

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

Tuesday, 30th November, 2021 - 9.30 a.m.

AGENDA

Page Nos.

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST**

In terms of Section 5 of the Code of Conduct, members of the Committee are asked to declare any interest in particular items on the agenda and the nature of the interest(s) at this stage.
3. **MINUTE** – Minute of the meeting of City of Dunfermline Area Committee of 5th October, 2021. 3 - 5
4. **DUNFERMLINE TOWN CENTRE UPDATE** – Joint report by the Head of Communities & Neighbourhoods and the Head of Business & Employability. 6 - 13
5. **PRESENTATION - DEVELOPMENT OF THE GAP SITE ON DUNFERMLINE'S HIGH STREET**
6. **CIVIC HONOURS COMPETITION TO CELEBRATE HER MAJESTY THE QUEEN'S PLATINUM JUBILEE IN 2022** – Report by the Head of Communities & Neighbourhoods. 14 - 16
7. **PROPOSED WAITING PROHIBITION - LAPWING DRIVE, DUNFERMLINE** – Report by the Head of Assets, Transportation and Environment. 17 - 20
8. **CRIMINAL JUSTICE COMMUNITY PAYBACK ANNUAL PERFORMANCE REPORT** – Report by the Head of Education & Children's Services (Children & Families & Criminal Justice). 21 - 37
9. **SUICIDE PREVENTION STRATEGY/DEATH BY DESPAIR UPDATE** – Report by the Head of Communities & Neighbourhoods. 38 - 42
10. **LOCAL COMMUNITY PLANNING AREA BUDGET REQUEST - HYPER CLUB, DUNFERMLINE** – Report by the Head of Communities & Neighbourhoods. 43 - 54
11. **CITY OF DUNFERMLINE AREA COMMITTEE FORWARD WORK PROGRAMME** 55 - 56

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.

Head of Legal and Democratic Services
Finance and Corporate Services

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23 November, 2021

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2021 CODAC 107

THE FIFE COUNCIL - CITY OF DUNFERMLINE AREA COMMITTEE – REMOTE MEETING

5th October, 2021

9.30 a.m. – 10.30 a.m.

PRESENT: Councillors Helen Law (Convener), James Calder, Ian Ferguson, Derek Glen, Garry Haldane, Ross Paterson, David J Ross and Fay Sinclair.

ATTENDING: Andrew Gallacher, Community Manager - City of Dunfermline, Communities and Neighbourhoods; Eleanor Hodgson, Accountant, Finance; Emma Whyte, Committee Officer, Legal & Democratic Services

ALSO ATTENDING: Alan Caldwell, Caldwell Associates.

APOLOGIES FOR ABSENCE: Councillors Gavin Ellis and Jean Hall Muir.

273. DECLARATIONS OF INTEREST

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

274. MINUTES

The Committee considered:-

- (a) Minute of meeting of City of Dunfermline Area Committee of 24th August, 2021.

Decision

The Committee agreed to approve the minute.

- (b) Minutes of the meetings of West Fife Area Common Good Sub-Committee of 24th April and 16th June, 2021.

Decision

The Committee agreed to approve the minutes.

275. COMMON GOOD ANNUAL REPORT 2020/21

The Committee considered a report by the Executive Director (Finance and Corporate Services) which advised members of the current status of the Common Good/

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Good Funds in the area and relevant fund activities over the financial year 2020/2021.

Decision

The Committee noted the information contained in the relevant Appendices for the various Common Good funds.

276. SETTLEMENT TRUST - ANNUAL UPDATE ON EXPENDITURE AND FUNDS HELD – 2020/21

The Committee considered a report by the Head of Communities and Neighbourhoods Service advising members on the position of the expenditure relating to the Settlement Trusts in their area. The report also provided a Fife-wide statement of funds held in both capital and revenue accounts as at April, 2021.

Decision

The Committee:-

- (1) noted the expenditure statement for the financial year 2021/21 as detailed in Appendix 1 of the report;
- (2) noted the funds available at the year end relating to amounts held as interest in revenue accounts and as capital;
- (3) noted the detail of the projects supported by the disbursement of these funds detailed in section 2 of the report; and
- (4) noted the acceptable uses for the funding as detailed in Appendix 2 of the report.

277. PRESENTATION - PLAN 4 FIFE AND THE PEOPLE AND PLACE LEADERSHIP APPROACH

The Committee were provided with a verbal update and presentation of the Plan 4 Fife Update 2021 - 2024 – Recovery and Renewal, which gave details of the four recovery and renewal priorities as we emerged from the pandemic.

Decision

The Committee noted the update.

278. PRESENTATION - A STRATEGIC GREENSPACE REPORT FOR DUNFERMLINE

The Committee were provided with a verbal update on the project commissioned to develop a greenspace benefits strategy for the Dunfermline and surrounding areas. Members were advised that the strategy would be developed over the next/

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next five months in four stages from October through to March, 2022 and that communities and local members would be consulted throughout the process.

Decision

The Committee noted the update.

Councillor Leishman joined the meeting during consideration of the above item.

279. NOTICE OF MOTION

In terms of Standing Order 8.1(1), the following Notice of Motion was submitted:-

Councillor Law, seconded by Councillor Ferguson, moved as follows:-

“Committee calls for a report to be brought by officers to the next Dunfermline area committee with recommendations on the implementation of residents only parking at Foundry Street, Dunfermline and for this report to also include options on what parking measures can also be taken in the neighbouring area of Lady Campbell’s Court. Dunfermline.”

Decision

The Motion was unanimously agreed.

280. PROPERTY TRANSACTIONS

The Committee considered a report by the Head of Assets, Transportation and Environment which advised members of action taken using the List of Officer Powers in relation to property transactions.

Decision

The Committee noted the contents of the report.

281. CITY OF DUNFERMLINE AREA COMMITTEE FORWARD WORK PROGRAMME

Decision

The Committee noted the City of Dunfermline Area Committee forward work programme.

City of Dunfermline – Dunfermline Projects Update

Report by: Paul Vaughan, Head of Communities and Neighbourhood Service, and Gordon Mole, Head of Business and Employability

Wards Affected: 2, 3 and 4

Purpose

To update members on progress of town centre projects and development works and to seek agreement on the finalised design for Dunfermline High Street's Gap Site.

Recommendation(s)

1. To note the contents of this Report and the progress towards and completion of town centre projects.
2. To agree the finalised design proposal for Dunfermline High Street's Gap Site.

Resource Implications

The "Gap Site" project has a funding allocation of £0.5m from the Council's Capital Investment Plan. The design and use of materials will reduce the ongoing revenue costs and will reduce the level of ongoing maintenance. Fife Council Grounds Maintenance Service have been consulted previously and dialogue will continue as the project progresses. The other Dunfermline projects are funded from a combination of the existing Dunfermline Local Area Budget and Town Centres Revenue Budget. Additional funds have been secured to support capital investment from the Scottish Government's Town Centre Capital Fund, the Place-Based Investment Programme Fund and the Towns and BIDs Recovery and Resilience Fund, administered by Scotland's Towns Partnership.

Legal & Risk Implications

There are no known legal or risk implications arising from this report other than the timescales attached to Scottish Government-funded projects.

Impact Assessment

An EqIA is not required because the Report does not propose a change or revision to existing policies and practices. The Fairer Scotland Duty, which came into force on 1st April 2018, requires the Council to require how it can reduce inequalities of outcome caused by socio-economic disadvantage when making strategic decisions. Both the Plan for Fife and the Fife Economic Strategy align with this Duty in their commitment towards achieving thriving places in Fife's key town centres.

Consultation

The Head of Legal and Democratic Services and the Head of Finance have been consulted during the preparation of this Report.

The Gap Site was one of several projects identified through the stakeholder consultation by the Dunfermline Charrette of 2018. It has been reviewed by the Area Convenor and Area Vice-Convenor of this Committee, and by the Local Community Planning Partnership. The Pandemic disrupted progress on all projects, and these are now being developed and delivered.

1.0 Background

- 1.1 The Dunfermline Town Centre Economy Adviser post was created following the closure of the Dunfermline Delivers Business Improvement District (BID) Company and its successor body, “Delivering Dunfermline” Community Interest Company (CIC) during September 2020.
- 1.2 The post is funded by Dunfermline Area Committee and supported by the Communities and Neighbourhood Service and Business and Employability for a period of 24 months, thereafter, to be reviewed.
- 1.3 This post offers a focussed approach to supporting Dunfermline town centre project development and delivery and provides a single point of contact for liaison across local stakeholders.
- 1.4 The postholder started work on 11th January 2021, jointly managed by Business and Employability and Communities and Neighbourhoods Service.
- 1.5 The Dunfermline Charrette conducted during the summer of 2018 has provided a good evidence base to develop and progress several town centre projects in Dunfermline and included stakeholder participation and consultation.

2.0 Dunfermline Projects

2.1 The Maygate Exchange (Enterprise and Cultural Hub)

- 2.1.1 This project, identified during the Dunfermline Charrette of 2018 as a potential enterprise and office hub is nearing completion. The project, funded as part of the Scottish Government’s allocation of £4.35m from its Town Centre Capital Fund (2019 – 2020). A sum of up to £300,000 was approved by the Policy and Coordination Committee, to develop an Enterprise Hub in the vacant Council premises at 11-13 Maygate. The project was later branded as The Maygate Exchange (TME). The capital project has redeveloped the vacant former tourist information centre & temporary public library into managed office workspace, with internal office units and meeting space available to hire.
- 2.1.2 Redevelopment includes hot desk space, double glazing of internal units for added sound proofing, and installing capacity for remotely managed digital access via online booking/ billing of offices/ desks/ meeting rooms. Whilst there will be a part-time staff presence in the building, it will be accessible by electronic keypad, giving the option to make use of an ICT/ online booking/ billing system to control access.
- 2.1.3 Construction work was delayed, due primarily, to the Corona Virus pandemic but also due to delivery delays of materials attributed to the UK’s decision to leave the European Union. This type of construction project is not alone in this respect.

2.1.4 The project was to be initially developed and run by Dunfermline Delivers BID company. However, with the closure of the BID successor company in September 2020, the Council picked up the project. In addition to the delays mentioned at 2.1.3 it has taken additional time to ensure that an approach to complying with the Council's data protection rules, alongside the development of a remote booking and management system could be developed. It has proved particularly difficult to find a suitable company to meet Fife Council's data protection protocols. It is hoped the building will be open for use in January 2022 at the latest. A Revenue budget of £60,000.00 is allocated to this project to help offset some of the operating costs during the first two years of operation.

2.2 **St. Margaret House**

2.2.1 Communities & Neighbourhood Service declared the building surplus to requirements in August 2021. The original Feasibility Study for the building had a preferred use of a boutique hostel but with no funding allocated to redevelopment works. In April 2021, the Council received an allocation of Place-Based Investment Programme funding from the Scottish Government which allowed a Phase 1 allocation of £432,000 towards a revised project for community use. This funding will be used to make the building wind and watertight and address deterioration of some areas of the building following its closure and the subsequent extensive flood damage. The estimated cost to bring the building back into productive use in the current climate is estimated to be at least £3m. Site investigations, including a building condition investigation have been conducted. However, the various reports including a Quantity Surveying Report have yet to be issued.

2.2.2 Discussions are ongoing with the Abbot House SCIO to see how the project could be developed and delivered for community use in the longer term.

2.3. **High Street Closures to improve car-free environment**

2.3.1 Despite restrictions between Noon and 3pm, vehicles continue to abuse the traffic regulations. To stop this abuse and create the traffic-free environment which the regulations were introduced for, a barrier will be installed at the top of Douglas Street. The barrier will be operated during the hours of 12 Noon to 3pm to ensure vehicles cannot enter the High Street during these hours and enable Police Scotland to ensure the regulations can be enforced. Planning consent is currently being sought for the barrier installation.

2.4 **Town Centre Wi-Fi**

2.4.1 Work is ongoing to resurrect the Town Centre Wi-Fi system. It is hoped the system will go live next month.

2.5 **Xmas Lights Switch-On: Sunday 21st November 2021**

2.5.1 This took place on Sunday rather than on the Saturday because Saturdays tend to be busy for businesses anyway. A Sunday event was an opportunity to increase footfall on an otherwise quiet day to give businesses an added boost. The event's focus was to be more family-friendly based by bringing the Cairngorm reindeer and a Santa's sleigh. Discussions about the projected route were worked out with Transportation Services, Events team and Police Scotland. The Rotary Club staged its annual Santa Dash as part of the event and Kingdom FM provided musical entertainment through the afternoon to sustain a festive atmosphere. The High Street, Bridge Street, Douglas Street and Abbot Street were closed to create a

traffic-free environment for the afternoon. Provost Jim Leishman conducted the Countdown for the official Switch On. A great deal of thought was given to staging the event in a Covid-safe way given we remained amid a pandemic.

2.6 **Direct Funding Support to Dunfermline Businesses** – businesses in Dunfermline town centre have benefitted from several funding sources

2.6.1 66 Covid Safety Grant awards (£100 each) were made to small business outlets during July, August and September 2020. This allowed businesses to make Covid adjustments to premises and purchase personal protective equipment (PPE). These were secured by Fife Council from the Towns and BIDS Resilience and Recovery Funds administered by Scotland's Towns Partnership

2.6.2 5 grant awards were made to 4 Dunfermline town centre business/property owners from the Fife Town Centre Building Improvement Grant Programme (2020-21), with a total value of £41,191.00. This is now all committed and was heavily oversubscribed. These were funded from the Scottish Government's Town Centre Capital Fund.

2.6.3 Since April 2021, 3 further grants worth £10,000.00 each were awarded from the Scottish Government's Place Based Investment Programme Funding.

2.7 **Floral Enhancements**

2.7.1 A summer programme of floral enhancements was installed and will continue with a further winter planting programme.

2.8 **High Street Banners and Dunfermline's Promotional films**

2.8.1 As part of the lifting of the lockdowns during the Spring 2021, the High Street banners were updated to offer a simple message to "Enjoy Dunfermline Responsibly" and two films produced to promote the re-opening of Dunfermline town centre. The aim was to remind the public of the wide range of things to do in the area. These films were funded through the Towns and BIDs Resilience and Recovery Funds administered by the Scotland's Towns Partnership..

2.8.2 Both films were shared across multiple social media channels, via businesses as well as Scotland's Towns Partnership. Other towns and Business Improvement Districts across Scotland followed by producing similar films, including BID St Andrews. The films can be viewed using these links:

<https://youtu.be/imuWsl2ZS3Q>

<https://youtu.be/VYExfe-rXYw>

2.9 **dunfermline.com**

2.9.1 This website was gifted to the town and was, until August 2021, used by the Great Places Scheme to promote its projects and activities. When the Great Places Scheme ended in August, the Dunfermline and West Fife Local Tourist Association (DWFLTA) took the lead to update and maintain the website.

2.9.2 The future use of the website is subject to ongoing discussions between DWFLTA, OnFife, Abbot House (owners of the domain name) and Fife Council to move the agenda on this forward. The key decision made by the stakeholders is to make a "destination" website for visitors to Dunfermline and West Fife.

2.10 Scotland Loves Local Fife Card

- 2.10.1 Fife Council agreed to support the SLL gift card programme promoted by the Scottish Government and by CoSLA. The initial launch took place in early September through the local media and social media with the support of Cllrs Craik and Law and local business owner, Aileen Wright (Sew Yarn Crafty). Over 30 businesses were emailed to register onto the scheme while the Pub Watch Association, the Dunfermline & West Fife Local Tourist Association (DWFLTA) & Kingsgate Shopping Centre were encouraged to share the details with their respective member businesses. Over 50 businesses are now registered.
- 2.10.2 The formal launch to the public will take place in November to encourage them to support their local businesses and for corporate businesses to offer the SLL Fife Card as a reward to their employees.
- 2.10.3 The Scottish Government's Scotland Loves Local TV campaign went live on Tuesday 26th October and will run across ITV, SKY and Borders TV. The advertising will run for five weeks, across a range of high-profile slots including Emmerdale, lunchtime and evening news, Saturday night entertainment, and across the on-demand streaming on the Sky network. The advert links to the Scotland Loves Local campaign and will sharpen the messaging to choose local; encouraging all those who live in Scotland to think local, choose and spend local first.
- 2.10.4 During the weekend of 30th/31st October, the advert will update to show the Scotland Loves Local Gift Card the "buy now" stage of the card. Tom Arthur MSP announced the Love Local Gift Card in Parliament on Tuesday 26th October, and the website is live now and highlights the purchasing of the cards here on this link www.scotlandgiftslocal.com. It is easy to navigate and to use: choose a gift card for a region of Scotland and load it with a value of your choice, and the recipient can see where they can spend their gift card on the region's directory page.
- 2.11 **Ongoing liaison with external organisations and stakeholders has continued, including:**
- Dunfermline and West Fife Local Tourist Association (DWFLTA): the LTA has various business members and we have discussed with them the Dunfermline.com website possibilities and the Scotland Loves Local campaign.
 - Pittencrieff Park Ambitions Group: the Carnegie Dunfermline Trust had a successful public consultation exercise in August 2021 with plenty of public engagement and are looking to implement some of the suggestions in discussion with Fife Council.
 - Cruise Forth: the Cruise ship industry is very gradually getting back on its feet and Dunfermline should fare better and benefit for the 2022 season.
 - Dunfermline Heritage Partnership: updates on the Council's work are provided at regular meetings of this forum, by the City of Dunfermline Area Community Manager and the Town Centre Economic Adviser.

3.0 Development of Gap Site, High Street

- 3.1 The former Co-Op retail premises was demolished over 30 years ago and has lain as an open site used by the local community as a green space for the past 20 years.

This “Gap Site” has been marketed as a development site but with little genuine commercial interest.

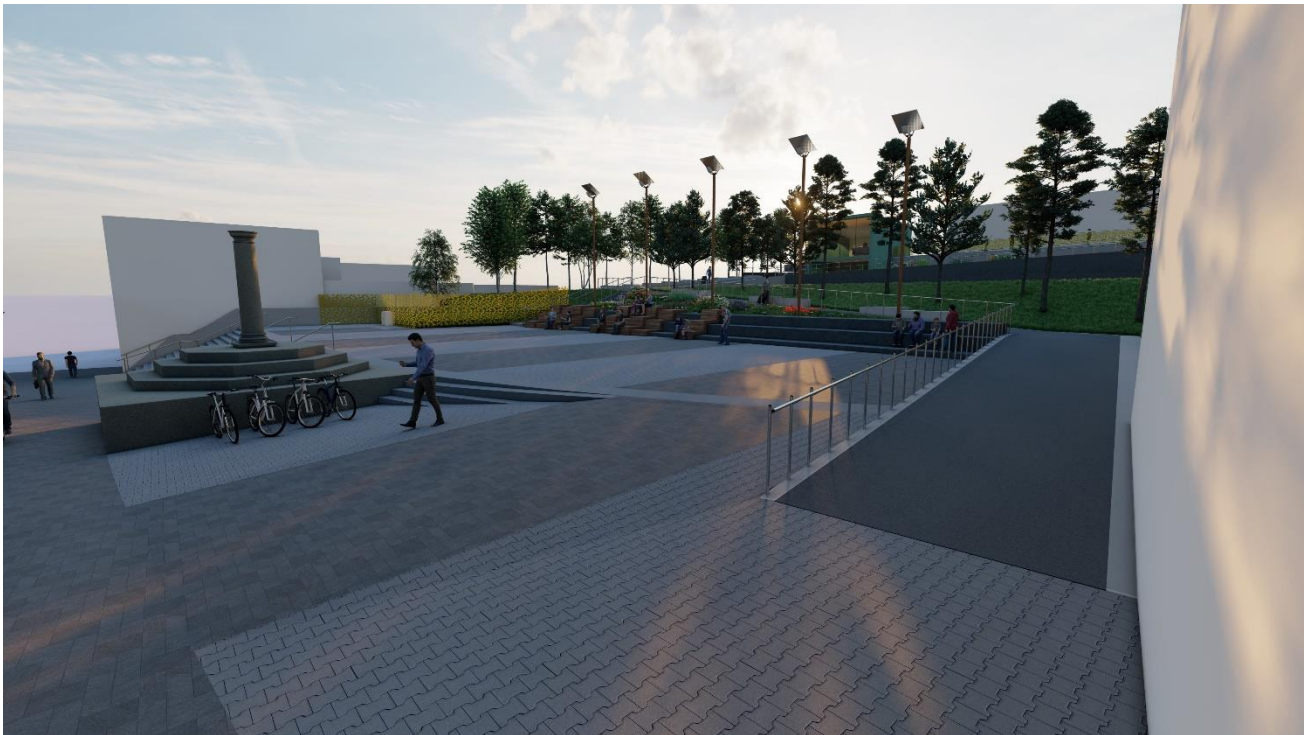
- 3.2 The Local community Planning Partnership tasked a Working Group to look at options for creating more formal public space on the site following the Dunfermline Charrette of 2018 and, following the Council’s Budget setting process of February 2021, an initial sum of £0.5m was allocated from the Council’s Capital Programme.
- 3.3 Iglu Studio was commissioned in July 2021 to develop options for the use of the site to formalise the space for recreation and events and make it an attractive area for the community to use rather than a transitory area for people to walk from the bus station to the High Street and vice versa. The key considerations were to create a recreational open space that would also allow the staging of events such as farmers’ markets, a community/enterprise hub, and offer a better connection with Bruce Street and the bus station and to provide storage for bins which currently clutter the High Street. In consultation with the Area Convenor and Vice-Convenor, Iglu Studio were also asked to re-site the Mercat Cross from its current High Street location once it has been returned from its refurbishment.
- 3.4 The design option represented a “once-in-a-generation” opportunity to develop a coherent and exciting set of proposals. In order to develop financially realistic proposals in line with the initial budget of £0.5m, detailed assessments were made of the site such as topographical survey, site investigation work, underground drainage survey as well as civil engineering and cost control advice. The design proposals therefore have the benefit of a full and proper assessment of the site’s physical constraints and not become a series of “wish list” items which could not be delivered.
- 3.5 Both the Area Convenor and Vice-Convenor have had an active role in the development of the Option which was also presented to the Local Community Planning Partnership on 5th November 2021. Plans and Visualisations of the final Option are included in the Appendix to this Report.
- 3.6 Iglu Studio’s Paul Morsley will present the option to the Committee as part of this item. However, the key proposed changes to the site are that it will be divided into two separate but connected spaces with the Bus Station access path circling around the periphery rather than taking up valuable space with the current zig-zag arrangement. The proposed new path will also be Disability Discrimination-compliant allowing access to all sectors of the community. The lower tier of the site would be used to facilitate events, include an area for bin storage, and also proposed to accommodate the relocated Mercat Cross while the upper tier would be a more informal, grassed open space which would have a more direct link into the rear of Bruce Street. The proposal also positions a community hub at Queen Anne Street level which is likely to be part of a Phase 2 of works.

List of Appendices:

1. Dunfermline Gap Site Plan and Visualisation

Report Contact

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30th November 2021

Agenda Item No. 6

Civic Honours competition to celebrate Her Majesty The Queen's Platinum Jubilee in 2022.

Report by: Paul Vaughan, Head of Communities and Neighbourhoods

Wards Affected: 2, 3 and 4

Purpose

This report is to provide committee with information on the Civic Honours competition that has been launched across the UK to celebrate Her Majesty The Queen's Platinum Jubilee in 2022.

Recommendation(s)

Members are asked to -

- Note a Civic Honours competition has been launched across the UK.
- Support the submission of a bid from the Dunfermline area.
- Delegate final sign off to the Head of Communities and Neighbourhoods prior to the submission deadline.

Resource Implications

Any resource implications and expenditure arising from the process is contained within the appropriate service budget.

Legal & Risk Implications

There are no legal or risk implications arising from the process.

Impact Assessment

An EqlA is not required and is not necessary for the following reasons: the items in this report do not propose a change or revision to existing policies and practices.

Consultation

Consultation has taken place with officers and elected members from across the council and within the local areas as appropriate.

1.0 Background

- 1.1 Her Majesty The Queen has agreed for a competition to be held to grant the civic honour of 'city status' to a select number of towns in the United Kingdom.
- 1.2 This will be the first time in 10 years that Her Majesty awards civic honours and the occasion comes as part of celebrations to mark The Queen's Platinum Jubilee.
- 1.3 As part of the government's commitment to levelling up and increasing opportunity across the United Kingdom, local authorities in England, Scotland, Wales and Northern Ireland can enter the competition and make a case for why its area deserves to be granted the honour.
- 1.4 The Civic Honours competition will provide the local authority with the chance to showcase its civic pride, heritage, record of innovation and bring greater prosperity of opportunity to the area.
- 1.5 All valid entries will receive individual consideration on their merits, before recommendations will be made by ministers to Her Majesty The Queen. The number of awards made across the UK, will depend on the strength of the applications received.
- 1.6 The competition will close on 8 December 2021.

2.0 Submission Process

- 2.1 Expression of interest was received from the Dunfermline area to participate.
- 2.2 Work is underway by officers, elected members and the community to prepare a bid for the area.
- 2.3 Entrants are asked to confine their entries to the limits of a standard template provided by the Cabinet Office and include:
 - A summary of the application comprising no more than one A4 page.
 - An introduction comprising no more than eight A4 pages of text, highlighting why the area deserves city status, with particular reference to:
 - Distinct identity;
 - Civic pride;
 - Cultural infrastructure, interesting heritage, history and traditions
 - Vibrant and welcoming community;
 - Record of innovation;
 - Sound governance and administration;
 - Associations with Royalty;
 - Other particularly distinctive features, age, residents or communities who have made widely recognised significant contributions to society and culture.

- A profile of the area, including statistics, to assist understanding of the area and its bid in comparison to the bids of other applicants. The profile should comprise no more than ten A4 pages including numbers and tables and should cover:
 - The resident population of the area;
 - Economic activity, including the number of people who work but do not reside in the area;
 - Information on public green spaces, sport and leisure facilities, and shopping centres;
 - Information on local authority support of any kind for the voluntary sector.
- Up to 50 photographs of permanent features of the area rather than events or people, with brief captions describing what is shown. The emphasis should be on giving a representative and reasonably comprehensive impression of the area and especially the part that constitutes ‘the city centre’.
- One detailed map of the area showing the main tourist, leisure and entertainment sites and green spaces accessible to the public. The main transport routes serving these, with an indication of services’ frequency, should be shown on the detailed map or listed in an accompanying document.

3.0 Bids

- 3.1 Work has been underway since June by officers, the area convenor and vice-convenor, partners and communities to prepare a submission that reflects the history, diversity and future aspirations of the area. The bid is being led by the Community Manager.
- 3.2. Dunfermline is one of the fastest growing towns in Europe. The University of Cambridge’s independent report on Scottish Towns, October 2019 wrote: “Dunfermline experienced the largest population growth of any town in Britain between 2001 and 2011 and is in some ways a model of success. It was also the ancient capital of Scotland for over 400 years, home to Kings and Queens and a revered site of pilgrimage. The Royal Burgh of Dunfermline was founded by Malcolm III shortly after killing his predecessor Macbeth in 1057.

4.0 Conclusions

- 4.1 This report is intended to give members helpful information on the competition including the submission process.

Report Contacts:

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30th November 2021

Agenda Item No. 7

Proposed Waiting Prohibition: Lapwing Drive, Dunfermline

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

Wards Affected: Ward 4 - Dunfermline South

Purpose

The purpose of this report is to allow the Area Committee to consider a proposal for the introduction of waiting prohibition regulations in Lapwing Drive, Dunfermline.

Recommendation(s)

It is recommended, in the interests of road safety, that Committee:

- (1) agrees to the promotion of a Traffic Regulation Order (TRO) to introduce the restrictions as detailed in drawing no. TRO/21/46 with all ancillary procedures; and
- (2) authorises officers to confirm the TRO within a reasonable period unless there are objections.

Resource Implications

The cost to formally promote this TRO and deliver the associated traffic management works will be approximately £5,000 which covers Roads & Transportation Services' and Legal Services' staff costs, advertising and delivery of the new infrastructure. This will be met from approved Service budgets.

Legal & Risk Implications

There are no known legal or risk implications.

Impact Assessment

The general duties section of the impact assessment and the summary form has been completed. No negative impacts have been identified.

Consultation

The local Ward Councillors, Parking Management team, Police Scotland and South Dunfermline Community Council have been advised with two local Ward Councillors expressing their support for the proposal.

Formal consultation required by the Road Traffic Regulation Act 1984 for the TRO process will be carried out through the posting of legal notices in a local newspaper and

on the affected length of roads. In addition, details of the proposed TRO will be made available on www.fife.gov.uk.

1.0 Background

- 1.1 Lapwing Drive is a key urban distributor road providing an essential traffic link in the south-east area of Dunfermline.
- 1.2 In recent years there has been significant housing development on the east side of Lapwing Drive. The properties are set back from Lapwing Drive and have parking provision to the rear, however there are several properties that have their frontages facing onto Lapwing Drive.
- 1.3 On the west side of Lapwing Drive the housing development site known as Dover Heights is currently under construction with many properties now completed and occupied. Similar to the development on the east side of the road these properties are set back from Lapwing Drive and have parking provision to the rear. Several properties have their frontages facing onto Lapwing Drive with more soon to be constructed and occupied.

2.0 Issues and Options

- 2.1 Although there is parking provision provided at the rear of the front facing properties on Lapwing Drive there is continual parking on Lapwing Drive on the west side of the road particularly opposite the McDonald Street junction.
- 2.2 The Traffic Management team have received numerous concerns from residents and conducted several site visits identifying traffic flow and road safety issues. Additionally, obstructive parking is taking place on the shared use footway / cycleway and on the grass verges. Supportive correspondence for this proposal has been collated and attached to this report as a background paper.
- 2.3 Similar parking practices on Lapwing Drive are likely to occur following completion and occupation of the other front facing properties in the Dover Heights development site.
- 2.4 It is therefore proposed to introduce a “No waiting at any time” (double yellow lines) prohibition on Lapwing Drive to encourage drivers to park in the provided parking areas to the rear of the properties. This will maintain the traffic flow of Lapwing Drive and improve road safety at the junctions.
- 2.5 The proposed restriction will still allow loading to take place to these properties.

3.0 Conclusions

- 3.1 It is considered, in the interests of road safety and to maintain traffic flow, that these traffic restrictions be promoted.

List of Appendices

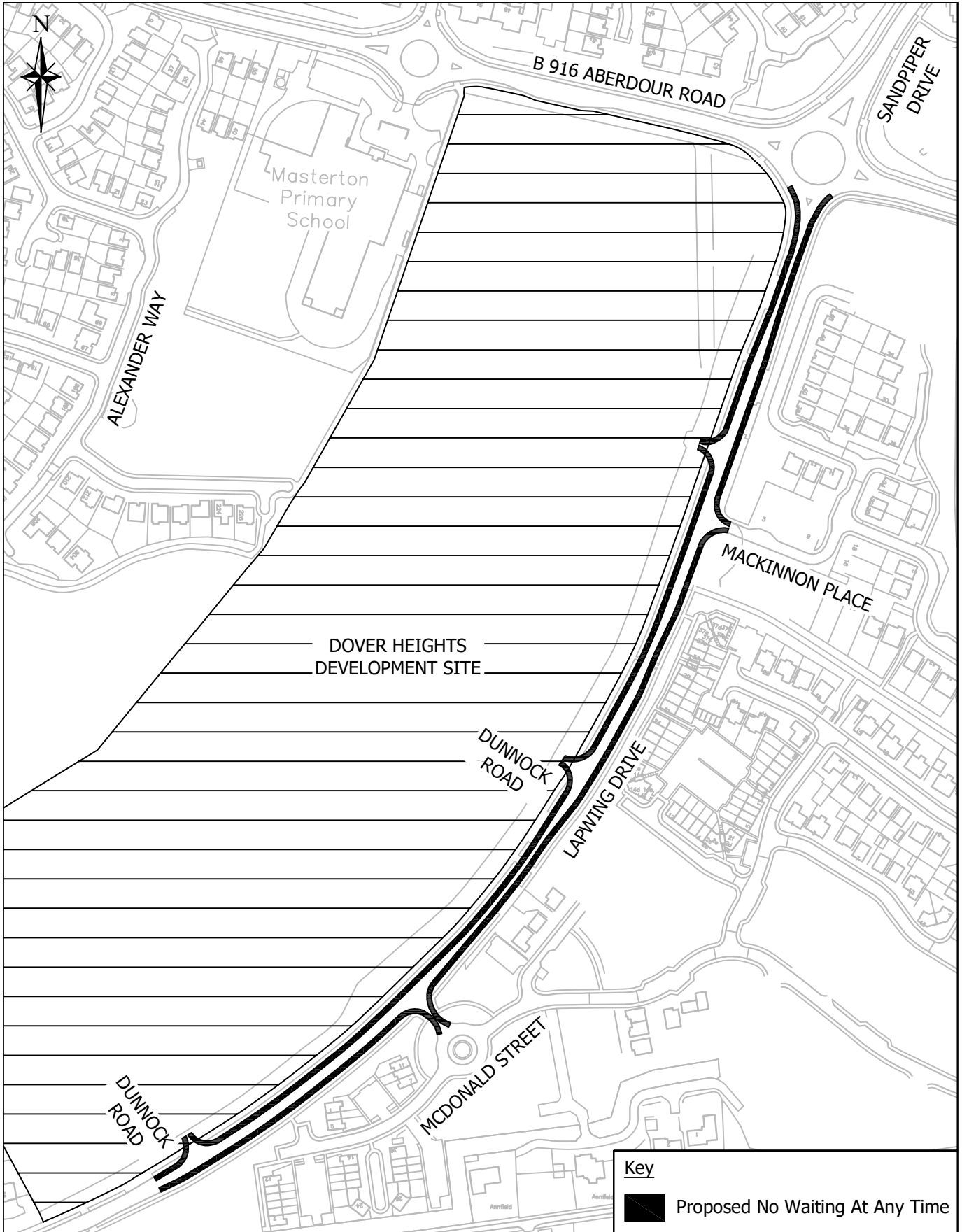
1. Drawing No. TRO/21/46

Background Papers

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

EqIA Summary Sheet
Redacted supportive correspondence from the public

Report Contact
Phil Clarke
Lead Consultant, Traffic Management (South Fife)
Road and Transportation Services
Bankhead Central
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Email: phil.clarke@fife.gov.uk



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| DESIGNED | KJ | DRAWN | KJ | CHECKED | PC | APPROVED | PC | DATE |
|----------|----|-------|----|---------|----|----------|----|----------------|
| | | | | | | | | SEPTEMBER 2021 |



ASSETS,
TRANSPORTATION
and ENVIRONMENT

Proposed Parking Restrictions
Lapwing Drive, Dunfermline

HEAD OF ASSETS, TRANSPORTATION and ENVIRONMENT - KEN GOURLAY

SCALE

NTS

DRAWING No. TRO/21/46

REV. _

30th November, 2021

Agenda Item No. 8

Criminal Justice Social Work Service – Community Payback: Unpaid Work Scheme

Report by: Kathy Henwood, Head of Service (Education and Children’s Services)

Wards Affected: 2, 3 and 4

Purpose

The purpose of this report is to update members on developments within Fife Council Criminal Justice Social Work Service in relation to the work of the Community Payback Unpaid Work Team in the Area Committee wards.

Recommendation(s)

The Committee is asked to: -

- a) consider and comment on the content of the attached report; and
- b) agree that further reports the Unpaid Work Scheme by the Criminal Justice Social Work Service will be brought to this Committee on an annual basis.

Resource Implications

There are no additional resource implications for Fife Council.

Legal & Risk Implications

There are no Legal & Risk implications for Fife Council.

Impact Assessment

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

Consultation

There is no requirement for consultation.

1.0 Background

- 1.1 The purpose of this report is to update members on developments within Fife Council's Criminal Justice Social Work Service in relation to the Community Payback Unpaid Work Scheme. Other statistical information is provided within the report around the broader work of Fife Council Criminal Justice Services. Continuous improvement in the delivery of the Unpaid Work Scheme will assist the Council to meet its key objective of being a top performing Council.

2.0 Funding

- 2.1 The Unpaid Work Team is funded through the Criminal Justice budget. This constitutes consists of around £1,006,404 of which the largest percentage is accounted for under human resource costs. Other areas which the budget covers include vehicle hire, rental of facilities, equipment purchase and maintenance.
- 2.2 Whilst the Unpaid Work Team will provide the tools, transportation and manpower for specific projects, it is the responsibility of the recipients to provide the necessary materials for use.

3.0 Staffing

- 3.1 The Community Payback Unpaid Work Team comprises of a Team Manager, a Senior Social Work Assistant, three Project Officers and fourteen full time Work Supervisors. Our Lead Officer departed post in July 2020 and the post responsibilities have been temporarily covered by our Senior Social Work Assistant. The post has now been advertised and a appointment awaited.

4.0 Legislation

- 4.1. This legislation requires Unpaid Work Orders to be completed within a specific timeframe as outlined below: -

Level One Order - 20 to a maximum of 100 hours can be imposed and should be completed within a 3-month timescale unless otherwise specified by the Sentencer.

Level Two Order - 101 to a maximum of 300 hours can be imposed and should be completed within a 6-month timescale unless otherwise specified by the Sentencer.

4.2 Immediacy/Visibility

One of the key elements of the legislation is to ensure that offenders begin work on Community Payback as soon as possible after sentence. To assist in this, Criminal Justice Service Social Work staff carry out post-sentence interview immediately after the person has appeared at Court. This ensures that unpaid work participants commence the unpaid work requirement of their order within five working days of their appearance at Court.

- 4.3 Fife Council's Criminal Justice Social Work Service has a duty to submit an annual report on the operation of Unpaid Work in Fife to the Scottish Government as required by legislation. Information will include up-to-date figures on the number of Orders imposed and successfully completed Unpaid Work Orders, types of projects undertaken and feedback from participants and recipients of Unpaid Work across Fife.

5.0 Service Delivery

5.1 The Community Payback Unpaid Work Scheme normally would operate Sunday through to Thursday and offers evening shifts three times per week. Sunday working is also available for those participants in employment or with particular care commitments.

With the advent of Covid – 19 work was initially suspended in March 2020 with the staff being redeployed to assist with food aid across Fife. A gradual return to the supervision of clients undertaking orders with reduced capacity was introduced between July and December 2020, before a the full lock down was introduced in January 2021. This meant that between January and April 2021 no Unpaid Work was undertaken but the staff group continued to assist with food delivery and emergency work wherever possible .

During the first period of lockdown government instructed local authorities to extend the period available to complete hours by 12 months and during the second period of lockdown The Scottish Government addressed the backlog issue by seeking to reduce the number of hours that an individual had outstanding by 35%. This was not applied to those who were convicted of serious offences in the following categories:

not imposed either entirely or partially for an offence: -

- as described in the Abusive Behaviour and Sexual Harm Act 2016
- under section 1 (1) Domestic Abuse (Scotland) Act 2018 (3) listed in paragraph 36 to 60 of Schedule 3 of the Sexual Offences Act 2003(4),
- of stalking as defined in section 39 of the Criminal Justice and Licensing (Scotland) Act 2010(5),

In total 21,492 hours were reduced from orders that were imposed prior to the regulation on or before 15th March 2021.

Gradually from April 2021 a phased return to Unpaid Work was undertaken. Initially the ratio of supervisors to clients was set at 1:2 instead of the usual 1:5 until restrictions were lifted sufficiently to allow for a safe increase to take place on a gradual basis, with a full return to work achieved on the 13th September 2021, however staff have had to isolate due to covid which has detracted from full operations being possible to the levels prior to the pandemic.

Throughout this time the service adapted and amended work practices to ensure the safety of staff and clients was considered and implemented to reduce the risk of spreading Covid-19.

At time of writing the service is considering alterations to work practices as a result of our learning during the pandemic. A working group is in place led by Steve Hopton, Service Manager CJS to consider the implications of such alterations to the betterment of service delivery.

5.2 The scheme has three workshops located in Dunfermline, Kirkcaldy and Glenrothes and also operates fourteen vehicles.

5.3 Visibility of the projects plays an important part in raising the awareness of the positive contribution Unpaid Work can play in the local community and, throughout the year, there have been a number of positive news articles in the local press. At the conclusion of each project, a plaque is left indicating the Unpaid Work Scheme has carried out the work. This can have a positive impact on those who have participated in the work as well as informing

others as to who carried out the work which can have a positive impact on others around the issue of reparation.

- 5.4 There is an increasing focus on the use of social media to promote the positive work being undertaken. In Fife the Community Payback Unpaid Work Team undertake a wide range of projects from painting, litter picking, supporting foodbanks, assisting vulnerable adults and parents of children in the community by completing tasks such as decorating, gardening and removals. Positive media information offers an opportunity to inform the public of the good work that can be achieved by those undertaking Community Payback and now has its own **Twitter** page to showcase the work of the service.

The Service has taken advantage of the opportunities presented through social media, in particular our Twitter page @fcjusticesw, to spread the word on what work we do, why we do it and how it helps. This has already proved a highly effective strategy with a focus on continuing communication between partners, the wider group of stakeholders and communities. Improved communication which will continue to stimulate dialogue, enhance knowledge and further develop confidence in justice systems for the public and for key stakeholders. At time of writing we have 697 followers.

- 5.5 The scheme currently has forty-three personal placements throughout Fife suitable for both males and females and is actively working on establishing working relationships to create more personal placements across the local authority. Seven of these are located within the City of Dunfermline area with on-going work being undertaken to continue to expand this number, however not all businesses and charities have fully re-opened since lockdown ended and there are undoubted challenges for us in this area. **The current placements include Dunfermline Athletic Football Club, Furniture Plus, Sue Ryder and the Salvation Army.**

- 5.6 Our staff are trained in the Training for Trainers model. This allows them to instruct and guide participants on the safe and effective use of relevant equipment. This will ensure the skill set of unpaid work participants is increased and will promote confidence and skills that can be utilised in the future when seeking employment. We are also investing in developing the staff group by offering training and development opportunities to enhance knowledge and awareness. Courses undertaken include, NEBOSH (The National Examination Board on Occupational Safety and Health), CALM Training which addresses Crisis & Aggression Limitation Management. We were unable to hold any staff development days due to the restrictions placed on us by Covid-19 and it had been planned for our supervisors to receive further training in 2020/2021 from Community Justice Scotland along with colleagues across the country, but this too had to be postponed due to the Covid -19 outbreak.

- 5.7 The Unpaid Work Team continues to work in close partnership with the Fife Coastal and Countryside Trust supporting the management and upkeep of areas managed by the trust but work has reduced in this area again due to the advent of Covid-19. Once the service is more fully operational the links with Fife Coastal and Countryside Trust will be strengthened.

- 5.8 To assist service users to attend and undertake their hours, local pick up points remain in place throughout Fife including Dunfermline. This assists by allowing clients to attend directly at a work site where PPE and equipment is brought to them by UPW staff, rather than having to muster at the central workshop point and drive from there, saving time and allowing work to commence more quickly.

- 5.9 An Unpaid Work requirement also provides the opportunity within certain prescribed limits for a participant to undertake other activities designed to address identified deficits in the person's lifestyle that may improve a variety of areas in their life. Other activity must not

exceed thirty percent of the specified number of hours in the requirement, or thirty hours, whichever is the lower. Such areas include specific training, which addresses issues of literacy, numeracy and/or problem solving. There may also be a need to address anger management issues, address alcohol and or drug related problems. Attendance at the Criminal Justice Service Road Traffic Offenders Programme, which has multi agency engagement from Community Safety, Transportation Services, the Procurator Fiscals Office, Police Scotland and the Scottish Ambulance Service has also been used for this purpose. As with so many aspects of service delivery, groups have been affected by Covid -19 and the teams have adapted by moving work on line, via walk and talk meetings and reverting to 1:1 work.

- 5.10 In response to the needs of women who offend, the Criminal Justice Social Work Service can provide a woman only work squad. The WINGS Project (Women, Inspiring, Nurturing, Goals and Safe) is a service that is tailored to provide a range of services in one place. Attendance by women to the Women Inspiring Nurturing Goals project is credited as part of the other activity project and runs four days a week in Dunfermline, Glenrothes, Methil, Cupar and Kirkcaldy. A rebranding and remodelling of the group will take place in the last quarter of 2021.
- 5.11 The Community Payback Unpaid Work Team also strives to work in close partnership with other Social Work teams such as Children & Families and Adults teams assisting families in poverty or facing hardship. Examples of this include providing responsive support for individuals or families to move home at short notice for safety purposes and providing support to vulnerable individuals within the community to maintain their properties to a good standard. By undertaking these tasks it affords colleagues in other areas of the council to support individuals and families who may be facing hardship or vulnerabilities in the communities.
- 5.12 Currently 6 members of staff are trained in CPR Instruction in relation to babies/ infants, children and adults. This enables them to instruct both Social Work staff and service users and provides them with certification once completed, and Naloxone Training has been provided to all Unpaid Work Supervisors should a service user present as being overdosing on drugs. In part, this aids the council's objective via the ADP to try and reduce the numbers of Drug Deaths in Fife that have seen an increase across Scotland in the last year.
- 5.13 The service works closely with corporate Health and Safety colleagues to ensure that the correct advice and guidance is in place for the safety and wellbeing of staff and service users alike.

6.0 Recipients Feedback

- 6.1 The service regularly seeks feedback from those that we have provided a service to. The committee will be aware that from previous reports our feedback has in the main been extremely positive. Given the pandemic and the reduction in activity this year has not been like any other, and the amount of feedback has reduced substantially. Six feedback responses have been received all of which have been very positive.

A sample of quotes is provided below:

From start to finish excellent communication and service the work carried out was to a great standard and after every job I have emailed to thank the officer and to pass on to the group what a great job they have done. The service is a great thing to help people out who have nobody and could not recommend it highly enough.

Housing Management

This is one of the best services that I have worked with. The staff are always helpful and have a good knowledge of what the outcomes are meant to look like. Excellent.

Family Support Service, Fife Council

Vulnerable lady hasn't had her home painted for years. The living room was painted beautifully and leftover paint was used in the hallway. All the windows in the living room were also done professionally.

Barony Housing

We are in the process of developing new processes for improving the way we receive feedback by providing. A business card with the link will be given to recipients for them to complete online feedback once the task is complete. An update will be provided in future reports.

7.0 Service User Feedback

7.1 CJS Client Feedback Survey 2020/2021. The key results from the CJS Service User Feedback Survey for the period April 2020 – March 2021 are given immediately below. This information covers respondents on **all** Criminal Justice Orders and not solely Unpaid Work which is detailed further below at the end of this section.

Response Rate

CJS Client Feedback Survey 20/21

The key results from the CJS Service User Feedback Survey for the period 1 April 2020 – 31 March 2021 are given below. These are greatly reduced numbers from the previous year when the service received 127 responses. As with recipients feedback the service is developing additional ways to obtain service user feedback including through the new Service User Group which includes those with a lived experience of being within the Criminal Justice system. This group is chaired by a Team Manager and comments, ideas and suggestions are fed back into the service to develop and amend delivery where possible to do so.

CJS Client Feedback Survey 20/21

The key results from the CJS Service User Feedback Survey for the period 1 April 2020 – 31 March 2021 are given below.

Response Rate

- Total number of Service Users who responded to the questionnaire was 26.

Type of Order

- 100% of the respondents who responded were subject to a CPO

Supervision Details

73% of the respondents had supervision

During the Supervision of your Order did you look at why you offended?

- 16% said they looked at why they offended completely
- 5% said they looked at why they offended partly
- 16% said they did not look at why they offended much
- 63% of the respondents did not answer this question at all

During the Supervision of your Order, did the people supervising you encourage you to consider how your offending had affected your victims?

- 16% said the people supervising them encouraged them to consider how their offending had affected the victims completely
- 21% said the people supervising them encouraged them to consider how their offending had affected the victims not much or not at all
- 63% of the respondents did not answer this question at all

Page Break

Groupwork

Did you attend any Groupwork Programmes?

5% said they attended Groupwork

Did you complete the Groupwork Programme?

- 100% said they completed the Groupwork

How was the Order Carried Out?

What do you think about the amount of information you received about your Order?

- 74% said the information they received was about right
- 16% said the information they received was too much
- 10% did not answer this question

How easy or difficult was it to understand the information about your order?

- 53% said the information was very easy to understand
- 37% said the information was fairly easy to understand

- 10% did not answer this question

During your contact with Criminal Justice Service, did you feel that you were treated with respect?

- 90% said they were treated with respect always
- 5% said they were treated with respect sometimes
- 5% did not answer this question

Do you think your circumstances were taken into account during your contact with Criminal Justice Service?

- 68% said their circumstances were taken into account completely
- 22% said their circumstances were taken into account partly
- 5% said their circumstances were not taken into account at all
- 5% did not answer this question

If you attended on time, how often were you seen on time?

- 68% said they were seen on time always
- 5% said they were seen on time most of the time
- 16% said they were seen on time sometimes
- 11% did not answer this question

Has the Order helped you?

This order was helpful?

- 84% agreed or strongly agreed that being on an order was helpful.
- 11% disagree or strongly disagree that being on an order was helpful
- 5% did not answer this question

Has your attitude to offending changed during the course of your Order?

- 79% believed that their attitude to offending had either partly or completely changed during the course of their Order.
- 11% believed that their attitude to offending hadn't changed much or not at all during the course of their Order.
- 10% did not answer this question

Life Issues

The percentage of respondents who felt that being on an Order had helped improve various life issues range from:-

16% for Alcohol
11% for Drugs
21% for Education
21% for Employment
11% for Family
16% for Housing
21% for Relationships
11% for Money/Budgetary

Did you carry out any unpaid work or other activity?

85% of the respondents had unpaid work or other activity

During your Order were you charged with other offences?

0% were charged with other offences during their order

Do you think that this Order has helped you to stop or reduce offending?

57% of the respondents thought the order has helped them stop offending
23% of the respondents thought the order has helped them reduce offending
8% of the respondents thought the order didn't help
12% did not answer this question

Overall how satisfied were you with the way that Criminal Justice Services helped you complete your Order?

88% of the respondents were very satisfied or satisfied by the way that CJS helped them to complete their Order
12% did not answer this question

8.0 Unpaid Work in Fife – Demand

8.1 The total number of Community Payback Orders with an Unpaid Work requirement imposed in Fife over the period of 1st April 2020 to 31st March 2021 is 373 (812 in the previous year and 936 in 2018/2019). In demographic terms, males represent the largest cohort of participants with 326 Orders imposed on men and 47 women.

8.2 The number of hours of completed by unpaid work participants in Fife over the period covering 1st April 2020 to 31st March 2021 was 15752 (86,664 in 2019/2020). Using the Living Wage of £9.50 per hours as a guide, this equates to £149,664 of financial benefit to Fife communities and Unpaid Work Recipients.

8.3 The total number of Community Payback Unpaid Work Requirements successfully completed in Fife over the period of 1st April 2020 to 31st March 2021 was 83 males (489 in 2019/2020) and 11 females (78 females in 2019/2020).

9.0 Work Undertaken in Wards

9.1 The work undertaken by the Community Payback Scheme and its participants benefit local schools; charities; and community organisations. The range of work can include:

- ground clearance
- recycling projects
- building maintenance and landscaping
- Improvements to park and community facilities
- General gardening projects
- Painting and decorating in community centres and individual homes

10.0 Projects Undertaken in the Committee Area

10.1 A description of some of the work undertaken in the City of Dunfermline Area over the period 31st March 2020 to 1st April 2021 is noted in Appendix 1 of this report. Also included within the Appendix is a list of organisations that have benefited from work undertaken and the organisations that we currently have arrangements in place with who facilitate personalised placements.

11.0 Conclusion

11.1 Community Payback has assisted a large variety of projects over the last year from individual householders to schools and nurseries and voluntary organisations throughout Fife. It plays a significant and positive role in local communities and repairs some of the harm caused by those who have committed offences. In addition to the benefits to local communities, the use of the other activity has been utilised to ensure that we are meeting any identified needs of service users with a view to supporting them to integrate within their local communities. The number of Orders has decreased in the last year due to the pandemic and changes to the court system because of it. The service anticipates a sharp rise in new orders being made in the coming year as the Scottish Courts begin to deal with the backlog of cases and the service has used Covid Consequential monies to employ two new supervisors on a temporary basis in preparedness for the anticipated increase.

As ever, the Unpaid Work in the Community Team would welcome the opportunity to continuously develop links with other Fife Council directorates in the coming year to improve the range of activities it can offer to those on the order as well as fill gaps where the council is unable to provide a service due to budgetary constraints.

While we are ambitious for continued development and improvement the coming year will prove challenging to deliver services in the same way as has been seen in previous years due to the issues of Covid-19, however at time of writing we are now in a position to offer increased places for those on orders but the containment of the spread of the virus and associated periods of necessary isolation will impact on overall service delivery.

List of Appendices

Appendix 1 - Work undertaken in the City of Dunfermline area

Background Papers

None.

Report Contact

Stuart MacArthur
Team Manager
Town House Kirkcaldy
Telephone: 03451 55 55 55 Ext 470694
Email: stuart.macarthur@fife.gov.uk

City of Dunfermline Area Committee

Community Payback

Unpaid Work Projects

01/04/20 to 31/03/21

SERVICE / ORGANISATION / RECIPIENT

PROJECT/TASK

Ward 2

Dunfermline North

- Fife Council – Gardening Fernie Place Dunfermline
- Fife Council - Broomhead Community Flat indoor painting
- Fife Council Matthew Fyfe- sheltered housing complex rubbish uplift
- Fife Council Dunfermline Robertson Road – cut backs clearing pathway/gardening
- Fife Council Jean Mackie Centre – rubbish uplift x 2

Ward 3

Dunfermline Central

- Dunfermline Heritage Partnership - community removal
- Fife Council – removals New City House/Dunfermline Court
- Fife Council – All schools in Dunfermline new school signs for covid put up
- Fife Council – Abel Place Dunfermline community uplift
- Fife Council Izatt Avenue Dunfermline - rubbish uplift x 2

Ward 4

Dunfermline South

- Fife Council - St Columbus & Woodmill HS litterpicks

- Dunfermline Foodbank – rubbish uplift
- Dunfermline Foodbank – moving the foodbank to new premises
- Fife Council – Tay Terrace Dunfermline community uplift
- Fife Council – Bruce Street Dunfermline community uplift
- Fife Council – Whitelaw road Dunfermline community removals
- Regular litterpicking across Dunfermline areas below:
 - Townhill Loch
 - Townhill Park and surrounding areas
 - Townhill community woodland
 - Dunfermline Glen Bridge
 - Dunfermline public park Roberston Road
 - Dunfermline Pitreavie running complex
 - Dunfermline Pitreavie Industrial Estate
 - Dunfermline Leys Park Road
 - Dunfermline West Fife Cycle Way

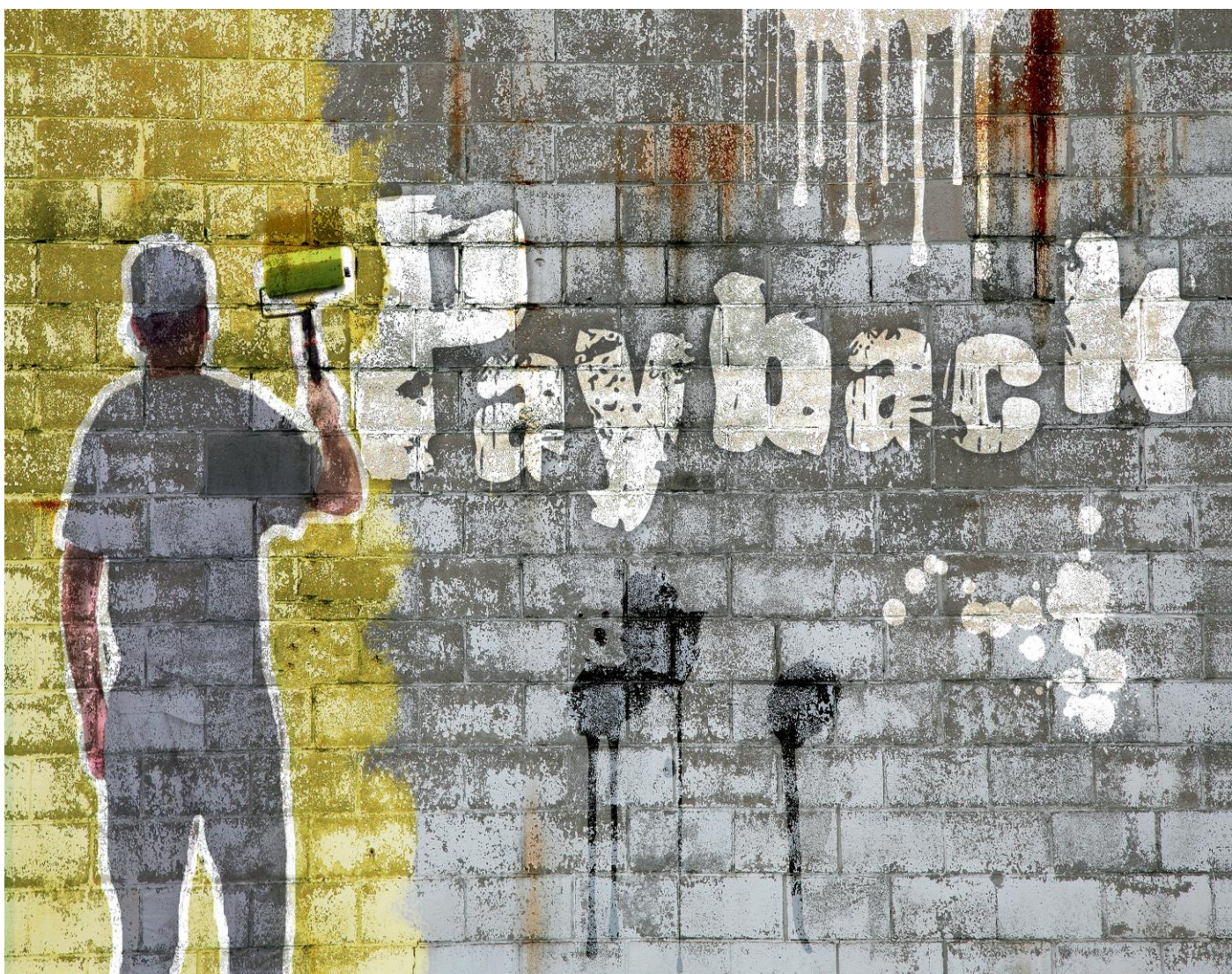
Regular Garden Rota across Dunfermline areas below:

- David Millar Court
- Dollar Court
- Matthew Fyfe Residential
- Jean Mackie Centre
- Balfour Court
- Townhill Edible Nature Area

Community Payback – Unpaid Work Personal Placement Providers

- Barnardos Retail Shop
- Barnardos Kid Shop
- Dunfermline AFC

- Furniture Plus
- Salvation Army Charity Shop
- Red Cross Charity Shop
- Sue Ryder Shop



**FIFE COUNCIL
CRIMINAL JUSTICE SERVICES
COMMUNITY PAYBACK
UNPAID WORK SCHEME**

1.0 INTRODUCTION

Community Payback Orders are issued by the Court as a direct alternative to custody and are managed and supervised by Criminal Justice Social Work Services. Orders vary from 40 to 300 hours. The Criminal Justice Service reports on any issues or problems relating to the management of Orders directly to the Courts.

2.0 RISK ASSESSMENT

The Community Payback by Offenders Scheme is delivered throughout Fife by Project Officers and Supervisors. Working with Social Workers responsible for the assessment, supervision and management of the Order and the participant to whom it relates. This role includes assessing an individual's suitability for the Order using risk assessment tools and managing the participant's compliance with the Order; feedback is provided to the Court on the compliance and performance of the individual undertaking Community Payback within the local Community.

3.0 PROJECTS

The Projects Team is responsible for the provision of the unpaid work placements, projects and the direct supervision of participants. Community payback runs 5 days per week Sunday to Thursday 09.30 – 16.30. We can provide personalised placements for individuals in a variety of settings such as charity shops and other voluntary organisations.

Each project is assessed by a project officers who will link with recipients of the service to consider the needs and demands of a project that is being requested. The UPW Project Officers contact details are provided below and you should make contact depending on which area the work is required.

The aim of Community Payback is to provide opportunities for participants to make reparation to the local community, for example local schools, charities and community organisations. A further objective of unpaid work placements in the community is to help offenders to learn and acquire new work and life skills. To improve their employability prospects and help them break the cycle of reoffending and to move away from crime.

Community Payback has a criterion that must be adhered to when allocating and assessing a project which is detailed below. Please familiarise yourself with the criteria and confirm with the Project Officer that you, your organisation or individual recipient meets our criteria. Thereafter an assessment appointment can be arranged, with you to assess what work you require and if we can assist. We will provide advice regarding the required materials needed to complete the job.

Please note that any recipient of our service must cover the costs of their own materials, all labour is free. Once the project has been agreed a date will be confirmed by the Project Officer as to when the work will commence. Please note that some flexibility will be required around completion dates due to the availability of resources.

The criteria that we work to in Community Payback Unpaid Work are:

All Fife Council service providers such as Children and Families and Adults must go through appropriate local authority teams/providers and have explored alternative supports before approaching Community Payback i.e. for a fencing project Fife Council must be contacted prior to Community Payback to ensure paid work is not being taken away from other services.

You must ensure:

- Individuals cannot do the work themselves.
- The individual / organisation has no monies available to pay someone to complete the work.
- They have no family or friends, regardless of their commitments that cannot do the work for them.
- Work will only be considered for non-profit making charitable organisations.
- We are unable to replace any Fife Council Service who have responsibility for completing the task you are requesting.
- In addition, all materials must be purchased and supplied by the beneficiary or recipients prior to any work commencing

The work undertaken benefits both the local and wider communities of Fife and includes charities, community organisations/centres, care homes, and the disabled. The range of work can include:

- litter picking;
- rubbish removal (MUST be double bagged before uplift)
- recycling projects;
- wooden fencing repairs and painting;
- metal railings painting (with approved lead testing only)
- basic landscaping & basic path work
- improvements to park and community facilities;
- general gardening projects
- painting and decorating in community centres, voluntary organisations and individual homes.
- making and repairing garden furniture.
- community festivals/events
- snow and ice clearing

Contacts for the 3 areas across Fife are as below

Dunfermline & SW Fife

Kimberly McIntyre

Kimberly.mcintyre@fife.gov.uk

07712542569/01383 621469

Glenrothes & NE Fife

Gary Meldrum

Gary.Meldrum@fife.gov.uk

07515290821

Kirkcaldy, Kinghorn & Burntisland

Craig Hutton

Craig.hutton@fife.gov.uk

07515291032/03451 555555 400010

30th November 2021

Agenda Item No. 9

Suicide Prevention Support Update

Report by: Paul Vaughan, Head of Communities and Neighbourhoods

Wards Affected: All

Purpose

This report provides an update on the practical support available to people in the Dunfermline area.

Recommendation(s)

Members are asked to note the practical support available for people struggling with their mental health by the Fife Health and Social Care Partnership.

Resource Implications

There are no on-going resource implications for the area committee.

Legal & Risk Implications

This report raises no particular legal or risk implications.

Impact Assessment

An Equality Impact Assessment (EqIA) is not required, as the report does not propose a change or revision to existing policies and practices.

Consultation

Consultation has taken place with the Dunfermline Health and Social Care Partnership.

1.0 Background

- 1.1 Elected members are aware of a number of suicides that took place in the local area. The Area Committee remains committed to working with all the agencies in the area to ensure that support is available to people when and where they require it.
- 1.2 A Fife wide steering group was established by NHS Fife with the purpose of coordinating support, reducing stigma, skilling staff/workforce and supporting bereaved families. A new Fife Mental Health Strategy (Lets really raise the Bar) was also launched.
- 1.3 In the Dunfermline area work also took to map out the range of current services and supports available to the community.
- 1.4 Appendix 1 provides an update for the area committee following the previous report.

2.0 Conclusions

- 2.1 Suicide results in deep personal tragedy for those involved and their families and friends. Local support is available for communities and training is also available for elected members and staff.

List of Appendices

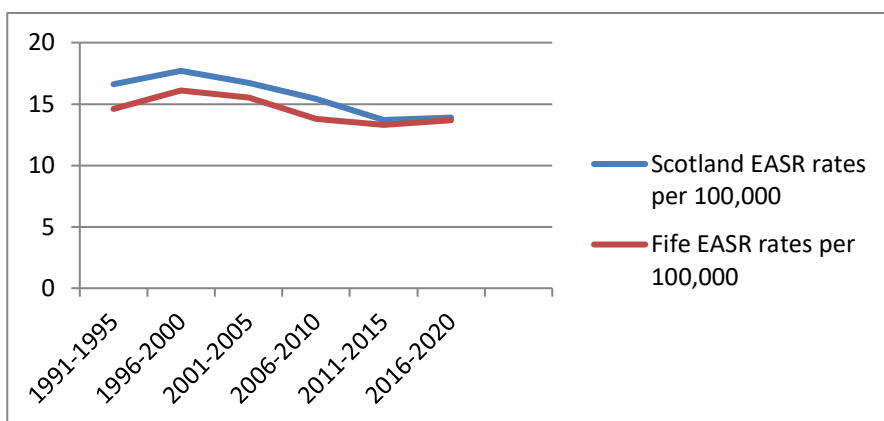
1. Fife Health and Social Care Partnership: City of Dunfermline Area Committee Update

Report Contact

Andrew Gallacher
Community Manager
New City House, Dunfermline
03451 55 55 55 Ext No 450481
andrew.gallacher-cn@fife.gov.uk

Annual Suicide Data Release:

- The NRS and ScotPHO Annual Death by Probable Suicide data was published on 17th August:
 - Fife continues to sit just below the Scottish National Average for total suicide rates (Scotland EASR 13.9 per 100,000 population and Fife EASR 13.7 per 100,000 population)
 - Fife rates are slightly above the national average for males and slightly below the national average for females.
 - Fife has not been one of the NHS Board areas highlighted as being above or below the national average.
 - The numbers of probable suicides in Fife have fluctuated over recent years (2017: 52 probable suicides, 2018: 44 probable suicides, 2019: 45 probable suicides, 2020: 66 probable suicides), which highlights the importance of looking at the 5 year trend as opposed to year on year numbers.
 - The chart below shows the trend for suicide rates in NHS Fife compared to Scotland (European age standardised rates (EASR) by 5 year periods from 1991-1995 to 2016-2020



| | Scotland EASR rates per 100,000 | Fife EASR rates per 100,000 |
|-----------|---------------------------------|-----------------------------|
| 1991-1995 | 16.6 | 14.6 |
| 1996-2000 | 17.7 | 16.1 |
| 2001-2005 | 16.7 | 15.5 |
| 2006-2010 | 15.4 | 13.8 |
| 2011-2015 | 13.7 | 13.3 |
| 2016-2020 | 13.9 | 13.7 |

Fife Suicide Prevention Multiagency Core Group:

- The current suicide prevention action plan Every Life Matters has been extended until August 2022. Between now and then, work is underway to develop a new long term suicide prevention strategy and action plan. The first step of this process is a series of engagement sessions which are taking place until mid-November, information regarding these engagement sessions has been circulated.
- The National Suicide Prevention Leadership Group (NSPLG) published the 'Time, Space, Compassion Three Simple Words, One Big Difference' report on 13th October which provides recommendations for improvements in suicidal crisis response. This report will be considered by the Fife Suicide Prevention Multiagency Core Group, you can read the report: <https://www.gov.scot/publications/time-space-compassion-three-simple-words-one-big-difference-recommendations-improvements-suicidal-crisis-response/>
- Suicide Prevention Core Group meets again 2nd November 2021. Agenda will focus on updates from partners who have already attended an engagement session for the development of the new strategy; updates from the Suicide Prevention Delivery Groups; and presentation from Samaritans.



Fife Locations of Concern Group:

- Group met on 21st September. Discussion focussed on the new national data sharing process which was recently established between Public Health Scotland and Police Scotland and understanding the data provided through the national process in comparison to the data gathered via our local process.
- Public Health Scotland are organising a series of specific engagement events for locations of concern, which is part of the response to the National Suicide Prevention Leadership Group (NSPLG) Covid19 statement four priority areas. The sessions will have a specific focus on falling from height. Further information will be circulated on these events in due course.
- Future meeting dates: 25th January, 24th May, 27th September.

Fife Suicide Prevention Communications Delivery Group:

- Group met on 22nd September. Discussion focussed on initial feedback and evaluation from #ItsEveryonesJob campaign. Highlights include:
 - 1046 visits to the resources on the Health Promotion Access Catalogue (HPAC) website during the campaign week, 82% were new visitors to the site
 - Keeping Connected Adult leaflet was downloaded 150, Keeping Connected Young Person's leaflet was downloaded 153 times, and Keeping Connected Bereavement & Loss leaflet was downloaded 3 times
 - Pre-promotion social media analysis took place during the two weeks prior Suicide Prevention Awareness week to build up to the campaign. Six posts were published during this two week period which received: 8 likes, 9 shares, 565 impressions, 32 engagements and 122 video views
 - Throughout the campaign week itself 40 posts were published which received: 59 likes, 59 shares, 10,760 impressions and 33 engagements
 - Tracked how the campaign was being supported on social media by partners. On Twitter, 19 users quoted #ItsEveryonesJob which generated a further 161 likes and 41 shares. On LinkedIn, 7 users quoted #ItsEveryonesJob which generated a further 32 likes and 1 share. On Facebook, 12 users quoted #ItsEveryonesJob which generated a further 161 likes and 21 shares
 - Awaiting findings from evaluation survey questionnaire.
- Discussed progress in relation to the development of the young person's campaign, see update under 'Young Person's Delivery Group'
- Resources:
 - Keeping Connected: we currently have a resource for adults, young people and bereavement and loss. Identified a gap as we don't have a specific leaflet for older people. Will begin development of this in coming months. Also considering a move away from the digital version of the Keeping Connected leaflet and developing a web based format which would essentially contain the same information as the digital leaflet, but on a web page which would still have the Keeping Connected branding and potentially sit under the suicide prevention pages of the NHS Fife website. This would be easier to keep up to date. Will consider next steps for this.
 - Staying Safe & Keeping Well at Christmas: supporting Ruth Smith with the development of this year's resource and providing input to the health and wellbeing section and also identified a colleague from the Fife Bereavement Network who can assist with the content for the bereavement section.
- Considering a mini-festive social media campaign which will focus on promoting help and support which is available to assist with the challenges families may be facing this winter, such as drastic increase in gas, electricity and petrol costs, increase of food prices, furlough ending and removal of the top up universal credit.
- Next meeting will take place 7th December.

Fife Suicide Prevention Young People Delivery Group:

- Group met on 13th September. Discussion focussed on the development of the young person's suicide prevention campaign. The first phase of development is consultation with young people which is being led by partners who have existing relationships and established trust with young people to encourage open and honest discussion on the issue. Guidance notes for discussion have been developed to ensure consistency across the discussions without being prescriptive as to how information should be gathered. The following partners have been contacted and are considering if it's appropriate to contribute to the consultation and how best to do this:



- Community Learning & Development
 - Fife College
 - Safer Communities Team
 - Clued Up
 - Fife Gingerbread
 - Rock Trust
 - Families in Trauma & Recovery
 - 16+ Team
 - Cupar Youth Cafe
 - Link Living
 - Brag Enterprises
 - Youth Work
 - Fife Education Department
 - Young Person's Team
 - YMCA
 - James Bank Hostel
 - Frontline Fife
 - FVA Lived Experience Team
 - Supporting Learners Service – The Bridges, Rosyth
 - Cottage Family Centre
 - Trust in Fife
 - Barndaro's/DAPL
- Consultation period finishes at the end of November. We have received some initial feedback and awaiting further responses. Some partners listed above have advised they will be unable to contribute at this time due to ongoing restrictions with running groups.
 - Mental Health Improvement & Prevention of Self-Harm & Suicide: Children & Young People animation workshop. We have now received facilitators notes for this training and are developing the online course for use in Fife. Dates are available through the Health Promotion Service Training Programme: <http://hptraining.fife.scot.nhs.uk>
 - Next meeting will take place 14th December.

Suicide Prevention support in Dunfermline:

There are a range of ongoing community based activities in Dunfermline which require no referral or appointment, meaning those who need to access support can do so without any barrier:

- *SAM's Cafe: Thursdays and Sundays 12 noon – 8pm, Going Forth, First House, Woodmill Road, Dunfermline*
Sam's provides peer to peer support for mental health issues, crisis and suicidal thoughts. Also offer support to family, carers and friends, ensuring a holistic resource for everyone connected with someone experiencing mental health issues.
- *Andy's Man Club: Mondays 7pm, Erskine Building, 4 Pilmuir Street, Dunfermline*
Andy's Man Club is a talking group and a place for men to come together in a safe environment to talk about issues they have faced or are currently facing.
- *Women's Wellbeing Club, Tuesday Evenings*
Women's Wellbeing Club is a peer to peer community support group run for women where everyone has the opportunity to be heard and listened to if they have something they wish to share. Currently meeting online but looking for a venue in Dunfermline to restart face to face meetings.
- *Dunfermline Athletic & The Pars Foundation*
'Walk and talk' every Friday at 10.00am. A peer support group which helps with improving mental well-being, providing a better understanding of mental health and mental illness and also suicide prevention. The venues differ each week using green spaces in the Dunfermline Area. The group is led by the Mental Health Ambassador for Dunfermline Athletic who is also a Scottish Mental Health First Aid Instructor. Established in April 2021 the group has completed its Spring/Summer programme and will soon begin the Autumn/Winter programme. Planning is underway for Spring/Summer 2022 to include more days during the week to make the group more accessible.
- *Women in Mind: Tuesdays 7-9pm, St Ninian's Church, Abbeyview*
A safe, confidential and non-judgemental place to talk, share and offload, encouraging women to talk and providing each woman with their safe space, ending the session with a focus on moving forward. The group is open to any woman aged 18 and over.
- *Dunfermline Men's Shed*
The Shed in Dunfermline will be a place of informal learning and skill-sharing, of individual pursuits and community projects, of purpose, achievement and social interaction. A place of leisure where local men can come together to work, play or just hang out with others. This is a new venture for Dunfermline and the first meeting took place on Saturday 16th October.

30th November, 2021

Agenda Item No. 10

City of Dunfermline – Local Community Planning Area Budget Request: A Brighter Future for All - Hyperclub

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

Wards Affected: Wards 2,3 & 4

Purpose

To seek agreement from the Area Committee for a contribution from the Local Community Planning Area Budget to support A Brighter Future for All an application from Hyperclub for a financial contribution to help develop their new premises in Chalmers Street, Dunfermline.

Recommendation

The Committee is asked to consider and agree to an allocation of £15,000.00 for this project.

Resource Implications

There will be sufficient funding available in the Local Community Planning Area Budget for the financial year 2021/22.

Legal & Risk Implications

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

Impact Assessment

An EqlA is not required because the report does not propose a change or revision to existing policies and practices, for example, annual reports or monitoring reports.

Consultation

There has been local consultation in the production of the 'Plan-4-Dunfermline'. The most recent reform and refresh of the local community plan established a clear focus on expanding opportunities for all, establishing new ways of working and creating thriving places. There is also a commitment to utilise these to support local groups and increase participation and engagement.

1.0 Background

- 1.1 The criteria for spend from the Local Community Planning Area Budget requires authorisation from the Area Committee before amounts of over £5,000 can be committed.

The total budget for the City of Dunfermline for the new financial year 2021/22 is £320,379.00

- 1.2 The Anti-Poverty Budget has a carry forward from 2020 of £101,578 (*giving a new starting balance of £251,977.00*)
- 1.3 There is a budget request from for £15,000 for this financial year to contribute to the upgrade of the new premises acquired by the Hyperclub in Chalmers Street, Dunfermline
- 1.4 It is recommended that the request be deducted from the Anti-Poverty budget. The balance of which currently stands at approximately £123,269.50
- 1.5 When established, this project aims to be working with families experiencing financial difficulty and hardship and we would recommend that members of the Hyperclub management team liaise with other services who can help liaise and co-ordinate and link in with the Dunfermline Poverty Action Group, as part of the Dunfermline Local Community Planning Partnership, to network and co-ordinate resources to benefit their members

2.0 Project Information

- 2.1 We are currently preparing a new facility within Dunfermline; with the feedback and preferences of our existing service users we have created a fun filled support hub that can offer them a safe place to attend to interact with other people with similar health issues or disabilities.

- 2.2 Our activities and services include a memory room, sensory tactile room, gaming room, arts and crafts, painting, reading, music, training kitchen, disabled changing room with hoisting and hydraulic changing bed, library of symptoms and diagnosis advice and support, opportunity to access further support from various health professionals and group training for parents/carers.

We will be providing the activities and resources necessary for parents and carers to access with their clients/service users, supporting them to become less isolated and more independent.

- 2.3 We intend to be accessible each day from 10am until 10pm allowing them the opportunities they deserve and need to become more socially active. We currently have around 250/300 individuals seeking to join our services long term our youngest is 5 years old to our eldest of 97 so no age limits required to receive support, we are also providing free meals and clothing to those who need it, working with our local supermarkets and FareShare we will be providing hot and cold meals for the homeless and families facing poverty. Opening our project in Dunfermline will allow and enable people from all over the community to access it more easily.

3.0 Conclusion

3.1 The application is considered to be eligible for the Local Community Planning budget.

List of Appendices:

1. Dunfermline Budget Application

Report Contact(s)

Andrew Gallacher
Community Manager – City of Dunfermline
Telephone: 03451 55 55 55, Ext No 450 481
Email: andrew.gallacher-cn@fife.gov.uk

LOCAL COMMUNITY PLANNING BUDGET APPLICATION FORM

Fife Council can offer financial assistance for projects in each of seven Local Areas through the Local Community Planning Budget

Once complete please email to LCPB@fife.gov.uk.

Which of the 7 Fife Council Areas will your Project take place in?

| | | | |
|--------------------------------------|---|--|------------------------------------|
| <input type="checkbox"/> Cowdenbeath | <input checked="" type="checkbox"/> Dunfermline | <input type="checkbox"/> Glenrothes | <input type="checkbox"/> Kirkcaldy |
| <input type="checkbox"/> Levenmouth | <input type="checkbox"/> North-East Fife | <input type="checkbox"/> South-West Fife | |

Please tick the main theme in the Plan4Fife your project will address (please tick only one)

For more information visit: <https://our.fife.scot/fife-plan/> You will find your community link under "Let's Talk Local"

| | | | |
|---|--|--|--|
| <input checked="" type="checkbox"/> Opportunities For All | <input type="checkbox"/> Thriving Places | <input type="checkbox"/> Inclusive Growth & Jobs | <input checked="" type="checkbox"/> Community Led Services |
|---|--|--|--|

Please ensure you have read guidance see page 6 before you complete this form

1. What is the title of your Project?

| |
|----------------------------------|
| A Brighter Future For All |
|----------------------------------|

2. What is your organisation's name and address?

| | |
|----------------|---|
| Name | Hyperclub |
| Address | This address will be used for any correspondence 11 Chalmers Street Dunfermline, KY118AT |

3. Who is the main contact for this application?

| | |
|--|--------------------------------|
| Name | Suzanne Connelly |
| Position on Organisation | Manager |
| Address (if different from above) | |
| Contact Telephone Number | |
| Email Address | hyperclub2012@gmail.com |

| For office Use only | | |
|----------------------------|---------------------------------|----------------------------|
| Project Reference: | | |
| Amount Approved: | £ | |
| Funding Awards up to £5000 | Date Approved at Ward Meeting | Date if Delegated Approval |
| Funding Awards over £5000 | Date approved at Area Committee | |
| Signed | Team Manager: | Date: |

4. What project or activities do you want us to fund? (Max. 250 words)

Please be specific about:

- what you will do
- how you will do it
- what you will spend the monies on
- how you identified the need
- how many people it will help
- how your project meets the Local Community Planning Priorities for your area
(Please refer to the Area's priorities on Fife Direct – [Click Here For Details](#))

We are currently preparing a new facility within Dunfermline; with the feedback and preferences of our existing service users we have created a fun filled support hub that can offer them a safe place to attend to interact with other people with similar health issues or disabilities.

Our activities and services include a memory room, sensory tactile room, gaming room, arts and crafts, painting, reading, music, training kitchen, disabled changing room with hoisting and hydraulic changing bed, library of symptoms and diagnosis advice and support, opportunity to access further support from various health professionals and group training for parents/carers.

We will be providing the activities and resources necessary for parents and carers to access with their clients/service users, supporting them to become less isolated and more independent.

We intend to be accessible each day from 10am until 10pm allowing them the opportunities they deserve and need to become more socially active. We currently have around 250/300 individuals seeking to join our services long term our youngest is 5 years old to our eldest of 97 so no age limits required to receive support, we are also providing free meals and clothing to those who need it, working with our local supermarkets and FareShare we will be providing hot and cold meals for the homeless and families facing poverty.

We identified the need for this support to the community many years ago and have been supporting them since 2012, our organisation has a great reputation and relationship with our service users, we are very person centred and support each and everyone is an individual with various needs and requirements.

Opening our project in Dunfermline will allow and enable people from all over the community to access it more easily. All our volunteers and staff are subject to a full PVG disclosure check before commencing work with our group.

We are seeking funds which will enable us to complete the necessary work in completing the refit of our new premises. This includes flooring, electrical, plumbing and joinery work.

5. When will your project or activities take place?

Start Date
(Month and Year)

November 2021

End Date
(Month and Year)

Ongoing

6. How much will your total project or activities cost?

£20,000

7. How much will each item or activity cost?

Include all costs connected to running the project.

| Item or Activity | Cost(£) |
|----------------------------------|---------|
| Electrical materials and Fitting | £3,459 |
| Joinery materials and fitting | £4,789 |
| Flooring | £2,800 |
| WCX 2 | £8,952 |
| | |
| | |
| Total | £20,000 |

8. How much are you requesting from the Local Community Planning Budget?

£15,000

9. How much is your Service or organisation contributing to the project/these activities?

£5,000

10. Are you applying to any other external funder ie lottery for this project OR applying to/receiving any other Fife Council funding for this project?

| Source of Funding | Amount £ | Is this secured? (please provide proof) | If not, when will this be secured? | Can your project go ahead without this? |
|-------------------|-------------|--|------------------------------------|---|
| COOP | £2,000 | NO | | YES |
| | | | | |
| | | | | |
| | | | | |

- 10.1 Please outline how your organisation propose to maintain this project in the long term.

Our project has and will continue to maintain the project through the service charge we receive for our activities which are accessed through a block booking service for each individual activity room.

Please outline what other sources of Fife Council **funding and or support** e.g. a grant or Discretionary Rating relief etc your organisation is receiving (if applicable):

10.2

| Type of Fife Council Support | Amount £ | Secured Yes/No |
|------------------------------|----------|----------------|
| | none | |
| | | |

To be completed by Voluntary and Community Organisations only

- 11.0 Do you have a written governing document e.g. a constitution, a set of rules or trust deed? (Please attach, if not already held by Fife Council) No Yes

11.1 How many people are on your organisation's management committee?

11.2 How many regular volunteers are involved in your organisation, including Committee Members?

- 11.3 Do you have a Service Level Agreement with Fife Council or a Community Planning partner? No Yes

If yes, who is the SLA with? (If Fife Council, which Service?)

- 11.4 Please provide details of the bank account into which we would pay the money

Name of Bank

Account Name

Sort Code Account No.

Building Society Roll Ref.

- 11.5 Has your organisation applied to the Local Community Planning Budget within the last three years? No Yes
If yes, please provide details

| Project | Date | Amount Received |
|---------|------|-----------------|
| | | |
| | | |
| | | |

12. **To be completed by Public Bodies only**

- 12.1 Name of Public Body or if Fife Council please also state your Service

- 12.2 If Fife Council please provide details of full financial code (36 digits) or if other Public Body please provide bank details to pay money

Please note that decisions on funding can take up to 3 months, longer in exceptional cases

13. **Alternative Sources of Funding**

Fife Council has teamed up with SCVO's Funding Scotland to provide a free advanced funding search facility for charities, community groups and social enterprises in Fife. It includes information on over 1,000 funds and can help you find everything from small grants to funding for big capital projects.

[Click Here](#) to access this site.

14 Fife Council is an Accredited Living Wage Employer

Fife Council is committed to creating a Fairer Fife by tackling poverty and inequality. To support this ambition, the Council has become an accredited Living Wage employer and encourages all other businesses and organisations in Fife to join them.

The **real Living Wage** is a nationally set rate of pay that is independently calculated on an annual basis to reflect the real costs of everyday living.

Living Wage accreditation celebrates employers who want to help tackle low pay and in-work poverty within their local communities by choosing to go further than simply paying the UK government minimum wage.

To become an accredited Living Wage employer an organisation must voluntarily commit to paying all directly-employed staff over the age of 18 the current real Living Wage (including sub-contracted staff who are on site more than 2 hours/week over an 8-week period). Accreditation is a simple and straightforward online registration process.

To find out more about the real Living Wage and how to become an accredited employer visit the Living Wage Scotland website at: www.scottishlivingwage.org

| | |
|--|-------|
| Does your organisation currently pay all appropriate staff the real Living Wage? | Y / N |
| Is your organisation an accredited Living Wage employer? | Y / N |

To be completed by applicant

I (the nominated applicant) have read and agree to comply with the Terms and Conditions and confirm the information given is correct. (Electronic Signature with confirmation email is fine)

Signed: SConnelly

Date: 12/10/21

Position in the Organisation: Manager

GUIDANCE

Fife Council can offer financial assistance for projects in each of seven Local Areas through the Local Community Planning Budget. This budget is allocated each year to support activities linked to priorities in each Area's Local Community Plan to encourage local partnership working. The budget is designed to be flexible and responsive to community aspirations.

Funding is limited however and you are encouraged to explore the funding portal for alternative sources in the first instance [Fife Council - Find National Funding](#)

To be eligible:

- Your group should be formally constituted with clearly defined aims and objectives; or a Fife Community Planning Partner; or new organisation just forming (for start-up costs only)
- You should be able to show evidence of community benefit and clear links to outcomes of the Local Community Plan for the area.
- Applications should be clearly costed with details of likely suppliers (if applicable)

The types of project we prioritise are:

- Projects that will help to achieve any of the outcomes contained within the new Plan4Fife four priorities. [Click Here](#) (page 6). i.e. Opportunities for All, Thriving Places, Inclusive Growth & Jobs, Community Led Services.
- Projects for the welfare and benefit of disadvantaged residents of Fife linked to any of the 40 agreed Fairer Fife Report Recommendations [Click Here](#)
- Partnership projects that involve organisations working together and/or with local communities

Examples of what our funding can be used for:

- **Small** capital works for building improvement, and purchase of land or equipment
- Support in kind where Fife Council orders the goods or services for you
- Pilot projects that trial alternative ways of working or methods of achieving our community planning outcomes
- Some recurring community-led activity eg Galas, Floral Enhancement, activities for the elderly, etc

What we cannot fund:

- Individuals
- Gaps in budget as a result of a savings decision made by Fife Council or other Community Planning Partner
- Services provided on a Fife-wide basis
- Projects where financial gain goes to individuals
- Projects that don't meet at least one of our local outcomes

There is a mandatory monitoring/evaluation process for all recipients of funds.

Terms and Conditions

1. Organisations must provide proof of match funding where applicable.
2. The monies must only be used for the purpose stated above and approved by Fife Council. You must inform Fife Council immediately of any proposed changes to the project.
3. The project must start on the agreed date or as soon as possible after that date. If the timescale of a project slips, Fife Council must be notified and a progress report submitted.
4. The project must not start before the monies are awarded except in exceptional circumstances
5. The applicant may not transfer any part of the monies to any other organisation or individual, unless specified in the application form and agreed with Fife Council.
6. No aspect of the activity being funded should be party political in intention, use or presentation.
7. At the end of a project, or in any case where the organisation ceases to exist, or where there is a breach of conditions, any unspent monies or equipment purchased will be repaid/returned to Fife Council.
8. Community Organisations are required to have a constitution or other appropriate governance. Organisations without such governance may apply, but no monies shall be paid out until a constitution/appropriate governance is in place, unless the application is to help with start-up costs.
9. The whole amount of monies or part of that amount, at the discretion of the appropriate Council Committee, shall be repaid to Fife Council if any information given in connection with the application is found to be false or misleading, or fails to disclose a material fact bearing upon the consideration of the application.
10. It is a requirement that an Evaluation/Monitoring Form is completed at the end of the project or after six months. Failure to do so may result in a request for the monies to be returned to Fife Council. Checks may also be carried out to ensure the monies were spent as stated in the application. Future applications will not be considered unless a satisfactory Evaluation/ Monitoring Form is received by Fife Council.
11. The applicant/organisation shall agree to the organisation's main contact details being publicly listed on the Fife Direct website.
12. Any monies received from Fife Council should acknowledge the relevant Area Committee in the organisation's publicity, reports and relevant communications.
13. All organisations should ensure that in carrying out the activity for which the grant has been given that they shall not commit any act of discrimination rendered unlawful by the Equality Act 2010. In particular, they should ensure they are open to all who could benefit or wish to take part and have an equality of approach throughout project delivery.
14. All organisations working with children, young people or vulnerable adults should ensure that in carrying out their activities, they meet the requirements of the Health and Safety at Work Act 1974 and the Protection of Children (Scotland) Act 2003. In particular for all activities involving children, young people and adults at risk, safeguarding policies and procedures should be in place, with staff and volunteers holding an appropriate PVG Certificate.
15. Fife Council may share information about our funding award with parties and anyone who may make a request for information under the Freedom of Information Act 2000.
16. The information provided by you on this form will be used by Fife Council in order to process your application. It will be shared with FVA, NHS Fife and other local authority services or external funders and information will be obtained from your application. Further information on how your information is used and why can be found by contacting Fife Council's Data Protection Officer at: dataprotection@fife.gov.uk.

Before you submit your application, please complete the following checklist

You must be able to tick every box

- Have you checked the Funding Portal for alternative sources of funding?
(Q13)
- Have you clearly indicated which theme within the Plan4Fife your project will
address? (page1)
- Have you answered all the relevant questions in this application?
- Are you, the main contact named in Q.2?. Are you authorised to apply to
the Local Community Planning Budget on behalf of your organisation?
- Have you signed the Application Form?
(Electronic signature will be accepted along with a confirmation email).
- Have you understood that if you make any inaccurate statements (whether
deliberate or accidental) at any stage during the application process, or
knowingly withhold any information, this could make your application invalid
and you could be required to repay any funds received to Fife Council?
- Are you able to comply with the Local Community Planning Budget's Terms
& Conditions?
- If you are a community or voluntary organisation, have you enclosed a copy
of your governing document? (unless already held by Fife Council)
- and
- a copy of your latest signed, audited/independently examined accounts
(if you do not have signed audited accounts please provide an income and
expenditure statement)
- and
- proof of funding from other sources if applicable

Once completed please email to LCPB@fife.gov.uk

The information included in this publication can be made available in any language, large print, Braille, audio CD/tape and British Sign Language interpretation on request by calling

03451 55 55 00 BT Text Direct 18001 01592 55 11 91

| City of Dunfermline Area Committee 25 January 2022 | | | |
|---|-------------------|-------------------|-----------------|
| Title | Service(s) | Contact(s) | Comments |
| Pupil Equity Fund | | Sarah Else | |

| City of Dunfermline Area Committee of 22 March 2022 | | | |
|--|-------------------|-------------------|-----------------|
| Title | Service(s) | Contact(s) | Comments |
| Area Roads Programme 2021/22 | | Neil Watson | |
| School Attainment and Performance | | Karen Lees | |

| Unallocated | | | |
|---|--|----------------------------------|--|
| Title | Service(s) | Contact(s) | Comments |
| Fife Sports and Leisure Trust Annual Report | | Ed Watson | |
| Carnegie Leisure Centre Remedial Works Update | Assets, Transportation and Environment | Raymond Johnston | |
| Impact of Motion to Committee to reduce all single carriage roads in Dunfermline to 30mph | | Phil Clarke | Follow up report from 9th January meeting as requested by committee. |
| Children's Services Report for Fife: City of Dunfermline Area | | Lynne Garvey-NHS | |
| Fife Cultural Trust - Annual Report | | Heather Stuart | |
| Pupil Equity Fund Annual Report | | Sarah Else | |
| Early Learning and Childcare Annual Update | | Jacqueline Price | |
| Food Waste Bags Review - Update | | Simon Jeynes | |
| Presentation - Dunfermline Advice Hub/Conduit | | Gillian Taylor | |
| Neighbourhood Plans | | Shirley Melville, Gillian Taylor | |
| CCTV Update | | Andrew Gallacher | |

| Unallocated | | | |
|--|-------------------|-------------------|-----------------|
| Title | Service(s) | Contact(s) | Comments |
| Options for Implementation of Residents Parking at Foundry Street/Lady Campbell's Court, Dunfermline | | Phil Clarke | |