles could make contact with the barrier including those with roof boxes/carriers.	Minor impact when vehicles that cannot pass through the barrier have to turn around. Similar issue if a vehicle makes contact with the barrier.	Height barriers are not beneficial in controlling site traffic volumes but do allow a restriction on taller vehicles, however some SUVs, People Carriers and vehicles with a roof box or similar will also be impacted. They are repeatedly damaged due to this and require frequent repair and debates about liability for damage.
Additional Site Staff at Gate	Allows control of number of vehicles coming into the site so has the potential to enable control and reduce the risk, however it involves placing a member of staff in a position to stop traffic putting them at risk or trusting the visitors to politely wait when asked.	Allows control of number of vehicles coming into the site so has the potential to enable control and reduce the risk, however it involves placing a member of staff in a position to stop traffic putting them at risk or trusting the visitors to politely wait when asked.	Allows control of number of vehicles coming into the site so has the potential to enable control and reduce the risk, however it involves placing a member of staff in a position to stop traffic putting them at risk or trusting the visitors to politely wait when asked.	Significant increase in the potential for flashpoints as the site attendant seeks to physically control traffic accessing the site and turning away those who are not permitted access.	The impact would be similar to that of using a physical barrier at the site entrance but, as noted, would lead to the ability for frustrated site users to drive past, or through, the attendant and into the site unhindered.	The layout and ability to stack traffic provide the ability to allow an additional member of site staff to engage with customers before entering the site. This role would be beneficial in terms of enhancing the site experience but would not be recommended at the expense of the use of a physical barrier to manage traffic volumes on site.

Additional Considerations

Pedestrian Access	Pedestrian access to the site would require the construction of a suitable pavement leading to the site from Bobby Jones Place, however, the available width of verge might not be suitable. Once on site safe access could be maintained through the introduction of a pedestrian gate and footpath to connect to the existing footpath round past the site attendants hut to access the bells and banks but not the skips, which given the nature of pedestrian delivered material, should cater for most needs.
Bicycle Access	Bicycle access could be offered into the site where bikes would park up in a designated area within the current staff parking area. Access would then be on foot as per Pedestrian Access noted above.

Summary recommendation:

It is recommended that this site is opened fully for car users with the use of a booking system for pick-ups, car derived vans, vans and trailers, along with the continued use of the existing powered physical barrier on site to control internal traffic volumes. Bookings would be permissible for pick-ups, car derived vans, vans and trailers for personal domestic waste materials only, not commercial or third party waste. Pedestrian access and bicycle access could be provided, however it would require alterations to the site entrance and external to the site.

Fife Environmental Assessment Tool (FEAT)

Please complete the white cells below.

Project name:	HWRC	Committee report title :	Policy Update - Household Waste Recycling Centres Safety Measures Review
Committee name & date:	Environment and Protective Services, 2nd Sep 2021	Have the proposals been subject to any other formal environmental assessment?	No
Completed by:	Ross Spalding	Completed on:	04 August 2021

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	the proposals will be confined to internal aspects of existing property portfolio and will not impact on wildlife
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	the proposals will have some small positive benefits through the management of vehicle traffic and improve waste management.
3	What impact will the proposals have on human health or wellbeing?	Beneficial impact	The proposed recommendations will form a part of the suite of control measures in place to ensure safe and efficient operation the booking system complements the approach taken to discharge duties under the Health & Safety at Work etc Act 1974, the Management of Health & Safety at Work Regulations 1999, the Refuse Disposal Amenity Act 1978, The Waste Management Licensing (Scotland) Regulations 2014 and Environmental Protection Act 1990 (as amended by the
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)?	No impacts / not applicable	the proposals will be confined to internal aspects of existing property portfolio and will not impact on pollution
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?	No impacts / not applicable	the proposals will have some small positive benefits for GHG emissions from waste disposal.
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	the proposals will be confined to internal aspects of existing property portfolio and will not impact on flooding
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	the proposals will be confined to internal aspects of existing property portfolio and will not impact on flooding
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	The proposal allows for a continued controlled approach to commercial waste on sites, providing more control of material disposal and improved quality of recyclates.
9	What impact will the proposals have on energy use and the consumption of material resources?	No impacts / not applicable	The proposal has no direct impact on energy use or consumption of materials.
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	the proposals will be confined to internal aspects of existing property portfolio and will not impact on cultural heritage

FEAT Score Summary

The cells below will complete automatically - do not edit

Good practice (green)	3	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)	7	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	<div style="display: flex; align-items: center;"> <p>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.</p> </div>

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		
Service manager		
Committee clerk		

Fife Environmental Assessment Tool (FEAT) - data validation

Do not edit or delete cells on this page

Validation list response	Count
Beneficial impact	3
A mixed impact (good and bad)	0
Negative / harmful impact	0
No impacts / not applicable	7
Don't know	0
	10

Password = FEAT

2 September 2021

Agenda Item No. 8

Scottish Fire and Rescue Service

Local Plan Annual Performance Report

Report by: Mark Bryce - Local Senior Officer – Stirling Clackmannanshire Fife – Scottish Fire and Rescue Service

Wards Affected: All

Purpose

This report provides the Committee with incident information for the period 1st April 2020 - 31st March 2021. The incident information enables the Committee to scrutinise the Scottish Fire and Rescue Service (SFRS) Fife - Local Senior Officer (LSO) Area - against its key performance indicators (KPIs).

Recommendation(s)

The committee is asked to:

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

Resource Implications

Not applicable

Legal & Risk Implications

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

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

Impact Assessment

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

Consultation

This document is circulated amongst SFRS Stirling Clackmannanshire and Fife LSO managers to enable areas of high incidence to be scrutinised for reduction strategies.



ANNUAL PERFORMANCE REPORT

1st April 2020 – 31st March 2021

Covering the activities and performance in support of the Local Fire and Rescue Plan for Fife 2017



**SCOTTISH
FIRE AND RESCUE SERVICE**
Working together for a safer Scotland

**Working together
for a safer Scotland**

ABOUT THE STATISTICS IN THIS REPORT

The activity totals and other statistics quoted in this report are provisional in nature and subject to change because of ongoing quality assurance and review.

Because all statistics quoted are provisional there may be differences in the period totals quoted in our reports after original publication which result from revisions or additions to the data on our systems.

From 2015-16 onwards responsibility for the publication of end-year statistical data transferred from the Scottish Government to the SFRS. This change of responsibility does not change the status of the figures quoted in this and other SFRS reports reported to the Committee.

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DEFINITIONS

Accidental Dwelling Fire

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

Fire Fatality

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

Fire Casualty

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

Deliberate Fire

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

Non-Domestic Fires

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

False Alarms

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

Unwanted Fire Alarm Signal

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

Primary Fires:

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

Secondary Fires

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

1. INTRODUCTION

1.1 This annual performance report for the period 1st April 2020 - 31st March 2021 inclusive provides comparative data across the previous 3 years for the same period. The KPI's detailed below are drawn from the SFRS Fife Local Fire and Rescue Plan 2017 priorities and are shown in bold text;

- **Domestic Fire Safety**

Continuously monitor the number of accidental dwelling fires

Continuously monitor the severity and cause of accidental dwelling fires

Continuously monitor the number and severity of fire related injuries

- **Deliberate Fire Setting**

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

- **Built Environment**

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

- **Unwanted Fire Alarm Signals**

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

- **Transport and Environment**













Monitor the amount of water related incidents

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

2. PERFORMANCE SUMMARY

2.1 The table below provides a summary of Annual Activity 2020 – 2021 compared to 2019 – 2020.

It aims to provide – at a glance – our direction of travel during the current reporting period.

<p>Accident Dwelling Fires</p>  <p>2020/21: 226 2019/20: 218</p>	<p>ADF Fatal Casualties</p>  <p>2020/21: 2 2019/20: 1</p>	<p>ADF Non-Fatal Casualties</p>  <p>2020/21: 45 2019/20: 35</p>
<p>Deliberate Primary Fires</p>  <p>2020/21: 165 2019/20: 136</p>	<p>Deliberate Secondary Fires</p>  <p>2020/21: 826 2019/20: 577</p>	<p>Non-domestic Building Fires</p>  <p>2020/21: 98 2019/20: 93</p>
<p>Fatal Casualties in Non-Domestic Building Fires</p>  <p>2020/21: 0 2019/20: 0</p>	<p>Non-Fatal Casualties in Non-Domestic Building Fires</p>  <p>2020/21: 45 2019/20: 34</p>	<p>Unwanted Fire Alarm Signals</p>  <p>2020/21: 1305 2019/20: 1543</p>
<p>Road Traffic Collision (RTC) Incidents</p>  <p>2020/21: 100 2019/20: 150</p>	<p>Fatal RTC Casualties</p>  <p>2020/21: 5 2019/20: 6</p>	<p>Non-Fatal RTC Casualties</p>  <p>2020/21: 58 2019/20: 104</p>

PERFORMANCE HIGHLIGHTS

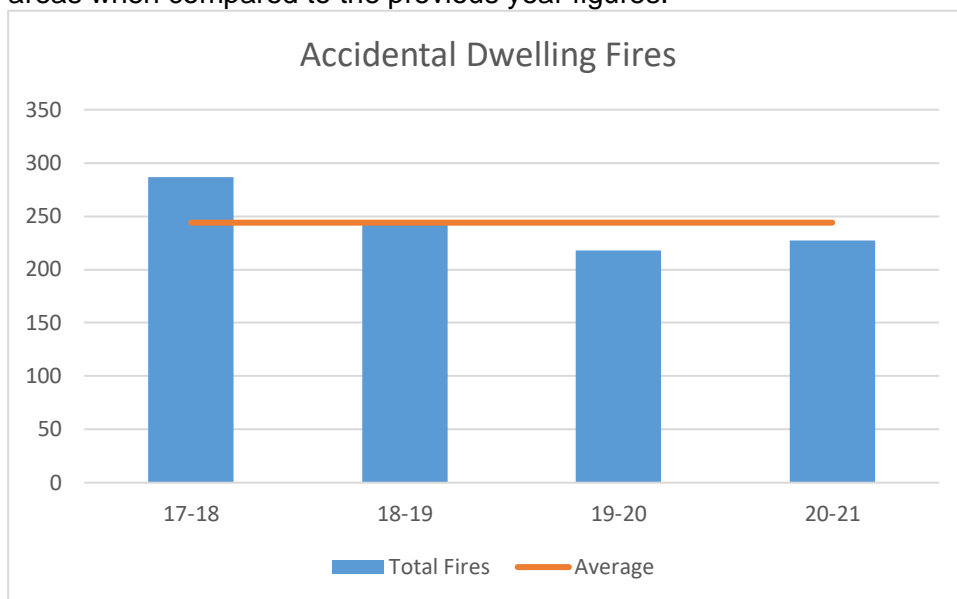
Of the indicators, the following performance should be noted for the annual period April 1st, 2020 to March 31st, 2021 inclusive comparing data across the previous 3 years for the same period;

- The number of **Accidental Dwelling Fires*** has seen an 4% increase from the same period the previous year and a 7% reduction from the previous four-year average.
- There were two **Accidental Dwelling Fire Fatal Casualties** during this period. The number of **Accidental Dwelling Fires Non-Fatal Casualties*** was 45. This is a 12% increase from the previous four-year average.
- The number of **Deliberate Primary Fires** during this period one was 165. This is an 8% increase in the four-year average and a 21% increase compared to the same period last year.
- The number of **Deliberate Secondary Fires*** during this period was 826. This is a 15% increase in the four-year average and a 40% increase compared to the same period last year.
- The number of **Non-Domestic Building Fires** recorded was 98. This is a reduction in the four-year average of 14%.
- The number of **Unwanted Fire Alarm Signals (UFAS) caused by automatic fire alarms (AFAs) in non-domestic buildings** during this period was 1305. This is a 13% decrease compared to the four-year average.
- The number of **Road Traffic Collisions*** during this period was 100. This is a 45% reduction on the four-year average.
- The number of **Fatal RTC Casualties** during this period was 5 compared to 6 for the same period last year. The number of **Non-Fatal RTC Casualties** was 58. This is a decrease of 56 compared to the same period last year and 33% decrease on the four-year average.

*Further detail around this is captured within Sections 3, 4 and 5.

3. Domestic Fire Safety

3.1 Accidental Dwelling Fires have increased by 9 incidents across the seven committee areas when compared to the previous year figures.



Graph 1 Accidental Dwelling Fires – 1st April – 31st March 2017 – 2021

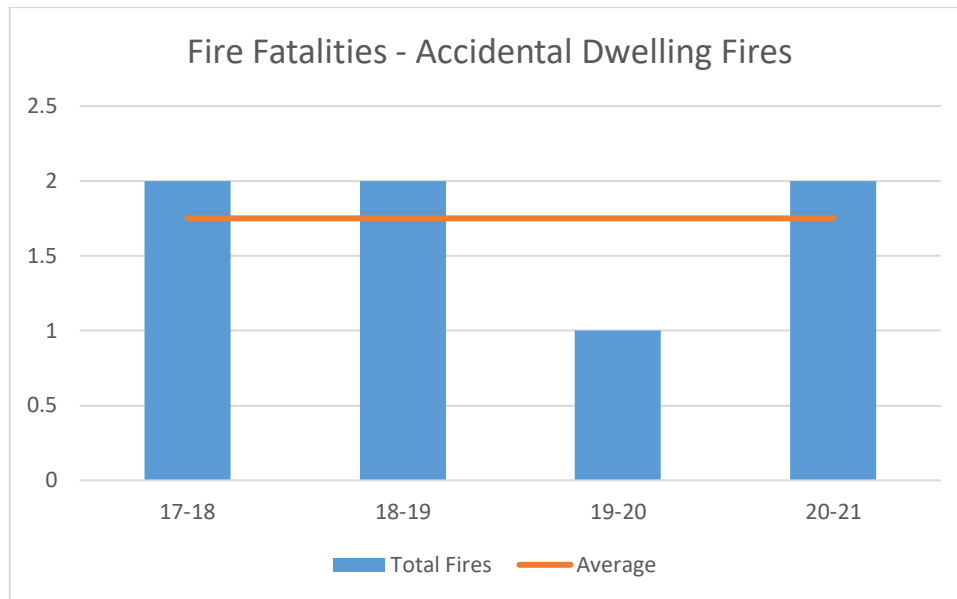
3.2 The vast majority of Accidental Dwelling Fires were caused within the kitchen by cooking. With 75% being restricted to either no fire damage or limited to the item first ignited.

3.3 It is pleasing to note that 67% of those addresses had a detection system and that 40% of those operated and raised the alarm (on a number of occasions there was insufficient products of combustion to activate alarm, fire discovered by person).

3.4 59% of the incidents were resolved either without SFRS intervention, or by removal. 12% required the use of a Hose Reel Jet.

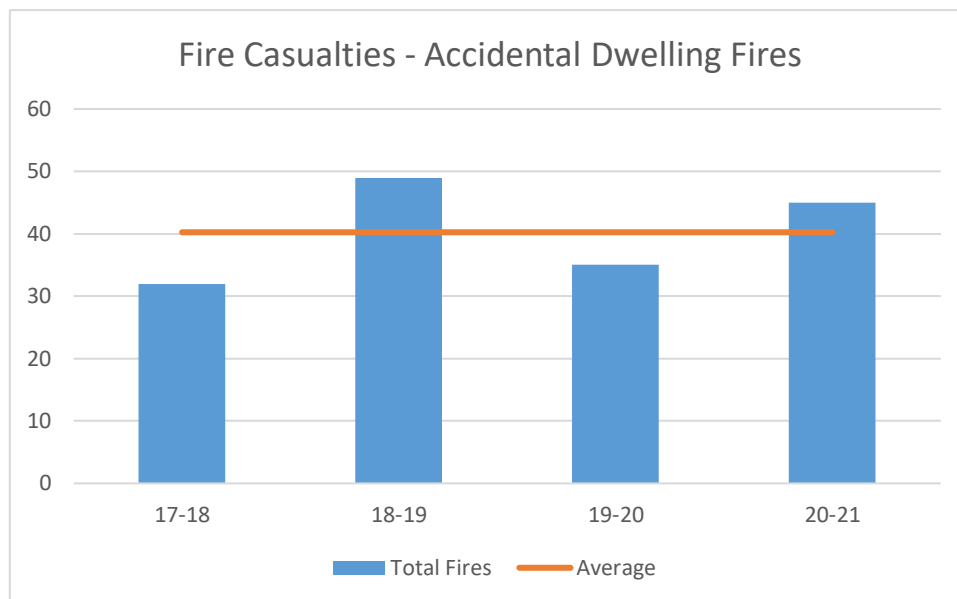
3.5 The information above describes a trend of reduction in severity. This can be attributed to the high number of detection systems being fitted by SFRS and partners, which give an early warning of fire.

3.6 Fire Fatalities – Accidental Dwelling Fires



Graph 2 Accidental Dwelling Fire Fatal Casualties – 1st April 2017– 31st March 2021

3.7 Fire Casualties – Accidental Dwelling Fires



Graph 3 Accidental Dwelling Fire Casualties – 1st April 2017– 31st March 2021

3.8 Two fire fatalities were recorded. These occurred within the Cowdenbeath and North-East Fife Committee Areas involving one female and one male aged between 50-59 and 70-79 years of age respectively. Smoke detection was present within both properties, one operated and raised the alarm the other did not operate.

3.9 Fire casualties have increased by 10 this period compared to 2019-2020.

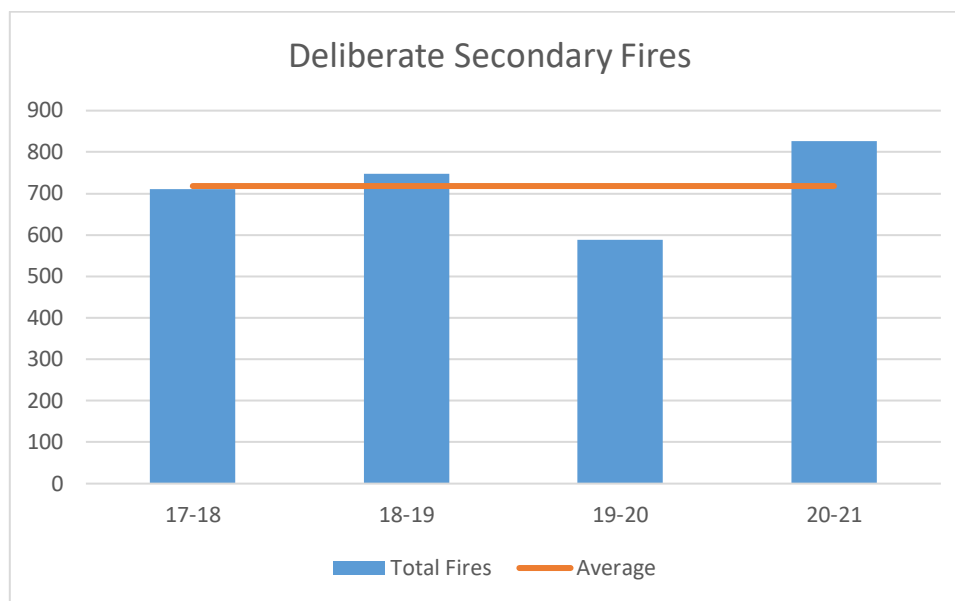
3.10 Of the casualties recorded, five had to be transferred to hospital for treatment to injuries that appeared to be slight. Sixteen casualties received treatment at the scene only and recommendation was made to twenty-one casualties to have a precautionary check.

3.11 Domestic Fire Reduction Strategy

Home Fire Safety Visits (HFSV) play a vital part in our strategy to reduce the number of Accidental Dwelling Fires. This involves a comprehensive assessment carried out by a trained assessor, which examines the levels of fire risk within the home. It provides a means to mitigate the risk through the provision of guidance, advice and, if required, the installation of long life battery operated smoke and heat alarm(s).

HFSV performance is no longer based on the number visits achieved within a year. Performance is now targeted on how many HFSV referrals remain outstanding within SFRS databases. Referrals are made from house occupants and partner agencies daily therefore this number constantly fluctuates.

4. Deliberate Fire Setting



Graph 4 Deliberate Secondary Fires – 1st April 2017– 31st March 2021

4.1 Deliberate Secondary Fires

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

4.3 Graph 4 above shows that Secondary Deliberate fires have increased 15% on the four-year average.

4.4 Deliberate Fire Reduction Strategy

We continue to target schools in high activity areas to deliver talks regarding the dangers and consequences of deliberate fire setting. These talks take place normally in April and October, however local fire education at schools by SFRS has temporarily been suspended due to the COVID-19 pandemic. This and local youth diversion activities also affected by the pandemic may be a reason for the increase in Secondary Deliberate fires.

We do continue to work with our Police and Local Authority partners to identify deliberate fire setting incidents early, in order to ensure that solutions are implemented to prevent further incidents.

We also liaise with premises occupiers, particularly in town centres to give advice on refuse storage and security, which can be a cause of deliberate fires.

Deliberate Fire Reduction Plans have been implemented in Kirkcaldy, Levenmouth, Dunfermline and Lochgelly with partner agencies in order to address and reduce operational demand.

5. Transport and Environment

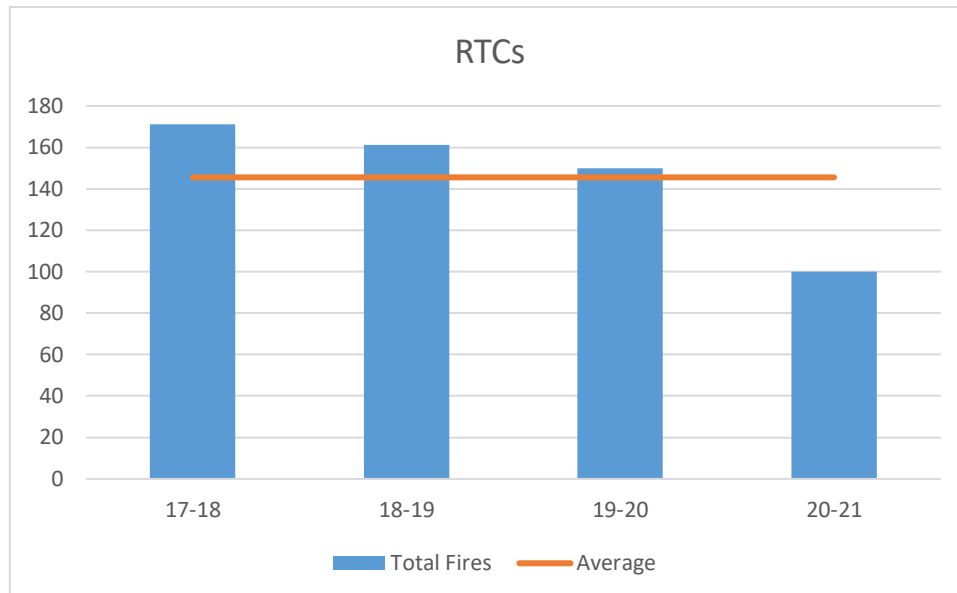
5.1 These will be monitored alongside Police Scotland RTC incidence information

5.2 Water Related Incidents

Water related incidents caused by environmental factors are increasing. 145 flooding incidents were attended during this period. 19% related to pumping out following localised pluvial flooding.

5.3 Road Traffic Collisions

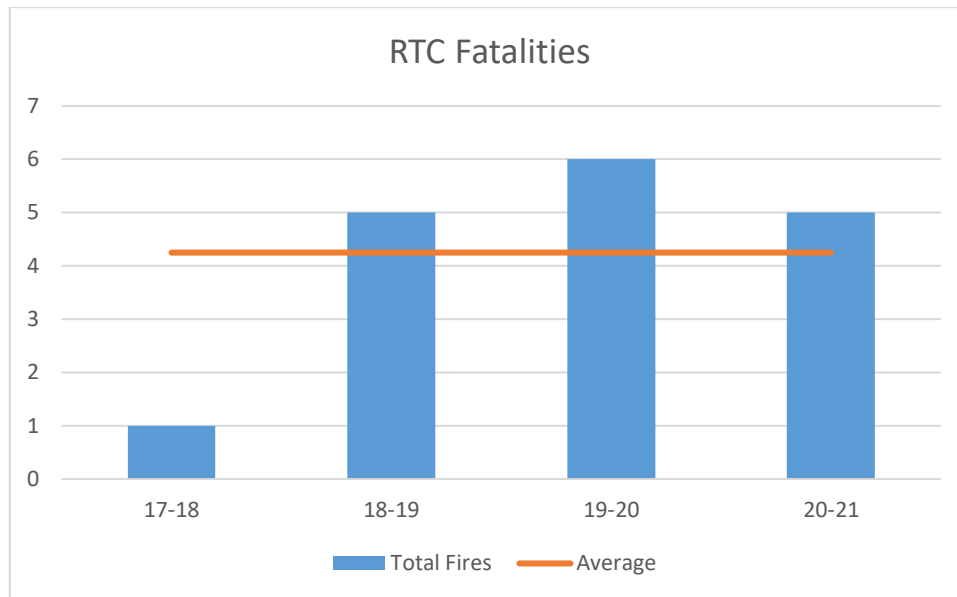
As SFRS generally only attend RTC's of a serious nature, where persons are trapped, the figures below do not capture every RTC which occurs within Fife.



Graph 5 Road Traffic Collisions – 1st April 2017– 31st March 2021

5.4 RTC's have seen an 50% reduction from the same period the previous year and 45% below the four-year average.

5.5 RTC Fatal Casualties



Graph 6 Road Traffic Collision Fatal Casualties – 1st April 2017– 31st March 2021

5.6 RTC Fatalities

Four incidents resulted in five fatalities (x5 male) during this period.

5.7 Transport and Environment Related Incident Reduction Strategy

SFRS Stirling, Clackmannanshire Fife LSO area, along with our partners, continue to deliver (outwith the COVID19 pandemic) valuable educational projects including 'Safe Drive Stay Alive', 'Drive Wise', 'Child Car Seat Safety Checks', 'Cut It Out', 'Biker Down' and the 'Fife Water Safety Initiative'.

As well as the projects detailed above, SFRS contribute as part of the Road Casualty Reduction Group (RCRG), which is a part of the current Fife Community Safety Strategy 2015-2020.

6. Community Safety

6.1 Although COVID 19 resulted in the temporary suspension to our Home Fire Safety Visits and Community Safety Engagement Activity the Local Area Liaison Officer and Community Action Team during the pandemic continued to provide much needed support to the Fife community. Home Fire Safety advice was provided by telephone to home owners who needed reassurances and the team also continued to fit and replace any faulty smoke detectors. The support for the most vulnerable in our community also continued with the team still being able to install fire detection specifically for those who are deaf or hard of hearing. Home Fire Safety Visits have now been reintroduced over the past few weeks and the team and local crews are prioritising those at highest risk.

6.2 Fire Safety Enforcement

COVID 19 resulted in the temporary suspension of our Fire Safety Audits in relevant premises throughout Scotland however telephone support was provided for duty holders to ensure that they still complied with the Fire Scotland Act 2005. Fire Safety Audits have now recommenced and we are prioritising our local Care Homes to ensure our most vulnerable are continued to be looked after.

6.3 Notable Outcomes

New water safety signs and lifesaving throwline equipment have been placed at Lochore Meadows Country Park. With support from local organisations, these measures have been put in place following the accidental drowning of a young man in the park last June. The signage also encourages people to download on their phones the What3Words app, which emergency services can use to determine the exact location of a person in difficulty.



7. SFRS Service Development

7.1 Local SFRS Plan for Fife 2020

A new Local SFRS Plan for Fife has been developed. This plan will replace the 2017 version. The plan has been created with a focus on placing our communities at the heart of everything we do, and to improve local outcomes for those who live, work in, and visit Fife.

In areas of multiple deprivation, many communities experience poorer health, lower educational attainment, lower employment, more emergency hospital admissions and reduced safety. Typically, SFRS are called out more often to these areas and to individuals characterised as 'disadvantaged'. This evidence underlines the close relationship between wider social and economic issues, fire related incidents, unintentional social and personal harm, social inequality and the subsequent challenges this presents to improving the wellbeing of individual citizens. In response to this we will continue to build effective relationships with our partners, so that together, we can deliver targeted prevention activities to reduce inequalities.

The new Local SFRS Plan for Fife has been created taking cognisance of the Fife Local Outcome Improvement Plan, the Scottish Fire and Rescue Service Strategic Plan 2019-2022 and the Scottish Government's Fire and Rescue Framework 2016-2019. This plan will set out our priorities in order to support this ambition.

7.2 Reducing Unwanted Fire Alarm Signals

Each year SFRS attend more than 28,000 false alarms from workplace automatic fire alarms (AFAs). On average we send two fire engines to each call so that's around 57,000 unnecessary blue light journeys and 64,000 hours checking alarms - often because they are dusty, broken or in many cases someone has burnt their toast.

Only two per cent of these calls are actual fires and most are extinguished before we even arrive. We want to use this time to do more for the communities we serve.

False alarms also disrupt businesses and services that evacuate their premises or stop processes until we arrive, carry out checks and then give the all-clear.

Changing the way we respond to AFAs in the workplace will allow us to use our resources more effectively and help to make our communities even safer.

This means freeing up staff time so firefighters are available to deal with real emergencies, and we will also invest more time on other activities such as training and prevention work.

Reducing the number of needless blue light journeys also helps us to reduce road risk, improve public and firefighter safety and reduce our impact on the environment.

We are now in a period of public consultation with individuals, stakeholders and communities across Scotland asking for their views on the three options.

<https://firescotland.citizenspace.com/sfrs-communications/time-for-change-reducing-ufas/>

Background Papers

SFRS Local Fire and Rescue Plan for Fife Local Authority Area 2017. Link - https://www.firescotland.gov.uk/media/1217068/fife_local_fire_and_rescue_plan_2017.pdf

Report Contact

Iain Brocklebank

Group Commander

Service Delivery – Stirling Clackmannanshire Fife

Scottish Fire and Rescue Service

Email – Iain.Brocklebank@firescotland.gov.uk

2 September 2021

Agenda Item No. 9

Scottish Fire and Rescue Service

Local Fire and Rescue Plan for Fife 2021

Report by: Mark Bryce - Local Senior Officer – Stirling Clackmannanshire Fire – Scottish Fire and Rescue Service

Wards Affected: All

Purpose

The SFRS strategic direction is set by the Fire and Rescue Service Framework for Scotland. Scottish Ministers set out their expectations for the Service using this Framework - setting the overarching strategic direction for the SFRS. National SFRS performance is reported back to Scottish Government on an annual basis, providing data and evidence to demonstrate progress towards each of the ten “Strategic Priorities” contained in the Framework.

In order to meet the expectations of the Framework, the SFRS produces a Strategic Plan every three years. The current Strategic Plan for 2019–2022 outlines how we as a Service will deliver against our priorities, deliver against desired outcomes in local communities and make a greater contribution to the communities we serve.

This Local Fire and Rescue Plan provides the opportunities to focus on priorities in the Strategic Plan and those more acute priorities that impact on the safety and wellbeing of those communities within the Fife area (eg. LOIP outcomes).

Recommendation(s)

The committee is asked to note the contents of the Fire and Rescue Service Local Plan for Fife and to approve and make any comments.

Resource Implications

Not applicable

Legal & Risk Implications

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

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

Impact Assessment

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

Consultation

The Plan will be circulated amongst SFRS Stirling Clackmannanshire and Fife LSO managers to enable areas of high incidence to be targeted for reduction strategies.

2021



LOCAL FIRE AND RESCUE PLAN

Fife

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Introduction

Welcome to the Scottish Fire and Rescue Service (SFRS) Local Fire and Rescue Plan for Fife 2021. This plan has been created with a focus on placing our communities at the heart of everything we do, and to improve local outcomes for those who live, work in, and visit Fife whilst tackling issues of social inequality. It has been created taking cognisance of the Fife Local Outcome Improvement Plan, the Scottish Fire and Rescue Service Strategic Plan 2019-2022 and the Scottish Government's Fire and Rescue Framework 2016-2019. This plan will set out our priorities in order to support this ambition.

The demands placed upon the SFRS to respond to a wide variety of incidents, challenges us to ensure our personnel acquire and maintain a range of skills to enable our ability to respond to emergencies. Through the identification and the management of risks within Fife we will continue to prepare for these responses, however we recognise on many occasions this demand can be reduced through effective engagement and intervention measures.

We recognise as a public service organisation and as a member of the community planning partnership, the demographics of our society is changing which will challenge us to continually improve on how we deliver our services to our communities. Our plan will therefore seek to focus on those areas of demand to maximise the potential to work in partnership and by using our capacity more effectively and innovatively to ensure we direct our resources to the point of need within our communities to protect those most at risk from harm.

Early in 2020 we faced an unprecedented challenge in the form of a global pandemic. In response to the COVID-19 outbreak, we dramatically changed how we worked so that we could continue to deliver an emergency service whilst keeping our staff and the public safe.

The pandemic is expected to have a lasting effect on society and this will change the way in which we deliver services in the long-term. The full implications are not yet known and this makes it difficult to make any far-reaching plans with certainty. As such we will keep the priorities of this Plan under regular review to ensure it remains relevant and appropriate.

As the SFRS continues to evolve we will seek to play a key part in public service reform and identify the means in which to ensure that our role reflects the needs of society to ensure that as a modern Fire and Rescue Service, we continue to protect Fife communities. This Local Fire and Rescue Plan, in conjunction with the statutory responsibilities placed upon the SFRS will be used as a driver to build upon our existing partnership arrangements in Fife whilst seeking to foster new relationships to support the Service's mission of "Working Together for a Safer Scotland".



Mark Bryce
Area Commander
Local Senior Officer
Stirling-Clackmannanshire-Fife

National Context

Scottish Ministers set out their specific expectations for the Scottish Fire and Rescue Service in the Fire and Rescue Framework for Scotland 2016. This provides the outline we should follow to ensure our resources and activities are aligned with the Scottish Government’s Purpose and national outcomes.

Our [Strategic Plan 2019-22](#) has been designed to meet these national expectations. Set against a complex and evolving backdrop our Strategic Plan encapsulates our mission, values and our strategic outcomes and objectives.



To ensure we can prevent the worst from happening and to be fully prepared to respond should we be called, we need to be aware of any new changing risks which threaten the safety of communities or the workforce. When developing our most recent plan, cognisance was given to: our changing population and the forecasted rise in over 75s; doing what we can to balance social and economic inequality; climate change and the devastating impact the inclement weather can have on peoples’ lives and livelihoods; and the threat of terrorism.

Our Strategic Plan is supported by a three-year Strategic Plan Programme which provides details on all the activities we intend to carry out to successfully achieve our ambitions. The

Programme informs our Annual Operating Plan, which provides specific detail on the actions we carry out each year, and from which our performance is scrutinised.

This Plan is a statutory Local Fire and Rescue Plan. It sets local direction to meet the strategic outcomes and objectives outlined above. It also demonstrates how we will contribute to Community Planning Partnerships (CPPs).

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Local Context

Fife is a peninsula in eastern Scotland with a land mass of 1312 (SQ Km) and a coastline of 170 kilometres (105 miles) which is bounded by the Firth of Forth to the South and the Firth of Tay to the North. Fife shares inland boundaries with Perth & Kinross and Clackmannanshire. It contains 22 wards, which are grouped into seven governance areas. These can be seen below in Fig 1.

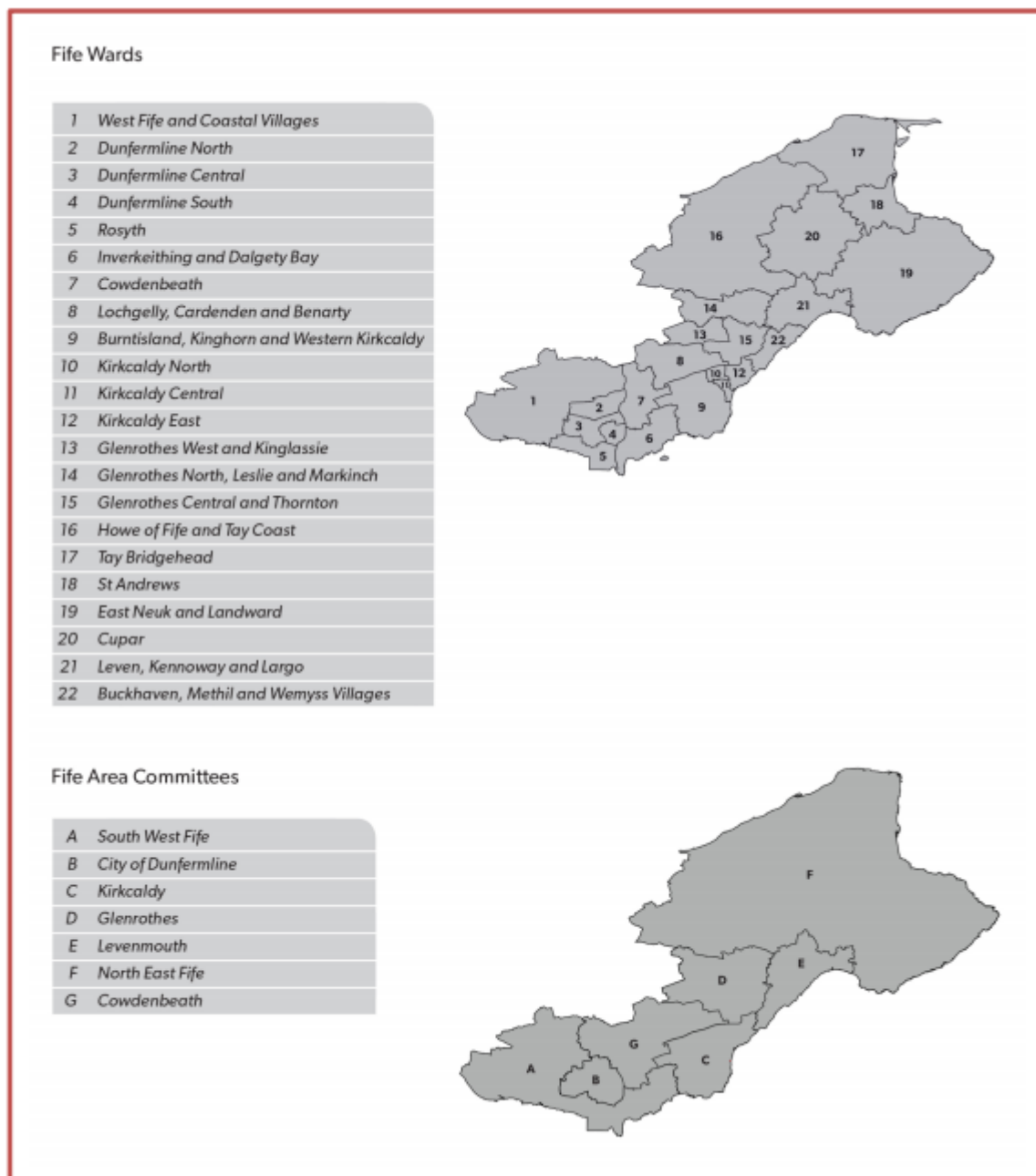


Fig. 1 - Fife Wards

Socio-economic Profile

Fife is Scotland's third largest local authority, with a 7% share of Scotland's population and data zones (populations of between 500 and 1,000 household residents), and a varied socio-economic profile that mirrors that of Scotland.

The Scottish Government launched its latest Scottish Index of Multiple Deprivation 20 (SIMD 20) on 28 January 2020. SIMD 20 is a data and analysis tool used to identify small area concentrations of multiple deprivation across Scotland. The background data is taken from a number of factors that are known to affect the quality of individuals' lives eg. income, health, employment, education, housing, access and crime. By collecting data on these domains, the SIMD can help identify areas where inequality is highest. The data can then be used by organisations to target policies and funding to tackle areas of multiple deprivation and inequality.

SIMD 20 ranks data zones across Scotland from 1 (most deprived) to 6,976 (least deprived). As an index, it measures relative not absolute deprivation (i.e. how multiple deprivation compares between data zones, rather than how much deprivation is in each) across small areas in Scotland.

Since 2004, Fife has generally seen an increasing share of Scotland's most deprived data zones, this is consistent with its share of Scotland's population and data zones. 19.6% of Fife's data zones are in the 20% most deprived for Scotland. Fife now has 15.4% of its 494 data zones in the 15% most deprived for Scotland (compared to 11.9% SIMD 16). SIMD 20, shows Fife continues to track what is happening in Scotland as a whole. In absolute terms, 9.4% of the working age population are employment deprived in Fife (9.3% for Scotland), down from 11% in SIMD 16. SIMD 20 also shows that 11.9% of the population are income deprived in Fife (12.1% for Scotland), compared to 12.4% in SIMD 16.

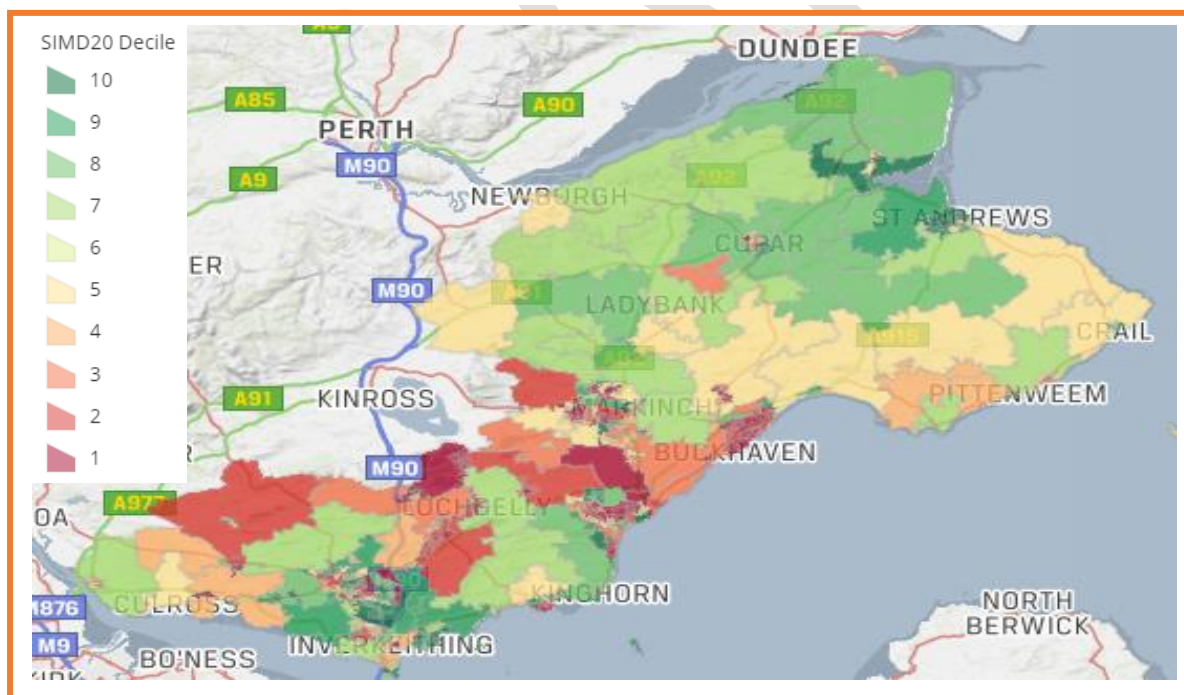


Fig. 2 - SIMD 2020. By decile, from red (most deprived) to green (least deprived)

Area	No. of data zones in 20% most deprived		Change
	2020	2016	
South and West Fife	5	5	0

City of Dunfermline	11	8	+3
Cowdenbeath	19	19	0
Kirkcaldy	20	23	-3
Glenrothes	15	16	-1
Levenmouth	26	23	+3
North East Fife	1	1	0
Fife	97	95	+2

Table 1: Area distribution of 20% most deprived data zones, showing change from 2016 to 2020

Fife now has 97 data zones in 20% most deprived for Scotland. Increases are in the Levenmouth and Dunfermline areas. Fife's most deprived areas continue to be concentrated in Mid Fife, across the Levenmouth, Kirkcaldy, Cowdenbeath and Glenrothes areas. Fife's deprived areas are becoming more deprived, with increasing concentrations of deprivation in 5% and 10% from 15% and 20% most deprived.

SFRS are committed to working with Partner organisations and with communities to tackle inequalities and make Fife a fairer place. Wherever possible, we'll share our resources – including knowledge, people, buildings and vehicles – to deliver a 'One Fife' approach to public services.

The 'Plan for Fife' is the overall community plan for Fife. SFRS will contribute to the four priority areas identified in the Plan for Fife Local Outcome Improvement Plan 2017-2027: Opportunities for All; Thriving Places; Inclusive Growth and Jobs; and Community Led Services.

SFRS Resources in Stirling-Clackmannanshire-Fife

The Scottish Fire and Rescue Service has three Service Delivery Areas. North, West and East Service Delivery Areas. The Local Senior Officer (LSO) area of Stirling-Clackmannanshire-Fife sits within the East of Scotland Service Delivery Area which comprises four LSO areas;

- Stirling-Clackmannanshire-Fife
- Falkirk-West Lothian
- City of Edinburgh
- Midlothian, East Lothian and Borders



During the creation of the Scottish Fire and Rescue Service, the former Central Scotland Fire and Rescue Service area was split into two separate areas, creating Stirling and Clackmannanshire as a single LSO area (Falkirk area became Falkirk-

West Lothian) whilst Fife was a single LSO area in its own right. A restructure of areas recently led to the official creation of the Stirling-Clackmannanshire-Fife (SCF) LSO area in September of 2019. SCF is served by seven whole-time stations denoted by red circles with M in the centre (Alloa Station is red and blue to denote both whole-time and retained duty systems on station) and 18 retained duty system stations, served by 35 fire engines. The area also contains specialist resources including height vehicles at Dunfermline and Kirkcaldy stations, two water rescue teams at Stirling and Glenrothes stations, Technical Rope Rescue at Lochgelly Station and a Special Operations Response Unit at Stirling Station.

These resources are staffed by 614 personnel working various duty patterns. The area is managed by a team comprising the Area Commander, four Group Commanders and eleven Station Commanders. The structure can be seen in the diagram below.



Performance Scrutiny

The SFRS strategic direction is set by the Fire and Rescue Service Framework for Scotland. Scottish Ministers set out their expectations for the Service using this Framework - setting the overarching strategic direction for the SFRS. National SFRS performance is reported back to Scottish Government on an annual basis, providing data and evidence to demonstrate progress towards each of the ten “Strategic Priorities” contained in the Framework.

In order to meet the expectations of the Framework, the SFRS produces a Strategic Plan every three years. The current Strategic Plan for 2019–2022 outlines how we as a Service will deliver against our priorities, deliver against desired outcomes in local communities and make a greater contribution to the communities we serve.

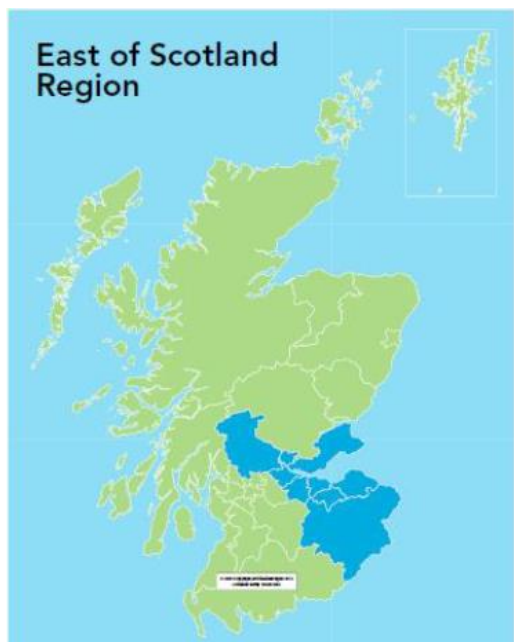
To address the requirements of the Strategic Plan, the LSO areas are tasked with creating a Local Fire and Rescue Plan (LFRP) for their area of responsibility. Each LSO area has the opportunity to focus on priorities in the Strategic Plan and those more acute priorities that impact on the safety and wellbeing of those communities within the LSO area (eg. LOIP outcomes). The LFRP is endorsed by the Local Authority prior to publishing, and it is the key priorities in this document that will be used by the Fife Council Environment & Protective Services Committee locally to interrogate local SFRS performance across the Fife area where we will present a performance report on a six-monthly basis.

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Local Priorities

Priority 1. Local Risk Management and Operational Preparedness

Background



SFRS is a key partner within the Resilience Partnership structure in Scotland as a Category One Responder as set out in the Civil Contingencies Act (2004) and Civil Contingencies Act (2004) (Contingency Planning) Regulations (2005).

There are three Regional Resilience Partnerships (RRP's) in Scotland which mirror the Scottish Fire and Rescue Service Delivery Areas (SDA's). These are supported by Local Resilience Partnerships (LRP's) of which there are 12 in Scotland. The Fife Resilience Partnership is part of the East of Scotland Region.

SFRS works closely with partners including Police Scotland, Scottish Ambulance Service, Scottish Environment Protection Agency, NHS Fife, MET Office, Maritime and Coastguard Agency and Fife Council to develop and maintain plans based on

identified risks across the RRP area.

Importantly, all partners work to ensure that collectively, we have the capability to deal safely and effectively with the consequences of any industrial or natural hazards in our area. Further information on this can be found within the Fife LRP Community Risk Register.

As part of the Fife Local Resilience Partnership, we will prepare for, and participate in an exercise programme, which tests the emergency procedures of our business partners. This exercise programme ensures that all partner personnel can operate safely in the event of an emergency, and that our major businesses can return to normal working sooner.

Locally, our management team and personnel must also ensure that we have the capacity, capability and training to respond to all incident types.

Operational Intelligence

SFRS continue to maintain an Operational Intelligence system, which is a database of premises which are inspected based on the level of risk it presents to;

- SFRS Personnel
- Public
- Community Resilience
- Historic and Cultural Value

Our personnel gather information on these premises including site plans, building construction, utilities isolation, risks to firefighter safety and other key information. The premises are categorised as high, medium or low, and inspected according to the risk level.

SFRS personnel maintain the database of premises by completing an inspection programme, ensuring that new risks are identified and inspected, and that premises which either no longer present a risk, or no longer exist, are removed from the system.

During 2019, state of the art portable tablets were installed in all fire appliances in the area to allow ease of access to this data at emergency incidents. The provision of Operational Intelligence is a key component to firefighter safety and resolving operational incidents in a safe and effective manner.

Training

Our personnel undertake a programme of training within the SFRS Maintenance Phase Development Programme. This training programme ensures that all personnel receive training on the 46 incident types over a rolling three-year programme. This includes core, standard, and advanced training modules. Personnel on stations with a specialist rescue resource also receive additional training in that discipline.

Preparedness

Local SFRS officers liaise regularly with Fife Council emergency planning and other partner agencies, to plan for, prepare and mitigate the effect of major incidents within the area and attend Safety Advisory Group meetings as and when required, to provide Fire and Rescue related advice and guidance regarding local events planning and within the Fife Local Resilience Partnership

Our personnel also identify premises within their own station area, and working with premises holders, complete exercises on a smaller scale.

We will maintain local risk management and operational preparedness by:

- Ensuring that our training and equipment are appropriate and our personnel are competent to meet our risk profile, and maintain the ability to adapt to changes
- Ensuring that firefighter safety is paramount in everything we do. This will ensure that we have personnel are able to meet the challenges we face
- Maintaining an accurate record of information on identified local risks through Operational Intelligence
- Working with our partners to plan, prepare and exercise our response to major emergencies.

We will monitor the effectiveness of our management strategies by:

- Monitoring our Operational Intelligence and fire safety databases
- Monitoring our equipment maintenance records
- Monitoring our personnel training and development databases
- Monitoring our absence management databases
- Monitoring our performance at exercises through operational assurance processes.

By achieving this we will:

- Ensure the safety of our personnel and public
- Reduce exposure to risk for our personnel, public and businesses within Fife
- Ensure that our communities are resilient, and have the equipment and knowledge to mitigate the effects of major emergencies.

Priority 2 - Unintentional Harm and Injury

The Building Safer Communities programme is a collaborative initiative **which seeks to help national and local partners and communities work together to make Scotland safer and stronger**. The programme vision is of a flourishing, optimistic Scotland in which resilient individuals, families and communities live safe from crime, disorder, danger and harm.

In October 2016 a strategic assessment of Unintentional Harm in Scotland was completed. This assessment aims to provide a picture across Scotland and is intended for use as a resource of information for policy makers and local practitioners. This is the first time that the different sources of relevant data and information that inform incidents of unintentional harm in Scotland has been put together into one single strategic assessment.

The strategic assessment is designed to complement the wide range of good work that is underway across the country, both at national and local partnership level. In so doing it provides a snapshot in time of trends and is designed to inform strategic planning and help direct future action and intervention.

In setting this out, the strategic assessment identifies five areas of priority, representing both those identified as most at risk of unintentional harm; and those areas for focus of partnership activity:

- Under 5s
- Over 65s
- Areas of increased deprivation
- Strategic data gathering, analysis and sharing
- Bridging the gap between strategy and delivery.

The strategic assessment is complimented by a summary document that captures the main findings and recommends for some next steps to action. Case studies show our very young and elderly, particularly in more deprived communities, are most at risk of suffering from an unintentional harm. Case studies shows that a number of agencies are often involved with those most vulnerable and that previously information has not been passed to the relevant agency to make a safe intervention so reducing unintentional harm.

In addition, a number of thematic briefing papers are available for practitioners which cover key points relating to specific unintentional harm and set out in clear format the key trends and considerations relating to:

- Children and Young People
- Older People
- Deprivation
- Home Safety
- Road Safety
- Outdoor Safety.

Fife's population currently shows that there are just over 64,000 children and currently just over 75,000 elderly people, by 2028, the population of Fife is projected to decrease by 0.1%, which compares to a projected increase of 1.8% for Scotland as a whole.

Fife has a larger pensioner population than the Scottish average. Residents aged 65 and over account for an average of 18% across all Scottish council areas, but make up 20% in Fife. As a result, the proportion of working age population in Fife is below the Scottish average.

Analysis shows that our very young and elderly, particularly in more deprived communities, are most at risk of suffering from an unintentional injury. Kirkcaldy and Levenmouth are both linked with a higher proportion of deaths from unintentional injuries than might be expected.

Analysis also shows that a number of agencies are often involved with those most vulnerable to these injuries, and that previously, information has not been passed to the relevant agency to make a safe intervention.

Working with our community safety partners, both within Fife and across Scotland, SFRS has a significant role to play in contributing towards identifying those at risk, and the risks they are exposed to, and reducing or eliminating those risks, either directly through SFRS, or indirectly through partner intervention.

We will seek to reduce the impact of unintentional injury and harm by:

- Creating a multi-agency plan with our partners, which enhances appropriate information exchange, which will enhance the safety of those within our communities who are most at risk
- Working with our partners to understand the signs and causes of unintentional harm in the home, and educate Fire and Rescue Service personnel to identify these and deliver appropriate interventions
- Utilising our Home Safety Visit programme to assess for risk in the home, with a focus on the young and elderly, referring those deemed at risk from injury and harm to partners to provide additional support
- Focusing resources where demand has been identified and deliver key community safety messages.

We will monitor the effectiveness of our intervention strategies by:

- Providing regular performance reports against our plan to monitor its success
- Working with our partners, reviewing the number of information exchange requests for assistance, both to and from our partners
- Evaluating our intervention measures, and those of our partners.

By achieving a reduction in the frequency and severity of unintentional harm and injuries we will:

- Contribute to safer communities within Fife
- Reduce the social and economic cost of unintentional harm and injury
- Support vulnerable people to live independently within their communities
- Ensure the safety and well-being of those living in, working in, and visiting Fife.

Priority 3 - Domestic Fire Safety

Dwelling Fires, and the potential fire casualties and fatalities resulting from them, have a significant impact on the families affected, as well as the wider communities, and responding services, not to mention the financial cost to the economy. The information below provides definitions within the Domestic Fire Safety priority.

Dwelling Fire

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

Fire Fatality

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

Fire Casualty

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

We will seek to reduce accidental dwelling fires and fire related injuries within the home by:

- Identifying those areas and members of the public most at risk from fire and offer to undertake Home Safety Visits at those addresses
- Working with our partners and sharing appropriate information on risks identified within the home to ensure the safest solution for those at risk.

We will monitor the effectiveness of our intervention strategies by:

- Continuously monitoring the number of accidental dwelling fires
- Continuously monitoring the severity and cause of accidental dwelling fires
- Continuously monitoring the number and severity of fire related injuries
- Increasing the provision of appropriate fire detection systems in the homes of those at risk.

By achieving a reduction in the frequency and severity of unintentional harm and injuries we will:

- As a partner based approach, improve the lives of those most vulnerable to fires and other risks
- Reduce the social and economic impact on our communities from fires
- Reduce the demand on SFRS resources, creating capacity for other activities.

Priority 4 - Deliberate Fire Setting

Deliberate fire setting is a significant problem for the Scottish Fire and Rescue Service and is responsible for a high number of all secondary fire activity attended by fire crews in Fife. These fires are split into two categories, which are described below;

Primary Fires - are generally more serious fires that harm people or cause damage to property. Primary fires are defined as fires that cause damage and meet at least one of the following conditions:

- any incident which involves uncontrolled combustion requiring equipped personnel
- any fire involving fatalities, casualties or rescues
- any fire attended by six or more pumping appliances.

Secondary Fires - are generally small outdoor fires, not involving people or property. These include refuse fires, grassland fires and fires in derelict buildings or vehicles. There remains a close link between deliberately set secondary fires and other forms of anti-social behaviour.

We will seek to reduce the instances of fire related anti-social behaviour by:

- Using local knowledge and data systems, identify those areas of Fife most affected by deliberate fire setting
- Identifying the cause of the deliberate fire setting, and inform appropriate partners to take action where required
- Working with partners to develop strategies to reduce deliberate fire setting
- Using educational tools such as school talks and specialist Community Safety Engagement programmes to educate people of the risks involved with deliberate fire setting, and the consequences it brings.

We will monitor the effectiveness of our strategies by:

- Monitoring the number, type and cause of deliberate fire setting incidents in Fife
- Evaluating our education programmes for effectiveness and change where appropriate.

In reducing deliberate fire setting we will:

- Reduce the risk of injury to the public and SFRS personnel
- Make our communities safer places to live, work in and visit
- Ensure SFRS resources are available to make our communities safer.

Priority 5 - Built Environment

All fires in workplaces and business premises are classified as Non- Domestic Fires and come under the scope of the Fire (Scotland) Act 2005.

Our Prevention and Protection personnel within SCF manage a regular auditing programme of relevant premises (non-domestic dwellings). Where a fire occurs, SFRS complete a 'post fire audit' with the premises holder. We will continue to audit premises in order to prevent fires occurring, and provide advice where they have occurred.

Our Prevention and Protection personnel also work with architects to provide fire engineered solutions in the planning phase of proposed buildings. Our personnel will continue to work to ensure that proposed buildings plans have the appropriate fire safety solutions in place at the appropriate stages of the planning process.

We will work to reduce fire related incidents within relevant premises by:

- Maintaining our fire safety audit schedule in accordance with the SFRS Enforcement Schedule
- Engaging with duty holders, providing advice and support to ensure that they are compliant with Part 3 of the Fire (Scotland) Act 2005
- Working with our partners to ensure that appropriate fire engineered solutions are incorporated into building proposals at the appropriate stage.

We will monitor our progress by:

- Monitoring the number and building types of completed audits by our staff
- Monitoring the amount of fire engineering solutions and other enquiries managed by our personnel
- Monitoring the number and severity of fire related incidents in our relevant premises.

In achieving a reduction in fires within relevant premises we will:

- Increase life preservation through the application of preventative measures
- Ensure that business owners, employees and visitors can safely use premises in our communities, whilst protecting our economy
- Ensure that Fife's cultural and historic buildings are preserved for generations.

Priority 6 - Unwanted Fire Alarm Signals

Unwanted Fire Alarm Signals (UFAS) can be defined as 'any alarm activation which is not the result of a fire or a test'. UFAS incidents have increased in Fife over the previous planning period, which is in line with the rest of Scotland.

SFRS has a UFAS reduction strategy policy which requires personnel to contact premises occupiers when the premises breaches trigger numbers of UFAS incidents over a period.

The Stirling-Clackmannanshire-Fife LSO area has allocated a 'UFAS Champion' who contacts premises after **every** UFAS incident. The UFAS Champion engages with the premises occupier in positive dialogue and advice, which has, at times, required only the changing of a single detector head.

We aim to reduce the number of UFAS attendances by:

- Operating a 'zero tolerance' policy, and engaging with premises holders to identify the causes of every UFAS incident
- Implementing intervention systems such as staff alarm response or technical interventions including changes to the detector type, or double activation systems where required
- Where required, implementing the SFRS policy on UFAS, and reduce the operational response to premises which continue have UFAS incidents
- Identifying premises which attract a significant operational response, and re-assess the response required.

We will monitor the effectiveness of our intervention by:

- Monitoring and challenging each UFAS incident across Fife
- Monitoring engaged premises to identify the success or otherwise of agreed UFAS reduction plans
- Monitoring our performance systems to identify whether our interventions are successful.

By reducing UFAS incidents we will:

- Reduce the unnecessary responses to SFRS and the businesses they disrupt
- Reduce unnecessary appliance movements, reducing our carbon footprint, and increasing the safety of our personnel and public on the road
- Increase our capacity to complete other important tasks within our communities.

Priority 7 - Transport and Environment

A core part of the SFRS's activity locally is responding to emergencies such as road traffic collisions (RTCs), flooding and other rescue situations. Firefighters are trained to a high standard and have at their disposal the most modern equipment for extricating people in rescue situations.

At a local level SFRS have a crucial role to play in contributing to and supporting the wider road safety agenda to achieve a reduction in RTCs and casualties and this will be a key focus of our work with community partners.

From evidence it has been identified that young drivers and rural road driving are areas of specific risk within Fife and we will focus our education and awareness campaigns on these areas. Road casualty figures in Scotland have reduced significantly over the previous 20 years, however, the figures show that we cannot lose sight of the work that remains to be done to make our roads safer and further reduce deaths and injuries.

Locally we are responding to more incident types due to the evolving nature of our role and as the expectations of the public in our role change. Special services are a collective term for the non-fire related incidents the Service attends. They include RTCs where people are trapped, rope rescue and water rescue incidents.

The Stirling-Clackmannanshire-Fife LSO area are involved in several projects with our partner agencies to reduce casualties from RTC's and Special Service incidents. These educational projects will be delivered to our communities with the aim of reducing such incidents.

We will seek to reduce the number of incident occurrences by:

- Continuing to work with partners to further expand water safety education to secondary and primary school pupils across Fife, through the Fife Water Safety initiative
- Contributing towards community resilience planning programmes with partners in order to ensure that an adequate local community flooding response is established where required.

We will monitor the effectiveness of our strategies by:

- Monitoring the amount of water related incidents along with partners, as well as continue to monitor evaluations of the Water Safety initiative for effectiveness
- Monitoring the frequency of attendances at RTCs and non-fire emergencies, as well as the number and severity of injuries. These will be monitored alongside Police Scotland RTC incidence information
- Monitoring the progress made in creating community resilience plans with partners and the public.

In reducing the number of such incidents, we will:

- Make Fife's communities safer, and reduce the social and economic costs of such incidents
- Reduce the burden on our emergency services from such incidents
- Provide better protection of our communities from flooding incidents.



SCOTTISH
FIRE AND RESCUE SERVICE

Working together for a safer Scotland

firescotland.gov.uk



2 September 2021

Agenda Item No. 10

Scottish Fire and Rescue Service

Consultation on Options for Responding to Automatic Fire Alarms

Report by: Mark Bryce - Local Senior Officer – Stirling Clackmannanshire Fife – Scottish Fire and Rescue Service

Wards Affected: All

Purpose

SFRS 'Time for Change' – Reducing Unwanted Fire Alarm Signals (UFAS) - Consultation on Options for Responding to Automatic Fire Alarms' document sets out why we need to change, the potential options for doing so, the process we will follow and how Stakeholders and members of the public can get involved in shaping this decision.

Recommendation(s)

The committee is asked to:

Encourage all meeting attendees and council to complete the survey on the consultation which can be found at <https://firescotland.citizenspace.com/sfrs-communications/time-for-change-reducing-ufas/>

Resource Implications

Not applicable – Consultation only.

Legal & Risk Implications

Each of the options we are consulting on will deliver significant UFAS reductions. The associated benefits need to be considered alongside the potential risks and mitigations for limiting them, all of which are detailed in our consultation document.

Impact Assessment

Contained in the Consultation Document

Consultation

An online survey can be accessed from the SFRS website www.firescotland.gov.uk

1.0 Background

- 1.1 Fire alarm signals are designed to provide an early warning of fire and save lives but in the workplace 97% of the calls received turn out to be false alarms. These are known as unwanted fire alarm signals (UFAS) and are often caused by factors such as cooking fumes, dust and lack of maintenance.
- 1.2 UFAS make up 31% of all the incidents we attend – which is 28,479 every year. This is a huge drain on our resources which we can't sustain.
- 1.3 We send nine firefighters and two fire appliances to every UFAS call out. To respond and investigate the cause takes firefighters, on average, a minimum of 15 minutes.
- 1.4 To put that in perspective that's over 64,000 productive hours lost every year. This causes significant disruption to our training, fire safety and community safety work but crucially, while firefighters are investigating the cause of the alarm, they are prevented from attending real emergencies.
- 1.5 By undertaking around 57,000 unnecessary blue light journeys every year caused by UFAS, we are not only exposing our firefighters and members of the public to the potential of road risk, we are also producing around 575 tonnes of carbon emissions into the environment.
- 1.6 The Scottish Government set us a target of reducing UFAS by 15% between 2017 and 2020. We have been unable to meet this target under our current response model.

2.0 Issues and options

- 2.1 SFRS believe we could do much more to keep the people of Scotland safe by changing how we respond to AFAs.
- 2.2 Any change we do make will not affect how we respond to calls from AFAs that are real fires. If there is a confirmed fire, we will respond as we normally would for any emergency.
- 2.3 Also, any change will not affect how we respond to alarms in private homes – we are only reviewing how we respond to false alarms in workplaces, that have fire safety responsibilities under the Fire (Scotland) Act 2005.
- 2.4 The outcomes of this consultation will allow the SFRS Board to make a final decision near the end of 2021.
- 2.5 The options we are seeking views on are summarised below:
 - Option A** – Call challenge all AFA, unless exempt. No response is mobilised if questioning confirms no fire or no signs of fire. Sleeping risk premises are exempt and will receive an agreed response based on premises type and time of day.
 - Option B** – Call challenge all AFAs. No response is mobilised if questioning confirms no fire or no signs of fire. No exemptions to call challenging apply.
 - Option C** - Non-attendance to all AFAs, unless back-up 999 call confirming fire or signs of fire is received. Sleeping risk premises are exempt and will receive an automatic response based on premises type and time of day.

3.0 Conclusions

- 3.1 The outcomes of this consultation will allow the SFRS Board to make a final decision near the end of 2021.

Background Papers

Consultation on Options for Responding to Automatic Fire Alarms' document
www.firescotland.gov.uk

Report Contact

Iain Brocklebank
Group Commander
Service Delivery – Stirling Clackmannanshire Fife
Scottish Fire and Rescue Service
Email – Iain.Brocklebank@firescotland.gov.uk

2nd September 2021

Agenda Item No. 11

Police Scotland Performance Report Quarter 1 2021/2022.

Report by: Chief Superintendent Derek McEwan

Wards Affected: All

Purpose

To enable local elected members to have oversight of Fife Division performance.

Recommendation(s)

Members are encouraged to scrutinise the performance report for this period.

Resource Implications

N/A

Legal & Risk Implications

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

Impact Assessment

The information contained in this report is public facing, which mitigates any impact.

Consultation

Information contained within this report has been abstracted from Police Scotland's Quarterly Council Area Report.

1.0 Background

Performance in relation to the identified Policing priorities is monitored and reviewed internally on a weekly basis. Reports are produced to allow scrutiny by the Environment and Protective Services Committee. This report covers the period from 1st April 2021 to 30th June 2021.

2.0 Issues and Options

None.

3.0 Conclusions

Data provided in this report is for information purposes to allow Board Members to conduct their scrutiny responsibilities.

List of Appendices

1. Fife Division Performance Report – Q1

Background Papers

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

<https://www.scotland.police.uk/spa-media/iqtd2qqf/management-information-division-area-report-quarter-1-2021-22.pdf>

Report Contact

Chief Superintendent Derek McEwan
Divisional Commander, P Division
Divisional Police HQ, Detroit Road, Glenrothes
Telephone: 01592 418894
FifeDCU@scotland.pnn.police.uk



Fife Division Performance Report – Q1



Report for the Environment, Protective Services and Community Safety Committee from Police Scotland P Division (Fife) – April 2021 – June 2021 (Quarter 1).

2020



Our Vision

Sustained excellence in service and protection.

Our Purpose

To improve the safety and wellbeing of people, places and communities in Scotland.

Our Values

Integrity, Fairness and Respect

INTRODUCTION

This document provides a summary of Fife Division, Police Scotland's performance for the reporting period between 1st April 2021 and 30th June 2021 (Quarter 1).

The document is for review by Local Elected Members at the Environment and Protective Services Committee meeting on Thursday 2nd September 2021.

The report aims to provide information and a brief assessment of performance, with accompanying context. Numerical comparisons are provided based upon the same reporting period for the previous year (2020).

This report references the crime groups used by territorial divisions within Police Scotland to report recorded crime statistics, these are:

- Violence, Disorder and Antisocial Behaviour,
- Serious Organised Crime,
- Counter Terrorism and Domestic Extremism,
- Protecting People at Risk of Harm,
- Road Safety and Road Crime, and
- Acquisitive Crime.

The report will further reference Fife's own Divisional Priorities, which were identified by the communities of Fife, namely:

- Anti-Social Behaviour,
- Substance Misuse,
- Acquisitive Crime,
- Violent Crime,
- Road Safety,
- Protecting people at risk of harm, and
- Threats to public safety.

These divisional priorities are embedded in The Plan for Fife which strives to provide; opportunities for all, thriving places, inclusive growth and jobs and community led services. It is hoped that the report that follows will demonstrate how our policing priorities are delivering on the Plan set out by the Environment, Protective Services and Community Safety Committee.

COVID-19

This reporting period could not be summarised without making reference to the impact that COVID-19 has had on the service delivered by the Police in Fife.

When scrutinising this report it will be apparent that there has been an increase in the recording of certain offences. This trend has been observed throughout the country and is not exclusive to Fife. In these instances I will provide either the 3 or 5 year mean, or where available I will provide both.

COVID-19 has presented some challenges that we have successfully overcome. We were able to provide our staff with appropriate personal protective equipment which allowed us to resume face to face contact in lieu of dealing with incidents over the telephone. Our officers were not immune to this virus and as such, at times it had a notable impact on our available deployable resources. These staff were absent either due to long term shielding, self-isolation or contracting COVID-19 themselves. This was overcome by utilising national resources. We brought officers into the division to bolster our numbers and ensure that the quality of service we provided was at the high standard our communities expect and deserve. The way we dealt with people in custody had to adapt to ensure the welfare of public and our staff, the way we operate with Criminal Justice partners including the Procurator Fiscal and Court system also had to adapt and will continue to do so as we address the backlog in demand as we enter the Covid recovery stage.

Given the challenges the pandemic has presented our people have demonstrated the highest levels of resilience, commitment and solidarity to the communities we serve.

This report will mention COVID-19 more than once though not intended as an explanation for a rise in reporting of one crime type or for the fall in the recording of another but because it has underpinned much of what we have done in the first quarter of the reporting year and will have an impact on the remaining 3 quarters.

PERFORMANCE SUMMARY

Fife Division

Performance Summary Report

Reporting Period: April 2021 – Jun 2021

(Figures compared with Apr 2020 – Jun 2020)



Total Crime



23%



1488 more crimes

Crimes Recorded

23%



1488 more

Common Assault

15%



132 more

Overall Dishonesty

12%



157 more

Domestic Abuse

-



no change

Overall Violent Crime

12%



131 more

Sexual Crime

83%



188 more

Road Traffic Casualties

33%



15 more

Complaints Regarding Disorder

29%



2857 fewer

Detections for Drug Supply/Production/Cultivation

71%



30 more

Counter Terrorism



SUBSTANTIAL

The threat level from TERRORISM is currently set as SUBSTANTIAL meaning an attack is likely.

Housebreaking

9%

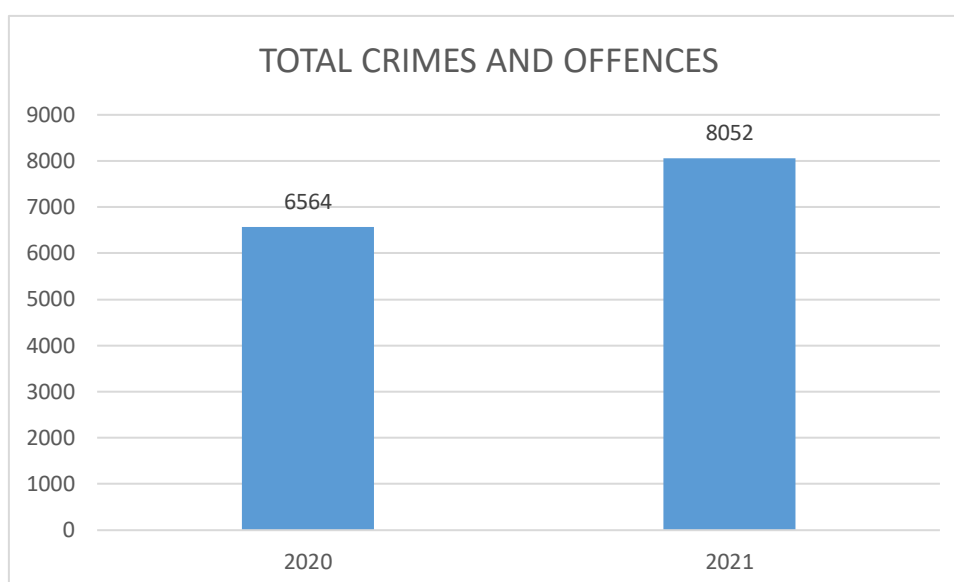


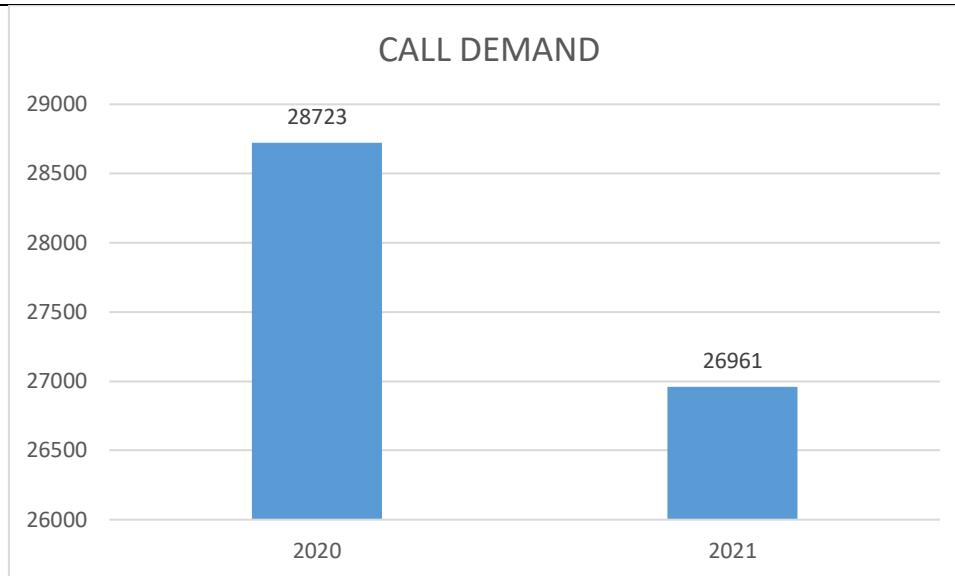
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DEMAND ANALYSIS: APRIL – JUNE 2021

Crime	2021	2020	Incidents	2021	2020
Total Crimes & Offences	8052	6564	Total Number of Incidents	26,961	28,723

The total number of crimes within the division increased in Q1 year on year. There have been 1488 more crimes which equates to a rise of 22.7%. This increase is driven largely by road traffic offences and shopliftings. The increase in road traffic offences was anticipated due to the vastly increased amount of traffic on our road network as a result of the fluctuating pandemic restrictions. Equally the spike in shopliftings can be directly linked to the reopening of shop premises, as they were closed for much of Q1 last year. We recognises that shoplifting is a crime often committed by those vulnerable due to addiction.





This graphic highlights there was a reduction in call demand during Q1. There were 1762 less calls (a decrease of 6.1%). This difference year on year is a small decrease, however, compared to the 3 year average there were 3275 less calls (a 10.8% decrease) and compared to the 5 year average there were 3556 less calls (a decrease of 11.7%) which appears to be the beginning of a trend.

During the reporting period there were 796 missing person's enquiries. The previous year there were 573. This is an increase of 223 reports (an increase of 38.7%).

VIOLENCE

		Apr 21 – Jun 21	Apr 20 – Jun 20	Change	% Change
1	Total No Group1: Crimes of Violence	158	129	29 more	22.5%
2	Murder	0	1	1 fewer	-100%
3	Attempted Murder	6	8	2 fewer	-25.0%
4	Culpable Homicide (common law)	0	0	-	-
5	Culpable Homicide (other)	1	1	-	-
6	Serious Assault detection rate	84.9%	102.0%	-	-17.1%
7	Serious Assault	53	50	3 more	6.0%
8	Robbery detection rate	93.3%	120.0%	-	-26.7%
9	Robbery	15	10	5 more	50.0%
10	Common Assault detection rate	74.4 %	88.7%	-	-14.3%
11	Common Assault	1,123	997	126 more	12.6%

Violent Crime



OPERATION PATH

Operation Path is designed to tackle and reduce violence in the division and is intrinsically linked to Operation Prevail (anti-social behaviour) and Operation Prospect (drugs misuse).

During the reporting period there has been a slight increase in serious assaults (up 6% or 3 more) whilst the detection rate for these crimes has fallen by 17.1% (down to 84.9% from 102%). However this statistic is affected by the anomaly of last year. Compared to the 3 year average there has been an 8.5% decrease and on the 5 year average there has been a 7.6% decrease.

There has unfortunately been a rise in robberies during the reporting period (up 5 from 10 to 15), the detection rate for these offences has conversely decreased from 120.0% to 93.3%. A detection rate of 93.3% of 15 crimes equates to 14 detected offences. In the one crime that has not yet been detected enquiry is still ongoing to identify the perpetrator. Though a reduction in the detection rate, 93.3% is a robust rate and is amongst the best in the country.

DISORDER AND ANTI-SOCIAL BEHAVIOUR

		Apr 21 - June 21	Apr 20 – June - 20	Change	% Change
12	Number of complaints regarding Disorder	4,919	7,794	-2875	-36.9%
30	Vandalism & Malicious Mischief detection rate	34.5%	41.1%	-	-6.7%
31	Vandalism & Malicious Mischief	685	535	150 more	28.0%
32	Anti-Social Behaviour incidents where alcohol is reported.	-	-	-	-

Antisocial Behaviour / Disorder



OPERATION PREVAIL

Operation Prevail is the action plan that underpins the division’s strategy to deal with anti-social behaviour. This ties in closely with Operation Path and Operation Prospect, much of the work done under their banners contributes towards Operation Prevail.

There has been an increase in vandalism and instances of malicious mischief (150 more reports with an increase of 28%). This figure is skewed by the lockdown the country experienced during the same reporting period last year. However this figure is a year on year reduction compared to 2016 to 2019.

There has been a significant reduction in number of complaints regarding disorder (2875 fewer calls, a reduction of 36.9%). It is noteworthy that all COVID related calls are marked as disorder and this will have contributed greatly towards last year’s total. No further comparison is available at the time of writing.

It should be noted that these observations have been made based upon local analysis for Management Information and are not based on official statistics.

SERIOUS ORGANISED CRIME

		April 21 – June 21	April 20 – June 20	Change	% Change
25	Number of detections for drugs supply, drugs production, drugs cultivation	78	58	20	25.8%

Drug Deing / Drug Misuse



OPERATION PROSPECT

Within Fife, there are continued efforts to tackle the illicit possession and distribution of controlled drugs.

By acting upon intelligence received from members of the community, reported to the police directly or via Crimestoppers, there has been an increase in the number of reports for supply offences submitted to the Procurator Fiscal by 25.8%. This is up from 58 to 78 (an increase of 20).

This increase is directly linked to a return to more traditional policing methods as the pandemic restrictions ease. Officers are once again able to carry out pro-active work around illicit drugs where previously we had to minimise our interactions with the public to keep our officers safe.

Pro-active action taken by local officers has also led to an increase in the amount of people reported for possession of a controlled substance. This is up to 324 versus 309 (an increase of 15 or 4.8%)

In an effort to minimise the harm illicit drugs do on the most vulnerable members of our community P Division launched Operation Pinnacle. This operation is specifically aimed at reducing the risks of “County Lines” drug dealing as well as “Cuckooing”.

County Lines drug dealing is a trend that initially appeared in southern England whereby drug dealers from the cities moved out to rural settings where there was no established market allowing them to exploit opportunities that had otherwise been unavailable. As the

	<p>County Lines drug dealers moved further away from their base they required somewhere to store their commodity. This gave rise to Cuckooing. Cuckooing is when by force, coercion or otherwise a drug dealer takes over the home address someone else to carry out their dealing from. The type of locations taken over is inevitably occupied by a vulnerable member of the community who are prevented from reporting the situation to the police and other authorities.</p> <p>Operation Pinnacle has led to the seizure of cash, illicit drugs and a stun gun. Six offenders have appeared at court, some of whom have been bailed not to enter Scotland. Pinnacle remains an ongoing operation that will continue to target those who prey upon some of the most vulnerable members of our community.</p>
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PROTECTING PEOPLE AT RISK OF HARM

		April 21 – June 21	April 20 – June 20	Change	% Change
33	Number of Sexual Crimes	413	225	188 more	83.5%
34	Sexual Crimes detection rate	67.1%	60.0%	-	7.1%
35	Rape detection rate	81.9%	76.7%	-	5.2%

Protecting People at Risk of Harm



PUBLIC PROTECTION UNIT

The number of sexual crimes recorded in the division during the reporting period has shown a significant increase. This increase includes the statistics from a historical child abuse enquiry at residential schools as well as six significant cases that accounts for 58 of the 413 charges. When these 2 factors are considered this period's anomaly is easier to understand.

Sexual crimes not only include crimes against a person but also computer based crime. The investigation into these types of crime are particularly complex and can often take considerable time to investigate. This is further complicated by the fact that we are often working with international partners as well as waiting on internet service providers to provide crucial evidence in these enquiries.

Positively, the solvency rate for crimes of rape has increased by 5.2% to 81.9% and the solvency rate for all sexual crimes has increased to 67.1%, an increase of 7.1%.

These figures are testament to the commitment and specialist knowledge of officers' within Fife's Public Protection Units, where the investigation of sexual crimes and support for members of the public impacted by this type of crime is a continued focus.

ROAD SAFETY AND ROAD CRIME

		April 21 – June 21	April 20 – June 20	Change	% Change
36	Dangerous Driving	66	42	24	57.1%
37	Speeding	383	123	260	211.3%
38	Disqualified Driving	32	25	7	28.0%
39	Driving Licence	119	142	-23	-16.9%
40	Insurance	277	310	-33	-10.6%
41	Seat Belts	104	67	37	55.2%
42	Mobile Phone	27	20	7	35.0%

		April 21 – June 21	April 20 - June 20	Change	% Change
36	People Killed	1	1	-	-
37	People Seriously Injured	7	18	-11	-61.1%
38	People Slightly Injured	53	27	26	96.3%
39	Children Killed/Seriously Injured (under 16)	0	0	-	-
40	Children Seriously Injured (under 16)	1	1	-	-

Road Safety and Road Crime



OPERATION PARAMOUNT

During the reporting period there has been an increase in almost all recorded road traffic offences. This was fully expected due to the relaxing of restrictions during this quarter compared to last year.

The increase in dangerous driving, speeding, disqualified driving, seat belt and mobile phone offences reflects the change adopted by the Police at a national level. During Q1 last year we were limiting non-critical contact with the public whilst working with fewer officers on the street.

The offences that have increased are all regarded as pro-active offences which supports the correlation between the uplift in both staff and road users.

ACQUISITIVE CRIME

		April 2021 – June 21	April 2020 – June 2020	Victims	% Change
26	Theft by Housebreaking (including attempts) detection rate	34.2%	58.0%	-	-23.8%
27	Theft by Housebreaking (including attempts)	120	138	18 fewer	-13.0%
28	Theft by Shoplifting detection rate	25.7%	47.3%	-	-21.6%
29	Theft by Shoplifting	439	325	114 more	35.0%

Acquisitive Crime



OPERATION PRINCIPLE

Overall, there was an 11.6% rise (157 more reports) when all types of dishonesty are combined. This figure is skewed by last year’s drop during the peak of the pandemic. Comparing this year against 2018 and 2019 there is a decrease of 9.1% and 12.9% respectively (151 and 219 fewer reports).

The detection rates for crimes of dishonesty has fallen. This is again a direct result of the pandemic. Many of the detections for these crime types are corroborated by open and private space CCTV footage. That CCTV evidence still exists however the majority of the perpetrators are wearing face masks as per national guidelines, this inevitably impacts on an officer’s ability to reliably identify offenders.

The overall detection rate of crimes of dishonesty is 44.8%, compared to the 5 year average that is a reduction of 10%, given the climate we are working in this level of reduction is unfortunately to be expected. In terms of the national picture P Division (Fife) is still the best performing division in respect of this crime type.

HATE CRIME

		April 21 – June 21	April 20 – June 20	% Change
19	Hate Crime and offences detection rate	79.7%	91.7%	-12.0%

Number of Hate Crimes (April 21 – June 21)				
	2021	2020	change	% Change
Total	114	77	37	48.1%
Disability	6	5	1	20.0%
Sexual Orientation	37	15	22	146.7%
Race	61	48	13	27.1%
Religion or Belief	4	3	1	33.3%
Transgender	3	2	1	50.0%
Gender	1	1	0	-
Age	2	3	-1	-33.3%

Reported hate crime in Fife has shown an increase of 48.1% (up 37 instances) in this reporting period when compared against the previous year. The number of hate crimes due to sexual orientation has seen the biggest increase.

The increased reporting of hate crimes could be attributed to 3 distinct factors. Firstly, the reopening of many of our Third Sector partners. This time last year all the locations that these bodies operate from were closed. Hate crime in Fife is frequently reported by 3rd parties, these reports originate from educational establishments, community centres and equalities centres. Secondly, there are now 19 front line Hate Crime Champions within the division. These officers have a deeper understanding of hate crime along with the expertise to properly recognise its nuances, assisting their colleagues with establishing what constitutes a crime and what constitutes an incident. Finally, recognising that hate crime may have gone under reported during the pandemic, P division's Equalities Unit carried out socially distanced training sessions on how and when to make a 3rd party report. These seminars reached over 200 people and supported the opening of 12 new 3rd party reporting centres when previously there had only been one.

2 September 2021

Agenda Item No. 12

August 2020 Severe Flooding - Update

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

Wards Affected: Fife wide

Purpose

To update the Sub Committee on progress of investigation and mitigation works regarding the August flood events across Fife and advise the members of the proposed initial list of projects identified for progression in the capital works programme in 2021-23.

Recommendation(s)

It is recommended that the Sub Committee:

- 1 note that work continues with the investigation and development of mitigations where appropriate on the collated Priority Flooding List; and
- 2 agree that the projects identified in paras 3.2 and 3.4 of this report are progressed within the flooding capital programme in 2021-23.
- 3 note as projects develop they will be added to <https://www.fife.gov.uk/kb/docs/articles/roads,-travel-and-parking/roads-and-pavements/area-roads-programme> and updated accordingly.

Resource Implications

One-off revenue funding of £0.450m has been made available in 2021-2022 to progress the investigation and low-cost repairs programme. In addition, Capital Funding of £0.500m per annum has been allocated for a 10 year period from the financial year 2021-22 to deliver slightly larger and more complex projects. The initial programme of such flooding works has been identified to progress the first phase of larger flood mitigation interventions.

Legal & Risk Implications

There is a risk that continued reactive mitigation could lead to a higher number of claims made to the Council for remuneration in line with perceived Council liability to protect private property. Carrying out investigation and follow up works will help to mitigate against this risk.

Impact Assessment

An EqlA and Environmental Impact Assessment is not required as this report does not propose a change or revision to existing policies and practices.

Consultation

Consultation has been undertaken with, Scottish Water, Finance and Corporate Services.

1.0 Background

- 1.1 This report is submitted to the Environment and Protective Services Sub-Committee in line with the request set out at the previous Committee meeting (Para 191 of 2021.EPS.75 – Environment & Protective Services Meeting of 27 May 2021 refers) which required officers to provide an update on work being done on assessing sites affected by flooding.

2.0 Update

- 2.1 As flood records are provided to the Flooding, Shoreline and Harbours team, they will be assessed, and classified via the Red/Amber/Green (RAG Status) Risk Assessment process. From there, the flood record locations are subjected to prioritisation and advancement within available resources.
- 2.2 The Prioritisation process includes the collection of flood information, the identification of the core Budgetary Stream that each response fits into (annual revenue road drainage or flood protection, and the yearly £0.5m Capital budget), and ultimately the implementation route required. Details of the prioritisation process were provided in the report referred to in Paragraph 187 of 2021.EPS.73 – Environment & Protective Services Meeting of 23 March 2021.
- 2.3 Following refinement / Quality Control, the Fife Council Flood Register currently contains 520 records, all of which have been through the RAG Risk Assessment. This is an additional 69 records from those reported at in Item 4 of Environment & Protective Services Meeting of 27 May 2021.
- 2.4 The status of the Register as provided in Appendix 1 to this report is as follows:

Flood Record Classification	Record Count	% of Total
To be Investigated	256	49%
No Fife Council led Solution	3	1%
Under Investigation	120	23%
Investigated / In hand	137	27%
Grand Total	516	100%

- 2.5 Collaborative working with other partner agencies such as Scottish Water, MOD and the NHS is also being progressed where there is a joint responsibility, or where the flooding reported was attended by Fife Council staff on a reactive basis, however it was noted that the flooding was from other partners assets. This collaborative work will continue for all sites reported and will progress and inform future discussions for sites occurring from any future flood events.

Investigation by	Records Covered
Cairneyhill NFM 2020	1
East Wemyss Flood Study	5
Cardenden Flood Study	17
Kinglassie Flood Study	8
FC / NHS Investigation	1
Private	3
FC / SW Investigation	239
FC Investigation	90
FC / M.O.D. Investigation	3
SW Investigation	6
Not yet agreed who leads	143
Grand Total	516

2.6 Fife Council assessments have currently produced a number of proposed Schemes associated with the above Flood Register. The number of Schemes developed will increase over time and could result in flood mitigation activities, depending on the findings of any investigations.

2.7 The current Scheme list is as follows:

Scheme Name	Associated Flood Records	Scheme Status	Cost Estimate ¹
Park Road, Rosyth	15	Scoped	£0.245m
Cairneyhill	3	Scoped	£TBC
Culross	6	Scoped	£TBC
Freuchie Mill	2	Scoped	£0.120m
High Valleyfield	3	Scoped	£0.040m
Hill Street, Cowdenbeath	7	Scoped	£0.245m
Kinglassie	8	Scoped	£0.090m
Lade Braes	5	Designed	£0.050m
Grand Total	46		£0.79m
Plus			
Pan Ha	3	Designed	£0.070m
B939 Morton Blebo	0	Designed	£0.140m

2.8 Projects resulting from ongoing investigations will be funded through the £0.500m per annum Capital allocation. The above costs are only estimates at this stage.

2.9 Items above noted as 'Scoped' include an initial estimate of costs only. The cost is likely to increase following specialist inspections where needed, and the design process.

2.10 The above list does not fully reflect the impacts of flooding by absolute flood record numbers. They are however a result of the cumulative impact of flooding on a community and the surrounding infrastructure.

2.11 As noted above, 8 no. Schemes are 'Scoped' and 3 no. Schemes are 'Designed'. The former means the Schemes are either requiring investigation or are under investigation. The latter Schemes have been investigated and mitigation options have been designed.

¹ Investigation / design / staff cost estimates only at this time.

2.12 A number of locations have been identified as requiring preventative sediment management. These locations have been reviewed with external regulatory bodies and will be progressed through the middle of 2021. The locations are as follows:

Site	Clearance Conditions	Start Date
Den Burn, Cardenden	No environmental constraints.	Commence late August.
River Ore, Cardenden	Fish rescue required / Otter survey required – works cannot start until these works have been completed, and fish spawning has completed.	Commence early September following required environmental surveys.
Kinghorn Burn, Kinghorn	No environmental constraints.	Commence late September.
Tiel Burn, Kirkcaldy	Due to proximity to coastal waters, works cannot start until fish spawning has completed.	Commence mid-September following required environmental surveys.
Kinness Burn, St Andrews	Due to proximity to coastal waters, works could not start until fish spawning had completed.	COMPLETED
River Eden, Strathmiglo	No environmental constraints.	Commence late August following required environmental surveys.
River Ore, Thornton	Fish rescue required / Otter survey required – works cannot start until these works had been completed, and fish spawning had completed.	COMPLETED
Lochty Burn, Kinglassie	No environmental constraints.	COMPLETED
Bath Street Ditch, Kelty	No environmental constraints.	Commence mid-October.

2.13 Additional Flood Pods have been ordered and installed for sites in Freuchie, Kinglassie and Culross. These have been installed using the £0.450m funding agreed for financial year 2021-22, by Policy and Coordination Committee 18 February 2021. Further locations will be identified and progressed as capacity allows.

3.0 Next Steps

- 3.1 Schemes that have been Scoped will be subject to investigation to allow designs to be developed. Delivering Flooding schemes can be a complex and time-consuming process and there will need to be an element of flexibility in delivering identified schemes. Should a project be delayed, it would be intended to advance a future approved project to continue the expenditure on flooding priorities.
- 3.2 The following Schemes are proposed to be implemented (on site) during the remainder of this financial year using the £0.5m Capital allocated to financial year 2021-22:

Scheme Name FY2021-22	Estimate
Park Road, Rosyth (start)	£0.120m
Freuchie Mill	£0.120m
Pan Ha	£0.070m
Lade Braes	£0.050m
B939 Morton Blebo	£0.140m
FY21/22 Estimate	£0.500m

- 3.3 As the scheme designs progress, firmer budget planning figures will be identified and managed within the available budget. Updates on progress will be reported quarterly with details also included within the relevant Area Committee Roads Programme reports.
- 3.4 The remaining Schemes on the current list will be carried over to the next Financial Year, and will be added to by any other Schemes that are developed through the Prioritisation process:

Scheme Name FY2022-23	Estimate
Kinglassie (following Study FY2021-22)	£0.090m
Park Road, Rosyth (completion)	£0.125m
High Valleyfield	£0.040m
Hill Street, Cowdenbeath	£0.245m
FY22/23 Estimate	£0.500m

- 3.5 New potential Schemes will be developed on an ongoing basis and prioritised accordingly with updates provided on progress and future proposals based on site investigations.
- 3.6 Limited key information will be provided online at: <https://www.fife.gov.uk/kb/docs/articles/roads,-travel-and-parking/roads-and-pavements/area-roads-programme>. This will provide a timeline for work commencement of specific schemes.
- 3.7 The complexity of the delivery has been hampered by a very poor uptake of candidates for the additional 1FTE agreed in February 2021 Policy and Coordination Committee. The progression of these works will be the primary function of this additional post expected to now be appointed in the latter half of August 2021.

4.0 Conclusions

- 4.1 The impacts of the storm events in late 2020 continues to be high and requires equivalent levels of investigation and design to deliver mitigation measures, to manage repeat flooding in the same locations.
- 4.2 With the commencement of investigations, development of a work plan and employment of a further permanent member of staff to lead in the delivery of these actions by the Flooding, Shoreline and Harbours Team, within Structural Services, it is hoped that works can be seen “on the ground” that will improve confidence in flood risk management moving forward.

Time is now needed to expand the team, delve into the large list of investigation sites during this calendar year and it would be appropriate that updates are provided to members by updating the Council website above and allowing them to review progress of schemes.

List of Appendices

- Appendix 1: Fife Council Flood Register

Background Papers

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

- Policy and Coordination Committee 18th February 2021
- Environment and Protective Services Sub Committee papers of 3rd December 2020 and 28th January 2021

Report Contacts

Dr Rick Haynes
Lead Consultant – Flooding, Shoreline & Harbours (Structural Services)
Bankhead Central, Glenrothes
03451 55 55 55, Ext No 450496
rick.haynes@fife.gov.uk

Ross Speirs
Service Manager (Structural Services)
Bankhead Central, Glenrothes
03451 55 55 55 Ext No 444390
ross.speirs@fife.gov.uk

Appendix 1

Date	Address	Town	Flooding Issue	Flood Location Mitigation RAG	Final Outcome
12/08/2020	Bellhouse Road	Aberdour	Flooding - Non-Residential	To be Investigated	TBC
12/08/2020	High Street	Aberdour	Flooding - Residential	To be Investigated	TBC
12/08/2020	High Street	Aberdour	Flooding - Residential	To be Investigated	TBC
12/08/2020	High Street	Aberdour	Flooding - Residential	To be Investigated	TBC
12/08/2020	Main Street	Aberdour	Flooding - Residential	To be Investigated	TBC
12/08/2020	Main Street	Aberdour	Flooding - Residential	To be Investigated	TBC
12/08/2020	Main Street	Aberdour	Flooding - Road	To be Investigated	TBC
12/08/2020	Mill Farm Road	Aberdour	Flooding - Road	Investigated / In hand	Concluded
12/08/2020	Morayvale	Aberdour	Flooding - Residential	To be Investigated	TBC
12/08/2020	Seaside Place	Aberdour	Collapsed Structure	Investigated / In hand	In Progress
12/08/2020	Seaside Place	Aberdour	Collapsed Structure	Investigated / In hand	In Progress
12/08/2020	Shore Road	Aberdour	Flooding - Residential	To be Investigated	TBC
12/08/2020	Shore Road	Aberdour	Flooding - Road	To be Investigated	TBC
12/08/2020	Shore Road	Aberdour	Flooding - Road	To be Investigated	TBC
12/08/2020	Shore Road	Aberdour	Collapsed Structure	Investigated / In hand	In Progress
12/08/2020		Aberdour	Flooding - Residential	To be Investigated	TBC
12/08/2020	Bondgate	Auchtermuchty	Flooding - Residential	To be Investigated	TBC
12/08/2020	Bondgate	Auchtermuchty	Flooding - Residential	To be Investigated	TBC
25/08/2020	Auchtertool Rd to Kdy	Auchtertool	Flooding - Road	To be Investigated	TBC
25/08/2020	Auchtertool Rd to Kdy	Auchtertool	Flooding - Road	To be Investigated	TBC
12/08/2020	Main Street	Auchtertool	Flooding - Residential	To be Investigated	TBC
12/08/2020	The Maltings	Auchtertool	Burn Over Banks	To be Investigated	TBC
11/08/2020	Benarty Square	Ballingry	Flooding - Greenspace	To be Investigated	TBC
12/08/2020	Dunmore Place	Ballingry	Flooding - Road	To be Investigated	TBC
12/08/2020	Kirkland Gardens	Ballingry	Burst Pipe	To be Investigated	TBC
12/08/2020	Malcolm Street	Ballingry	Flooding - Road	To be Investigated	TBC
12/08/2020	South Avenue	Blairhall	Flooding - Road	To be Investigated	TBC
12/08/2020	Woodlands Terrace	Blairhall	Burn Over Banks	To be Investigated	TBC
12/08/2020	Woodlands Terrace	Blairhall	Burst Pipe	To be Investigated	TBC
08/08/2020	Buckhaven to E Wemyss	Buckhaven	Flooding - Road	To be Investigated	TBC
08/08/2020	Percival Road	Buckhaven	Flooding - Road	Investigated / In hand	In Progress
11/08/2020	(at caravan park)	Burntisland	Landslide	Under Investigation	In Progress
12/08/2020	A921 Starley Burn	Burntisland		No Fife Council Solution	Concluded
12/08/2020	B9157	Burntisland	Flooding - Sandbags	To be Investigated	TBC
12/08/2020	B9157	Burntisland	Burn Over Banks	To be Investigated	TBC
11/08/2020	Church Grove	Burntisland	Flooding - Greenspace	Investigated / In hand	Concluded
25/08/2020	Cou? Road	Burntisland	Burn Over Banks	To be Investigated	TBC
25/08/2020	Cou? Road	Burntisland	Manhole Issue	To be Investigated	TBC
12/08/2020	Cowdenbeath Road	Burntisland	Flooding - Non-Residential	Under Investigation	In Progress
25/08/2020	Cromwell Road	Burntisland	Flooding - Road	Investigated / In hand	Concluded
25/08/2020	Cromwell Road	Burntisland	Flooding - Residential	Investigated / In hand	Concluded

Date	Address	Town	Flooding Issue	Flood Location Mitigation RAG	Final Outcome
13/08/2020	Dick Crescent	Burntisland	Manhole Issue	Investigated / In hand	Concluded
11/08/2020	Dick Crescent	Burntisland	Flooding - Greenspace	Investigated / In hand	Concluded
11/08/2020	Dick Crescent	Burntisland	Flooding - Residential	Investigated / In hand	Concluded
12/08/2020	Dick Crescent	Burntisland	Flooding - Residential	Investigated / In hand	Concluded
11/08/2020	Dick Crescent	Burntisland	Manhole Issue	Investigated / In hand	Concluded
11/08/2020	Dick Crescent	Burntisland	Burst Pipe	Investigated / In hand	Concluded
12/08/2020	Glebe Place	Burntisland	Manhole Issue	Under Investigation	In Progress
12/08/2020	Haugh Road	Burntisland	Flooding - Road	Under Investigation	In Progress
11/08/2020	Haugh Road	Burntisland	Blocked Gully	Investigated / In hand	Concluded
11/08/2020	Haugh Road	Burntisland	Flooding - Road	Under Investigation	In Progress
12/08/2020	Haugh Road	Burntisland	Flooding - Road	Under Investigation	In Progress
12/08/2020	Kinghorn Road	Burntisland	Manhole Issue	Investigated / In hand	Concluded
11/08/2020	Kirkton Road	Burntisland	Manhole Issue	Investigated / In hand	Concluded
12/08/2020	Links Park	Burntisland	Manhole Issue	Investigated / In hand	Concluded
11/08/2020	Rossend Terrace	Burntisland	Manhole Issue	Under Investigation	In Progress
13/08/2020	Pitdinnie Avenue	Cairneyhill	Manhole Issue	To be Investigated	TBC
12/08/2020	Pitdinnie Road	Cairneyhill	Manhole Issue	To be Investigated	TBC
12/08/2020	Sunnyside Road	Cairneyhill	Flooding - Road	To be Investigated	TBC
12/08/2020	Station Road Bridge over the River Leven - between Cameron Bridge (S) and Windygates, Leven, KY8 5BP	Cameron Bridge	Burn Over Banks	Investigated / In hand	Concluded
25/08/2020	Carden Castle Avenue	Cardenden	Flooding - School	Under Investigation	In Progress
12/08/2020	Carden Castle Avenue	Cardenden	Flooding - Non-Residential	Under Investigation	In Progress
25/08/2020	Carden Castle Avenue	Cardenden	Burn Over Banks	Under Investigation	In Progress
25/08/2020	Cardenden Avenue	Cardenden	Flooding - Residential	Under Investigation	In Progress
12/08/2020	Cardenden Road	Cardenden	Burn Over Banks	Under Investigation	In Progress
25/08/2020	Cardenden Road	Cardenden	Burn Over Banks	Under Investigation	In Progress
25/08/2020	Castle Terrace	Cardenden	Flooding - School	Under Investigation	In Progress
12/08/2020	Denfield Gardens	Cardenden	Burn Over Banks	Under Investigation	In Progress
25/08/2020	Derran Drive	Cardenden	Flooding - Residential	Under Investigation	In Progress
12/08/2020	Derran Drive	Cardenden	Flooding - Non-Residential	Under Investigation	In Progress
25/08/2020	Dundonald Park	Cardenden	Flooding - Residential	Under Investigation	In Progress
12/08/2020	Gammie Place	Cardenden	Flooding - Non-Residential	Under Investigation	In Progress
12/08/2020	Kiers Brae	Cardenden	Burn Over Banks	Under Investigation	In Progress
12/08/2020	Kirkburn Drive	Cardenden	Flooding - Road	Under Investigation	In Progress
11/08/2020	Main Street	Cardenden	Flooding - Road	Under Investigation	In Progress
12/08/2020	Orebank Road	Cardenden	Burn Over Banks	Under Investigation	In Progress

Date	Address	Town	Flooding Issue	Flood Location Mitigation RAG	Final Outcome
12/08/2020	School Lane	Cardenden	Flooding - Non-Residential	Under Investigation	In Progress
12/08/2020	Hawthorn Bank	Carnock	Flooding - Road	To be Investigated	TBC
12/08/2020	Main Street	Carnock	Flooding - Road	To be Investigated	TBC
01/10/2019	Anstruther Road	Ceres	Flooding - Greenspace	To be Investigated	TBC
05/10/2020	Main Road	Ceres	Culvert Blocked	To be Investigated	TBC
05/10/2020	Corner of Q66	Chance Inn	Culvert Blocked	Investigated / In hand	Concluded
03/10/2020	Corner of Q66	Chance Inn	Burn Over Banks	Investigated / In hand	Concluded
03/10/2020	Earlsdale	Chance Inn	Flooding - Residential	To be Investigated	TBC
05/12/2020	Earlsdale	Chance Inn	Flooding - Residential	To be Investigated	TBC
12/08/2020	Main Street	Comrie	Flooding - Residential	To be Investigated	TBC
12/08/2020	Main Street	Comrie	Flooding - Residential	To be Investigated	TBC
12/08/2020	B9037	Couston	Flooding - Road	To be Investigated	TBC
13/08/2020	B9037	Couston	Flooding - Road	To be Investigated	TBC
12/08/2020	A909/B925 Beverkae Roundabout	Cowdenbeath	Flooding - Road	To be Investigated	TBC
12/08/2020	Beath View Road	Cowdenbeath	Flooding - Residential	To be Investigated	TBC
12/08/2020	Broad Street	Cowdenbeath	Flooding - Residential	To be Investigated	TBC
12/08/2020	Burgh Road	Cowdenbeath	Burst Pipe	Investigated / In hand	Concluded
25/08/2020	Burgh Road	Cowdenbeath	Burn Over Banks	To be Investigated	TBC
12/08/2020	Burgh Road	Cowdenbeath	Flooding - Road	To be Investigated	TBC
12/08/2020	D3	Cowdenbeath	Flooding - Road	To be Investigated	TBC
12/08/2020	Donibristle	Cowdenbeath	Flooding - Road	To be Investigated	TBC
12/08/2020	Foulford Road	Cowdenbeath	Flooding - Road	Under Investigation	In Progress
12/08/2020	Hill Street	Cowdenbeath	Burst Pipe	Under Investigation	In Progress
25/08/2020	Hill Street	Cowdenbeath	Culvert Blocked	Under Investigation	In Progress
25/08/2020	Hill Street	Cowdenbeath	Culvert Blocked	Under Investigation	In Progress
12/08/2020	Hill Street	Cowdenbeath	Flooding - Residential	Under Investigation	In Progress
12/08/2020	Mossbank	Cowdenbeath	Burst Pipe	Under Investigation	In Progress
12/08/2020	Mossie Road	Cowdenbeath	Flooding - Residential	Under Investigation	In Progress
12/08/2020	Netherbeath Road	Cowdenbeath	Flooding - Road	To be Investigated	TBC
12/08/2020	Rowan Terrace	Cowdenbeath	Flooding - Residential	Investigated / In hand	Concluded
12/08/2020	Rowan Terrace	Cowdenbeath	Flooding - Residential	Investigated / In hand	Concluded
12/08/2020	A985	Crombie	Blocked Gully	Investigated / In hand	Concluded
25/08/2020	Wormit Terrace	Crosshill	Flooding - Road	To be Investigated	TBC
12/08/2020	Balgonie West	Culross	Manhole Issue	To be Investigated	TBC
12/08/2020	Balgonie West	Culross	Burst Pipe	To be Investigated	TBC
12/08/2020	Balgonie West	Culross	Burst Pipe	To be Investigated	TBC
12/08/2020	Balgonie West	Culross	Manhole Issue	To be Investigated	TBC
12/08/2020	Low Causeway	Culross	Flooding - Residential	To be Investigated	TBC
12/08/2020	Low Causeway	Culross	Flooding - Road	To be Investigated	TBC
25/08/2020	A914 (New Inn to Welltree)	Cupar	Flooding - Road	To be Investigated	TBC
25/08/2020	Bank Street	Cupar	Flooding - Debris	Investigated / In hand	Concluded
12/08/2020	Burnside/Bank Street	Cupar	Flooding - Residential	To be Investigated	TBC

Date	Address	Town	Flooding Issue	Flood Location Mitigation RAG	Final Outcome
12/08/2020	Castlebark Rd/East Road junction	Cupar	Blocked Gully	Investigated / In hand	Concluded
12/08/2020	Haugh Park	Cupar	Flooding - Greenspace	Investigated / In hand	Concluded
25/08/2020	Kingskettle to Kennoway	Cupar	Flooding - Debris	Investigated / In hand	Concluded
25/08/2020	Millgate	Cupar	Flooding - Road	To be Investigated	TBC
25/08/2020	Sandylands Road	Cupar	Blocked Gully	Investigated / In hand	Concluded
25/08/2020	South Road	Cupar	Blocked Gully	Investigated / In hand	Concluded
12/08/2020	Lade Braes	Dalgety Bay	Flooding - Greenspace	Under Investigation	In Progress
25/08/2020	Lade Braes	Dalgety Bay	Flooding - Greenspace	Under Investigation	In Progress
12/08/2020	Sealstrand	Dalgety Bay	Flooding - Residential	To be Investigated	TBC
12/08/2020	Skua Drive	Dalgety Bay	Burst Pipe	To be Investigated	TBC
12/08/2020	St. Bridgets Brae	Dalgety Bay	Flooding - Residential	To be Investigated	TBC
12/08/2020	St. Bridgets Brae	Dalgety Bay	Flooding - Road	To be Investigated	TBC
12/08/2020	Aberdour Road	Dunfermline	Burst Pipe	To be Investigated	TBC
12/08/2020	Aberdour Road	Dunfermline	Flooding - Road	To be Investigated	TBC
12/08/2020	Arthur Street	Dunfermline	Manhole Issue	To be Investigated	TBC
11/08/2020	Clunie Road	Dunfermline	Flooding - Road	Investigated / In hand	Concluded
12/08/2020	Coal Road	Dunfermline	Flooding - Road	To be Investigated	TBC
12/08/2020	Lambert Drive	Dunfermline	Flooding - Residential	To be Investigated	TBC
12/08/2020	Liggars Place	Dunfermline	Manhole Issue	To be Investigated	TBC
04/10/2020	Liggars Place	Dunfermline	Flooding - Greenspace	To be Investigated	TBC
12/08/2020	Main Street	Dunfermline	Flooding - Non-Residential	To be Investigated	TBC
04/10/2020	Otterstone	Dunfermline	Landslide	To be Investigated	TBC
12/08/2020	South Dewar Street	Dunfermline	Burst Pipe	To be Investigated	TBC
12/08/2020	Wedderburn Street	Dunfermline	Burst Pipe	To be Investigated	TBC
12/08/2020	Ladybank Road	Dunshalt	Burst Pipe	Under Investigation	In Progress
12/08/2020	Ladybank Road	Dunshalt	Flooding - Road	Under Investigation	In Progress
12/08/2020	Auchtermuchty Road	Dunshalt	Flooding - Road	Under Investigation	In Progress
25/08/2020	East Wemyss	East Wemyss	Flooding - Debris	Investigated / In hand	Concluded
08/08/2020	Main St / Wemysshaven Gdns	East Wemyss	Flooding - Road	To be Investigated	TBC
08/08/2020	Thane Terrace	East Wemyss	Flooding - Debris	Investigated / In hand	Concluded
04/12/2020	Thane Terrace	East Wemyss	Flooding - Road	To be Investigated	TBC
04/12/2020	Wemysshaven Gdns	East Wemyss	Flooding - Road	To be Investigated	TBC
25/08/2020	Southfield	Falkland	Burst Pipe	Investigated / In hand	Concluded
25/08/2020	Southfield	Falkland	Burst Pipe	Investigated / In hand	Concluded
25/08/2020	Southfield	Falkland	Burst Pipe	Investigated / In hand	Concluded
25/08/2020	Southfield	Falkland	Burst Pipe	Investigated / In hand	Concluded
25/08/2020	Southfield	Falkland	Burst Pipe	Investigated / In hand	Concluded
25/08/2020	Southfield	Falkland	Burst Pipe	Investigated / In hand	Concluded
25/08/2020	Southfield	Falkland	Burst Pipe	Investigated / In hand	Concluded
25/08/2020	Southfield	Falkland	Burst Pipe	Investigated / In hand	Concluded
25/08/2020	Southfield	Falkland	Burst Pipe	Investigated / In hand	Concluded
25/08/2020	Southfield	Falkland	Burst Pipe	Investigated / In hand	Concluded
12/08/2020	Eden Valley Gardens, Freuchie	Freuchie	Flooding - Residential	Investigated / In hand	Concluded
25/08/2020	Eden Valley Gardens, Freuchie	Freuchie	Burn Over Banks	Investigated / In hand	Concluded
12/08/2020	Green Tree Brae	Freuchie	Burn Over Banks	Under Investigation	In Progress
12/08/2020	Lomond Road	Freuchie	Flooding - Non-Residential	To be Investigated	TBC
04/10/2020	The Feus	Freuchie	Flooding - Road	To be Investigated	TBC
25/08/2020	Green Tree Brae	Freuchie	Burn Over Banks	To be Investigated	TBC
12/08/2020	Freuchie Mill	Freuchie	Flooding - Emergency Services	Under Investigation	In Progress
25/08/2020	Freuchie Mill	Freuchie	Burn Over Banks	Under Investigation	In Progress
13/08/2020	A911	Glenrothes	Damaged Road	Investigated / In hand	Concluded
12/08/2020	A92	Glenrothes	Flooding - Road	Investigated / In hand	Concluded
25/08/2020	Alburne Court	Glenrothes	Flooding - Residential	To be Investigated	TBC

Date	Address	Town	Flooding Issue	Flood Location Mitigation RAG	Final Outcome
25/08/2020	Alburne Court	Glenrothes	Flooding - Residential	To be Investigated	TBC
11/08/2020	Altyre Avenue	Glenrothes	Burst Pipe	Investigated / In hand	Concluded
12/08/2020	Ayton Court	Glenrothes	Flooding - Residential	Under Investigation	In Progress
13/08/2020	B9130	Glenrothes	Manhole Issue	To be Investigated	TBC
12/08/2020	Balbinnie Avenue	Glenrothes	Flooding - Road	To be Investigated	TBC
25/08/2020	Balgeddie Close	Glenrothes	Flooding - Residential	To be Investigated	TBC
12/08/2020	Balgeddie Park	Glenrothes	Manhole Issue	Investigated / In hand	Concluded
11/08/2020	Beechwood Place	Glenrothes	Flooding - Residential	Under Investigation	In Progress
12/08/2020	Brent Place	Glenrothes	Flooding - Residential	Investigated / In hand	Concluded
12/08/2020	Brent Place	Glenrothes	Flooding - Residential	Investigated / In hand	Concluded
12/08/2020	Brent Place	Glenrothes	Flooding - Residential	Investigated / In hand	Concluded
12/08/2020	Brent Place	Glenrothes	Flooding - Residential	Investigated / In hand	Concluded
12/08/2020	Brent Place	Glenrothes	Flooding - Residential	Investigated / In hand	Concluded
12/08/2020	Brent Place	Glenrothes	Flooding - Residential	Investigated / In hand	Concluded
12/08/2020	Brent Place	Glenrothes	Flooding - Residential	Investigated / In hand	Concluded
12/08/2020	Bridge over River Leven	Glenrothes	Manhole Issue	To be Investigated	TBC
04/08/2020	Cadham Road	Glenrothes	Burst Pipe	Under Investigation	In Progress
11/08/2020	Cawdor Drive	Glenrothes	Burn Over Banks	Under Investigation	In Progress
11/08/2020	Cluny Place	Glenrothes	Flooding - Residential	Investigated / In hand	Concluded
12/08/2020	Cluny Place	Glenrothes	Flooding - Residential	Investigated / In hand	Concluded
11/08/2020	Cluny Place	Glenrothes	Flooding - Residential	Investigated / In hand	Concluded
12/08/2020	Cluny Place	Glenrothes	Flooding - Residential	Investigated / In hand	Concluded
12/08/2020	Cullen Drive	Glenrothes	Flooding - Residential	Under Investigation	In Progress
25/08/2020	Delgatie Avenue	Glenrothes	Blocked Gully	Investigated / In hand	Concluded
25/08/2020	Delgatie Avenue	Glenrothes	Blocked Gully	Investigated / In hand	Concluded
25/08/2020	Detroit Road	Glenrothes	Flooding - Debris	Investigated / In hand	Concluded
12/08/2020	Douglas Drive	Glenrothes	Flooding - Residential	To be Investigated	TBC
12/08/2020	Douglas Drive	Glenrothes	Flooding - Residential	To be Investigated	TBC
12/08/2020	Douglas Drive	Glenrothes	Flooding - Residential	To be Investigated	TBC
12/08/2020	Douglas Drive	Glenrothes	Flooding - Residential	To be Investigated	TBC
12/08/2020	Douglas Drive	Glenrothes	Flooding - Residential	To be Investigated	TBC
12/08/2020	Douglas Drive	Glenrothes	Flooding - Residential	To be Investigated	TBC
25/08/2020	Douglas Place	Glenrothes	Flooding - Residential	Under Investigation	In Progress
25/08/2020	Douglas Place	Glenrothes	Flooding - Residential	Under Investigation	In Progress
12/08/2020	Douglas Place	Glenrothes	Flooding - Residential	Under Investigation	In Progress
12/08/2020	Douglas Place	Glenrothes	Flooding - Residential	Under Investigation	In Progress
12/08/2020	Douglas Place	Glenrothes	Flooding - Residential	Under Investigation	In Progress
12/08/2020	Douglas Place	Glenrothes	Flooding - Residential	Under Investigation	In Progress
12/08/2020	Douglas Place	Glenrothes	Flooding - Residential	Under Investigation	In Progress
12/08/2020	Douglas Place	Glenrothes	Flooding - Residential	Under Investigation	In Progress
12/08/2020	Douglas Place	Glenrothes	Flooding - Residential	Under Investigation	In Progress
11/08/2020	Ednam Drive	Glenrothes	Burst Pipe	Under Investigation	In Progress
11/08/2020	Faraday Road	Glenrothes	Flooding - Non-Residential	Investigated / In hand	Concluded
12/08/2020	Faraday Road	Glenrothes	Flooding - Non-Residential	Investigated / In hand	Concluded
25/08/2020	Formonthills	Glenrothes	Flooding - Residential	Investigated / In hand	Concluded
12/08/2020	Formonthills Road	Glenrothes	Culvert Blocked	Investigated / In hand	Concluded
12/08/2020	Fraser Place	Glenrothes	Burst Pipe	Under Investigation	In Progress
11/08/2020	Fyvie Green	Glenrothes	Burn Over Banks	Investigated / In hand	Concluded
12/08/2020	Gateside Cottages	Glenrothes	Flooding - Road	Investigated / In hand	Concluded
12/08/2020	Glenwood Road	Glenrothes	Flooding - Road	To be Investigated	TBC
25/08/2020	Golf Course Road	Glenrothes	Flooding - Debris	Investigated / In hand	Concluded
12/08/2020	Harris Way	Glenrothes	Burst Pipe	Under Investigation	In Progress
11/08/2020	Heather Path	Glenrothes	Flooding - Residential	Under Investigation	In Progress
12/08/2020	Heather Path	Glenrothes	Burn Over Banks	Under Investigation	In Progress
12/08/2020	Heather Path	Glenrothes	Burn Over Banks	Under Investigation	In Progress
12/08/2020	Huntly Drive	Glenrothes	Flooding - Residential	Under Investigation	In Progress
12/08/2020	Huntly Drive	Glenrothes	Flooding - Residential	To be Investigated	TBC
25/08/2020	Lauder Court	Glenrothes	Flooding - Residential	To be Investigated	TBC

Date	Address	Town	Flooding Issue	Flood Location Mitigation RAG	Final Outcome
25/08/2020	Leslie Road	Glenrothes	Flooding - Road	Investigated / In hand	Concluded
25/08/2020	Leslie Road	Glenrothes	Flooding - Road	Investigated / In hand	Concluded
25/08/2020	Leslie Road	Glenrothes	Blocked Gully	Investigated / In hand	Concluded
25/08/2020	Lismore Court	Glenrothes	Flooding - Road	To be Investigated	TBC
25/08/2020	Lothian Court	Glenrothes	Flooding - Residential	To be Investigated	TBC
25/08/2020	Lothian Court	Glenrothes	Flooding - Residential	To be Investigated	TBC
04/08/2020	Markinch (B9130)	Glenrothes	Burst Pipe	Under Investigation	In Progress
12/08/2020	Milton Of Balgonie	Glenrothes	Flooding - Non-Residential	To be Investigated	TBC
12/08/2020	Moffat Court	Glenrothes	Flooding - Residential	Under Investigation	In Progress
12/08/2020	Moffat Court	Glenrothes	Flooding - Residential	Under Investigation	In Progress
11/08/2020	Murchison Path	Glenrothes	Flooding - Residential	Under Investigation	In Progress
12/08/2020	Murchison Path	Glenrothes	Flooding - Greenspace	Under Investigation	In Progress
12/08/2020	Murchison Place	Glenrothes	Flooding - Residential	Under Investigation	In Progress
11/08/2020	Napier Road	Glenrothes	Burn Over Banks	Investigated / In hand	Concluded
25/08/2020	Napier Road	Glenrothes	Flooding - Road	To be Investigated	TBC
12/08/2020	Napier Road	Glenrothes	Flooding - Non-Residential	To be Investigated	TBC
12/08/2020	Osprey Road	Glenrothes	Manhole Issue	To be Investigated	TBC
25/08/2020	Pitcairn	Glenrothes	Flooding - Debris	Investigated / In hand	Concluded
25/08/2020	Pitcoudie Avenue	Glenrothes	Blocked Gully	To be Investigated	TBC
25/08/2020	Pitcoudie Avenue	Glenrothes	Flooding - Road	To be Investigated	TBC
12/08/2020	Pitcoudie Roundabout	Glenrothes	Flooding - Road	To be Investigated	TBC
12/08/2020	Rosemount Road (opp Rosemount Cresc)	Glenrothes	Blocked Gully	Under Investigation	In Progress
11/08/2020	Sorn Green	Glenrothes	Flooding - Residential	Investigated / In hand	Concluded
11/08/2020	Sorn Green	Glenrothes	Flooding - Residential	Investigated / In hand	Concluded
11/08/2020	Sorn Green	Glenrothes	Flooding - Residential	Investigated / In hand	Concluded
12/08/2020	South Parks Road	Glenrothes	Flooding - Residential	Under Investigation	In Progress
25/08/2020	Southfield	Glenrothes	Flooding - Road	Investigated / In hand	Concluded
12/08/2020	Southfield Industrial Estate	Glenrothes	Flooding - Non-Residential	Investigated / In hand	Concluded
11/08/2020	Tanshall Court	Glenrothes	Burn Over Banks	Under Investigation	In Progress
11/08/2020	Tanshall Court	Glenrothes	Burn Over Banks	Under Investigation	In Progress
25/08/2020	Tantallon Avenue	Glenrothes	Flooding - Residential	Investigated / In hand	Concluded
25/08/2020	Tantallon Court	Glenrothes	Flooding - Residential	Investigated / In hand	Concluded
25/08/2020	Tantallon Court	Glenrothes	Flooding - Residential	Investigated / In hand	Concluded
25/08/2020	Tantallon Court	Glenrothes	Flooding - Residential	Investigated / In hand	Concluded
12/08/2020	The Secret Garden	Glenrothes	Flooding - Greenspace	Under Investigation	In Progress
11/08/2020	Western Avenue	Glenrothes	Flooding - Road	Investigated / In hand	Concluded
12/08/2020	Woolmill Road	Glenrothes	Burst Pipe	Investigated / In hand	Concluded
12/08/2020	Woolmill Road	Glenrothes	Blocked Gully	Investigated / In hand	Concluded
12/08/2020	B9037	High Valleyfield	Flooding - Road	To be Investigated	TBC
12/08/2020	Cornailin Place	High Valleyfield	Flooding - Road	To be Investigated	TBC
12/08/2020	Footpath under the A985 Bluther Burn bridge, first left-hand bend	High Valleyfield	Blocked Gully	Investigated / In hand	Concluded
12/08/2020	Swintons Place	Hill of Beath	Flooding - Road	Investigated / In hand	Concluded
12/08/2020	North Road	Inverkeithing	Flooding - Residential	To be Investigated	TBC
12/08/2020	North Road	Inverkeithing	Flooding - Residential	To be Investigated	TBC
12/08/2020	North Road	Inverkeithing	Flooding - Road	To be Investigated	TBC
12/08/2020	Preston Crescent	Inverkeithing	Flooding - Road	To be Investigated	TBC
12/08/2020	John Smith Place	Kelty	Flooding - Sandbags	Under Investigation	In Progress
12/08/2020	Keltyhill Road	Kelty	Flooding - Sandbags	Under Investigation	In Progress
25/08/2020	Cupar Road	Kettlebridge	Flooding - Non-Residential	To be Investigated	TBC
11/08/2020	Tulliallan Golf Course	Kincardine	Flooding - Non-Residential	Investigated / In hand	Concluded
11/08/2020	A921	Kinghorn	Flooding - Road	Under Investigation	In Progress
12/08/2020	A921 and Pettycur Bay Holiday Park	Kinghorn	Flooding - Road	Under Investigation	In Progress
11/08/2020	B923, Alcan Water Treatment	Kinghorn	Flooding - Road	Investigated / In hand	Concluded

Date	Address	Town	Flooding Issue	Flood Location Mitigation RAG	Final Outcome
11/08/2020	Kinghorn Loch	Kinghorn	Flooding - Greenspace	Investigated / In hand	Concluded
11/08/2020	B923, Kinghorn Loch	Kinghorn	Flooding - Road	Investigated / In hand	Concluded
11/08/2020	B923, Redbraes/ Kilcruik Road	Kinghorn	Flooding - Road	To be Investigated	TBC
12/08/2020	Baliol Street	Kinghorn	Flooding - Non-Residential	To be Investigated	TBC
12/08/2020	Craigencalt	Kinghorn	Manhole Issue	To be Investigated	TBC
11/08/2020	Kinghorn Loch Road	Kinghorn	Blocked Gully	Investigated / In hand	Concluded
12/08/2020	Kinghorn Loch Road	Kinghorn	Flooding - Road	Investigated / In hand	Concluded
12/08/2020	Kirkcaldy Road	Kinghorn	Flooding - Road	Investigated / In hand	Concluded
25/08/2020	Kirkcaldy Road	Kinghorn	Flooding - Greenspace	Investigated / In hand	Concluded
12/08/2020	Long Craigs Terrace	Kinghorn	Flooding - Road	Investigated / In hand	Concluded
11/08/2020	Longcraigs Terrace	Kinghorn	Flooding - Residential	Investigated / In hand	Concluded
11/08/2020	Longcraigs Terrace	Kinghorn	Flooding - Residential	Investigated / In hand	Concluded
11/08/2020	Longcraigs Terrace	Kinghorn	Flooding - Residential	Investigated / In hand	Concluded
11/08/2020	Longcraigs Terrace	Kinghorn	Flooding - Residential	Investigated / In hand	Concluded
13/08/2020	Nethergate/St James Road	Kinghorn	Flooding - Road	To be Investigated	TBC
12/08/2020	North Overgate	Kinghorn	Flooding - Residential	To be Investigated	TBC
12/08/2020	South Overgate	Kinghorn	Flooding - Residential	To be Investigated	TBC
12/08/2020	Ashgrove Terrace	Kinglassie	Flooding - Road	Under Investigation	In Progress
12/08/2020	Ashgrove Terrace	Kinglassie	Flooding - Residential	Under Investigation	In Progress
11/08/2020	Burnside	Kinglassie	Burn Over Banks	Under Investigation	In Progress
25/08/2020	Burnside Cottages	Kinglassie	Flooding - Road	Under Investigation	In Progress
11/08/2020	Parliament Place	Kinglassie	Burn Over Banks	Under Investigation	In Progress
12/08/2020	Parliament Place	Kinglassie	Flooding - Road	Under Investigation	In Progress
11/08/2020	Pitlochie Terrace	Kinglassie	Flooding - Road	Under Investigation	In Progress
11/08/2020	Redwells Road	Kinglassie	Flooding - Residential	Under Investigation	In Progress
12/08/2020	Alloway Drive	Kirkcaldy	Flooding - Residential	To be Investigated	TBC
04/08/2020	Auchtertool (at bridge)	Kirkcaldy	Flooding - Road	To be Investigated	TBC
12/08/2020	B9157	Kirkcaldy	Flooding - Road	To be Investigated	TBC
12/08/2020	B9157 Junction of Links Street/Bridge Street looking to Links Street	Kirkcaldy	Flooding - Road	To be Investigated	TBC
12/08/2020	Balcomie Road	Kirkcaldy	Flooding - Residential	To be Investigated	TBC
12/08/2020	Balcomie Road	Kirkcaldy	Flooding - Residential	To be Investigated	TBC
12/08/2020	Balcomie Road	Kirkcaldy	Blocked Gully	Investigated / In hand	Concluded
06/10/2020	Balcomie Road	Kirkcaldy	Flooding - Residential	To be Investigated	TBC
04/08/2020	Barnton Road	Kirkcaldy	Blocked Gully	Investigated / In hand	Concluded
12/08/2020	Beveridge Road	Kirkcaldy	Flooding - Road	To be Investigated	TBC
12/08/2020	Blairmore Road	Kirkcaldy	Flooding - Non-Residential	To be Investigated	TBC
11/08/2020	Bridge Street	Kirkcaldy	Flooding - Road	Investigated / In hand	Concluded
11/08/2020	Brodick Road	Kirkcaldy	Flooding - Road	To be Investigated	TBC
12/08/2020	Chapelhill	Kirkcaldy	Flooding - Residential	To be Investigated	TBC

Date	Address	Town	Flooding Issue	Flood Location Mitigation RAG	Final Outcome
12/08/2020	Chapelhill	Kirkcaldy	Flooding - Residential	To be Investigated	TBC
12/08/2020	Chapelhill	Kirkcaldy	Flooding - Residential	To be Investigated	TBC
12/08/2020	Chapelhill	Kirkcaldy	Flooding - Residential	To be Investigated	TBC
12/08/2020	Chapelhill	Kirkcaldy	Flooding - Residential	To be Investigated	TBC
25/08/2020	Chapelhill	Kirkcaldy	Flooding - Residential	To be Investigated	TBC
25/08/2020	Chapelhill	Kirkcaldy	Flooding - Residential	To be Investigated	TBC
25/08/2020	Chapelhill	Kirkcaldy	Flooding - Residential	To be Investigated	TBC
25/08/2020	Chapelhill	Kirkcaldy	Flooding - Residential	To be Investigated	TBC
25/08/2020	Chapelhill	Kirkcaldy	Flooding - Residential	To be Investigated	TBC
12/08/2020	Craigmount	Kirkcaldy	Blocked Gully	Investigated / In hand	Concluded
12/08/2020	Culzean Crescent	Kirkcaldy	Flooding - Residential	To be Investigated	TBC
12/08/2020	Culzean Crescent	Kirkcaldy	Flooding - Residential	To be Investigated	TBC
12/08/2020	Dean Park Grove	Kirkcaldy	Flooding - Residential	To be Investigated	TBC
25/08/2020	Dunbar Place	Kirkcaldy	Flooding - Residential	To be Investigated	TBC
25/08/2020	Dunbar Place	Kirkcaldy	Flooding - Residential	To be Investigated	TBC
04/08/2020	Dunvegan Avenue	Kirkcaldy	Blocked Gully	Investigated / In hand	Concluded
25/08/2020	Esplanade	Kirkcaldy	Flooding - Residential	To be Investigated	TBC
25/08/2020	Esplanade	Kirkcaldy	Flooding - Residential	To be Investigated	TBC
12/08/2020	Fair Isle Road	Kirkcaldy	Flooding - Non-Residential	To be Investigated	TBC
25/08/2020	Golspie Street	Kirkcaldy	Flooding - Road	To be Investigated	TBC
25/08/2020	Golspie Street	Kirkcaldy	Flooding - Road	To be Investigated	TBC
11/08/2020	High Street	Kirkcaldy	Flooding - Non-Residential	Investigated / In hand	Concluded
25/08/2020	High Street	Kirkcaldy	Flooding - Residential	Investigated / In hand	Concluded
12/08/2020	Kirkcaldy Hospital	Kirkcaldy	Flooding - Non-Residential	Investigated / In hand	Concluded
11/08/2020	Kirkcaldy Promenade	Kirkcaldy	Flooding - Road	Under Investigation	In Progress
11/08/2020	Kirkcaldy Promenade	Kirkcaldy	Flooding - Residential	Under Investigation	In Progress
25/08/2020	Kirkcaldy Promenade	Kirkcaldy	Flooding - Road	Under Investigation	In Progress
25/08/2020	Kirkcaldy Promenade	Kirkcaldy	Flooding - Road	Under Investigation	In Progress
12/08/2020	Lauder Road and Yetholm Way	Kirkcaldy	Flooding - Non-Residential	To be Investigated	TBC
12/08/2020	Links Street / Pratt Street	Kirkcaldy	Flooding - Road	To be Investigated	TBC
25/08/2020	Links Street/Pratt Street	Kirkcaldy	Flooding - Road	To be Investigated	TBC
12/08/2020	Linton Lane	Kirkcaldy	Manhole Issue	Investigated / In hand	Concluded
12/08/2020	Lyon Road	Kirkcaldy	Flooding - Residential	To be Investigated	TBC
12/08/2020	Maltings	Kirkcaldy	Flooding - Road	To be Investigated	TBC
11/08/2020	Oriel Road	Kirkcaldy	Flooding - Debris	Investigated / In hand	Concluded
11/08/2020	Oriel Road	Kirkcaldy	Flooding - Road	Investigated / In hand	Concluded
11/08/2020	Overton Road	Kirkcaldy	Damaged Road	Investigated / In hand	Concluded
12/08/2020	Pathhead Sands	Kirkcaldy	Manhole Issue	Under Investigation	In Progress
25/08/2020	Raith Lake	Kirkcaldy		To be Investigated	TBC
25/08/2020	Red Craigs	Kirkcaldy	Flooding - Residential	To be Investigated	TBC
12/08/2020	Shawsmill	Kirkcaldy	Flooding - Road	To be Investigated	TBC
25/08/2020	St Kilda Crescent	Kirkcaldy	Flooding - Residential	To be Investigated	TBC
12/08/2020	Strathallan Drive	Kirkcaldy	Manhole Issue	Under Investigation	In Progress
12/08/2020	Templehall Avenue	Kirkcaldy	Flooding - Road	To be Investigated	TBC
11/08/2020	Torbain Road (Shawsmill Farm)	Kirkcaldy	Bridge Defect	Under Investigation	In Progress

Date	Address	Town	Flooding Issue	Flood Location Mitigation RAG	Final Outcome
12/08/2020	Tummel Drive	Kirkcaldy	Flooding - Residential	To be Investigated	TBC
12/08/2020	Valley Gardens	Kirkcaldy	Flooding - Non-Residential	Under Investigation	In Progress
11/08/2020	Valley Gardens	Kirkcaldy	Flooding - Road	Under Investigation	In Progress
12/08/2020	Valley Gardens	Kirkcaldy	Flooding - Residential	Under Investigation	In Progress
13/08/2020	Valley Gardens	Kirkcaldy	Damaged Road	Under Investigation	In Progress
11/08/2020	Volunteers' Green	Kirkcaldy	Manhole Issue	To be Investigated	TBC
11/08/2020	Wellington Crescent	Kirkcaldy	Flooding - Residential	To be Investigated	TBC
25/08/2020	Winfred Street	Kirkcaldy	Flooding - Residential	To be Investigated	TBC
25/08/2020	Winfred Street	Kirkcaldy	Flooding - Residential	To be Investigated	TBC
12/08/2020	Melville Road	Ladybank	Flooding - Road	To be Investigated	TBC
11/08/2020	A911	Leslie	Flooding - Road	Investigated / In hand	Concluded
12/08/2020	A911, Mansfield & Glenwood Road	Leslie	Flooding - Road	Under Investigation	In Progress
12/08/2020	Allan Street	Leslie	Flooding - Road	To be Investigated	TBC
11/08/2020	Cabbagehall Road	Leslie	Flooding - Road	Under Investigation	In Progress
12/08/2020	Glenwood Road	Leslie	Flooding - Road	Under Investigation	In Progress
12/08/2020	Valley Drive	Leslie	Flooding - Residential	To be Investigated	TBC
12/08/2020	Valley Drive	Leslie	Flooding - Residential	To be Investigated	TBC
12/08/2020	Valley Drive	Leslie	Flooding - Residential	To be Investigated	TBC
		Leslie	Flooding - Road	To be Investigated	TBC
25/08/2020	Monimail Road	Letham	Flooding - Debris	Investigated / In hand	Concluded
04/12/2020	Branch St/Bridge St	Leven	Flooding - Road	To be Investigated	TBC
12/08/2020	Burnmill Road	Leven	Flooding - Debris	To be Investigated	TBC
25/08/2020	Kennoway Road	Leven	Flooding - Debris	Investigated / In hand	Concluded
12/08/2020	Methil to Kirkbank	Leven	Manhole Issue	To be Investigated	TBC
12/08/2020	Promenade	Leven	Flooding - Road	To be Investigated	TBC
12/08/2020	Promenade	Leven	Manhole Issue	Investigated / In hand	Concluded
12/08/2020	Riverside Road	Leven	Flooding - Debris	Investigated / In hand	Concluded
12/08/2020	Main Street	Limekilns	Flooding - Residential	To be Investigated	TBC
12/08/2020	Bank Street	Lochgelly	Flooding - Road	To be Investigated	TBC
12/08/2020	Mid Street	Lochgelly	Flooding - Road	To be Investigated	TBC
12/08/2020	Small Street	Lochgelly	Flooding - Road	To be Investigated	TBC
12/08/2020	Station Road	Lochgelly	Flooding - Road	To be Investigated	TBC
12/08/2020	Station Road	Lochgelly	Flooding - Road	To be Investigated	TBC
12/08/2020	Station Road	Lochgelly	Flooding - Non-Residential	To be Investigated	TBC
04/08/2020	Largo Road	Lundin Links	Flooding - Road	Under Investigation	In Progress
12/08/2020	Commercial Street	Markinch	Flooding - Residential	To be Investigated	TBC
25/08/2020	Durie Street	Methil	Blocked Gully	Investigated / In hand	Concluded
04/12/2020	Kirkland Walk	Methil	Flooding - Road	To be Investigated	TBC
04/12/2020	Kirkland Walk	Methil	Flooding - Road	To be Investigated	TBC
04/12/2020	Kirkland Walk	Methil	Flooding - Road	To be Investigated	TBC
04/12/2020	Kirkland Walk	Methil	Flooding - Road	To be Investigated	TBC
04/12/2020	Kirkland Walk	Methil	Flooding - Road	To be Investigated	TBC
04/12/2020	Kirkland Walk	Methil	Flooding - Road	To be Investigated	TBC
04/12/2020	Kirkland Walk	Methil	Flooding - Road	To be Investigated	TBC
04/12/2020	Kirkland Walk	Methil	Flooding - Road	To be Investigated	TBC
04/12/2020	Kirkland Walk	Methil	Flooding - Road	To be Investigated	TBC

Date	Address	Town	Flooding Issue	Flood Location Mitigation RAG	Final Outcome
04/12/2020	Kirkland Walk	Methil	Flooding - Road	To be Investigated	TBC
04/12/2020	Kirkland Walk	Methil	Flooding - Road	To be Investigated	TBC
04/12/2020	Kirkland Walk	Methil	Flooding - Road	To be Investigated	TBC
04/12/2020	Kirkland Walk	Methil	Flooding - Road	To be Investigated	TBC
04/12/2020	Kirkland Walk	Methil	Flooding - Road	To be Investigated	TBC
04/12/2020	Kirkland Walk	Methil	Flooding - Road	To be Investigated	TBC
04/12/2020	Kirkland Walk	Methil	Flooding - Road	To be Investigated	TBC
04/12/2020	Kirkland Walk	Methil	Flooding - Road	To be Investigated	TBC
04/12/2020	Kirkland Walk	Methil	Flooding - Road	To be Investigated	TBC
04/12/2020	Kirkland Walk	Methil	Flooding - Road	To be Investigated	TBC
04/12/2020	Kirkland Walk	Methil	Flooding - Road	To be Investigated	TBC
04/12/2020	Kirkland Walk	Methil	Flooding - Road	To be Investigated	TBC
04/12/2020	Kirkland Walk	Methil	Flooding - Road	To be Investigated	TBC
04/12/2020	Kirkland Walk	Methil	Flooding - Road	To be Investigated	TBC
04/12/2020	Kirkland Walk	Methil	Flooding - Road	To be Investigated	TBC
12/08/2020	Orchid Lane	Methil	Manhole Issue	Under Investigation	In Progress
12/08/2020	River Leven	Methil	Burn Over Banks	Investigated / In hand	Concluded
12/08/2020	River Leven	Methil	Burn Over Banks	Investigated / In hand	Concluded
12/08/2020	River Leven	Methil	Burn Over Banks	Investigated / In hand	Concluded
12/08/2020		Methilhill	Flooding - Non-Residential	To be Investigated	TBC
12/08/2020		Methilhill	Manhole Issue	To be Investigated	TBC
25/08/2020	A912	Newburgh	Flooding - Road	Under Investigation	In Progress
04/10/2020	B936 at Thornybrae	Newburgh	Flooding - Road	To be Investigated	TBC
25/08/2020	Ballinbreich (C46)	Newburgh	Flooding - Debris	Investigated / In hand	Concluded
25/08/2020	C46 Newburgh	Newburgh	Burst Pipe	Under Investigation	In Progress
12/08/2020		Newton of Falkland		To be Investigated	TBC
12/08/2020	Wemysshall Road	nr Craighrothie junction	Manhole Issue	To be Investigated	TBC
04/12/2020	Main Street	Peat Inn	Blocked Gully	Investigated / In hand	Concluded
04/12/2020	Main Street	Peat Inn	Flooding - Greenspace	To be Investigated	TBC
04/12/2020	Miltonfield	Pitscottie	Flooding - Greenspace	To be Investigated	TBC
04/12/2020	Grange Road	Rosyth	Flooding - Road	To be Investigated	TBC
11/08/2020	Lowry Place	Rosyth	Blocked Gully	Investigated / In hand	Concluded
01/11/2020	Lowry Place	Rosyth	Blocked Gully	Investigated / In hand	Concluded
01/12/2020	Lowry Place	Rosyth	Blocked Gully	Investigated / In hand	Concluded
12/08/2020	Middlebank Street	Rosyth	Flooding - Road	To be Investigated	TBC
11/08/2020	Newton Crescent	Rosyth	Flooding - Greenspace	To be Investigated	TBC
05/12/2020	Newton Crescent	Rosyth	Flooding - Greenspace	To be Investigated	TBC
11/08/2020	Park Lea	Rosyth	Flooding - Residential	To be Investigated	TBC
05/12/2020	Park Lea	Rosyth	Flooding - Residential	To be Investigated	TBC
11/08/2020	Park Road	Rosyth	Flooding - Greenspace	Under Investigation	In Progress
04/12/2020	Park Road	Rosyth	Flooding - Greenspace	Under Investigation	In Progress
25/08/2020	Park Road	Rosyth	Flooding - Greenspace	Under Investigation	In Progress
12/08/2020	Park Road	Rosyth	Flooding - Road	Under Investigation	In Progress
11/08/2020	Parkside Street	Rosyth	Flooding - Greenspace	Under Investigation	In Progress
05/12/2020	Parkside Street	Rosyth	Flooding - Greenspace	Under Investigation	In Progress
05/12/2020	Queensferry Road	Rosyth	Flooding - Road	To be Investigated	TBC
11/08/2020	Somerville Road	Rosyth	Flooding - Greenspace	Under Investigation	In Progress
01/12/2020	Somerville Road	Rosyth	Flooding - Greenspace	Under Investigation	In Progress
01/12/2005	Somerville Road	Rosyth	Flooding - Residential	Under Investigation	In Progress
05/12/2020	Tescos and Panas	Rosyth	Flooding - Road	To be Investigated	TBC
12/08/2020	East Bonhard Farm	Saline	Collapsed Structure	Investigated / In hand	Concluded
	The Glebe	Saline	Burn Over Banks	To be Investigated	TBC
12/08/2020	The Glebe	Saline	Flooding - Residential	To be Investigated	TBC
12/08/2020	The Glebe	Saline	Flooding - Residential	To be Investigated	TBC
12/08/2020	B9087	Shiresmill	Flooding - Road	To be Investigated	TBC
	Railway Bridge	Springfield	Flooding - Road	To be Investigated	TBC
	Springfield to A914	Springfield	Flooding - Road	To be Investigated	TBC
03/10/2020	Fleming Place	St. Andrews	Flooding - Road	To be Investigated	TBC

Date	Address	Town	Flooding Issue	Flood Location Mitigation RAG	Final Outcome
03/10/2020	Fleming Place	St. Andrews	Flooding - Road	To be Investigated	TBC
03/10/2020	Fleming Place	St. Andrews	Flooding - Road	To be Investigated	TBC
03/10/2020	Fleming Place	St. Andrews	Flooding - Road	To be Investigated	TBC
03/10/2020	Kinnessburn Road	St. Andrews	Flooding - Road	Under Investigation	In Progress
03/10/2020	Kinnessburn Road	St. Andrews	Flooding - Road	Under Investigation	In Progress
03/10/2020	Lamond Drive	St. Andrews	Flooding - Road	To be Investigated	TBC
03/10/2020	Langlands Road	St. Andrews	Blocked Gully	Investigated / In hand	Concluded
03/10/2020	Melville Road	St. Andrews	Flooding - Road	To be Investigated	TBC
03/10/2020	Melville Road	St. Andrews	Flooding - Road	To be Investigated	TBC
08/12/2020	Bankwell Crescent	Strathmiglo	Flooding - Residential	No Fife Council Solution	Concluded
08/12/2020	Cash Feus	Strathmiglo	Flooding - Road	No Fife Council Solution	Concluded
25/08/2020	Banknowe Road	tayport	Flooding - Debris	Under Investigation	In Progress
25/08/2020	Tay Street	Tayport	Flooding - Residential	To be Investigated	TBC
12/08/2020	Low Road at Ore Bridge	Thornton	Flooding - Road	Investigated / In hand	Concluded
11/08/2020	Main Street	Thornton	Burn Over Banks	Investigated / In hand	Concluded
11/08/2020	Main Street	Thornton	Flooding - Residential	Under Investigation	In Progress
12/08/2020	Main Street	Thornton	Flooding - Residential	Under Investigation	In Progress
12/08/2020	Main Street	Thornton	Flooding - Residential	To be Investigated	TBC
13/08/2020	Main Street	Thornton	Flooding - Road	To be Investigated	TBC
12/08/2020	Riverside	Thornton	Flooding - Road	Investigated / In hand	Concluded
12/08/2020	Strathore Road	Thornton	Flooding - Residential	Under Investigation	In Progress
12/08/2020		Thornton	Flooding - Road	To be Investigated	TBC
12/08/2020	Abbey Street	Valleyfield	Flooding - Road	To be Investigated	TBC
12/08/2020	B9037 at bend	Valleyfield	Flooding - Road	To be Investigated	TBC
12/08/2020	Forth Crescent	Valleyfield	Flooding - Road	To be Investigated	TBC
12/08/2020	Forth Crescent	Valleyfield	Flooding - Road	To be Investigated	TBC
12/08/2020	Main Street	Valleyfield	Flooding - Road	To be Investigated	TBC
13/08/2020	Sharps Brae	Valleyfield	Flooding - Road	Investigated / In hand	Concluded
12/08/2020	River Leven N/B down stream of Windygates	Windygates	Burn Over Banks	To be Investigated	TBC
11/08/2020	A909		Check for Flooding	To be Investigated	TBC
25/08/2020	A916, St Michaels to		Flooding - Road	To be Investigated	TBC
25/08/2020	A919 St Michaels to Leuchars		Flooding - Road	To be Investigated	TBC
12/08/2020	A985 D16 junction to B9037		Flooding - Road	To be Investigated	TBC
26/08/2020	B9157		Flooding - Road	To be Investigated	TBC
25/08/2020	C29		Flooding - Debris	Investigated / In hand	Concluded
13/08/2020	C33 100m from C50		Flooding - Debris	Investigated / In hand	Concluded
12/08/2020	Hatfield Road		Manhole Issue	Investigated / In hand	Concluded
25/08/2020	Kennoway to Star Road		Flooding - Debris	Investigated / In hand	Concluded
03/10/2020	Q66 below Bag End Cottage		Manhole Issue	To be Investigated	TBC
03/10/2020	Stratheden Hospital access north of Elmwood Golf Club		Blocked Gully	Investigated / In hand	Concluded

2nd September 2021
Agenda Item No. 13

2020/21 Revenue Monitoring Provisional Outturn

Report by: Eileen Rowand, Executive Director, Finance and Corporate Services
Keith Winter, Executive Director, Enterprise & Environment

Wards Affected: All

Purpose

The purpose of this report is to give members an update on the provisional outturn financial position for the 2020/21 financial year for the areas in scope of the Environment & Protective Services Committee.

Recommendations

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

Resource Implications

None.

Legal & Risk Implications

There are no direct legal implications arising from this report.

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 The report summarises the provisional outturn position for 2020/21, 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 savings target.
- 1.3 Variances occur for a number of reasons and variances in budget are not always correlated to delivery of savings targets.

2.0 Issues

2.1 Provisional Outturn

- 2.1.1 The provisional underspend for the areas falling under the scope of this committee is (£0.024m). A summary of the 2020/21 provisional out-turn for the areas under the scope of this committee is detailed in Appendix 1. This shows provisional expenditure against budget across the service headings within the Directorate. 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.
- 2.1.2 The financial impact of the COVID-19 pandemic and the level of funding received has been reported to Policy and Co-ordination Committee on 24th June 2021. COVID-19 funding has been held centrally, unless it was a specific grant. Therefore, COVID-19 pressures have been reported as overspends at Service level but these overspends have been offset by COVID-19 funding at a corporate level.

3.0 Major Variances

- 3.1 Sustainability & Commercial Operations overspend of £1.291m, movement of £0.839m, this is primarily due to reduced commercial income as a result of COVID-19, this resulted in an agreed additional management fee of £1.210m.
- 3.2 Parks, Streets & Open Spaces underspend of £0.684, (movement of £0.655m), is due to an improved position on income recovery within the service. It was anticipated there would be a significant under recovery of income last financial year and spending was adjusted accordingly however new income streams were received in the later part of the year which created the overall underspend position.
- 3.3 Protective Services underspend of (£0.629m), movement of (£0.515m), the main variance was underspend in employee costs of £0.479m due to difficulties in recruitment. There was also underspend due to reduced activity in staff travel of £0.052m, contaminated land projects £0.042m and public analyst laboratory costs of £0.076m due to COVID-19 lockdown. The reason for movement is mainly due to improved income levels from Building Standards statutory fees of £0.370m, which reflected recovery in the housing market plus increase in small scale development applications. Other movement was a result of reduced activity on contaminated land and public analyst projects following further lockdown restrictions.

4.0 Progress on Budget Savings

- 4.1 Appendix 2 provides details of revenue budget savings for the areas falling under the scope of the Environment & Protective Services Committee, detailing achievements against the current year approved budget savings as at Quarter 4. The appendix details:
- the 3 year budget period for which the savings were approved
 - the title of each saving
 - the savings target relevant to the current financial year
 - the value of saving forecast as deliverable for the financial year
 - a Red/Amber/Green Status for each saving
 - details of any substitute savings
- 4.2 All savings have been categorised using a Red/Amber/Green status and these are described as follows:
- Green – No issues and saving is on track to be delivered
Amber – There are minor issues or minor reduction in the value of saving, or delivery of the saving is delayed
Red – Major issues should be addressed before any saving can be realised
- 4.3 Where a saving is no longer deliverable in the current year it is expected that substitute savings are identified to ensure that costs remain within budget overall. Where this is the case, the original saving will be categorised red or amber and a substitute saving will be identified. The substitute saving will be categorised as green and identified in the tracker as a substitute.
- 4.4 The areas in scope for the committee had a significant level of savings to manage within the financial year 2020/21. Overall the savings to be delivered are £0.624m and the provisional delivery is £0.609m. Whilst the delivery of savings is becoming more challenging, the relevant areas are looking to minimise the financial impact of any amber or red savings by determining mitigating actions as soon as possible. Across all areas, there are £0.051m savings identified as being Red status, with £0.015m savings identified as being Amber status, however this is offset by over-recovery of £0.051m on those savings identified as green.
- 4.5 The full year saving amounts are detailed along with annual forecast information detailed in appendix 2. There are no savings variations at Service level (+/-£0.250m) between the Service savings target and the Provisional saving being delivered within the current financial year.

5.0 Conclusions

- 5.1 The Provisional outturn position for the areas under the scope of the Environment & Protective Services Committee is a net underspend of (£0.024m) (-0.06%).

List of Appendices

- 1 Provisional Outturn 2020/21 Summary
- 2 Approved 2020/21 Savings

Background Papers

None

Report Contact

Ashleigh Allan, Finance Business Partner, Finance Service, Fife House, Glenrothes
Telephone: 03451 55 55 55 (Ext. 443948) Email: Ashleigh.allan@fife.gov.uk

BUDGET MONITORING REPORT SUMMARY
Appendix 1
2020-21
ENVIRONMENT AND PROTECTIVE SERVICES COMMITTEE

SERVICE	CURRENT BUDGET 2020- 21 £m	PROVISIONAL OUTTURN 2020- 21 £m	PROVISIONAL OUTTURN VARIANCE £m	PROVISIONAL OUTTURN VARIANCE %	PREVIOUS REPORTED VARIANCE (OCT) £m	MOVEMENT FROM PREVIOUS REPORTED VARIANCE £m
TOTAL COST OF SERVICE	53.123	53.069	(0.053)	-0.10%	0.179	(0.232)
LESS: CORPORATELY MANAGED ITEMS	15.939	15.910	(0.029)	-0.18%	0.000	(0.029)
SERVICE MANAGED NET BUDGET	37.184	37.160	(0.024)	-0.06%	0.179	(0.203)
ANALYSIS OF SERVICE MANAGED BUDGET						
PARKS, STREETS & OPEN SPACES	6.587	5.903	(0.684)	-10.39%	(0.029)	(0.655)
SUSTAINABILITY AND COMMERCIAL OPERATIONS	13.976	15.267	1.291	9.24%	0.452	0.839
ENVIRONMENTAL OPERATIONS	13.852	13.850	(0.002)	-0.02%	(0.130)	0.128
PROTECTIVE SERVICES	2.768	2.140	(0.629)	-22.70%	(0.114)	(0.515)
ENVIRONMENT AND PROTECTIVE SERVICES COMMITTEE	37.184	37.160	(0.024)	-0.06%	0.179	(0.203)

FIFE COUNCIL
TRACKING APPROVED 2020-21 SAVINGS
ENVIRONMENT, PROTECTIVE SERVICES & COMMUNITY SAFETY COMMITTEE
MARCH 2021

Area	Approved Budget Year	Title of Savings Proposal	Savings Target £m	Actual £m	(Under)/Over £m	Rag Status
EPES - Protective Services	2018-21	Adoption of Digital First policy.	0.020	0.000	(0.020)	Red
EPES - Protective Services	2019-22	New Digital Specialist national Systems.	0.031	0.000	(0.031)	Red
EPES - Protective Services	2018-21	Full cost recovery for Licence fees, phase 2 -additional income to be shared 50/50 with Licencing.	0.015	0.000	(0.015)	Amber
ATE - Enviroment & Building Servies	2020-23	PSOS Savings.	0.500	0.500	0.000	Green
EPES - Protective Services	2020-23	Full review of Public Analyst Services/Charges, Private Water Supply Charging.	0.058	0.058	0.000	Green
EPES - Protective Services		Substitution - Staffing Review.		0.020	0.020	Green
EPES - Protective Services		Substitution - Reduction in EPES Project and Vacancy Management.		0.031	0.031	Green
Grand Total			0.624	0.609	(0.015)	

Rag Status Key:-

Green - No issues and saving is on track to be delivered

Amber - There are minor issues or minor reduction in the value of saving, or delivery of the saving is delayed

Red - Major issues should be addressed before any saving can be realised

Summary			
Rag Status	Savings Target £m	Overall Forecast £m	(Under)/Over £m
Green	0.558	0.609	0.051
Amber	0.015	0.000	(0.015)
Red	0.051	0.000	(0.051)
Total	0.624	0.609	(0.015)

2nd September 2021

Agenda Item No. 14

2020/21 Capital Monitoring Provisional Outturn

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

Keith Winter, Executive Director, Enterprise & Environment

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 2020/21 financial year for areas in scope of the Environment & Protective Services Committee.

Recommendation(s)

Committee is asked to consider the current performance and activity across the 2020/21 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 provisional capital outturn for the areas falling under the scope of this Committee for 2020/21. At this stage provisional expenditure is £6.956m, representing 145% of the approved capital programme for 2020/21.
- 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.

2.0 Issues, Achievements & Financial Performance

2.1 Key Issues / Risks

- 2.1.1 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.
- 2.1.2 Covid-19 had an impact on site construction work, delaying projects which have now commenced again in accordance with Government Guidance, this had some impact on project costs and has extended some project delivery dates as contractors have required to make adjustments to working arrangements to accommodate new requirements, such as social distancing. Some claims from contractors were received in relation to closing down, maintaining and re-opening sites and also in relation to preparation for work on site recommencing. Monitoring of the impact of these additional costs and timescales is ongoing and it is likely that the overall scale of these additional costs will be clearer in the coming months.

2.2 Major Projects – Potential Risks and Actions

- 2.2.1 There are no additional or new risks arising in the current reporting period from any of the major projects being progressed.

2.3 Financial Performance – 2020/21 Provisional Outturn

- 2.3.1 Appendix 2 provides a summary of the provisional outturn for each project for the financial year 2020/21. The appendix shows a Provisional outturn of £6.956m against a Capital Investment plan of £4.798m, a spending level of 145%.
- 2.3.2 There is no capital income budget for 2020/21 for the areas under the scope of this committee.
- 2.3.3 The reasons for significant variances (+/-£0.500m) are detailed in 2.4.
- 2.3.4 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 Significant Variances

2.4.1 Landfill Sites advancement of £2.278m - As reported previously, there has been a requirement to advance work across both landfill sites, to the value of £2.278m, to ensure the highest possible environmental standards are maintained. As part of this work, capping has taken place at Lower Melville Wood while gas capture infrastructure has been advanced at Lochhead to combat the intermittent issues which have been experienced. There has also been a requirement to re-profile and re-engineer the current landfill cell at Lochhead to accommodate the installation of the landfill gas capture infrastructure, which has also given the opportunity to generate additional void space. This work was profiled to take place over future years within the capital plan, after a period of settlement, but has been brought forward into 20/21.

3.0 Conclusions

- 3.1 The total 2020/21 approved programme for the areas in scope of the Environment & Protective Services Committee is £4.798m. The provisional level of expenditure is £6.956m, which represents 145% of the total programme, resulting in advancement of £2.158m.
- 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 by Service

Report Contact

Ashleigh Allan
Finance Business Partner
Finance Service
Fife House
North Street
Glenrothes

Telephone: 03451 55 55 55 (Ext. 443948)
Email: ashleigh.allan@fife.gov.uk

FIFE COUNCIL
 ENVIRONMENT AND PROTECTIVE SERVICES SUB COMMITTEE
 CAPITAL INVESTMENT PLAN 2020-29
 TOTAL COST MONITOR - MAJOR CAPITAL PROJECTS

Appendix 1

Project	Service	Total Project Budget £m	Total Projected Outturn £m	Variance £m	Variance %	Current Project Status	Expected Project Completion Date
Reception Hall for Anaerobic Digestion Plant	Maintaining Our Assets	3.000	3.000	-	0.00%	Future Project	2026-27
Total Major Projects over £5.000m		3.000	3.000	-	0.00%		
Lochhead Landfill Site New Cell	Maintaining Our Assets	1.805	1.805	-	0.00%	Current Project	
Lower Melville Woods Landfil Site New Cell	Maintaining Our Assets	1.372	1.372	-	0.00%	Current Project	
Lower Melville Woods Landfil Site Additional New Cell	Maintaining Our Assets	0.728	0.728	-	0.00%	Future Project	
Total Major Projects over £1.000m		6.905	6.905	-	0.00%		
Total Major Projects		9.905	9.905	-	0.00%		

FIFE COUNCIL
 ENVIRONMENT AND PROTECTIVE SERVICES SUB COMMITTEE
 CAPITAL INVESTMENT PLAN 2020-29
 MONITORING REPORT

Expenditure	Current Budget £m	Actual to Date £m	Provisional Outturn £m	Provisional Variance £m	Provisional Outturn as % of Plan
CONTAMINATED LAND	0.001	-	-	(0.001)	0%
PURCHASE OF BINS	0.185	0.216	0.216	0.031	117%
CLIMATE CHANGE - ADAPTATION	0.412	0.343	0.343	(0.068)	83%
LANDFILL SITES	3.977	6.255	6.255	2.278	157%
RECYCLING CENTRES PLANT AND EQUIPMENT	0.223	0.141	0.141	(0.081)	63%
TOTAL EXPENDITURE	4.798	6.956	6.956	2.158	145%

2nd September 2021

Agenda Item No.15

2021/22 Revenue Monitoring Projected Outturn

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

Keith Winter, Executive Director, Enterprise & Environment

Wards Affected: All

Purpose

The purpose of this report is to give members an update on the projected outturn financial position for the 2021/22 financial year as at June, for the areas in scope of the Environment & Protective Services Committee.

Recommendations

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

Resource Implications

None.

Legal & Risk Implications

There are no direct legal implications arising from this report.

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 The report summarises the projected outturn position for 2021/22, 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 savings target.
- 1.3 Variances occur for a number of reasons and variances in budget are not always correlated to delivery of savings targets.

2.0 Issues

2.1 Projected Outturn

- 2.1.1 The projected underspend for the areas falling under the scope of this committee is (£0.443m). A summary of the 2021/22 projected out-turn for the areas under the scope of this committee is detailed in Appendix 1. This shows projected expenditure against budget across the service headings within the Directorate. 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.
- 2.1.2 This report includes the projected ongoing cost of COVID-19 in relation to Enterprise & Environment, and the mitigation available to the Directorate to absorb some of these costs. The continuing financial implications of COVID-19 in 2021/22 and the funding available, including carry forward of grant funding from 2020/21, to meet these costs will be assessed corporately and reported to the Policy & Co-ordination Committee throughout the financial year.

3.0 Major Variances

- 3.1 Protective Services underspend of (£0.406m). Protective Services has undertaken a recruitment drive in conjunction with setting up new trainee posts to address the current vacancies and associated underspend. It is expected that 2 new Environmental Health Officers will commence employment in Fife within the next few months with further posts to be advertised imminently.

4.0 Progress on Budget Savings

- 4.1 Appendix 2 provides details of revenue budget savings for the areas falling under the scope of the Environment & Protective Services Committee, detailing achievements against the current year approved budget savings as at Quarter 1. The appendix details:
 - the 3 year budget period for which the savings were approved
 - the title of each saving
 - the savings target relevant to the current financial year
 - the value of saving forecast as deliverable for the financial year
 - a Red/Amber/Green Status for each saving
 - details of any substitute savings

4.2 All savings have been categorised using a Red/Amber/Green status and these are described as follows:

Green – No issues and saving is on track to be delivered

Amber – There are minor issues or minor reduction in the value of saving, or delivery of the saving is delayed

Red – Major issues should be addressed before any saving can be realised

4.3 Where a saving is no longer deliverable in the current year it is expected that substitute savings are identified to ensure that costs remain within budget overall. Where this is the case, the original saving will be categorised red or amber and a substitute saving will be identified. The substitute saving will be categorised as green and identified in the tracker as a substitute.

4.4 The areas in scope for the committee have a significant level of savings to manage within the financial year 2021/22. Overall the savings to be delivered are £0.280m and the projected delivery is £0.280m. Whilst the delivery of savings is becoming more challenging, the relevant areas are looking to minimise the financial impact of any amber or red savings by determining mitigating actions as soon as possible. Across all areas, there are no savings identified as being either Red or Amber status.

4.5 The full year saving amounts are detailed along with annual forecast information detailed in appendix 2. There are no savings variations at Service level (+/-£0.250m) between the Service savings target and the Provisional saving being delivered within the current financial year.

5.0 Conclusions

5.1 The Provisional outturn position for the areas under the scope of the Environment & Protective Services Committee is a net underspend of (£0.443m) (-1.16%).

List of Appendices

- 1 Provisional Outturn 2021/22 Summary
- 2 Approved 2021/22 Savings

Background Papers

None

Report Contact

Ashleigh Allan
Finance Business Partner
Finance Service
Fife House
North Street
Glenrothes

Telephone: 03451 55 55 55 (Ext. 443948)

Email: Ashleigh.allan@fife.gov.uk

BUDGET MONITORING REPORT SUMMARY**APPENDIX 1****2021-22****ENVIRONMENT AND PROTECTIVE SERVICES SUB-COMMITTEE**

SERVICE	CURRENT BUDGET 2021-22 £m	FORECAST 2021-22 £m	FORECAST VARIANCE £m	FORECAST VARIANCE %
TOTAL COST OF SERVICE	45.028	44.584	(0.443)	-0.98%
LESS: CORPORATELY MANAGED ITEMS	6.828	6.828	0.000	0.00%
SERVICE MANAGED NET BUDGET	38.200	37.756	(0.443)	-1.16%
ANALYSIS OF SERVICE MANAGED BUDGET				
PARKS, STREETS & OPEN SPACES	6.643	6.510	(0.133)	-2.01%
SUSTAINABILITY AND COMMERCIAL OPERATIONS	13.903	13.917	0.014	0.10%
ENVIRONMENTAL OPERATIONS	14.775	14.858	0.083	0.56%
PROTECTIVE SERVICES	2.878	2.472	(0.406)	-14.12%
TOTAL	38.200	37.756	(0.443)	-1.16%

**FIFE COUNCIL
TRACKING APPROVED 2021-22 SAVINGS
ENVIRONMENT & PROTECTIVE SERVICES SUB-COMMITTEE
JUNE 2021**

Area	Approved Budget Year	Title of Savings Proposal	Savings Target £m	Actual £m	(Under)/Over £m	Rag Status
Assets, Transportation & Environment Environment & Building Services	2021-24	Reduction of PSOS Supervisors	0.250	0.250	0.000	Green
EPES	2021-24	Review of Protective Services Staffing	0.030	0.030	0.000	Green
Grand Total			0.280	0.280	0.000	

Rag Status Key:-

Green - No issues and saving is on track to be delivered

Amber - There are minor issues or minor reduction in the value of saving, or delivery of the saving is delayed

Red - Major issues should be addressed before any saving can be realised

Summary			
Rag Status	Savings Target £m	Overall Forecast £m	(Under)/Over £m
Green	0.280	0.280	0.000
Amber	0.000	0.000	0.000
Red	0.000	0.000	0.000
Total	0.280	0.280	0.000

2nd September 2021

Agenda Item No.16

2021/22 Capital Monitoring Projected Outturn

Report by: Eileen Rowand, Executive Director, Finance and Corporate Services
Keith Winter, Executive Director, Enterprise & Environment

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 2021/22 financial year as at June, for areas in scope of the Environment & Protective Services Committee.

Recommendation(s)

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

Resource Implications

None.

Legal & Risk Implications

None.

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 Based on current information, this report summarises the projected capital outturn for the areas falling under the scope of this Committee for 2021/22. At this stage projected expenditure is £5.8000m, representing 100% of the approved capital programme for 2021/22.
- 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.

2.0 Issues, Achievements & Financial Performance

2.1 Key Issues / Risks

- 2.1.1 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.
- 2.1.2 During 2020-21 Covid-19, on site construction work was on hold for a significant part of the year and also impacted on project costs and extended project delivery dates as contractors were required to make adjustments to working arrangements to accommodate the additional requirements, such as social distancing. The ongoing impact of Covid-19 on the delivery of capital projects was considered when setting the capital investment budgets for 2021-22. However it is likely that the overall scale of any additional costs or impact on availability of material will not be fully known until the financial year progresses. It is also currently unknown if tighter restrictions will be imposed in the winter months of 2021-22 which could have a significant impact on project delivery in year.

2.2 Major Projects – Potential Risks and Actions

- 2.2.1 There are no additional or new risks arising in the current reporting period from any of the major projects being progressed.

2.3 Financial Performance – 2021/22 Projected Outturn

- 2.3.1 Appendix 2 provides a summary of the provisional outturn for each project for the financial year 2021/22. The appendix shows a projected outturn of £5.800m against a Capital Investment plan of £5.805m, a spending level of 100%.
- 2.3.2 There is a capital income budget for 2021/22 of £1.500m and projected outturn is £1.500m, representing 100% of the budgeted income.
- 2.3.3 The reasons for significant variances (+/-£0.500m) are detailed in 2.4.
- 2.3.4 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 Significant Variances

2.4.1 There are no projects with significant variances (+/- £0.500m).

3.0 Conclusions

- 3.1 The total 2021/22 approved programme for the areas in scope of the Environment & Protective Services Committee is £5.805m. The projected level of expenditure is £5.800m, which represents 100% of the total programme, resulting in slippage of £0.005m.
- 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 by Service

Report Contact

Ashleigh Allan
Finance Business Partner
Finance Service
Fife House
North Street
Glenrothes

Telephone: 03451 55 55 55 (Ext. 443948)

Email: ashleigh.allan@fife.gov.uk

FIFE COUNCIL
 ENVIRONMENT AND PROTECTIVE SERVICES SUB COMMITTEE
 CAPITAL INVESTMENT PLAN 2021-31
 TOTAL COST MONITOR - MAJOR CAPITAL PROJECTS

Appendix 1

Project	Service	Total Project Budget £m	Total Projected Outturn £m	Variance £m	Variance %	Current Project Status	Expected Project Completion Date
Reception Hall for Anaerobic Digestion Plant	Maintaining Our Assets	3.000	3.000	-	0.00%	Current Project	2022-23
Kinnessburn Flood Prevention Scheme	Maintaining Our Assets	1.319	1.319	-	0.00%	Preparatory Work	2024-25
Total Major Projects over £1.000m		4.319	4.319	-	0.00%		
Total Major Projects		4.319	4.319	-	0.00%		

FIFE COUNCIL
 ENVIRONMENT AND PROTECTIVE SERVICES SUB COMMITTEE
 CAPITAL INVESTMENT PLAN 2021-31
 MONITORING REPORT

Expenditure	Current Budget £m	Actual to Date £m	Projected Outturn £m	Projected Variance £m	Projected Outturn as % of Plan
PURCHASE OF BINS	0.220	0.061	0.220	0.000	100%
CLIMATE CHANGE - ADAPTATION	1.215	0.038	1.210	(0.005)	100%
LANDFILL SITES	3.920	0.802	3.920	0.000	100%
RECYCLING CENTRES PLANT AND EQUIPMENT	0.150	0.000	0.150	0.000	100%
FIFE RESOURCE SOLUTIONS ROLLING PROGRAMME	0.300	-	0.300	0.000	100%
TOTAL EXPENDITURE	5.805	0.901	5.800	(0.005)	100%

Income	Current Budget £m	Actual to Date £m	Projected Outturn £m	Projected Variance £m	Projected Outturn as % of Plan
LANDFILL SITES	(1.500)	-	(1.500)	-	100%
TOTAL INCOME	(1.500)	-	(1.500)	-	100%

2nd September 2021

Agenda Item No. 17

Enterprise and Environment Directorate Section/Service Performance Reports

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

Wards Affected: All

Purpose

To present the performance scorecard for Protective Services, Grounds Maintenance and Domestic Waste & Street Cleansing Service for 2020/21 and to provide information on environmental service requests/complaints and workforce profiles.

Recommendation(s)

Members are asked to:

1. Consider the Protective Services, Grounds Maintenance and Domestic Waste & Street Cleansing Service performance information presented at appendix 1 & 2.
2. Consider if any further review work or scrutiny is required and the scope of that review.
3. Consider the detailed Environmental service requests and complaints information at appendix 3.
4. Note the arrangements set out to fulfil the Council's obligation to comply with Audit Scotland's 2018 SPI Direction.
5. Note the information regarding the workforce profile at appendix 4.

Resource Implications

None

Legal & Risk Implications

None

Impact Assessment

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

Consultation

None required

1.0 Background

- 1.1 Audit Scotland published the Statutory Performance Direction in December 2018. 2020/21 is the second year to which that direction applies. The Council is required to report a range of information setting out:
 - i. Its performance in improving local public services, provided by both (i) the council itself and (ii) by the council in conjunction with its partners and communities.
 - ii. Its progress against the desired outcomes agreed with its partners and communities.
 - iii. Its performance in comparison (i) over time and (ii) with other similar bodies including information drawn down from LGBF in particular and from other benchmarking activities
 - iv. Its assessment of how it is performing against its duty of Best Value, and how it plans to improve against this assessment
- 1.2 The first requirement, to report the Council's performance in improving local public services (including with partners) will be satisfied by the series of reports (of which this is one) that will be presented to the Council covering the whole of the Council's performance for 2020/21
- 1.3 The other requirements of the Statutory Performance Direction will be satisfied by a combination of
 - i. Update reports to the Fife Partnership regarding progress against the Plan for Fife, with reports also going to Policy and Co-ordination Committee.
 - ii. public performance reporting, assurance statements and governance arrangements.
 - iii. Reviewing the External Audit Annual Report for its view on our Best Value performance and any action plans thereafter.
 - iv. Carry out a Best Value Self-Assessment using the updated Audit Scotland Guidance in conjunction with the Council's Corporate Governance Statements.
- 1.4 Taken together, these reports will cover the whole of the Local Government Benchmarking Framework, plus selected service performance indicators that give a balanced picture of Council performance.
- 1.5 The appendix to this report is presented in the form of a balanced scorecard covering the areas of Financial, Key Business Delivery, People and Customer results. This mirrors the approach used for internal management reporting throughout the year.
- 1.6 This is the first Performance Report submitted following implementation of Oracle Cloud. This system has sophisticated reporting tools and better reporting functionality but some of these reports are still in development, particularly those relating to sickness absence.
- 1.7 Members should therefore be aware that the numbers in this section are different due to the system change. Previously, absence was reported as WDL per FTE. At the moment, the output data being produced is for WDL per employee and as a result, there is likely to be a slight but immaterial difference in the figures. WDL per FTE will be available for next year's report.

2.0 Best Value and Plan for Fife

- 2.1 Fife Council and the Fife Partnership are currently completing a three-year review of the Plan for Fife to ensure that adequate progress is being made towards the Plan's twelve ten-year ambitions, while at the same time setting out a recovery and renewal plan following the Covid-19 emergency. A draft Plan was considered by the Fife Partnership Board and by Fife Council's Policy and Co-ordination Committee. Once agreed, the updated Plan will provide the basis for regular reporting to the Fife Partnership Board and relevant Fife Council committees on the delivery of agreed outcomes, this will in turn drive service performance and improvement activities.
- 2.2 Following the BVAR in 2018, the Best Value Action Plan will be reviewed and updated as per the new Best Value direction. From 2021/22, Councils will be asked to self-assess against this new direction and then produce a new action plan.

3.0 Service Performance

Protective Services

- 3.1 Protective Services performs a range of functions relating to buildings standards and safety, building warrants, Monitoring and inspection in the fields of Metrology & Consumer Safety, Food & Workplace Safety, Housing standards, Public Protection and animal health/licensing with a view to ensuring the protection of public health and well-being.
- 3.2 Strong cross service working across the Council and with partners was one of the dominant themes of activity over the last year. In the case of Protective Services this involved working with other services and partners, particularly NHS Fife, to support our collective response to COVID and the lockdown.
- 3.3 The impact of the COVID-19 pandemic has been significant for local authorities in terms of resource impacts, in protecting public health and at the same time delivering critical services to support our communities and in particular the vulnerable.
- 3.4 New COVID enforcement powers placed a duty on both Environmental Health & Trading Standards to ensure businesses adhered to the law and ensure that they were COVID compliant if operational. In addition, as numbers of positive COVID cases increased there was a requirement for EH & TS managers to attend regular Problem Assessment Groups (PAGs) and Incident Management Teams (IMTs) notified by NHS Fife Public Health Team (PHT). Settings referrals from PHT (where cases had visited hospitality premises, close contact services such as hairdressers, cafes, supermarkets etc) required follow up investigation to assess the risk of transmission within these businesses.
- 3.5 Whilst the Scottish Government had issued a relaxation to LAs until end February 2021 (then extended to September 2021) in terms of requirements to carry out food hygiene/standards inspections the additional workload due to COVID has been considerable. From March 2020 to July 2021 the following workload has been noted:-
 - 2081 complaints/enquiries from the public/businesses/elected members to our dedicated COVID mailbox
 - Over 10,000 proactive interventions to businesses including settings referrals from NHS HPT

- 3.6 There were also a number of additional activities in relation to EU Exit, both pre and post 1 January 2021, which placed an additional demand on the already stretched resources, including a requirement to inspect of all Fife fishing vessels prior to 31st December 2020 (over 80 vessels).
- 3.7 Whilst the majority of functions carried out by Protective Services remained business as usual, albeit delivered in a remote way wherever possible, during the pandemic, some areas of work such as food hygiene/standards inspections and test purchases by Trading Standards were stopped; this is reflected in the performance report in Appendix 1.
- 3.8 Preparation work is complete to re-start the food hygiene/standards inspections on 1st September, however, this will only be possible if the workload associated with COVID decreases considerably. All other remaining services which have not yet re-started will be phased to return to business as usual by end of December 2021.
- 3.9 Environmental Health and Trading Standards continue to face recruitment challenges; however, it is expected that 2 new additional Environmental Health Officers within the Food and Workplace Safety Team will commence employment in the next few months.
- 3.10 Performance within Protective Services remains high with the majority of indicators within Appendix 1 showing similar trends or improvements on previous years.

Grounds Maintenance and Domestic Waste & Street Cleansing

- 3.11 Grounds Maintenance Service are responsible for delivering high-quality environments in all communities within Fife by providing well-managed and carefully-maintained parks, streets and open spaces.

Domestic Waste are responsible for all aspects of household waste collection services and Street Cleansing are responsible for the removal of litter, weeds, and other debris from public roads and pavements.
- 3.12 The Grounds Maintenance, Domestic Waste and Street Cleansing Services were materially impacted by Covid-19 over 2020/21. Staff resources have been depleted over extended periods by Covid related illness, shielding arrangements and numerous track and trace group isolations.
- 3.13 Grounds Maintenance had to reduce grass cutting frequencies and summer bedding displays were stopped.
- 3.14 For a short period of time during the initial lockdown period some domestic waste collections were delayed, and recycle frequency schedules extended to manageable timescales for the staff numbers in attendance. Street cleansing standards were also difficult to recover with less staff on the ground to do this manual work.
- 3.15 Despite pandemic associated challenges, the Grounds Maintenance Service did begin a grassland management initiative in support of 'the 'Plan 4 Fife' biodiversity objective. Following a public consultation, previously cut areas of grass all over Fife were approved by Area Committees for rewilding. This work has begun, and minor modifications are being made to proposals in response to community feedback.
- 3.16 Despite the extenuating circumstances of 2020/21, the Grounds Maintenance, Domestic Waste and Street Cleansing Services have worked hard to maintain the performance standards of recent years and no major deviations are recorded.
- 3.17 When staff attendance returns to normal, improvement projects such as annualised hours, increased fleet and workforce resilience and dedicated team delivery models will further transform these frontline business units and improve service delivery.

Environmental service requests and complaints

- 3.16 The number of services requests and complaints for each of the environmental functions reported through the Environment & Protective Services Sub-Committee is shown in Appendix 3. The number of complaints against the relevant services is extremely low when compared with the number of service requests dealt with in each category. In most categories no corporate stage 1 and/or stage 2 complaints have been noted. For other categories the number of complaints received as a percentage of service requests ranges from 0.2% to 6.8%. The highest recorded complaints on a percentage basis aligns with more contentious issues such as seagull complaints where there are limited actions the council can take to resolve the issue of concern.
- 3.17 The statistics for 2020/21 have seen a large increase or decrease when compared with previous years in some categories; the final column in the table provides an explanation of these variances where relevant. For example, there has been a large reduction of 66% in communicable disease notifications from 2019/20 to 2020/21 - most likely associated with increased personal hygiene and cleaning during the pandemic. People's behavioural changes during the pandemic has likely influenced other indicators, for example, complaints of bonfires has more than doubled compared with a typical year and is most likely associated with staying at home during lockdown periods and carrying out more gardening and DIY activities.

4.0 Conclusions

- 4.1 This report is the first in a series covering the whole of the Council's performance against key indicators, including the Local Government Benchmarking framework.
- 4.2 The overall performance of Protective Services, Grounds Maintenance and Domestic Waste & Street Cleansing Service has been affected by the pandemic and this is highlighted in appendix 1 & 2.
- 4.3 Comparison of service requests and complaints over the last 5 years has shown that the pandemic has affected the normal yearly trends expected with some categories being higher than expected and others lower.

List of Appendices

1. Protective Services Performance Report 2020/21
2. Grounds Maintenance and Domestic Waste & Street Cleansing Performance Report 2020/21
3. Environmental Service Requests/Complaints Report 2020/21
4. Workforce Profile

Report Contacts

Ken Gourlay
Head of Assets, Transportation and Environment
Enterprise and Environment Directorate
Directorate
Email: ken.gouraly@fife.gov.uk

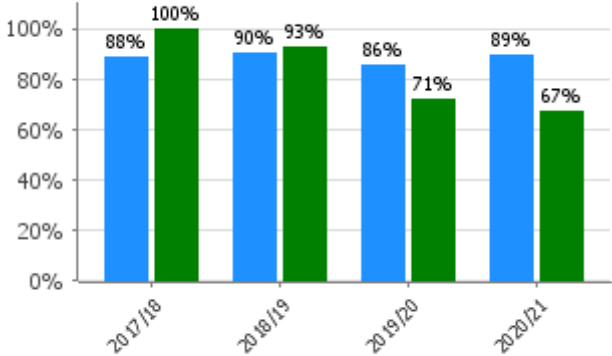
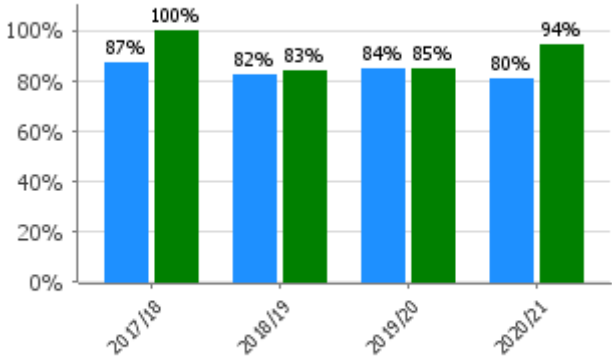
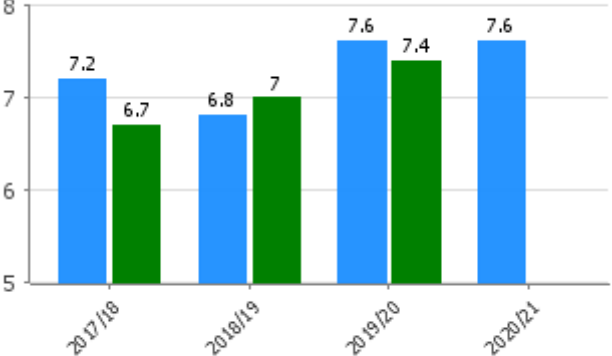
Nigel Kerr
Head of Protective Services
Enterprise and Environment

Email: nigel.kerr@fife.gov.uk

Iain Duncan
Programme Manager
Communities Directorate
Email: iain.duncan@fife.gov.uk

Protective Services Annual Performance Report 2020/21

Customer

Performance	Progress															
<p>Protective Services Stage 1 Complaints actioned within 5 days</p>  <table border="1"> <thead> <tr> <th>Year</th> <th>Fife Council Stage 1 Complaints actioned < 5 days</th> <th>Protective Services Stage 1 Complaints actioned < 5 days</th> </tr> </thead> <tbody> <tr> <td>2017/18</td> <td>88%</td> <td>100%</td> </tr> <tr> <td>2018/19</td> <td>90%</td> <td>93%</td> </tr> <tr> <td>2019/20</td> <td>86%</td> <td>71%</td> </tr> <tr> <td>2020/21</td> <td>89%</td> <td>67%</td> </tr> </tbody> </table> <p>■ Fife Council Stage 1 Complaints actioned < 5 days ■ Protective Services Stage 1 Complaints actioned < 5 days</p>	Year	Fife Council Stage 1 Complaints actioned < 5 days	Protective Services Stage 1 Complaints actioned < 5 days	2017/18	88%	100%	2018/19	90%	93%	2019/20	86%	71%	2020/21	89%	67%	<p>Protective Services strives to maintain a high level of compliance when dealing with complaints within timescales however there has been a reduction in performance for stage 1 complaints target in 2020/21.</p> <p>It should be noted. However, that only 6 complaints were received in this time period and 4 were actioned in time.</p>
Year	Fife Council Stage 1 Complaints actioned < 5 days	Protective Services Stage 1 Complaints actioned < 5 days														
2017/18	88%	100%														
2018/19	90%	93%														
2019/20	86%	71%														
2020/21	89%	67%														
<p>Protective Services Stage 2 Complaints actioned within 20 days</p>  <table border="1"> <thead> <tr> <th>Year</th> <th>Fife Council Stage 2 Complaints actioned < 20 days</th> <th>Protective Services Stage 2 Complaints actioned < 20 days</th> </tr> </thead> <tbody> <tr> <td>2017/18</td> <td>87%</td> <td>100%</td> </tr> <tr> <td>2018/19</td> <td>82%</td> <td>83%</td> </tr> <tr> <td>2019/20</td> <td>84%</td> <td>85%</td> </tr> <tr> <td>2020/21</td> <td>80%</td> <td>94%</td> </tr> </tbody> </table> <p>■ Fife Council Stage 2 Complaints actioned < 20 days ■ Protective Services Stage 2 Complaints actioned < 20 days</p>	Year	Fife Council Stage 2 Complaints actioned < 20 days	Protective Services Stage 2 Complaints actioned < 20 days	2017/18	87%	100%	2018/19	82%	83%	2019/20	84%	85%	2020/21	80%	94%	<p>The performance for stage 2 complaints has improved from the previous year and is above the Fife Council average.</p> <p>18 stage 2 complaints were received and 17 actioned in time.</p>
Year	Fife Council Stage 2 Complaints actioned < 20 days	Protective Services Stage 2 Complaints actioned < 20 days														
2017/18	87%	100%														
2018/19	82%	83%														
2019/20	84%	85%														
2020/21	80%	94%														
<p>Overall Customer Satisfaction Ratings Building Standards</p>  <table border="1"> <thead> <tr> <th>Year</th> <th>Customer satisfaction rating Building Standards - Fife</th> <th>Customer satisfaction rating Building Standards - Scotland</th> </tr> </thead> <tbody> <tr> <td>2017/18</td> <td>7.2</td> <td>6.7</td> </tr> <tr> <td>2018/19</td> <td>6.8</td> <td>7</td> </tr> <tr> <td>2019/20</td> <td>7.6</td> <td>7.4</td> </tr> <tr> <td>2020/21</td> <td>7.6</td> <td>-</td> </tr> </tbody> </table> <p>■ Customer satisfaction rating Building Standards - Fife ■ Customer satisfaction rating Building Standards - Scotland</p>	Year	Customer satisfaction rating Building Standards - Fife	Customer satisfaction rating Building Standards - Scotland	2017/18	7.2	6.7	2018/19	6.8	7	2019/20	7.6	7.4	2020/21	7.6	-	<p>Satisfaction rates remain high for 2020/21 and exceed the Scottish Government target of 7.5.</p> <p>Please note that Scottish data for 2020/21 is not available at time of reporting but will be shared later in the year.</p>
Year	Customer satisfaction rating Building Standards - Fife	Customer satisfaction rating Building Standards - Scotland														
2017/18	7.2	6.7														
2018/19	6.8	7														
2019/20	7.6	7.4														
2020/21	7.6	-														

Protective Services Annual Performance Report 2020/21

People

Performance	Progress															
<p>Economy, Planning and Employability Average WDL per FTE</p> <table border="1"> <caption>Economy, Planning and Employability Average WDL per FTE</caption> <thead> <tr> <th>Year</th> <th>Fife Council - Average Working Days Lost per FTE</th> <th>Economy, Planning and Employability - Average WDL per FTE</th> </tr> </thead> <tbody> <tr> <td>2017/18</td> <td>11.78</td> <td>10.58</td> </tr> <tr> <td>2018/19</td> <td>11.59</td> <td>8.36</td> </tr> <tr> <td>2019/20</td> <td>12.06</td> <td>11</td> </tr> <tr> <td>2020/21</td> <td>10.21</td> <td>10</td> </tr> </tbody> </table> <p>● Fife Council - Average Working Days Lost per FTE ● Economy, Planning and Employability - Average WDL per FTE</p>	Year	Fife Council - Average Working Days Lost per FTE	Economy, Planning and Employability - Average WDL per FTE	2017/18	11.78	10.58	2018/19	11.59	8.36	2019/20	12.06	11	2020/21	10.21	10	<p>Absenteeism across Planning, Protective Services, Business & Employability Services is slightly below the Council average and has reduced since 2019/20. Currently staff absence is only available on Pentana at EPES (mentioned above) Level but will be broken down specifically for Protective Services in future reports.</p>
Year	Fife Council - Average Working Days Lost per FTE	Economy, Planning and Employability - Average WDL per FTE														
2017/18	11.78	10.58														
2018/19	11.59	8.36														
2019/20	12.06	11														
2020/21	10.21	10														
<p>Economy, Planning and Employability LT WDL per FTE</p> <table border="1"> <caption>Economy, Planning and Employability LT WDL per FTE</caption> <thead> <tr> <th>Year</th> <th>Fife Council - LT Working Days Lost per FTE</th> <th>Economy, Planning and Employability - LT WDL per FTE</th> </tr> </thead> <tbody> <tr> <td>2017/18</td> <td>7.79</td> <td>6.89</td> </tr> <tr> <td>2018/19</td> <td>7.76</td> <td>5.12</td> </tr> <tr> <td>2019/20</td> <td>7.92</td> <td>7.34</td> </tr> <tr> <td>2020/21</td> <td>6.38</td> <td>7.16</td> </tr> </tbody> </table> <p>● Economy, Planning and Employability - LT WDL per FTE ● Fife Council - LT Working Days Lost per FTE</p>	Year	Fife Council - LT Working Days Lost per FTE	Economy, Planning and Employability - LT WDL per FTE	2017/18	7.79	6.89	2018/19	7.76	5.12	2019/20	7.92	7.34	2020/21	6.38	7.16	<p>The Services continue to monitor long term absenteeism and support staff. In particular through the pandemic, wellbeing has been a focus to encourage staff to look after their physical and mental health. Teams are using the Just Ask Listen Talk toolkit to identify the way they are being supported and supporting each other.</p>
Year	Fife Council - LT Working Days Lost per FTE	Economy, Planning and Employability - LT WDL per FTE														
2017/18	7.79	6.89														
2018/19	7.76	5.12														
2019/20	7.92	7.34														
2020/21	6.38	7.16														
<p>Economy, Planning and Employability % Absence Rate</p> <table border="1"> <caption>Economy, Planning and Employability % Absence Rate</caption> <thead> <tr> <th>Year</th> <th>Fife Council - % Absence Rate</th> <th>Economy, Planning and Employability - % Absence Rate</th> </tr> </thead> <tbody> <tr> <td>2017/18</td> <td>5.43%</td> <td>4.73%</td> </tr> <tr> <td>2018/19</td> <td>5.3%</td> <td>3.72%</td> </tr> <tr> <td>2019/20</td> <td>5.51%</td> <td>4.90%</td> </tr> <tr> <td>2020/21</td> <td>4.68%</td> <td>4.44%</td> </tr> </tbody> </table> <p>● Fife Council - % Absence Rate ● Economy, Planning and Employability - % Absence Rate</p>	Year	Fife Council - % Absence Rate	Economy, Planning and Employability - % Absence Rate	2017/18	5.43%	4.73%	2018/19	5.3%	3.72%	2019/20	5.51%	4.90%	2020/21	4.68%	4.44%	<p>In line with the Fife Council average the %age absence rate has decreased from the previous year.</p> <p>Overall, the absenteeism with the Service is managed and Staff are supported through training on areas such as Mental Health Awareness, utilising Reality Check tools and ensuring where required Staff are provided support through the Council's Support Services.</p>
Year	Fife Council - % Absence Rate	Economy, Planning and Employability - % Absence Rate														
2017/18	5.43%	4.73%														
2018/19	5.3%	3.72%														
2019/20	5.51%	4.90%														
2020/21	4.68%	4.44%														

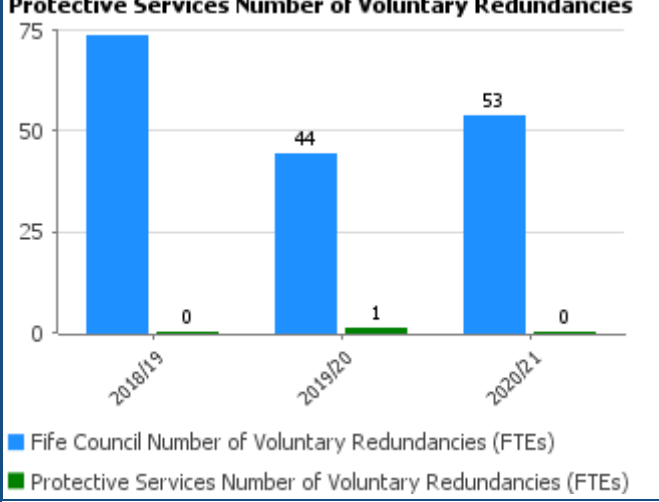
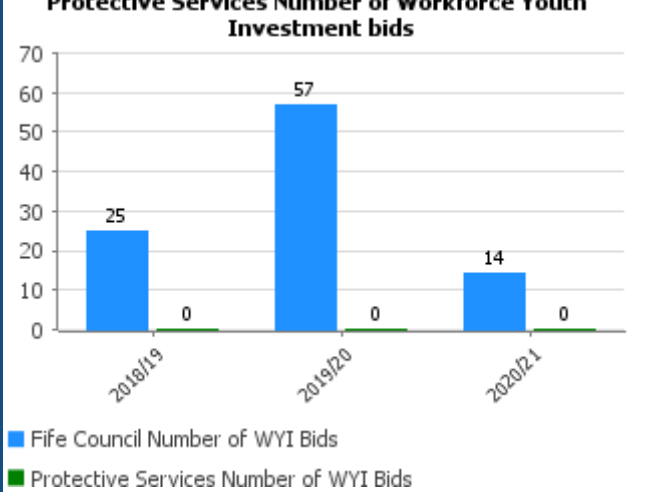
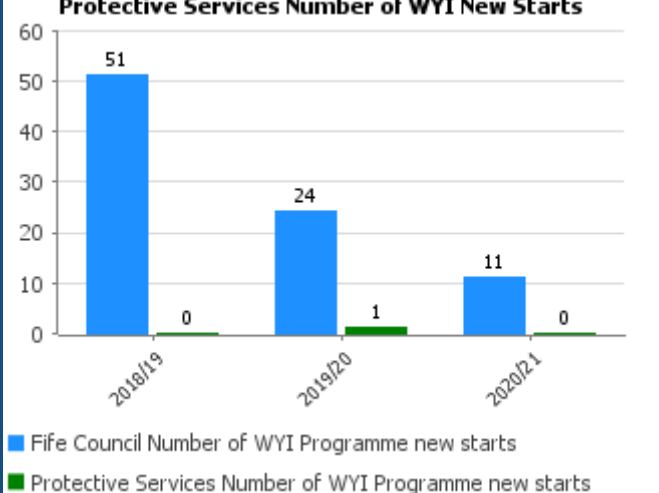
Protective Services Annual Performance Report 2020/21

Performance	Progress												
<p>Protective Services Workforce who are Female (%)</p> <table border="1"> <caption>Protective Services Workforce who are Female (%)</caption> <thead> <tr> <th>Year</th> <th>Fife Council Workforce who are Female (%)</th> <th>Protective Services Workforce who are Female (%)</th> </tr> </thead> <tbody> <tr> <td>2018/19</td> <td>72.4%</td> <td>43.7%</td> </tr> <tr> <td>2019/20</td> <td>72.1%</td> <td>45.9%</td> </tr> <tr> <td>2020/21</td> <td>71.9%</td> <td>45.3%</td> </tr> </tbody> </table> <p>■ Fife Council Workforce who are Female (%) ■ Protective Services Workforce who are Female (%)</p>	Year	Fife Council Workforce who are Female (%)	Protective Services Workforce who are Female (%)	2018/19	72.4%	43.7%	2019/20	72.1%	45.9%	2020/21	71.9%	45.3%	<p>The percentage of the workforce who are female has remained constant at just under 50%</p>
Year	Fife Council Workforce who are Female (%)	Protective Services Workforce who are Female (%)											
2018/19	72.4%	43.7%											
2019/20	72.1%	45.9%											
2020/21	71.9%	45.3%											
<p>Protective Services Workforce who are Full-time (%)</p> <table border="1"> <caption>Protective Services Workforce who are Full-time (%)</caption> <thead> <tr> <th>Year</th> <th>Fife Council Workforce who are Full-time (%)</th> <th>Protective Services Workforce who are Full-time (%)</th> </tr> </thead> <tbody> <tr> <td>2018/19</td> <td>58.3%</td> <td>87.4%</td> </tr> <tr> <td>2019/20</td> <td>58.2%</td> <td>87.8%</td> </tr> <tr> <td>2020/21</td> <td>57.3%</td> <td>89.5%</td> </tr> </tbody> </table> <p>■ Fife Council Workforce who are Full-time (%) ■ Protective Services Workforce who are Full-time (%)</p>	Year	Fife Council Workforce who are Full-time (%)	Protective Services Workforce who are Full-time (%)	2018/19	58.3%	87.4%	2019/20	58.2%	87.8%	2020/21	57.3%	89.5%	<p>The percentage of the workforce who are in full-time employment remains high at just under 90%</p>
Year	Fife Council Workforce who are Full-time (%)	Protective Services Workforce who are Full-time (%)											
2018/19	58.3%	87.4%											
2019/20	58.2%	87.8%											
2020/21	57.3%	89.5%											
<p>Protective Services Workforce who are permanent employees (%)</p> <table border="1"> <caption>Protective Services Workforce who are permanent employees (%)</caption> <thead> <tr> <th>Year</th> <th>Fife Council Workforce who are Permanent Employees (%)</th> <th>Protective Services Workforce who are Permanent Employees (%)</th> </tr> </thead> <tbody> <tr> <td>2018/19</td> <td>82.2%</td> <td>89.3%</td> </tr> <tr> <td>2019/20</td> <td>80.3%</td> <td>85.7%</td> </tr> <tr> <td>2020/21</td> <td>81.3%</td> <td>86.3%</td> </tr> </tbody> </table> <p>■ Fife Council Workforce who are Permanent Employees (%) ■ Protective Services Workforce who are Permanent Employees (%)</p>	Year	Fife Council Workforce who are Permanent Employees (%)	Protective Services Workforce who are Permanent Employees (%)	2018/19	82.2%	89.3%	2019/20	80.3%	85.7%	2020/21	81.3%	86.3%	<p>The percentage of the workforce who are permanent are above the Fife council average and remains steady at just below 90%</p>
Year	Fife Council Workforce who are Permanent Employees (%)	Protective Services Workforce who are Permanent Employees (%)											
2018/19	82.2%	89.3%											
2019/20	80.3%	85.7%											
2020/21	81.3%	86.3%											

Protective Services Annual Performance Report 2020/21

Performance	Progress												
<p>Protective Services Employees aged 24 and under (%)</p> <table border="1"> <caption>Protective Services Employees aged 24 and under (%)</caption> <thead> <tr> <th>Year</th> <th>Fife Council (%)</th> <th>Protective Services (%)</th> </tr> </thead> <tbody> <tr> <td>2018/19</td> <td>4.9%</td> <td>1%</td> </tr> <tr> <td>2019/20</td> <td>5.3%</td> <td>1%</td> </tr> <tr> <td>2020/21</td> <td>5.4%</td> <td>1.1%</td> </tr> </tbody> </table> <p>■ Fife Council Employees aged 24 and under (%) ■ Protective Services Employees aged 24 and under (%)</p>	Year	Fife Council (%)	Protective Services (%)	2018/19	4.9%	1%	2019/20	5.3%	1%	2020/21	5.4%	1.1%	<p>Protective Services has an ageing profile, and this is reflected in this graph with only 1% below aged 24. Due to recruitment issues within the service a “grow your own” approach has been adopted which should see, albeit slowly, an increase in young people coming into the service.</p>
Year	Fife Council (%)	Protective Services (%)											
2018/19	4.9%	1%											
2019/20	5.3%	1%											
2020/21	5.4%	1.1%											
<p>Protective Services Employees aged 29 and under (%)</p> <table border="1"> <caption>Protective Services Employees aged 29 and under (%)</caption> <thead> <tr> <th>Year</th> <th>Fife Council (%)</th> <th>Protective Services (%)</th> </tr> </thead> <tbody> <tr> <td>2018/19</td> <td>12.2%</td> <td>2.9%</td> </tr> <tr> <td>2019/20</td> <td>12.7%</td> <td>3.1%</td> </tr> <tr> <td>2020/21</td> <td>13.1%</td> <td>3.2%</td> </tr> </tbody> </table> <p>■ Fife Council Employees aged 29 and under (%) ■ Protective Services Employees aged 29 and under (%)</p>	Year	Fife Council (%)	Protective Services (%)	2018/19	12.2%	2.9%	2019/20	12.7%	3.1%	2020/21	13.1%	3.2%	<p>As above the percentage of employees aged 29 and under is well below the Fife Council average.</p>
Year	Fife Council (%)	Protective Services (%)											
2018/19	12.2%	2.9%											
2019/20	12.7%	3.1%											
2020/21	13.1%	3.2%											
<p>Protective Services Employees aged 55 and over (%)</p> <table border="1"> <caption>Protective Services Employees aged 55 and over (%)</caption> <thead> <tr> <th>Year</th> <th>Fife Council (%)</th> <th>Protective Services (%)</th> </tr> </thead> <tbody> <tr> <td>2018/19</td> <td>25.6%</td> <td>20.4%</td> </tr> <tr> <td>2019/20</td> <td>26.3%</td> <td>23.5%</td> </tr> <tr> <td>2020/21</td> <td>26.4%</td> <td>26.3%</td> </tr> </tbody> </table> <p>■ Fife Council Employees aged 55 and over (%) ■ Protective Services Employees aged 55 and over (%)</p>	Year	Fife Council (%)	Protective Services (%)	2018/19	25.6%	20.4%	2019/20	26.3%	23.5%	2020/21	26.4%	26.3%	<p>In 2020/21 we are tracking the Fife Council average in terms of employees aged 55 and over. Due to the age profile in the service this statistic is going to rise considerably over the next 5-10 years.</p>
Year	Fife Council (%)	Protective Services (%)											
2018/19	25.6%	20.4%											
2019/20	26.3%	23.5%											
2020/21	26.4%	26.3%											

Protective Services Annual Performance Report 2020/21

Performance	Progress												
<p>Protective Services Number of Voluntary Redundancies</p>  <table border="1"> <thead> <tr> <th>Year</th> <th>Fife Council Number of Voluntary Redundancies (FTEs)</th> <th>Protective Services Number of Voluntary Redundancies (FTEs)</th> </tr> </thead> <tbody> <tr> <td>2018/19</td> <td>75</td> <td>0</td> </tr> <tr> <td>2019/20</td> <td>44</td> <td>1</td> </tr> <tr> <td>2020/21</td> <td>53</td> <td>0</td> </tr> </tbody> </table> <p>■ Fife Council Number of Voluntary Redundancies (FTEs) ■ Protective Services Number of Voluntary Redundancies (FTEs)</p>	Year	Fife Council Number of Voluntary Redundancies (FTEs)	Protective Services Number of Voluntary Redundancies (FTEs)	2018/19	75	0	2019/20	44	1	2020/21	53	0	<p>There was only 1 voluntary redundancy in 2019/20 which was part of the change planning/budgeting process. There were none in 2020/21</p>
Year	Fife Council Number of Voluntary Redundancies (FTEs)	Protective Services Number of Voluntary Redundancies (FTEs)											
2018/19	75	0											
2019/20	44	1											
2020/21	53	0											
<p>Protective Services Number of Workforce Youth Investment bids</p>  <table border="1"> <thead> <tr> <th>Year</th> <th>Fife Council Number of WYI Bids</th> <th>Protective Services Number of WYI Bids</th> </tr> </thead> <tbody> <tr> <td>2018/19</td> <td>25</td> <td>0</td> </tr> <tr> <td>2019/20</td> <td>57</td> <td>0</td> </tr> <tr> <td>2020/21</td> <td>14</td> <td>0</td> </tr> </tbody> </table> <p>■ Fife Council Number of WYI Bids ■ Protective Services Number of WYI Bids</p>	Year	Fife Council Number of WYI Bids	Protective Services Number of WYI Bids	2018/19	25	0	2019/20	57	0	2020/21	14	0	<p>There were no bids to this scheme for 2020/21, however, there has been 2 successful bids in 2021/22</p>
Year	Fife Council Number of WYI Bids	Protective Services Number of WYI Bids											
2018/19	25	0											
2019/20	57	0											
2020/21	14	0											
<p>Protective Services Number of WYI New Starts</p>  <table border="1"> <thead> <tr> <th>Year</th> <th>Fife Council Number of WYI Programme new starts</th> <th>Protective Services Number of WYI Programme new starts</th> </tr> </thead> <tbody> <tr> <td>2018/19</td> <td>51</td> <td>0</td> </tr> <tr> <td>2019/20</td> <td>24</td> <td>1</td> </tr> <tr> <td>2020/21</td> <td>11</td> <td>0</td> </tr> </tbody> </table> <p>■ Fife Council Number of WYI Programme new starts ■ Protective Services Number of WYI Programme new starts</p>	Year	Fife Council Number of WYI Programme new starts	Protective Services Number of WYI Programme new starts	2018/19	51	0	2019/20	24	1	2020/21	11	0	<p>There were no WYI new starts in 2020/21</p>
Year	Fife Council Number of WYI Programme new starts	Protective Services Number of WYI Programme new starts											
2018/19	51	0											
2019/20	24	1											
2020/21	11	0											

Key Business Delivery

Performance	Progress															
<p>Building warrants responded to < 20 days</p> <table border="1"> <caption>Building warrants responded to < 20 days</caption> <thead> <tr> <th>Year</th> <th>Fife (%)</th> <th>Scotland (%)</th> </tr> </thead> <tbody> <tr> <td>2017/18</td> <td>93.8</td> <td>86.3</td> </tr> <tr> <td>2018/19</td> <td>92.8</td> <td>83.8</td> </tr> <tr> <td>2019/20</td> <td>99.1</td> <td>88</td> </tr> <tr> <td>2020/21</td> <td>98.4</td> <td>-</td> </tr> </tbody> </table> <p>■ Building Warrants responded to <20 working days % Fife ■ Building warrants responded to <20 working days % Scotland</p>	Year	Fife (%)	Scotland (%)	2017/18	93.8	86.3	2018/19	92.8	83.8	2019/20	99.1	88	2020/21	98.4	-	<p>Excellent performance following a difficult year when we were forced to switch to home working. Fewer inspections has meant that first response times were maintained - as inspections increase, we are working on IT equipment and processes required to continue delivering a full service within KPO target times. Please note that Scottish data for 2020/21 is not available at time of reporting but will be shared later in the year.</p>
Year	Fife (%)	Scotland (%)														
2017/18	93.8	86.3														
2018/19	92.8	83.8														
2019/20	99.1	88														
2020/21	98.4	-														
<p>% of building warrants issued <=10 days of receipt of all additional information requested</p> <table border="1"> <caption>% of building warrants issued <=10 days of receipt of all additional information requested</caption> <thead> <tr> <th>Year</th> <th>Percentage (%)</th> </tr> </thead> <tbody> <tr> <td>2017/18</td> <td>71.14%</td> </tr> <tr> <td>2018/19</td> <td>74.5%</td> </tr> <tr> <td>2019/20</td> <td>82.24%</td> </tr> <tr> <td>2020/21</td> <td>91.2%</td> </tr> </tbody> </table>	Year	Percentage (%)	2017/18	71.14%	2018/19	74.5%	2019/20	82.24%	2020/21	91.2%	<p>This has met the annual target of 90% for the first time. The main reasons for success are encouraging customers to use our generic building warrant inbox (enables the Assistant Surveyors to support the indicator) & scheduling of inspections allowing more time to be allocated to approval tasks. However, this balance may change as site work continues to increase and new compliance during construction requirements are implemented 2021/22.</p>					
Year	Percentage (%)															
2017/18	71.14%															
2018/19	74.5%															
2019/20	82.24%															
2020/21	91.2%															
<p>Average working days to issue a building warrant</p> <table border="1"> <caption>Average working days to issue a building warrant</caption> <thead> <tr> <th>Year</th> <th>Fife (days)</th> <th>Scotland (days)</th> </tr> </thead> <tbody> <tr> <td>2017/18</td> <td>65</td> <td>47</td> </tr> <tr> <td>2018/19</td> <td>60.1</td> <td>78</td> </tr> <tr> <td>2019/20</td> <td>55.7</td> <td>83</td> </tr> <tr> <td>2020/21</td> <td>50.6</td> <td>-</td> </tr> </tbody> </table> <p>■ Average working days to issue building warrant - Fife ■ Average working days to issue a building warrant - Scotland</p>	Year	Fife (days)	Scotland (days)	2017/18	65	47	2018/19	60.1	78	2019/20	55.7	83	2020/21	50.6	-	<p>Our deemed refusal process has been suspended due to the Covid-19 pandemic; this means that there are a higher than normal number of older applications in process at the moment. This also gives a lower number of average days to approval - once the deemed refusal process restarts the average time for approval will increase, possibly significantly, but for a limited period.</p> <p>Please note that Scottish data for 2020/21 is not available at time of reporting but will be shared later in the year.</p>
Year	Fife (days)	Scotland (days)														
2017/18	65	47														
2018/19	60.1	78														
2019/20	55.7	83														
2020/21	50.6	-														

Protective Services Annual Performance Report 2020/21

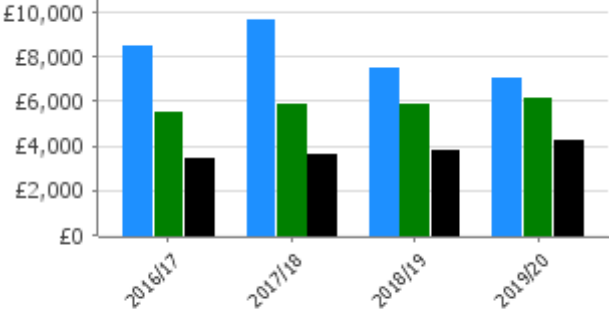
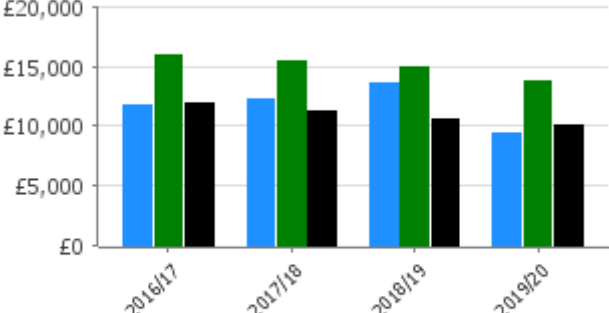
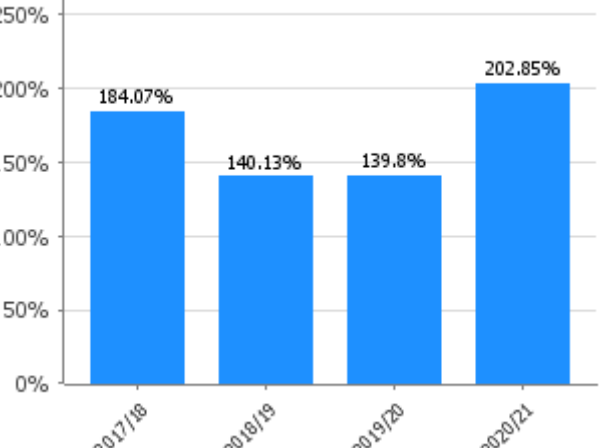
Performance	Progress								
<p>Percentage of reported scams resulting in an intervention</p> <table border="1"> <caption>Percentage of reported scams resulting in an intervention</caption> <thead> <tr> <th>Year</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>2018/19</td> <td>68.9</td> </tr> <tr> <td>2019/20</td> <td>56</td> </tr> <tr> <td>2020/21</td> <td>71.7</td> </tr> </tbody> </table>	Year	Percentage	2018/19	68.9	2019/20	56	2020/21	71.7	<p>Due to collaborative working with Nation Trading Standards, we receive a number of referrals in relation to scams in addition to the service requests that relate to scams. There are a number of different interventions that can take place to help protect consumers from becoming a victim of a scam and/or putting support in place - ranging from advice and guidance to installing call blockers in homes to stop calls of this nature getting through and making people feel safe again in their own home.</p>
Year	Percentage								
2018/19	68.9								
2019/20	56								
2020/21	71.7								
<p>% of failures under initial test purchase of tobacco/NVPs</p> <table border="1"> <caption>% of failures under initial test purchase of tobacco/NVPs</caption> <thead> <tr> <th>Year</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>2018/19</td> <td>11.8</td> </tr> <tr> <td>2019/20</td> <td>7.9</td> </tr> <tr> <td>2020/21</td> <td>0</td> </tr> </tbody> </table>	Year	Percentage	2018/19	11.8	2019/20	7.9	2020/21	0	<p>No test purchases of tobacco or e-cigarettes we carried out this year due to the Covid pandemic, therefore there were no failures.</p>
Year	Percentage								
2018/19	11.8								
2019/20	7.9								
2020/21	0								
<p>% of tobacco & NVP retailers given advice</p> <table border="1"> <caption>% of tobacco & NVP retailers given advice</caption> <thead> <tr> <th>Year</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>2018/19</td> <td>18.5</td> </tr> <tr> <td>2019/20</td> <td>22.4</td> </tr> <tr> <td>2020/21</td> <td>0.6</td> </tr> </tbody> </table>	Year	Percentage	2018/19	18.5	2019/20	22.4	2020/21	0.6	<p>This is much lower this year than the 10% target we aim to meet and report back to Scottish Government on due to the Covid pandemic and not being able to make these visits to the businesses that sell tobacco and e-cigarettes.</p>
Year	Percentage								
2018/19	18.5								
2019/20	22.4								
2020/21	0.6								

Protective Services Annual Performance Report 2020/21

Performance	Progress																																																																						
<p>Annual mean nitrogen oxide monitoring results</p> <table border="1"> <caption>Annual Mean NO2 Monitoring Results</caption> <thead> <tr> <th>Year</th> <th>Cupar</th> <th>Dunfermline</th> <th>Kirkcaldy</th> <th>Rosyth</th> </tr> </thead> <tbody> <tr> <td>2015/16</td> <td>28</td> <td>25</td> <td>18</td> <td>23</td> </tr> <tr> <td>2016/17</td> <td>31</td> <td>24</td> <td>17</td> <td>25</td> </tr> <tr> <td>2017/18</td> <td>26</td> <td>23</td> <td>18</td> <td>22</td> </tr> <tr> <td>2018/19</td> <td>26</td> <td>22</td> <td>17</td> <td>22</td> </tr> <tr> <td>2019/20</td> <td>24</td> <td>21</td> <td>16</td> <td>22</td> </tr> <tr> <td>2020/21</td> <td>21</td> <td>15</td> <td>12</td> <td>15</td> </tr> </tbody> </table> <p>■ Annual Mean NO2 monitoring Cupar ■ Annual Mean NO2 monitoring Dunfermline ■ Annual Mean NO2 monitoring Kirkcaldy ■ Annual Mean NO2 monitoring Rosyth</p> <p>Annual mean fine particles monitoring results</p> <table border="1"> <caption>Annual Mean PM10 Monitoring Results</caption> <thead> <tr> <th>Year</th> <th>Cupar</th> <th>Dunfermline</th> <th>Kirkcaldy</th> <th>Rosyth</th> </tr> </thead> <tbody> <tr> <td>2015/16</td> <td>17</td> <td>16</td> <td>13</td> <td>14</td> </tr> <tr> <td>2016/17</td> <td>15</td> <td>13</td> <td>10</td> <td>10</td> </tr> <tr> <td>2017/18</td> <td>13</td> <td>10</td> <td>9</td> <td>11</td> </tr> <tr> <td>2018/19</td> <td>14</td> <td>11</td> <td>10</td> <td>11</td> </tr> <tr> <td>2019/20</td> <td>15</td> <td>11</td> <td>12</td> <td>10</td> </tr> <tr> <td>2020/21</td> <td>11</td> <td>9</td> <td>9</td> <td>9</td> </tr> </tbody> </table> <p>■ Annual Mean PM10 monitoring Cupar ■ Annual Mean PM10 monitoring Dunfermline ■ Annual Mean PM10 monitoring Kirkcaldy ■ Annual Mean PM10 monitoring Rosyth</p>	Year	Cupar	Dunfermline	Kirkcaldy	Rosyth	2015/16	28	25	18	23	2016/17	31	24	17	25	2017/18	26	23	18	22	2018/19	26	22	17	22	2019/20	24	21	16	22	2020/21	21	15	12	15	Year	Cupar	Dunfermline	Kirkcaldy	Rosyth	2015/16	17	16	13	14	2016/17	15	13	10	10	2017/18	13	10	9	11	2018/19	14	11	10	11	2019/20	15	11	12	10	2020/21	11	9	9	9	<p>Levels of air pollution have been decreasing in many areas. Reductions have been helped by action planning undertaken by Fife Council in Cupar and Dunfermline, and by an overall improvement in engine technology generally. Travel restrictions imposed during the Covid-19 pandemic caused levels to fall even further. Fife Council is continuing to work with national initiatives and local fleet owners (including the council’s own vehicle operators) to continue to improve air quality in Fife</p>
Year	Cupar	Dunfermline	Kirkcaldy	Rosyth																																																																			
2015/16	28	25	18	23																																																																			
2016/17	31	24	17	25																																																																			
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Protective Services Annual Performance Report 2020/21

Financial

Performance	Progress																				
<p>Cost of Trading Standards per 1,000 population (£) (LGBF)</p>  <table border="1"> <caption>Cost of Trading Standards per 1,000 population (£) (LGBF)</caption> <thead> <tr> <th>Year</th> <th>Fife (LGBF)</th> <th>Scotland</th> <th>Top Quartile</th> </tr> </thead> <tbody> <tr> <td>2016/17</td> <td>~8,500</td> <td>~5,500</td> <td>~3,500</td> </tr> <tr> <td>2017/18</td> <td>~9,500</td> <td>~6,000</td> <td>~3,800</td> </tr> <tr> <td>2018/19</td> <td>~7,500</td> <td>~6,000</td> <td>~3,800</td> </tr> <tr> <td>2019/20</td> <td>~7,000</td> <td>~6,200</td> <td>~4,200</td> </tr> </tbody> </table> <p> ■ Trading standards per 1,000 population Fife (LGBF) ■ Trading standards per 1,000 population Scotland ■ Trading standards cost per 1,000 population Top Quartile </p>	Year	Fife (LGBF)	Scotland	Top Quartile	2016/17	~8,500	~5,500	~3,500	2017/18	~9,500	~6,000	~3,800	2018/19	~7,500	~6,000	~3,800	2019/20	~7,000	~6,200	~4,200	<p>The cost of trading standards per 1000 population has decreased over the last year and sits at approximately £1000 above the Scottish average. These costs are influenced by the inclusion of costs for the Money and Consumer Advice service which Fife Council pays an annual sum. These costs are not included within some LGBT returns for other local authorities.</p> <p>The APSE return does not include these costs (but was not available for this year) generally places Fife about £1000 below the family grouping in terms of costs.</p>
Year	Fife (LGBF)	Scotland	Top Quartile																		
2016/17	~8,500	~5,500	~3,500																		
2017/18	~9,500	~6,000	~3,800																		
2018/19	~7,500	~6,000	~3,800																		
2019/20	~7,000	~6,200	~4,200																		
<p>Cost of Environmental Health per 1,000 population (£) (LGBF)</p>  <table border="1"> <caption>Cost of Environmental Health per 1,000 population (£) (LGBF)</caption> <thead> <tr> <th>Year</th> <th>Fife (LGBF)</th> <th>Scotland</th> <th>Top Quartile</th> </tr> </thead> <tbody> <tr> <td>2016/17</td> <td>~12,000</td> <td>~16,000</td> <td>~12,000</td> </tr> <tr> <td>2017/18</td> <td>~12,500</td> <td>~15,500</td> <td>~11,500</td> </tr> <tr> <td>2018/19</td> <td>~13,500</td> <td>~15,000</td> <td>~10,500</td> </tr> <tr> <td>2019/20</td> <td>~9,500</td> <td>~14,000</td> <td>~10,000</td> </tr> </tbody> </table> <p> ■ Environmental health cost per 1,000 population Fife (LGBF) ■ Environmental health cost per 1,000 population Scotland ■ Environmental health cost per 1,000 population Top Quartile </p>	Year	Fife (LGBF)	Scotland	Top Quartile	2016/17	~12,000	~16,000	~12,000	2017/18	~12,500	~15,500	~11,500	2018/19	~13,500	~15,000	~10,500	2019/20	~9,500	~14,000	~10,000	<p>The cost of Environmental Health per 1000 population has decreased significantly since 2018/19 and Fife now sits below the top quartile for Scottish local authorities. These cost reductions are due to an increase in vacancies within Environmental Health – these posts have been advertised numerous times over the last 3 years with very limited success.</p>
Year	Fife (LGBF)	Scotland	Top Quartile																		
2016/17	~12,000	~16,000	~12,000																		
2017/18	~12,500	~15,500	~11,500																		
2018/19	~13,500	~15,000	~10,500																		
2019/20	~9,500	~14,000	~10,000																		
<p>Building standards verification fee income</p>  <table border="1"> <caption>Building standards verification fee income</caption> <thead> <tr> <th>Year</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>2017/18</td> <td>184.07%</td> </tr> <tr> <td>2018/19</td> <td>140.13%</td> </tr> <tr> <td>2019/20</td> <td>139.8%</td> </tr> <tr> <td>2020/21</td> <td>202.85%</td> </tr> </tbody> </table>	Year	Percentage	2017/18	184.07%	2018/19	140.13%	2019/20	139.8%	2020/21	202.85%	<p>Fee income was above average last financial year due to a significantly higher than usual number of non-domestic building warrant applications with a value of work > £50k and a change in legislation from 1st March 2021 effecting new build flats. Staff costs were lower than normal due to secondments & vacancies; recruitment to the vacant positions was delayed during the pandemic but has now started to deal with increasing workload.</p>										
Year	Percentage																				
2017/18	184.07%																				
2018/19	140.13%																				
2019/20	139.8%																				
2020/21	202.85%																				

Grounds Maintenance and Domestic Waste & Street Cleansing Annual Performance Report 2020/21

Customer

Performance	Progress																
<p>Domestic Waste & Street Cleansing Stage 1 & 2 Complaints</p> <table border="1"> <caption>Domestic Waste & Street Cleansing Stage 1 & 2 Complaints</caption> <thead> <tr> <th>Year</th> <th>Stage 1 Complaints actioned < 5 days</th> <th>Stage 2 Complaints actioned < 20 days</th> </tr> </thead> <tbody> <tr> <td>2017/18</td> <td>93%</td> <td>100%</td> </tr> <tr> <td>2018/19</td> <td>88%</td> <td>94%</td> </tr> <tr> <td>2019/20</td> <td>89%</td> <td>95%</td> </tr> <tr> <td>2020/21</td> <td>95%</td> <td>96%</td> </tr> </tbody> </table> <p>■ DW&SC Stage 1 Complaints actioned < 5 days ■ DW&SC Stage 2 Complaints actioned < 20 days</p>	Year	Stage 1 Complaints actioned < 5 days	Stage 2 Complaints actioned < 20 days	2017/18	93%	100%	2018/19	88%	94%	2019/20	89%	95%	2020/21	95%	96%	<p>Performance levels exceed the target for dealing with complaints.</p>	
Year	Stage 1 Complaints actioned < 5 days	Stage 2 Complaints actioned < 20 days															
2017/18	93%	100%															
2018/19	88%	94%															
2019/20	89%	95%															
2020/21	95%	96%															
<p>Grounds Maintenance Stage 1 & 2 Complaints</p> <table border="1"> <caption>Grounds Maintenance Stage 1 & 2 Complaints</caption> <thead> <tr> <th>Year</th> <th>Stage 1 Complaints actioned < 5 days</th> <th>Stage 2 Complaints actioned < 20 days</th> </tr> </thead> <tbody> <tr> <td>2017/18</td> <td>84%</td> <td>100%</td> </tr> <tr> <td>2018/19</td> <td>88%</td> <td>100%</td> </tr> <tr> <td>2019/20</td> <td>79%</td> <td>100%</td> </tr> <tr> <td>2020/21</td> <td>89%</td> <td>100%</td> </tr> </tbody> </table> <p>■ Grounds Maintenance Stage 1 Complaints actioned < 5 days ■ Grounds Maintenance Stage 2 Complaints actioned < 20 days</p>	Year	Stage 1 Complaints actioned < 5 days	Stage 2 Complaints actioned < 20 days	2017/18	84%	100%	2018/19	88%	100%	2019/20	79%	100%	2020/21	89%	100%	<p>Performance in dealing with stage 1 complaints is improving and stage 2 complaints were all actioned on time.</p>	
Year	Stage 1 Complaints actioned < 5 days	Stage 2 Complaints actioned < 20 days															
2017/18	84%	100%															
2018/19	88%	100%															
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Year	Fife (LGBF)	Top Quartile	Scotland														
2017/18	87.7%	88.67%	85.67%														
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Grounds Maintenance and Domestic Waste & Street Cleansing Annual Performance Report 2020/21

Performance	Progress																
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Year	Fife (LGBF)	Scotland	Top Quartile														
2017/18	95.08%	92.2%	95.08%														
2018/19	94.8%	92.8%	94.9%														
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Year	Fife (LGBF)	Scotland	Top Quartile														
2017/18	81.33%	78.67%	85%														
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Year	Fife (LGBF)	Scotland	Top Quartile														
2017/18	79%	69.67%	75.33%														
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People

Performance	Progress																				
<p>GMDW Average Working days lost per FTE</p> <table border="1"> <caption>GMDW Average Working days lost per FTE</caption> <thead> <tr> <th>Year</th> <th>Fife Council</th> <th>Parks, Streets and Open Spaces</th> <th>Waste Operations</th> </tr> </thead> <tbody> <tr> <td>2017/18</td> <td>11.78</td> <td>13.39</td> <td>25.28</td> </tr> <tr> <td>2018/19</td> <td>11.59</td> <td>15.05</td> <td>19.38</td> </tr> <tr> <td>2019/20</td> <td>12.06</td> <td>17.15</td> <td>21.18</td> </tr> <tr> <td>2020/21</td> <td>10.21</td> <td>7.78</td> <td>25.78</td> </tr> </tbody> </table> <p>● Fife Council - Average Working Days Lost per FTE ● Parks, Streets and Open Spaces - Average WDL per FTE ● Waste Operations - Average WDL per FTE</p>	Year	Fife Council	Parks, Streets and Open Spaces	Waste Operations	2017/18	11.78	13.39	25.28	2018/19	11.59	15.05	19.38	2019/20	12.06	17.15	21.18	2020/21	10.21	7.78	25.78	<p>The increase in absence figures in Waste Operations and the decrease in these in PSOS would seem to be consistent with the split with grounds maintenance and street cleansing from PSOS and subsequent shift in manpower to Waste Operations.</p> <p>Trying to gauge absence rates etc during a global pandemic may not be a fair reflection this year on manpower. Not only is there Covid absences but also an increase in stress related absence due to the high levels of uncertainty and stress in the workplace that Covid 19 has caused.</p>
Year	Fife Council	Parks, Streets and Open Spaces	Waste Operations																		
2017/18	11.78	13.39	25.28																		
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Year	Fife Council	Parks, Streets and Open Spaces	Waste Operations																		
2017/18	7.75	8.75	17.13																		
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Year	Fife Council	Parks, Streets and Open Spaces	Waste Operations																		
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Year	Fife Council Workforce who are Female (%)	Grounds Maintenance Workforce who are Female (%)	Domestic Waste & Street Cleansing Workforce who are Female (%)														
2018/19	72.4%	2.3%	0.5%														
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Year	Fife Council Workforce who are Full-time (%)	Grounds Maintenance Workforce who are Full-time (%)	Domestic Waste & Street Cleansing Workforce who are Full-time (%)														
2018/19	72.4%	97.2%	89.1%														
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Year	Fife Council Workforce who are Permanent Employees (%)	Grounds Maintenance Workforce who are Permanent Employees (%)	Domestic Waste & Street Cleansing Workforce who are Permanent Employees (%)														
2018/19	82.2%	96.9%	93.9%														
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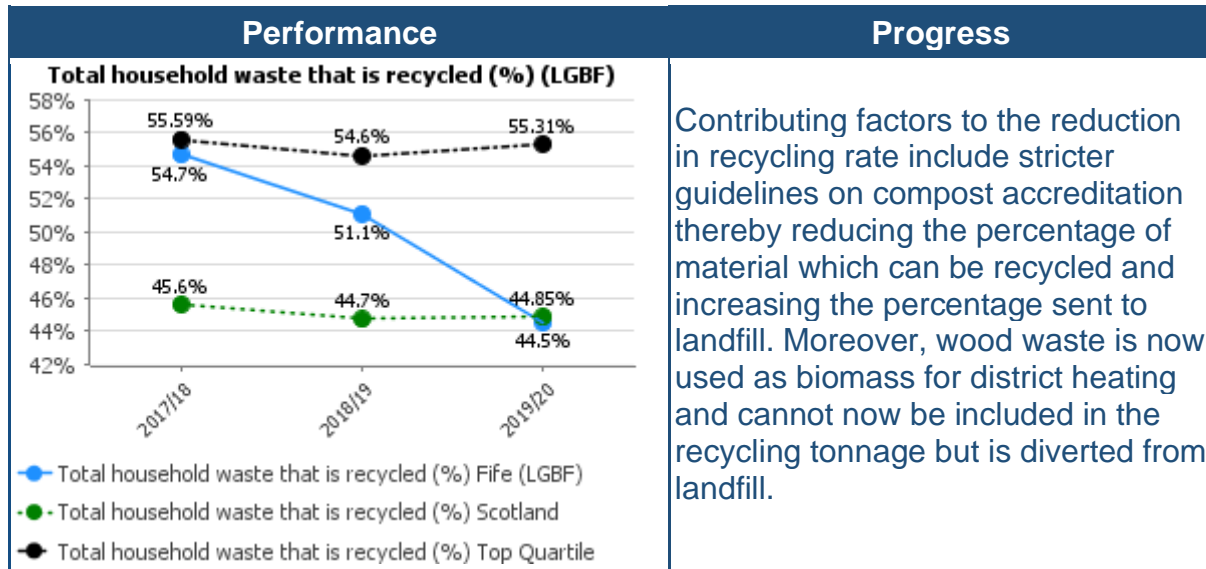
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Year	Fife Council (%)	Grounds Maintenance (%)	Domestic Waste & Street Cleansing (%)														
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Year	Fife Council (%)	Grounds Maintenance (%)	Domestic Waste & Street Cleansing (%)														
2018/19	12.2%	8.5%	12.1%														
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<p>GMDW Employees aged 55 and over (%)</p> <table border="1"> <thead> <tr> <th>Year</th> <th>Fife Council (%)</th> <th>Grounds Maintenance (%)</th> <th>Domestic Waste & Street Cleansing (%)</th> </tr> </thead> <tbody> <tr> <td>2018/19</td> <td>25.6%</td> <td>32.9%</td> <td>23.8%</td> </tr> <tr> <td>2019/20</td> <td>26.3%</td> <td>34.1%</td> <td>27.4%</td> </tr> <tr> <td>2020/21</td> <td>26.4%</td> <td>22.9%</td> <td>37.6%</td> </tr> </tbody> </table> <p> ■ Fife Council Employees aged 55 and over (%) ■ Grounds Maintenance Employees aged 55 and over (%) ■ Domestic Waste & Street Cleansing Employees aged 55 and over (%) </p>	Year	Fife Council (%)	Grounds Maintenance (%)	Domestic Waste & Street Cleansing (%)	2018/19	25.6%	32.9%	23.8%	2019/20	26.3%	34.1%	27.4%	2020/21	26.4%	22.9%	37.6%	
Year	Fife Council (%)	Grounds Maintenance (%)	Domestic Waste & Street Cleansing (%)														
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Year	Fife Council (FTEs)	Grounds Maintenance (FTEs)	Domestic Waste & Street Cleansing (FTEs)														
2018/19	73	7	0														
2019/20	44	0	0														
2020/21	53	18	3														
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Year	Fife Council	Grounds Maintenance	Domestic Waste & Street Cleansing														
2018/19	25	4	0														
2019/20	57	4	0														
2020/21	14	2	0														
<p>GMDW Number of WYI Programme New Starts</p> <table border="1"> <caption>GMDW Number of WYI Programme New Starts</caption> <thead> <tr> <th>Year</th> <th>Fife Council</th> <th>Grounds Maintenance</th> <th>Domestic Waste & Street Cleansing</th> </tr> </thead> <tbody> <tr> <td>2018/19</td> <td>51</td> <td>2</td> <td>0</td> </tr> <tr> <td>2019/20</td> <td>24</td> <td>1</td> <td>0</td> </tr> <tr> <td>2020/21</td> <td>11</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p> ■ Fife Council Number of WYI Programme new starts ■ Grounds Maintenance Number of WYI Programme new starts ■ Domestic Waste & Street Cleansing Number of WYI Programme new starts </p>	Year	Fife Council	Grounds Maintenance	Domestic Waste & Street Cleansing	2018/19	51	2	0	2019/20	24	1	0	2020/21	11	0	0	<p>Grounds Maintenance were unsuccessful with their bids.</p>
Year	Fife Council	Grounds Maintenance	Domestic Waste & Street Cleansing														
2018/19	51	2	0														
2019/20	24	1	0														
2020/21	11	0	0														

Key Business Delivery



Financial

Performance	Progress																
<p>Cost of parks and open spaces per 1,000 population (£) (LGBF)</p> <table border="1"> <thead> <tr> <th>Year</th> <th>Fife (LGBF)</th> <th>Top Quartile</th> <th>Scotland</th> </tr> </thead> <tbody> <tr> <td>2017/18</td> <td>£22,053.79</td> <td>£13,955.3</td> <td>£19,811.79</td> </tr> <tr> <td>2018/19</td> <td>£20,123.15</td> <td>£13,540.86</td> <td>£20,139.11</td> </tr> <tr> <td>2019/20</td> <td>£23,853.68</td> <td>£15,401.4</td> <td>£20,111.93</td> </tr> </tbody> </table> <p> ● Parks & Open Spaces cost per 1,000 population Fife (LGBF) ● Parks & Open Spaces cost per 1,000 population Top Quartile ● Parks & Open Spaces cost per 1,000 population Scotland </p>	Year	Fife (LGBF)	Top Quartile	Scotland	2017/18	£22,053.79	£13,955.3	£19,811.79	2018/19	£20,123.15	£13,540.86	£20,139.11	2019/20	£23,853.68	£15,401.4	£20,111.93	<p>The graph is misleading in that the figure for 2018/19 is lower than would be normal as it includes significant income from a property transaction in relation to Kinkell Braes Caravan Park.</p> <p>The cost of parks remains higher than the Scotland average although satisfaction levels are also higher in Fife.</p>
Year	Fife (LGBF)	Top Quartile	Scotland														
2017/18	£22,053.79	£13,955.3	£19,811.79														
2018/19	£20,123.15	£13,540.86	£20,139.11														
2019/20	£23,853.68	£15,401.4	£20,111.93														
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Year	Fife (LGBF)	Top Quartile	Scotland														
2017/18	£50.28	£52.86	£65.97														
2018/19	£51.01	£54.22	£67.21														
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<p>Net waste disposal cost per premises (£) (LGBF)</p> <table border="1"> <thead> <tr> <th>Year</th> <th>Fife (LGBF)</th> <th>Top Quartile</th> <th>Scotland</th> </tr> </thead> <tbody> <tr> <td>2017/18</td> <td>£71.6</td> <td>£85.01</td> <td>£101.39</td> </tr> <tr> <td>2018/19</td> <td>£80.42</td> <td>£84.97</td> <td>£97.37</td> </tr> <tr> <td>2019/20</td> <td>£78.48</td> <td>£80.33</td> <td>£98.76</td> </tr> </tbody> </table> <p> ● Net waste disposal cost per premises (£) Fife (LGBF) ● Net waste disposal cost per premises (£) Scotland ● Net waste disposal cost per premises (£) Top Quartile </p>	Year	Fife (LGBF)	Top Quartile	Scotland	2017/18	£71.6	£85.01	£101.39	2018/19	£80.42	£84.97	£97.37	2019/20	£78.48	£80.33	£98.76	<p>Disposal costs continue within top quartile performance.</p>
Year	Fife (LGBF)	Top Quartile	Scotland														
2017/18	£71.6	£85.01	£101.39														
2018/19	£80.42	£84.97	£97.37														
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Grounds Maintenance and Domestic Waste & Street Cleansing Annual Performance Report 2020/21

Performance	Progress																
<p>Net Cost of Street Cleaning per 1,000 population (£) (LGBF)</p> <table border="1"> <thead> <tr> <th>Year</th> <th>Fife (LGBF)</th> <th>Scotland</th> <th>Top Quartile</th> </tr> </thead> <tbody> <tr> <td>2017/18</td> <td>£10,164.25</td> <td>£15,451.81</td> <td>£10,544.65</td> </tr> <tr> <td>2018/19</td> <td>£8,668.76</td> <td>£14,840.48</td> <td>£9,074.53</td> </tr> <tr> <td>2019/20</td> <td>£7,697.23</td> <td>£15,230.15</td> <td>£9,119.97</td> </tr> </tbody> </table> <p> ● Cost of street cleaning per 1,000 population (£) Fife (LGBF) ● Cost of street cleaning per 1,000 population (£) Scotland ● Cost of street cleaning per 1,000 population (£) Top Quartile </p>	Year	Fife (LGBF)	Scotland	Top Quartile	2017/18	£10,164.25	£15,451.81	£10,544.65	2018/19	£8,668.76	£14,840.48	£9,074.53	2019/20	£7,697.23	£15,230.15	£9,119.97	<p>Street cleansing costs remain within the top quartile.</p>
Year	Fife (LGBF)	Scotland	Top Quartile														
2017/18	£10,164.25	£15,451.81	£10,544.65														
2018/19	£8,668.76	£14,840.48	£9,074.53														
2019/20	£7,697.23	£15,230.15	£9,119.97														

Environmental service requests and complaints information

Service Request/ Corporate Complaint	Service	Corp	Service	Corp	Service	Corp	Service	Corp	Service	Corp	Commentary
	2016/17		2017/18		2018/19		2019/20		2020/21		
Pollution	448	0	367	0	407	0	372	0	460	1	Increase in service requests in 2020/21 mainly associated with bonfire complaints - evidence to suggest working from home and increased gardening activities
Communicable Disease (Food/Water borne)	155	N/A	109	N/A	146	N/A	129	N/A	44	N/A	Large reduction in reported cases of communicable disease – may be attributed to increased hygiene practices during the pandemic.
Domestic Noise including dog barking	2695	4	2464	8	2482	4	2252	6	1717	5	
Commercial and other noise	232	246	244	N/A	300	N/A	275	N/A	290	N/A	
Other public nuisances	170	N/A	191	N/A	216	N/A	206	N/A	80	N/A	Considerable reduction in public nuisance service requests mainly due to lower complaints about bird nuisance
Abandoned Vehicles	578	N/A	1421	N/A	1536	N/A	2164	N/A	1017	N/A	
Illegal Dumping	3134	N/A	3282	N/A	4405	N/A	4346	N/A	4079	N/A	
Complaints about gardens	784	N/A	663	N/A	782	N/A	952	N/A	778	N/A	
Food Safety & Hygiene	789	1	735	1	861	3	715	1	1042	0	Slight increase in service requests associated with food premises. May be linked to proactive food inspection programme being stopped.

Environmental service requests and complaints information

Service Request/ Corporate Complaint	Service	Corp	Service	Corp	Service	Corp	Service	Corp	Service	Corp	Commentary
Health & Safety	337	N/A	318	N/A	275	N/A	244	N/A	1026	N/A	Large increase in 2020/21 service requests - these mainly relate to COVID related concerns
Trading Standards Consumer Service Request	1,400	0	1,356	1	2,890	1	1,790	0	1,743	0	
Trading Standards Business Service Request	231	N/A	214	N/A	433	N/A	518	N/A	441	N/A	
Trusted Trader Service Requests	350	N/A	259	N/A	64	N/A	63	N/A	98	N/A	
Dangerous and defective buildings reports	223	N/A	283	N/A	257	N/A	224	N/A	132	N/A	Large reductions in 2020/21 service requests - these can often be affected by weather, however, impacts of COVID cannot be discounted e.g., people spending money on building repairs
Private sector housing enquiries	422	N/A	398	N/A	284	N/A	286	N/A	85	N/A	Large reductions in 2020/21 service requests - these can often be affected by weather, however, impacts of COVID cannot be discounted e.g., people spending money on building repairs
Dog Fouling	1,123	N/A	1,112	N/A	1,080	N/A	1,143	N/A	661	N/A	
Signs for Dog Fouling	0	N/A	0	N/A	96	N/A	107	N/A	78	N/A	
Birds including seagulls	104	4	122	3	135	1	160	7	58	4	
Animal Welfare	11	N/A	9	N/A	12	N/A	15	N/A	9	N/A	

Environmental service requests and complaints information

Service Request/ Corporate Complaint	Service	Corp	Service	Corp	Service	Corp	Service	Corp	Service	Corp	Commentary
Recycling Centres	N/A	5	26	5	61	22	29	12	6	32	
Recycling Points	N/A	N/A	177	3	292	4	119	2	150	4	Service requests decreasing as cleaning schedules improve.
Missed bins	7,963	148	10,827	185	9,875	173	9,860	170	11,520	466	Increase in March 2018 led to an increase in missed bins in 2017/18. The beast from the east 2 in February 2021 led to an increase in missed bins. As at 31/03/21 there were 1,275,422 bins serviced in Fife. This equates to 0.090% missed bins.
Bulky Collections	147		244		301		425		1,293		Software problem led to error in bulk uplift sheets not being printed in July 2020.
Street Cleansing;	1,928	3	1,788	1	1,408	5	1,470	4	982	2	Service requests are reducing as standards are recovered with new operating model.
Grounds Maintenance	683	30	998	37	1,805	35	1,732	32	982	57	Service requests are reducing as standards are recovered with new operating model.
Flood Prevention.	332	6	540	6	478	5	1,651	26	1,254	30	

- Note where N/A indicated in table it has not been possible to break down formal complaints to the level of detail supplied for Service requests as numbers extremely low.

**PROTECTIVE SERVICES, PARKS, STREETS & OPEN SPACES AND WASTE OPERATIONS – WORKFORCE PROFILE
2020/21 FINANCIAL YEAR (01 APRIL 2020-MARCH 2021)**

Service	Budgeted FTE April 2018	Budgeted FTE April 2019	Budgeted FTE April 2020	Budgeted FTE April 2021	Difference in FTE 2020-2021
Protective Services Management	1	1	1	1	0
Protective Services	106.99	104.82	104.51	112.04	7.53
ATE Management	1	1	1	1	0
Grounds Maintenance	447.57	455.73	446.21	248.72	-197.49
Domestic Waste & Street Cleansing	226.77	226.77	226.77	382.75	155.98
Total	783.33	789.32	779.49	745.51	-33.98

Note: the increase in Domestic Waste & Street Cleansing and the decrease in Grounds Maintenance is due to a re-structuring of the business units.

Agenda Item No. 19

Environment & Protective Services Sub-Committee

Forward Work Programme as of 26/08/2021 1/2

Environment & Protective Services Committee of 18 November 2021			
Title	Service(s)	Contact(s)	Comments
Scotland's Proposed Deposit Return Scheme (Including Recycling Points Review)	Enterprise and Environment	Ross Spalding	
Environmental Vandalism Strategy	Housing Services, Environment & Building Operations, Protective Services	Mark Mccall	
Mossmorran & Braefoot Bay Community and Safety Committee - Updated and Revised Governance Documents	Enterprise and Environment	Nigel Kerr	
Mossmorran & Braefoot Bay Community and Safety Committee - Annual Report	Enterprise and Environment	Nigel Kerr	
Illegal Puppy Farming	Assets, Transportation and Environment	Nigel Kerr	
Public Bodies (Climate Change) Duties Reporting 2020-21 (Inc. Carbon Management Plan and Climate Fife Report)		Ross Spalding	
2021/22 Revenue Monitoring Projected Outturn	Finance and Corporate Services	Ashleigh Allan, Barry Collie	
2021/22 Capital Monitoring Projected Outturn	Finance and Corporate Services	Ashleigh Allan, Barry Collie	
Kinnesburn, St Andrews Flood Study Update	Assets, Transportation and Environment	Ross Speirs	
Update on Reduction of Single-Use Plastics	Economy, Planning and Employability	Ross Spalding	

Agenda Item No. 19**Environment & Protective Services Sub-Committee****Forward Work Programme as of 26/08/2021 2/2**

Environment & Protective Services Committee of 10 February 2022			
Title	Service(s)	Contact(s)	Comments
Private Garden Care Scheme Update	Assets, Transportation and Environment	John Rodigan	
2021/22 Capital Monitoring Projected Outturn	Finance and Corporate Services	Ashleigh Allan, Barry Collie	
2021/22 Revenue Monitoring Projected Outturn	Finance and Corporate Services	Ashleigh Allan, Barry Collie	
SFRS 6 Monthly Report	Scottish Fire & Rescue Service	Mark Bryce	

Unallocated			
Title	Service(s)	Contact(s)	Comments
Decomissioning Submarines	Enterprise and Environment	Nigel Kerr	Briefing note to be issued.
Fife Council Biodiversity Duty Report 2018-2020	Enterprise and Environment	Johanna Willi	3-yearly report, last reported 3/12/20. Next due 2023.