

## Cabinet Committee

Committee Room 2, 5th Floor, Fife House, North Street,  
Glenrothes / Blended Meeting



Thursday, 6th April, 2023 - 10.00 a.m.

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### 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 meeting of the Cabinet Committee of 9th March, 2023. 4 - 9
4. **COST OF LIVING – CONTINUING SUPPORT** – Report by the Executive Director (Communities). 10 – 25
5. **SCOTTISH GOVERNMENT PLACE BASED INVESTMENT PROGRAMME FUNDING – FIFE'S PROPOSED PROJECTS 2023/24**– Report by the Head of Business and Employability Services. 26 – 36
6. **COMMUNITY WEALTH BUILDING – POLICY FRAMEWORK** – Report by the Chief Executive. 37 – 50
7. **PROPOSED STATUTORY CONSULTATION TO RELOCATE THE EXISTING INVERKEITHING HIGH SCHOOL, HILLEN ROAD, INVERKEITHING TO A NEW SITE AT FLEET GROUNDS, SOUTH OF THE A985 (ADMIRALTY ROAD), ROSYTH** – Report by the Executive Director (Education and Children's Services). 51 – 110
8. **SCOTTISH ATTAINMENT CHALLENGE - STRATEGIC EQUITY FUND 2023/24** – Report by the Executive Director (Education and Children's Services). 111 – 122
9. **ANNUAL UPLIFT IN PAYMENTS TO THIRD PARTY PROVIDERS AND SOCIAL CARE CHARGES FOR 2023-24** – Report by the Director of Health and Social Care. 123 – 128
10. **ENERGY EFFICIENCY STANDARDS FOR SOCIAL HOUSING 2 (ESSH2) – DELIVERY PLAN UPDATE** – Report by the Head of Housing Services. 129 – 135
11. **NEW BUILD AFFORDABLE HOUSING: PROPOSED PHASE 4 (2024-29) PROGRAMME OPTIONS** – Joint report by the Head of Housing Services, Head of Finance and Head of Property Services. 136 – 146

The/

The Committee is asked to resolve, under Section 50(a)(4) of the Local Government (Scotland) Act 1973, as amended, to exclude the public and press from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in paragraphs 8 and 9 of Part 1 of Schedule 7A of the Act.

12. **TURBINE GROUND LEASE, MELVILLE WOODS, LADYBANK (PRIVATE REPORT)** – Report by the Executive Director (Enterprise and Environment). 147 - 150

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

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Head of Legal and Democratic Services  
Finance and Corporate Services  
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30th March, 2023.

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## **BLENDED MEETING NOTICE**

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

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

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

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

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

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

Members joining remotely are reminded to mute microphones and switch cameras off when not speaking. This includes during any scheduled breaks or adjournments.

**THE FIFE COUNCIL - CABINET COMMITTEE – GLENROTHES – BLENDED MEETING**

**Committee Room 2, 5th Floor, Fife House, North Street, Glenrothes**

**9th March, 2023.**

**10.00 a.m. – 12.55 p.m.**

**PRESENT:** Councillors David Ross (Convener), David Alexander, Lynn Ballantyne-Wardlaw (substituting for Councillor Lesley Backhouse), David Barratt, John Beare, James Calder, Fiona Corps, Dave Dempsey, Linda Erskine, Derek Glen, David Graham, Judy Hamilton, Cara Hilton, Gary Holt, Rosemary Liewald, Carol Lindsay, Julie MacDougall (substituting for Councillor Altany Craik), Gordon Pryde (substituting for Councillor Cara Hilton), David Ross, Jonny Tepp, Ross Vettrains, Craig Walker and Jan Wincott.

**ATTENDING:** Steve Grimmond, Chief Executive; Eileen Rowand, Executive Director (Finance and Corporate Services), Elaine Muir, Head of Finance, Lindsay Thomson, Head of Legal and Democratic Services, Helena Couperwhite, Manager (Committee Services) and Michelle McDermott, Committee Officer, Legal and Democratic Services, Finance and Corporate Services; Gordon Mole, Head of Business and Employability Services and Morag Millar, Programme Manager (Strategic Growth and City Deals), Business and Employability Services; Shelagh McLean, Head of Education and Children's Services, Avril Graham, Team Manager and James Ross, Service Manager, Education and Children's Services; Paul Vaughan, Head of Communities and Neighbourhoods Service and David Paterson, Community Manager (Levenmouth), Communities and Neighbourhoods Service; John Mills, Head of Housing Services, Gavin Smith and Mhairi Mullen, Service Managers (Housing Management Executive), Housing Services; John Rodigan, Head of Environment and Building Services and Sandy Anderson, Service Manager, Environment and Building Services; Michael McArdle, Lead Professional (Estates), Property Services; Bill Lindsay, Service Manager, Planning Service; Nigel Kerr, Head of Protective Services; and Alastair Crockett, Religious Representative, Cupar Baptist Church.

**APOLOGIES FOR ABSENCE:** Councillors Lesley Backhouse, Altany Craik, Peter Gulline and Cara Hilton and Mr. Brian Blanchflower, Religious Representative, Church of Scotland.

**80. DECLARATIONS OF INTEREST**

- Councillor Judy Hamilton declared an interest at para. 87 – Support for Voluntary Organisations – being a Board member of Shopmobility.
- Councillor David Graham declared, as a matter of transparency and with reference to para. 91 – Community Investment Funding – Fife Ice Arena – that he was a Management Team Member of the Ice Hockey UK Referee Section. However, as he considered the connection under the Councillors' Code of Conduct was so insignificant and remote, he remained and participated in the meeting.

**81./**



**81. MINUTES**

(i) **Cabinet Committee of 9th February, 2023**

**Decision**

The Committee agreed to approve the minute.

(ii) Minute of the Education Appointment Committee of 10th February, 2023.

**Decision**

The minute was noted.

(iii) Minutes of the Appeals Sub-Committee of 14th December, 2022 and 20th February, 2023.

**Decision**

The minutes were noted.

**82. REVENUE MONITORING 2022-23**

The Committee considered a report by the Executive Director (Finance and Corporate Services) providing members with a strategic overview of Fife Council's finances and reporting on the current forecast position for 2022-23.

**Motion**

Councillor David Ross, seconded by Councillor David Graham, moved that the recommendations detailed in the report be approved.

**Amendment**

Councillor David Alexander, seconded by Councillor John Beare, moved that the discretionary fees and charges detailed in recommendation (iv) be frozen for one year.

**Roll Call Vote**

**For the Motion – 11 votes**

Councillors James Calder, Fiona Corps, Linda Erskine, David Graham, Judy Hamilton, Gary Holt, Julie MacDougall, Gordon Pryde, David Ross, Jonny Tepp and Jan Wincott.

**For the Amendment – 9 votes**

Councillors David Alexander, Lynn Ballantyne-Wardlaw, David Barratt, John Beare, Derek Glen, Rosemary Liewald, Carol Lindsay, Ross Vettraino and Craig Walker.

**Abstention**

Councillor Dave Dempsey.

The motion was accordingly carried.

**Decision/**

**Decision**

The Committee:-

- (1) noted the ongoing financial impacts arising from recovery from the pandemic which continued to be managed using one-off additional funding and from underspends;
- (2) noted the high level financial position as detailed in the report;
- (3) noted that detailed monitoring reports would be submitted to the relevant Scrutiny Committees; and
- (4) agreed that discretionary fees and charges be capped at 5%.

**83. CAPITAL INVESTMENT PLAN UPDATE - PROJECTED OUTTURN**

The Committee considered a report by the Executive Director (Finance and Corporate Services) which provided a strategic financial overview of the Capital Investment Plan and advised on the projected outturn for the 2022-23 financial year.

**Decision**

The Committee noted:-

- (1) the projected outturn position and that the level of financial risk was heightened due to high levels of inflation and supply chain challenges;
- (2) that more detailed capital outturn reports for 2022-23 would be submitted to relevant Scrutiny Committees of the Council; and
- (3) that budget variances would be managed by the appropriate Directorate in conjunction with the Investment Strategy Group.

**84. FIFE'S UK SHARED PROSPERITY INVESTMENT PLAN**

The Committee considered a report by the Executive Director (Enterprise and Environment) seeking approval for the Fife's UYK Shared Prosperity Investment Plan for 2023-25.

**Decision**

The Committee:-

- (1) approved Fife's UK Shared Prosperity Investment Plan and the interventions for 2023/24 and 2024/25 set out in Appendices 1 and 2 of the report;
- (2) noted that there would be an Annual Review of the UKSPF in Quarter 2 of 2024/25 and quarterly reports of progress. Also noted that the UK Government required these by the Investment Priorities, Interventions and Fife's four UK Parliamentary Constituencies; and
- (3) delegated to the Executive Directors (Finance and Corporate Services) and (Enterprise and Environment) to deliver Fife's UK Shared Prosperity Investment Plan within the operational parameters set out in the funding award.

**85. ANNUAL UPLIFT IN PAYMENTS TO FOSTER CARERS FOR FINANCIAL YEAR 2023/24**

The Committee considered a report by the Executive Director (Education and Children's Services) providing members with information on the proposed uplift in payments to foster carers, supported lodging carers and kinship carers (LAC Kinship).

**Decision**

The Committee agreed:-

- (1) to a 5% increase in the maintenance payments made for children in a foster care and supported lodging setting; and
- (2) to an uplift of 5% in the fees paid to foster carers including supported lodging carers and kinship carers.

**86. STATUTORY CONSULTATION REPORTS ON THE PROPOSALS TO REZONE THE SECONDARY CATCHMENT AREAS OF BELL BAXTER HIGH SCHOOL AND MADRAS COLLEGE AND THE PROPOSAL TO REZONE THE PRIMARY CATCHMENT AREAS OF CARNEGIE PRIMARY SCHOOL AND TOUCH PRIMARY SCHOOL**

The Committee considered a report by the Executive Director (Education and Children's Services) presenting, for consideration by members, the statutory Consultation Reports in terms of the Schools (Consultation) (Scotland) Act 2010 in respect of the proposal to rezone the secondary catchment areas of Bell Baxter High School and Madras College from 30th June, 2023 and, in respect of the proposal to rezone the primary catchment areas of Carnegie Primary School and Touch Primary School from 30th June, 2023. The report also sought approval to proceed with the recommendations contained within the Consultation Reports appended to the report.

**Decision**

The Committee:-

- (1) approved the proposal to rezone the secondary catchment areas of Bell Baxter High School and Madras College from 30th June, 2023; and
- (2) approved the proposal to rezone the primary catchment areas of Carnegie Primary School and Touch Primary School from 30th June, 2023.

**87. SUPPORT FOR VOLUNTARY ORGANISATIONS**

The Committee considered a report by the Head of Communities and Neighbourhoods Service presenting recommendations for the level of support to voluntary organisations for the period 2023-2026 within the Directorates of Communities, Education and Children's Services and Enterprise and Environment.

**Decision/**

**Decision**

The Committee:-

- (1) noted that within Appendix 2 – YMCA – Amalgamation of Accommodation Projects – the figure within column 2023/24 should be £694,524.60 and not £689,973.81 as stated; and
- (2) approved the level of funding to voluntary organisations as detailed in the Schedules attached to the report.

**88. SILVERBURN PARK, FLAX MILL REGENERATION PROJECT, LEVENMOUTH**

The Committee considered a report by the Head of Communities and Neighbourhoods Service seeking agreement on the business plan approach being recommended for the Silverburn Park, Flax Mill Regeneration Project.

**Decision**

The Committee:-

- (1) agreed business plan Option 3 as noted in the Appendix to the report;
- (2) agreed that because of VAT partial exemption implications, that there would be a transfer of the partially completed Flax Mill property to Fife Employment Access Trust (FEAT) at the point where £3.8m (the Council's full financial contribution to the project) of refurbishment work had taken place;
- (3) noted the proposal would use an advance payments framework to facilitate the project;
- (4) noted that Cabinet Committee approval was required to change the original proposal of transfer on completion of all works, previously agreed at the Assets and Corporate Services Sub-Committee on 27th January, 2022; and
- (5) noted that FEAT, supported by Fife Historic Buildings Trust (FHBT) would lead the project.

*The meeting adjourned at 11.30 a.m. and reconvened at 11.50 a.m.*

**89. LICENSING OF SHORT-TERM LETS - INTERIM UPDATE**

The Committee considered a joint report by the Head of Housing Services, Head of Legal and Democratic Services and Head of Protective Services updating members on the decision at the Cabinet Committee on 22nd September, 2022 to provide a six month interim post implementation review on the Short-term Let Licensing Policy under The Civic Government (Scotland) Act 1982 (Licensing of Short-term Lets) Order 2022. The review was to allow for an earlier view on the operation of additional conditions, pending a full review at twelve months.

**Decision**

The Committee noted:-

- (1) the progress on the implementation of the Short-term Let Licensing Scheme from 1st October, 2022 and initial review of the "additional conditions"; and
- (2)/

- (2) the intention to review the initial implementation of the policy and operation of the scheme and report back to Cabinet by November, 2023 pending a full review after three years of operation in 2025.

**90. DOMESTIC WASTE SERVICE - SINGLE SHIFT PATTERN**

The Committee considered a report by the Executive Director (Enterprise and Environment) presenting the management proposal to return to a single shift pattern in the Domestic Waste Service.

**Decision**

The Committee approved:-

- (1) a new operating model for domestic waste collection which would see the end of the twin shift system and the introduction of a single shift pattern. The workforce would be deployed on a four day working week; and
- (2) the revised capital investment requirement of £3.12m for thirteen new refuse collection vehicles, subject to delivery of the revenue savings outlined in the report.

The Committee resolved, under Section 50(A)(4) of the Local Government (Scotland) Act 1973, as amended, to exclude the public and press from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in Part 1 of Schedule 7A of the Act whose relevant paragraph(s) are set out opposite the heading to each item.

**91. COMMUNITY INVESTMENT FUNDING - FIFE ICE ARENA (PRIVATE REPORT) (Para. 6)**

The Committee considered a report by the Head of Business and Employability Services advising on community investment funding for Fife Ice Arena.

**Decision**

The Committee agreed the recommendations contained within the report.

*Councillor Rosemary Liewald left the meeting during consideration of the above item.*

**92. TRANSFER OF DEVELOPMENT LAND AT NORTH FOD, DUNFERMLINE (PRIVATE REPORT) (Paras. 8 and 9)**

The Committee considered a joint report by the Head of Housing Services and Head of Property Service advising on a proposed transfer of land at North Fod, Dunfermline from the General Fund Account to the Housing Revenue Account to support the development of additional housing for the Affordable Housing Programme.

**Decision**

The Committee:-

- (1) approved the transfer of the site at North Fod, Dunfermline from the General Fund to the Housing Revenue Account as detailed in the report; and
- (2) noted that further reports on the details surrounding the development of the site would be reported in due course.

6th April, 2023.  
Agenda Item No. 4

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## **Cost of Living – Continuing Support**

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**Report by:** Michael Enston, Executive Director (Communities)

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**Wards Affected:** All Wards

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### **Purpose**

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To agree priorities and next steps for cost-of-living support following experience of the winter programme of support 22/23.

### **Recommendation(s)**

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It is recommended that Cabinet:-

1. agree the priorities for the use of carry forward funding for 2023/24;
2. note the proposals for developing support arrangements going forward; and
3. continue to implement a temporary Personal Vehicle Allowance payment from April 2023 to support staff with high business use of their personal vehicles.

### **Resource Implications**

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The continuing need proposals in Appendix 2 will be funded by carry forward from the remaining covid grant and LACER funding as agreed by committees in 2022. The Fife Council Budget 2023/24 includes additional provision for Café Inc and Scottish Welfare Fund. Provision was also made for wider cost of living support and proposals will be brought forward to Cabinet as part of a report on a programme of support for next winter. The HRA budget for 2023/24 continues provision for fuel poverty £0.5m and £1.5 million rent support.

The proposal to continue the Personal Vehicle Allowance Payment to 30th September, 2023 will continue to be funded from existing Directorate budgets.

### **Legal & Risk Implications**

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The ending of Covid support funding for people on low incomes could increase pressure on people and on already stretched council resources. This report highlights continuing work to improve the co-ordination and delivery of support and help prevent crisis.

### **Impact Assessment**

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An Equalities Impact Assessment is not required for this report.

### **Consultation**

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There has been continuous dialogue with partners, area teams, community groups and elected members as part of the coordination of the winter programme of support.

## 1.0 Background

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- 1.0 In September 2022, Cabinet agreed a package of measures as part of a co-ordinated programme of cost-of-living support through the winter months. These measures, together with spend, are summarised in Appendix 1.
- 1.1 The programme overall was funded from unallocated covid grant from the previous year, Local Authority Covid Economic Recovery funding (LACER) and Council general fund and HRA provision. In total, £8.61m of funding was made available to directly assist people facing or experiencing poverty in Fife. This package of support represented a significant enhancement to existing provision in Fife and to national measures.
- 1.2 The measures themselves were supported with a contact and communication strategy involving a mini website, dedicated helpline, information campaigns on social media, staff training and joint working across teams, agencies and groups.

## 2.0 Developing the Approach

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- 2.1 The experience of co-ordinating the winter programme of cost-of-living support has reinforced both the importance and challenge of joining up access and support across services and agencies. A specific programme of work is underway to examine organisational, referral and access arrangements across different services. This aims to build on initiatives such as Community Social Work, the Putting People First test of change in Kirkcaldy and work in other Councils around developing a no wrong door ethos in front line provision. This work will be reported to Cabinet in due course as part of a set of proposals on organisational change.
- 2.2 The figures in Appendices 4 and 5 summarise a picture of significant demand for support. This is being felt acutely by food providers who are experiencing increased costs and diminishing donations, by organisations struggling to cope with demand for energy support and advice and by front line workers. The Scottish Welfare Fund is facing unprecedented demand while success in raising awareness of benefits entitlement and debt is placing pressure on specialist resources.

### **Fuel and Hardship Support**

- 2.3 A significant element of the budget has been spent on providing fuel top up support. This is organised for Council tenants through housing staff and via the Cosy Kingdom partnership in terms of private tenants and owner occupiers. This is additional to provision made by other agencies including housing associations. In addition, welfare staff have access to emergency cash provision or to direct people to the Scottish Welfare Fund. The current approach has been one of necessity but is not sustainable in terms of the pressure it places on staff or in terms of funding. For example, the Covid Hardship Fund will not exist for very much longer. There is a need to simplify and improve access to what can be a complex landscape of support.
- 2.4 In bringing forward proposals for winter 2023/24, it is intended to now review the approach with a view to redesigning the processes for crisis payments. This will include looking at how we can ensure the provision of wider benefit and energy support for people who need immediate cash support. This will be done jointly with partner organisations and groups.
- 2.5 An evaluation of the support that was given over this winter to address fuel poverty is underway. This is looking at the needs of those living in Council, private and housing association properties as well as those who own their property. This work will inform the establishment of a targeted support package from winter 2023/24 which will continue crisis support of fuel top ups as well as more preventative support including energy advice and assistance.

## **Financial and Welfare Support**

- 2.6 Supporting people to take up their full entitlement to benefits has been a key component of the Cost-of-Living Campaign. This has involved:
- Providing a free and easy to access online benefit calculator “Entitled To”
  - Giving support to those who need it via telephone or by face-to-face appointments to have a benefit check completed
  - Running targeted campaigns on key benefits to increase the take up in Fife.
- 2.7 The Fife Benefit Checker launched on 25th October 2022. From its launch to the end of January 2023, it has been used on 6,480 occasions. Key Council teams and third sector organisations have been trained on using the benefit checker.
- 2.8 The average monthly financial gain per benefit check carried out by helpline staff was £69. The people receiving these gains are likely to have had underclaimed benefits due to them needing extra support to access the benefit checker and help to use it. It is also an indication of the need to have a benefit checker and the importance of campaigns in Fife to support people to get all they are entitled to.

## **Cost of Living Support - Staff**

- 2.9 Cabinet in October 2022 agreed to introduce a temporary Personal Vehicle Allowance payment for those employees who need to use their car to deliver Council services. The current economic climate has created cost of living challenges for all our staff and there are specific issues for frontline employees who must use their own vehicle to deliver services in our communities. These are associated with the significant rise in the cost of petrol and diesel. The affected employee groups include (but are not limited to) Home Carers, Social Care Workers, Residential Care Workers and Social Workers.
- 2.10 A payment of £400 per annum has been paid to those employees who claimed more than 2000 business miles in 2021/22. This was backdated to April 2022. In addition, employees who were expected to claim more than 2000 business miles in 2022/23 have also received the payment. 1,233 employees have been paid the allowance to date at a total cost of £0.42m (this doesn't cover the full year yet). Following discussion with the Trade Unions and to manage the risk if employees withdraw use of their vehicles, it is proposed to continue to pay the allowance at the current rate with a further review at the end of September 2023. A report will be brought back to Cabinet at this time. The estimated cost of this proposal for six months is £0.250m.
- 2.11 In addition to the allowance, a number of other measures have been implemented to further support employees including daily payment of expenses; reminders to managers to authorise payments more quickly and communication on the range of savings that can be made through the Employee Benefits scheme. Employees are also signposted to the cost-of-living support available for all Fife residents as well as tailored financial wellbeing support for employees through our employee benefits provider. Specific discrete support was put into place to help staff experiencing hardship because of fuel costs.

## **Community and Voluntary Support**

- 2.12 Support to community food providers (food banks, larders, and community fridges) is increasing. Fife Council is working with the community food providers to identify a way to jointly procure and deliver key essential items and help to give security of supply of these items and reduce the costs of buying the items. Donations to food providers continues to be down, whilst providers are reporting demand increases of between 12-20%. Cash support to the community food providers will continue to be needed but is being closely monitored as changes to the welfare system, for example, the mitigation of the benefit cap through HRA and the Scottish Child payment, give low-income families increased budgets (Appendix 4).



- 2.13 Area teams are reporting that the best used warm spaces have had food and other activities on offer and are addressing isolation and helping people be part of the community. There is value in supporting a funding allocation to support these community organisations to continue to offer the activities year-round.
- 2.14 The partnership with the Big Hoose initiative is providing Fife with much needed household items for families that are struggling with the cost of living.
- 2.15 There was £200 000 of financial support given to assist in the distribution of the goods across Fife and staff to develop the initiative.
- 2.16 Further support was dependent on an evaluation being carried out on the work and that is currently underway. We are not currently in a position to recommend further support. This is consistent with the June – July accounting year that the Big Hoose is operating. The Big Hoose is growing with many additional corporate donators coming onboard which is expanding the goods on offer. The evaluation of the scheme, together with any proposals for continuing funding, will be reported to Cabinet later this year.

### **Data and Evaluation**

- 2.17 It is a challenge both nationally and locally to get quality data on the impact of measures on people and families. Generally, this requires evaluation over a longer time frame and the building of data across different agencies and processes. A new system (LIFT) is now in place to help improve targeting while the close working across agencies is providing a good source of feedback and qualitative data on impact.
- 2.18 Initial data from LIFT (Low Income Family Tracker) identifies 31,087 of 181,860 households in Fife as being 'Low-Income' (each receiving either a DWP benefit, tax credits, Council Tax Support or Housing Benefit) meaning 17% of Fife households are classified as Low-Income.
- 2.19 Single households account for 67.4% of households classed as Low-Income and similarly account for two thirds (66.1%) of Low-Income households at risk. Lone Parents are the second most common Low-Income household type, accounting for 15.5% of Low-Income households and 25.9% of Low-Income households 'at risk'. This profile is supported by evidence from the Trussell Trust showing a significant increase in single household users of foodbanks.
- 2.20 90.8% of Low-Income households are not in work, while 9.2% of Low-Income households are in work. Those who are disabled account for the largest group of those who are not in work, followed by those who are not in work (but not classified as disabled/ carer / lone parent).

## **3.0 2023/24 Priorities and Funding**

3.1 The report to 22nd September, 2022 Cabinet Committee detailed £7.744m of temporary funding to tackle the cost-of-living crisis and £0.870m was approved for School Clothing Grants, a total of £8.614m.

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- 3.2 Appendix 1 details the projected expenditure for 2022/23 and the projected underspend is £2.052m. Of this, £1.750m relates to temporary grant funding (COVID and LACER funding) that is projected to be carried forward to 2023/24. The actual carry forward will be dependent on the final expenditure for the 2022/23 projects.
- 3.3 Appendix 2 details the priorities for 2023/24 that can be funded by this projected carry forward. The total of the priorities is £1.461m and £0.289m is the balance to be allocated. The funding for these priorities is dependent on 2022/23 actual expenditure and some figures may change once the final out-turn is known. There will be flexibility needed with these funds as exact allocations will not be known until, for example, we receive the evaluation of the Big Hoose initiative.

- 3.4 Temporary investment for Cost of Living was approved in the 2023/24 Revenue Budget. There is £0.948m reserved for cost-of-living pressures, to be committed during the course of the year. A further report will be presented to Committee to provide on the allocation of this temporary investment as part of the proposals for a programme of support through next winter (2023/24). This report will build on conclusions from continuing review work around energy support, access to welfare payments and food and household support.
- 3.5 The seven Areas have anti-poverty budgets £1.9m. There will be close working to ensure that the Fife wide budgets and the local area budgets meet the needs of those continuing to struggle financially.

## List of Appendices

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1. COVID Carry Forward and Local Authority Covid Recovery Fund (LACER) and Temporary Investment
2. COVID Carry Forward and LACER – Continuing Need 23/24
3. Welfare and government payments
4. Low Income Family Tracker (LIFT)
5. Cost of Living Summary

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## Appendix 1: COVID Carry Forward and Local Authority Covid Recovery Fund (LACER) and Temporary Investment

Table A.1 - COVID Carry Forward and LACER – Temporary Funding 2022/23

Description of Award	Previously Agreed 2022/23 Temporary Additional Funding (£)	Temporary Additional Funding (£)	Total Budget (£)	Actuals Jan 2022 (£)	Projected Expenditure (£)	Projected Variance (£)	Impact of funds
<b>Food</b>							
Increase in small grants for food providers	250,000	180,000	430,000	383,982	384,000	46,000	A total of £383,982 was paid out in grant support to buy food to meet demand to 72 organisations across Fife.
Cafe Inc	150,000	0	150,000	78,200	93,000	57,000	Providing Café Inc during the school holidays. Total budget for Café Inc in 2022/23 is £550,000. This is made up of £400,000 core and £150,000 temporary in 2022/23.
<b>Fuel</b>							
Provision of community-located Warm Spaces	75,000	150,000	225,000	225,000	225,000	0	<p>This funding was used to support both the Fife Sports &amp; Leisure Trust and the Fife Cultural Trust, and voluntary organisations and community groups to create inviting warm places for people during this winter period. Levenmouth and Kirkcaldy Areas contributed £10,000 each to support additional venues.</p> <p>74 venues were awarded funding across Fife to deliver Warm Spaces. The number of venues by area is provided below:</p> <ul style="list-style-type: none"> <li>• Cowdenbeath - 4</li> <li>• Dunfermline - 10</li> <li>• Glenrothes - 10</li> <li>• Kirkcaldy - 21</li> </ul>

							<ul style="list-style-type: none"> <li>• Levenmouth - 13</li> <li>• North East Fife - 9</li> <li>• South &amp; West Fife - 7</li> </ul> <p>A map was created of all Warm Places, not just those funded from this scheme. <a href="#">Warm Spaces   Cost of Living Support (fife.scot)</a></p>
Tackling Fuel Poverty	350,000		350,000	350,000	350,000	0	<p>Fuel Top Ups Private Tenants Current spend £107,229, 2300 households assisted</p> <p>£100,000 spent on handy service, 500 households assisted</p> <p>£110,000 spent on Community Heating fund, 63 assisted. Anticipated the remaining allocation will be spent</p> <p>Eligibility was that at least 10% of your income was spent on your fuel bills and that household income is below the minimum income standard for your household.</p> <p>The number of participants referred on to the scheme is 68 in total so far. Details on participants by age range and area is provided below.</p> <p>Age bands:</p> <ul style="list-style-type: none"> <li>• 25 – 40, 18%</li> <li>• 41 – 50, 10%</li> <li>• 51 – 54, 16%</li> <li>• 55 – 64, 18%</li> <li>• 65 and over, 38%</li> </ul> <p>Area:</p> <ul style="list-style-type: none"> <li>• Dunfermline, 18%</li> <li>• Cowdenbeath, 15%</li> <li>• Glenrothes, 12%</li> <li>• Kirkcaldy, 21%</li> <li>• Leven, 22%</li> <li>• North East Fife, 4%</li> <li>• South &amp; West Fife, 8%</li> </ul> <p>Current spend £115,000, 781 households assisted</p>

	150,000		150,000	115,000	130,000	20,000	Support is being provided to those in temporary accommodation.
Tackling Fuel Poverty - HRA	500,000	0	500,000	500,000	500,000	0	Current spend £693,655 with 4700 tenant households assisted. Additional HRA topped up this fund.
Winter Warmer Packs	0	30,000	30,000	30,000	30,000	0	Pack consisting of fleece, hot water bottle, insulated cup and hat and gloves in a kit bag sourced and distributed to 7 Areas for distribution to vulnerable individuals with temporary crisis
<b>Financial</b>							
Targeted relief on school meal debt	0	65,000	65,000	19,000	19,000	46,000	Cases of school meal debt are assessed on an individual basis and written off if deemed appropriate
Scottish Welfare fund payments	1,000,000	863,000	1,863,000	1,863,000	1,863,000	0	The Scottish Welfare Fund would have run out of funds by November 2022 without the additional funding top-up of £1.863 million. This allowed the SWF team to: <ul style="list-style-type: none"> <li>• Increase the funds available for Crisis Grant awards</li> <li>• Provide better-quality carpeting and to carpet more rooms in homes</li> <li>• Have additional Welfare Fund Advisors to process applications</li> <li>• Put in place additional staff for the Community Support Line which includes benefit checking and supporting cost of living campaigns.</li> </ul>
Additional staffing for Scottish Welfare Fund	120,000	0	120,000	14,000	106,000	106,000	Provided to help meet the increased demand for support and keep waiting times for decisions as short as possible
Staff for the benefit checking and benefit campaigning	0	100,000	100,000	27,000	73,000	73,000	Additional staff have supported the introduction of the Fife benefit checker and given those needing one to one support to undertake a benefit check that help. Short term additional need to kick start the work and existing staff are now using the checker.

Fife Hardship Grants	480,000	240,000	720,000	488,688	640,000	80,000	During 2021/22, there was a rising number of applications being made. The fund was increased by £240,000 to reflect this increase. The actual spend to date is £488,688. The application rate has slowed in line with when people received the Cost-of-Living payment in November 2022. Most of the remaining applications are for: <ul style="list-style-type: none"> <li>• Covering periods of waiting times for benefits</li> <li>• Covering periods of statutory sick pay when people's income drops</li> <li>• People not being able to access the SWF because they have had 3 payments already or have a need not covered by the SWF.</li> </ul>
Staffing for Helpline Costs	0	100,000	100,000	14,000	18,000	82,000	Continued the previous COVID helpline as a helpline over the winter undertaking signposting and benefit checks
Rates relief funds to be increased	240,000	200,000	440,000	190,000	190,000	250,000	54 cases assessed with 49 successful applications. This has helped protect 1705 employees from Fife who work in these companies
Leisure Concessions	0	200,000	200,000	35,000	130,000	70,000	During the first month of 'Winter Splash for Nowt', there were 13,889 customers aged 17 and under. Number of visitors by venue: <ul style="list-style-type: none"> <li>• Levenmouth, 4,564</li> <li>• Michael Woods, 1,816</li> <li>• Carnegie, 2,415</li> <li>• Beacon, 2,181</li> <li>• Cowdenbeath, 1,005</li> <li>• Kirkcaldy, 911</li> <li>• East Sands, 623</li> <li>• Cupar, 246</li> <li>• Bowhill, 128</li> </ul>
Benefits Maximisation and Money Matters	230,000	0	230,000	230,000	230,000	0	Campaign benefit max campaigns – Pension credit, tax free childcare to date staff appointed through CARF to plan and deliver
LIFT Policy and Practice	90,000	0	90,000	90,000	90,000	0	Procurement of Low Income Family Tracker to aid the use of data to inform actions to tackle poverty

Gingerbread - Child Maintenance	26,000	0	26,000	26,000	26,000	0	Research and relaunch of campaign and support for claiming child maintenance
<b>Employment</b>							
Pre employment Training	700,000	0	700,000	315,000	600,000	100,000	Pre employment course to support those who need support into the job market
Childcare/After school clubs and breakfast clubs	750,000	0	750,000	0	0	750,000	An expansion of childcare including breakfast clubs and after school provision was planned however there are significant challenges being experienced in recruiting qualified childcare practitioners to enable an expansion. The priority has been made to the staffing of the 1140 hours expansion of early learning and childcare. Education are focusing on building up the workforce and identifying areas of need for childcare.
<b>Other</b>							
Staffing Support for organisations that provide charitable goods (Big Hoose)	200,000	0	200,000	117,728	155,000	45,000	Staff and help with the distribution of donated good across Fife to the families in need.
Poverty Awareness Training	50,000	0	50,000	50,000	50,000	0	Increase the numbers and rollout of the Fife benefit checkers to staff across Fife and organisations
Putting People First	106,000	0	106,000	24,000	24,000	82,000	Previously agreed project in 2021/22
Various Projects	149,000	0	149,000	102,000	149,000	0	Previously agreed projects in 2021/22 e.g. chrome books and small kitchen works
School Clothing Grants		870,000	870,000	613,000	625,000	245,000	12,500 families supported
<b>TOTAL</b>	<b>5,616,000</b>	<b>2,998,000</b>	<b>8,614,000</b>	<b>5,902,825</b>	<b>6,562,000</b>	<b>2,052,000</b>	

## Appendix 2 COVID Carry Forward and LACER – Continuing Need 2023/24

Table A.2 - COVID Carry Forward and LACER – Continuing Need 2023/24

		£
<b>Potential Carry forward – COVID and LACER funding</b>		<b>1,750,000</b>
<b>Description of Award</b>		
<b>Continuing Need</b>		<b>2023/24</b>
<b>Food and Household Support</b>		
Community support for warm places, food and other local responses to emerging need and gaps in services	To fund local responses to address hardship during the cost of living crisis	572,000
<b>Welfare Support</b>		
Additional staffing for Scottish Welfare Fund	To keep the waiting periods for both crisis and community care grants as low as possible	130,000
Fife Hardship Grants	Transitional amount to continue hard ship support in extreme cases as new arrangements are set up	200,000
Staffing for Helpline Costs		93,000
Leisure Concessions	Free swims and targeted swimming lessons.	70,000
Targeted relief on school meal debt	Cases of school meal debt are assessed on an individual basis and written off if deemed appropriate	46,000
<b>Economic</b>		
Rates relief funds to be increased	Rates hardship relief. An investment for rates hardship, outcome will give financial support for struggling businesses	250,000
Pre employment Training	Delay in getting staff in post. Need assessment of impact.	100,000
Balance to be allocated		289,000
<b>TOTAL</b>		<b>1,750,000</b>



## Appendix 3 Welfare and Government Payments

### Future payments

#### **UK Government payments -**

The UK Government has announced the following payments to be made over the course of 2023 and 2024 to means-tested benefit claimants. Exact payment windows will be announced closer to the time but are spread across a longer period. Payments will start in Spring and will go direct to bank accounts in three payments over the course of the financial year. This is administered by DWP.

- £301 First Cost of Living Payment – during Spring 2023; for people on an eligible low-income benefit
- £150 Disability Cost of Living Payment – during Summer 2023; for people on an eligibility benefit
- £300 Second Cost of Living Payment – during Autumn 2023; for people on an eligible low-income benefit
- £300 Pensioner Cost of Living Payment – during Winter 2023/24; for pensioner households
- £299 Third Cost of Living Payment – during Spring 2024; for people on an eligible low-income benefit

More information - <https://www.gov.uk/government/news/millions-of-low-income-households-to-get-new-cost-of-living-payments-from-spring-2023>

#### **£400 Energy Bills Support Scheme**

- Eligibility: All households with a domestic electricity connection in Great Britain are eligible for the £400 discount.
- £66 discount applied to energy bills in October and November, £67 applied in December and January, £67 to be applied in February and March 2023
- Administered by energy suppliers
- More information - <https://www.gov.uk/government/news/energy-bills-support-scheme-explainer>

#### **Scottish Government payments -**

##### **Scottish Child Payment**

- Eligibility: Available to families who are in receipt of certain benefits
- Payment of £25 per child per week, for every child under 16
- There have been 13,225 applications from Fife, of which 10,470 were authorised ([high level statistics until 30 June 2022](#))
- Administered by Social Security Scotland
- More information - <https://www.mygov.scot/scottish-child-payment>

##### **Best Start Grant and Best Start Foods**

- **Pregnancy and Baby Payment** - £642.35 for your first child under 16; £321.20 for any child that comes after your first (some exceptions for multiple births). You can apply any time after you have reached the end of the 24th week of pregnancy until the day your baby is 6 months old.

- **Early Learning Payment** - £267.65 per child to help with the costs of early learning. You can apply when your child is aged between 2 and 3.5 years old.
- **School Age Payment** - £267.65 per child to help with the costs of preparing for school. *The current payment window for a child born between 1 March 2017 and 28 February 2018 will close at the end of February 2023.* If your child is born before 1 March 2017, you can no longer apply. If your child is born in the year after 28 February 2018, you must wait to apply between 1 June 2023 and 29 February 2024.
- **Best Start Foods** – Varying payments applied to a prepaid card for children under 3. Payments are made every 4-weeks.
- More information - <https://www.mygov.scot/best-start-grant-best-start-foods/how-it-works>

### **Previous payments**

#### £650 Cost of Living Payment (UK Government)

- Paid in two instalments (final payment in Autumn 2022). Administered by DWP to those on qualifying low income/means-tested benefits or Tax Credits.

#### £150 Disability Cost of Living Payment (UK Government)

- Paid in September/October 2022 to those on qualifying disability payments. Administered by DWP.

#### £300 Pensioner Cost of Living Payment (UK Government)

- Paid in November 2022 to those in receipt of Winter Fuel Payment. Administered by DWP.

#### £130 Child Bridging Payment x4 (Scottish Government)

- Awarded in Easter, Summer, October and Christmas to families with children eligible for free school meals. Administered by Local Authorities.

#### £150 Cost of Living Payment (Scottish Government)

- Awarded to everyone liable to pay council tax and living in properties in Bands A-D, everyone receiving Council Tax Reduction or exempt from council tax.

## Appendix 4 Low Income Family Tracker

### Table 1 - Financial Resilience of Low-Income Households (November 2022)

<b>Risk category</b>	<b>Coping</b>	<b>Struggling</b>	<b>At risk</b>	<b>In crisis</b>	<b>Total</b>
<i>Definition</i>	<i>More than £100 of available income</i>	<i>Up to £100 of available income</i>	<i>Unable to meet essential household spend</i>	<i>Unable to meet basic living costs</i>	
Number of low-income households	25,278	663	5,078	68	31,087
% of low-income households	81.3%	2.1%	16.3%	0.2%	100%

### Table 2 - Financial Resilience of Low-Income Households by Household Type (November 2022)

<b>Household Type</b>	<b>Coping</b>	<b>Struggling</b>	<b>At risk</b>	<b>In crisis</b>	<b>Total</b>
Couple with children	1,399	32	139	*	1,571
Couple without children	2,911	69	268	*	3,252
Lone Parent	3,919	92	1,314	*	5,325
Single	17,049	470	3,357	63	20,939
Total	25,278	663	5,078	68	31,087










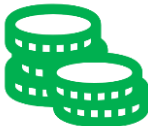



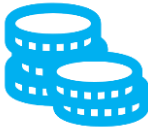
### Table 3 - Financial Resilience of Low-Income Households by Employment Status (November 2022)








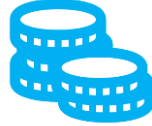



<b>Employment Status</b>	<b>Coping</b>	<b>Struggling</b>	<b>At risk</b>	<b>In crisis</b>	<b>Total</b>
In work	2,367	114	311	*	2,794
Not in work - carer	717	126	391	*	1,234
Not in work - disabled	12,534	282	839	*	13,661
Not in work – lone parent	942	24	986	*	1,952
Not in work - other	8,718	117	2,551	60	11,446
Total	25,278	663	5,078	68	31,087

\* Suppression has been applied to cells with less than 10

## Appendix 5 Cost of Living Summary

### Cost of Living Support – key outputs

Food and fuel support	
 <p><b>4,700</b></p> <p>Fife Council tenant households assisted with <b>fuel top-ups</b></p>	 <p><b>£148</b></p> <p>Average <b>fuel top-up payment</b> to Fife Council tenant households</p>
 <p><b>63</b></p> <p>Households assisted with <b>community boiler repairs</b></p>	 <p><b>£1,746</b></p> <p>Average payment for <b>community boiler repairs</b></p>
 <p><b>3,610</b></p> <p>Cosy Kingdom energy advice sessions - telephone (2022/23)*</p>	 <p><b>1,068</b></p> <p>Cosy Kingdom energy advice sessions - home visits (2022/23)*</p>
 <p><b>74</b></p> <p><b>Warm Spaces</b> supported across Fife</p>	 <p><b>500</b></p> <p>Households assisted with <b>insulation from Cosy Kingdom (Handy Service)</b></p>
 <p><b>72</b></p> <p><b>Small Grants</b> awarded to community food providers</p>	 <p><b>£5,333</b></p> <p>Average grant on the <b>Small Grants Scheme</b> for community food providers</p>
 <p><b>162,409</b></p> <p>Number of meals distributed through <b>Café Inc</b> (2022/23)**</p>	 <p><b>£478,200</b></p> <p>Total spend on <b>Café Inc</b> (2022/23)</p>
Financial support	
 <p><b>905</b></p> <p><b>Hardship Grants</b> applications (2022/23)</p> <p>541 applications (2021/22)</p>	 <p><b>£530</b></p> <p>Average <b>Hardship Grant</b> payment (2022/23)</p> <p>£497 average payment (2021/22)</p>

 <p><b>29,687</b>  <b>Crisis Grant applications</b> received  (Apr 2022 – Feb 2023)  29,770 applications (2021/22)</p>	 <p><b>20,488</b>  <b>Crisis Grant awards</b> (Apr 2022 –  Feb 2023)  21,060 awards (2021/22)</p>
 <p><b>4,069</b>  <b>Community Care Grant applications</b> (Apr 2022 – Feb 2023)  4,089 applications (2021/22)</p>	 <p><b>2,892</b>  <b>Community Care Grant awards</b>  (Apr 2022 – Feb 2023)  2,729 awards (2021/22)</p>
 <p><b>1,722</b>  Calls to the <b>Community Support Helpline</b></p>	 <p><b>57,000</b>  Visits to the <b>Cost of Living website</b></p>
 <p><b>3,895</b>  Benefit checks completed on the <b>Fife Benefit Checker</b></p>	 <p><b>£69</b>  Average monthly financial gain per <b>benefit check</b> carried out by Fife Council helpline staff</p>
<b>Other support</b>	
 <p><b>2,949</b>  Products distributed via the <b>Big Hoose</b></p>	 <p><b>&gt;6,000</b>  Families received products via the <b>Big Hoose</b></p>
 <p><b>13,889</b>  Customers of winter <b>Splash for Nowt</b></p>	

\* Cosy Kingdom figures based on all funding, not just funding from Fife Council for the period 1st April 2022 to 28th February 2023.

\*\* The number of meals provided is by Fife Council Catering Service only. Other meals were provided via external suppliers. Fife Council is looking to improve capture of external food provision moving forward.

# Scottish Government Place Based Investment Programme Funding – Fife’s Proposed Projects 2023/24

Report by: Gordon Mole, Head of Business and Employability Services

Wards Affected: All

## Purpose

This report seeks agreement for an approach to disbursing Fife’s allocation of the Scottish Government’s Placed Based Investment Programme Funding, for financial year 2023/24.

Details of the final award to local authorities has not yet been released by the Scottish Government. However, an indicative amount of £1.915m for 2023/24 was included in the notice of award of funds during 2022/23.

As with previous rounds of funding, officers expect the Scottish Government will set rigid timescales and conditions to which Fife Council will require to adhere, including that monies are to be legally committed and/or spent or projects commenced within financial year 2023/24, with an expectation that projects will be completed by the end of September 2024, although there is now more of an understanding of the complexities around capital projects and Scottish Government officials have been more pragmatic over expected timescales recently.

A brief update on the projects funded via previous rounds is also provided.

## Recommendation(s)

It is recommended that Committee:-

- (i) note the background to the fund, including likely conditions and timescales involved in delivering projects;
- (ii) agree the list of projects in Table 1 as those to receive investment from the fund, during the financial year 2023/24, subject to final confirmation of funding to be made available by the Scottish Government. If funding is lower than predicted, then approved projects may be rolled forward to be delivered from the 2024/25, or later, funding allocation;
- (iii) agree that the Executive Director (Enterprise and Environment) be granted delegated authority to disburse funds to the agreed projects; and
- (iv) agree that there is some flexibility to allow movement of funds from one project to another, as necessary, with the agreement of the Executive Director (Enterprise and Environment) for changes above £100,000 and that below this sum movement is at the discretion of the Head of Business and Employability.

## Resource Implications

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Financial - the grant is for capital expenditure which is additional to that which is already or would otherwise be allocated to the 2023/24 budget and must not be used as substitute for existing allocated spend or be transferred to Fife Council's Capital Fund.

It is anticipated that through the proposed investment programme there will be elements of spend to save, improving both urban fabric and infrastructure, therefore reducing ongoing maintenance costs. In addition, an allowance has been made to mitigate against further cost inflation due to any further Covid measures and any material supply and cost difficulties that may result.

It is imperative that revenue consequences for projects delivered using this funding are manageable and/or mitigated against.

## Legal & Risk Implications

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It is expected that project work will be completed and/or contracts signed, legally committed to and/or commenced within financial year 2023/24. Any unused portion of the grant, if not re-profiled by the local authority to other eligible projects, which meet the conditions and ambitions of the fund, will be repayable to the Scottish Government unless prior written agreement is given by Scottish Ministers.

The grant is capital and it is expected to be used to finance local authority capital investment for projects in places that meet the needs and aspirations of communities.

The Grant may also be used to fund, subject to stringent conditions, third party place-based capital expenditure, either directly or through the provision of grants to third parties (public sector bodies, private sector, third sector bodies or individuals) which would, if incurred by the local authority, be considered as capital expenditure.

## Impact Assessment

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

The Fairer Scotland Duty, which came into force on 1 April 2018, requires the Council to consider how it can reduce inequalities of outcome caused by socio-economic disadvantage when making strategic decisions. Both the Plan for Fife and Fife's Economic Strategy align with this Duty in their commitment to working towards achieving thriving places in Fife's towns and City Centre.

## Consultation

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

# 1.0 Background

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- 1.1 The Scottish Government has previously made capital allocations of £4.335m (financial year 2019/20), £1.56m (financial year 2020/21), £3.163m (financial year 2021/22) and £2.748m (financial year 2022/23) to Fife Council for place-based investments. This funding was intended to enable local authorities to stimulate and support place-based economic investments, which encourage town centres and places, to diversify and flourish, creating footfall through local improvements and partnerships.

- 1.2 In April 2023, Fife Council will receive a further allocation of funds from the Scottish Governments Place Based Investment Programme. An indicative amount of £1.915m was previously provided by Scottish Government for 2023/24. This funding is part of a £140 million, 5-year, stimulus package, aimed at supporting place-based projects that are shaped by the needs and aspirations of local communities and accelerate the Scottish Government’s ambitions for place, 20-minute neighbourhoods, town centre action, community led regeneration and community wealth building. The grant has, to date, been flexible and may be allocated, at the discretion of local authorities, within the context of national and local commitments to place and including: The Town Centre First Principle; A New Future for Town Centres; and the Place Principle. However, the key condition is likely to be that **all grant expenditure must be completed by 31st March, 2024**. The Scottish Government define expenditure as follows: “It is expected that work will be completed; or at least work or contracts signed or commenced within the financial year.” The expectation will be that all projects are completed by the end of September 2024, although there has been a degree of flexibility applied by Scottish Government, recognising the substantial challenges being experienced in construction.
- 1.3 The 5-year £140 million stimulus package from the Scottish Government will provide funding for Placed Based Investments, with a share of the funds distributed between the 32 Local Authorities in Scotland in each financial year as follows:

2021/22	£38m
2022/23	£33m
2023/24	£23m
2024/25	£23m
2025/26	£23m

This provides some degree of comfort in developing a programme of projects to be delivered, however, it does not provide a guarantee of annual amounts of funding that Fife Council will receive in each of the financial years.

- 1.4 The Place Based Investment Programme is a capital source of funding with the aim of supporting the Scottish Government’s aspirations for places. However, as with the previous Town Centre Capital Fund, grants may be made to third parties for capital works. This may include small businesses, third sector organisations, private individuals, and other public bodies, but is subject to the same Scottish Government terms and conditions.

## 2.0 Issues and Options

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- 2.1 The Scottish Government will award Fife Council a further capital grant, which is expected to be £1.915m. However, as with the previous allocations, the Scottish Government is likely to expect that all expenditure on the fund will be completed within tight timescales.
- 2.2 Officers believe that the proposed projects in Table 1 be those to be prioritised for funding during financial year 2023/24, with a total commitment of £1.915m. Should the funding provided exceed this, then the reserve projects, listed in Table 2 may be advanced.
- 2.3 The projects listed below in Table 1 and Table 2 are, to some degree, “in flight” with business plans, approvals in place and/or projects where it is felt that the Council can provide additionality by investing.



- 2.4 The investment of this grant by Fife Council has been considered in the context of previous rounds of Scottish Government funding for place-based initiatives, the unsuccessful bids to the UK Government's Levelling Up Fund, as well as the focus for new investments in mid Fife and the effects of Covid 19 on places throughout Fife. There is limited time to plan, develop and procure new project streams to achieve spend within the timescales available. Officers are mindful of cost inflation, availability of contractors and therefore a degree of flexibility has been built into project budgets.
- 2.5 Table 1 below provides the proposed projects based on a prioritisation assessment of cost, stage of readiness and impact and estimated contribution to be funded from the Place Based Investment Programme funds for financial year 2023/24. Table 2 contains a list of reserve projects, which may also be advanced during 2023/24 should funding allow. If not, it is anticipated that these projects would be considered for inclusion in the programme for delivery during 2024/25.

**Table 1 Proposed Projects to be funded from PBIP funding 2023/24**

<b>Purpose</b>	<b>Estimated Contribution</b>	<b>Notes</b>
Volunteers Green Kirkcaldy (Priority 1)	£300,000	This key investment will accelerate works to provide a multifunctional community space at Kirkcaldy waterfront, allowing for pop up business space, events and family friendly activities.
Adam Smith Theatre Outdoor Space Kirkcaldy (Priority 1)	£200,000	External works to improve the exterior of the facility, enhance the landscaping, and provide additional operational service opportunities for FCT to promote this usable space for the benefit of the community. The use of the space co-located next to memorial park will be a natural extension of the town centre green space.
Leven High Street Public Realm Improvements (Priority 1)	£315,000	A contribution to revamping the public realm, street furniture and community space, following the high street fires in late 2022 and ongoing disruption.
Dunfermline Gap Site (City Square) (Priority 1)	£800,000	Development of the gap site was one of the key projects contained in the unsuccessful Dunfermline and West Fife constituency bid to the UK Govt Levelling Up Fund.
Fife Wide Building Improvement Grant (Priority 1)	£200,000	<u>Shopfronts, Building Repair energy efficiency and Upper Floor conversions</u> - A maximum grant of £10K or 90% of total project costs available to town centre businesses across Fife.
Glenrothes Enterprise Hub (Priority 1)	£100,000	Investment to reconfigure and refurbish flexible town centre enterprise space in response to market demand following Covid 19
<b>Total</b>	<b>£1,915,000</b>	

**Table 2 Reserve Projects**

Kirkcaldy Art Lighting Project (Priority 2)	£150,000	Start of town wide lighting project lighting up key buildings and visitor attractions. Match funding will be sought from KAC to support a wider programme.
Glenrothes Signage (Priority 3)	£75,000	Directional and information signage to tie in with urban realm improvements, connecting and highlighting key assets.
Cowdenbeath Signage (Priority 3)	£75,000	Directional and information signage to tie in with urban realm improvements, connecting and highlighting key assets.
Queen Ann Street Dunfermline Gap Site (Priority 3)	£400,000	Investment will accelerate enabling work for a prominent development site within Dunfermline City Centre.
<b>Total</b>	<b>£700,000</b>	

2.6 The context for selecting the proposed projects as outlined in the table above is as follows:

- a) To meet the shortfall in funding for projects
- b) Projects can meet both the ambitions and conditions of the Fund as set out by the Scottish Government in the timescales available
- c) Links to the Leading Economic Recovery Action Plan
- d) Links to the Mid Fife Action Plan and Investment Prospectus
- e) Projects are aligned to local and strategic priorities set out by emerging Place Leadership teams and will create transformational change at a local level
- f) Projects meet the themes identified in A New Future for Scotland's Town Centres
- g) Delivery risk, taking into consideration multiple factors which may delay delivery and completion of projects

### **Update on Previous investment of funds from the Scottish Government**

- 2.7 Since April 2019, Fife Council has received £11.806m of funding from the Scottish Government, from the Town Centre Capital Fund and latterly the Place Based Investment Programme. This funding has been used to support 30 projects, including creation of enterprise space, public realm improvements, site enabling works, building investment and improvements and development of site opportunities.
- 2.8 Many of the projects have been challenging to deliver, with Covid restrictions, cost inflation, material supply chain issues, contractor availability and poor weather conditions causing delays. Appendix 1 to this report provides an update on those projects that have made progress, nearing completion or are complete. An extension of time has been sought and received from the Scottish Government to allow projects that are experiencing substantial delays to reach completion.
- 2.9 The Kincardine Streetscape works project received an allocation of £600k from the 2022/23 Place Based Investment Programme. Due to cost inflation, construction costs, this project, which will be 70% funded by Sustrans, requires further match funding. Roads and Transportation Services have agreed that a financial contribution of £500,000 will be made towards the project from their Cycling Walking Safer Routes funding stream, which is received annually from Transport Scotland, contingent on the current level of CWSR funding being retained for 2023/24.

## 3.0 Conclusions

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- 3.1 The Scottish Government has allocated a further £23m of capital funding to local authorities across Scotland, from the Place Based Investment Programme to be spent or legally committed in the financial year 2023/24.
- 3.2 Officers have identified ten projects that could be delivered within the fund timeframes. However, as the level of funding to be provided is subject to final confirmation, the projects have been prioritised with five placed on a reserve list.
- 3.3 The potential impact on revenue budgets continues to be tightly managed. To reduce the Council's exposure to funding ongoing revenue streams, enhancing existing projects and working with third party end users/beneficiaries is the most effective use of these funds.
- 3.4 There should be some flexibility to allow movement of funds from one project to another as necessary, with the agreement of the Executive Director (Enterprise and Environment). This will be by way of a briefing note to include rationale and purpose of any changes above £100,000. Any awards or changes to the programme below £100,000 will be at the discretion of the Head of Business and Employability, in consultation with relevant Services.
- 3.5 The Scottish Government funding criteria stipulates that projects should be aimed at supporting local solutions, shaped by the needs and aspirations of communities and accelerate the Scottish Government's ambitions for:
  - Place
  - 20-minute neighbourhoods
  - Town centre action
  - Community led regeneration
  - Community wealth building
- 3.6 The proposed disbursement of funds outlined in Table 1 reflects the Scottish Government's priorities, including previously set timescales. The projects identified have the necessary approvals and/or plans in place to allow expenditure to be completed on time.

### List of Appendices

1. Scottish Government Town Centre Fund 2019/20 and 2020/21 – Update

### Background Papers

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

- Scottish Government Town Centre Action Plan 2 (2022)
- Scottish Government Town Centre Toolkit (2015)
- Scottish Government - Town Centre Action Plan Review Group, Chaired by Professor Leigh Sparks - A New Future for Scotland's Town Centres (2021)

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## Scottish Government Town Centre Fund and Place Based Investment Programme – Brief Update

Project and Investment	Brief Description	Current Status
<b>Former DSS Building Cowdenbeath</b> <b>£240k</b>	Purchase and demolition of the former DSS building in Cowdenbeath town centre. The site clearance has paved the way for the neighbouring council-owned land to be redeveloped into a mixed-use affordable housing and commercial development, in partnership with Kingdom and Ore Valley Housing Associations. Site clearance is complete, and the build scheduled to commence during 2023.	Complete
<b>Cowdenbeath Town House</b> <b>£500k</b>	Renovation of the prominent Town House building on Cowdenbeath High Street, which had lain vacant for years. The funding is being used to bring the building up to a standard ready for the next phase of works and an identified end use. Works on the building are on hold, pending decisions on future use, with the limited remaining budget likely to be used to support increasing costs across the programme.	Active
<b>Cupar Inner Court/ Bonnygate</b> <b>£850k</b>	An ambitious project involving the repurposing of brownfield land and derelict buildings situated in the heart of Cupar's historic conservation area. The project is a partnership involving Kingdom Housing Association (KHA) and Fife Council. The proposal for the 23 affordable residential units and a commercial unit received Full Planning Consent in June 2021 with a further application for non-material variations to planning conditions approved in September 2021, and Conservation Area Consent for the demolition of the derelict buildings agreed in October 2020. KHA will be the landlord of 13 mid-market rent properties and Fife Council landlord of 10 social rent properties and the commercial unit. Site assembly has proved problematic, alongside other issues, causing delays. However, these are largely resolved, with demolitions and site clearance work, followed by community archaeological investigations, scheduled to begin imminently.	Active
<b>Maygate Exchange Dunfermline</b> <b>£300k</b>	This project has transformed a vacant Fife Council building in the heart of Dunfermline town centre into a modern Enterprise Hub where entrepreneurs can hire space, grow, and collaborate. The creation of collaborative space was identified as much needed through the Design Dunfermline Charette in 2018.  The Hub was designed with enhanced Covid safety measures, including remote management and an online booking and billing system.  The building is fully occupied.	Complete

Project and Investment	Brief Description	Current Status
<b>Glenrothes Signage, Routeways and Cycleways</b> <b>£70k</b>	<p>This project has capitalised on existing assets, and new developments, within Glenrothes town centre, which will help to connect people and places. Upgrades to the routeways and signage within the town centre include a new path connecting Kingdom Avenue with Riverside Park, and improvements to the pedestrian and cycling footways.</p>	Complete
<b>Development of Glenrothes Town Centre Sites</b> <b>£498k</b>	<p>The development of key sites within Glenrothes town centre has created a more distinctive and integrated town centre, which will enhance the future role, function, attractiveness, and success of Glenrothes Town Centre. In conjunction with the projects included in, Glenrothes Routeways and Signage, the individual site improvement projects have created a better perception of the town centre and have improved connectivity within the town centre. Improved access to and from key town centre assets. Site improvements included:</p> <ul style="list-style-type: none"> <li>• Improvements to facilities in Riverside Park</li> <li>• Increased seating, shelter and improvements to lighting have made the town centre a more attractive and welcoming social hub where people can gather and spend time.</li> <li>• New areas of green space, such as the former Kingdom House site.</li> </ul>	Complete
<b>Inverkeithing South Gateway</b> <b>£200k</b>	<p>As part of the wider heritage regeneration of Inverkeithing town centre, this project has created attractive and useable civic space in the heart of the town centre and has extended the benefits and impact of the public realm scheduled for the adjacent Conservation Area. Inverkeithing Community Council plan to use the enhanced space to hold a Christmas Market and Community Networking Event in December. A local café business is also interested in using the space as outdoor seating for its customers.</p>	Complete
<b>Kirkcaldy Car Parking, Public Realm and Gateway</b> <b>£180k</b>	<p>Improvements across Kirkcaldy Town Centre, including public realm to two wynds which connects people from the High Street to the Waterfront, the west end of the High Street (Olympia Arcade), and Gateway improvement work within the Adam Smith Merchants Quarter including artistic mural work, and the installation of a sundial as a tribute to Sir Sandford Fleming. Car parking improvements have been slower, however work has been done to close off the pedestrianised area of the High Street to vehicles, out with permitted times, with the use of temporary planters, so that people can enjoy car free space more often and for longer.</p>	Complete

Project and Investment	Brief Description	Current Status
<b>The Postings Steps, Kirkcaldy</b> <b>£300k</b>	<p>Access to The Postings (latterly the Kirkcaldy Centre) shopping centre was in dire condition, with the steps and access ramps unusable in some places and hazardous to those with mobility issues. The reconstruction of The Postings steps and ramp (completed in September 2020) has transformed a key route which links Kirkcaldy Bus Station with Kirkcaldy town centre. The steps are now DDA compliant, and by using a similar granite to the High Street, the look and feel of this key gateway to Kirkcaldy town centre has been enhanced. The associated lighting and artwork have improved the look and feel of the area, and enhanced safety and security.</p>	Complete
<b>Kirkcaldy Waterfront</b> <b>£350k</b>	<p>The Kirkcaldy Waterfront project is a major infrastructure project to re-imagine Kirkcaldy's waterfront, with the works to be undertaken in three phases. The Scottish Government funding provided an enhancement to the existing works and was used specifically for the upgrading of the public realm, including new viewing platforms and art lighting.</p>	Complete (Phase 1)
<b>Adam Smith Theatre Cultural Hub (Kirkcaldy)</b> <b>£400k</b>	<p>SG funding was allocated to progress the enhancement of the Adam Smith Theatre auditorium, which was phase 1 of a £4.71m programme of cultural and arts regeneration at the Theatre. The auditorium works which includes new seating, decoration, and a new sound system, will bring a modern and comfortable theatre/cinema experience to Kirkcaldy town centre. Final work at the theatre is due to complete May 2023</p>	Active
<b>Acquisition of Buildings in Kirkcaldy's Merchants Quarter</b> <b>£400k</b>	<p>Funding from the SG has enabled the acquisition of two neighbouring vacant sites in Kirkcaldy High Street. This has allowed the progression of a £6.1m affordable housing development to progress. The development includes 39 residences with commercial units at ground level providing new modern business space. The commercial space will be used to create a Home Adaptations One Stop Shop.</p>	Complete
<b>Acquisition of Buildings in Levenmouth</b> <b>£362k</b>	<p>Fife Council has been working with Benarty Regeneration Action Group (BRAG), to help achieve their vision of creating a community hub and visitor destination, enhancing the work of Levenmouth Together. The SG funding was used as a grant to BRAG to facilitate the purchase and redevelopment of the former WH Smith building, a prominent vacant and derelict building in the centre of the High Street, which has lain empty for years. The redeveloped includes a community café, a shopfront/display area for community use and links to other regeneration activity, such as the Levenmouth Reconnected Rail Link and the former Flax Mill at Silverburn Park.</p>	Complete

<b>Project and Investment</b>	<b>Brief Description</b>	<b>Current Status</b>
<b>2<sup>nd</sup> Phase Town Centre Regeneration (Leven)</b> <b>£450k</b>	The funding was used to make the town centre more attractive and accessible for all, to improve the external perception of the area, and instil an internal pride of place within the community. Upgrades were made to cycle routes and pedestrian dominated areas to improve access and encourage more people to make journeys into the town centre by foot or by cycling.	Complete
<b>Lochgelly Town House Square</b> <b>£440k</b>	SG funding was used to enable the creation of a town house square on a section of land that was sandwiched between two anchor buildings which were vacant and derelict and targeted for re-use following the Scottish Sustainable Communities Charette held in March 2010. The former Town House (Category B listed) was repurposed to create town centre living, and the former St Andrews Church, was converted into a regional indoor climbing and bouldering facility, which will help to diversify the town centre offer.	Complete
<b>Abbot House Dunfermline</b> <b>£205k</b>	The A-Listed Abbot House, which operated as a heritage centre, has been vacant and closed to the public since 2015. Since the formation of Abbot house SCIO in 2017, works have been undertaken in a phased manner to refurbish and reconfigure the building's interior to provide a modern café, restaurant, meeting rooms and suites which will serve the local community and can be used for a variety of purposes. The SG town centre funding of £205,000 has enabled the final phase of internal and external works to be undertaken with the building now fully re-opened to the public.	Complete
<b>Building Improvement Grant 2020/21</b> <b>£200k</b>	A Town Centre Building Improvement Grant was launched in 2020 with Scottish Government funding of £200,000 and a Fife Council contribution of £62,000, for the purpose of shop front improvements, internal refit works, or upper floor conversions. 33 businesses supported.	Complete
<b>Glenrothes Town Centre Master Plan</b> <b>£1m</b>	Facilitated works at Glenrothes Bus Station to improve the sense of arrival with new surfaces, shelters and signage.	Complete
<b>Kirkcaldy Waterfront Phase 2</b> <b>£1,000,000</b>	Building on the Phase 1 works to make Kirkcaldy waterfront an attractive, active space for the community to use and enjoy for leisure and recreation. Due for completion April 2023.	Active
<b>Fife Wide Building Improvement Grant 2021/22</b> <b>£250K</b>	30 businesses supported with Shopfront improvements, Building Repair and Upper Floor conversions-A maximum grant of £10K or 90% of total project costs available to town centre businesses across Fife.	Complete

<b>Project and Investment</b>	<b>Brief Description</b>	<b>Current Status</b>
<b>Public Realm at Kino Cinema Glenrothes</b> £290k	Project to replace public realm outside the Kino Cinema and link up with works at Glenrothes Bus Station.	Complete
<b>Kings Theatre Kirkcaldy</b> <b>Phase 1 at 9 Esplanade</b> £290K	Project to develop artists workspace as part of a multi-phase approach to redeveloping 9 Esplanade Kirkcaldy	Complete
<b>Kirkcaldy Town Centre Site Enabling</b> £360k	This key investment will accelerate enabling work for a prominent development site within Kirkcaldy town centre. Demolitions are underway with completion due August 2023, or earlier.	Active
<b>Kincardine Streetscape works</b> £600k	Programme of works led by CRT and Sustrans delivering on one of the long-term actions identified during the Go Forth Kincardine Community Charrette. The project has been hit by cost escalation and difficulties in securing match funds	Active
<b>Kings Theatre Phase 2 at 9 Esplanade</b> £150k	Contribution towards Phase 2 focussing on works around the former ballroom (including electrical and heating works) and replacement of windows.	Active
<b>St Margaret's House Dunfermline</b> £430k	Phase 1 works to make the building wind and watertight whilst addressing some of the interior. Phase due to complete by May 2023.  Project is due to complete April 2023. Phase 2 of works were subject to the unsuccessful bid to the UK Govt LUF	Active
<b>Fife Wide Building Improvement Grant</b> £200k	<u>Shopfronts, Building Repair and Upper Floor conversions</u> - A maximum grant of £10K or 90% of total project costs available to town centre businesses across Fife.	Active
<b>Leven Station Place Making</b> £500k	Improvements to the area between the new railway station and bus station, including stronger links to Leven town centre.	Active
<b>Rosyth Community Facilities DAFC</b> £200k	To support the development of multigenerational community facilities, alongside the new DAFC training facility at Rosyth. This will support employment, training, and education streams.	Active
<b>Energy Efficient Enterprise Estate - Lochgelly Business Park</b> £300k	Works to upgrade 12,000 sq. ft of enterprise estate within Lochgelly Business Park, across 9 units.	Active



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## **Community Wealth Building – Policy Framework**

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**Report by:** Steve Grimmond, Chief Executive

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**Wards Affected:** All

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### **Purpose**

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The purpose of the report is to reassert the Council's position on Community Wealth Building (CWB) as the primary guiding policy framework through which the organisation will align to deliver the economic, social, and environmental benefits set out in the Plan for Fife.

### **Recommendation(s)**

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Cabinet Committee members are asked to:-

- (1) approve the community wealth building policy framework as set out at section 2 of the report;
- (2) remit Heads of Service to review existing policy and practice, systems and processes against the CWB policy and to lead implementation and take any necessary action to redesign approaches;
- (3) note progress in developing Community Wealth Building approaches in Fife and request that progress is reported back to Cabinet Committee every six months with the first report in October 2023; and
- (4) note that a Fife response to the Scottish Government's Community Wealth Building Bill consultation will be submitted in April 2023 and reported to the Fife Partnership.

### **Resource Implications**

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Existing systems and processes will require to be redesigned to support both the implementation of an organisation wide CWB approach and to influence practice and cultural shifts. For some Services there will be a consequential impact on existing staffing and resource priorities if they are to consider how to realign them to embed CWB practice as mainstream activity. This will be undertaken at a service level in line with adaptation towards a CWB model of delivery.

### **Legal & Risk Implications**

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There are no immediate legal implications arising from this report. Review work in recent years, along with the findings of the Fife Strategic Assessment and experience from the Covid-19 response, indicate that there is scope to strengthen the Council's economic, social and green recovery approach. There is increased risk that Plan for Fife ambitions will not be realised unless a different approach to economic recovery, community aspiration and climate emergency / green recovery response is delivered. The adoption of the Community Wealth Building Fife Anchor Charter will support such efforts.

There is a risk that failing to further develop and successfully implement the Council's approach to community wealth building across the organisation, will result in a failure to deliver the priorities and ambitions set out in the ten-year Plan for Fife (2017-2027) and in the updated Recovery & Renewal Plan for Fife (2021-2024).

## Impact Assessment

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An EqlA is not required as this report does not propose any changes to existing policies and practices. However, EqlAs may be needed around future policy changes in order to realign with CWB aims.

The Fairer Scotland Duty requires the Council to consider how it can reduce inequalities of outcome caused by socioeconomic disadvantage when making strategic decisions. The strategic approach to Community Wealth Building is strongly focused on delivering fair outcomes and reducing inequality.

## Consultation

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The Community Wealth Building Support Group which has Fife Council Head of Service and Community Planning Partner representation has been involved in the development of the policy framework. The Community Wealth Building Support Group reports to the Recovery & Reform Leadership Board as part of Fife Partnership governance arrangements. Heads of Service and Executive Directors have been involved in developing this policy statement. It has also been informed by a review of the 2022-2023 CWB Delivery Plan and by the Fife Partnership Leadership Summit exercise undertaken in September – December 2022.

## 1.0 Background

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- 1.1 Community Wealth Building (CWB) is an internationally recognised approach to economic design, to tackle long-standing economic challenges and transform local economies by considering the ways in which the public sector, in partnership with the private, third and community sectors, can ensure more wealth is generated, circulated and retained in communities and localities.
- 1.2 It seeks to use the economic levers available to 'anchor organisations' such as local authorities, health and social care bodies, the third sector, further and higher education institutions and enterprise agencies, to better support their local and regional economies. Anchor organisations are typically large employers with a strong local presence in an area. They can exert sizable influence through their commissioning and purchasing of goods and services, through their workforce and employment capacity and by creative use of their facilities and land assets. Positive use of these aspects can affect social, economic and environmental change in a locality or region.
- 1.3 CWB is a practical approach to economic development focused on five pillars of activity:-
  1. Spending
  2. Workforce
  3. Land and Property
  4. Inclusive Ownership
  5. Finance

- 1.4 These pillars are the key areas of focus due to the economic levers they represent. Section 2 of this report sets out a definition and overview of activity and what it can achieve. All the pillars play a complementary role in the retention of wealth in local places for the benefit of communities. Increased spend with local businesses and higher levels of inclusive or community forms of ownership means that more money stays in the communities that create the wealth through higher incomes, fairer employment opportunities and a greater say over the use of local and regional assets.
- 1.5 The CWB model has been developed over a number of years with examples of best practice available internationally and within the United Kingdom, such as Preston City Council's CWB model, which has been active for over ten years. Policy organisations including the Centre for Local Economic Strategies (CLES), the Democracy Collaborative and the Economic Development Association for Scotland (EDAS) have been active in supporting and bringing together local authorities to share good practice and review their CWB arrangements.
- 1.6 In short, CWB is focused on growing the influence communities have on the economy and ensuring communities receive more of the benefits from the wealth they help to generate.
- 1.7 Fife Council, as Scotland's third largest local authority, is a significant 'anchor organisation' and has already committed to implementing a CWB approach to how it uses the resources at its disposal across the whole organisation. This was approved at the Fife Partnership's Reform and Recovery Leadership Board in March 2022 and by Policy and Co-ordination Committee in April 2022, which remitted officers to undertake the necessary action across the Council to embed this anchor charter throughout the organisation as part of the community wealth building delivery approach. The Recovery & Renewal Plan for Fife 2021 -2024 committed Fife Council and Fife Partnership to:
- Developing a CWB model of economic recovery and development
  - Developing a CWB approach to the climate emergency
  - Embedding local people and place-based approaches across the Fife Partnership
  - Redesigning systems and processes to deliver wider social benefit through procurement, recruitment, fair employment and the use of land and assets
  - Expanding support for community ownership, social enterprise and community owned businesses through a new business support hub
  - Further develop the role of credit unions to support financial resilience and wellbeing.
- 1.8 Since that time, a CWB group of anchor organisations has been established and each partner organisation has also adopted the CWB Anchor Charter, including Fife Council in April 2022. The anchor charter commits to long term collaboration to deliver a CWB approach to the development of our local economy and environment which is inclusive and achieves wider social benefits, environmental sustainability and prosperity for all via a well-being economy. The charter pledges action across each of the five pillars of CWB, as set out in Appendix 1 to this report.
- 1.9 A one-year CWB partnership delivery plan was developed covering the period March 2022-March 2023 to inject pace into the necessary development work across anchor organisations. Whilst progress has been made in awareness raising of the economic approach, building on a solid foundation in procurement, community benefit clause capture and in supply chain development, and in testing alternative approaches in recruitment - a sharpened focus and bolder effort to redesign current conventional practice is required together with sustained leadership to realise the immediate and long-term benefits of CWB to Fife. Table One provides a snapshot of progress and learning by the Council over the past year.

- 1.10 There are also several forthcoming opportunities to continue to embed CWB in the organisation and in the deployment of our resources, particularly via the alignment of the refreshed Fife Economic Strategy and via the continued journey towards greater decentralisation of decisions, budgets and locally responsive approaches.

## 2.0 CWB – Context and Key Policy Actions

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- 2.1 In March 2022, Scottish Government published the National Strategy for Economic Transformation (NSET), aligned to the National Performance Framework. This strategy set out an ambition that ‘people will be at the very heart of an economy that offers opportunities for all to succeed and where everybody, in every community and region of the country, will share in our economic prosperity.’
- 2.2 The NSET approach highlighted an overarching goal of delivering a ‘wellbeing economy’ with the Government stating that ‘Community Wealth Building is one example of our practical approach to local economic development that supports a wellbeing economy. We will also publish a Wellbeing Economy Framework, a toolkit to support local councils and regions across Scotland. The principles of a wellbeing economy can’t be achieved through simply redistributing wealth, they need to be hard-wired into everything we do in this strategy’.
- 2.3 The Strategy was accompanied by a Wellbeing Economy Monitor, published in summer 2022, which details outcomes for anchor organisations to progress towards in the delivery of a wellbeing economy.
- 2.4 The Scottish Government has considered the need for relevant legislation to support Community Wealth Building and launched its consultation on the Community Wealth Building Bill in Fife on 31st January, 2023. Fife Council has participated in the Bill steering group, alongside other pilot CWB local authorities, statutory bodies and Scottish Government policy leads.
- 2.5 It is recognised that levers of control to mandate CWB approaches, in areas including procurement, land and property and recruitment, together with approaches undertaken by national agencies, the NHS in Scotland and non-departmental public bodies are devolved to Scottish Government. Fife’s response to the Bill consultation will set out areas where there are potential gaps between CWB intent and policy levers to help shape a legislative framework.
- 2.6 In this context, Fife Council will work with other anchor organisations to develop local approaches to embedding CWB systems and approaches to the delivery of services, aligned to the Plan 4 Fife themes of Inclusive Growth and Jobs, Thriving Places, Opportunities for All and Community-Led Services.
- 2.7 Table One presented below presents an assessment of the current practice or position of the organisation against each CWB pillar and then describes the potential next steps to realise a bolder shift to a stronger CWB model of economic development which uses the power of public resources and levers within the Council’s sphere of influence to tackle poverty, inequality and to address environmental challenges by generating, circulating, and retaining wealth in our communities.
- 2.8 The activities set out in Table One are aligned to actions agreed with anchor organisations within Fife. It is important to note that these actions represent the expression of a bolder and active move towards CWB as an underpinning theme for delivery of services. The activities are not intended to be exhaustive, but rather present some key influencing actions.

- 2.9 Taking the model further, services will consider implementation of actions across the five CWB pillars within the delivery of operational activity. This system redesign will form part of the service change planning process across 2023, with metrics developed to show progress against delivery, to be reported back via the six-monthly report to Cabinet Committee.
- 2.10 Through the CWB Leadership Summit process, anchor organisations considered a three horizons approach to system redesign and implementation. The actions set out in Table One set out necessary steps to enhance/commence implementation of key actions. This will be further developed using the policy framework approach for longer-term actions and those which may result from legislative change, which Scottish Government intends to implement by 2025.
- 2.11 Anchor organisations have recognised the need to communicate CWB actions in a clear, straightforward and outcome-driven approach, enabling services to consider and implement activity which aligns to CWB intentions, which is measurable and demonstrates change. Development work will be progressed to deliver internal and external communications and training to support embedding of CWB understanding in and support work around creating a culture of CWB among the workforce

**Table One: CWB Pillar Definitions and CWB Policy Actions for Fife**

## 1. Spending Pillar

<b>Pillar definition:</b> Maximising community and business benefits through procurement and commissioning, developing good enterprises, Fair Work and shorter supply chains.
<b>Overview of activity:</b> This includes a focus on ways to achieve greater economic, social and environmental benefits such as growing investment in local businesses, supplier development and innovation, and ensuring the delivery of tangible community benefits.
<b>What this will achieve:</b> Higher levels of spend with SMEs, micro-businesses and inclusive business models resulting in business growth and improved, resilient local and regional economies.

<b>Pillar 1: Spending</b>	
<b>Fife Current Position:</b> Strong foundation of year on year increases in % of local spend in the procurement and commissioning of services. Fife is significantly higher than the national average. Established practice in the development and capture of community benefit clauses and integrated working with economic development in developing the local supply chain.	
	<b>Next Steps to Advance CWB</b>
<b>Local Procurement Spend</b>	<ul style="list-style-type: none"> <li>• Maximising local spend of the Fife public pound</li> <li>• Supporting the development of shorter supply chains and local opportunities</li> <li>• Exploring opportunities for joint procuring with partner anchor organisations</li> </ul>

<b>Community Benefits Approach</b>	<ul style="list-style-type: none"> <li>• Maximising community benefits by embedding the successful Madras College / Dunfermline Learning Campus community benefit approach to all suitable capital projects</li> <li>• Aligning private sector opportunities via community benefit clauses with employability and life chances recruitment approaches</li> <li>• Development of community projects bank to design in and direct community benefits towards local initiatives in the community and third sectors, piloted in S&amp;W Fife</li> <li>• Enhancing the monitoring of and long term outcomes of community benefit clauses.</li> </ul>
<b>Local Supply Chain Development</b>	<ul style="list-style-type: none"> <li>• Supplier Development Programme and Meet-the-Buyer Events</li> <li>• Promoting access to finance and expert help</li> <li>• Trade shows &amp; learning journeys</li> <li>• Local and regional supply chain and cluster development</li> <li>• Promoting the circular economy</li> </ul>

## 2. Workforce Pillar

<p><b>Pillar definition:</b> Increasing Fair Work and developing local labour markets that support the prosperity and wellbeing of communities.</p>
<p><b>Overview of activity:</b> Ensuring public sector anchor organisations and other employers embed Fair Work principles, promoting the payment of the real Living Wage; recruiting locally, from groups who face inequalities and are furthest from the labour market; and promoting work that is secure, provides flexible working and training opportunities and supports the workforce to have an effective voice.</p>
<p><b>What this will achieve:</b> Access to local and fair employment opportunities, fairer wages, skills development opportunities and improved wellbeing of employees.</p>

<p><b>Pillar 2: Workforce</b></p>
<p><b>Fife Current Position:</b> Sound experience in delivering online application processes and success in integrating recruitment approaches and systems to 'ring-fenced' employability programmes. Flexible and adaptable approaches tested to support Services to fill recruitment gaps / test campaigns / target priority groups and learning captured.</p> <p>Fife was the first place in the United Kingdom to secure a 'real Living Wage' town status, for Glenrothes. Through a dedicated action group, significant increases have been seen in businesses becoming accredited RLW employers. This continued to grow through the pandemic, but now requires additional focus to extend to other Fife places.</p>



	<b>Next Steps to Advance CWB</b>
<b>Recruitment &amp; Employability</b>	<ul style="list-style-type: none"> <li>• Redesigned recruitment approaches which help applicants overcome digital and process barriers</li> <li>• Targeted recruitment from priority groups who face inequalities and who are furthest from the labour market</li> <li>• Establishment of a 'life chances' approach to a proportion of core Fife Council vacancies</li> <li>• Employability programmes to be designed into recruitment processes for identified posts – as an initial position before rolling out more widely - with guaranteed job outcomes for participants</li> </ul>
<b>Fair Employment &amp; Real Living Wage</b>	<ul style="list-style-type: none"> <li>• Fair Work conditionality terms for grants &amp; contracts reviewed in line with Scottish Government conditionality for the expenditure and draw-down of grant funding.</li> <li>• Implement a roll-out of the Real Living Wage Fife-wide – beginning with the next town focus on Kirkcaldy.</li> <li>• Encourage that commissioned activity funded through government grants, requires suppliers and delivery organisations to be accredited Real Living Wage employers.</li> <li>• Amend grant award conditions, including ALEOs and Trusts requirements to include expectation of progression towards RLW.</li> </ul>

### 3. Land and Property Pillar

<b>Pillar definition:</b> Growing social, ecological, financial and economic value that local communities gain from land and property assets.
<b>Overview of activity:</b> Productive use of anchor organisation land and property, for example through diversified ownership models including community ownership, and tackling vacant and derelict land and buildings
<b>What this will achieve:</b> Land and property are used for the common good and benefit communities, SMEs and micro-businesses and the environment.

<b>Pillar 3: Land &amp; Property</b>
<b>Fife Current Position:</b> Progress has been made in streamlining our arrangements for Community Asset Transfers (CATs) and providing stronger engagement with interested community bodies. To date Fife has completed 12 successful CATs totalling approx. £1.1 million investment to communities to support a wide range of projects, including community hubs, music projects and environmental assets. In addition, community organisations have been supported through support in kind assistance providing additional community benefit. Organisations assisted range from local sports clubs through to valued 3rd sector partners, such as the YMCA and The Cottage Family Centre.

Fife Council continues to promote the productive re-use of vacant and derelict to deliver better economic, social and environmental outcomes for communities across Fife. This includes optimising use of our allocations to the Scottish Government’s ‘Vacant and Derelict Land Fund (VDLF)’ to invest in initiatives which will have a highly visible impact on long-term vacant and derelict sites particularly in our town and neighbourhood centres. These retain a sharp profile within the Council’s ‘Reform and Recovery’ Programme particularly within the Climate Emergency, Leading Economic Recovery and Community Wealth Building workstreams. The ‘Recovery and Renewal’ Plan4Fife 2021-2024 Update (August 2021) states a desired outcome under the heading of Community Wealth Building is to see “More vacant, derelict and contaminated land brought into productive use”.

Information on Vacant and Derelict Land in Fife can be accessed through the annual reports and interactive map of sites on the Council’s website: [Planning Information and Land Use Audits | Fife Council](#)

	<b>Next Steps to Advance CWB</b>
<b>Land and Assets</b>	<ul style="list-style-type: none"> <li>• Redesign systems and process to deliver wider social benefit through the use of land and assets</li> <li>• Develop a joint public asset register with anchor partners</li> <li>• Stronger engagement and on-going support for community bodies seeking asset transfers</li> <li>• Lobby at a national level to secure a more streamlined and strengthened route towards securing Compulsory Purchase Orders which remain the best means for councils and communities to take control of derelict land for the purposes of community regeneration.</li> </ul>
<b>Vacant &amp; Derelict Land</b>	<ul style="list-style-type: none"> <li>• Use the Vacant and Derelict Land Delivery Plan 2023/24 to progress CWB delivery models, in areas such as community opportunities to develop natural capital.</li> <li>• Optimise use of VDLF to support the remediation and re-use of long-term vacant and derelict sites</li> <li>• Bolster delivery of Fife Council’s ‘Sustainable Energy and Climate Action Plan’ in the context of reuse of vacant and derelict land including support for Community Renewables and tree planting initiatives.</li> <li>• Unlock further public and private funding to deliver jobs, affordable homes and low carbon/green initiatives on vacant and derelict sites</li> <li>• Working with other Councils, lobby the Scottish Government on expansion of the Vacant and Derelict Land Fund to deliver allocations of ringfenced patient capital to more than 5 councils each year.</li> </ul>
<b>Planning</b>	<ul style="list-style-type: none"> <li>• Explore how Section 75 requirements under the Planning (Scotland) Act and National Planning Framework can be used to enhance wider CWB goals beyond the direct mitigations of impacts of development</li> </ul>



## 4. Inclusive Ownership Pillar

<p><b>Pillar definition:</b> Developing more local and inclusive enterprises which generate community wealth, including social enterprises, employee-owned firms and cooperatives.</p>
<p><b>Overview of activity:</b> Promoting greater diversity in the business base by encouraging formation and development of inclusive business models<sup>1</sup> which support the local retention of wealth.</p>
<p><b>What this will achieve:</b> More inclusive and democratically owned enterprises and assets which means the wealth created locally and by local people stays in those communities in the form of incomes and profits rather than being extracted out.</p>

<p><b>Pillar 4: Inclusive Ownership</b></p>	
<p><b>Current Position:</b> The Fife business base is dominated by smaller businesses, with 96% of Fife's businesses employing fewer than 250 employees. There is a package of business and third sector support available across Fife within the Council's Economic Development and Community Development teams, Business Gateway Fife, and Fife Voluntary Action.</p>	
	<p><b>Next Steps to Advance CWB</b></p>
<p><b>Developing the Local Economy</b></p>	<ul style="list-style-type: none"> <li>• Expanding support for community ownership, social enterprise and community owned businesses through a new streamlined process for alternative ownership start-up support, drawing on the expertise of business support organisations and national agencies, through a virtual hub model.</li> <li>• Identify opportunities to support transitions to alternative delivery models for community-led services and supply chain opportunities. These would require public sector organisations to support transition over a multi-year commitment in the use of such services.</li> </ul>
<p><b>Housing</b></p>	<ul style="list-style-type: none"> <li>• Developing a town centre housing approach to facilitate 20 minute neighbourhoods and higher levels of local spend</li> <li>• Work with anchor partners to pool land for housing</li> <li>• Explore the potential for a green building supply chain</li> </ul>

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1 Co-operative Development Scotland: Blog

## 5. Finance Pillar

<p><b>Pillar definition:</b> Ensuring that flows of investment and financial institutions work for local people, communities and businesses.</p>
<p><b>Overview of activity:</b> Increasing investment and re-circulating wealth within local economies including through access to affordable credit and business finance.</p>
<p><b>What this will achieve:</b> Money and investment stays in a local area and is available to support communities and businesses.</p>

<p><b>Pillar 5: Finance</b></p>	
<p><b>Current Position:</b> The credit union movement has a 20-year history in Fife with three Fife-based community credit unions currently in operation; Kingdom Community Bank (KCB), Benarty &amp; Lochgelly Credit Union and North East Fife Credit Union. Fife Council staff have a payroll arrangement with Kingdom Community Bank (the only Fife-wide credit union), but also with a local authority regional credit union – Tay Valley Credit Union, based in Dundee. Credit union membership in Fife is approximately 12,000 members - with KCB accounting for 90%. Loan value across Fife is just under £2m and savings on deposit around £7.5m. There is scope to further increase credit union membership and maximise the use of capital.</p>	
	<p><b>Next Steps to Advance CWB</b></p>
<p><b>Financial Inclusion</b></p>	<ul style="list-style-type: none"> <li>• Further develop the role of credit unions and general financial inclusion provision to support financial resilience and wellbeing.</li> <li>• Explore the potential of credit union lending to businesses</li> <li>• Explore community-led access to finance models for e.g. counter service provision in communities.</li> </ul>

## 3.0 Conclusions

- 3.1 A commitment to Community Wealth Building was confirmed by Fife Council in 2020, with early actions focusing on engagement with other anchor organisations, the creation of effective governance models and implementation of priority measures, as set out in the adopted CWB Delivery Plan for 2022-2023. The introduction of a policy framework provides a direction to services to further implement CWB approaches within the design and delivery of provision.
- 3.2 The introduction of legislation by Scottish Government provides a further opportunity for anchor organisations in Fife to redesign services to align to a vision of retaining wealth for communities.
- 3.3 Progress against the development and delivery of CWB actions will be reported to Cabinet Committee on a six-monthly basis, with the first report in October 2023.

## List of Appendices

1. Fife CWB Anchor Charter

## Background Papers

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

- Plan for Fife 2021-2024
- CLES Action Report 2021

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## Community Wealth Building – Fife Anchor Charter

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**Our economy should work for everyone.**

**We are committed to a thriving Fife for all communities.**

**Community wealth building provides some solutions.**

**Community wealth building** is a people-centred approach to local economic development. It redirects wealth back into the local economy and puts control and benefits in the hands of local people.

**Community wealth building** uses the economic levers available to Anchor Institutions to develop resilient, inclusive local economies with more local spend and fair employment, as well as a larger and more diverse business base - ensuring that more of our wealth is owned locally and benefits local people.

**Anchor Institutions** are organisations that are rooted in places by their purpose, histories, land and assets, and established local relationships. We, as Fife's Anchor Institutions, have a powerful role to play to embed community wealth building practice in Fife. By increasing community wealth, all communities improve, wellbeing improves, and people thrive.

### **Anchor Charter Mission Statement**

**To commit to long term collaboration between Fife Anchor Institutions to reframe the development of our local economies and environments through a Community Wealth Building approach. We have a shared goal to deliver a more inclusive and sustainable approach to economic development, which achieves wider social benefits and promotes social justice, environmental sustainability, and prosperity for all as part of a wellbeing economy. This includes a commitment to take the necessary decisions and action in each anchor institution and to report on progress to Fife Partnership.**

## 5 Pillars of Community Wealth Building – Our Anchor Pledges

Pillar Purpose	Pillar Objective	Anchor Pledge
<p><b>Procurement</b></p> <p>We commit to using our spend to support a diverse local business base</p>	<p>Maximise economic, social and environmental benefit for the community by developing dense local supply chains comprising local small and medium sized enterprises (SMEs), employee-owned businesses, social enterprises, cooperatives and other community owned enterprises.</p>	<ul style="list-style-type: none"> <li>• Commit to undertaking supply chain and spend analysis and working towards increasing local spend wherever possible</li> <li>• Proactively engage with other anchor institutions to identify and progress joint procurement opportunities, while supporting local businesses to bid and respond to opportunities</li> </ul>
<p><b>Fair Employment</b></p> <p>We commit to being a fair employer</p>	<p>Create fair and meaningful employment opportunities by recruiting from priority groups, paying the living wage and building progression routes for workers.</p>	<ul style="list-style-type: none"> <li>• Work towards becoming a Living Wage Employer</li> <li>• Seek to recruit locally and from priority groups where appropriate, for example, young people, people with long-term health problems, people experiencing poverty</li> <li>• Commit to providing secure, safe employment, addressing gender pay imbalances and developing strategies for in-work progression and wellbeing support</li> <li>• Ensure workers are respected and have access to trade union membership.</li> </ul>
Pillar Purpose	Pillar Objective	Anchor Pledge
<p><b>Land &amp; Assets</b></p> <p>We commit to the productive use of our land and assets to support communities and enterprises</p>	<p>Anchors are often major land holders and can support equitable land development and ownership models, including the imaginative use of assets for community and wider social and economic use, and which help to address climate change</p>	<ul style="list-style-type: none"> <li>• Commit to undertaking an asset review to identify opportunities for Community Wealth Building</li> <li>• Proactively support communities who wish to use or develop underutilised assets</li> </ul>

<p><b>Financial Power</b></p> <p>We commit to harnessing and growing local wealth</p>	<p>Increase flows of investment within local economies by harnessing wealth that exists locally.</p>	<ul style="list-style-type: none"> <li>• Seek to invest in environmentally sustainable local economic development opportunities</li> <li>• Support and promote progressive finance initiatives, including local credit unions</li> <li>• Encourage staff and service providers to shop locally and ethically, supporting 'Keep it Local' campaigns</li> </ul>
<p><b>Plural Ownership</b></p> <p>We commit to supporting plural ownership of the economy</p>	<p>Advance inclusive economic ownership models such as local SMEs, employee-owned businesses, social enterprises, cooperatives, community enterprises and mutually owned companies and thus enable more wealth that is generated locally to stay within the community</p>	<ul style="list-style-type: none"> <li>• Proactively engage with communities to co-produce local services and initiatives</li> <li>• Commit to involving local SMEs, employee-owned businesses, social enterprises, cooperatives and community owned enterprises in local supply chains</li> </ul>

**We commit to this Anchor Charter to deliver Community Wealth Building in Fife.**

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## **Proposed Statutory Consultation to Relocate the existing Inverkeithing High School, Hillend Road, Inverkeithing, to a New Site At Fleet Grounds, South of the A985 (Admiralty Road), Rosyth**

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Report by: Carrie Lindsay, Executive Director (Education & Children's Services)

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Wards Affected: Wards 5 and 6

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### **Purpose**

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This report presents the statutory Consultation Proposal, in terms of the Schools (Consultation) (Scotland) Act 2010, relating to the relocation of Inverkeithing High School, from the existing school site of Hillend Road, Inverkeithing, to a new site south of the A985 (Admiralty Road), Rosyth, to seek approval of its content and approval to proceed to statutory consultation.

### **Recommendation**

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The Cabinet Committee is asked to:-

- (a) approve the content of the statutory Consultation Proposal in terms of the Schools (Consultation) (Scotland) Act 2010 relating to the proposed relocation of Inverkeithing High School from the existing school site of Hillend Road, Inverkeithing to a new site, south of the A985 (Admiralty Road, Rosyth, at The Fleet Grounds, Rosyth;
- (b) authorise officers to proceed to statutory consultation in terms of the Consultation Proposal;
- (c) authorise officers to make such amendments to the Consultation Proposal (including the timeline) as may be necessary; and
- (d) note that the Consultation Report will be brought forward to a future Committee of the Council.

### **Resource Implications**

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A significant amount of officer time will be dedicated to this statutory consultation process.

### **Legal & Risk Implications**

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The consideration and determination of this report is by the Council acting as Education Authority. Accordingly, members of this Committee should refrain from expressing any view which may be construed as pre-determining any future planning application/s which the Council, as Planning Authority, may require to consider and determine in respect of the relocation of Inverkeithing High School. Statutory Consultation on the Proposal is required in terms of the Schools (Consultation) (Scotland) Act 2010.

## Impact Assessment

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An EIA (Equalities Impact Assessment) was not required in the preparation of this report. An impact assessment will be carried out as part of the review process and a full impact assessment will be contained in any final Consultation Report which is submitted in due course to a future Committee of the Council for consideration.

## Consultation

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Officers of the Education Service, Communities Directorate, Legal Services and Assets, Transportation and Environment Service have been consulted in preparation of the Consultation Proposal.

The proposed consultation, in accordance with the Schools (Consultation) (Scotland) Act 2010, will take place between Tuesday, 18th April, 2023 and will, thereafter, run until close of business on Friday, 2nd June, 2023. Full details of the proposal, attached in Appendix A and including the consultation process and opportunities to make written representations, will be distributed and made available under the terms of the relevant act.

The Headteacher of the school has been fully engaged with and consulted on the future design of the school.

Extensive public engagement events have already been carried out in relation to a replacement Inverkeithing High School during May 2019 to August 2019.

## 1.0 Background

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- 1.1 Inverkeithing High School, Hillend Road, Inverkeithing was built in 1973 and is a grade 'B' listed building. The building is comprised of seven blocks within the site and a community use building which includes a small swimming pool.
- 1.2 Treetop Family Nurture Centre is located on the same site as Inverkeithing High School and uses the same access road. Adjacent to Treetop Nursery Centre, and accessed from Hillend Road, is Inverkeithing Primary School.
- 1.3 The catchment area for Inverkeithing High School runs from Aberdour in the east to Rosyth area in the west, and incorporates the primary catchment areas of Aberdour, Camdean, Dalgety Bay, Donibristle, Inverkeithing, King's Road, North Queensferry and Park Road Primary Schools.
- 1.4 The most immediate driver for the construction of a replacement school for this area is that the existing accommodation is built on a number of levels and the building is not accessible. The building is rated as D for accessibility, which is the lowest rating. As a result of the accessibility issues, catchment pupils with mobility issues are unable to be accommodated at their catchment school and their individual needs are being met at other schools.
- 1.5 Additionally, Inverkeithing High School has a combined rating of 'C' (poor) for condition and suitability.
- 1.6 The existing building contains encapsulated asbestos containing material. In itself, this does not pose a risk, however, any repairs to the building need to be undertaken in controlled circumstances and may require decant of the affected area.



- 1.7 Inverkeithing High School is one of four non-denominational secondary schools serving the population of Dunfermline and South and West Fife. A new school replaced the existing Dunfermline High School in August 2012, the Queen Anne High School replacement building opened in 2003 and a new building is currently under construction to replace the existing buildings of Woodmill High School and St Columba's RC High School. From August 2024, four out of five secondary schools in this area will be rated as 'A' for condition, suitability and accessibility, and all four will be able to meet the needs of all their catchment pupils. Inverkeithing High School is the last secondary school in this area of Fife to be replaced with a modern, purpose-built secondary school.
- 1.8 The new building design will meet 21st century educational requirements and support the delivery of Curriculum for Excellence. It will also include the essential indoor facilities associated with a new secondary school, such as dining and social areas. Dedicated indoor sports facilities will be provided for school and community use. In line with the vision outlined in Building Fife's Future: School Estate Strategy (28 August 2018) and supported by the Scottish Government's Learning Estate Strategy: Connecting People, Places and Learning (2019), the proposed new secondary school building will provide modern, inspiring and flexible learning spaces to allow young people to experience a wide-ranging curriculum offer.
- 1.9 Having considered a range of factors, including a detailed site assessment process that took place and was agreed by the Education and Children's Services Sub-Committee on 3rd November, 2020, the preferred site for the relocation of the school is to a new site at Fleet Grounds, south of the A985 (Admiralty Road), Rosyth. This site offers the greatest benefit for the school community.
- 1.10 This proposal to relocate Inverkeithing High School to Fleet Grounds in Rosyth will include the transfer of all pupils and staff to the proposed school.
- 1.11 A full planning assessment will be required to be undertaken as part of any planning application process, once the specific boundaries of the site (which is the subject of the Option/Purchase Agreement) are agreed between the Council and Scottish Enterprise.

## **2.0 Consultation Documents**

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- 2.1 The Schools (Consultation) (Scotland) Act 2010, as amended, provides for the publication of a proposal paper that:
- Sets out the details of the relevant proposal
  - Proposes a date for the implementation of the proposal
  - Contains the educational benefits statement for the proposal
  - Refers to such evidence or other information in support of the proposal as the Council considers appropriate.
- 2.2 The proposal document is attached as an Appendix to this report. The document will form the basis of the statutory consultation. Copies of the proposal document will be made available to all the statutory consultees.
- 2.3 The statutory consultees are:
- The parent council of any affected school
  - The parents of the pupils at any affected school
  - The parents of any children expected by the Council to attend the school in the next two years

- The pupils at any affected school (insofar as the Council considers them to be of suitable age and maturity)
- The staff of any affected school
- Relevant trade unions
- The community council
- The users of any affected school that the Council considers relevant.
- Community Associations
- Community Planning Partnerships

### **3.0 Proposed Consultation Process**

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- 3.1 Agreement to proceed with a site other than the existing school site triggers a formal consultation under the terms of the Schools (Consultation) (Scotland) Act 2010.
- 3.2 Therefore, it is proposed that a statutory consultation in relation to the relocation of the existing Inverkeithing High School, from the existing school site of Hillend Road, Inverkeithing, and establishing a new site for a replacement school, south of the A985 (Admiralty Road), Rosyth, is undertaken. See Appendix A (Appendix 1.1) for full details.
- 3.3 Public consultation, in accordance with the Schools Consultation (Scotland) Act 2010, must be a minimum of 30 school days.
- 3.4 Any statutory consultation on school organisational matters, such as school closures or relocation; establishment of new schools; changes to admission arrangements and the rezoning of catchment areas, requires education authorities to hold a public meeting, in accordance with section 7 of the 2010 Act.
- 3.5 Regarding what is considered to be a public meeting, giving the term its ordinary meaning, a ‘public meeting’ is considered to require the meeting to be “made, done or held, etc. openly, for all to see, hear or participate in” and to involve “an assembly or gathering at a prearranged time.” Therefore, these are meetings that require a publicised date and time and to be open to all to participate in.
- 3.6 It is proposed that there will be two public meetings held in Inverkeithing High School and King’s Road Primary School. At these sessions, a presentation will be given by officers outlining the proposal, the consultation process and providing an opportunity for stakeholders to ask questions. In addition, although not required within the Act, officers will hold a series of drop-in sessions in associated primary schools, at various times, to allow as many stakeholders as possible an opportunity to engage in the process. These sessions are provided, on an informal basis, by Fife Council officers.
- 3.7 Copies of the proposal document will be available online and can be requested from the schools for those families who may not have access to online technology. Parents and relevant stakeholders will be notified, in writing, on Monday, 17th April, 2023 of the Notice of Consultation and will be provided with relevant links to the proposal document online or places where the document can be inspected. The consultation, if approved, will commence on Tuesday, 18th April and run until Friday, 2nd June, 2023.
- 3.8 Interested parties will be offered an opportunity to complete an online consultation response form to the proposal, details of which can be accessed in Appendix A, in Appendix 1.8 of the proposal document. For those interested parties who are unable to access online technology, printed copies will be available in schools, or at the addresses listed within page 2 of the proposal document.

## 4.0 Proposed Consultation Timeline

4.1 The proposed timeline is as follows:

Thursday, 6 April 2023	Consultation proposal considered by Fife Council Cabinet Committee
Friday 31 March – Friday 14 April 2023	School holidays
Monday 17 April	Parents and other statutory consultees issued with Consultation Notice informing them of relevant dates and information about the statutory consultation
Tuesday 18 April	Consultation live
Tuesday 18 April to Friday 2 June	Consultation period (32 days - May Day and King's Coronation not included)
	<p><b>Public meeting 1</b> Thursday 20 April 2023 at 6-7 pm at Inverkeithing High School, Inverkeithing</p> <p><b>Public meeting 2</b> Monday 15 May 2023 at 6-7 pm at Kings Road Primary School, Rosyth</p> <p><b>Drop-in sessions</b> Civic Centre, Inverkeithing High Street – Thursday 20 April 2023 from 3-4 pm Inverkeithing High School - Thursday 20 April 2023 from 5-6 pm Donibristle PS – Monday 22 May 2023 at 2.30-3.30 pm Dalgety Bay PS – Tuesday 2 May 2023 from 8.30-9.30 am Aberdour PS – Tuesday 2 May 2023 from 2.30-3.30 pm Camdean PS – Thursday 4 May 2023 from 2.30-3.30 pm Inverkeithing PS – Tuesday 9 May 2023 from 8.30-9.30 am North Queensferry PS – Tuesday 9 May from 2.30-3.30 pm Park Road PS – Monday 15 May from 2.30-3.30 pm Kings Road PS - Monday 15 May 2023 at 5-6 pm</p>
Friday 2 June 2023	Consultation close
Friday 9 June 2023	Report on consultation process is submitted to HMI Education Scotland
Monday 12 June – Friday 30 June	Education Scotland 3-week review
Monday 3 July 2023	Education Service receives report from Education Scotland
Wednesday 16 August 2023	Consultation Report published 3 weeks before Cabinet Committee
Thursday 7 September 2023	Report submitted to the Cabinet Committee

## 5.0 Conclusion

- 5.1 This report provides the detailed proposal paper relating to the relocation of Inverkeithing High School, from the existing school site of Hillend Road, Inverkeithing, to a new site south of the A985 (Admiralty Road), Rosyth, The Fleet Grounds, Rosyth. This proposal paper meets the requirements of the Schools (Consultation) (Scotland) Act 2010.
- 5.2 The proposal outlined in Appendix A will provide a significant opportunity for the interested parties within the catchment area of Inverkeithing High School to express their views on the proposed relocation of Inverkeithing High School to Fleet Grounds, south of the A985 (Admiralty Road), Rosyth.

## List of Appendices

Appendix A – Consultation Proposal relating to the proposed relocation of Inverkeithing High School, from the existing school site of Hillend Road, Inverkeithing, to a new site south of the A985 (Admiralty Road, Rosyth), The Fleet Grounds, Rosyth.

## Background Papers

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

- Schools (Consultation) (Scotland) Act 2010  
<https://www2.gov.scot/Resource/0047/00477028.pdf>

## Report Contacts

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## **FIFE COUNCIL EDUCATION & CHILDREN'S SERVICES DIRECTORATE**

### ***PROPOSAL TO RELOCATE INVERKEITHING HIGH SCHOOL, FROM THE EXISTING SCHOOL SITE OF HILLEND ROAD, INVERKEITHING, TO A NEW SITE, SOUTH OF THE A985 (ADMIRALTY ROAD, ROSYTH), THE FLEET GROUNDS, ROSYTH***

#### ***THE CONSULTATION PROCESS –***

The following schools are affected by this Proposal Document:

- Inverkeithing High School
- Aberdour Primary School
- Camdean Primary School
- Dalgety Bay Primary School
- Donibristle Primary School
- Inverkeithing Primary School
- Kings Road Primary School
- North Queensferry Primary School
- Park Road Primary School

This document has been issued by Fife Council as a proposal paper in terms of the Schools (Consultation) (Scotland) Act 2010.

#### **DISTRIBUTION**

A copy of this document is available on the Fife Council website:

<http://www.fife.gov.uk/inverkeithingsrelocation>

A link to this document, published on the website, will be provided to:

- The Parent Council of any affected school
- The parents of the pupils at any affected school
- The parents of any children expected to attend the affected school within 2 years of the date of publication of the proposal paper.
- The pupils at any affected school (in so far as the education authority considers them to be of suitable age and maturity)
- The staff (teaching and other) at any affected school.
- Trade union representatives of the above staff (teaching and other) at any affected school.
- The Community Councils for the affected areas, being:
  - Aberdour Community Council
  - Dalgety Bay and Hillend Community Council
  - Inverkeithing Community Council
  - North Queensferry Community Council
  - Rosyth Council
  - South Dunfermline Community Council

- The Community Planning Partnership for the relevant area
- Any other Community Planning Partnership that the local authority considers relevant
- Any other education authority that the education authority considers relevant
- Any other users of any affected school that the education authority considers relevant
- MSPs for the area (Annabelle Ewing, Claire Baker, Murdo Fraser, Roz McCall, Alex Rowley, Mark Ruskell, Liz Smith and Alexander Stewart).
- The Constituency MP (Douglas Chapman).
- Elected members for the area (Wards 5,6 – Cllrs Brian Goodall, Andy Jackson, Andrew Verrecchia, David Barratt, Patrick Browne, Dave Dempsey, Sarah Neal)

A copy of this document is also available for inspection at and available from:

- Main Reception, Fife Council, Fife House, North Street, Glenrothes, KY7 5LT
- The schools affected by the proposal (between 9am and 3pm)
  - Inverkeithing High School, Hillend Road, Inverkeithing, KY11 1PL
  - Aberdour Primary School, Hawcraig Road, Aberdour, KY3 0UP
  - Camdean Primary School, King's Road, Rosyth, KY11 2RY
  - Dalgety Bay Primary School, St Bridget's Brae, Dalgety Bay, KY11 9LT
  - Donibristle Primary School, Morloch Road, Dalgety Bay, KY11 9UE
  - Inverkeithing Primary School, Hillend Road, Inverkeithing, KY11 1PL
  - King's Road Primary School, King's Crescent, Rosyth, KY11 2RS
  - North Queensferry Primary School, The Brae, North Queensferry KY11 1JH
  - Park Road Primary School, Park Road, Rosyth, KY11, 2NH
- Online at [www.fife.gov.uk/inverkeithingsrelocation](http://www.fife.gov.uk/inverkeithingsrelocation)
- Inverkeithing Civic Centre, 10 Queen Street, Inverkeithing, KY11 1PA (9am-5pm Monday to Friday)
- or email [sustainableschoolestate.enquiries@fife.gov.uk](mailto:sustainableschoolestate.enquiries@fife.gov.uk).

This document can be made available, on request, free of charge, in alternative formats or in translated form for readers whose first language is not English. Please apply in writing to: Education & Children's Services Directorate, 4<sup>th</sup> Floor, Fife House, North Street, Glenrothes KY7 5LT or by email to: [avril.graham@fife.gov.uk](mailto:avril.graham@fife.gov.uk) (telephone 03451 555555 ext. 444204). Page 30 of this document provides additional contact numbers, in different languages.

## SUMMARY OF PROCESS FOR THIS PROPOSAL DOCUMENT

### 1. Consideration by the Cabinet Committee

This Proposal Document has been issued as a result of a decision by the Cabinet Committee of Fife Council on 6 April 2023. Views are now sought in formal consultation on the proposal in this document.

### 2. Notice of Consultation and Publication of the Proposal Document

Statutory consultees will be given notice of the proposal. The proposal document will be published on the council website ([www.fife.gov.uk](http://www.fife.gov.uk)). Copies will be available for inspection at and available from:

- Main Reception, Fife Council, Fife House, North Street, Glenrothes, KY7 5LT
- The schools affected by the proposal (between the hours of 9 am and 3 pm)
  - Inverkeithing High School, Hillend Road, Inverkeithing, KY11 1PL
  - Aberdour Primary School, Hawcraig Road, Aberdour, KY3 0UP
  - Camdean Primary School, King's Road, Rosyth, KY11 2RY
  - Dalgety Bay Primary School, St Bridget's Brae, Dalgety Bay, KY11 9LT
  - Donibristle Primary School, Morloch Road, Dalgety Bay, KY11 9UE
  - Inverkeithing Primary School, Hillend Road, Inverkeithing, KY11 1PL
  - King's Road Primary School, King's Crescent, Rosyth, KY11 2RS
  - North Queensferry Primary School, The Brae, North Queensferry KY11 1JH
  - Park Road Primary School, Park Road, Rosyth, KY11, 2NH
- Online at [www.fife.gov.uk/inverkeithingsrelocation](http://www.fife.gov.uk/inverkeithingsrelocation)
- Inverkeithing Civic Centre, 10 Queen Street, Inverkeithing, KY11 1PA (9am-5pm Monday to Friday)
- or email [sustainableschoolestate.enquiries@fife.gov.uk](mailto:sustainableschoolestate.enquiries@fife.gov.uk).

### 3. Advertisement of the Proposal

The proposal will be advertised through Fife Council's social media accounts e.g. Facebook and Twitter. An advertisement will also be placed in local newspapers, week commencing Monday 17 April 2023. The schools impacted by the proposal will also publicise the consultation process in newsletters, school bag mail and email.

### 4. Length of Consultation period

The consultation will commence on Tuesday 18 April 2023 and will, thereafter, run until close of business on Friday 2 June 2023. This meets the statutory requirement for a minimum period of 6 weeks, that runs continuously and includes 30 school days.

### 5. Public meetings

Although only one public meeting is required, the Education Service will hold 2 public meetings. The SQA exam timetable commences in secondary schools from 24 April to 31 May, therefore, the first public meeting will be held at Inverkeithing High School and the second public meeting held in Rosyth at Kings Road Primary School, on the dates listed below:

- Inverkeithing High School on Thursday 20 April from 6.00-7.00 pm
- Kings Road Primary School on Monday 15 May from 6.00-7.00 pm

where there will be opportunities to:

- hear more about the proposal
- ask questions about the proposal
- have views recorded so that they can be considered as part of the consultation process.

Informal drop-in sessions have been arranged at:

- Aberdour Primary School on Tuesday 2 May 2023 at 2.30-3.30 pm
- Camdean Primary School on Thursday 4 May 2023 at 2.30-3.30 pm
- Dalgety Bay Primary School on Tuesday 2 May 2023 at 8.30-9.30 am
- Donibristle Primary School on Monday 22 May 2023 at 2.30-3.30 pm
- Inverkeithing High School on Thursday 20 April 2023 from 5.00-6.00 pm
- Inverkeithing Primary School on Tuesday 9 May 2023 at 8.30-9.30 am
- Kings Road Primary School on Monday 15 May 2023 from 5.00-6.00 pm
- North Queensferry Primary School on Tuesday 9 May 2023 from 2.30-3.30 pm
- Park Road Primary School on Monday 15 May 2023 from 2.30-3.30 pm
- Inverkeithing Civic Centre (foyer), 10 Queen Street, Inverkeithing on Thursday 20 April at 3.00-4.00 pm

At the informal drop-in sessions, there will be opportunities for parents/carers/pupils and other stakeholders to:

- hear more about the proposal
- ask questions about the proposal
- complete a Consultation Response Form.

## 6. Responding to the Proposal

Interested parties can also respond to this proposal document by making a written representation, by letter, email, or completion of a Consultation Response form, on the proposal, before close of business Friday 2 June 2023, to any of the following:

- [sustainableschoolestate.enquiries@fife.gov.uk](mailto:sustainableschoolestate.enquiries@fife.gov.uk)
- Inverkeithing High School Relocation Proposal, Education & Children's Services Directorate, Fife Council, 4<sup>th</sup> Floor (West), Fife House, North Street, Glenrothes, KY7 5LT
- Completing an online Consultation Response Form at (Managing our School Estate / Fife Council)

## 7. Involvement of Education Scotland HM Inspectors

A copy of the proposal paper will be sent to Education Scotland, by Fife Council. Education Scotland will also receive a copy of any relevant written representations that are received by the Council from any person during the consultation period or, if Education Scotland agrees, a summary of them. Education Scotland will further receive a summary of any oral representation made to the Council at the public meetings and, as available (and so far as otherwise practicable), a copy of any other relevant documentation. Education Scotland will then prepare and submit a report on the educational aspects of the proposal within a 3-week period (unless the Council and Education Scotland agree a longer period) after the Council has sent them all representations and documents mentioned above. However, for the



avoidance of doubt, the 3-week period will not start until after the consultation period ends. Education Scotland may make such reasonable enquiries of such people at the school (e.g. Headteacher, staff, pupils) as they consider appropriate and may make such reasonable enquiries of such other people as they consider appropriate.

#### 8. Preparation of Consultation Report

The Council will review the proposal having regard (in particular) to the Education Scotland Report and written representations that it has received. In addition, oral representations made at the public meetings/information sessions will form part of that review. It will then prepare a Consultation Report. The report will include a record of the total number of written representations made during the consultation period, a summary of the written representations and a summary of the oral representations made at the public meeting, as well as a copy of the Education Scotland Report and any other relevant information, including details of any alleged inaccuracies and how these have been handled. The report will also contain a statement explaining how it complied with the requirement to review the proposal in light of the Education Scotland Report and representations (both written and oral) that it received. The Consultation Report will be published and available for further consideration for a period of 3 weeks before a decision can be made on the proposal. The report will be published, made available for inspection and where reasonably required, made available without charge in other forms. The publication of the report will be advertised and any person who made written representations during the consultation period will be advised of its publication.

#### 9. Decision

The Consultation Report, together with any other relevant documentation, will be considered by the Cabinet Committee, which will come to a decision whether to implement the proposal, in whole or in part, or not. The decision of the Cabinet Committee will be subject to the Council's internal governance procedures before it becomes final. The proposal on which Fife Council is deciding is not a proposal which is subject to call in by the Scottish Government and is not subject to review by the School Closures Review Panel.

#### 10. Note on Corrections

If during the consultation period any inaccuracy or omission is discovered in this proposal document, either by the Council or by notification from any other person, the Council will determine whether relevant information has in its opinion been omitted, or whether there is in fact an inaccuracy, and whether the omission or inaccuracy relates to a material consideration relevant to the education authority's decision as to the implementation of the proposal. It will then take appropriate action in respect of the inaccuracy or omission which may include deciding to take no further action, issuing a notice in respect of the inaccuracy or omission, extending the consultation period or publishing a correct proposal document and giving revised notice of the consultation. Where applicable, the notifier of the inaccuracy or omissions will be advised of the determination, the reasons for that determination and the action (if any) it is taking and of the reasons why it is or is not taking such action and the notifier will be invited to make representations to the Council if they disagree with the determination or decision whether to take action. Where the notifier makes representations, the education authority can make a fresh determination and decision in respect of the inaccuracy or omission and must inform the notifier if it does so.

**Fife Council**

**Education & Children's Services Directorate**

**THE CONSULTATION PROPOSAL**

**PROPOSAL TO RELOCATE INVERKEITHING HIGH SCHOOL,  
FROM THE EXISTING SCHOOL SITE OF HILLEN ROAD,  
INVERKETHING, TO A NEW SITE, SOUTH OF THE A985  
(ADMIRALTY ROAD, ROSYTH), THE FLEET GROUNDS,  
ROSYTH**

## **Format of the Proposal Document**

- 1 Introduction and Background Information
  - 2 The Proposal
  - 3 Rationale for the Proposal - The Case for a Replacement Inverkeithing High School
  - 4 Educational Benefits Statement
  - 5 Transport Arrangements
  - 6 Transitional Arrangements
  - 7 Financial Implications
  - 8 Sustainability
  - 9 Community Impact
  - 10 Implications for Staff
  - 11 Equal Opportunities
  - 12 Proposed Date of Implementation
  - 13 Statutory Consultation Process - Proposed Timeline
- 
- Appendix 1.1 Proposed Site of the Relocated Inverkeithing High School
  - Appendix 1.2 Existing Site of Inverkeithing High School, Hillend Road, Inverkeithing and proposed site of the relocated Inverkeithing High School and catchment area of Inverkeithing High School
  - Appendix 1.3 Associated Primary Schools of Inverkeithing High School, with Proposed Site
  - Appendix 1.4 Indicative 2 mile walk routes from the proposed site of the relocated Inverkeithing High School
  - Appendix 1.5 Housing Development sites within the Inverkeithing High School Catchment Area
  - Appendix 1.6 Pre-Engagement Feedback, Replacement Inverkeithing High School
  - Appendix 1.7 Glossary of Terms
  - Appendix 1.8 Consultation Response Form

## **1 Introduction and Background Information**

- 1.1 This consultation paper sets out the rationale and implications in respect of the proposal to relocate Inverkeithing High School from its existing site of Hillend Road, Inverkeithing, to a new site at Fleet Grounds Rosyth, which is located to the south of the A985 (Admiralty Road). The proposed site is shown on Appendix 1.1 of this document. Appendix 1.2 shows the existing site of Inverkeithing High School and the proposed site of the relocated Inverkeithing High School, within the context of the catchment area of Inverkeithing High School.
- 1.2 This paper also sets out the consultation process, the timescale and the ways in which parents/carers and stakeholders can make representations on the proposal.
- 1.3 No changes are proposed to the catchment area of Inverkeithing High School and no changes are proposed to the catchment areas of the primary schools associated with Inverkeithing High School. There will be no changes to the admission arrangements and no changes to the management arrangements as a result of the relocation. If the proposal is approved, all the staff and pupils attending the existing Inverkeithing High School in August 2026 will move to the relocated school site.
- 1.4 If the proposal is approved, due to the geographical location of the proposed site, the name of the school may be changed. The name of the relocated school would be subject to a separate consultation and process, details of which would be issued in due course.
- 1.5 Inverkeithing High School, Hillend Road, Inverkeithing, was built in 1973 and is a grade 'B' listed building. The building comprises of 7 discrete blocks within the site and a community use building, which includes a small swimming pool. The community wing is used during school hours for physical education and drama.
- 1.6 Treetop Family Nurture Centre is located on the same site as Inverkeithing High School and uses the same access road. The nursery benefited from some refurbishment to enable to the delivery of 1140 hours of early learning and childcare provision from August 2021. Adjacent to Treetop Family Nurture Centre is Inverkeithing Primary School which is accessed off Hillend Road.
- 1.7 The catchment area for Inverkeithing High School runs from Aberdour in the east, to Rosyth area in the west and incorporates the primary catchment areas of Aberdour, Camdean, Dalgety Bay, Donibristle, Inverkeithing, King's Road, North Queensferry and Park Road Primary Schools.
- 1.8 On 18 September 2018, approval was given by the Education & Children's Services Sub-Committee to rezone the catchment area of Inverkeithing High School to include King's Road and Camdean Primary School catchment areas. The catchment areas of these 2 primary schools were previously zoned within the Dunfermline High School catchment area. This statutory consultation was part of a wider review to realign the 4 secondary catchment areas across the Dunfermline and West Fife area. As a result of the rezoning proposal, all 3 of the Rosyth non-denominational primary schools are now

zoned to the same secondary school.

- 1.9 The overall capacity of Inverkeithing High School was previously recorded as 1735 pupils. The existing building contains encapsulated asbestos containing material. In itself, this does not pose a risk, however, any repairs to the building need to be undertaken in controlled circumstances and may require decant of the affected area. Therefore, in the Core Facts return in 2017, the capacity of the school was reduced to 1635 to allow a small amount of decant accommodation to be reserved. The reduction in pupil places supports the Education Service with managing ad hoc repairs without significant disruption to the overall operation of the school.
- 1.10 The capacity was further reduced, in May 2022, to 1605 pupils, to support the implementation of the Education Service's Supporting Learners Strategy. This strategy ensures that each secondary school in Fife will be responsible for meeting the needs of all pupils within the catchment, with the exception of the very few who attend Special School or are, for a period of time, supported by the Pupil Support Service. This strategy also ensures that pupils with additional support needs can attend their catchment secondary school and be accommodated within this school, with their peers.
- 1.11 The replacement of Inverkeithing High School has been a priority for the Education Service for a number of years. A paper was approved by the Education & Children's Services Sub-Committee on 28 August 2018, that outlined the Directorate's approach to the managing the school estate and the vision for future expansion to meet population growth across Fife. The report outlined the investment to date, through the construction of new secondary schools, and set out the vision for a replacement Inverkeithing High School.
- 1.12 Following this report, a report detailing information on the secondary schools in the Dunfermline and South & West Fife area was discussed by the Education & Children's Services Sub-Committee, on 6 November 2018. It was agreed by elected members that officers should commence work to bring forward proposals for change. Whilst reviewing the local development plan and the impact of new housing on education provision across the Dunfermline and South & West Fife area, elected members of the Education & Children's Sub-Committee, on 19 March 2019, approved the solution to accommodate new secondary aged pupils expected from new housing through a distributive model. This distributive model would ensure existing secondary schools in the Dunfermline and South & West Fife area provide sufficient pupil capacity at the time of construction of the new schools.
- 1.13 Pre-engagement sessions were held in a number of school settings across the Dunfermline and South & West Fife area from June to August 2019. The purpose of these pre-engagement sessions was to outline the vision for the learning campus concept for the relocated St Columba's RC and Woodmill High Schools; to explain the distributive model approach and to seek feedback on a replacement Inverkeithing High School. The sessions were informal and gave parents/carers and interested parties an opportunity to give feedback on these issues. The feedback received is included in Appendix 1.6.
- 1.14 The first stage of the process for the relocation of Inverkeithing High School included a site assessment exercise, which was discussed by the Education & Children's Services Sub Committee on 21 May 2019. It was recommended

that 7 of the sites presented to Committee required further consideration, through the preparation of phase 2 feasibility studies. The detailed work from the phase 2 studies was reported to the Education & Children's Services Sub-Committee on 29 October 2019. This report also included an appendix detailing feedback from the public engagement sessions held in June and August 2019.

- 1.15 It was apparent through the feedback received from stakeholders during the public engagement sessions, that the community in this area was supportive of a new school to replace the existing Inverkeithing High School.
- 1.16 On 11 February 2020, 4 of the previous 7 sites were presented to the Education & Children's Services Sub-Committee for consideration. The Committee approved the report and requested that officers continue to explore funding sources; explore the community requirements and opportunities presented by the options; investigate and negotiate with landowners; prepare a brief for each option; appoint a design team and return back at a future committee.
- 1.17 On 3 November 2020, the Education & Children's Services Sub-Committee analysed the information requested in para 1.9 and a decision was made to approve the preferred site as Fleet Grounds, Rosyth.
- 1.18 The following are links to the committee papers referred to above in relation to a replacement Inverkeithing High School:

28<sup>th</sup> August 2018 – Education & Children's Services Sub-Committee  
<https://www.fife.gov.uk/kb/docs/articles/about-your-council2/politicians-and-committees/committees/fife-wide-or-strategic/archived-committees/education-and-childrens-services-committee/meetings/education-and-childrens-services-sub-committee-28th-august-2018>

6<sup>th</sup> November 2018 – Education & Children's Services Sub-Committee  
<https://www.fife.gov.uk/kb/docs/articles/about-your-council2/politicians-and-committees/committees/fife-wide-or-strategic/archived-committees/education-and-childrens-services-committee/meetings/education-and-childrens-services-sub-committee-6th-november-2018/>

19<sup>th</sup> March 2019 – Education & Children's Services Sub-Committee  
<https://www.fife.gov.uk/kb/docs/articles/about-your-council2/politicians-and-committees/committees/fife-wide-or-strategic/archived-committees/education-and-childrens-services-committee/meetings/education-and-childrens-services-sub-committee-19th-march-2019/>

21<sup>st</sup> May 2019 - Education & Children's Services Sub-Committee  
<https://www.fife.gov.uk/kb/docs/articles/about-your-council2/politicians-and-committees/committees/fife-wide-or-strategic/archived-committees/education-and-childrens-services-committee/meetings/education-and-childrens-services-sub-committee-21st-may-2019/>

11<sup>th</sup> February 2020 - Education & Children's Services Sub-Committee  
<https://www.fife.gov.uk/kb/docs/articles/about-your-council2/politicians-and-committees/committees/fife-wide-or-strategic/archived-committees/education-and-childrens-services-committee/meetings/education-and-childrens-services-sub-committee-11th-february-2020/>

3<sup>rd</sup> November 2020 - Education & Children's Services Sub-Committee  
[Education & Children's Services Sub Committee \(3rd November 2020\) | Fife Council](#)

## **2 The Proposal**

- 2.1 This proposal is to relocate Inverkeithing High School from the existing school site of Hillend Road, Inverkeithing, to a new site, south of the A985 (Admiralty Road, Rosyth), The Fleet Grounds, Rosyth (see Appendices 1.1 and 1.2).
- 2.2 In line with the vision outlined in Building Fife's Future: School Estate Strategy (28 August 2018), and supported by the Scottish Government's Learning Estate Strategy: Connecting People, Places and Learning (2019), the proposed new secondary school to replace the existing Inverkeithing High School, which has significant accessibility, condition and suitability issues, will provide modern, inspiring and flexible learning spaces to allow young people to experience a wide-ranging curriculum offer.
- 2.3 The school will be part funded as part of the Scottish Government Learning Estate Investment Programme (LEIP), through a revenue outcomes based funding model. The LEIP model requires the Council to fund the full amount of the up-front capital cost of the project through the Council's Capital Plan. The funding model is based on the LEIP principles, which will be supporting the project through revenue contributions based on the achievement of defined outcomes. Funding is provided over a 25-year period. The cost of the school is expected to be approximately £85m. The planned occupation date is August 2026.
- 2.4 The proposed maximum capacity of the replacement school will be 1735 pupils.
- 2.5 Appendix 1.1 shows the proposed school site at Fleet Grounds, Rosyth. Appendix 1.2 shows the location of the existing school, the location of the proposed relocated school site and the catchment area of Inverkeithing High School. Appendix 1.3 shows a map of the associated primary schools within the Inverkeithing High School catchment area and the proposed site of the relocated school. Appendix 1.4 is a map detailing indicative 2 mile walk routes from the proposed relocated site. Appendix 1.5 details the housing development sites within the Inverkeithing High School catchment area. Appendix 1.6 details the feedback received during the pre-engagement sessions held between June and August 2019 from parents/carers and interested parties. Appendix 1.7 is a glossary of terms detailing additional information. Appendix 1.8 is the Consultation Response Form, which can be accessed online [here \(www.fife.gov.uk/inverkeithinghsrelocation\)](http://www.fife.gov.uk/inverkeithinghsrelocation) from 18 April to 2 June 2023.

### **3 Rationale for the Proposal - The Case for a Replacement Inverkeithing High School**

- 3.1 The main drivers for the replacement of Inverkeithing High School are accessibility, in all forms, for all pupils, and the condition and suitability of the existing building.
- 3.2 Inverkeithing High School is the last remaining secondary school in the Dunfermline and South & West Fife area to be replaced with a new building. Queen Anne High School was replaced in August 2003 and Dunfermline High School was replaced in August 2012. Woodmill High School and St Columba's RC High School will relocate to a new learning campus in August 2024. Currently Woodmill and St Columba's are rated as 'C' for condition and suitability. The relocated schools will have a condition and suitability rating of 'A'. Dunfermline and Queen Anne High School are rated as 'A' for condition and suitability.
- 3.3 As outlined in para 1.9, the fabric of the building at Inverkeithing High School makes it challenging and cost prohibitive (due to the costs associated with managing asbestos) to make significant improvements to the infrastructure. Space has been reserved within the building to reduce any disruption to the day-to-day operations of the school, for ad hoc repairs. The heating and ventilation systems within the school and the costs associated with electric heating make the building difficult and inefficient to run.
- 3.4 Except for a very small number of young people who require the intensive provision offered in one of our special schools in Fife, the vision of the education authority is that all young people can attend their catchment mainstream secondary school. To allow this to be realised all our secondary school buildings need to be accessible to all our young people. This is currently not the case for young people living in the Inverkeithing High School catchment area.
- 3.5 The existing building is not fully accessible and to access parts of the building, building users are required to exit and enter at different levels of the site. This has resulted in current catchment pupils being accommodated at other secondary schools, to ensure their individual needs are met. This proposal will ensure that all building users can independently access all areas of the school.
- 3.6 It is proposed that the replacement school will comprise of a range of learning spaces that were specified following consultation with staff and pupils during the completion of the initial design brief. The design brief took account of how much space was required to deliver the existing school timetable, while providing flexibility for future growth and development of the curriculum.
- 3.7 Well planned and designed accommodation will ensure the varying needs of all young people can be supported throughout the new building. As well as classroom spaces designed to assist the delivery of different curricular areas, the inclusion of social spaces both inside and outside the school building will allow the young people opportunities to develop their skills for learning, life and work. There will also be a range of flexible learning spaces that can be utilised by many subject areas, which will provide opportunities to enhance the



curriculum on offer and allow young people to learn collaboratively alongside their peers in many different settings.

3.8 If the proposal is approved, dedicated indoor and outdoor sports areas will be provided for school and community use. It is expected that, through the design consultation process, the relocated school will have enhanced sports facilities, including all weather pitches. There are currently no plans for a swimming pool to be included at the relocated school site. This is consistent with the approach taken with the other replacement secondary schools provided in Fife since at least 2012. Fife Council will seek to transfer existing swimming provision to other provisions within the authority area.

3.9 As with all new build projects, it is essential that the Education Service reviews previous school designs, through post occupancy evaluations, to ensure the specification of the school remains current and able to deliver the curriculum to ensure the best possible educational experiences and outcomes for our young people.

### 3.10 **Building Condition and Suitability Ratings**

3.10.1 The Scottish Government Core Facts return requires local authorities to provide a condition and suitability return each year. Condition ratings are scored 'A' to 'D' with A being the highest rating – Good - performing well and operating efficiently and D being lowest rating – Bad - Life expired and/or serious risk of imminent failure. The latest return, in May 2022, reported that Inverkeithing High School has a condition rating of 'C' - Poor – showing major defects and/or not operating adequately

3.10.2 Suitability ratings are scored 'A' to 'D' with 'A' being the highest rating - Good – performing well and operating efficiently (the school buildings support the delivery of services to children and communities) and 'D' being the lowest rating - Bad – does not support the delivery of services to children and communities (the school buildings seriously impede the delivery of activities that are needed for children and communities in the school). The latest return, in May 2022, reported that Inverkeithing High School has a suitability rating of 'C' - Poor – showing major problems and/or not operating optimally (the school buildings impede the delivery of activities that are needed for children and communities in the school).

3.10.3 The following is a list of areas highlighted for improvement from the last suitability survey carried out in 2019:

- Windows and doors need replaced as they are difficult to open. The windows are single glazed. Some windows have allowed water to leak into classrooms.
- Central heating needs replaced as it is difficult to manage the temperature in the school.
- The toilets are in poor condition.
- The building has asbestos content which impacts on being able to make any improvements.
- The building is not accessible, there are no lifts in the building.
- There are insufficient social spaces for an increasing school roll.
- The location of the outdoor classroom is very noisy, due to the dual carriageway.
- Classroom areas in the community area are small, dark and lack ventilation.

- The music department is too small to accommodate the number of pupils and the location of the department is not accessible for all pupils.
- Access to the stage and dining halls is not possible for all. Ramp access to dining hall is required through a classroom.
- There is a lack of designated social areas for pupils in inclement weather.
- Storage areas in classroom are not accessible, due to layout, resulting in less pupil space.
- The reception area and admin block is not easily accessible for the public and is away from the main entrance area.
- There is no natural light in some parts of the building.
- Due to type of flooring materials, toilets and floors are difficult to clean.
- There are insufficient power and data points in some areas and a lack of smartboards in every classroom.
- Drainage is poor in the playing fields, which can often impact on the curriculum.
- There is a lack of conference/meeting facilities.
- CCTV requires upgrading.
- There is insufficient car parking for staff, visitors and users of the community use annex.
- The staffroom is not large enough to accommodate all staff and the fixtures require refurbishment. The staff bases are too small and generally used for storage rather than social areas. The staffroom is not accessible for all staff.

3.10.4 A number of the above items could be addressed through investment; however, this would not impact on the overall suitability or accessibility of the building.

3.10.5 In the last 5 years, there has been approximately £800,000 in repairs and maintenance in the school, to ensure the continued operation of the school.

### 3.11 **Accessibility Rating**

3.11.1 Accessibility ratings are scored 'A' to 'D' with 'A' being the highest rating (as the building is fully accessible) and 'D' being the lowest rating (as the building is inaccessible and unable to be reasonably adapted to be made accessible).

3.11.2 In Fife, 12 of the 18 secondary schools are fully accessible, with an 'A' rating. Three are rated as 'B' - building partially accessible but curriculum accessible. Three are rated as 'C' - partially accessible or not currently accessible but has the potential to be made accessible. Only Inverkeithing High School is rated as 'D' - inaccessible and unable to be reasonably adapted to be made accessible.

3.11.3 The proposed relocated Inverkeithing High School will address the accessibility issues at the current Inverkeithing High School site and ensure all catchment pupils will be able to attend the relocated Inverkeithing High School. This is not the case at the moment, as due to accessibility issues some pupils are required to attend alternative secondary schools in order to meet their needs.

### 3.12 **School Roll Information - Inverkeithing High School**

3.12.1 The maximum capacity of the school, as reported within the Core Facts return to the Scottish Government in May 2022, was 1605 pupils. The school roll recorded for Census 2022 was 1560 pupils (97% occupied). Historic school rolls are listed below:

<b>Year</b>	<b>School Roll</b>	<b>Year</b>	<b>School Roll</b>
2000	773	2012	1052
2001	780	2013	1106
2002	775	2014	1164
2003	784	2015	1227
2004	791	2016	1245
2005	749	2017	1324
2006	802	2018	1390
2007	864	2019	1395
2008	891	2020	1374
2009	941	2021	1474
2010	962	2022	1560
2011	1029		

3.12.2 The projected school roll for Inverkeithing High School, until the proposed relocated school is due for completion in August 2026 and based on the 2022 census, is as follows:

	<b>2023</b>	<b>2024</b>	<b>2025</b>
S1	357	342	316
S2	308	363	343
S3	333	314	363
S4	339	339	315
S5	228	288	294
S6	150	159	197
Total	1715	1805	1828
Capacity	1605	1605	1605

3.12.3 The projections above include additional young people (pupil product) who are anticipated to join the school as a result of planned house building in the catchment area. The numbers of completed and expected units per year are detailed within the Housing Land Audit. The units per year have the potential to change depending on housing market trends, therefore the pupil product from new housing can increase or decrease within the school roll projection methodology.

3.12.4 As part of the work to review a new school design, the Education Service has undertaken a space optimisation exercise in conjunction with the school leadership team, to maximise the use of current space and amendments are being made to increase usage of all learning spaces. There are plans to reconfigure a number of areas over the next 3 years to manage the school roll within the existing accommodation. This will ensure that the school optimises the use of all available spaces, for example, splitting the staff room into 2 learning spaces to create more capacity and flexibility.

3.12.5 The 2022 census records 1835 secondary aged pupils living in the catchment area of Inverkeithing High School. Not all these pupils attend Inverkeithing High School. Some of these pupils attend Calaiswood Special School, private provision or a number of pupils have chosen to make placing requests to other schools.

3.12.6 The Education Service recognised that, following the statutory consultation process in 2018/19, the school roll at Inverkeithing High School was projected to exceed the maximum capacity of the school around 2022/2023. It was outlined within the proposal document that should the school roll increase towards capacity temporary accommodation or reconfiguration of spaces within the existing building may be planned to manage the increasing school roll.

### 3.13 Projected School Roll 2026-2033

3.13.1 The proposed relocated school will be constructed to accommodate 1735 pupils from the Inverkeithing High School catchment area. Based on current school roll projections, the projected school roll for the relocated school is expected to initially exceed the planned maximum capacity of the new school as outlined in the table below.

	2026	2027	2028	2029	2030	2031	2032	2033
S1	333	303	283	281	261	275	240	231
S2	313	327	301	282	279	256	272	237
S3	339	308	324	299	279	274	254	269
S4	359	333	306	322	296	275	272	251
S5	275	319	298	270	285	263	246	241
S6	201	190	219	205	186	196	180	168
Total	1819	1780	1731	1659	1586	1539	1464	1397
Capacity	1735	1735	1735	1735	1735	1735	1735	1735

3.13.2 The Education Service is confident that, although the figures show the roll exceeding capacity for an initial period, the additional flexible accommodation across the building, including the dedicated community facilities, can be used for this interim period to accommodate all the school pupils. In addition, there is flexibility within the timetable to manage this level of occupancy during this initial period. As shown above, the school roll in 2033 is projected to decrease to be around 1397 pupils.

### 3.14 Proposed New Housing within the Inverkeithing High School catchment area

3.14.1 The adopted Fife Local Development Plan details the housing development sites across Fife to support housing demand in accordance with the South East Scotland (SES) Plan and Tay Plan requirements.

3.14.2 The Housing Land Audit (HLA) is produced annually, by Business and Employability Services, and this details all the proposed sites with planning permission, sites that are effective but not yet with planning permission and sites which are non-effective i.e. those that may have market constraints.

3.14.3 In addition to the local plan sites, a number of brownfield sites may come forward through the planning application process. As a statutory consultee to this process, the Education Service is advised of any pre-applications and any full planning applications. The pre-applications are a confidential application where a developer can establish any education or other impact as a result of

their development.

- 3.14.4 Included in Appendix 1.5 are details of the local plan sites and the non-local plan sites that are currently within the Inverkeithing High School catchment area, with their site references and site capacity. Some of these sites have planning consent and are currently under construction, whilst some have not yet received planning consent as no planning application has been submitted.
- 3.14.5 Overall, there are around 1745 housing units currently planned to be constructed within the Inverkeithing High School catchment area, within the period 2023-post 2040, and in addition 212 from non-local plan sites. Some of these sites are contained within the Housing Land Audit Report 2022, published at [www.fife.gov.uk](http://www.fife.gov.uk). As part of the Local Plan requirements, planning obligations may be required to contribute to education infrastructure across this area, to enable additional pupils from new developments to be accommodated within their catchment schools.

## **4 Educational Benefits Statement**

### **4.1 Educational Benefits for the pupils of Inverkeithing High School**

- 4.1.1 Ensuring all facilities and learning spaces both inside and out are fully accessible to all young people and staff is a key priority in the proposal to relocate Inverkeithing High School. This is not achievable in the current school and can be a barrier for some young people transitioning with their peers from primary school, as well as being a place some staff cannot work.
- 4.1.2 The replacement Inverkeithing High School building will create an inspiring and innovative learning environment that supports the delivery of Curriculum for Excellence throughout the Broad General Education and the Senior Phase. Cognisance will be taken of the existing curriculum offering, ensuring the learning spaces allow this to continue to be delivered. The design will also allow flexibility to use the learning environment creatively to support interdisciplinary learning, linking different subject areas.
- 4.1.3 The learning spaces will be able to adapt, following any future evaluation of the curriculum offered, in response to the needs of the young people and the world of work.
- 4.1.4 Indoor and outdoor learning spaces will be designed flexibly to allow the range of needs of all young people to be met, as well as catering for existing and future curricular requirements. The innovative spaces will be designed to be used flexibly, to support the wellbeing of all learners.
- 4.1.5 The needs of young people requiring enhanced educational provision for all or part of their learning experience will be accommodated in well considered accessible facilities that will support them from their arrival on site, throughout the day, in formal learning and informal social times. The accommodation will also offer meeting spaces to facilitate partnership with other services that may be relevant to support young people's personal, social, health and emotional needs. To improve support for young people with additional support needs there is a move to provide 'specialised Additional Support Needs provision in all Fife Secondary Schools by 2024, to allow young people's needs to be met

in their catchment secondary school.

- 4.1.6 The location of curricular departments and faculties in close proximity to each other will create additional opportunities for collaboration, allowing staff increased opportunities to plan effectively to meet the needs of all learners. Dispersed staff learning spaces will provide staff with facilities to allow them to plan and prepare their teaching effectively to meet the needs of all learners; to continue their professional learning; as well as supporting self-evaluation activities, leading to improvements for young people.
- 4.1.7 Creative and inviting learning spaces will support additional opportunities for young people to learn collaboratively in all curricular areas, taking account of the skills they require for learning, life and work. The skills developed are aimed at supporting young people to transition to a positive post school destination. Flexible learning spaces also allow a variety of pedagogical approaches to be utilised to engage and support young people to achieve the best possible outcomes.
- 4.1.8 The modern school facilities will support the use of a range of approaches embraced and promoted by school staff and partner agencies, designed to meet the needs of all young people's learning, personal, social, health, and emotional needs.
- 4.1.9 The new learning facility will be digitally enabled, taking account of the latest technology available, while ensuring the infrastructure supports the aspiration to move to one-to-one devices for all young people in secondary schools. This strategy will work alongside other devices that are an integral part of the delivery of the curriculum in some subject areas.
- 4.1.10 An assembly hall which can accommodate 350 pupils is part of the design brief, which will include retractable, tiered seating that can be moved away to allow the space to be used for a variety of purposes. While this will only allow year groups to come together for assemblies, technology will allow school events to be streamed to young people and staff in all learning spaces. The assembly hall also serves as an excellent venue for examinations, school productions, information evenings for parents and community events. In addition to this large gathering space, there will be a large social stair leading from the dining area, that provides an additional gathering space for presentations as well as providing social space for young people at break and lunch. Additional, large collaboration spaces can be created by opening the flexible partitions between some classroom areas. These double classroom spaces will also allow additional examination spaces for larger numbers.
- 4.1.11 There will be no change to the current delivery of senior phase subjects with Fife College. The link with the replacement school will be the same as the current arrangement with secondary schools through the Fife College Partnerships.

#### **4.2 Educational Benefits for any other users of the schools' facilities**

- 4.2.1 Inverkeithing High School is a community use school with a wide and varied programme each evening and at weekends. The facilities in the new provision will be designed with this in mind and we will endeavour to ensure that this provision is available to meet the current demands, with flexibility to adapt to

future community needs. As a result, it is expected that the school and community users across the South & West Fife area will enjoy all the benefits of modern, purpose-built facilities.

- 4.2.2 The new school will allow full access to all the resources available, whilst providing added value through economy of scale and efficient sustainable utilities. The learning environment will be of a modern outlook and embrace and enhance formal and informal learning for all. Existing sporting facilities at the school have limited compliance in relation to access for those with additional support needs. A new facility will both enable and significantly improve equity of access for all. This will remove barriers to participation and promote equality.
- 4.2.3 The new school will have enhanced digital capacity which will increase the opportunities for digital learning both for individual learners and community groups, thereby developing digital literacy appropriate for 21<sup>st</sup> century learning. A key objective for our community planning objectives is an increase in digital services. Outcomes can be significantly enhanced where lifelong digital learning can be supported – from basic skills to design technologies and self-directed learning. There are enormous opportunities for young people and adults to engage in family or inter-generational learning, particularly in digital skills. Digital provision should allow two-way remote delivery to learners both inside and outside the school building.
- 4.2.4 In addition, significant use of the sports facilities will be supported, making a contribution to and promotion of preventative health and well-being outcomes for all.
- 4.2.5 There are a number of groups which currently use the existing sports facilities, which are listed under paragraph 4.2.10.
- 4.2.6 The new building will include changing facilities which will offer greater opportunities for participation. The provision of full-size outdoor sports pitches will facilitate increased training space for football and other sports. It is anticipated that this new site will include a mixture of all-weather pitches and grass pitches. There are currently no plans for a swimming pool to be included in the new secondary school. This is consistent with the approach for recent replacement secondary school buildings.
- 4.2.7 The Council is committed to supporting lifelong access to sports and health facilities. It is crucial, once removed from school, university and work, that there are adequate and accessible opportunities for individuals to do regular activity, either individually or as a member of a team. Health and well-being outcomes will be further enhanced by wider use of flexible multi-functional areas which can be utilised for yoga, relaxation, creative arts and activities which promote positive mental health for all ages. There are limited opportunities for this at present, due to the existing building constraints, however, it is anticipated the new building will have increased space, breakout areas and circulation space which will allow for appropriate mixed use.
- 4.2.8 A partnership approach to learning is important. The transitional stages of learning, through nursery, primary and secondary, can be supported as pupils who access resources out with school hours for their leisure can find transitions less intimidating, they can have a wider friendship group and

differing relationship with adults as volunteers, tutors or coaches. Adults learning alongside youngsters also provide positive role models and this demonstrates active lifelong learning and promotes the positive benefits of regular physical activity for mental health.

4.2.9 The new school building will also enable an increased efficiency of working with young people and deliver services which meet their needs. In partnership with voluntary sector, Community & Learning Development (CLD) and other professionals, Community Use Schools will be able to contribute to the overall youth strategy, targeting delivery for those who would benefit most, as well as delivering the much-needed universal provision.

4.2.10 A number of organisations use the Community Use facilities within the existing Inverkeithing High School Community Wing, and these are listed below. All Community Use activity currently ongoing at Inverkeithing, with the exception of swimming, will transfer to the new secondary school at Fleet Grounds, Rosyth.

### Clubs, Groups and Other Users

Group Name	Activity	Day	Time
INCAS Swim Club	Swimming	Monday	1800-2000
Inverkeithing Community Big Band	Music rehearsal	Monday	1900-2100
Inverkeithing United Football Club	Football	Monday	Various
Mutch More Active	Swimming	Tuesday	1800-2000
Intrepid Tae Kwon Do	Tae Kwon Do	Tuesday	1800-2000
Titans Canoe Club	Canoeing	Tuesday	2000-2100
Inverkeithing United Football Club	Football	Tuesday	Various
INCAS Swim Club	Swimming	Wednesday	1800-2000
Inverkeithing United Football Club	Football	Wednesday	Various
Norrie McCathie Development Squad	Football	Wednesday	1900-2100
Zumba	Dance	Wednesday	1900-2000
Oceaneering 5s	Football	Thursday	1700-1800
Inverkeithing United Football Club	Football	Thursday	Various
Disability Sports Fife	Swimming	Thursday	1800-1900
Intrepid Tae Kwon Do	Tae Kwon Do	Thursday	1800-2000
Mutch More Active	Swimming	Thursday	1800-2000
Inverkeithing Badminton Club	Badminton	Thursday	2000-2200
Mutch More Active	Swimming	Friday	1600-1830
Park 5s	Football	Friday	1700-1800
Norrie McCathie Development Squad	Football	Friday	1800-2000
Group Name	Activity	Day	Time
Little Starfish	Swimming	Friday	1830-2030
Inverkeithing United Football Club	Football	Friday	Various
Futsal Escocia	Football	Saturday	0900-1330
Merbabies	Swimming	Saturday	0900-1200
Inverkeithing United Football Club	Football	Saturday	Various
Dick 7s	Football	Saturday	0930-1030
Inverkeithing United Football Club	Football	Sunday	Various
Futsal Escocia	Football	Sunday	1030-1230
Scott McMurdo	Swimming	Sunday	0900-1100
St Peter's Episcopal Church	Meeting	Sunday	1000-1330



## Classes and Activities

Community Use	Activity	Day	Time
Parkour	Children's activities, running, jumping, climbing	Monday	1515-1700
Drama	Drama	Monday	1800-1900
Badminton	Badminton	Monday	1800-1845
Spanish Beginners, Improvers, Advanced	Language classes	Monday	1800-2100
Swimfit	Swimming	Monday	2000-2100
Multi-sports	Various	Tuesday	1715-1800
Inclusive multi-sports	Various	Tuesday	1800-1900
Guitar Junior	Music	Tuesday	1715-1845
Guitar Adults	Music	Tuesday	1845-1945
Piano (1-2-1)	Music	Tuesday	1600-2100
Junior Arts and Crafts	Arts/Crafts	Wednesday	1600-1800
Inclusive Family Swimming	Swimming	Wednesday	1600-1800
Painting and Drawing	Art/Crafts	Wednesday	1800-2000
Cooking	Cooking	Wednesday	1800-2000
Swimfit	Swimming	Wednesday	2000-2100
Disability Sports Fife	Swimming	Thursday	1800-1900
Fizzy Milk		Thursday	1600-1800
Aquaerobics	Swimming	Thursday	2000-2100
Arts and Crafts	Arts/Crafts	Friday	1600-1900
Walking Football	Football	Friday	1800-1900
Midnight League Basketball	Basketball	Friday	2000-2100

### 4.3 Educational Benefits for the pupils of the Other Affected Schools

- 4.3.1 All the benefits identified in sections (4.1) and (4.2) for existing pupils and other users would also apply to the pupils of the other affected schools who are also those likely to become pupils at the proposed relocated Inverkeithing High School.
- 4.3.2 Pupils attending the other affected primary schools will benefit by transitioning to an innovative and engaging building, with enhanced facilities. All aspects of the school will be fully accessible and responsive to the needs of all young people. The new school will be fully accessible and inclusive for all building users, ensuring cohorts of primary school learners will be able to transition together.
- 4.3.3 All the benefits identified in sections (4.1) and (4.2) for existing pupils and other users would also apply to those likely to become pupils at this school.
- 4.3.4 Pupils attending affected cluster primary schools will benefit by transitioning to an innovative and engaging school with enhanced facilities. All aspects of the school will be fully accessible and responsive to the needs of all young people. The new school will be fully accessible and inclusive for all building users, ensuring cohorts of primary school learners will be able to transition together.

### 4.4 Educational Benefits for pupils of any other schools in the authority area

- 4.4.1 The proposal to relocate the school to a new site will reduce inefficient operating expenditure as a result of the existing fabric of the building, thus allowing direction of resources to support pupils across Fife. The more efficient use of resources will result in a more equitable and "best value" model for deployment of resources across Fife schools. This has implications for the

school estate, resources and staffing, all of which are considered to impact positively on children's learning.

#### **4.5 The authority's assessment of any other likely effects of the proposal (if implemented)**

- 4.5.1 Transport arrangements will be affected and consultation with Fife Council's Transportation Service and Bus Operators will be arranged if the proposal is approved. Existing Fife Council policy is to provide free transport to pupils living more than 2 miles from their catchment school. Individual transport entitlement will be reviewed in time, prior to the pupils relocating to a new school site. Transportation will assess pupil entitlement and where there is a loss of entitlement, pupils will be notified well in advance.
- 4.5.2 For the communities of Rosyth and Inverkeithing a substantial number of pupils will be under 2 miles from the relocated secondary school. These pupils would be expected to walk to the new school, in accordance with Fife Council Transport policy outlined in section 5. A walked route assessment will be completed in accordance with current policy prior to the school opening. Pupils will also be advised prior to the school opening if they are entitled to receive free transport. Appendix 1.5 shows indicative 2-mile walking routes.
- 4.5.3 Active travel, through walking, cycling and wheeling, are the least carbon-intensive ways to get to school, as well as reducing pollution and congestion. Active travel also promotes healthy daily lifestyle choices, overall wellbeing, as well as boosting energy levels to support young people's concentration to help them with their learning.

#### **4.6 How the Authority intends to minimise or avoid any adverse effect**

- 4.6.1 If the proposal to relocate Inverkeithing High School to the new site is approved, existing pupils will have an opportunity to be fully informed throughout the design and construction of this new school.
- 4.6.2 Prior to a move to any new site, the transfer of pupils from one school site to another will be planned carefully by the Education and Children Service's Directorate staff, school staff and parents/carers, to ensure that children are supported through the transition from one school site to another. For those pupils with additional support needs, particular priority will be given to ensuring pupils are comfortable with their new environments.
- 4.6.3 There will be no impact on building users of Treetop Family Nurture Centre, Inverkeithing High School or Inverkeithing Primary School during the time of construction at Fleet Grounds, Rosyth.

#### **4.7 Benefits which the authority believes will result from implementation of the proposal (with reference to the persons whom it believes will derive them) and the reasons for coming to these**

- 4.7.1 The proposal to relocate Inverkeithing High School from its existing site to the new site is expected to ensure accessibility for all, while reducing inefficient operating expenditure, thus allowing redirection of resources to support pupils across Fife.

- 4.7.2 All 5 of the secondary schools in the Dunfermline and South & West Fife area would have condition and suitability ratings of 'A', as well as 'A' for accessibility, from August 2026. This would ensure that 10 out of 18 secondary schools across Fife would be rated at this level.
- 4.7.3 The transition to a new, inspiring and accessible learning facility will almost certainly impact positively on the wellbeing of staff and learners. Well-ventilated and lit environments will ensure conditions support a conducive learning environment.

## **5 Transport Arrangements**

- 5.1 This section assesses the proposal in terms of transport arrangements to the proposed relocated secondary school. The legal position is that a pupil is entitled to free transport to school if:
- they're under 8 and live more than 2 miles from their catchment school or
  - they're 8 and over and live more than 3 miles from their catchment school.
- 5.2 However, Fife Council provides transport to primary and secondary catchment pupils who meet the distance criteria in accordance with council policy. Fife Council's current policy is that a child or young person is entitled to free transport in the following circumstances:
- a primary school aged child lives more than one mile from his/her catchment school or other educational establishment by the shortest reasonable walking route;
  - a secondary school aged young person lives more than two miles from his/her catchment school or other educational establishment by the shortest reasonable walking route;
  - or a child or young person has additional support needs and free transport is proposed through a planning and review meeting and the full completion of a transport request form.
- 5.3 There is no requirement for Fife Council to provide free transport to pupils who are attending a school as a result of a successful placing request. However, any pupil can take up a vacant place on school transport as a fare paying passenger.
- 5.4 In terms of the current policy, free school transport would be provided for secondary aged pupils who live more than 2 miles from the proposed relocated Inverkeithing High School by the shortest reasonable walking route.
- 5.5 Safe routes for cycling and walk route assessments for the relocated school site would be considered as part of the overall development process. Appendix 1.4 shows sample walk routes, showing 2-mile distances from the indicative entrance points to the school.
- 5.6 If the proposal is approved, it may be that pupils who are entitled to receive free school transport to the existing school site will no longer be, as they will be under the distance threshold. Equally, it may be that pupils who are

currently not entitled to free school transport to the existing school site will be entitled to free school transport to the proposed relocated Inverkeithing High School, as they will be over the distance threshold.

- 5.7 For the academic session of 2022/23, there are currently 16 buses which bring pupils to Inverkeithing High School.
- 5.8 There are a number of pupils, with additional support needs, who are transported by taxi to Inverkeithing High School, and this arrangement would continue and be reviewed based on individual needs should the relocation proposal be approved.
- 5.9 Pupils who do not meet the distance entitlement to qualify for free transport to Inverkeithing High School are able to apply for an NEC card, which will allow them to travel on buses free of charge. More details are available at: [Home | National Entitlement Card \(nec.scot\)](#). There are a number of buses that regularly stop at Admiralty Road, Rosyth and pupils with their NEC card will be able to access these services before and after school. For example, the numbers 7, 7A, 7B and 7C currently run between Aberdour, Dalgety Bay, Inverkeithing and Admiralty Road, Rosyth. Pupils may have a short distance to walk should they wish to take up registered bus services. There are bus stops located at Brankholm Road and a number on Admiralty Road from King's Road Primary School area to the roundabout at the M90 junction.

## **6 Transitional Arrangements**

- 6.1 As the proposed relocated site is at Fleet Grounds, Rosyth (see Appendix 1.1 and 1.2), there will be no requirement to decant pupils, staff and community users whilst the new school is being constructed. There will be no impact on building users of Treetop Family Nurture Centre or Inverkeithing Primary School during the time of construction.
- 6.2 As with previous secondary school new builds, it is our intention to ensure school pupils from Inverkeithing High School and associated primary schools are kept informed of the construction process. Previous pupil engagement has included the following activities, site dependant:
- health and safety presentation to all year groups on the dangers of a construction site.
  - pupil trips to structural steel works.
  - pupils attending the DAS (Department Additional Support) provided an opportunity to visit the site early on and at relevant stages of the project to allow them to prepare for the changes ahead.
  - multiple site visits for teachers.
  - work placements for pupils interested in construction.
- 6.3 Careful transition planning will ensure positive transition to the new secondary school and community facilities. Individual pupil plans will allow for an enhanced transition.

## **7 Financial Implications**

- 7.1 As indicated in para 2.3, the school will be part funded through the Scottish Government Learning Estate Investment Programme (LEIP), through a revenue funding model. The LEIP model requires the Council to fund the full amount of the up-front capital cost of the project, through the Council's Capital Plan. The funding model is based on the LEIP principles, which will be supporting the project through revenue contributions based on the achievement of defined outcomes. Funding is provided over a 25-year period. The cost of the school is expected to be approximately £85m. The planned occupation date is August 2026.
- 7.2 As the Fleet Grounds, Rosyth is the only viable option to accommodate the replacement secondary school, the Council has entered into an agreement to purchase the land from Scottish Enterprise at Admiralty Park. Agreement on provisional terms, for the purchase of 5.99 hectares (which includes the solum of some roads and footpaths in the area), has been reached. The costs associated with this agreement are included from the overall capital costs of the project. In addition, the terms of an existing lease of Council owned land is to be varied. The land which will be resumed from the tenant is largely unused and undeveloped and will be utilised for the provision of the sports facilities. Discussions have also commenced with Ministry of Defence, the former owners of the land, in respect of clawback monies that may potentially be due as a consequence of a change of use.
- 7.3 As indicated at para 9.3 below, any capital receipt for the Hillend Road site would be incorporated into the Council's overall capital receipt fund in line with Council processes.

## **8 Sustainability**

- 8.1 Sustainability is a key factor in the design of a new school and would be incorporated into every feasible aspect. This ranges from the materials used in construction, to the heating system and the lighting provided, and the landscaping of the external site to encourage biodiversity. This will be a huge benefit to the comfort within the school for staff and pupils, as the current electric heating system within the existing building is difficult to operate and inefficient.

## **9 Community Impact**

- 9.1 It is recognised that the current facilities in the Community Wing are extensively used and valued by the local community. Most of the existing community use activities will transfer to the relocated secondary school site. As indicated above, there are currently no plans for a swimming pool to be included at the relocated secondary school site. Fife Council will seek to transfer existing swimming provision to other provisions within the authority area. The range of activities on offer at the relocated school would be provided in a state-of-the-art building. The detail of these facilities would be determined through the design process but will include dedicated indoor and outdoor sports areas including all weather pitches.
- 9.2 The safeguarding of pupils will be a key factor considered during the design process and models of good practice already exist across schools in Fife and throughout Scotland. Ensuring that children and staff are kept safe whilst in our educational environments is the number one priority. In the design of the

building, we will reassure parents that sufficient systems are in place to protect and monitor their children. This has been, and will be, considered throughout the design process.

- 9.3 If the decision is taken to relocate Inverkeithing High School to the proposed site, there will be a review of the existing Inverkeithing High School buildings which will then determine whether any of the buildings will be retained. It is expected that the overall site would no longer be required for educational purposes and options for their use or disposal would be presented for consideration in due course. In discussions around the future of the building, as the building is listed, Historic Scotland would be included in discussions. Any future use or disposal of the site would be reviewed by the Council's Estate Service (Assets, Transportation and Environment). Any capital receipt for the Hillend Road site would be incorporated into the overall Council's Capital Receipt Fund, in line with Council processes.

## **10 Implications for staff**

- 10.1 If the proposal is approved, teaching and support staff based at the existing school will transfer to the new school, in line with their existing terms and conditions.
- 10.2 If the proposal is approved, no significant or negative impacts upon teaching or support staff currently based at the existing school site are anticipated.
- 10.3 There may be changes in travel arrangements for some staff as a result of the relocation to Rosyth. For example, a slightly longer commute to work for some staff and a slightly shorter commute to work for others.
- 10.4 This consultation is open to all staff and Trade Unions representatives to provide their feedback to the proposal itself.

## **11 Equal Opportunities**

- 11.1 An Equality Impact Assessment (EIA) is a statutory requirement of the Council to assess the policies and practices necessary to meet the requirements of antidiscrimination and equalities legislation. It also affords an opportunity for the Council to consider the impact on the Education Service. In addition, an EIA can provide more information to develop and deliver services that meet the needs, in this case, of children and parents.
- 11.2 The aim of an EIA is to examine policies and practice in a structured way, to make sure that adverse effects on equality target groups are avoided. It is also a tool to enable the Council to assess what positive steps it can take to promote equality of opportunity and measure the results of the actions that have been taken.
- 11.3 As part of the consultation process the Council will consult with a range of stakeholders, including staff, parents/carers and children, and will address comments about equality during this consultation. The Impact Assessment will be included in the Final Consultation Report, expected in September 2023.
- 11.4 Under the Equality Act 2010 education providers must not treat disabled pupils less favourably and should take reasonable steps to avoid putting disabled

pupils at a substantial disadvantage. Existing arrangements in place for pupils with additional support needs within Inverkeithing High school will continue.

- 11.5 Careful transition planning will ensure positive transition to the new secondary school and community facilities. Individual pupil plans will allow for an enhanced transition.
- 11.6 As outlined previously, the replacement secondary school will be fully accessible, and this will ensure that all building users are able to move around the building with ease. This will also mean that all pupils from the catchment area can be accommodated with their peers from primary schools. This will have a positive impact on any pupil with accessibility issues.

## **12 Proposed Date for Implementation**

- 12.1 If this proposal is approved, the Education Service plans to construct and deliver the relocated school for academic session August 2026.
- 12.2 Planning permission is required for the construction of any new school. The planning process is dependent on a number of factors, including technical studies, levels of public engagement and absence of significant objections or delays. If the proposal is approved, the Education Service will endeavour to inform parents/carers and pupils of key decisions with regards to the planning approval process and any future construction phases of the school. For the avoidance of doubt, the planning process and any public consultation in respect of the planning aspects of construction of the proposed, relocated Inverkeithing High School are separate and distinct from this consultation process which proceeds under the Schools (Consultation) (Scotland) Act 2010.
- 12.3 The construction build period for a secondary school of this size is expected to be around 2½ years from completion of the design and following approval of any planning consent process.
- 12.4 As matters progress, further detailed work will be required to confirm a more specific timeline. However, if key dates are met, it is anticipated that relocation to the new site at Fleet Grounds, Rosyth would be for academic session August 2026.

### 13 Statutory Consultation Process – Proposed Timeline

Thursday 6 April 2023	Consultation proposal considered by Fife Council Cabinet Committee
Friday 31 March – Friday 14 April 2023	School holidays
Monday 17 April 2023	Parents and other statutory consultees issued with Consultation Notice, informing them of relevant dates and information about the statutory consultation
Tuesday 18 April 2023	Consultation live
Tuesday 18 April to Friday 2 June 2023	Consultation period (32 days - May Day and King's Coronation not included)
	<p><b>Public meeting 1</b> Thursday 20 April 2023 at 6-7 pm at Inverkeithing High School, Inverkeithing</p> <p><b>Public meeting 2</b> Monday 15 May 2023 at 6-7 pm at Kings Road Primary School, Rosyth</p> <p><b>Drop-in sessions</b> Civic Centre, Inverkeithing High Street – Thursday 20 April 2023 from 3-4 pm Inverkeithing High School - Thursday 20 April 2023 from 5-6 pm Donibristle PS – Monday 22 May 2.30-3.30 pm Dalgety Bay PS – Tuesday 2 May 2023 from 8.30-9.30 am Aberdour PS – Tuesday 2 May 2023 from 2.30-3.30 pm Camdean PS – Thursday 4 May 2023 from 2.30-3.30 pm Inverkeithing PS – Tuesday 9 May 2023 from 8.30-9.30 am North Queensferry PS – Tuesday 9 May from 2.30-3.30 pm Park Road PS – Monday 15 May from 2.30-3.30 pm Kings Road Primary School - Monday 15 May 2023 at 5-6 pm</p>
Friday 2 June 2023	Consultation close
Friday 9 June 2023	Report on consultation process is submitted to HMI Education Scotland
Monday 12 June – Friday 30 June 2023	Education Scotland 3-week review
Monday 3 July 2023	Education Service receives report from Education Scotland
Wednesday 16 August 2023	Consultation Report published 3 weeks before Cabinet Committee
Thursday 7 September 2023	Consultation Report submitted to the Cabinet Committee



The information included in this document can be made available in large print, braille, audio CD/tape and British Sign Language interpretation on request by calling 03451 55 55 00

Calls cost between 3p to 7p per minute from a UK landline, mobile rates may vary.

BT Text phone number for Deaf people 18001 01383 441177

## LANGUAGE LINES

এ নথিতে যেসব তথ্য আছে তা 03451555599 এ নাম্বারে ফোন করে অনুরোধ করলে বড় ছাপা, ব্রেইল, ওডিও সিডি/টেইপ ও ব্রিটিশ সাইন ল্যাংগুয়েজ ইত্যাদি মাধ্যমে পাওয়া যাবে।

কলের জন্য ইউকে ল্যান্ডলাইন থেকে খরচ হবে প্রতি মিনিটে ৩পি থেকে ৭পি, মোবাইলের খরচ ভিন্ন হতে পারে।

عند الطلب، يمكن توفير المعلومات الواردة في هذا المستند في صورة مستندات مطبوعة بأحرف كبيرة ومستندات بطريقة برايل وعلى أشرطة/أقراص مضغوطة صوتية مع الترجمة بلغة الإشارة البريطانية من خلال الاتصال بالرقم 03451 55 55 77  
تتراوح تكلفة المكالمات بين 3 إلى 7 بنسات في الدقيقة من أي خط أرضي في المملكة المتحدة، وقد تختلف أسعار المكالمات بالهاتف المحمول.

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用英國電訊固定座機撥打上述電話號碼收費每分鐘 3 至 7 便士，以手機撥打收費各異。

Informacje zawarte w tym dokumencie mogą zostać udostępnione w wersji drukowanej dużą czcionką, w alfabecie Braille'a, w wersji dźwiękowej na płycie CD/taśmie lub w tłumaczeniu na brytyjski język migowy – prosimy o kontakt pod numerem 03451 55 55 44.

Koszt połączenia wynosi 3-7p za minutę z brytyjskich telefonów stacjonarnych, koszty połączeń z telefonów komórkowych mogą być różne.

ਇਸ ਦਸਤਾਵੇਜ਼ ਵਿਚਲੀ ਜਾਣਕਾਰੀ ਟੈਲੀਫੋਨ ਨੰਬਰ 03451 55 55 66 ਰਾਹੀਂ ਮੰਗ ਕਰਨ ਉੱਤੇ ਵੱਡੇ ਅੱਖਰਾਂ, ਬ੍ਰੇਅਲ, ਆਡੀਓ ਸੀ.ਡੀ./ਟੇਪ ਅਤੇ ਬ੍ਰਿਟਿਸ਼ ਸਾਈਨ ਲੈਂਗੂਏਜ ਦੇ ਅਨੁਵਾਦ ਵਿਚ ਮੁਹੱਈਆ ਕਰਾਈ ਜਾ ਸਕਦੀ ਹੈ।

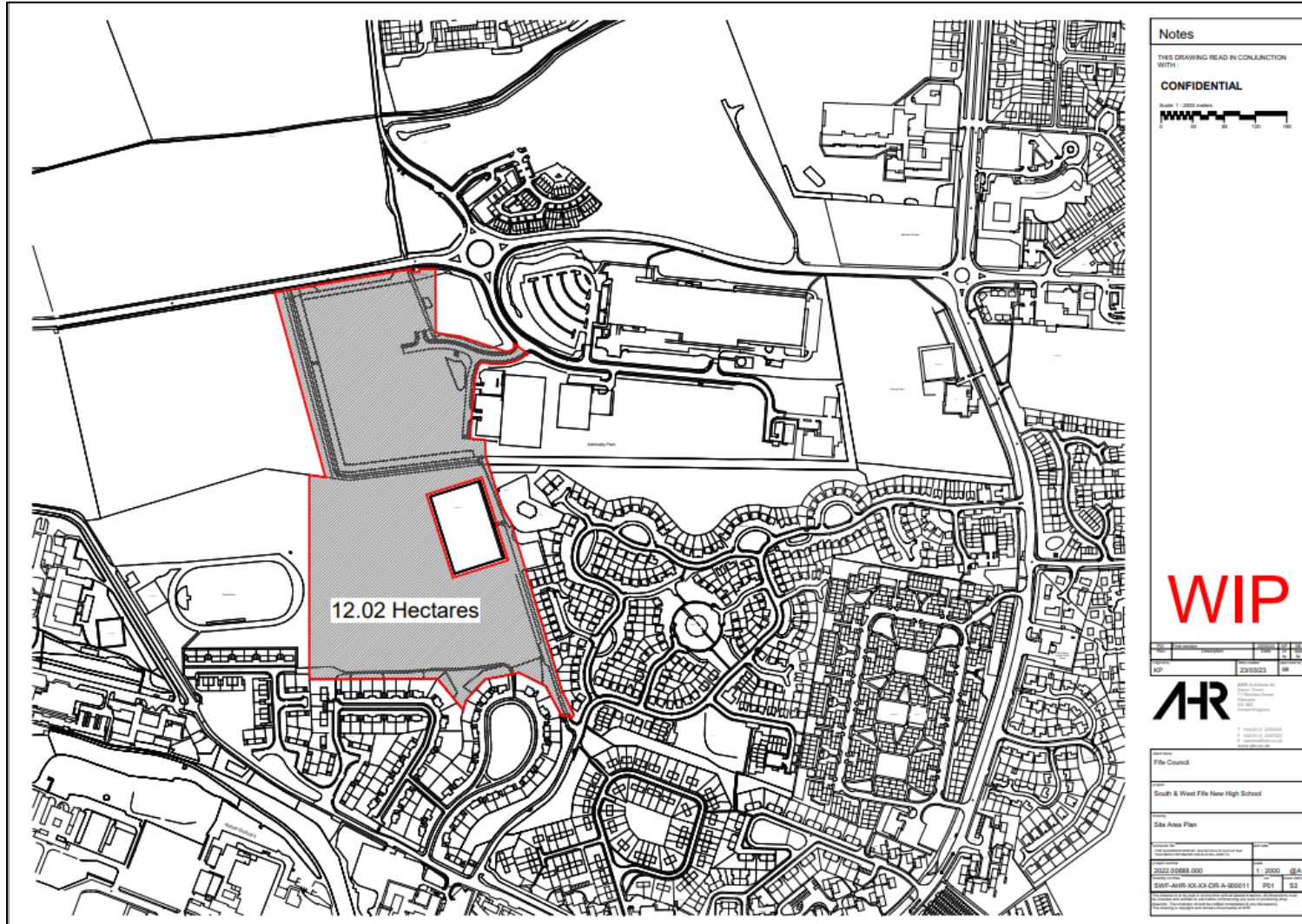
ਯੂ.ਕੇ. ਲੈਂਡਲਾਈਨ ਰਾਹੀਂ ਕਾਲ ਕਰਨ ਦਾ ਖਰਚਾ 3 ਤੋਂ 7 ਪੈਨੀਆਂ ਪ੍ਰਤੀ ਮਿੰਟ ਹੋਵੇਗਾ, ਮੋਬਾਈਲਾਂ ਦੇ ਰੇਟ ਵੱਖਰੇ ਵੱਖਰੇ ਹੋ ਸਕਦੇ ਹਨ।

03451 55 55 66 پر درخواست کرنے سے اس تحریر میں دی گئی معلومات بڑے پرنٹ، بریل، آڈیو سی ڈی/ٹیپ پر اور ترجمانی والی برطانوی اشاراتی زبان (برٹس سائن لینگویج) میں مہیا کی جاسکتی ہیں۔

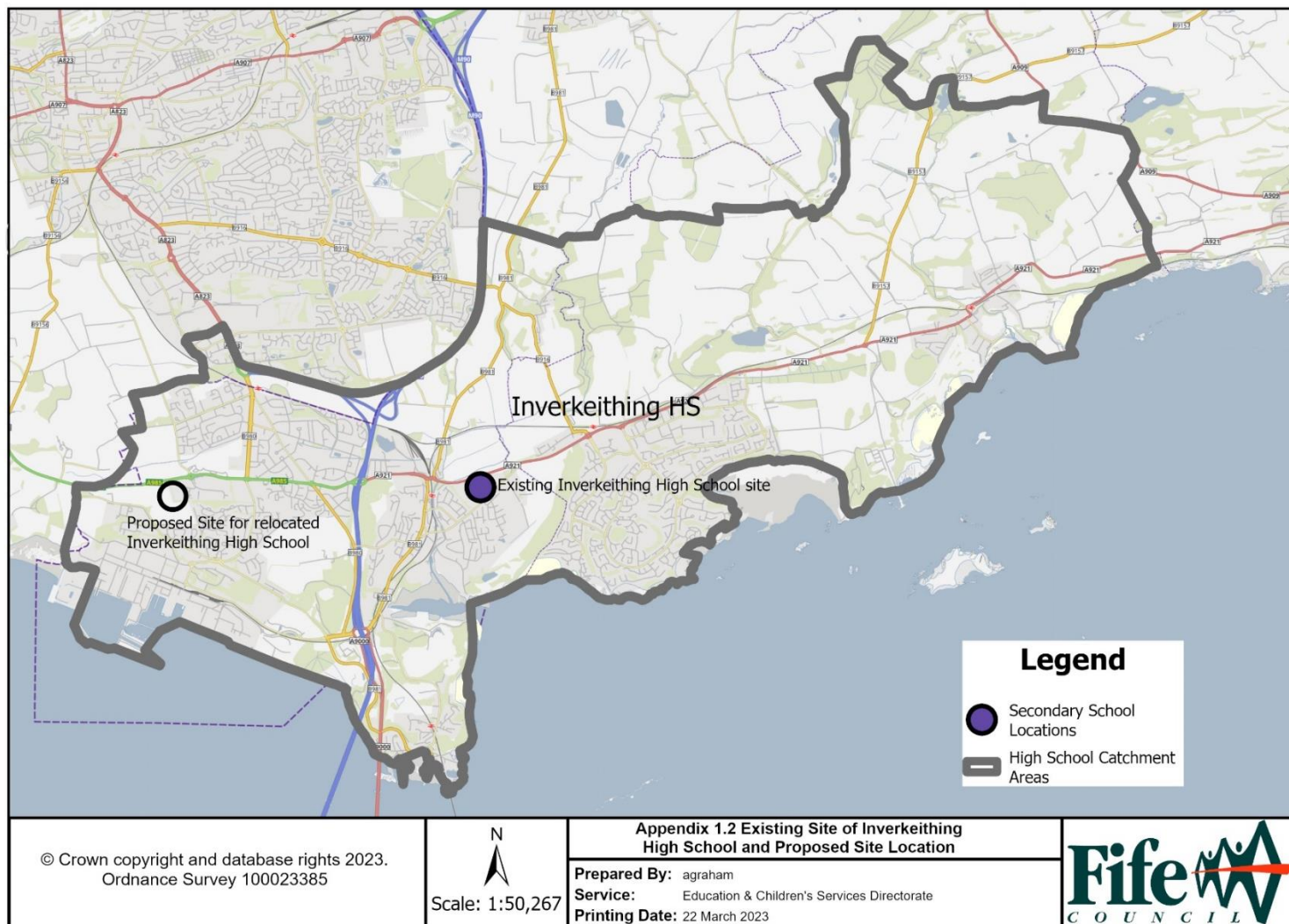
کسی برطانوی لینڈ لائن سے فون کے نرخ 3 تا 7 پینس فی منٹ ہیں، موبائل کے نرخ مختلف ہوسکتے ہیں۔

## Appendix 1.1 – Proposed Site of the Relocated Inverkeithing High School

This map shows the proposed site of the replacement Inverkeithing High School. The site is located south of the A985 Admiralty Road, Rosyth and adjacent to Hilton Road, Rosyth. The proposed site is north of Forbes Road and to the left of Wilson Way, Rosyth.

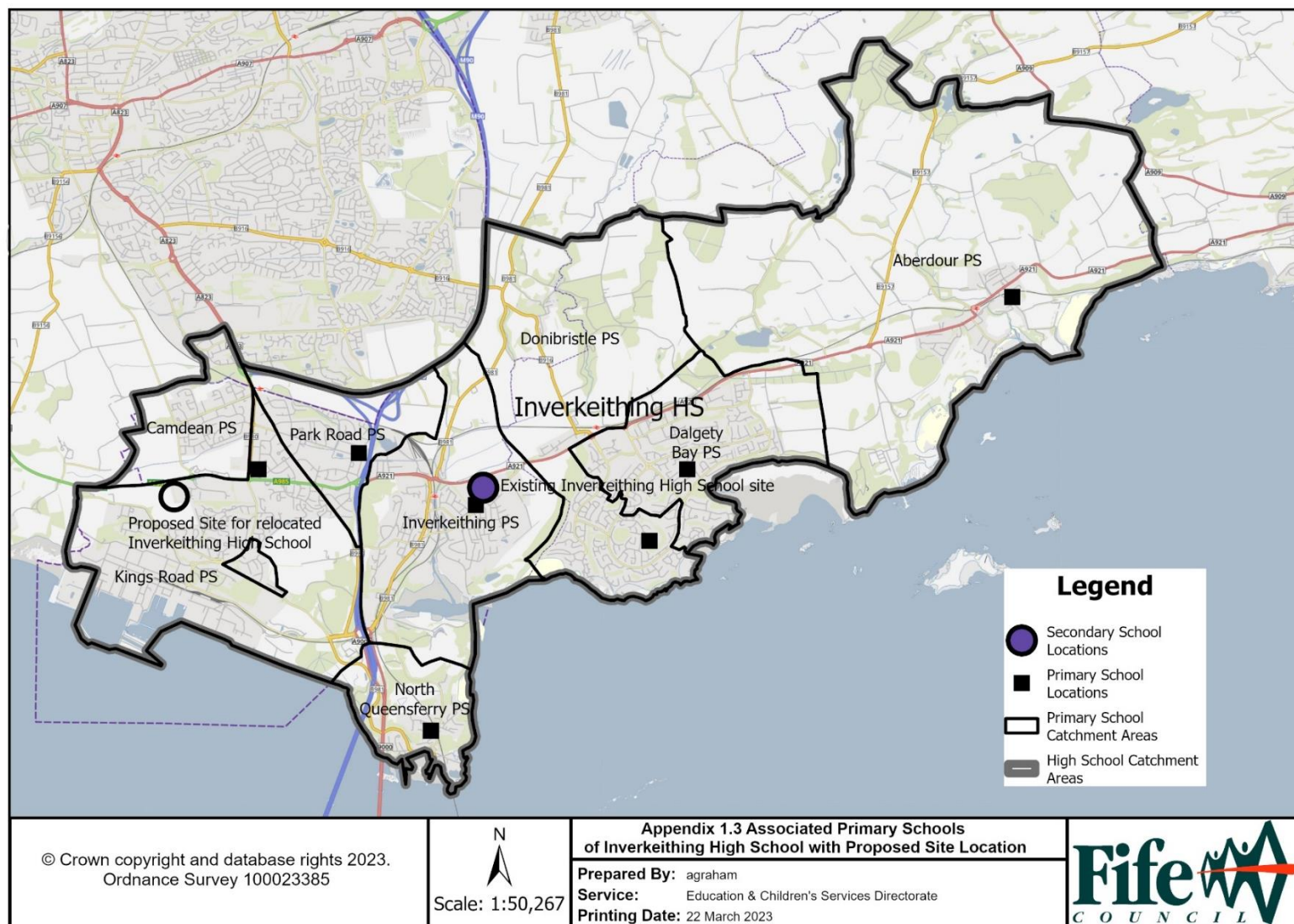


**Appendix 1.2 – Existing Site of Inverkeithing High School, Hillend Road, Inverkeithing and proposed site of the relocated Inverkeithing High School and Catchment Area of Inverkeithing High School**



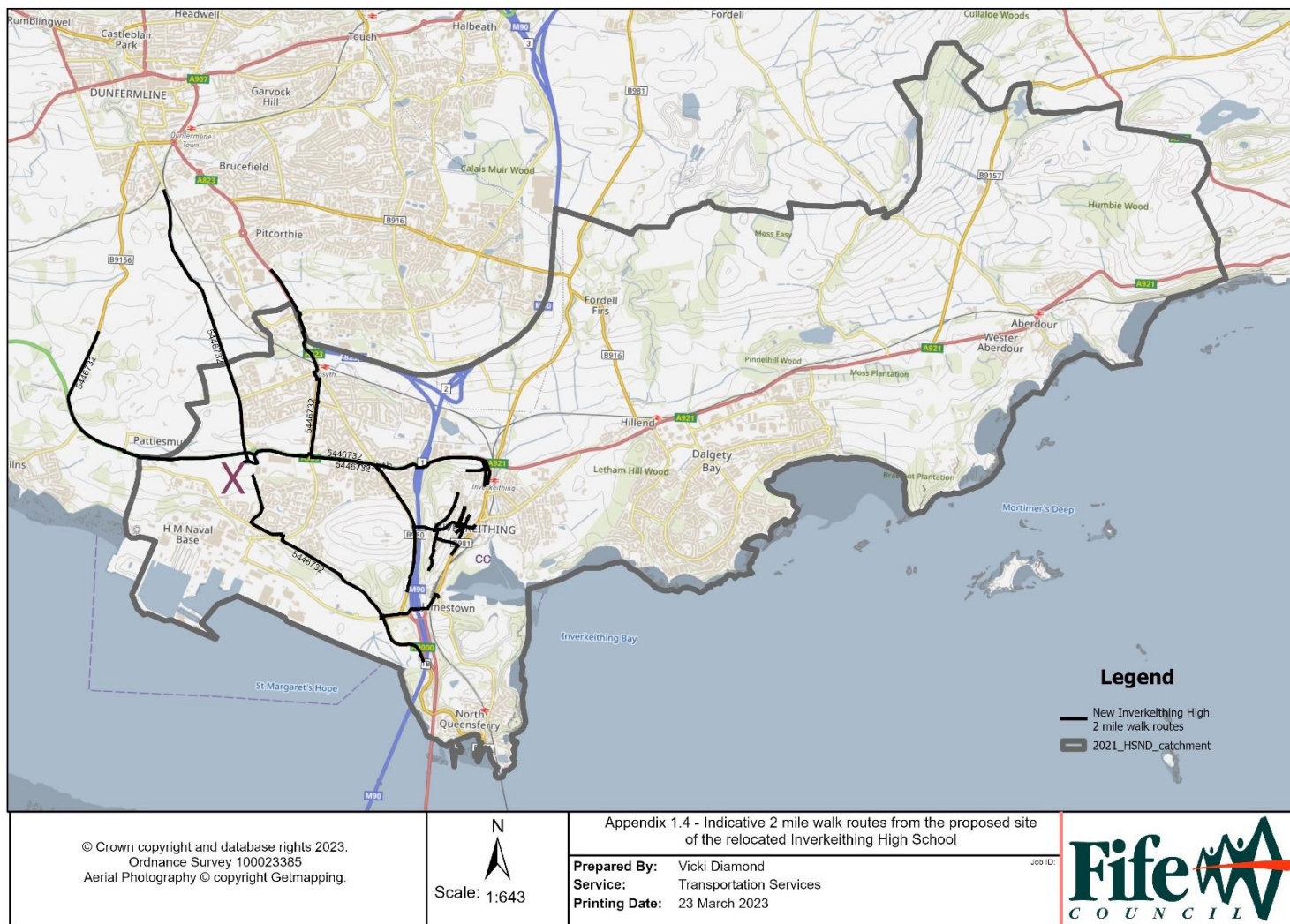


### Appendix 1.3 – Associated Primary Schools of Inverkeithing High School with Proposed Site



## Appendix 1.4 – Indicative 2 mile walk routes from the proposed site of the relocated Inverkeithing High School

The x on the map shows the proposed site of the relocated Inverkeithing High School. The black lines from this area show indicative 2-mile routes from the site.



## Appendix 1.5 – Housing Development Sites within the Inverkeithing High School Catchment Area

### Local Development Plan (LDP) Sites

LDP Ref	Housing Land Audit Ref (HLA)	Site Name	Capacity	Planning Application Status
ABD001	DAC234	Hillside School	70	Planning consent for 125 units – no commencement on site
ABD002	DAC307	Land at Wester Aberdour	20	
DGB001	-	Donibristle Industrial Estate	125	
DGB002	DAC267	Fulmar Way 2	50	No planning consent
DGB004	-	St Davids Harbour	24	
INV001	-	Borelands Reservoir	18	
INV002	-	The Royal Hotel	8	
INV003	DAC118	Roods	50	No application to date
INV004	DAC280	Former Inverkeithing Primary, Roods Road	42	No application to date
INV005	DAC305	Spencerfield	295	Planning consent – site under construction
INV012	DAC306	Fraser Avenue	203	Planning consent – site under construction
ROS001	DAC109	Admiralty Road	12	
ROS002	DAC198	Brankholme	9	
ROS003	DAC208	Cochranes Hotel	54	
ROS004	DAC245	Primrose Lane 2	175	Planning consent for 143 units – no commencement on site
ROS015	DAC277	Admiralty Road/Brankholm East	450	98 units completed. New application received for next 165 units on site
ROS016	DAC296	Castlandhill North and West	150	No application to date
		<b>Total</b>	<b>1745</b>	

### Non-Local Development Plan Sites

LDP Ref	Housing Land Audit Ref (HLA)	Site Name	Capacity	Planning Application Status
n/a	DAC322	South of Main St (DAC322)	84	Planning consent – site under construction
n/a	DAC120	19/02447/F Dunfermline Wynd	10	Planning consent for 9 units – no commencement on site
n/a	-	22/04086/PPP Prestonhill Quarry	180	Planning application for 180 units submitted – no consent to date
n/a	DAC261	22/03454/PPP St Margaret House	14	Planning application for 14 units submitted – no consent to date
		<b>Total</b>	<b>212</b>	

## Appendix 1.6 - Pre-Engagement Feedback – Replacement Inverkeithing High School

The following table is feedback received from the pre-engagement sessions held between June – August 2019, in relation to a replacement Inverkeithing High School.

1	<p>Here is some feedback regarding the proposed re-development of Inverkeithing High School (I have two daughters at North Queensferry PS – P3 and P6).</p> <p>My main concern is around the timescale of any re-development. My interpretation of our discussion is that the best case scenario for a new school being ready is 3.5 years from the consultation period beginning (0.5 year consultation, 1 year design, 2 year build). This could extend further if there is any delay in any of these phases, if there is difficulty finding funding, or if the Woodmill/St Columba's campus is prioritised.</p> <p>During this time period the Inverkeithing High role is due to increase significantly, putting more pressure on an already dilapidated building. I am worried that the approach to the current school will be to place a 'sticking plaster' on any structural or other problems given a new school is on the horizon. This appears to be the worst of both worlds for pupils with the school reaching capacity as the building nears end of life. I am also concerned that this situation will be a deterrent to attracting teachers and other staff to the school. All of this leaves me with real concerns that Inverkeithing High can provide the optimum conditions for educating my children and other pupils in the coming years.</p> <p>In terms of the sites proposed my preference would be for one of the three sites closest to the current High School. I am sympathetic to the argument that Inverkeithing High School should remain in Inverkeithing. However, my strong preference is to get this school built as quickly as possible.</p> <p>I hope this is helpful feedback. Thank you for holding the meetings and I look forward to engaging further throughout the process.</p>
2	<p>This surely is much needed. School is not fit for purpose. Must stay in Inverkeithing. It would keep the heat out of Inverkeithing community for the high school to go. Inverkeithing is the centre of the catchment. Please keep Inverkeithing HS in Inverkeithing.</p>
3	<p>No opinion as not within my catchment area.</p>
4	<p>Not happy about the Rosyth location. They will increase travel time in the taxi to bus stop is already very early. My son's sleep will be affected and he has mental health issues that could be aggravated by this. Sites 4 and 22 are best as they will leave ALL students travel unaffected and have plenty of space.</p>
5	<p>Location should stay at current site. Create a new school here and knock down the current one. It is a danger to the pupils.</p>
6	<p>Fife Council wins – facilities will be lost! Keep the school in Inverkeithing.</p>
7	<p>What will happen to the wing? Will there be a pool at the new school? Swimming is a life skill and should be part of the curriculum.</p>
8	<p>If the school moves it needs to be on a regular public bus route. School buses will leave before after school clubs.</p>
9	<p>Love Inverkeithing High School to stay in Inverkeithing. I love that the nursery, primary school and high school are nearby. Would love the wing/community space to stay or be replaced.</p>
10	<p>Old paper mill site is a good spot. Keep the school in Inverkeithing.</p>
11	<p>Would be great if kept in Inverkeithing. Keep community use in Inverkeithing, especially classes and swimming pool.</p>
12	<p>The swimming pool must be rebuilt on new site. Not enough space at leisure centres for swimming lessons.</p>



13	We need: swimming pool, community centre and current location to keep nursery, primary and high school together.
14	Keep the wing and community use facilities.
15	Would want to keep the hub of nursery, primary, high school and community use wing. Inverkeithing needs this for the community.
16	Two high schools close together won't work (Inverkeithing moving to Rosyth and Dunfermline)
17	New high school must stay in Inverkeithing. Please maximise community use, sports facilities.
18	Inverkeithing would need a new community centre if the high school moves.
19	Business will have an effect, shops will close, Inverkeithing will deteriorate.
20	Inverkeithing has a lot of new build buildings. Has it been considered how kids will get to school safely as free buses not option within 2 miles.
21	Central location is important to facilitate walking to school. Ideally Inverkeithing location, but understand the need for best location for majority.
22	To remain in Inverkeithing – it's central, easy access for walking and for traffic. Centre for all primary schools attending. Do not want Rosyth, especially Dockyard due to large vehicles. There are no facilities near by.
23	I would prefer the high school to remain in Inverkeithing, would like to know if they will be considering the usage of the community wing and the relation with the town. The playing fields are also important to the town use with the gala, and football teams, and primary school. The amount of clubs and activities that use the wing, and the swimming pool, as well as the high school, PE department.
24	Community use wing needed for Inverkeithing – including a swimming pool.
25	High school to remain in Inverkeithing for central catchment.
26	Upon building a new high school, they need to take into account all the new houses that are being built in Inverkeithing. It is not only the high school that is important to Inverkeithing but the community use of the facilities – “the wing” is a great facility to help keep our kids active and be able to learn to swim.
27	Inverkeithing High School should stay in Inverkeithing. Shops will loose out on business. I have lived in Inverkeithing for 30 years (all my life).
28	Yes please, cause it is falling apart.
29	Stay in Inverkeithing, community use still. How long will it take? Formal communication when?
30	Please do not change location of high school. It should stay in Inverkeithing.
31	Need swimming pool facilities, need the wing with gym equipment. Location needs to stay beside primary and nursery.
32	Keep high school a possibly. Just refurbish the old school. Too much changes and disruption.
33	High School should be kept in Inverkeithing as its important for it to be kept in the community. It's walking distance for a lot of people who don't have access to their own car!
34	Inverkeithing High School should stay in Inverkeithing and shouldn't be moved. Why chuck away a high school, do it up, or keep it where it is. They need a swimming pool. Why chuck away the high school means what's going to happen to the wing if this happens. The school and wing is important to us.
35	Keep the swimming pool (school pupil – aged 7 years)
36	High School should remain in Inverkeithing as location is more suitable for all pupils travelling from Rosyth, Inverkeithing, Dalgety Bay, North Queensferry and Aberdour. It is also very important to retain full use of the wing. It's used for school and public use – will still remain fully functional for the new school. Plus it's off the main road system which is safer for kids. Rosyth options will be too busy and not acceptable for all ids (except Rosyth) to be travelling that distance. Inverkeithing is central to all.



37	This needs to stay in Inverkeithing as does the wing. It is central from Aberdour, Dalgety Bay, North Queensferry and part of Rosyth and would be a big loss not just to the school but as a social gathering for residents as well. There is also a swimming pool in the Wing which we would lose if everything is closed down again a big loss to the community.
38	Rosyth is too far for travel. We need swim facilities. The wing is essential for Inverkeithing community.
39	What will happen to the old school? What will happen to the wing as a community use? Too many questions that needs to be answered you can't just build it where even higher up people please.
40	With the new housing developments planned I think that a Rosyth location would be more suitable.
41	<p>I am a resident in Inverkeithing, I live on the High St and my eldest daughter is at the Inverkeithing High School. Here are my thoughts about the proposed new Inverkeithing High School sites.</p> <p>Firstly, the Inverkeithing High St relies heavily on the custom from older pupils of the High School and the families connected to them, this keeps the town bustling and alive. Without this custom there is no doubt the town will suffer and like so many small towns in fife (so many High St's have died, empty shops and businesses). The High School is a great amenity to have in a town - to lose this will be an added blow to a town.</p> <p>The High school itself is a remarkable example of Brutalist architecture from the 1960's and as a result it is listed. It is shocking how little this seems to matter to Councils and Developers considering in London and other cities Brutalist architecture is being protected and appreciated. This listing MUST be taken in to consideration, its unique, it is irreplaceable. Surely this could be used as a plus point rather than seen as a bind? This 1960's architecture wont be seen again - Inverkeithing has already lost so many cherished (many listed) buildings due to a 'quick fix' of knocking down and building new characterless houses etc.</p> <p>The existing school site could be re-purposed including parts of the original Brutalist architecture. It would be exciting to see this develop and give a great boost to the community. To keep elements of the old school and incorporate them into a new school would be the best and most progressive solution. After all it is part of the Scottish Governments policy to reuse and repurpose old buildings rather than demolish.</p> <p>Too many bad decisions have been made for Inverkeithing in the last 20 years. Let's make a good one for the community and surrounding towns. Keep Inverkeithing the hub. Don't kill the High St. Don't let it become a new build housing site with no school. With a bit of ingenuity and care the school site can be rejuvenated, not abandoned and something positive and exciting can happen to the town. An abandoned sad looking listed building is not good for moral - have a look around Inverkeithing it is full of them.</p> <p>Dunfermline can already be served by a new wing to the High School there and eventually a new school in the 2nd site may serve the huge increase in new builds BUT meanwhile focus on what the smaller towns need. HES has already spoken about working with the proposal to reuse parts fo the original school, we have lost the old primary school to greedy developers and arsonists, let's stop this happening to the High School. To move the school from Inverkeithing would not only be a bad decision for the town it would highlight the sorry state of protecting architecture in Fife and retaining a sense of pride for the history of its buildings.</p>
42	4) Inverkeithing High School should remain in Inverkeithing, rather than being moved to Rosyth. As was mentioned at the meeting, it seems that everything is being taken away from Inverkeithing. Soon it will only be a dormitory for Edinburgh.

43	<p>I attended one of the recent consultations about potential sites for a new Inverkeithing High School. It was with much dismay I learned about the possibility that Rosyth was being considered for the proposed new school. Inverkeithing has had a grammar/secondary school for 200 years since around 1819 and it is just inconceivable that the school would be moved out of the town now – that would not be a progressive change. The current school is so perfectly sited next to the nursery and primary school, all of which form the perfect educational campus for children – not to mention the community wing which is so well-used by parents and children alike and is especially important for families who don't have their own transport.</p> <p>With creative design/architecture and thinking, the existing school site could absolutely be adapted to build a dynamic and inspirational new school that would stand out yet again to win future awards.</p> <p>I strongly object to any consideration being given to moving our High School out of Inverkeithing – it has always been and will always remain an essential part of our community.</p> <p>(Inverkeithing resident/parent and former Chair of the 1<sup>st</sup> IHS school board)</p>
44	<p>Following attendance at the public engagement meetings regarding the replacement sites for Inverkeithing High School, I would like to feedback the following points:</p> <ol style="list-style-type: none"> <li>1. My son already travels on the school bus service from Rosyth to Inverkeithing High and there are no concerns with this. There is a good service in place and I can see no reason why this can not continue for a replacement in Inverkeithing.</li> <li>2. The road network at the existing site is already in place and coping with the school traffic.</li> <li>3. (a) I am opposed to building on the Fleet Grounds site as it is surrounded by residential housing. The house owners have bought these properties at a point where there is no high school nearby. It would be unfair to establish a high school there as litter, noise and vandalism are bound to be encountered. <ul style="list-style-type: none"> <li>(b) The road network surrounding the Fleet Grounds are inappropriate for the large number of buses and cars that would be accessing the school.</li> </ul> </li> <li>4. The MOD land would be ideal as there is plumbing, drainage, sewage, electricity etc already established there. It is also on an isolated site away from residential properties and can be accessed directly from the A985 road.</li> </ol> <p>I hope you will take these points into consideration when making the site selection.</p>
45	<p>Inverkeithing is a town on the up. There is a lot of community effort going in to various regeneration initiatives. The recent news of a cash injection to the town centre is so promising. The towns businesses rely to a degree on the knock on benefits of lunch time and after school trade by school children, staff and the community using the community use facilities. Scotland's biggest affordable housing Fraser avenue project, residents and businesses of the future would surely benefit from a replacement school on the existing site. It is a beautifully large site on an elevated bright position and can be accessed by bike, on foot, by bus or by train- surely a big advantage for a school of the future.</p> <p>Please do all you can to keep inverkeithing high school in Inverkeithing. It is surely pretty much centre of the school catchment, there is probably scope too to design it in a way that the current school can operate while its being built, then demolished and sold for housing to release equity to cross fund. It is absolutely fantastic that it loads old like we will be</p>

	<p>getting a much needed high school. The current site is a fantastic site and this is an opportunity to really improve Inverkeithing.</p> <p>I very much hope that the feasibility studies show that the current site is the majority of the catchments preferred site, the best value for money, the most sustainably located site and would be a real asset for the ongoing regeneration of Inverkeithing.</p> <p>Will the preferred site be reported to the committee in August and what is the process thereafter?</p>
46	<p>Similar to the Woodmill/St Columba's scenario I acknowledge and fully support the proposal as I believe there is a critical need to modernise the school. I would also be in favour of the new school being on its same location for transport issues. In addition it needs to accommodate community use and have a swimming pool.</p>
47	<p>In response to the 'Have Your Say' on shaping the future of Inverkeithing and Dunfermline's secondary schools - specifically point number 2 "Inverkeithing High School – location, as well as school/community requirements":</p> <p>I have two children currently attending Donibristle Primary School, in P7 and P4. I am therefore very concerned for their secondary school experiences, as even a small amount of disruption could have an adverse effect on their received teaching and ultimately their qualifications and future careers.</p> <p>I understand that retaining the site of Inverkeithing High School cannot be reasonably expected (due to the lack of available space on the playing fields) for concurrent building of a new school and razing to the ground of the existing building. I am therefore perplexed as to why it has been included in the shortlist of six potential sites of the new school. Decanting the pupils (to a temporary school or specific 'village' location) appears to be a very disruptive option and an unnecessary amount of pupil movement.</p> <p>Furthermore, opting for a site on an extremity of the Inverkeithing High School catchment area – i.e. each of the three proposed sites in Rosyth – appears unreasonable to everyone who does not live in Rosyth. To expect Aberdour and Dalgety Bay pupils to travel along an already log-jammed A985 through Rosyth has to be a significant shortcoming to building the school so far west.</p> <p>In my opinion, since the current site appears to be untenable as a new site location, and with each of the three Rosyth sites being as inadequate as each other, with regards to location, the only sound options left are the two sites that are positioned to the immediate north of the current campus, i.e. across the A921 (regrettably I do not remember the numbers given to these adjacent sites). The only downside of this location is the flooding that occurs occasionally in the south east corner of the site, i.e. in close proximity to the Inverkeithing 'double roundabout,' but the two sites here are of large enough acreage that this need not be of concern. Additionally, one of the many significant advantages of this location is that it is adjacent to the current school and therefore the incumbent pupils will feel they are a part of the construction of the new school, being able to witness the planning, land surveys, building design, educating them in town planning, architecture, civil engineering, quantity surveying and ultimately watching on as the new build stretches up from the landscape. Innumerable school projects could be amassed through this engagement of the new school, enhancing the theoretical education that they already receive in the current curriculum. Should the new school be built out of sight of the current school, then the opportunity to include pupils in the design and build of their new school is lost. As an engineer myself, this would feel like a wasted opportunity to educate those pupils whose future careers could involve such a plethora of subjects. I would like to think that the school itself, as well as Fife Education services would welcome this.</p> <p>Traffic management / infrastructure at this location (two sites) would be only marginally impacted, since the three-way traffic light junction with the A921 and Hillend Road immediately to the north-east of the current school site would be adjusted to the addition of a fourth junction, forming a specific, dedicated route into the new school campus. Traffic is</p>

already disrupted on the A921 with the current school / community use / Inverkeithing town traffic using this junction, therefore the additional new school road would create only a minimal influence on the road network, and thereby presents an impact that is considerably less than a new school built at the west end of Rosyth. Not only would the latter location add extra bus-loads of pupils being ferried to and from the school through Rosyth twice a day, but it also would result in the addition of extra car journeys through Rosyth with parents driving their children to and from breakfast clubs and after-school clubs. The environmental impact of the slow-moving / standing traffic would not be justifiable. In addition, it is clear to me that residents of Rosyth, who have no school involvement, would not tolerate this significant increase in traffic density.

Moreover, the three potential sites in Rosyth are located very near to the shipyards / industrial units. One Dalgety Bay mother I met at an engagement session was very concerned at this prospect. If a Rosyth site was selected, she would remove her child(ren) from the school and move away from the catchment area. This is of significant concern. If this fact was to be further considered by other parents, they too may react in a similar manner. Fife Council has a responsibility to protect our children when we send them to school. If there was to be any level of threat, be it physical, by intimidation or potentially of a sexual nature, then this must be considered in the new school site selection process. I have two daughters and I had not realised the proposed Rosyth sites were juxta positioned to the dockyards. This disturbs me greatly.

Rosyth is newly located in the Inverkeithing catchment and it seems unfair that it can have such a strong influence on the new secondary school position. At the other extremity of the catchment, Aberdour is expecting new housing in the near future, which in itself is regrettable to the local residents, however, it will increase its school pupil numbers. This not insignificant fact aids the argument that the statistical mean of the distribution of the pupils in the Inverkeithing High School catchment area is centred slightly east of the current school position, i.e. towards Dalgety Bay and Aberdour. Even if there was a potentially viable alternative site in the Dalgety Bay area, which would greatly reduce my own children's efforts to travel to the school, I can rationally understand that a location within Inverkeithing makes the most common sense. Maintaining the status quo as far as possible creates less impact for all those involved. Inverkeithing is situated in the middle of the catchment and the 'burden' to all attending pupils is therefore similar.

Finally, the town of Inverkeithing would be dealt a significant blow should it see the closure of its High School. Inverkeithing already suffers with town centre issues and losing its school could sound the death knell for the area.

Footnote: In light of the recent dreadful fire at Woodmill High School, I assume that Inverkeithing HS is now no longer the number one priority to receive a replacement school? It would be very much appreciated if you could provide an estimated timeline for the developments of all the intended schools that require replacement.

48 Thanks for your emails. I'm sure these comments will be taken into account by the team managing the consultation write-up but in any case, I'll certainly raise it as one of the possible impacts of a change in school location. I'm keen to ensure the decision is not made on educational requirements in isolation as the council has a responsibility to consider the wider implications of any decision.

Kind regards,

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From:

Sent: 02 September 2019 13:28

To: Cllr <Cllr. @fife.gov.uk>; SustainableSchoolEstate.Enquiries <sustainableschoolestate.enquiries@fife.gov.uk>;

Subject: Re: Inverkeithing community use pool

	<p>Hi</p> <p>An excellent email to which I would like to add my full support</p> <p>as mentions, we are involved in a project to turn around the Preston Hill Quarry site, and are working closely with the developers to support their proposal which is under consideration by the planners at Fife Council.</p> <p>The pool at Inverkeithing High School is a crucial element in the development and delivery of our plans and its loss would create a significant gap in the facilities required to deliver the project.</p> <p>The reason for this is that diver training with both PADI and BSAC (diver training agencies) require the use of a pool in the initial stages of training, with further instruction in sheltered water (the quarry) taking place at a later stage.</p> <p>The loss of the facility would impact the charity and I have set up to deliver training to disadvantaged young people and would result in less students progressing through the scheme due to increased costs, distance and time required to travel to an alternate location.</p> <p>I would like to add my name also to the list of those with an interest in this facility and would hope that an early review of the impact of any planned closure be undertaken.</p> <p>Best regards,</p> <p>Good Morning</p> <p>I am writing this to raise my concerns and disappointment at the prospect of the closure of the community use pool and building at Inverkeithing High school. Myself and another professional diver are involved in the development of Prestonhill quarry and losing this crucial facility will have a severe impact on our business plan and pilot scheme we will be rolling out to the local community. It will also have an adverse effect on the water safety and water safety campaign that has been run recently. Countless people have learned essential swimming skills in there and still countless more will learn to swim as well as safely learn the use of SCUBA in a safe confined environment. To lose this facility will have a detrimental effect on our plans for Prestonhill Quarry and the local community and should have serious considerations against the closure of the great facility. I will eagerly await your response.</p>
49	<p>I am the MSYP for Dunfermline &amp; West Fife, and the MYP for Mid Scotland &amp; Fife.</p> <p>Before the summer holidays, re my manifesto point of having pupil say in the new school, I asked multiple Woodmill pupils what they would want in a new school. I took that information and compiled it into basic points. Here are what the pupils said:</p> <ul style="list-style-type: none"> <li>• Better Looking Building (modernise)</li> <li>• Better Bathrooms (more bins in bathrooms, wet walls/cant be written on/anti graffiti)</li> <li>• Updates School Uniform</li> <li>• Phone Allowance at Breaks</li> <li>• More Dress Down Days</li> <li>• Free WiFi</li> <li>• Updated School Day (half day Fridays, 7 period Tues/Thur)</li> <li>• Better Food (café/cafeteria/vending machines)</li> </ul>

	<ul style="list-style-type: none"> <li>• Relaxed Periods</li> <li>• More Resources (computers/technology/jotters/workbooks)</li> <li>• Smoke-free Zones (no smoking at the entrances of the school/smoke-free radius)</li> </ul> <p>I was going to carry out further consultations at Woodmill and also at St Columbas, but recent events have scuppered that, so here is all I have so far. I hope this information is of use to you during early planning stages. If you require any further clarification on these points, please contact me as I would like these pupils opinions to be taken into consideration.</p>
50	<p>I am writing with regard to the consultation on the proposed site for the replacement Inverkeithing High School (IHS). I live in Dalgety Bay and have one child in S1 at IHS .</p> <p>I have looked at the criteria to be taken into account when considering the new school site and have the following comments to make:</p> <p>1) With regard to ensuring accessibility, an attractive and inspiring design, a safe secure environment and ability to provide curricular and external learning I would fully expect that these will all be mandatory considerations for the design of the new school and constantly monitored by experts throughout the design and build so that any changes to the plans do not adversely affect any of these issues. I would also hope that all learning from recent high school rebuilds is acknowledged and used. I would hope inclusion of all catchment pupils will be made possible, with a Department for Additional Support would be included in the design, and that the new building will be able to accommodate pupils and staff with disabilities.</p> <p>2) 'the new school should be within the designated catchment and where pupil population is greatest'- I feel strongly that Inverkeithing, in its position at the centre of current catchment area, is the right location for the new school. While Inverkeithing itself may not represent the greatest pupil population, the current school's location is right in the middle of the catchments of Aberdour, Dalgety Bay, Inverkeithing and Rosyth so is ideally placed. If the school was moved to Rosyth the catchment area would need to be reviewed again and given how painful and protracted the recent catchment review was I am sure (would hope) that the council would prefer to avoid this.</p> <p>3) 'the new school should be accessible by foot, bicycle, car and public transport' - if the site was moved from its current site it would make it much less accessible for around half the current pupil population. All pupils from Dalgety Bay would be entitled to free bus transport whereas at the moment a good proportion can and do walk. Rosyth is of course within cycling distance from Dalgety Bay but only for those who are confident cyclists on busy roads. It would only be Rosyth (and possibly Inverkeithing) pupils who could easily walk to school, significantly reducing the numbers walking and therefore reducing Fife Council's ability to promote walking to school as part of the School Travel Plan. This would be a sad state of affairs, especially given Scotland's unenviable levels of childhood obesity. Assuming the new school is built in Inverkeithing I would also hope that safer walking routes from Rosyth are also considered as I am in full agreement with the Rosyth families who are concerned about their children having to cross the M90 slip roads to walk to and from school.</p> <p>4) 'available for occupancy within a reasonable timescale' - given that the current IHS site is the only proposed site owned by Fife Council I would assume that this is the best option in this regard. I am however concerned about issues with asbestos and hope that pupil and staff safety will be given the highest priority if this site were chosen.</p> <p>So for all the reasons stated above, my view is that the new IHS should be located in Inverkeithing, at the heart of the catchment area. I feel that the impact on Inverkeithing of</p>

	<p>losing its high school and community use facilities will be significant and should be avoided. I also feel that even considering building on a site such as Fleet Grounds which provides such a valuable sporting facility for so many children and adults is unacceptable.</p>
51	<p>I am writing with regard to the consultation on the proposed site for the replacement Inverkeithing High School (IHS). I live in Dalgety Bay and have one child in S1 at IHS and another in P3 at Donibristle Primary.</p> <p>I have looked at the criteria to be taken into account when considering the new school site and have the following comments to make:</p> <p>1) with regard to ensuring accessibility, an attractive and inspiring design, a safe secure environment and ability to provide curricular and external learning I would fully expect that these will all be mandatory considerations for the design of the new school and constantly monitored by experts throughout the design and build so that any changes to the plans do not adversely affect any of these issues. I would also hope that all learning from recent high school rebuilds is acknowledged and used.</p> <p>2) 'the new school should be within the designated catchment and where pupil population is greatest'- I feel strongly that Inverkeithing, in its position at the centre of current catchment area, is the right location for the new school. While Inverkeithing itself may not represent the greatest pupil population, the current school's location is right in the middle of the catchments of Aberdour, Dalgety Bay, Inverkeithing and Rosyth so is ideally placed. If the school was moved to Rosyth the catchment area would need to be reviewed again and given how painful and protracted the recent catchment review was I am sure (would hope) that the council would prefer to avoid this.</p> <p>3) 'the new school should be accessible by foot, bicycle, car and public transport' - if the site was moved from its current site it would make it much less accessible for around half the current pupil population. All pupils from Dalgety Bay would be entitled to free bus transport whereas at the moment a good proportion can and do walk. Rosyth is of course within cycling distance from Dalgety Bay but only for those who are confident cyclists on busy roads. It would only be Rosyth (and possibly Inverkeithing) pupils who could easily walk to school, significantly reducing the numbers walking and therefore reducing Fife Council's ability to promote walking to school as part of the School Travel Plan. This would be a sad state of affairs, especially given Scotland's unenviable levels of childhood obesity. Assuming the new school is built in Inverkeithing I would also hope that safer walking routes from Rosyth are also considered as I am in full agreement with the Rosyth families who are concerned about their children having to cross the M90 slip roads to walk to and from school.</p> <p>4) 'available for occupancy within a reasonable timescale' - given that the current IHS site is the only proposed site owned by Fife Council I would assume that this is the best option in this regard. I appreciate that there are issues with asbestos and listed status but am assured by those who know that both of these can be overcome, provided that consultation with the correct expert bodies occurs from the outset and momentum maintained.</p> <p>So for all the reasons stated above, my view is that the new IHS should be located in Inverkeithing, at the heart of the catchment area. I feel that the impact on Inverkeithing of losing its high school and community use facilities will be significant and should be avoided. I also feel that even considering building on a site such as Fleet Grounds which provides such a valuable sporting facility for so many children and adults, including my own son, is unacceptable.</p>

52	<p>My children will be attending Inverkeithing high school in a few years time (currently at Donibristle primary).</p> <p>We would like to note that our preferred site would be the current Inverkeithing high school site. This would allow all catchment children to be able to walk to school, rather than have to be bused to a location outside Rosyth. There is plenty of room for a new school to be built on this site.</p> <p>If the site were to be built down by the dockyards in Rosyth, we would move away from the away, as I don't see this as a safe or commutable location for teenage children.</p> <p>As a full time working mum, I wouldn't be able to collect my children after after school sports activities, which would mean that they wouldn't get the opportunity to take part in these.</p> <p>I hope other Dalgety Bay and Aberdour parents have voiced the same concerns.</p>
53	<p>I am writing to give my opinion on the current proposal of the joint campus for Woodmill/St Columbus &amp; Fife College. Whilst this seems like a great new innovative way of teaching/learning I feel the funding would be best used to make other catchment High Schools fully inclusive to all its pupils. Currently there is no accessible catchment High School for disabled Children living in Aberdour, Dalgety Bay, inverkeithing &amp; Rosyth. That's 7 primary Schools!!!</p> <p>In this day and age I cannot find the words to express how disappointing/embarrassing/humiliating/frustrating/ and discriminating this is. Fife Council promote Children and Their Rights as per the Children's Charter. Article 12 (Respect the Views of The Child) My Son Frankie has very strongly expressed his views to stay with his peers and go onto his catchment High School with them, he has been told by Fife Councils Education Access Officer that Inverkeithing is unsuitable for him (he uses a wheelchair) and it was impossible to make accessible. This is currently causing major stress &amp; upset to him.</p> <p>Also Fife Council's policy for Inclusion is made up of 9 ingredients, one of which is Building Flexibility and Access..... this ingredient is non existent in Inverkeithing High School and therefore not Inclusive to all its catchment pupils let alone my son.</p> <p>Inclusion/included is one of the Child Protection Indicators Safe, Healthy, Achieving, Nurtured, Active Responsible, Respected &amp; Included (SHANARRI) not to mention Respected &amp; Safe! All of these indicators are not meeting disabled children's needs within this area. Getting it Right For Ever Child (Girfec) for me and many more, takes priority over new and innovative learning. We really need to concentrate on providing children within Fife Equal Opportunity's for Secondary Education before we jump to Innovative/Virtual Teaching ..... let's not Run before we can Walk.</p> <p>I'll leave you with a quote from XXXXXXX aged 8 "I just want to go to school with my friends, I want to be the same, I want to walk but I can't ..... so why should I be made to go to a different High School, I won't know anyone and I won't be with my class who look after me".</p> <p>Let's ask ourselves if Girfec or SHANARRI indicators or The Children's Charter are protecting XXXXXXX???</p> <p>Funding MUST make this downfall right.... a replacement High School for Inverkeithing HAS to be the priority.</p> <p>As for expanding Dunfermline High School.... which was our accessible catchment High School.... We were told this wasn't an option last year!!! So the fact that this is on the table and now a possibility just infuriates me.</p>
54	<ul style="list-style-type: none"> <li>• School should stay where it is as it is the easiest place for everyone to get to</li> <li>• Strong preference for a pitch and ditch solution as delivered at Dunfermline HS</li> </ul>



- No preference about where the new school is located as long as it is the right school design on the best site and delivered as quickly as possible
- Urgent need for a DAS
- As the Joint learning Campus is more complex and will take some time to deliver FC's existing capital budget should be used to deliver Inverkeithing HS first
- Can FC confirm its priority for delivery of new schools
- There is no point in this engagement exercise as it has already been decided that the new school will be built at Fleet Grounds
- No decision on the location of the school should be taken until there is a clear proposal for the existing buildings and this should be fully costed and form part of any feasibility study - (See also what happened with Inverkeithing PS)
- It is imperative the decision making process is fully transparent and takes account of all other services, within and outwith Fife Council, which could be potentially affected by any redevelopment proposal
- No decision should be taken on a possible re-location until a full Economic Impact Assessment has been carried out and the results factored into the feasibility study
- Need to retail a High School to the East of the motorway to service the inevitable housing developments that will take place in this area over the next 30 years
- If the school is moved from its existing locale then:
  - this will kill off the high Street
  - all community facilities, including the swimming pool, and any community programmes must be maintained on the existing site.
  - loss of existing campus of Nusery/Primary Secondary
  - Inverkeithing and Dalgety bay pupils disadvantaged by any move away from the existing site
  - this will result in fewer pupils walking and cycling to school
  - there is unlikely to be an economic use for the existing building leading to years of neglect and vandalism and ultimately to the loss of a Listed Building
  - Safety concerns if the school is relocated to Rosyth close to the Dockyard where nuclear submarines etc are docked
  - Safety concerns about school being located so close to armed security personnel protecting the Dockyard
  - Security issues at Dockyard result in the surrounding streets being closed which will disrupt access to a new school in Rosyth



DBHCC



31 August 2019

Ms C Lindsay  
Executive Director Education and Children's Services  
Fife Council  
Fife House  
North Street  
Glenrothes  
KY7 5LT

Dear Ms Lindsay,

PROPOSED SITE OF INVERKEITHING HIGH SCHOOL

I am writing to you to raise the Community Council's concerns about the proposed relocation of Inverkeithing High School. While we realise that this decision has yet to be finalised we feel it is important to inform you of our support for the existing site and our reasons for this:

- The current joint campus of the High School, Primary School, Nurture Centre and Community Use Wing has clear advantages for positive relationships, enhanced support during transition, collaborative and active approaches to learning and strong community links. Co-located schools facilitate joint working among schools and other partners, and provide shared approaches to addressing local issues. While more could be made of the co-located nature of the Inverkeithing campus, removing the High School would be a damaging step for the local community and adjacent community use and education facilities. We believe the benefits of 3-18 one-site education cannot be stressed too much.
- The path between Dalgety Bay and the existing High School site has only recently been upgraded at a cost of several hundred thousand pounds. The location of the school was integral to the justification of spending such a significant amount of public money. To move the school would call into question the justification for such a spend.
- The existing site is centrally located within the school catchment. As it stands, this means the Council currently assesses virtually all of Rosyth, Inverkeithing and Dalgety Bay as within walking distance. Moving the school to the fringe of the catchment would be a backward step in efforts to encourage active travel to school and would lead to a greater spend on free travel entitlement, with all of Dalgety Bay and Inverkeithing needing to be bussed to school.

- The existing school is well located in terms of transport links with the surrounding road network also well set up to avoid significant congestion at the beginning and end of the school day. Alternative sites such as the Fleet Grounds would need significant work to avoid congestion on a trunk road and impacting on the surrounding area.
- The existing site is suitable and reported challenges don't appear sufficient to rule out the site. While the final technical report has not yet been seen, it has been suggested that challenges include the level of asbestos, listed status, and availability of space.
  - The level of asbestos cannot be used as justification to build elsewhere. The inevitable demolition of all or most of the existing school will be costly and will require mitigation to protect the adjacent nursery, primary and residential properties. This would be the case regardless of where the school is built.
  - The listed status simply requires the council to demonstrate that no alternative use could be identified and that redevelopment was not possible. As the Council is already investigating the costs associated with re-development, it should not be difficult to demonstrate re-use is cost prohibitive. It should not be difficult to further demonstrate re-purposing the school for another use is wholly impractical and not cost effective. Maintaining aspects of the existing school such as a single wheel could be practical and may satisfy HES.
  - It has been suggested that there is insufficient space to build the school within the existing site without first requiring the demolition and/or full decant of the existing school. Review of the size of existing comparable schools suggests there is sufficient space to accommodate the footprint of a new school without requiring demolition first. In the event that a partial demolition was required to facilitate space to build the new school, the layout of the existing school would allow one or both of the wheels to be removed with minimal disruption and with sufficient space to the west to compensate with temporary accommodation. Furthermore, there are extensive sports grounds to the east and west of the existing school meaning that the loss of fields or even the MUGA to the east would not leave the school without sports grounds in the interim.
- The future of the existing site is the responsibility of Fife Council whether it is used for the new school or not. Consequently, the cost of demolition and remediation of the site should be factored into all options and should not become a discriminating factor for the existing site.
- There is a precedent in Fife for successfully building a new school within the grounds of the existing school - Dunfermline, Beath and Auchmuty High Schools.
- The existing site is the only one to be currently owned by Fife Council.

We hope you will also consider asking [REDACTED], one of our local councillors, for the site drawings he has created showing that there is ample room on both sides of the existing school for a new school.

Yours sincerely,

[REDACTED]

Chair

Dalgety Bay and Hillend Community Council

## Appendix 1.7 - Glossary of Terms

### Core Facts

Core Facts are a series of data which are collected by local authorities to measure progress and success of a school estate strategy as well as benchmarking against other local authorities in Scotland. The core facts are used at both local and national level to:

- establish a baseline
- inform targets
- inform spending decisions
- support monitoring and evaluation of progress over time
- support assessments of value for money.

More information is available at: [School estates: core facts overview - gov.scot \(www.gov.scot\)](http://www.gov.scot/resources/consultation-papers/corporate/School%20estates%20-%20core%20facts%20overview.pdf)

### School Condition Rating

Condition core facts are established by professional review, carried out by the Council's Asset & Facilities Management Service. Schools are assessed against a range of criteria set down by the Scottish Government and are examined on a 5-year rolling programme.

- A: Good – Performing well and operating efficiently  
B: Satisfactory – Performing adequately but showing minor deterioration  
C: Poor – Showing major defects and/or not operating adequately  
D: Bad – Life expired and/or serious risk of imminent failure.

### School Suitability Rating

Suitability core facts are established through a similar process to the condition core facts process, undertaken by Headteacher and Business Managers. This information assesses how well the school environment supports the delivery of the curriculum against criteria laid down by the Scottish Government.

- A: Good – Performing well and operating efficiently (the school buildings support the delivery of services to children and communities)  
B: Satisfactory – Performing well but with minor problems (the school buildings generally support the delivery of services to children and communities)  
C: Poor – Showing major problems and/or not operating optimally (the school buildings impede the delivery of activities that are needed for children and communities in the school)  
D: Bad – Does not support the delivery of services to children and communities (the school buildings seriously impede the delivery of activities that are needed for children and communities in the school).

Suitability surveys are reviewed by Headteachers/Business Managers every 5 years. Where school investment has been carried out in a particular school, the following year's Core Facts Update will be amended to reflect any subsequent change to the condition, suitability or accessibility rating.

### School Accessibility Rating

Accessibility ratings are collated by the School Estate Team, along with the Education Access Officer, who undertake surveys of all the school buildings. These ratings are then ratified by the Accessibility Strategy Group. The ratings are classified as follows:

- A: Fully accessible  
B: Building partially accessible but Curriculum accessible  
C: Partially accessible or not currently accessible but has the potential to be made accessible  
D: Inaccessible and unable to be reasonably adapted to be made accessible.

As part of the Accessibility Strategy, there will be a number of accessible schools in each geographical area.

## **Strategic Development Areas**

Strategic Development Areas are housing developments sites within Fife identified through Fife Council's Structure Plan 2006-2026 (approved May 2009). The Structure Plan also includes infrastructure developments for business and employment, town centres, retailing, housing, affordable housing, transportation and waste management. A Strategic Development Area for residential units range from 300 units in a small town/village to 4200 units in a large town.

## **Local Development Plan**

Fife Council adopted FIFEplan (Fife's Local Development Plan) on 21 September 2017. This plan details the local development changes to infrastructure within settlements and include new plans with planning consent. The Council are currently inviting communities to create Local Place Plans, which will help shape the next Local Development Plan. More information is available at [Invitation to create Local Place Plans](#) page.

## **Housing Land Audit**

Enterprise, Planning & Protective Services undertakes an annual audit (known as the Housing Land Audit) of the Housing Land Supply in Fife, using 1st April as the base date. The Audit monitors housing completions and makes predictions about future house building in Fife.

Homes for Scotland (representing the national house builders) and local developers are consulted on the information to be included in the Housing Land Audit to discuss and agree the Audit as far as possible. The latest publication for 2021 is published at [Planning Information and Land Use Audits | Fife Council](#)

## **Public Private Partnership (PPP)**

There are 2 existing contracts in Fife (PPP1 and PPP2) where schools have been procured and constructed through this process. The schools are maintained for a period of 25 years by a contractor and after 25 years the building is handed to the Council for future repair and maintenance. An annual unitary charge includes design and construction, services delivery including building and grounds maintenance, finance costs, legal, insurances, management and risk.

## **Life Cycle Costs**

Costs for replacing assets at the end of their life span. These include building, fabric, services and furniture and equipment to ensure the asset is maintain is a substantial condition.

## **Efficiency Range 80-100%**

No local authority can effectively run at 100% occupied. The 80%-100% efficiency range allows a degree of flexibility within schools to support Curriculum for Excellence.

## **Cost per Pupil Calculation**

The cost per pupil calculation for schools is computed in July of each year. The calculation is intended to bring together all comparable costs for each school and benchmark these at individual school level through the production of a cost per pupil figure.

The calculation is currently based on the School Revenue Budget Statements that are issued to schools in April of each year. The calculation takes into account a number of factors particularly the school roll from the last census at September of the previous year. The calculation takes schools running costs including an allocation for janitorial staffing costs. It excludes the costs for school transport, depreciation and the financing costs of schools built under PFI contract arrangements (PPP schools).

Having identified the relevant running costs for each school and by dividing these costs by the school roll this produces a cost per pupil figure which is used for comparison purposes.

## **Proposal Paper**



The Schools (Consultation) (Scotland) Act 2010 provides that where an education authority has formulated a relevant proposal in relation to any school, it must comply with the requirements of the Act before proceeding with the proposal. One of the requirements is that it must prepare and publish a proposal paper. Section 4 of the Act provides:

#### **4 Proposal paper**

- (1) The education authority must prepare a proposal paper which—
  - (a) sets out the details of the relevant proposal,
  - (b) proposes a date for implementation of the proposal,
  - (c) contains the educational benefits statement in respect of the proposal,
  - (d) refers to such evidence or other information in support of (or otherwise relevant in relation to) the proposal as the education authority considers appropriate.
- (2) The proposal paper must also give a summary of the process provided for in [ sections 1 to 17D] (so far as applicable in relation to the proposal).
  - (2A) Where a proposal paper relates to a closure proposal, it must also contain information about the financial implications of the proposal.
- (3) A proposal paper may include more than one proposal.
- (4) The education authority must—
  - (a) publish the proposal paper in both electronic and printed form,
  - (b) make the paper, and (so far as practicable) a copy of any separate documentation that it refers to under subsection (1)(d), available for inspection at all reasonable times and without charge—
    - (i) at its head office and on its website,
    - (ii) at any affected school or at a public library or some other suitable place within the vicinity of the school,
  - (c) provide without charge the information contained in the proposal paper—
    - (i) to such persons as may reasonably require that information in another form, and
    - (ii) in such other form as may reasonably be requested by such persons.
- (5) The education authority must advertise the publication of the proposal paper by such means as it considers appropriate.

#### **Educational Benefits Statement**

The Schools (Consultation) (Scotland) Act 2010 provides that where an education authority has formulated a relevant proposal in relation to any school, it must comply with the requirements of the Act before proceeding with the proposal. One of the requirements is that it must prepare an educational benefits statement. Section 3 of the Act provides:

#### **3 Educational benefits statement**

- (1) The education authority must prepare an educational benefits statement which includes:
  - (a) the authority's assessment of the likely effects of a relevant proposal (if implemented) on:
    - (i) the pupils of any affected school,
    - (ii) any other users of the school's facilities,
    - (iii) any children who would (in the future but for implementation) be likely to become pupils of the school,
    - (iv) the pupils of any other schools in the authority's area,
  - (b) the authority's assessment of any other likely effects of the proposal (if implemented),

- (c) an explanation of how the authority intends to minimise or avoid any adverse effects that may arise from the proposal (if implemented),
  - (d) a description of the benefits which the authority believes will result from implementation of the proposal (with reference to the persons whom it believes will derive them).
- (2) The statement must also include the education authority's reasons for coming to the beliefs expressed under subsection (1)(d).
- (3) In subsection (1), the references to effects and benefits are to educational effects and benefits.

**FIFE COUNCIL – EDUCATION AND CHILDREN’S SERVICES DIRECTORATE  
CONSULTATION RESPONSE FORM**

**Proposal to relocate Inverkeithing High School, from the existing school site of Hillend Road, Inverkeithing, to a new site, south of the A985 (Admiralty Road, Rosyth), The Fleet Grounds, Rosyth**

**Section 1 - Your Details** (to be provided by parent/carers or interested parties to enable the local authority to inform any person who makes written representations on the proposal of the publication of the consultation report as required by the Schools (Consultation) (Scotland) Act 2010).

Name	
Address	
Postcode	
Email address	

**Section 2 - What is your main interest in responding to this consultation?**

(If you are a parent and a member of staff at one of the impacted schools, please choose either parent/carer or member of staff)

<b>I am a <u>parent/carer</u> of a child attending:</b>	✓
Inverkeithing High School	
Inverkeithing High School	
Inverkeithing High School DAS provision	
Aberdour Primary School	
Camdean Primary School	
Dalgety Bay Primary School	
Donibristle Primary School	
Inverkeithing Primary School	
Kings Road Primary School	
North Queensferry Primary School	
Park Road Primary School	
A nursery in Inverkeithing cluster area	

or

<b>I am a <u>pupil</u> attending</b>	✓
Inverkeithing High School	
Inverkeithing High School	
Inverkeithing High School DAS provision	
Aberdour Primary School	
Camdean Primary School	
Dalgety Bay Primary School	
Donibristle Primary School	
Inverkeithing Primary School	
Kings Road Primary School	
North Queensferry Primary School	
Park Road Primary School	
A nursery in Inverkeithing cluster area	



or

<b>I am a member of staff at:</b>	✓
Inverkeithing High School	
Inverkeithing High School	
Inverkeithing High School DAS provision	
Aberdour Primary School	
Camdean Primary School	
Dalgety Bay Primary School	
Donibristle Primary School	
Inverkeithing Primary School	
Kings Road Primary School	
North Queensferry Primary School	
Park Road Primary School	
A nursery in Inverkeithing cluster area	

or

<b>Other Interested party:</b>	✓
Grandparent	
Member of Community Council	
Resident in the community	
Other Please explain if you are responding on behalf of an organisation or other reason	

**Section 3 - Your Views**

Question 3.1

Do you support the proposal to relocate Inverkeithing High School, from the existing school site of Hillend Road, Inverkeithing, to a new site, south of the A985 (Admiralty Road, Rosyth), the Fleet Grounds, Rosyth (Please choose one ✓)

YES		NO		DON'T KNOW	
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a. If NO, what are your reasons?


b. Are there any further comments on the proposal you would like to make?


**Section 4 - About You**

The following questions are **voluntary**. They are to assist Fife Council in fulfilling its obligations under the Equality Act 2010 in relation to the proposal. Your responses to these questions are confidential.

1. What is your age? **Please choose one** (√).

18 or under		25-34		45-54		65-74	
19-24		35-44		55-64		75 and over	

2. What is your gender? **Please choose one** (√).

Male		Female		Non-Binary		Prefer not to say	
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3. What is your ethnic background? **Please choose one** (√).

White Scottish			African	
Other White British			Asian, Asian Scottish, or other Asian British	
Other White background			Caribbean or Black	
Mixed or multiple ethnic background			Other ethnic background	

4. Do you consider yourself as having a disability? **Please choose one** (√).

YES		NO	
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**Thank you for taking part in this consultation.** For further information on how we use your data please visit: [www.fife.gov.uk/privacy/education](http://www.fife.gov.uk/privacy/education)

Please complete online at <http://www.fife.gov.uk/inverkeithingsrelocation> or return this form by post to: Inverkeithing High School Relocation Proposal, Education & Children’s Services, Fife Council, 4<sup>th</sup> Floor (West), Fife House, North Street, Glenrothes, KY7 5LT **by close of business on Friday 2<sup>nd</sup> June 2023.**

6th April, 2023.  
Agenda Item No. 8

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## Scottish Attainment Challenge: Strategic Equity Fund – Session 2023/24

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**Report by:** Carrie Lindsay, Executive Director (Education and Children’s Services)

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**Wards Affected:** All

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### Purpose

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To provide an overview of the rationale and plan for use of the Strategic Equity Fund to support the closing the poverty-related attainment gap in Fife’s educational settings in academic session 23/24.

### Recommendation(s)

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Members are asked to agree planned projects and actions within the Strategic Equity Fund workstreams for Session 23/24 and the associated budget allocated to each.

### Resource Implications

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For session 23/24 the plans include the introduction of 10 Principal Teacher posts working within targetted clusters. It is anticipated that there will be primary teachers available to backfill these posts within schools from summer 2023.

### Legal & Risk Implications

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None.

### Impact Assessment

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

### Consultation

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Consultation has been undertaken with the Strategic Equity Fund Strategic Governance Group. Wider consultation has been undertaken with families and staff across all sectors and areas of Fife, e.g. *What Matters to You* Survey.

## 1.0 Background

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- 1.1 The Scottish Attainment Challenge (SAC) was established to promote equity in education by ensuring every child has the same opportunity to succeed, with a focus on closing the poverty-related attainment gap. It is underpinned by the National Improvement Framework, Curriculum for Excellence and Getting it Right for Every Child. It focuses on improvement activity in literacy, numeracy and health and wellbeing. Reducing educational inequity and closing the poverty-related attainment gap is a long-term strategy which aims to impact on societal culture and thinking.
- 1.2 As per the three years previous, in session 2021/22 the Attainment Scotland Fund (ASF) consisted of several strands including the Challenge Authorities, Schools Programme, Pupil Equity Funding and a number of National Programmes. Both the Schools Programme Funding and Pupil Equity Funding were distributed directly to schools.
- 1.3 Since 2019/20, Care Experienced Children and Young People Funding has also been allocated annually to local authorities to support the educational attainment of care experienced children.
- 1.4 On 23rd November, 2021, the Cabinet Secretary announced the expanded mission statement, included below, of the refreshed Scottish Attainment Challenge programme.  
  
*“To use education to improve outcomes for children and young people impacted by poverty with a focus on tackling the poverty related attainment gap.”*
- 1.5 From session 2022/23, the refreshed Scottish Attainment Challenge programme has seen Pupil Equity Funding, allocated directly to schools, fixed for four years. There is a move away from direct funding to schools through the Schools Programme Funding element of Attainment Scotland Funding (ASF), to Strategic Equity Funding (SEF). Strategic Equity Funding of £43 million is to be shared by all 32 local authorities over the next four years to invest in approaches to achieving the mission of the Scottish Attainment Challenge (SAC).
- 1.6 Strategic Equity Funding allocations have been confirmed over the next four financial years, providing clarity to support strategic planning over that period. Details of all allocations, including Fife’s, can be found [here](#) and outlined in the table overleaf.
- 1.7 As with all aspects of ASF, there is a focus on resources, activities and approaches aimed at children and young people impacted by poverty which will lead to improvements in literacy, numeracy and supports health and wellbeing.

## SEF Funding Allocated to Fife

Fund Sources	2022/23	2023/24	2024/25	2025/26 (final)	Total
<b>Strategic Equity</b>	£859,490	£1,708,651	£2,557,812	£3,406,972	£8,532,925
<b>Pupil Equity</b>	£10,456,020	£10,456,020	£10,456,020	£10,456,020	£41,824,080
<b>Care Experienced</b>	£697,025	£697,025	£697,025	£697,025	£2,788,100
<b>Total</b>	<b>£12,012,535</b>	<b>£12,861,696</b>	<b>£13,710,857</b>	<b>£14,560,017</b>	<b>£53,145,105</b>

NB – PEF and CEF figures are estimations based upon current knowledge of funding

- 1.8 PEF funding, since its inception in 2017, has been a source of direct funding to almost all schools across Scotland. Fife Council, 99% of schools have received yearly PEF allocations, based on the percentage of children on the roll who are entitled to Free School Meals. Schools plan for, and measure the impact of, this spend which is designed to support children directly affected by poverty. There is no change to National policy around PEF. Fife Council's schools will continue to have ownership of this direct source of funding, to be planned for, spent and reported on according to both local and National guidelines.
- 1.9 Funding will also continue to be provided to local authorities annually to support care experienced children and young people at a figure of £1,200 per looked after child aged 5-15, as outlined in the Children's Social Work Statistics Scotland, 2020/21. This is the same methodology as used for allocation in previous years.
- 1.10 This funding is a much-welcomed addition to the overall Education Resources budget, however, it cannot and should not be viewed in isolation from existing plans, policies and resource allocations.

## 2.0 Issues and Options

- 2.1 The equity gap is evident using a range of statistical indicators of disadvantage, including measures of:
- household income
  - child poverty rates
  - benefit levels
  - and levels of employment.
- 2.2 Evidence about the outcomes and experiences of children in Scotland consistently shows evidence of an equity gap, with the least disadvantaged groups of children having better outcomes than the most disadvantaged. This pattern is reflected in our local data.

- 2.3 We know from the Curriculum for Excellence levels in Fife 2021/22 that our most vulnerable learners, those pupils who live in the most disadvantaged 20% of areas – SIMD Quintile1, those registered for free school meals; those with a need for additional support with learning (ASL); and looked after children, sit below the Fife average.
- 2.4 The Strategic Equity Fund (SEF) will continue to allow us to focus our efforts, across Fife, on what works in closing the poverty related attainment gap. Using the evidence gathered, we look to scale and spread interventions which have been shown to have had greatest impact on our learners and families.
- 2.5 Work supported through the Strategic Equity Funding streams should align with key aims set out within the National Improvement Framework, Fife’s Directorate Plan and Fife’s Children’s Services Plan.
- 2.6 Central to these and our Strategic Equity Fund planning are:
- The policy framework of Getting It Right For Every Child (GIRFEC), based on the UN Convention on the Rights of the Child (UNCRC)
  - Improving the engagement and participation of children, young people and families
  - Ensuring that the voice of the young person is central to our decision making.
- 2.7 Within the operational guidance for the Strategic Equity fund ([SEF Operational Guidance](#)), there is a requirement to ensure that the three organisers of learning and teaching; leadership; and families and communities should shape local approaches. Within those, the following five key indicators should be taken into consideration when deciding which approaches would have the most impact for children and young people impacted by poverty.
- Attainment
  - Attendance
  - Inclusion
  - Engagement
  - Participation
- 2.8 There is also a requirement for us to consider also consider how the plans for the use of Strategic Equity Funding will support the six priority family types identified by the Scottish Government as being at highest risk of experiencing child poverty:
- Lone parent families
  - Minority ethnic families
  - Families with a disabled adult or child
  - Families with a young mother (under 25)
  - Families with a child under one
  - Larger families (3+ children)

### Planning Rationale

- 2.9 In 2021/22, a second review of the impact of Attainment Scotland Funding within Fife was undertaken. This was a joint endeavour between Fife Council Education and Children’s Services and our Education Scotland Attainment Advisor. It involved visits to ten schools, five of whom were in receipt of Schools Programme Funding, gathering data from staff, pupils and families across Fife. The data informed the basis of our [Taking a Closer Look 2: A Review of Attainment Scotland Funding in Fife report](#). This review gave

a rich source of evidence on which to base decisions around year one funding of SEF, enabling the identification of what was making a difference in our aim to close the poverty related attainment gap.

2.10 Key findings from this review identified that within our schools:

- The effective use of data has increased
- More schools are using Improvement Methodology to support their planning
- There is clear evidence of staff developing the skills in data literacy, improvement methodology and nurturing approaches that will ensure sustainability
- By setting clear aims and measuring data over time schools are able to identify the interventions that are having the desired impact
- A key element of the success that schools have had with engaging families has been the deployment of staff to provide support to families.

2.11 Evidence from the work in schools showed greatest impact through the following themes:

- **Literacy** - Early Language Intervention
- **Numeracy** - focussing upon the knowledge and application of developing an understanding of number sense as the building blocks for future learning.
- **Health & Wellbeing**
  - Nurturing Approaches
  - Counselling
  - Mentoring Programmes
- **Family Engagement and Support**
- **Use of Quality Improvement Methodology**

2.12 Other qualitative sources of data used to inform our planning have included:

- Evidence gathered from quality improvement activity across our schools and early learning centres.
- Professional dialogue with Headteachers, middle leaders and practitioners across a range of collaboratives and networks within our self-improving system.
- Liaison with colleagues across networks beyond Fife, e.g. South East Improvement Collaborative (SEIC), ADES (Association of Directors of Education), Education Scotland South East Improvement Team Attainment Advisors
- Findings and recommendations from National reports and documentation.

2.13 Our quantitative and qualitative data has confirmed the need for ongoing targeted support and interventions focussed on improving attendance and engagement in learning, and attainment in numeracy and literacy, particularly writing.

2.14 Evidence also shows that alongside those children living in poverty, some children and young people from marginalised groups can be disproportionately affected by deprivation and can therefore face significant additional barriers to learning. As such we must also consider steps that might be required to close the poverty-related attainment gap for pupils affected by poverty who may also experience disadvantage for other reasons. For example, disadvantage related to: a protected characteristic (disability, gender

reassignment, pregnancy and maternity, race, religion or belief, sex (gender) and sexual orientation); a need for which they require additional support; being looked after; or having caring responsibilities.

- 2.15 The themes outlined in 2.1, alongside our core stretch aims (Appendix 1), formed the focus for Year one of our Strategic Equity Fund Workstreams through lenses of Professional Learning, Learner Engagement, Curriculum, Learner Pathways and Strengthening Relationships (Appendices 2 & 3). The full plan can be viewed here - [SEF Plan Session 22-23.docx](#)

#### Strategic Equity Fund (SEF) Plan Session 23/24

- 2.16 As we move into Year 2 of the Strategic Equity Fund we are continually reviewing progress and data to ensure that our resources are targeted to support the closing the poverty related attainment gap in Fife. Improving school attendance and attainment in literacy and numeracy remain our key priorities. Therefore, the improvement activity established within the workstreams in Year 1 needs to be sustained and strengthened further as we move into Year 2.
- 2.17 **Workshop for Literacy** and **Conceptual Understanding in Numeracy** are core to our learning and teaching approaches within the Broad General Education in Fife's Schools. Ensuring that our school staff are highly skilled and able to provide high quality learning and teaching experiences in literacy and numeracy, for all children, continues to be central to our Strategic Equity Fund plan through universal and targeted professional learning opportunities, networks and collaborations.
- 2.18 Further resource to strengthen family engagement and pupil participation will also continue to be central to our plan. This will be evaluated and adapted as we analyse feedback from families and pupils through focus groups and Fife wide surveys.
- 2.19 To ensure that we have a strong evidence base to support our plan, the use of Quality Improvement Methodology will continue to be embedded across the system, with workforce development central to this. Building the capacity for improvement through high quality professional learning and leadership development of staff will remain at the heart of our approaches, to support practitioners to make decisions about what works best for their learners and what has the greatest impact on their progress and achievement.
- 2.20 Feedback from family and staff consultation indicate that the overall majority of our families believe that there needs to be a continued focus on learning in literacy and numeracy, supported by professional learning. Support for mental health also features consistently in the responses received. Staff responses align with feedback from families with the overall majority of staff identifying professional learning to support literacy, numeracy and mental health as key areas for focus over the next session alongside the need to further develop family engagement to improve attendance and engagement of learners.
- 2.21 As noted in 2.13 we will continue to strengthen the approaches established during Year 1 of the Strategic Equity Fund plan (22/23). A full outline of the Workstreams for Session 23/24 are outlined in Appendices 4 and 5.



## 3.0 Conclusions

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- 3.1 Our vision in Fife Education and Children’s Services is **“Improving Life Chances for All”**. We believe that our children should be encouraged and supported to maximise their potential and that across out teams we break down barriers to engagement and participation.
- 3.2 We place children and families at the centre of everything we do, seeking to provide the space and opportunity for learning, nurture, creativity and the development of skills. Fife is committed to ensuring our learners, regardless of background, leave school with the literacy and numeracy skills required to access the wider world.
- 3.3 Through this plan and continued partnership approaches, we are in now in a position to take forward key interventions that will support all of our learners to achieve their best possible outcomes.
- 3.4 Scottish Government Guidelines state that:
- “Strategic Equity Funding must be used to deliver targeted activities, approaches or resources which are clearly additional to universal local improvement plans.”*
- 3.5 Working within our existing planning structures, we believe that we are in strong position to take a more centralised approach and extend the reach and impact of the available monies through carefully planned projects, funded by SEF. Our overall aim is to make the biggest difference to our children and young people who are most disadvantaged by poverty and we believe that the plan as set out in this paper will support us in doing this.

### List of Appendices

1. Stretch Targets 22/23
2. Strategic Equity Fund (SEF) Plan 22/33
3. Strategic Equity Fund (SEF) Plan Spend 22/23
4. Strategic Equity Fund (SEF) Plan 23/24
5. Strategic Equity Fund (SEF) Plan Spend 23/24

### Report Links

- [SEF Allocations – All Local Authorities](#)
- [SEF Operational Guidance](#)
- [Taking a Closer Look 2: A Review of Attainment Scotland Funding in Fife Report \(2021\)](#)
- [SEF Plan Session 22-23.docx](#)

### Report Contact

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Education Manager  
Fife House

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Email: sarah.else@fife.gov.uk

<b>Overview of Stretch Aims to be achieved by 2022/23</b>				
	<b>Overall level</b>	<b>SIMD Quintile 1</b>	<b>SIMD Quintile 5</b>	<b>Gap (Q1 – Q5)</b>
<b>ACEL Primary – Literacy – P1, P4 and P7 combined</b>	74.6%	64.9%	82.3%	17.5%
<b>ACEL Primary – Numeracy – P1, P4 and P7 combined</b>	78.9%	69.9%	86.5%	16.6%
<b>1 or more at SCQF level 5</b>	84.4%	73.2%	95.1%	21.9 %
<b>1 or more at SCQF level 6</b>	60.4%	42.1%	80.2%	38.1 %
<b>Initial Destinations of School Leavers</b>	95.2%	92.8%	97.6%	4.8%
<b>Participation Measure</b>	91.5%	85.9%	96.0%	10.1%
<b>Wellbeing: primary school attendance</b>	94.0%	90.9%	96.5%	5.6 %
<b>Secondary school attendance</b>	88.8%	85.1%	92.8%	7.7 %

# Strategic Equity Workstreams 22/23 – Key Projects

Workstream 1: Professional Learning	Workstream 2: Learner Engagement	Workstream 3: Curriculum	Workstream 4: Pathways	Workstream 5: Strengthening Relationships
<p style="text-align: center;"><b>Core Approaches</b></p> <p>Deliver professional learning and networking support on the Fife Core Approaches of Workshop for Literacy and Conceptual Understanding in Numeracy.</p> <p style="text-align: center;"><b>Play Pedagogy</b></p> <p>Developing the use of the Fife Play Toolkit in P1 and P2-P3 through an Empowered programme.</p> <p style="text-align: center;"><b>Digital Learning Culture</b></p> <p>Engaging schools and settings in auditing and planning for improving digital literacy and learning through a supported programme.</p>	<p style="text-align: center;"><b>Family Support</b></p> <p>Roll out of the 50 Things App to promote early level learning, health, and wellbeing in all settings.</p> <p style="text-align: center;"><b>Attendance</b></p> <p>Implement Fife QI Improving Attendance bundle in 10 targeted schools. Develop authority spread plan for this approach.</p>	<p style="text-align: center;"><b>Literacy</b></p> <p>Fife (<i>now National</i>) QI writing bundle will target P4 cohorts projecting high levels of non-achievement at 1<sup>st</sup> level.</p> <p>Deliver tailored Writing Pedagogy engagements with currently targeted schools.</p> <p>Develop and roll out Fife's Writing Assessment &amp; Moderation Resource for primary and secondary BGE.</p> <p style="text-align: center;"><b>Numeracy</b></p> <p>Support spread of Conceptual Understanding of Numeracy Approach in targeted clusters with secondary PTCs.</p>	<p style="text-align: center;"><b>Positive Destinations</b></p> <p>MCR Pathways supports four secondary schools in Fife. They help care experienced young people to unlock their full potential.</p> <p>Pathway co-ordinators will deliver the MCR programme to targeted S1 and S2 learners.</p> <p>Learners from S3 -S6 will be supported by Mentors who will meet them weekly and support their engagement in education.</p>	<p style="text-align: center;"><b>Family Support</b></p> <p>Family Support workers will lead QI project identifying and testing change ideas to support families improve attendance for identified learners.</p> <p style="text-align: center;"><b>Nurturing Approaches</b></p> <p>Fife QI Nurture bundle will support targeted learners in identified schools improving wellbeing, engagement and participation.</p>

Funding aligned to SEF Plan 22/23

Type of resource	FTE/ units	Forecast Cost
<b>Staff</b>	FTE	
Staff salary costs April to Aug for SAC Schools	Various	£191,678
Professional Learning to support literacy, numeracy and HWB across schools	2	£129,962
QI Coaching Supporting the use of QI methodology across settings in literacy, nurture and family support	1	£40,000
Family Support Staff	Various	£400,000
MCR Mentoring	Various	£75,000
<b>Staff Total</b>		£836,360
<b>Non-staff</b>		
50 things to do before you're 5 app	1	£20,000
<b>Non-staff total</b>		£20,000
<b>Total 2022/23</b>		£856,640

## Strategic Equity Workstreams 23/24 – Key Projects: Building upon 22/23

### Workstream 1: Professional Learning

**Raising Attainment Principal Teachers (Literacy & Numeracy)**

Principal teacher posts for identified clusters to work across schools to plan targeted support in literacy and numeracy, to build capacity in the use of core approaches and to support moderation of national standards of achievement.

### Workstream 2: Learner Engagement

**Virtual Classroom and Tutoring**

Building on success of approaches through Learning with Care strategy, develop an offer of 1-1 tutoring and virtual learning to strengthen engagement of children and young people in learning and to improve school attendance.

Initially targeting children at P6 and P7- Quintile 1 and 2 with attendance of between 50-79%

### Workstream 3: Curriculum

**Developing on from session 22/23**

**Literacy**

Fife (now National) QI writing bundle will target P5 and then P4 cohorts below 60% 1<sup>st</sup> level writing attainment.

Deliver tailored Writing Pedagogy engagements with targeted schools.

Further embed the use of Fife’s Writing Assessment & Moderation Resource for primary and secondary BGE.

**Numeracy**

Support spread of Conceptual Understanding of Numeracy Approach in targeted clusters with secondary PTCs.

Develop class level support for assessing and describing achievement of a level in the BGE at P1, P4, P7, S3.

### Workstream 4: Pathways

**Ongoing from session 22/23**

**Positive Destinations**

MCR Pathways will continue to support four secondary schools in Fife to help care experienced young people to unlock their full potential.

Pathway co-ordinators will deliver the MCR programme to targeted S1 and S2 learners.

Learners from S3 -S6 will be supported by Mentors who will meet them weekly and support their engagement in education.

### Workstream 5: Strengthening Relationships

**Ongoing from session 22/23**

**Family Support**

Family Support workers and Pupil Support Officers will lead QI project identifying testing change ideas, scaling and spreading what works, to support families and improve attendance for identified learners.

**Nurturing Approaches**

Fife QI Nurture bundle will continue to support targeted learners in identified schools improving wellbeing, engagement and participation.

Funding aligned to SEF plan 23/24

Type of resource	FTE/ units	Forecast Cost
<b>Staff</b>	FTE	
Professional Learning to support literacy, numeracy and HWB across schools	3	£200,000
Cluster Raising Attainment PT – focus on literacy and numeracy within Q1	10	£750,000
QI Coaching Supporting the use of QI methodology building workforce capacity and strengthen work within literacy/ numeracy/wellbeing and family engagement	1	£70,000
Family Support Staff- supporting reengagement and attendance through improvement of mental health	FSW – 8 PSO – 5	£550,000
MCR Mentoring	Various	£75,000
Virtual classroom/ 1-1 Tutoring		£35,000
<b>Staff Total</b>		<b>£1,680,000</b>
<b>Non-staff</b>		
50 things to do before you're 5 app	1	£20,000
<b>Non-staff total</b>		<b>£20,000</b>
<b>Total 2022/23</b>		<b>£1,700,000</b>

## **Annual Uplift in Payments to Third Party Providers and Social Care Charges for 2023-24**

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**Report by:** Nicky Connor, Director of Health and Social Care

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**Wards Affected:** All

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### **Purpose**

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The purpose of this report is to provide the Council with information on the proposed uplift in payments to third party providers and charges of Social Care Services for financial year 2023-24

### **Recommendation(s)**

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It is recommended that members: -

- a) note the proposed increase in the Free Personal and Nursing Care Allowance;
- b) note the proposed increase in hourly rates paid for service users in receipt of a direct payments, or for shared lives carers, to comply with the increase in living wage rate for 2023-24;
- c) note and approve the increase in rent charges for service users residing within staffed group homes or core and cluster services; and
- d) approve the revised charges for Social Care Services for 2023-24 (Appendix 1).

### **Resource Implications**

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The hourly rate for Direct Payments used to employ a personal assistant in line with the Scottish Living Wage will increase from £10.50 to £10.90 from 1<sup>st</sup> April 2023.

The hourly rate for Shared Lives Carers will increased in line with Scottish Living Wage, increasing from £10.50 to £10.90 from 1<sup>st</sup> April 2023.

Increasing the rates paid to meet the living wage requirement have been provided for in the 2023-24 revenue budget, and will be covered with the service budget allocations within the Health & Social Care Partnership

### **Legal & Risk Implications**

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There are no risks noted

### **Impact Assessment**

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There is no requirement for an impact assessment in respect of this report as no change or revision to existing policies and practices is proposed.

### **Consultation**

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There is no requirement for consultation in respect of this report.

## 1.0 Background

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- 1.1. The Health and Social Care Partnership provide and purchase a range of social care services from local, national, private and voluntary sector care providers to meet assessed need of service users in Fife Council.
- 1.2. The purpose of this report is to provide the Council with information on the proposed payments to these providers for 2023-24 and note the charges that will be applied for social care services.
- 1.3. Whilst charges are made for direct services such as meals on wheels, community alarm and respite care, these are a contribution towards the cost of the service. It should be noted that Fife Council's current policy position is that for non-personal care services which are provided by the Partnership, such as housing support, service users in receipt of these services are not charged.
- 1.4. With reference to the Public Bodies (Joint Working) (Prescribed Local Authority Functions, etc) (Scotland) Regulation 2014, Regulation 3 makes amendment to remove certain enactments from the schedule of the Act. The effect of these amendments is that the functions conferred by enactments removed from the schedule, which relates to the setting of charges for social care services, will **not** be able to be delegated by a local authority as part of the joint working arrangements prepared under the Act.

## 2.0 Issues and Options

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### 2.1 Free Personal and Nursing Care Allowance

- 2.1.1 Personal Care or Personal and Nursing Care is free for people entering care. Service users who are not eligible for full funding because of the level of capital held are entitled to receive a weekly Personal Care or Personal and Nursing Care allowance.
- 2.1.2 The Scottish Government has agreed with local authorities that the weekly allowance made by local authorities towards the Personal and Nursing Care of people in Residential or Nursing Care Homes will increase in 2023-23 (Table 1):

Table 1	Personal & Nursing Care	Personal Care	Nursing Care
2023-24*	£338.00	£233.10	£104.90
2022-23	£308.65	£212.85	£95.80

\* subject to Parliamentary approval

### 2.2 Fife Council Residential Care Home Fee

- 2.2.1 As required by legislation, the standard weekly charge for Fife Council Residential Care homes for older people requires to be set to recover the full cost to the Council.
- 2.2.2 For 2023-24, the weekly charge will be £1,181 per week, an increase of 4.7% over the 2022-23 rate. The standard charge, net of Free Personal Care, will be £948 per week (£1,181 minus £233 per week).



## 2.3 Other Third Party Payments

- 2.3.1 In recognition that Direct Payments made to service users to purchase their own care are largely used to employ personal assistants, to increase the hourly rate paid to personal carers in line with the rise in the Scottish Living Wage.
- 2.3.2 The hourly rate for Direct Payments used to employ a personal assistant in line with the Scottish Living Wage will rise from £10.50 to £10.90 from 1<sup>st</sup> April 2023.
- 2.3.3 Shared Lives Carers provides family-based care in the homes of carers across Fife to adults, offering short and longer term delivered in the local community by the local community.
- 2.3.4 In recognition of the Shared Lives Carers support to service users, the hourly rate paid to the carers should be in line with the Scottish Living Wage. The hourly rate for Shared Lives Carers will increase in line with Scottish Living Wage, increasing from £10.50 to £10.90 from 1<sup>st</sup> April 2023.

## 2.4 Rental Charges for Group Homes and Core and Clusters

- 2.4.1 Service users residing and receiving care and support in the community within a group home or core and cluster service are required to pay rental charge for their tenancy.
- 2.4.2 Rental charges are calculated on an annual basis. The rental charges applied differ for those service users residing and receiving support from the Partnership's Adults Resources Service to the rental charge for those who receive their support from an Independent Sector Commissioned care provider.
- 2.4.3 To bring equity to the rental charges, it is proposed that rental charges will be aligned, and that same rental charge will be applied to all service users regardless of the care provider who provides the care and support. At present, rental charges are payable by approximately 90 service users within the Partnership's Adult Resources Service and 130 service users with our Independent Sector Commissioned care providers.
- 2.4.4 Table 2 below notes the current rental charge and the proposed rental charge for 2023-24. It should be noted that rental charges for service user residing in group homes or core & cluster services have not been increased since 2019-20 and have been held at this rate due to the Pandemic.
- 2.4.5 For most service users, their weekly rental charges are claimed through their Housing Benefits, except for a small number (less than 5) who have to pay their full weekly rental charge, as their capital and assets exceed the threshold for entitlement to Housing Benefit. Therefore, whilst the rental charges are increased, there is no impact on most service users due to the rental charge will be covered through their benefits claim.
- 2.4.6 For those that are not entitled to receive Housing Benefit, when their capital and assets reach the upper threshold for entitlement to Housing Benefit, the Partnership will ensure these individuals are supported to make an application for their benefit entitlement.

<b>Table 2</b>	<b>Rental Charge 2022-23</b>	<b>Rental Charge 2023-24</b>	<b>Change in Weekly Rental Charge</b>
Adult Resources Group Home	£928.44	£922.62	-\$5.82
Adult Resource Core & Cluster	£793.67	£529.01	-\$264.66
Independent Sector Group Home (Average)	£612.63	£922.62	£309.99
Independent Sector Core & Cluster (Average)	£408.19	£529.01	£120.82

2.4.7 Going forward, and in future years, it is proposed that any uplift or change to the rental charge will mirror any increases applied by Fife Council's housing service for rental charges for tenants.

## **2.5 Charges for Social Care Services**

### Meals on Wheels

2.5.1 Meals on Wheels is delivered on a self-referral basis to anyone who requests the service. Currently, courses are charged on an individual basis to the customer with the Partnership subsidising the service. The most popular choice is for a two-course meal.

2.5.2 Charges for Meals on Wheels for 2022-23 were held at the same level as the previous year and no increase was applied to the charge for this service.

2.5.3 The proposal is to increase the flat-rate charge from £4.75 to £4.99 for a two-course meal. The proposed uplift is in line with agreed Fife Council uplift rate of 5%.

2.5.4 Some people opt for a three-course meal. We propose to increase the flat rate charge for three course meal delivery from £6.00 to £6.30. A very small number of service users order soup only and propose the cost increasing from £1.25 to £1.30 per delivery for soup only.

2.5.5 In 2023-24, the Meals on Wheels service are planning to introduce a breakfast service. The service will deliver the selected breakfast when delivering the service users main meal option and will be left for breakfast the following morning.

2.5.6 The breakfast service will offer the following options:

- Porridge Pot or Cornflakes
- Milk
- Croissant
- Butter
- Marmalade or Jam

The proposed charge for the breakfast service would be £2.50 per day.

2.5.7 The Meals on Wheels service also provide an Afternoon Tea. The service delivers the afternoon tea when delivering the service user's main meal option and is left for the service user to have later that day. The current charge for an Afternoon Tea is currently £2.50 and it is proposed to apply a 5% increase to this charge, making the cost for this service £2.62 per meal.

2.5.8 The income from the increase in weekly charge, based on the current level of services, would be £93,419 per annum.

### Community Alarms

2.5.9 A Community Alarm is delivered on a self-referral basis to anyone who requests it and there is no assessment of need for this service. The current charge in Fife is £2.80 per week. This rate remained at the same charge for 2022-23 as 2021-22 and no increase was applied to the weekly charge.

2.5.10 It is proposed for 2023-23 that an increase of £0.14 per week will be applied for a Community Alarm, increasing the weekly charge from £2.80 to £2.94 per week. The increase would be a 5.0% uplift to the rate from 2022-23. After applying the increase to be weekly charge for a Community Alarm, the subsidy for the service by the Partnership would be 27.7% of the cost.

- 2.5.11 The income from the increase in weekly charge, based on the current level of services, would be £56,267 per annum.
- 2.5.12 Due to the increasing number of service users who have a community alarm, the criteria and self-referral process will be reviewed during 2023-24. Any proposed changes following the review will be for new service users only and no one who currently has a community alarm will have their service removed.
- 2.5.13 A list of the updated charges to service users for Social Care Services is included at Appendix 1 of this report.

## 3.0 Conclusions

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- 3.1 The increased rates proposed in relation to the fees and payments for Third Parties have been provided for in the 2023-24 revenue budget.

### List of Appendices

1. List of proposed charges to service users for Social Care Services.

### Background Papers

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

- Community Care (Personal Care and Nursing Care) (Scotland) Amendment Regulations 2002

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## Social Work Service - Charges for Services 2023-24

	Price Increase	Percentage Increase	2022-23 per week	2023-24 per week	Effective from
Respite Care Adults aged 18 to 24 years (note 1)	£8.15	11.0%	£66.25	£74.40	10 April 2023
Respite Care Adults aged 25 to 64 years (note 1)	£9.80	10.7%	£82.20	£92.00	10 April 2023
Respite Care Older People (65+) (note 1)	£12.70	10.3%	£110.65	£123.35	10 April 2023
Service Charge – Accommodation Services (note 2)	£0.00	0.0%	£25.20	£25.20	10 April 2023
Local Authority Residential Care Home	£52.00	4.7%	£1,129.00	£1181.00	1 April 2023
Meals on Wheels for 1 course only (soup)	£0.05	4.0%	£1.25	£1.30	1 April 2023
Meals on Wheels for 2 courses	£0.25	5.0%	£4.75	£4.99	1 April 2023
Meals on Wheels for 3 courses	£0.30	5.0%	£6.00	£6.30	1 April 2023
Meals on Wheels Afternoon Tea	£0.12	4.8%	£2.50	£2.62	1 April 2023
Meals on Wheels Breakfast service (New for 2023-24)	Not applicable	Not applicable	Not applicable	£2.50	1 April 2023
Community Alarms	£0.14	5.0%	£2.80	£2.94	1 April 2023

**Notes:**

- 1) Respite Care charges are based on benefit rates set by the Department for Work & Pensions (DWP) applicable from 10 April 2023.
- 2) The Service Charge is based on a calculation from single room rates set by the Department for Work & Pensions (DWP) which are applicable from 10 April 2023.

6th April, 2023.  
Agenda Item No. 10

## **Energy Efficiency Standards for Social Housing 2 (ESSH2) – Delivery Plan Update**

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

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**Wards Affected:** All

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### **Purpose**

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This report is a follow-on from the previous report to the former Communities and Housing Services Committee in October 2021. As agreed by that Committee, an ESSH2 Board was stood up and work to detail the requirements to meet the standard has been ongoing throughout 2022.

### **Recommendations**

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Members are asked to:

1. note the progress made with the Council's consultants (Energy Saving Trust and Changeworks) to develop the elements of the ESSH Delivery Plan 2023-32;
2. agree the financial outcome from the HRA Business Plan 2022 review that the current requirement to meet ESSH2 by 2032 is not affordable to the Council based on the current rent-based funding model; and
3. agree that a further report will be brought back to Cabinet by the Autumn following the outcome of the Scottish Government Review and the completion of the work with the EST and Changeworks.

### **Resource Implications**

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Based on the analysis carried out by the Energy Saving Trust and Changeworks, Housing and Finance Services are currently estimating that compliance with ESSH2 will cost the Council £325m over the period 2023-32. This figure will increase as further PEAT analysis is concluded over the next few months.

The outcome of the 2022 HRA Business Plan Review confirms that the Council cannot afford to meet the current ESSH2 standard based on funding to meet the standard coming predominantly from council tenants' rents. Further work is being carried out between CoSLA and the Scottish Government to examine and evaluate alternative funding sources.

This ESSH 2 investment will supplement the existing component replacement programmes such as heating upgrades and window and door replacements to improve the energy efficiency of council properties. As zero carbon heating options are utilised combined with more renewable technologies, the skill set within the Council and external contractors requires to be developed. Staff will require to be re-trained and additional apprenticeships will need to be developed to support the more complicated elements for heating, ventilation and energy efficiency. Currently, there is a shortfall in diagnostic and repair skillsets across all trades.

## Legal & Risk Implications

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Prior to the Scottish Government Review, there was a legal requirement to achieve EESSH 2 by 2032. This requirement has been suspended pending the outcome of the Review later in Summer 2023.

## Impact Assessment

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There is no requirement for an EQIA as the proposed programme of improvements does not constitute a change of policy.

An Environmental Assessment has been carried out using the Fife Environmental Assessment Tool (FEAT) for the EESSH2 approach. No negative environmental impacts were assessed. A range of beneficial and mixed impacts were identified. There is a potential short-term impact due to construction process and activities. There are long-term benefits resulting from the provision of high quality, energy efficient affordable homes result in lower carbon emissions and increased health & wellbeing of tenants.

## Consultation

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Meetings and discussions have been held with the Fife Environmental Partnership.

The ongoing development of the EESSH2 Delivery Plan will involve continued consultation with the Fife Tenant Forum, Scottish Government, CoSLA and the Association of Local Authority Chief Housing Officers in Scotland (ALACHO).

## 1.0 Background

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- 1.1 The EESSH 1 standard encourages landlords to improve the energy efficiency of social housing in Scotland. The EESSH was introduced in March 2014 and set a first milestone for social landlords to meet for social rented homes by 31st December, 2020. EESSH 1 requires, where possible, a minimum SAP score is achieved across a set of agreed architypes. Currently, Fife Council have an 87% compliance rate. The Scottish average is 89%.
- 1.2 A second milestone was confirmed in June 2019 for social rented houses to meet by December 2032 (EESSH2). EESSH2 requires all social housing meets, or can be treated as meeting, Energy Performance Certificate (EPC) Band B for all stock or is as energy efficient as practically possible by the end of December 2032 and within the limits of cost, technology and necessary consent.
- 1.3 Prior to the Scottish Government accelerating the formal review, the 2032 milestone was to be supported by a review in 2025 to assess progress and confirm additional requirements of the 2032 milestone.
- 1.4 It is also agreed that no social housing is to be re-let below EPC Band D from December 2025, subject to temporary specified exemptions. Where properties fall below EPC Band D, there is a requirement to increase the rating if financial and technically possible. Temporary exemption will allow a period of time to undertake improvement recommendations. Currently less than 3% of Fife Council properties fall below this standard, therefore, the number of properties likely to be in the exemption categories would be extremely low.

- 1.5 EESSH2 is a core element of the Scottish Government's carbon reduction strategy to reduce Scotland's emissions of all greenhouse gases to net-zero by 2045 at the latest, with interim targets for reductions of at least 56% by 2020, 75% by 2030 and 90% by 2040. EESSH2 is also a core component of the Council's Local Heat and Energy Efficiency Strategy and the Climate Change Plan.

## **2.0 Synergies with Local Heat and Energy Efficiency Schemes (LHEES)**

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- 2.1 Housing Services and the Climate Change Board have agreed to develop the parameters for all domestic properties in Fife across all tenures and non-domestic stock. Currently, the parameters for the LHEES which complements the EESSH2 requirements are:-
- At least EPC C for all buildings (Heat in Buildings Strategy – 2033) and, where possible, EPC B
  - EPC B for all social housing for ESSH2 by 2032
  - EPC B for all housing by 2040
  - Decarbonised heat for housing related to off gas and a proportion of the rest of on gas homes linked to the 1M Scotland target figure
  - Maximisation of the number buildings on heat networks. Fife came high in the first National Assessment for heat network opportunities. The expansion of the Glenrothes and Dunfermline networks will assist the delivery of EESSH2 and LHEES targets.
- 2.2 Undertaking this analysis will provide an increased understanding of the opportunities across Fife and to reduce the risks where something might prevent an initial preferred option going forward to maximise the benefit of integrating heat and power. Initial discussions have taken place with the EST with assessment processing time scheduled for Spring 2023.

## **3.0 Scottish Government Review of EESSH2**

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- 3.1 The Scottish Government decided to review EESSH2 in June 2022 – alongside the publication of the Scottish Government's response to the Zero Emissions Social Housing Taskforce (ZEST) Report. It was confirmed that a review of the post-2020 Energy Efficiency Standard for Social Housing (ESSH2) would be accelerated in order to bring it in line with net zero targets.
- 3.2 In December 2022, the Scottish Government issued Interim Guidance to the Social Housing Sector. The Guidance confirmed that the 2025 and 2032 ESSH Milestones are temporarily put on hold. Whilst the review is underway, social landlords should continue to invest in energy efficiency measures to help reduce running costs and in zero direct emissions heating systems where appropriate. Registered Social Landlords (RSLs) and Local Authorities (LAs) should continue to draw on support available, for example, through the Social Housing Net Zero Heat Fund which will provide £200 million of grant support over the length of this Parliament. The HRA Capital Component Replacement programme continues to deliver energy efficiency improvements across Fife. These directly contribute to compliance with EESSH2.
- 3.3 The review is being carried out by four Sub-groups targeting conclusion of research and recommendations by Summer 2023. A revised standard will emerge from the review, potentially within a new timeline.

Sub-group	Theme	Outcome	Outputs
1.	Just transition, metric & heating system	Options for a broad measurable target for a new standard that does not worsen the effects of fuel poverty. The new standard will ensure homes can be kept warm at an affordable cost to the tenant, whilst incorporating net zero heating and contributing to the reduction in carbon emissions from the home.	Metric Options paper
2.	Measures & Finance	Recommend options for guidance for landlords to identify appropriate measures for their housing stock/housing archetypes, and routes to funding and financing options.	TBA
3.	Fabric & hard to treat	Options for ensuring the largest proportion of stock can achieve the new standard, which supports the principle of “Fabric First” and provides alternatives for properties exempt from the target. The options for the new standard will improve the thermal efficiency of the building whilst not negatively affect the indoor air quality.	Draft pattern books
4.	Gypsy Traveller sites	Agreement on a target for Gypsy Traveller sites that is measurable and brings them in line with social housing standard.	Options for an appropriate target and energy performance measurement for Gypsy Traveller sites.

## 4.0 Producing the EESSH 2 Delivery Plan (2023-32)

- 4.1 As part of the EESSH2 delivery plan, the whole stock requires to be assessed from the current baseline position and what is required per property to achieve the required standard. Currently, around 20% of the existing council housing stock meets the EESSH2 standard. These properties are predominately new builds and non-traditional properties that have had external wall insulation installed in recent years.
- 4.2 Support for the assessment of the council housing stock has been commissioned with the Energy Saving Trust (EST). An initial draft of the EESSH2 Delivery Plan has been produced using the EST’s Portfolio Energy Assessment Tool (PEAT). The PEAT assesses 5,000 council properties at a time.
- 4.3 The first draft has been focused on a Fabric First approach to establish the benchmark position and to test the accuracy of the PEAT reports compared to our stock records. The initial PEAT report mirrors the stock details, totals and EPC ratings are consistent with the range of EPC band that we hold against our stock from A – F. The indicative EESSH2 pass rate is 18% with our own analysis of our stock showing a pass rate of 20% currently.



- 4.4 The initial draft shows scope to raise the average energy efficiency rating for the stock by 5.46 on average just focusing on a Fabric First approach to be compliant with the Scottish Housing Quality Standard (SHQS). This is based on the Energy Efficiency rating which form the basis on the EPC. Each band improving from G – A cover approximately 10 points per band up to a total score of 100. Therefore, by ensuring all fabric first measures are undertaken, these properties will increase the EPC Band by more than 50% which will take a percentage of the stock to EPC Band B and into compliance with EESSH2. The SHQS does not include external or internal wall insulation (EWI & IWI) as a standard measure. This indicates that future reports including these additional measures, targeted where appropriate, will increase the range of improvement options and allow the energy efficiency rating to increase significantly more than 5.46.
- 4.5 As a first major tranche of energy efficiency improvement, the delivery plan indicates that 35% of properties are suitable for improvement with the addition of renewables such as solar thermal or solar photovoltaic panels being installed. This should be the Council's initial focus to meet EESSH2 for the current stock.
- 4.6 The parameters of the range of options the PEAT analysis tool will include the full range of technologies and techniques currently available to improve the energy efficiency of individual properties. These will include fabric improvements, standard heating improvements, where available, connections to district heating networks and renewables. The analysis will also show where a property cannot meet the EPC Band B requirements within the constraints of existing technologies and improvements available.
- 4.7 A progress summary in the development of the EESSH2 Delivery Plan is outlined in Table 1.

Work Tranches	% of council stock	Improvement measures to meet EESSH2	Cost £m
1	35	Additional renewables	54
2	46	Fabric First - PEAT recommendations – work in progress	208.5
3	11	District heating connections	25
4	8	Non-traditional stock insulation	37.5

## 5.0 Non-traditional housing stock

- 5.1 Alongside the EESSH2 PEAT analysis, a major element of the Delivery Plan will outline the requirements and costs to improve the Council's remaining 2,500 non-traditional housing stock that still require improvement in their energy efficiency and insulation. The Council has commissioned Changeworks to assess the requirements and costs to support this element of the Delivery Plan. The Plan will cover:-
- A measured survey of typical examples of each archetype to inform energy modelling
  - Identify the construction type and establish any common defects and remediation required prior to retrofit
  - An in-depth assessment of the building and defects both internally and externally to establish the nature and condition of key building elements and services

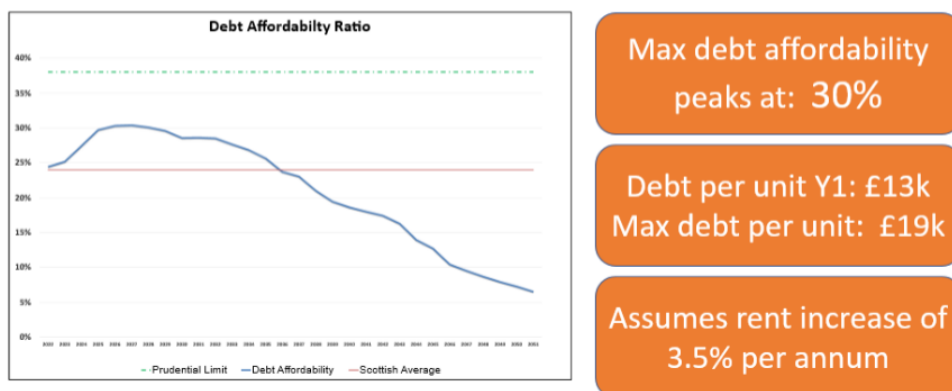
- Establish constraints to retrofit, including an assessment of the moisture characteristics of the construction system.
- 5.2 Changeworks will discuss the findings of the building assessment with the Council and review retrofit strategies for each archetype, including:
- Business as usual
  - Upgrades to services only
  - Retrofit options for Fife Council Non-Traditional housing
  - Shallow retrofit
  - Mid-level retrofit
  - Deep retrofit
  - Enerphit
- 5.3 The output of the study will be a report exploring the feasibility of retrofit options for each non-traditional archetype. This will be high level in nature and would be used to inform programme development for improvements to Fife Council's non-traditional housing stock.

## 6.0 HRA Business Plan Review 2022

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- 6.1 The HRA uses prudential limits as a measure of debt affordability to assess the HRA's long-term level of exposure to financial risk. The prudential limit is calculated by looking at the cost of loan charges as a percentage of net rental income. There is a risk to the HRA's ability to meet statutory duties if borrowing increases to a level where a high percentage of rental income must go towards repaying long-term fixed loan charges. The affordability of borrowing must be measured over the long-term given that increased borrowing commits the HRA to long-term fixed costs.
- 6.2 The HRA currently has an agreed maximum prudential limit of 38%. This limit ensures that the cost of borrowing remains within affordable and sustainable levels. This limit remains reasonable in the current context but is dependent on rent income increasing in line with inflation over time but recognises that this assumption might not be guaranteed. A borrowing level below 30% is deemed low risk and between 30%-33% is deemed to be medium risk. Anything over 33% is classed as high risk. Emerging financial challenges create pressure for the HRA and, to prevent moving into a high-risk position going forward, future risks should be mitigated.
- 6.3 The HRA Business Plan Review 2022 reviewed the affordability of the baseline business plan before any additional investment was considered for future years. The assumptions in the baseline plan include:
- Annual rental increases of 3.5% over the life of the 30-year plan, including 2023-24
  - An ongoing Property Acquisitions programme of 50 properties per year over the life of the 30-year Plan
  - Completion of the Phase 3 and Transitional Affordable Housing Programme (TAHP) by 2025-26 with additional capital spend of £38.778m required to fund the completion of these programmes
  - No further investment in further Affordable Housing Programmes, EESSH 2 or other policy priorities

- 6.4 Based on these assumptions, the baseline business plan identifies that the HRA is exposed to a medium level of risk with the prudential borrowing peaking at 30%. This can be seen in the graphic below:



- 6.5 Scenario testing was carried out to assess the affordability of the cost of EESSH 2. This testing was based on a total cost for completing EESSH 2 being £300m across the next ten years (October 2021 figures) which is lower than the revised cost of £325m outlined in this paper.
- 6.6 The results from the testing showed that EESSH 2 would have the prudential limit peaking at 50% with the average prudential limit across the life of the 30-year program being at 43%. This shows that the HRA does not have the financial capacity to bear the cost of the EESSH 2 program as the results far exceed the limit of 38%.
- 6.7 Proceeding with EESSH 2 based on the current cost estimates will put the HRA in severe jeopardy of not being able to meet its statutory duties as the proportion of rental income required to meet the cost of borrowing increases. Significant reductions in the level of spend by both HRA Revenue and HRA Capital would be required and it is possible that future Affordable Housing Programmes Build and Acquisitions programmes would need to cease. Above inflation rent increases may also be required in addition to significant spending reductions to ensure that the HRA could continue to fund the cost of EESSH 2.

## 7.0 Conclusions and Next Steps

- 7.1 Since the report to the former Community and Housing Services Committee in October 2021, the Council and partners have made good progress with the assessment and costing of the EESSH2 requirement to begin populating the Delivery Plan 2023-32. There is further work to be done which should be completed over the remainder of 2023.
- 7.2 The current estimated costs for the delivery of EESSH2 have been modelled as part of the HRA Business plan Review 2022 and would increase the level of risk to the Business plan well beyond affordable limits.
- 7.3 The outcome of the current Scottish Government Review, anticipated by late summer 2023 will be critical to re-assess the overall affordability of EESSH2 for the council.

**John Mills**  
Head of Housing Services

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## **New Build Affordable Housing: Proposed Phase 4 (2024-29) Programme Options**

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**Report by:** John Mills, Head of Housing Services, Elaine Muir, Head of Finance and Alan Paul, Head of Property Services

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**Wards Affected:** All

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### **Purpose**

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This report outlines the additional borrowing required to complete the Transitional Affordable Housing Programme (TAHP) and outlines the options for development of a Phase 4 Affordable Housing Programme (AHP) 2024-29 and confirms the outcome of the 2022 HRA Business Plan Review testing the affordability of the proposed programme.

### **Recommendation(s)**

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Members are asked to:-

- (1) recognise Fife's success in delivering the number of units delivered to date by the Council and the Fife Housing Association Alliance (FHAA);
- (2) note that the FHAA intend to deliver an additional 2,500 affordable homes across 2024-29 as part of the proposed Phase 4 AHP;
- (3) agree that the existing Fife Council/FHAA Partnership Agreement is extended to May 2029;
- (4) approve additional HRA borrowing of £38.778m required to complete Phase 3 and the Transitional Affordable Housing Programme (TAHP);
- (5) approve additional HRA borrowing of £10.5m to provide for the continuation of property acquisitions across 2023-26;
- (6) approve investment in a 2-year tranche of 500 council houses across 2024-26 requiring additional capital expenditure of £112.5m resulting in additional borrowing of £75m;
- (7) agree the aspiration of extending to a 5-year council new build programme (2024-29) of up to 1250 properties subject to an affordability gateway review in 2025/26, including an examination of alternative funding sources to support the 5-year programme; and
- (8) agree that the housing options detailed in Section 4 will form the basis of the Phase 4 Programme.

### **Resource Implications**

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Key resource assumptions are discussed within the report and in particular this report focusses on the need, affordability and risk associated with a Phase 4 Affordable Housing Programme. The 2022 HRA Business Plan Review has been finalised and results are detailed in this report. Completion of the Phase 3 and TAHP will require additional

borrowing of £38.778m. Commitment to an initial two-year investment in a Phase 4 Programme will increase the HRA borrowing by a further £75.000m and it should be recognised that the ambition for a 5-year programme would increase that requirement to £187.500m. However, extension to a 5-year programme will be subject to an affordability gateway review before any additional investment can be committed.

The Council will continue to acquire properties from the private sector as part of the current Property Acquisitions Policy. The baseline assumption is an annual rate of acquisitions of 50 per year. In order to maintain this level of acquisition, additional borrowing for 2023-26 of £10.5m will be required.

The Fife Housing Association Alliance have reviewed their business plans to confirm capital borrowing capacity to build housing association properties as part of the Phase 4 AHP.

The overall resource requirement will also be dependent on the continuing support and the level of that support by the Scottish Government in providing housing subsidy.

## **Legal & Risk Implications**

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Our experience from the Phase 2 and Phase 3 Programmes has confirmed that the Council has been able to take a proactive approach to managing legal and risk issues arising from working with private housing developers to deliver affordable housing by considering and putting in place any required mitigations as risks or issues arise.

Sections 5 and 6 highlight financial risks in the current operating environment for housing and a key consideration for the Council will be the affordability of building at the rate of 250 council houses per annum. The combination of building new council houses and meeting the EESSH2 duty is a significant risk for the HRA.

There will be continuing risks to land supply for council and housing association development. The rate at which private developers begin sites and the timing of Section 75 housing contributions will be a risk that the Affordable Housing Team will need to manage in discussion with Planning Services.

## **Impact Assessment**

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EQIA and FEAT assessments will be completed as proposals are fully developed.

Tenants' priorities were sought through the Fife Tenants' Forum and as part of the statutory tenant consultation in the *Down Your Street* Winter Edition. New build council housing remains one of the top three of tenants' priorities for the HRA.

A consideration of rent increases going forward, taking account of the financial pressure that households will be under due to the current cost of living crisis, is also a significant factor in the HRA's ability to continue to fund additional borrowing to build council houses.

## **Consultation**

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Meetings and discussions have been held with the Fife Environmental Partnership.

The Fife Housing Partnership, the Affordable Housing Board and Fife Housing Association Alliance are also being consulted as the proposed programme is developed.

## 1.0 Background – New Build Affordable Housing

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- 1.1 The proposal for the Phase 4 affordable housing programme builds on the successful delivery of the 2,700 houses Phase 2 programme from 2012-17 and the 3,500 houses Phase 3 programme from 2017-22. Continuing to build new affordable housing for people in need is a key priority for the Local Housing Strategy (LHS) (2022-27) and is a key contributor to the Plan4Fife.
- 1.2 There is also a commitment in the Fife Strategic Housing Investment Plan (SHIP) and the Edinburgh & Southeast Scotland City Deal to continue to build new affordable housing in Fife to increase access to housing for the record homelessness population and high number of households on the Fife Housing Register.
- 1.3 The Council and its partners are operating in an extraordinary operating environment following the Covid-19 pandemic and current economic conditions. This creates pressures and challenges to deliver affordable housing programmes at a scale that the Council and FHAA partners can afford and meets urgent housing needs in Fife.
- 1.4 While investment in new homes creates positive long-term benefits to both the HRA and economy of Fife, any decision must also be taken in the context of future requirements for wider Council borrowing and affordability and financial sustainability within the HRA. Options for the scope of the council element of Phase 4 and over what timeline are presented later in this report.
- 1.5 At a meeting with the Fife Housing Association Alliance on 15th February, 2023, the partners confirmed the outcome of their Business Plan reviews and capacity to build reasonable numbers of new build houses to support the Phase 4 AHP. The Alliance has confirmed that their contribution could be a minimum of 500 houses p.a.:
  - Kingdom Housing Association - 400 houses p.a. with potential to increase to 500
  - Fife Housing Association – 50 houses – 100 houses p.a.
  - Ore Valley – 20 houses – 30 houses p.a.
  - Glen Housing Association – 20 houses – 30 houses p.a.
- 1.6 The strength of the delivery partnership between the Council, the FHAA and the Scottish Government has underpinned the building of new affordable houses in Fife for over a decade. The development and delivery of the Phase 4 AHP will build on that strength. The officers' recommendation is for the existing Partnership Agreement to be extended for a further 5-year period to May 2029.
- 1.7 There are significant economic and community wealth building benefits to Fife in continuing to pursue new affordable house building, including employment and training opportunities. Phase 4 AHP will build on the successes of the previous programmes and develop the wider benefits, particularly focussing on young people exemplified by Kingdom HA through the Naumann Initiative which seeks to assist homeless people into employment and accommodation.
- 1.8 The Council and the FHAA are still completing properties in Phase 3 AHP which finished in June 2022. There are 2,687 houses complete and tenanted with a further 813 houses on site and nearing completion
- 1.9 The current Transitional Affordable Housing Programme (TAHP) is mid-way through its term (2022-24). There are 84 houses completed, a further 459 houses on site and 996 houses in negotiation and planning.

## 2.0 Housing Needs and SHIP proposals

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### **Affordable Housing Need**

- 2.1 The combined Tayside and South-East Scotland Housing Needs and Demand Assessments (HNDAs) indicate that there is a requirement for an additional supply of 401 affordable homes per annum from 2021-30 – a total of 2,005 homes over the 5-year period of the SHIP. This is a minimum requirement. Taking account of the current numbers of households on the Fife Housing Register (16,000+) and the number of statutory homeless households in Fife (2,100), the Council, as statutory housing authority, needs to ensure that there is a significantly higher provision made by the Fife Affordable Housing Programme.
- 2.2 The 2021-26 Strategic Housing Investment Plan (SHIP) shows the potential to deliver 3,381 affordable homes during this period which equates to 676 units per annum. The delivery of further units through the Open Market Shared Ownership scheme is currently estimated at 470 units. This takes the total to 3,851 houses, an average of 770 houses per annum over the five-year period. Members should note that the statutory guidance on the development of SHIPs require an 25% over-provision capacity.

### **Phase 4 Target**

- 2.3 The 676-annual requirement for affordable homes in the Fife SHIP provides the basis for delivery of a mix of council and housing association new builds over the 5-year period of the programme. The Council and the FHAA could potentially deliver 3350 new affordable homes, which is just below the Phase 3 (2017-22) AHP target of 3,500. This demonstrates the potential to meet the affordable housing need as set out in the combined HNDAs.

### **Housing Investment Priorities**

- 2.4 The priorities for housing investment are informed by the findings of the combined HNDAs and are detailed in the Local Housing Strategy (LHS). In the first five years of the HNDA steady growth scenario, 83% of the affordable housing requirement is for social rented housing and 17% for below market housing. Across ten years, this proportion adjusts to around 80% social rented housing and 20% below market housing. The current priority of the TAHP is to maximise the delivery of social rented housing, however, future phases of the Affordable Housing Programme will need to ensure that housing supply is balanced to meet the tenure requirements emerging from the HNDAs.
- 2.5 HNDAs estimate the amount of new housing required but not the property size that should be delivered. The need for specific property sizes can be identified through the bedroom entitlement for applicants on the Fife Housing Register with 79% of 14,753 households requiring one or two-bedroom homes and 21% for 3 bedrooms or more. However, the requirement varies across Fife depending on need, existing stock and turnover so the global figures need to be treated with caution.

### **Split in General Needs and Specific Needs Housing**

- 2.6 The proposal is a continuation of delivery of 70% general needs housing and 30% specific needs housing. Following the conclusion of the recent Arneil Johnstone study into Wheelchair Needs in Fife, it is proposed to increase the wheelchair quota of the 30% specific needs target from 5% to 6.5%.



## Overall Property Mix

- 2.7 The Council and FHAA currently operate a policy of building housing that suits households with housing and specific needs.
- 70% General Needs
  - 30% Specific Needs
  - Building proportionality more larger family houses to alleviate overcrowding
  - Building more specific needs bungalows to assist people with physical and sensory impairments
  - Building more older persons housing, in Extra Care Housing complexes and Retirement Housing
  - Building 2-bedroom flats in no more than 2 storeys
  - Building 1-bed flats as an exception in town centre and other sites where appropriate to ensure viability of the site
  - Developing specific lettings initiatives to let Town Centre developments
  - Implementing specific homelessness initiatives as part of the Fife Rapid Rehousing Transition Plan (2019-24)

## 3.0 Phase 4 Design Principles and Challenges

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- 3.1 In 2021, the Scottish Government announced housing design requirements to qualify for a higher benchmark level of social housing subsidy.
- Additional internal space for home working and study
  - Sprinklers for all new build social rented housing. Fife Council was the first council in Scotland to adopt the installation of sprinkler systems to all new build properties in 2012
  - Digital connections for tenants
  - Update on standards for housing for varying needs
  - Secured by Design enhanced standard
  - Sustainability standards (minimum Silver standard)
  - Alternative heating systems
  - modular and off-site construction methods
  - Where possible, enhanced design standards to include more amenity green space
  - Inclusive living toolkit compliance, dementia friendly design
  - Telecare and Smart housing technology
- 3.2 The main challenges to the design principles arise from:-
- **Costs of development** – the costs of developing council housing and RSL housing have increased considerably in the past 10 years, most noticeably since the Covid pandemic and the recovery period impacted by the exit from the EU and the war in Ukraine. In 2012, the cost of building a new council house was £125k. In 2022, this cost has risen to £200-225k. The financial risks having been outlined in section 6. Continuing to build more expensive, larger footprint properties will result in a lesser number of council properties being built in Phase 4.
  - **Lack of housing options for single people** – The typical new build housing site includes a range of property archetypes that enable access for larger families, specific needs households and a small amount of 2-bed cottage flats. The policy decision taken in 2008 to stop building flats over 2-storeys constrains potential opportunities for young people to access social housing.



The main limiting factors to house more single people in social housing in Fife, is the profile of our housing stocks across the council and housing associations. The Council has traditionally built family-sized properties for let. Housing Associations are in a more favoured position to provide housing for single people as most of their stock was built in the 1970-2020 period when the greater proportion of the population constituted single person households.

- 3.3 The current proposal from the Affordable Housing Team is that we need to be more creative in developing individual housing sites to enable a wider mix of property types to be considered, including 3-storey flats for single person households. The Council and RSLs are already building this house-type in Town Centre locations in Fife. There is a case for the Council to start building flats again as a manageable and sustainable housing option for the bulk of those waiting for offers on the Fife Housing Register. It would also make economic sense to meet the proposed AHP target at more reasonable cost to capital expenditure.
- 3.4 A key aspect of building more 3-storey flats to assist single people and couples is the housing management approach to successfully manage these properties. The Housing Service will bring forward a revised approach, including estates management, caretaking, and allocations practice by Autumn 2023

## 4.0 Housing Options in Phase 4

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- 4.1 The Fife Strategic Housing Investment Plan (SHIP) 2021-26 in comparison to other SHIPS in the Edinburgh & SE Scotland City Deal Region contains a relatively narrow range of housing options for the Council and the FHAA to build or acquire. Arguably, as public sector investment becomes constrained over the next few years, the Council needs to look at other housing options to satisfy housing need, other than a 100% reliance on building social rented housing.
- 4.2 The continued development of new council housing needs to include a blend of traditional and alternative sources of capital finance. The ability of the HRA to continue to invest in social rented housing as the main housing option in Fife will drive down numbers that can be built in Phase 4 AHP.
- 4.3 Taking account of the above points, it is recommended that the following housing options/property types are considered for the Phase 4 AHP.
  - **Social Renting** – This represents the most significant housing option to be delivered to meet urgent housing needs. The Council and FHAA should continue to build a mix of 2, 3, 4 and 5-bed houses to satisfy family needs. In addition, a continued priority for 2 and 3 bed bungalows should continue with the addition of more wheelchair designed bungalows to meet identified needs through the 2022 Arneil Johnston study.

The new housing option that should be included are 2-bed 3-storey flats to enhance opportunities for single people and couples to be rehoused in new build properties. This will help to ensure that each site can be developed economically and efficiently.

This example is private sector new build flats at Golfdrum Street, Dunfermline.



- **Mid-Market Rent (MMR)** – The FHAA should continue to develop MMR flats on sites, either as part of a housing association development, or as part of a mixed tenure development with the council. The current SHIP quota for MMR is 13% of all new builds. Consideration should be given to enhancing this quota based on the HNDA outturns and the demand from those in the private rented sector for more affordable housing options to prevent homelessness.

The Phase 4 programme should recognise this tenure offers an important housing option for applicants on the Fife Housing Register and should therefore maximise opportunities to increase supply of MMR properties e.g. Town Centre Regeneration projects. A revised target of 15% delivery should be considered.

- **Town Centre Housing** – The Council and FHAA have committed to developing up to 6 town centre sites as part of the Transitional AHP. As part of Phase 4, it is envisaged that this work will continue to regenerate key town centres in Fife. It is anticipated that the current developments being implemented will be of mixed tenure flatted developments.
- **Acquisitions** – Although property acquisitions do not add to the overall new stock built by the Council and partners, the current council acquisitions policy allows for the purchase of private residential properties to fulfil specific areas of need: to prevent homelessness where there is a lack of new build opportunities, to facilitate regeneration and to meet specific needs (which cannot be satisfied through other avenues). Purchases attract a government subsidy of £40k per property and in Scottish Government terms, this contributes to affordable housing delivery.
- **Co-Housing** – Kingdom HA and the Council have supported various initiatives to develop Co-Housing projects in Fife and through Kingdom in Perth and Kinross. Current work is ongoing to develop a business case for a co-housing project in Inverkeithing.

## 5.0 HRA Baseline Plan

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- 5.1 The 2022 HRA Business Plan tested the affordability and financial sustainability of the baseline business plan based on the current financial risks. For modelling purposes, the HRA Business Plan assumes that income increases at RPI+1% (assumes 3.5%) each year whilst costs increase at RPI (assumes 2.5%) each year. The differential between the increase to income and the increase to costs provides some capacity to continue to invest into the Capital Programme and deal with unexpected pressures. However, the actual costs and levels of rent received can vary from the model and this risk is reviewed periodically throughout each year.
- 5.2 Included within the HRA Baseline Business Plan is an increase in capital expenditure and a need to borrow an additional £38.778m for the completion of the Affordable Housing Phase 3 Programme and the TAHP. The increase is a result of an increase in the cost per house for delivering Affordable Housing mainly because of significant inflation on construction costs. Original estimates for Phase 3 were based on a cost per unit as low

as £135k per house whereas the estimated average cost per house for 2023-24 onwards is now standing at £225k per house. Whilst the level of subsidy has increased in recent years from £59k per house to £75k per house, the increase is not sufficient to fully mitigate the rising costs.

- 5.3 Assumed within the baseline business plan is costs associated with the extension of the Property Acquisitions programme for the life of the 30-year business plan at 50 houses per year. The Property acquisitions programme acquires properties to provide permanent affordable homes more quickly than new build housing for tenants and other housing applicants in greatest need, including homeless households. Investment in property acquisitions during 2022-23 was advanced with agreement that a higher number of properties be purchased during the year. It is proposed to reinstate the budget for property acquisitions to the baseline assumed level for the next three years. This would provide for £16.5m costs, with £6m being funded from subsidy and £10.5m being funded from additional borrowing as modelled in the business plan.
- 5.4 The HRA uses prudential limits as one of the measures of debt affordability to assess the HRAs long term level of exposure to financial risk. The prudential limit is calculated by looking at the cost of loan charges as a percentage of net rental income. A borrowing level below 30% is deemed low risk and between 30%-33% is deemed to be medium risk. Anything over 33% is classed as high risk. The main consequence of the Business Plan going into high risk is the reduced level of resilience against shocks, such as sustained high inflation or new legislation on stock condition and maintenance.
- 5.5 Based on the baseline investment and inflation assumptions, the baseline model identifies that the HRA is currently exposed to a medium level of risk with the prudential borrowing peaking at 30% which is classed as medium risk.

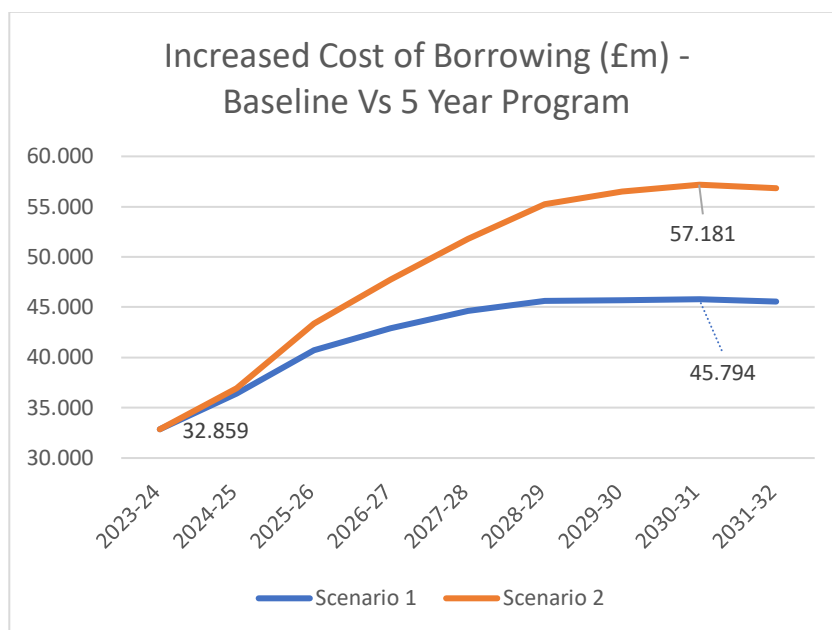
## 6.0 Phase 4 Programme Affordable Housing Programme

- 6.1 The ambition, recognising the level of need detailed in Section 2, is to continue the current rate of delivery of 250 new council houses per annum across 2024-29 as part of a Phase 4 programme, a total of 1,250 council houses over five years. A number of scenarios have been modelled as part of the HRA 2022 Business Plan review to assess the affordability of the Phase 4 Programme and compare the affordability of a range of options. The testing used an average cost per house of £225k with a subsidy of £75k per house.
- 6.2 The table below outlines the affordability of the options tested.

Scenario	Phase 4 Units (No.)	Program me Length (Years)	Rental Increase	Peak Prudentia l Limit (%)	Additional Capital Expenditure (£m)	Additional Capital Borrowing After Subsidy (£m)
Scenario 1	Nil	n/a	3.5% all Years	30%	nil	nil
Scenario 2	1,250	5	5% Year 1, 3.5% Year 2-30	35%	281.25	187.5
Scenario 3	1,000	5	5% Year 1, 3.5% Year 2-30	34%	225	150
Scenario 4	500	2	5% Year 1, 3.5% Year 2-30	31%	112.5	75

6.3 Scenario 1 outlines the baseline model prior to inclusion of a Phase 4 programme of new build. Scenario 2 is the optimum scenario in terms of coping with the level of demand and need but would see the cost of borrowing increasing to 35% of the revenue income stream. There is still a risk of high inflation impacting on other costs and it is currently difficult to predict when inflation might return to a much lower lever, thus increasing the overall risk. To assess the sensitivity of reducing investment and hence the risk, a further 2 scenarios were modelled.

6.4 The graph below compares the current increases to the annual cost of borrowing (as a result of investment that is already taking place) with the cost of borrowing associated with Scenario 2. It shows that a Phase 4 programme at 1,250 units by 2030-31 will require up to an additional £11m per annum to meet the estimated cost of borrowing.



6.5 Scenario 3 reduced the number of houses to 200 new builds per year and whilst it is still deemed as high risk, only reduces the risk exposure by 1%. This scenario does not alter the risk profile dramatically.

6.6 Scenario 4 shows that a two-year programme decreases the level of risk the HRA is exposed to compared to a 5-year program and keeps the HRA in a medium risk position. Whilst this shows some potential benefit of opting for a shorter program, it may present an unrealistically optimistic position given that additional Affordable Housing Programmes may well be needed beyond 2 year and this scenario is not aligned to the ambition of delivery of 250 houses per annum over 5 years. However, committing to a two-year program would allow for the Affordable Housing Programme to continue beyond the TAHP whilst affordability and further funding options are explored for 2026-27 onwards.

6.7 In light of these results, officers are recommending that Cabinet approve the investment related to Scenario 4, which is a 2-year council house building programme of 500 units but agree the ambition of Scenario 2 for a 5-year programme to build 1250 houses. Given the significant increase in the cost of borrowing outlined in the chart above, it is proposed that an affordability gateway review as part of the budget setting process for 2025-26 is appropriate before approving further investment and the necessary borrowing required to enter into any contracts in the third year. The gateway review process will provide updated inflation analysis, cost analysis and consideration of any necessary cost reduction and other pressures and rental increases required to maintain a further increase in the level of borrowing.

- 6.8 The income generated by the HRA is influenced by both the increase in HRA stock numbers and through the annual rental increase. Whilst an increase in the HRA stock from building and acquiring houses will generate additional rents, an annual rental increase will also be required to keep rental income growing in line with the increase in anticipated pressures such as increase in the cost of borrowing outlined above or inflationary pressures. The required rental increase required to fund a five-year program may change based on both future cost pressures and rates of inflation and the ability to reduce costs.
- 6.9 If the additional income generated in future years does not cover anticipated increases in costs, then revenue or capital efficiencies or savings will be required to manage the overall level of risk the HRA is exposed to. The level of efficiencies required will be assessed each year but may include a reduction to non-statutory services to tenants being reduced or the delay or cancellation of non-statutory capital projects.
- 6.10 The anticipated pressures in future years from both inflationary increases and increases to the cost of borrowing are included within the risk assessment carried out for Phase 4. However, it is possible that these may increase higher than originally anticipated in future years and that other unanticipated pressures emerge.
- 6.11 It should be highlighted that all scenarios and testing are based on cost estimates at a point in time and are set in the context of the current known risks to the HRA and are subject to change. Any known changes will be considered in the context of the capital plan review and modelling will be updated accordingly.
- 6.12 In regard to subsidy, a recent letter from the Scottish Government Cabinet Secretary confirms that subsidy will be uplifted by £4k per unit to assist with installing zero emission heating systems from 1st December, 2023, however, there may be costs associated with this that have not been assumed. Currently the level of subsidy assumption is £79k per house. Across a programme of 1,250 units, this equates to an additional £5m subsidy. The Scottish Government has also confirmed that it will confirm a grant housing subsidy uplift for April 2023 in line with the previous agreement through the Housing Subsidy Review Group. At time of writing, the Council is awaiting confirmation of the revised housing subsidy benchmarks for housing projects.
- 6.13 The Scottish Government has confirmed that it will adopt the Alex Rowley, MSP Private Members Bill to build new homes to a “Scottish-Equivalent Passivhaus Standard”. Effectively, this will result in the Gold standard being adopted to build new council houses at a time yet to be confirmed. It is currently estimated that the Gold standard will add between 16-20% additional upfront capital costs to new housing. There is a risk that if the housing subsidy grant offered by the Scottish Government did not increase by the same amount, this would impact on the Council’s and RSL’s ability to continue building at the agreed level.
- 6.14 Consideration will be given to the role Property Acquisitions plays in delivering additional affordable houses and whether revised options for a Phase 4 which include a mix of new build and acquisitions can be considered to reduce the additional borrowing required. Officers will consider the role that Property Acquisitions can play in future tranches of the Affordable Housing Programme from 2026-27 onwards.
- 6.15 It should also be noted that EESSH 2, which is a major risk to the affordability of the HRA Business Plan, is not included within the baseline or any of the scenarios outlined above. Initial business plan testing confirmed EESSH 2 is currently unaffordable and a paper on EESSH 2 is being presented at this same Cabinet Committee which outlines the current position in further detail.

## 7.0 Conclusions

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- 7.1 Since 2012, Fife has an excellent track record of delivering new build council and housing association properties at scale for Fifiers in housing need. There is a strong basis of effective partnership working by the Council, FHAA and the Scottish Government. To continue building at scale is challenging in today's high inflation and post-COVID environment.
- 7.2 Tenants are living through a Cost-of-Living Crisis and there is a desire for rent increases each year to be maintained at a lower than inflation level. This is significant as it builds in more financial risk for the HRA and Housing Associations. The costs of servicing historic housing debt and new borrowing are increasing at a time when revenue streams to pay for this are being pressurised. This is with a backdrop of high inflation also impacting on the HRA revenue operating costs.
- 7.3 The officers' recommendations reflect some caution as the HRA is exposed to current high inflationary pressures in the costs of new build, property repairs and maintenance, difficulties in the supply of labour and increasing costs of interest repayments on historic housing debt.
- 7.4 The recommendation to proceed with a 2-year council build programme of 500 new council houses is a medium risk option. The proposal confirms that for the short-term, a 2-year new build programme into 2024-26 is affordable based on the rent increase for 2023/24 and the assumption that rents will continue to increase year on year by at least the HRA Business Plan assumption of 3.5%.
- 7.5 To continue to build at the rate of 250 council houses p.a. will require an examination of alternative funding mechanisms open to local authorities. An affordability gateway review is being proposed before extending new build beyond the initial 2-year period. In addition, detailed alternative funding options to achieve the 5-year Affordable Housing programme 2024-29 target of 1250 new build council houses will be reviewed.
- 7.6 Positively, the Fife Housing Association Alliance, despite uncertainty on rent increases going forward, are in a good position to sustain a new build contribution the Phase 4 AHP of 2,500 new houses over the period 2024-29.

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### List of publications referenced in this report

- Wheelchair Study Report - <https://www.fife.gov.uk/kb/docs/articles/housing/local-housing-strategy>
- SHIP - [Fife SHIP 2023/24 - 2027/28](#)