

OPPORTUNITIES FIFE PARTNERSHIP COMMISSIONING FRAMEWORK 2026 – 2029

Executive Summary

This Commissioning Framework sets out the Opportunities Fife Partnership (OFP) approach to funding employability services across Fife from **2026 to 2029**. It outlines the priorities, expectations and delivery model for services commissioned through Fife's Employability Pathway.

The framework has been developed in response to:

- Changing national and local policy, including the **UK Government's** priorities, **No One Left Behind** agenda and Scotland's **Best Start, Bright Futures** strategy
- The end of current contracts by **March 2026**
- Emerging local needs identified through community engagement, performance data, and input from stakeholders

Key Priorities

The 2026-29 commissioning period focuses on:

- **Reducing child poverty**, with targeted support for priority family groups
- **Tackling inequality and barriers to work**, especially for people with protected characteristics and complex life experiences
- A **place-based approach** tailored to the needs of Fife's seven local area committees
- Improving **in-work support** and helping people stay and progress in employment
- Supporting access to new opportunities, including green jobs and sectors linked to local growth
- A **sharper focus on job outcomes for clients** who are ready for work
- **Embedding priority groups** alongside the place-based model so no group is overlooked (for example care experienced young people and families at risk of poverty).

Who the Framework is For

This document is intended for:

- Delivery organisations considering applying for OFP funding

- Strategic partners across Fife
- Community groups and networks involved in employability
- Local policy makers and elected members

What's Changing

Compared to the 2021-2026 framework

- There is a **stronger emphasis** on Place and local area needs
- A clearer focus on **early engagement** and **pre-employability support**
- Commissioned services must show how they support **Community Wealth Building**
- Providers will be asked to target **specific groups** and show how they complement existing provision
- **Clearer entry and exit routes** across the pathway so movement between stages is understood and recorded
- A **stronger performance focus on results**, including job entry and sustainment tracking.
- **Funding specifically allocated to Fife Council's Employability Services**, enabling the majority of available funds to be accessed through the commissioning process.

Funding and Timeline

Funding levels for 2026-2029 are subject to confirmation from the Scottish and UK Governments. Commissioning will begin in 2025, allowing for new contracts to start from **April 2026**. Services will be expected to deliver high-quality support in line with OFP principles, local priorities and national policy drivers.

1.0 INTRODUCTION

- 1.1 This Commissioning Framework sets out the Opportunities Fife Partnership's¹ (OFP) intentions, principles and priorities for commissioning employability and skills provision in Fife between 2026 and 2029.

¹ Opportunities Fife Partnership includes representation from: Fife Council, Fife College, Fife Health & Social Care Partnership, NHS Fife, Department for Work & Pensions, Skills Development Scotland, Fife Voluntary Action, Developing Young Workforce and Fife Chambers of Commerce

- 1.2 The initial Framework was developed in 2020 using the [Scottish Approach to Service Design](#). It drew on the findings of 16 Collaborative Conversations involving 120 individuals and over 124 responses to an online survey. These included insights from frontline staff, people with experience of using employment services, those who have never engaged with services before and a wide range of stakeholders.
- 1.3 The Framework shaped commissioning activity in Fife under No One Left Behind from 2021 onwards. It was refreshed in 2023 to reflect updated funding priorities and findings from an independent evaluation [Final-interim-report-Phase-1.pdf \(nihr.ac.uk\)](#) ². This 2026-2029 version builds on that work and has been further revised to reflect the current policy and funding context, emerging challenges and priorities identified through local engagement. It also strengthens the focus on job outcomes for people who are work-ready, clarifies entry and exit routes across the employability pathway and embeds priority groups alongside place-based priorities to ensure that groups such as care-experienced young people and families at risk of poverty are not overlooked.
- 1.4 Fife's budget allocation for these funding streams for the 2026-2029 period has not yet been finalised, therefore activity will be commissioned with a flexible focus, providing scope for activities to be scaled appropriately once the financial situation has been clarified.
- 1.5 The Opportunities Fife Partnership (OFP) is a strategic decision-making partnership that reports to the Fife Partnership through the Tackling Poverty, Preventing Crisis Board. It is responsible for delivering elements of the "Inclusive Growth and Jobs" priority within the Plan 4 Fife.
- 1.6 The OFP's mission is:

"To shape and drive responsive, sustainable approaches to skills and employability services that reflect the current and future aspirations of individuals and employers."

- 1.7 This Commissioning Framework builds on co-production work carried out under No One Left Behind and the UK Shared Prosperity Fund. It has been updated to reflect current policy and funding context. It includes:
 - An updated overview of the current policy, economic and delivery context (Section 2)
 - Expectations for how the OFP Employability Services should be delivered, including the core principles (Section 3)
 - Who OFP services are for and what they are expected to deliver (Section 4)
 - A new focus on "Place" identifying key priorities and target groups in each of Fife's seven local areas (City of Dunfermline, Cowdenbeath, Glenrothes, Kirkcaldy, Levenmouth, North East Fife and South West Fife).
 - How clients enter, progress through and exit the pathway and how job outcomes will be prioritised for participants
 - The infrastructure that will support delivery across Fife (Section 5)

² Weblink TO PHIRST NOLB Evaluation PHASE 1

- Expectations for performance management and data collection (Section 6)
- Indicative budget allocations (Section 7)
- The timetable and criteria for commissioning applications 2026-29 (Section 8)
- The assessment criteria for funding applications (Section 9)

2.0 CONTEXT

National and Local Employability Funding Context:

- 2.1 **Local Growth Fund:** Formerly known as the UK Shared Prosperity Fund, the Local Growth Fund remains a key part of the UK Government's agenda. It aims to support investment that boost local pride, improves skills, increases employment and productivity, and addresses deprivation. Although full guidance is still to be confirmed, the Opportunities Fife Partnership will continue to monitor national policy developments and respond flexibly to future UK Government funding announcements.
- 2.2 **Best Start, Bright Futures** is Scottish Government's strategy to reduce child poverty. It promotes a more integrated approach to supporting families, with targeted investment through the Whole Family Wellbeing Fund and employability programmes that help parents enter, sustain and progress in work. The strategy identifies six priority family groups most at risk of poverty in Scotland:
- Lone parents
 - Families that include someone with disability
 - Families with 3 or more children
 - Minority ethnic families
 - Families with a child under the age of 1
 - Families where the mother is under 25 years old

These groups remain a key focus for employability support in Fife. In line with Commissioning Framework, support for these families will be embedded alongside place-based delivery, ensuring that priority groups are not overlooked when resources are allocated geographically.

- 2.3 **No One Left Behind (NOLB)** is the Scottish Government's policy framework for employability. It is designed to ensure that people facing complex or multiple barriers to work are not left behind. The approach is based on a Partnership Working Agreement between Scottish Government and local authority partners with oversight from COSLA, the improvement Services, SLAED and SOLACE.

NOLB marks a shift away from top-down programme design, giving local areas greater control over how funding is used to reflect community needs and priorities. It brings together several previous national employability funding streams into a single, flexible fund that supports longer-term planning, adapts to local contexts, and recognises the vital role of the third sector.

NOLB is underpinned by a shared set of principles to guide service design and delivery:



1. Promote dignity and respect, fairness, equality and continuous improvement
2. Provide flexible and person-centred support.
3. Make services easier to navigate.
4. Align better with other services, particularly health, justice and housing.
5. Create clear pathways into sustainable and fair work.
6. Be informed by evidence, including data and users experience.
7. Support more people in particularly those facing multiple barriers to move into the right job, at the right time.

No One Left Behind in Fife:

In 2022, the Opportunities Fife Partnership commissioned activity through No One Left Behind to deliver Core and Specialist services supporting adults, young people and families. This provision was designed to continue until March 2025, with an additional transition year for 2025-26 to support continuity, subject to performance and need. The 2026–29 Commissioning Framework builds on that foundation. New services during this period are expected to add value. They should complement what is already in place, not duplicate or compete with it. The new framework also clarifies entry and exit routes within the pathway, making it clearer how participants move between stages and how they are supported into sustainable outcomes.

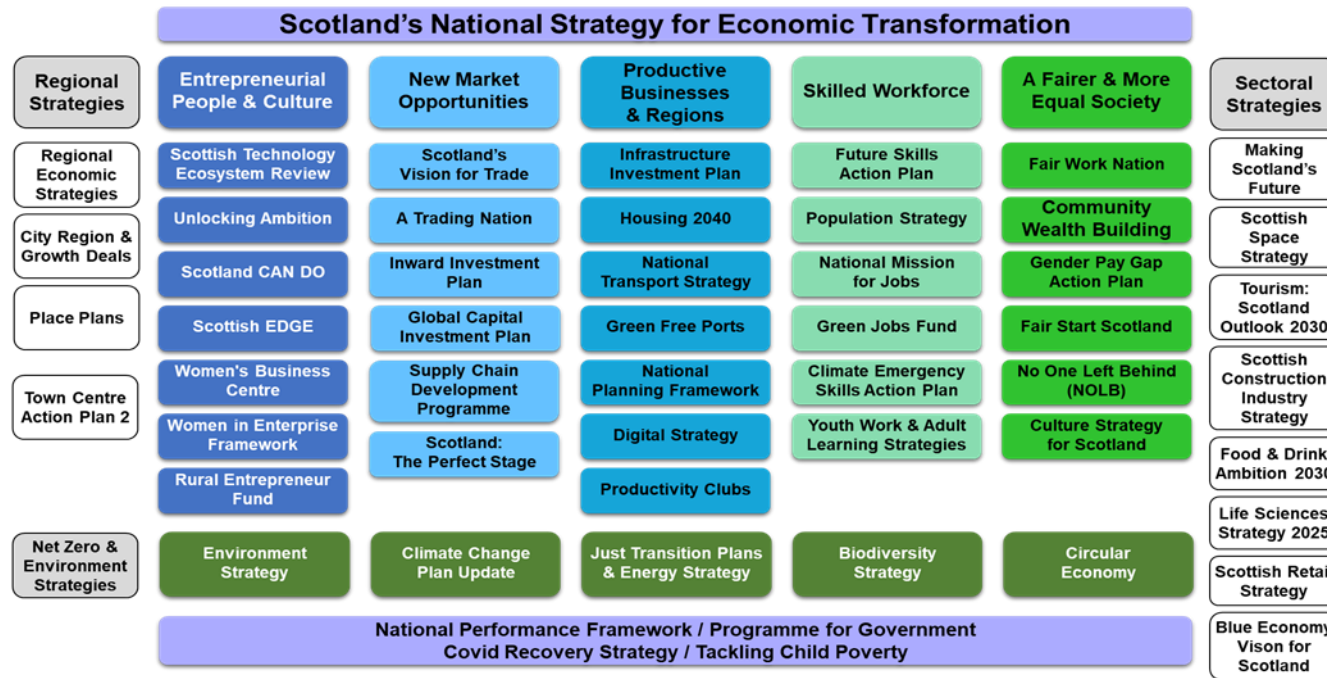
2.4 Wider national strategies relating to employability/employment:

The Opportunities Fife Partnership operates within a broad strategic context that includes national, regional and local policy drivers. The diagram below shows the range of strategies shaping employability work in Scotland, all framed within the overarching **National Strategy for Economic Transformation (NSET)** and UK Government's Policy.

This includes the UK Government's "Get Britain Working" approach, which focuses on reducing economic inactivity, encouraging more people into work, and supporting job progression. This policy underpins recent reforms to welfare and employability services, including an increased emphasis on conditionality and work-focused support within the benefits system. These developments will continue to influence national funding priorities and local delivery expectations.

The diagram highlights the strategies most relevant to OFP's commissioning approach. These include No One Left Behind, Fair Work Nation, Future Work Nation, Future Skills Action Plan and Community Wealth Building. Together, these strategies promote fair and inclusive growth, local delivery and stronger routes into sustainable employment. Within this context, the OFP Framework strengthens the focus on clients who are job-ready, ensuring that local delivery remains closely tied to labour market demand and measurable job outcomes while still addressing early-stage barriers.

The Scottish Government set an ambition for Scotland to become a world leader in fair work by 2025. While that milestone has now passed, the principles of Fair Work continue to shape national policy, with a focus on equity, wellbeing and opportunity in the workplace. These priorities remain central to employability services in Fife.



Other developments, such as the announcement of the **Forth Green Freeport** in 2023, are already beginning to generate new opportunities and increasing demands for skills, recruitment and workforce development across key sectors. The OFP Commissioning Framework is designed to remain responsive to these evolving strategic drivers.

Community Wealth Building: (inclusivegrowth.scot)

2.5 Community Wealth Building

Fife is committed to a Community Wealth Building (CWB) approach that puts local people and communities at the heart of economic development. Key stakeholders have adopted an anchor institution charter to support this shift. This aim is to increase local employment, build a more diverse and resilient business base, and ensure that wealth is retained and reinvested within Fife communities.

Community Wealth Building is based on five core pillars:

1. Plural ownership of the local economy
2. Making financial power work for local places
3. Fair employment and just labour markets
4. Socially productive use of land and property
5. Progressive procurement of goods and services

The Community Wealth Building approach aligns closely with OFP's Employability provision. All commissioned providers will be expected to show how their work supports this agenda, whether through inclusive recruitment practices, contributing to community benefits through procurement or promoting inclusive and locally rooted business models.

2.6 ***Responding to Economic Shifts and Global Challenges***

The economic landscape in which employability services operate continues to evolve in response to major structural changes. The UK's withdrawal from the European Union, ongoing global instability, and the cost of living crisis have all had lasting impacts on households, businesses, and the labour market across Scotland. Rising levels of in-work poverty, recruitment difficulties in key sectors, and persistent inequalities remain critical challenges.

At the same time, new opportunities are emerging. The development of the **Forth Green Freeport**, rollout of **City and Growth Deals**, and delivery of the **Edinburgh and South East Scotland Regional Prosperity Framework** including its **Innovation Action Plan** which signals major investment and regeneration across the region. These developments are expected to generate demand for new skills, stimulate job creation in growth sectors, and reshape the local economy over the coming years

2.7 ***Digital Exclusion***

Digital exclusion continues to affect many people across Fife, limiting their ability to access jobs, training and support. While programmes like Connecting Scotland have improved access, challenges remain around device availability, connectivity, and digital confidence. It is vital that employability services continue to offer flexible delivery supporting individuals both online and in-person and helping to build digital skills where needed. This flexibility also applies to how clients enter and move through the pathway, with digital solutions used to support smoother referrals and clearer exit routes into employment.

The Opportunities Fife Partnership is committed to ensuring employability provision remains responsive to these wider shifts supporting individuals and communities to access good jobs and equipping local employers with the workforce they need to thrive.

2.8 *Climate Change and the move to Net Zero*

The transition to a net zero economy remains a key driver of public investment, economic policy and labour market change. Climate change and the wider climate emergency underpin Scotland's **National Strategy for Economic Transformation** and are shaping how both the Scottish and UK Governments direct funding and skills planning. For employability providers, this brings both challenges and opportunities. Demand is expected to grow in sectors linked to the green economy particularly **retrofit and energy efficiency, offshore wind, alternative fuels and sustainable construction**. These changes call for a workforce with new skills and the ability to adapt to emerging roles.

Fife's Climate Emergency Action Plan [ClimateActionPlan2020_summary.pdf \(fife.gov.uk\)](https://fife.gov.uk/media/1234567/ClimateActionPlan2020_summary.pdf) outlines a local response to reducing emissions and building resilience. At the same time, the UK Government has set an ambition for Britain to become a **“Green Energy Superpower,”** which is expected to drive further investment in renewable energy, infrastructure and innovation.

Employability Services in Fife will play a key role in preparing people for these shifts. Services should help individuals access opportunities in the green economy and support employers to find the talent they need for a low-carbon future.

2.9 *Recent Employability Delivery in Fife:*

Funding streams and services in support of employability over the past four years have included a mix of UK, Scottish Government and locally funded programmes. These have been delivered by a wide range of partners, often shaped by national policy priorities and local needs.

All currently funded employability provision in Fife is due to end by March 2026. This new Commissioning Framework sets out the next phase of delivery, starting from April 2026. New activity should be designed with an understanding of what has been delivered over the past four years and focus on areas where additional support or innovation is needed. Delivery will be place-based, with services expected to respond to the specific needs and priorities of each local area. Alongside this, the framework makes explicit how clients enter, progress through and exit the pathway and strengthens the focus on outcomes for participants who are work-ready. It also embeds priority groups across all local areas, ensuring they remain a visible focus in the next phase of delivery.

Key employability programmes since 2021 have included:

- **Community Renewal Fund (CRF):** Commissioned by the UK Government in 2022 as a short-term Levelling Up programme, the CRF acted as a forerunner to the UK Shared Prosperity Fund. In Fife, it supported two time-limited programmes that enhanced volunteering opportunities

and helped participants develop rural and environmental skills for future employment. These projects ended in 2022 and were then continued through UKSPF funding, with some changes to delivery and focus.

- **Fair Start Scotland:** A Scottish Government funded services delivered at 'regional' level focusing on all ages with multiple barriers to employment. In Fife, it is delivered by FedCap across the Edinburgh & South East Scotland city region, with a small portion sub-contracted to Triage. The funding for this has been extended and ended in March 2024.
- **Department for Work & Pensions and Job Centre provision (DWP):** DWP is responsible for welfare, pensions and child maintenance policy. It administers a range of benefits related to working age, disability and ill health. Through UK and locally funding, Jobcentre Plus helps people move from benefits into work and supports employers advertising jobs. It also deals with benefits for people who are unemployed or unable to work because of a health condition or disability. Since 2023 older workers (50+) are a key priority for DWP with specialist Champions, Mid-Life MOT services and specialist support offers in place in across Job Centres. DWP also commission Sector-based Work Academies (SWAPS) through partnerships with individual businesses and use the Flexible Support Fund to commission additional support where appropriate.
- **Skills Development Scotland (SDS):** SDS offers Career Advice and Guidance and employability support to people of all ages in Fife. SDS have public centres across Fife and advisers in each secondary school and in Fife College. SDS also fund Foundation, Modern and Graduate Apprenticeships as well as developing and sharing local and national labour market insight data.
- **City Region Deals:** Fife is an active partner in two city region deals; Tay Cities [Home | Tay Cities Deal](#) and Edinburgh & South East Scotland [The Edinburgh and South East Scotland City Region Deal \(esescityregiondeal.org.uk\)](#). The latter includes an Integrated Regional Employability and Skills (IRES) Programme which focuses on industry targeted Skills Gateways, disadvantaged families, growth sector pathways, workforce mobility and more.
- **Fife College:** Fife College delivers careers advice and skills development, including apprenticeship programmes, the Flexible Workforce Development Fund and new initiatives aligned with priority groupings and funding streams identified to support economic recovery.
- **Fife Council employment support:** Fife Council provides internal employability support through the delivery of foundation and modern apprenticeships, the administration of paid work experiences through the Fife Jobs Contract, Life Chances, Supported Employment Services and the Employability Training & Development Team who facilitate sector-based skills academies. Fife Council also supports community learning and development (Welfare Reform Support) and local area funded provision varies according to locality and supports a range of valuable partnership projects

- **Developing Young Workforce (DYW):** DYW plays a key role in the delivering the Young Person's Guarantee. It is an employer led programme that focuses on helping businesses to connect with young people in Fife's schools and college. The programme works closely with education partners and employers to support young people in developing the skills, experience and networks they need to move into work, training or further education.

3.0 OFP EMPLOYABILITY SERVICES: THE PRINCIPLES AND DATA THAT GUIDE DELIVERY

The Opportunities Fife Partnership (OFP) commissions employability services that respond to both individual needs and the wider labour market. Services must be flexible enough to adapt to:

- The unique and varied needs of individuals with a specific focus on those most at risk of being "left behind"
- The dynamic and changing economic context in Fife, Scotland and beyond.
- The different stages of the employability pathway, ensuring clients can enter at the right point, move between stages as their needs change and progress to sustainable employment.

Employability is complex

- 3.1 In Fife, we recognise that employability is shaped by both **personal factors** and **external conditions**. These influences interact, affect a person's ability to secure and sustain work. No two journeys into employment are the same.

Internal: Personal context		External: economic/social context
Motivation & determination		The economy
Confidence		Availability of Job opportunities
Hope		Stigma & discrimination
Resilience		Educational and training opportunities
Emotional wellbeing		Family, social and community context
Abilities (learned and innate)		Access to Transport
Knowledge & skills		Access to health care
Experience of trauma		Access to housing or other support services

Delivery providers should show their staff, and services will support people to overcome both internal and external barriers, helping them move toward healthy, sustainable employment.

- 3.2 We believe that services are most effective when they are designed in partnership with:
- People who use employability services
 - Frontline staff who deliver them
 - Employers who offer opportunities

This means involving people meaningfully at every stage: design, delivery and evaluation of services. It also requires a strong commitment to inclusion, especially for groups protected under the Equality Act 2010. In addition, priority groups such as care-experienced young people and families most at risk of poverty must remain a visible focus all local areas.

Effective delivery recognises that no single provider can or should try to meet every need alone. Some people will benefit from access to specialist services that are better equipped to address specific barriers or life experiences. Providers are expected to work in partnership, drawing on the skills and expertise of others rather than expanding their own remit unnecessarily. This avoids duplication, helps people get the right support at the right time, and makes best use of resources across the system.

Providers should show how they have engaged and will continue to engage with, people who use services, partner organisations and employers. This engagement should help shape and support service delivery in line with the PANEL principles described above. They should also evidence how they will track client entry, movement and exit across the pathway and prioritise outcomes for those who are work-ready.

OFP Principles for Employment Service Delivery

- 3.3 **How** services are delivered is just as important as **what** they do. The following principles were developed during the creation of our No One Left Behind delivery model and have been adopted by OFP as the foundation for all employability services. They link directly to the National Charter for No One Left Behind (which can be found: [publication-customer-charter.docx \(live.com\)](#)).

Providers should explain how their services support the OFP's Principles outlined at Section 3.3 and how their internal monitoring and evaluation processes will reflect those principles. This includes demonstrating how clients are supported to enter, move through and exit the employability pathway, and how services priorities job outcomes for participants who are ready for work.

3.4 **The demographics of unemployment and inequality in Fife**

The table below shows currently available data for Fife residents with key protected characteristics or relevant life experiences that may affect their journey into work. It is important to note that the data is incomplete and likely under-reports some categories. Many individuals may be affected by more than one of these issues, so there is overlap and intersection between groups.

Protected Characteristics under the Equality Act 2010	Population data for Fife	Those with experience of:	Population data for Fife
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Unemployed age: 16- 24	1,565 ³	4+ Adverse Childhood Experiences (ACEs)	34,777 ⁴
Unemployed age: Over 50	1,595 ⁵	Looked After Young people	81/year ⁶
Unemployed from a minority ethnic background	4,250 ⁷	Accessing criminal justice support services	2669 ⁸
Unemployed with (physical or mental) health conditions or illnesses lasting more than 12 months	3,900 ⁹	Drug and alcohol use	4,089 (Substance) ¹⁰ 34,768 (Alcohol) ¹¹
Common mental health problems (employed and unemployed)	32,785 ¹²	Long-term unemployed	6,600 ¹³
Sexual Orientation (LGB and Other) (employed & unemployed)	12,700 ¹⁴	Homeless	2,630 ¹⁵
People undergoing Gender Reassignment (Trans men and Trans women) (employed & unemployed)	Estimate:17-34 ¹⁶	Carers and young carers	53,500 adult carers (16+) ¹⁷ 6,785 young carers ¹⁸
Economically inactive women who wish to work	6,000 ¹⁹	Lone parent households	11,900 ²⁰
Unemployment rate aged 16-64 - not Equality Act 2010 core or work-limiting disabled	10,000 ²¹	Children living relative or absolute poverty	13,238 ²²

³ Source: Claimant Count, Annual Population Survey (APS) NOMIS, Nov 2024-Jan 2025

⁴ Scottish Public Health Observatory – Adverse Childhood Experiences estimates for Fife (based on Scottish Health Survey and population modelling).

⁵ Source: Claimant Count, APS, NOMIS, Nov 2024-Jan 2025

⁶ Fife Council Coporate Parenting data, 2024

⁷ Source: Annual Population Survey, NOMIS (accessed Feb 2025) – estimate calculated by applying minority ethnic unemployment rate to Fife’s working-age minority ethnic population (National Records of Scotland, 2023 mid-year estimate). Small sample sizes mean this figure should be treated with caution. Minority ethnic female unemployment in Fife is significantly higher (65%) than the Scottish average (36%); male rate 29.4% vs 18.6% nationally.

⁸ Fife Criminal Justice Social Work statistics, 2023–24.

⁹ Estimate based on 2022 Scotland Census data for Fife residents aged 16–64 reporting long-term health conditions, combined with Scotland-level unemployment rate for this group from APS, NOMIS (2023).

¹⁰ Scottish Drugs Misuse Database (SDMD), NHS Fife, 2023.

¹¹ Scottish Health Survey alcohol use prevalence estimates, modelled for Fife, 2023.

¹² Scottish Health Survey – common mental health problems prevalence, modelled for Fife population, 2023.¹²

¹³ Source: APS, NOMIS, long-term unemployment indicator for Fife, 2024.

¹⁴ Scottish Surveys Core Questions (SSCQ), 2022 – proportion identifying as LGB or Other, applied to Fife’s adult population.

¹⁵ Scottish Government HL1 homelessness statistics, Fife returns, 2023–24.

¹⁶ Estimate based on Scottish Government Gender Reassignment Survey and SSCQ proportions applied to Fife’s adult population.

¹⁷ Scotland’s Carers Strategy (Scottish Government, 2023) – adult carers 16+, Fife estimate.

¹⁸ Scottish Government Young Carers Grant data and local carers’ services monitoring, 2023

¹⁹ APS, NOMIS – economically inactive women who want to work, Fife, 2024.

²⁰ Scottish Household Survey – household composition, Fife, 2023.

²¹ Source: APS, NOMIS – unemployment rate (excluding Equality Act core or work-limiting disabled), Fife, 2024.

²² Scottish Government Children in Low Income Families dataset, Fife, 2023/24.

Refugees / Migrants	750 ²³	'Employment deprived', living in 20% most deprived area of Fife	9,071 ²⁴
Families living with a disability	6,789 ²⁵	Minority Ethnic Families	3800 ²⁶
Families with 3 or more children	5,480 ²⁷	Families where the mother is under 25 years old	579 ²⁸
Families with a child under the age of 1	3,157 ²⁹		

3.4 OFP is committed to ensuring that all services are universally accessible. Based on the data above, several population groups in Fife are large enough that *ALL* employability provision funded by the Opportunities Fife Partnership should be equipped to support them. Alongside place-based priorities, these groups must remain a visible focus across the framework to avoid any risk of them being overlooked.

- Adults with caring responsibilities
- People with four or more adverse childhood experiences (ACEs)
- People affected by alcohol misuse
- People experiencing common mental health problems
- People who identify as Lesbian, Gay, Bisexual or another minority sexual orientation

OFP funded provision will also target at people living in areas of multiple deprivation. See section 3.7 for more details.

All OFP employability providers are expected to show they have the skills to support people affected by these issues, along with a clear understanding of stigma and discrimination and how to challenge it. Providers should also evidence how they will monitor outcomes for these groups, and how their services complement the wider place-based approach.

Where and when do we want services to be working?

3.5 OFP has established a delivery network across all of Fife's seven localities through existing No One Left Behind (NOLB) activity. There is a particular focus on supporting people in areas of multiple deprivation and the Mid-Fife area. Services should be easily accessible from anywhere

²³ Home Office refugee resettlement data and local migration estimates for Fife, 2023.

²⁴ Scottish Index of Multiple Deprivation (SIMD) 2020 – employment domain, Fife population in 20% most deprived areas.

²⁵ Scottish Household Survey – family disability indicator, Fife, 2023.

²⁶ Scottish Census 2011 ethnicity proportions applied to Fife's household estimates (updated 2023).

²⁷ Scottish Household Survey – family composition, Fife, 2023.

²⁸ Scottish Government Births in Scotland statistics, mother's age at first child, 2023.

²⁹ National Records of Scotland – annual births by mother's age, Fife, 2023.

in Fife, ideally within a single bus journey, or available online. In practice, this may mean prioritising areas with the highest levels of long-term unemployment or poor transport links.

As we move into the next phase of delivery, our approach will be shaped more clearly by place. The next section outlines how needs and priorities differ across Fife's seven Local Area Committee areas, and how delivery should reflect these local differences.

- 3.6 As part of the Tay Cities Region Deal Skills Programme, the *Targeting Hidden Talent* (THT) project will operate across all four Local Employability Partnership (LEP) areas in the Tay Cities region, including North East Fife. It focuses on people furthest from employment, particularly those who are economically inactive and unlikely to engage with existing services without earlier support.

THT introduces a Stage Zero pre-employability offer, designed to help people overcome key barriers before they are ready to access the traditional 5-stage Employability Pipeline. Support may include help with essential documents, basic skills, health and wellbeing, and urgent material needs. The approach is targeted, intensive, and shaped by the needs of the individual.

In Fife, the project will prioritise families from communities in North East Fife that experience high levels of employment deprivation. This place-based initiative is expected to complement existing employability services and align closely with local Whole Family Wellbeing and anti-poverty work, helping individuals take their first step toward economic participation.

- 3.7 Delivery should be focused on the needs of the individual or family. Flexibility in how people engage is essential. Face-to-face support should be offered whenever possible but **online, hybrid and remote** options must also be considered, along with the tools needed to access them. The use of online platforms in recent years has made it easier for many people to engage from home.

Providers should explain where services will be located to ensure they are accessible in priority areas. They should also identify the online platforms they will use and describe how they will offer support outside normal working hours, where appropriate.

4.0 OFP SERVICE DELIVERY MODEL:

- 4.1 Employability services commissioned by the OFP aim to reduce barriers faced by people with protected characteristics under the Equality Act 2010, as well as by those with life experiences that make it harder to access and stay in work. These factors often overlap, known as intersectionality, meaning people may face multiple, connected challenges on their journey into employment. To respond to this, the framework clarifies how clients can enter at different stages, move between them and exit into sustainable employment, making the client journey more transparent.
- 4.2 Services commissioned by the OFP may include:

- **Core provision** offers inclusive support across the five stages of the employability pathway, with delivery available across all seven Fife localities. This type of service is designed to meet general employability needs and respond to local priorities. Future availability will depend on funding decisions, including the outcome of UK Government's Local Growth Fund allocations.

In practice, much of the provision delivered through OFP now focuses on meeting the needs of specific groups or tackling particular barriers. Many services are specialist in nature. OFP will continue to shape its approach based on local evidence, emerging needs and available resources.

- **Specialist provision** supports people who need help from services with specific expertise or experience, especially where additional barriers or complex circumstances are involved.

We encourage delivery through consortia or partnership, building on the collaboration principles outlined at section 3.3.

Existing OFP Commissioned Employability Services in Fife

4.3 Core and Specialist provision under No One Left Behind first commissioned in 2022, with extensions into 2023–24, 2024–25 and 2025–26 based on performance, need and available funding. As we move into the 2026–29 commissioning period, this framework builds on the learning from that earlier phase. Future commissioning will continue to be shaped by delivery data, identified gaps, and confirmed funding from the Scottish Government and other sources.

4.4 No One Left Behind provision has supported a wide range of individuals and families across Fife. While earlier commissioning targeted specific numbers by group, future targets will be informed by recent delivery, reflecting the changing nature of need and demand. Future targets will also distinguish between different pathway stages, with a stronger focus on outcomes (job entry, job quality and sustainability). Provision has typically included:

- **Core Support**
 - Unemployed or economically inactive adults (25+)
 - Young people aged 16 to 18
 - Young people aged 19 to 24
- **Specialist Support**
 - Adults with physical or mental health challenges

- Migrants and people for whom English is not the first language
- Young people with additional barriers
- Vulnerable or disadvantaged families
- People with experience of the justice system, including ex-offenders and MAPPA clients
- People affected by trauma, addiction, homelessness, or other complex life circumstances

Target figures for 2026–29 will be based on evidence of past delivery and identifying areas of greatest need. This approach will ensure commissioned services reflect local demand and focus on supporting those furthest from the labour market.

NEW Employability Service Commissioning Priorities for 2026-29

- 4.5 During 2026–29, the OFP aims to commission services for communities that remain underrepresented or underserved in the current employability offer. This includes people facing specific barriers that require more targeted or specialist support than mainstream services currently provide. Alongside this, services must continue to embed priority groups such as care-experienced young people and the six priority family groups identified in Scotland’s Best Start, Brighter Future Strategy, ensuring they remain a visible focus within place-based delivery.
- 4.6 Specialist provision plays a specific role in the wider employability system. These services are not expected to deliver full end-to-end support. Instead, they focus on tailored interventions that reflect the needs and experiences of the communities they serve.

All Specialist Services should include the following core elements:

- **Early engagement** with people who are not currently accessing services. This could involve group sessions, outreach or one -to-one support to help build confidence and take first steps toward employability.
- **Ongoing support** once people begin engaging with mainstream or relevant services. This includes active communication with partners to address barriers such as language, accessibility, or need for trauma-informed support.
- **Constructive engagement** with employer engagement teams and Paid Work Placement schemes in Fife, helping people understand and benefit from local opportunities.
- **In-work support** to help people sustain employment, manage challenges and progress, with a focus on reducing in-work poverty. Particular attention should be given to work-ready clients to ensure their transition into work is well supported and sustained.
- **Awareness-raising activity**, co-produced and delivered with people who have lived experience. This should help employers, frontline staff, and others in employability better understand the needs and strengths of the community being supported.

- 4.7 Providers are invited to apply for funding to support priority groups affected by unemployment in Fife.

- 4.8 Services funded through Opportunities Fife are expected to support a wide range of people who face barriers to entering or staying in work. Many people will fall into more than one priority group, and we recognise that effective support often needs to address multiple, interconnected issues. To support this, providers must show how they will track client movement across the pathway, evidence job outcomes and report results for both priority groups and localities.

To support monitoring and evaluation, providers should still identify the primary focus of their activity, but this does not prevent work from spanning different themes or supporting people with complex needs. This aligns with our commitment to a no wrong door approach.

Target Group	
People from Minority Ethnic Communities in Fife	Activity which helps support people towards and into 'green jobs' ³⁰ in Fife
Young people with a physical or mental health problem or disability	Locality specific activity / ERI activity that supports local businesses to recruit local employees.
People with physical or mental health problems or disabilities (particularly in-work/job retention support)	Locality specific activity which helps generate jobs in SIMD areas of Fife
Young carers	Lone Parent
People experiencing housing issues, including at risk of homelessness	Families living with a disability
People with a history of drug or alcohol misuse	Families with 3 or more children
People with a history of offending	Families with a child under the age of 1
People for whom their sexual orientation or gender identity is acting as a barrier to work	Families where the mother is under 25 years old
Looked after young people	Minority Ethnic Families

Providers delivering specialist services must show the experience, knowledge and skills they bring to the work they propose. They should also demonstrate a track record of partnership working and a commitment to working actively with core providers and other relevant partners across Fife.

5.0 Place- Based Delivery Priorities

The Opportunities Fife Partnership is committed to ensuring that employability provision reflects the distinct needs and opportunities in each of Fife's seven Local Area Committee areas. Local delivery is central to this framework: services should respond to barriers in specific communities, build on local assets and prepare people for jobs in sectors important to the area.

³⁰ Green Jobs can be defined as completely new jobs relating specifically to climate change; current jobs that require new skills or existing jobs for which there is an increased demand. See [Green Jobs in Scotland report](#) for further information.

While priorities vary across Fife, place-based activity must always sit within a consistent, connected employability pathway. Services should support clear entry and exit routes, so that people can move between pathway stages as their needs and circumstances change. Place-based delivery therefore complements but does not replace, a Fife-wide approach.

To support commissioning, detailed profiles have been prepared for each Area Committee. These set out local target groups, gaps in provision, geographic priorities and indicative delivery volumes. They also highlight opportunities to work with local services and community assets.

The full set of local profiles is provided in Appendix E: Local Area Priorities. Applicants should use these to shape proposals and show how delivery will respond to the needs of specific localities while maintaining consistency with the overall framework.

6.0 OFP GOVERNANCE AND INFRASTRUCTURE

The Opportunities Fife Partnership (OFP) provides the infrastructure that underpins delivery of high-quality, joined-up employability services across Fife. These shared resources improve access, strengthen outcomes and ensure services work in partnership rather than in isolation. This infrastructure will continue to be coordinated by OFP and made available to all employability and employment-related services in Fife.

Challenging Stigma and Discrimination

OFP will maintain its commitment to tackling stigma and discrimination across employability services and workplaces. This includes:

- Training for frontline staff on the impact of stigma and unconscious bias
- Awareness-raising sessions for employers on inclusive practices in recruitment and paid work placements
- Information and training for people using services on Employment Law and the Equality Act 2010

Staff Development and Training

OFP will continue to support a rolling programme of training and development for people working across the employability system, with an expectation that commissioned services participate. This will include:

- Strengths-based coaching and reflective practice
- Basic employment law and understanding of rights at work
- Emotional resilience and mental health awareness
- Trauma-informed practice and stigma reduction

- Understanding the local employability landscape, including housing and financial inclusion
- Awareness of climate change, sustainability and the skills needed for the transition to a low-carbon economy

Training will be promoted across the partnership and made accessible to third sector partners, statutory agencies and employers where relevant.

Service Visibility and Marketing

To support access and coordination, OFP will maintain a public-facing, searchable database of employability services in Fife. This resource will:

- Be updated regularly and shared with partners across sectors
- Include all commissioned and non-commissioned employability support where relevant

All delivery partners will be expected to use OFP branding and clearly promote their connection to the wider pathway.

Strategic Collaboration and Networking

OFP will continue to invest in spaces where collaboration, shared learning and alignment with local and national priorities can happen. This includes:

- Forums such as **Know Your Network** and the **Fife Employability Forum**
- The **Community of Practice** for sharing best practice and peer learning
- The **Business Engagement Group** to strengthen employer relationships and sector links
- Thematic working groups or short-life task groups on emerging issues
- Ongoing engagement with people who use services, ensuring their voices shape system improvements

Paid Work Experience and Employer Engagement

Fife Council coordinates a single, joined-up approach to **paid work experience placements** across the public, third and private sectors. These placements help people build confidence, skills and real work experience in supportive settings.

All employers offering placements are expected to:

- Pay at least the Real Living Wage
- Provide appropriate support and supervision
- Create inclusive, fair workplaces that tackle stigma and discrimination

Any provider including paid work experience or wage subsidies must work with **Fife Council's Fife Jobs Contract (FJC) team** to ensure consistent approach across Fife.

Life Chances

Life Chances is a Fife Council-led approach offering paid placements in public and third sector settings for people facing barriers to work. The model supports progression into longer-term jobs, often within Fife Council, and includes targeted partnerships, such as with Fife Gingerbread to support lone parents and NHS Fife. It is now a recognised pathway into sustainable employment within the Fife Jobs Contract.

Delivery providers must contribute to the support of this infrastructure by promoting services on shared platforms, actively participating in relevant networking events and training and making best use of Paid Work Experience for the individuals they support.

7.0 PERFORMANCE MANAGEMENT AND DATA COLLECTION

All services commissioned by the Opportunities Fife Partnership (OFP) must meet clear and consistent requirements for performance monitoring and data collection. These requirements align with expectations from the Scottish and/or UK Governments and reflect OFP's principles for inclusive, person-centred delivery. The OFP Board has been clear that robust monitoring is central to accountability, equalities and continuous improvement across the partnership.

7.1 Collection and Use of Personal Information

Providers must gather and record personal information for the following purposes:

- To monitor services performance through quantitative data on registrations, progressions and outcomes. This helps identify what is working, where people may be getting stuck and whether people are entering sustainable and fair work.
- To access quality using qualitative data such as feedback, case studies and surveys, ensuring services reflect the OFP principles for Service Delivery and the voices of people with lived experience.
- To contribute to National Frameworks, including the Employability Shared Measurement Framework, which promotes consistency and accountability across Scotland.

7.2 Use of HELIX Client Management System

All commissioned providers must use the new **HELIX Client Management System** as the single source of data collection and reporting. HELIX will hold referral details, engagement activity, progress, outcomes and aftercare information. Parallel systems will not be accepted.

Full training will be provided to frontline staff and managers to ensure accurate use of the system, with senior managers responsible for compliance.

Providers must also track aftercare support for a minimum of 12 months after formal service delivery ends. In circumstances where an organisation closes or can no longer delivery, arrangements must be in place to transfer client records securely to the opportunities Fife Partnership (or a nominated provider) to ensure continuity of support and compliance with data protection requirements.

7.3 Equalities Monitoring

Equalities data will be recorded separately and anonymously at registration for *all* participants in services commissioned by the OFP. This data will be coded anonymously so that outcomes can be tracked and linked to key characteristics, such as age group, gender, disability or locality, without identifying the individual participants. This approach ensures the partnership can assess how well services are working for different groups, while protecting individual privacy.

7.4 Compliance and Accountability

Successful providers must follow OFP's guidance and demonstrate **compliance** through appropriate evidence and reporting. Where a provider or delivery partner does not meet the required standards of performance or compliance, they may be removed from the OFP provider list and their funding withdrawn. Accountability to the Board, through full compliance and transparent reporting is essential to maintain confidence in the system.

7.5 Ongoing Monitoring and Learning

Monitoring will be continuous, not just retrospective. Providers are required to:

- Record statistical data through HELIX
- Submit qualitative evidence such as case studies and equalities monitoring.
- Report on financial spend, service delivery and outcomes quarterly to OFP, for onward reporting to the Scottish and UK Governments.
- Participate in review meetings and, where invited, present directly to the OFP Management Team.

This approach enables real-time evaluation of performance, with learning and adaptations made quickly rather than waiting until the end of the contracts.

7.6 Sharing and Using Data

Service activity and performance reports will be submitted to the OFP as required. These reports will assess delivery against the OFP's Principles for Service Delivery and will be shared across the partnership. This will help ensure that each provider understands their progress in context, both individually and in relation to other delivery partners.

- 7.7 All commissioned services must reflect OFP's Principles and apply a human rights-based approach using the PANEL principles: Participation, Accountability, Non-discrimination and equality, Empowerment and Legality.

Providers must ensure staff meet these expectations, gather the right data, and use it to improve delivery where needed.

8.0 BUDGET AND PAYMENT PROCESS

8.1 Payment Schedule

Payments to successful delivery partners will follow this schedule:

- The first payment (in year 1 only) will be made following the return of a signed Service Level Agreement.
- A second payment will be made during the second quarter of delivery (September 2026) to support early implementation.
- All subsequent payments will be made quarterly in arrears, subject to evidence of delivery and compliance with agreed requirements.

A Service Level Agreement issued to each successful provider will set out the full payment timetable and requirements.

8.2 Compliance Requirements

The compliance requirements for successful delivery partners will be detailed in the Service Level Agreement. Providers must meet all contractual and reporting obligations to retain funding.

Examples of non-compliance include, but are not limited to:

- Not maintaining accurate client records or supporting evidence
- Failing to meet required reporting deadlines or quality standards
- Delivering services that do not align with OFP's Principles for Service Delivery
- Consistently underperforming against agreed targets without clear justification and improvement measures.

The OFP Board has emphasised that accountability and transparency are central to managing public funds. Providers will therefore be expected to demonstrate both delivery and value for money on an ongoing basis.

8.3 Ring-fenced Funding

A portion of the Employability Pathway budget will be ring-fenced for Council-delivered services that are integral to supporting the wider pathway infrastructure. This will apply to delivery by Fife Council Employability Service, recognising its central role in providing essential progression routes and specialist interventions.

To ensure balance and transparency:

- Fife Council Employability Service delivery of pathway supporting services will be capped at 40% of the total Employability Funding budget.
- Fife Council Employability Services delivery will continue to report into and be monitored through the Opportunities Fife Partnership.
- This Arrangement reflects the expertise, CPD links and infrastructure of the Fife Council Employability Service which allow the pathway to flex and adapt around the needs of people in Fife.

9.0 CHALLENGE FUND PROCESS

The following table outlines the timescale for commissioning the new activity:

Activity	Date
OFP Commissioning Framework Published	15/10/25
Notes of Interest deadline	31/10/25
Bid Submission	2/12/25
Bids assessed, Scoring Panel to meet	10 th December for panel to receive the bids 9 th January panel meeting
Scoring Panel Recommendations Prepared	12 th January –23 rd January
OFP Executive to consider commissioning recommendations	27 th January
Presented to the OFP Board	17 th February
Delivery Partners notified, in principle	End of February
Fife Council Cabinet to approve grant allocations	TBC
Grant Offer Letters issued and Service Level Agreements finalised	Week beginning 16 th March
Delivery Partners commence activity	1 April 2026

Proposals will be assessed using sample criteria with percentage weightings assigned to different parts of the bid.

All bids are reviewed by a panel that includes members of the voice of experience panel.

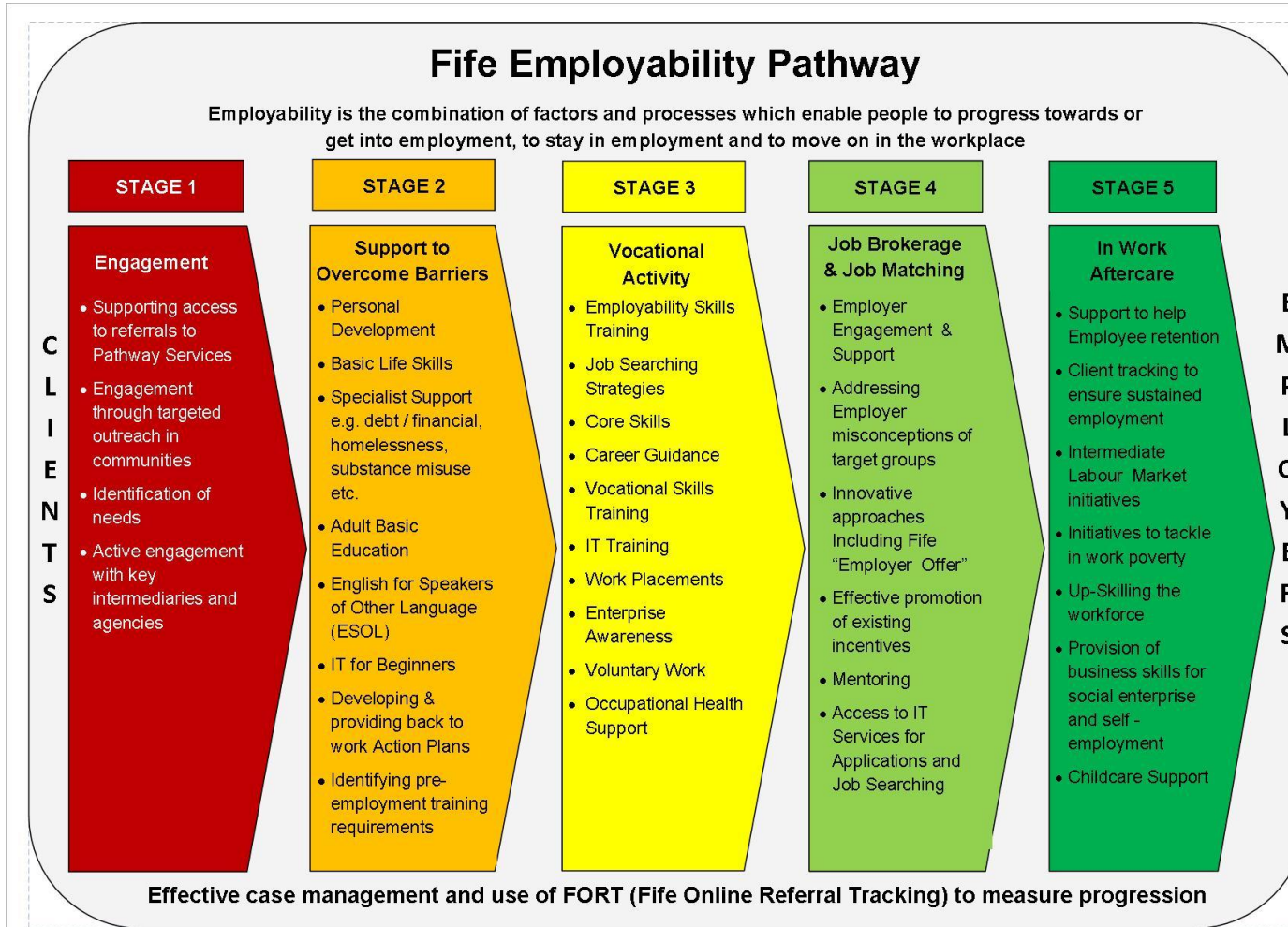
To support fair assessment, all bids must be written in plain English and clearly structured. Content should be accessible and included in the correct section to the form.

Outline Scoring Criteria	% Score allocation
Project Outline Applicants must clearly describe what the project will deliver, who it is for, and how it aligns with the OFP Principles for Service Delivery (Section 3.3). Projects must also demonstrate a strong place-based approach, showing how delivery will respond to the specific needs and priorities of the local area(s) targeted. A clear client journey should be included, from referral to exit, and diagrams may be embedded where helpful. Projects should: • Support people to navigate internal and external barriers to work (see Section 3.2 of the Framework) • Deliver a strengths-based approach and ensure staff have time for reflective practice • Use tools that help participants see their own progress and support reflective practice for staff • Show commitment to partnership working, including key relationships and how services complement each other • Demonstrate collaboration with the OFP infrastructure (Section 5.0) and local partners within the area(s) of delivery Applicants must also demonstrate: • The specialist community or communities they intend to support, with evidence of need and co-production in project design • How the proposed activity reflects the needs of specific localities in Fife and aligns with local employability or child poverty priorities • How early engagement will be created and sustained in local communities • Plans to support participants to engage with mainstream services and employer opportunities • How in-work support will be provided and aligned with mainstream services to avoid duplication • Proposals for local awareness-raising sessions for frontline staff, employers and employer engagement teams	50%
Programme Delivery, Performance Management and Previous Experience Applicants should outline: • Internal governance and review systems to support continuous improvement	10%

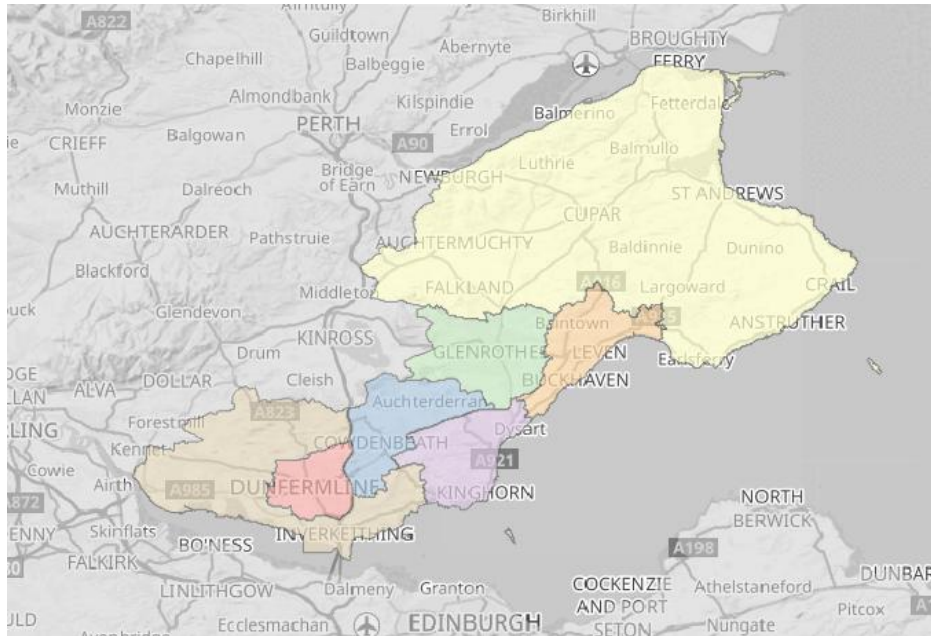
• How delivery will be monitored and evaluated using the OFP Principles for Service Delivery (Section 3.3) • Expected outcomes and outputs, including participant numbers, broken down by targeted localities or area committee areas where possible • Relevant previous experience, particularly delivering in local community settings or working with local partners • Reporting processes to the OFP, including activity updates and evaluation findings	
Governance, Partnership Structure and Project Staff Include: • Overview of the delivery partnership, governance arrangements and project management • Details of how local people and organisations will be involved in shaping, delivering and refining the service • Roles of delivery partners, rationale for delivery model and staff caseloads • Details of staff involved in delivery, including their experience and role in the local delivery plan • Plans for continuity of service, including absence and leave cover	10%
Place-Based Delivery Approach Applicants must: • Identify the specific localities (e.g. towns, postcodes, neighbourhoods) where delivery will take place and explain why these areas have been chosen using local data or evidence of local need. • Show how the proposal aligns with local priorities outlined in Section 5 and Appendix E of the Commissioning Framework including reference to key target groups and known challenges. • Describe how services will be made accessible including details of local venues, outreach activity, transport considerations and any digital or flexible delivery. • Demonstrate knowledge of the local landscape including existing community assets, networks, partnerships, or services the project will work alongside to avoid duplication and strengthen local impact	15%
Project Costs • Provide a clear breakdown of all staffing and delivery costs • Include any in-kind support or match funding • Disclose any other public funding received by the organisation or its partners	10%

Added Value • How the proposal supports Plan 4 Fife and other local or national strategies (Section 2.5) • How it contributes to the Community Wealth Building agenda (Section 2.6), particularly at a local level • Evidence of embedded relationships with local community organisations and infrastructure • Any additional aspects of local relevance, including resource-sharing, local employment or sustainability	5%

Appendix A



Appendix B – Local Delivery Footprint (2026-2029)



This map outlines the seven Fife Area Committee boundaries. These areas provide the framework for place-based delivery priorities outlined in Appendix E. Applicants should refer to the local priorities and geographic focus areas when developing their proposals.

The Opportunities Fife Partnership (OFP) is committed to delivering employability services that are locally responsive and designed around the needs of Fife's diverse communities. The map below shows the boundaries of the seven Fife Area Committee Areas, which will form the basis for place-based planning and commissioning between 2026 and 2029.

Each area has unique strengths, challenges and priorities. This commissioning framework encourages providers to design services that reflect local need, working in partnership with community organisations, local policy officers and people who live in those communities.

Area Committee Focus

The seven local areas included in the map are:

- **City of Dunfermline**
- **Cowdenbeath**
- **Glenrothes**
- **Levenmouth**
- **Kirkcaldy**
- **North East Fife**
- **South West Fife**

All applicants should demonstrate a clear understanding of the area(s) in which they intend to deliver, including:

- Local data (e.g. SIMD indicators, unemployment trends, transport barriers)
- Target communities or postcodes
- Barriers or priorities identified through local engagement

Services must be accessible within the chosen area, with options for outreach, online and in-person delivery. In some cases, services may need to focus on specific neighbourhoods or priority groups highlighted by the Area Committee.

This localised approach supports stronger collaboration, avoid duplication, and help ensure support reaches the people who need it most.

A more detailed breakdown of priorities and suggested delivery volumes for each area can be found in **Appendix E: Local Area Priorities**.

Appendix C: Summary of Current Commissioning Provisions (2023-2026)

This appendix provides an overview of the employability services commissioned by the Opportunities Fife Partnership (OFP) during 2023 to 2026. It outlines existing provision, target groups, delivery locations, and identifies gaps that have informed priorities for the 2026–2029 Commissioning Framework.

Core Provision (Universal Access)

The OFP commissioned a range of providers to deliver employability support across Fife, structured around the five-stage Employability Skills Pipeline. Core provision was designed to:

- Support unemployed and economically inactive people aged 16 and over (as well as young people who are legally allowed to leave school)
- Be available in all seven Fife localities

- Offer both online and face-to-face access
- Provide end-to-end support from engagement through to sustained employment

Target groups included:

- Adults aged 25+ who are long-term unemployed
- Young people aged 16–24 not in education, employment or training (NEET)

Specialist Provision

Specialist services were commissioned to address the more complex needs of specific communities. These services often worked in partnership with core providers to provide:

- Pre-employability support (Stage Zero)
- Ongoing in-work support to address in-work poverty and job retention
- Wraparound support for health, housing, language or caring responsibilities

Specialist provision included support for:

- People with disabilities or long-term health conditions
- People experiencing mental health challenges
- Care-experienced young people
- Lone parents
- Migrants and those with English as a second language
- People with convictions
- People affected by substance use

Delivery Summary (2023–25)

- Provision was available across all Fife localities, with tailored services in Mid-Fife and areas of high deprivation
- Online and hybrid delivery models were developed post-COVID to improve access

- Most services were funded through No One Left Behind (NOLB), Parental Employability Support Fund (PESF), and UK Shared Prosperity Fund (UKSPF)

Identified Gaps & Considerations for 2026–29

- Limited access in some areas, especially rural and transport-isolated localities
- Duplication in some support services, especially in mental health and parental support
- Lower uptake among minority ethnic groups and people with protected characteristics
- Gaps in coordination of in-work support for those in low-paid or insecure jobs

This learning has informed the 2026–2029 framework, including a stronger focus on:

- Place-based commissioning (Appendix E)
- Clearly defined roles for specialist services
- More coordinated use of shared infrastructure (e.g. HELIX, employer engagement, Life Chances)
- Better integration with wider local strategies such as Plan 4 Fife and the Child Poverty Action Plan

Appendix D: Indicative Funding Streams and Target Outcomes (2026-2029)

The table below sets out the indicative funding streams that may be used to support employability delivery in Fife between April 2026 and March 2029. These include national funding from the Scottish and UK Governments and will be aligned with the Opportunities Fife Partnership's commissioning priorities.

Where appropriate, provision will be aligned to one of the following main funding sources:

- **No One Left Behind (NOLB)**
- **Parental Employability Support Fund (PESF)**
- **Supported Employment Funding**
- **UK Shared Prosperity Fund (UKSPF)** or its successor
- **OFP Local Investment**

Projects will be aligned with one core funding source, where possible, to support clarity in monitoring and avoid duplication.

Target Group/Theme	Possible Funding Source	Expected Outcomes
Minority Ethnic Communities	NOLB / UKSPF/PESF / OFP	Improved access, engagement and progression. Increased employer inclusivity.
Young People with Health Conditions or Disabilities	Supported Employment / UKSPF / OFP	Specialist support and job matching. Progression to meaningful work.
People with Disabilities or Long-term Health Conditions (including mental health)	Supported Employment / PESF / OFP	Sustained employment with in-work support. Improved workplace retention.
Young Carers	UKSPF / OFP	Improved support and transition into learning or work.
People at risk of homelessness	NOLB / UKSPF / OFP	Increased stability and engagement with employability pathway.
People with experience of substance use	NOLB / UKSPF / OFP	Increased confidence, health stability and employability.
People with a history of offending	NOLB / UKSPF / OFP	Re-engagement with learning or work. Lower risk of re-offending.
LGBTQ+ communities where discrimination is a barrier	NOLB / OFP	Safer access to services and progression into inclusive employment.
Looked After Young People / Care Leavers	NOLB / UKSPF / OFP	Individualised support for transitions into adult life.
Green Jobs and Local Economic Growth	UKSPF / OFP	Training and matching into sustainable roles. Community wealth-building outcomes.
Local Recruitment and Business Engagement	NOLB / Life Chances / UKSPF	Local job outcomes. Increased paid work experience and in-work progression.
Families with a child under 1 / 3+ children / disabled children / parent under 25 / minority ethnic families/ Lone Parents	PESF / OFP	Increased income through employment. Support tailored to family needs.



Notes

- Targets and budgets for each intervention will be confirmed at grant award stage.
- Funding allocations may vary based on Scottish and UK Government budget announcements.
- All funded activity must align with the OFP's Service Delivery Principles and Human Rights-based approach.
- Providers must evidence the added value of their proposal and avoid duplication with existing or ring-fenced services.

Appendix E – Local Area Priorities

This appendix sets out the local delivery priorities for each of Fife’s seven Area Committee areas. These profiles provide additional context to the Commissioning Framework and should be used by applicants to shape proposals. They are not stand-alone strategies but form part of the wider Opportunities Fife Pathway.

Each profile highlights:

- Key target groups that are particularly relevant in the area
- Gaps in current provision or groups that are under-served
- Localities within the area that should be prioritised, including specific towns
- Opportunities to link with existing community services and local assets
- Local challenges such as transport, digital exclusion or housing issues
- Suggested target numbers, where data is available

Applicants are expected to demonstrate how their delivery model:

- Responds to the priorities in the area(s) where they intend to work
- Adds value to existing services and avoid duplication
- Supports movement along the employability pathway, with clear entry and exit routes
- Embeds priority family groups and individuals at higher risk of poverty within a place-based approach

The following pages provide the local profiles:



City of Dunfermline Area Committee Overview

Dunfermline is Fife's newest city and one of its fastest growing areas, with the highest proportion of working age residents in Fife. It has the highest employment rate and earnings levels in the region but challenges remain. Youth unemployment is above the Fife average and there are persistent pockets of deprivation, housing stress and mental health pressures particularly in peripheral communities.

Top Priority Groups

Based on local needs and recent service delivery, the priority groups include:

- Low-income families and lone parents
- People in low-paid, insecure or part-time work
- People with experience of mental health issues or emotional distress
- Care-experienced young people and school leavers without positive destinations
- Adults aged 50+ returning to work after illness or redundancy
- People with caring responsibilities, including adult carers and young carers
- People living in temporary accommodation or at risk of homelessness

Geographic Focus

While need exists across the area, key communities where targeted support is needed include:

- Abbeyview

- Touch
- Halbeath
- Duloch (especially in social housing areas)
- Brucefield
- Townhill

Services should also consider the growing population in new housing developments on the edge of city, where community infrastructure hasn't yet kept pace with demand.

Key Challenges

- Addressing youth unemployment and benefit dependency, despite a high overall employment rate
- Underemployment and insecure work, especially in retail and care
- Barriers to work related to mental health, caring responsibilities or transport
- High economic inactivity among women and older adults
- Mismatch between housing growth and access to local services
- Cost of living pressures for families just above the threshold for support

Current Gaps

- In-work support and progression routes for low-paid workers
- Flexible services for people with caring responsibilities
- Support for school leavers who are NEET or disengaged
- Help for people facing health-related barriers to returning to work

Integration Opportunities

- Partnership working with Fife College and local employers in logistics, construction and care
- New Fife College campus under development, creating both construction phase jobs and future skills/training opportunities

- New community infrastructure linked to city status investment
- Links with local community transport and childcare services
- Possible alignment with employability work in local regeneration and housing projects

Suggested Target Volumes (indicative only)

Given the city's size and diversity, delivery partners could aim to:

- **Support 350 to 400 people per year** through core and specialist services
- **Engage at least 180 people** through early-stage or pre-employability activity
- **Achieve 120 to 150 positive outcomes per year**, including job starts, further training or sustained volunteering

Targets should include a clear focus on job outcomes, particularly for clients who are ready for work. At the same time, there must be continued support for early stage engagement and pre employability activity.



Cowdenbeath Area Committee

Overview

The Cowdenbeath area includes the towns of Cowdenbeath, Lochgelly, Kelty, Cardenden and surrounding villages. It remains one of Fife's most deprived areas, with long-standing challenges linked to health, unemployment and low income. The employment rate is 75.0 % below Fife's average and the claimant rate for 16–24-year-olds is the highest in Fife at 6.6%. While resident earnings are relatively high at £745 per week, workplace wages are the lowest in Fife at £646.60, showing a mismatch between local jobs and where people work. Entrenched poverty, poor health and digital exclusion continue to affect many households, but strong community networks and third sector organisations are an important asset.

Top Priority Groups

Based on local need and evidence, the following groups are a priority:

- Adults with low or no qualifications
- People with long-term physical or mental health issues
- Young people not in education, employment or training (NEET) particularly those affected by the highest youth claimant rate in Fife
- People recovering from substance misuse
- Families affected by poverty and food insecurity
- People living in social housing with limited access to transport or services
- Adults aged 50+ who are long-term unemployed
- Workers in low paid or insecure jobs, reflecting the area's high share of jobs below the Real Living Wage

Geographic Focus

Key areas of focus include:

- Lochgelly (especially the centre and west)
- Kelty
- Cowdenbeath (especially central and north)
- Cardenden
- Lumphinnans

These areas have some of the highest levels of deprivation in Fife, according to SIMD data.

Key Challenges

- Entrenched unemployment and generational poverty across communities
- Digital exclusion and limited access to devices or connectivity
- Youth unemployment and benefit dependency, with the highest 16-24 claimants in Fife
- Workplace earnings significantly lower than resident earnings, showing a gap between local jobs quality and outward commuting
- Poor physical and mental health among some residents

- Reduced public transport links, especially for shift work or rural areas

Current Gaps

- Accessible and flexible provision in evenings or outside typical hours
- Early-stage support for people with very low confidence or skills
- Joined-up support for people with multiple complex barriers, including health, housing and financial issues
- In-work support to help people stay in employment and reduce in-work poverty
- Targeted activity to tackle low wages and insecure work in the local labour market

Integration Opportunities

- Active community centres in Lochgelly, Kelty and Cowdenbeath
- Strong links with local foodbanks, social enterprises and recovery support groups
- Collaboration with Fife College (Cowdenbeath Learning centre) for sector-specific training
- Opportunities to connect with local employers in logistics, care and construction
- Potential to connect with employers linked to local regeneration projects

Suggested Target Volumes (indicative only)

Given the level of need, delivery partners could aim to:

- **Support 220 to 270 people per year** through core and specialist provision
- **Engage at least 90 to 110 people** through early-stage or pre-employability support
- **Achieve 70 to 90 positive outcomes per year**, including sustained jobs, training or education

Targets should include a clear focus on job outcomes, particularly for clients who are ready for work. At the same time, there must be continued support for early-stage engagement and pre-employability activity.



5.3 Glenrothes Area

Overview:

Glenrothes is a central Fife town with a mix of urban and semi-rural communities. The employment rate is 78.8%, above both the Fife and Scotland averages, but wages remain low at £720.40 per week, the second lowest in Fife. The claimant rate is 3.2 percent for adults and 5 percent for young people, showing youth unemployment remains an issue. Economic inactivity has fallen to 19.5 percent but is still above pre-pandemic levels. The town continues to face challenges around low pay, mental health, and inequalities in access to work and training, particularly in neighbourhoods with high deprivation.

Top Priority Groups:

Based on local insight and evidence, the following groups are a high priority for targeted support in Glenrothes:

- Young people not in employment, education or training (NEET), reflecting the highest local claimant rate for 16–24 year olds
- People with common mental health challenges
- Individuals with caring responsibilities, including young carers
- People with a history of substance use or involvement in the justice system
- Adults aged 50 and over who are long-term unemployed
- People with disabilities or long-term health conditions
- Economically inactive women, especially those returning to work
- Families affected by child poverty, including lone parents and families with a disabled child

Geographic Focus

Support should focus on neighbourhoods in Glenrothes with high levels of unemployment and deprivation. These include:

- Warout
- Auchmuty
- Macedonia
- Tanshall
- Rimbleton

Where possible, delivery partners should focus services in or near these communities or work with local facilities already based in the area.

Key Challenges

- Youth unemployment and a participation rate (89.6 percent) below the Fife average
- Low wages, with residents earning the second lowest average in Fife
- Higher rates of mental health issues, including undiagnosed or unsupported conditions
- Ongoing stigma around seeking support and low confidence among jobseekers
- Digital exclusion affecting some older adults and low-income households
- Lack of in-work support for people entering low-paid, insecure roles and progression opportunities in retail, care and service jobs

Current Gaps

- Early engagement and pre-employability support for people who are not yet ready to work
- Support tailored to adults with mild to moderate mental health challenges
- Dedicated services for people with experience of the criminal justice system
- Flexible or out-of-hours support, especially for carers and parents
- More in-work coaching to reduce drop out and improve job retention

Integration Opportunities

- Strong employer base in manufacturing, retail and public services
- Links with Fife College for skills development in engineering and digital sectors
- Connections with foodbanks, community cafés and housing support services in Glenrothes
- Use of community venues such as the YMCA, local libraries or community centres for outreach
- Joint working with local social prescribers or NHS link workers
- Collaboration with Kingdom Shopping Centre businesses for retail and customer service training

- Connections to industrial estates offering warehousing and logistics jobs
- Partnership with local transport and childcare services to support participation

Suggested Target Volumes (indicative only)

Targets should reflect both local need and recent delivery data. As a guide, partners may aim for:

- **200 to 250 people supported per year across core and specialist provision**
- **At least 150 people engaged through early-stage or pre-employability (Stage Zero) activity**
- **Sustainable employment outcomes or progression into work, training or education for 100 to 120 people per year**

Targets should include a clear focus on job outcomes, particularly for clients who are ready for work. At the same time, there must be continued support for early-stage engagement and pre-employability activity.



5.4 Kirkcaldy Area Committee

Overview

Kirkcaldy is one of Fife's largest towns with a population of just over 60,000. It has the second lowest employment rate in Fife at 70.5 percent and the highest claimant rate, with 5 percent of working-age residents out of work. Youth unemployment is also above the Fife average, and participation among 16- to 19-year-olds is slightly lower than elsewhere in the region. Despite resident earnings being relatively high, workplace wages are the lowest in Fife, pointing to a mismatch between local jobs and the skills of the workforce. The area remains one of the busiest in Fife for employability support, but challenges linked to health, deprivation and insecure work persist.

Top Priority Groups

Based on local challenges and data, the priority groups in Kirkcaldy include:

- Young people with low qualifications or not in education, employment or training (NEET), reflecting above-average youth unemployment
- People with experience of poor mental health or emotional trauma
- Adults recovering from substance use
- People with long-term health conditions or disabilities
- Families with young children affected by financial insecurity
- People living in poverty, including those in low-paid or insecure work
- Migrants and people for whom English is a second language

Geographic Focus

Priority areas for focused delivery include:

- Templehall
- Smeaton
- Gallatown
- Linktown
- Sinclairtown
- Dysart

These neighbourhoods face high levels of deprivation and unemployment and often have limited access to key services.

Key Challenges

- Lowest workplace wages in Fife, despite relatively high resident earnings
- High claimant rate (5 percent) and the second lowest employment rate in Fife
- Youth unemployment above the regional average
- Complex health and wellbeing challenges, including common mental health conditions
- Stigma and low confidence among people who are long-term unemployed
- Transport and digital access barriers in more deprived parts of town
- High demand for flexible and trauma-informed support, especially for parents and carers

Current Gaps

- Early engagement in communities with low service uptake
- Trauma-informed and mental health-aware employability support
- ESOL and employability services for new Scots and migrant workers

- More consistent in-work support for people entering insecure jobs or low-paid jobs

Integration Opportunities

- Established community organisations such as Greener Kirkcaldy, The Cottage Family Centre and Linktown Tenants and Residents Association
- Links with healthcare providers, retail employers, and the creative industries
- Opportunities to work with large employers in manufacturing and food production
- Partnership with Fife College (St Brycedale campus) to align training with local sector needs
- Access to employers in the Fife Retail Park and surrounding business parks
- Engagement with local community transport and childcare services

Suggested Target Volumes (indicative only)

Given the level of need and scale of the area, delivery partners could aim to:

- **Support 350 to 400 people per year** through core and specialist provision
- **Engage at least 200 people** through early-stage or community-based activity
- **Achieve 180 to 200 positive outcomes per year**, including job starts, accredited training or education pathways

Targets should include a clear focus on job outcomes, particularly for clients who are ready for work. At the same time, there must be continued support for early-stage engagement and pre-employability activity.



5.5 Levenmouth Area

Overview

Levenmouth includes Leven, Methil, Buckhaven and nearby villages. It faces long-standing challenges with unemployment, poverty and health inequalities. The area has the lowest employment rate in Fife at 69.7% and one of the highest claimant rates at 4.7% of working-age residents. Earnings are also low, with residents on average weekly wages of £720, among the lowest in the region. Economic inactivity is above the Fife average at 25.4%. Young people's participation is uneven: while rates in Leven, Kennoway and Largo are high (90.9%), participation in Buckhaven, Methil and Wemyss Villages is significantly lower (83.7%). At the same time, major regeneration activity, the Levenmouth rail link, and sector growth in tourism, food and drink, and renewables present new opportunities.

Top Priority Groups

Based on local engagement and data, the priority groups in Levenmouth are:

- Adults who are long-term unemployed
- People with experience of addiction or involvement in the justice system
- Young people not in education, employment or training (NEET)
- Families affected by child poverty, including lone parents and large families
- People with disabilities or long-term health conditions
- Adults with limited digital skills or digital access
- Young people leaving school with low qualification or without a positive destination

Geographic Focus

Priority neighbourhoods include:

- Buckhaven
- Methil

- Methilhill
- Leven (particularly south and central areas)
- Denbeath

These areas include some of the most deprived postcodes in Fife and should be a key focus for place-based delivery.

Key Challenges

- High rates of child poverty and unemployment
- Limited access to well-paid, stable work
- Historic underinvestment in infrastructure and services
- Poor transport links in rural or outlying villages
- Low confidence and mistrust of services among some groups
- Mental health and addiction recovery needs
- Lack of transition support for school leavers with few qualifications

Current Gaps

- Consistent early engagement support, especially for young people and adults who are disengaged
- Targeted support for people affected by substance misuse and involvement in the justice system
- Local access to in-work support for people entering insecure or part-time jobs
- Support for parents with facing multiple barriers such as childcare, mental health or trauma

Integration Opportunities

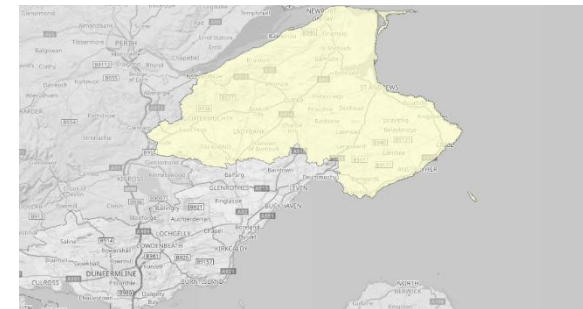
- Community facilities such as the People's Pantry, Buckhaven Community Education Centre and Fife College outreach centres
- Health and wellbeing hubs and recovery networks
- Partnership working with schools, housing officers and youth work teams
- Sector opportunities in tourism, hospitality, and transport linked to rail link reopening and regeneration projects
- Partnerships with local food and drink manufacturing employers
- Links with hospitality employers along the coast and golf-related businesses

Suggested Target Volumes (indicative only)

Given the level of need in the area, delivery partners may be expected to:

- **Support 300 to 350 people per year** through core and specialist provision
- **Engage at least 150 people** through early-stage or pre-employability activity
- **Achieve sustainable outcomes for 100 to 180 people per year**, including job starts, training, or education progressions

Targets should include a clear focus on job outcomes, particularly for clients who are ready for work. At the same time, there must be continued support for early-stage engagement and pre-employability activity.



5.6 North East Fife Area Committee

Overview

North East Fife is a large and mainly rural area with both affluent communities and pockets of hidden poverty. It has the largest population in Fife (72,191) but also the lowest population density. The area has the highest proportion of older people in Fife, alongside a large proportion of young adults aged 16 to 24. Despite high participation rates in education, employment or training among young people, residents face some of the lowest earnings in Fife, with a high proportion of jobs paid below the Real Living Wage.

Top Priority Groups

Based on local insight and recent service trends, the priority groups are:

- Lone parents and families affected by in-work poverty

- Young people not in education, employment or training (NEET), especially in rural towns
- Carers and young carers, especially in isolated communities
- Economically inactive adults, including those with health conditions or anxiety
- People experiencing rural poverty and transport-related exclusion
- Families affected by disability or mental health challenges
- Migrant workers and new Scots in seasonal or insecure jobs

Geographic Focus

Targeted delivery should focus on:

- Cupar
- Tayport
- Newburgh
- Leuchars
- Methilhill (east fringe)
- East Neuk villages (e.g. Pittenweem, Anstruther, St Monans)
- Auchtermuchty and Strathmiglo

The rural nature of these communities makes place-based delivery essential, especially where public transport options are limited.

Key Challenges

- Employment rate of 73.3%, lower than Fife and Scotland overall
- Highest rate in Fife of jobs paid below the Real Living Wage (18.2%)
- Lowest median resident earnings in Fife (£689.90 per week)
- Isolation from services due to geography, transport and digital exclusion
- Unemployment and poverty are less visible to small populations and stigma
- High childcare costs or limited availability, especially in villages
- Seasonal job with limited progression routes
- Weak links between support services and small local employers

Current Gaps

- Flexible outreach for rural residents, especially young people and parents
- Support for people with low confidence or anxiety, especially women returning to work
- Services that can support small numbers consistently over time
- ESOL and rights-based support for migrant workers in hospitality and agriculture

Integration Opportunities

- Growing links with the Targeting Hidden Talent project
- Local community hubs such as the Y Centre in Cupar, The Burgh Chambers in Newburgh and East Neuk Centre Trust
- Partnerships with local employers, small businesses and farms through employer engagement teams
- Potential for mobile or digital-first services to reach rural communities
- Opportunities in tourism, hospitality and seasonal agricultural work
- Links to major employers in golf, hotels and food & drink production
- Potential collaboration with University of St Andrews for graduate and support roles
- Partnership with Fife College outreach provision for sector-specific training

Suggested Target Volumes (indicative only)

While the population is more dispersed, partners should aim to:

- **Support 140 to 200 people per year** through tailored services
- **Engage 100 to 120 people** through early-stage, outreach or pre-employability support
- **Secure positive outcomes for 80 to 100 people per year**, including sustained training, work or volunteering

Targets should include a clear focus on job outcomes, particularly for clients who are ready for work. At the same time, there must be continued support for early-stage engagement and pre-employability activity.



5.7 South West Fife Area Committee

Overview

South West Fife includes Rosyth, Inverkeithing, Dalgety Bay, High Valleyfield, Oakley, and nearby villages. The area combines industrial heritage with commuter settlements and rural communities. While there are pockets of affluence, others face deep-rooted unemployment, poor health and intergenerational poverty. The labour market performs relatively strongly overall, with the third highest employment rate in Fife and the highest average resident and workplace earnings. However, inequalities remain, with claimant rates highest among young people and some former mining communities continuing to experience concentrated disadvantage.

Top Priority Groups

Based on local intelligence and engagement, the priority groups include:

- Adults with long-term health conditions or disabilities
- People with involvement of the justice system, including prison leavers
- Young people with few qualifications and no clear next step
- Families affected by poverty, including lone parents and carers
- Adults with a history of addiction or trauma
- People living in former mining villages with limited transport and job access
- Economically inactive older adults, especially men aged 50+

Geographic Focus

Areas where targeted support is most needed include:

- High Valleyfield
- Oakley

- Rosyth (particularly north and west)
- Blairhall
- Torryburn
- Inverkeithing (central and south)

While Dalgety Bay has higher-than-average earnings and a more affluent profile overall, some households experience hidden poverty and limited access to flexible support.

Key Challenges

- Transport gaps, especially from rural villages to town centres or services
- Intergenerational unemployment and low qualification levels
- Mental health and addiction recovery needs
- Barriers for people moving from the justice system back into work
- Mismatch between local skills and opportunities in growth sectors

Current Gaps

- Outreach support in villages where services are limited
- Clear progression routes from early employability to job entry
- Tailored in-work support to prevent early drop-out
- Peer or community-led programmes that build trust and local connection

Integration Opportunities

- Partnership working with Fife College and local employers in logistics, construction and care
- Community venues such as Oakley Community Centre and Rosyth Community Projects
- Linkages with third sector organisations supporting addiction recovery and justice system leavers
- Possible alignment with employability work in local regeneration and housing projects
- Connections with manufacturing and engineering employers including those linked to Rosyth dockyard and defence sector
- Engagement with logistics employers in distribution hubs
- Partnership with local training providers to prepare residents for roles in energy and renewables

Suggested Target Volumes (indicative only)

Based on area need and delivery potential, partners may aim to:

- **Support 220 to 300 people per year** through a mix of core and specialist activity
- **Engage 150 to 170 people** through outreach or early-stage support
- **Achieve 140 to 160 positive outcomes** per year, including job starts, training or sustained volunteering

Targets should include a clear focus on job outcomes, particularly for clients who are ready for work. At the same time, there must be continued support for early stage engagement and pre-employability activity.

5.8 Summary Across All 7 Fife Areas

The table below sets out suggested annual targets for each of Fife's 7 committee areas. These figures are intended to reflect the scale of need in each locality and the expected reach of both core and specialist employability services. They are provided as a guide to support delivery planning and provide a reference point for commissioning and monitoring.

Each area summary includes:

- The estimated number of people to be supported each year through core and specialist employability services.
- Projected engagement through early-stage or pre-employability activity
- The anticipated number of positive outcomes, including job starts, further training or sustained volunteering

The accompanying notes highlight the priority groups and barriers most relevant in each area, drawing on local data, partner insight and lived experience. While these targets offer a broad benchmark, flexibility will remain essential so services can respond to real-time demand and ensure no one is turned away.

This summary underlines the Opportunities Fife Partnership's place-based approach, ensuring services reflect local needs while keeping a consistent focus on tackling poverty through employment.

Area		Suggested Annual Target	Optional Notes (e.g. Key Focus or Priority Groups)
City of Dunfermline	No of people supported through core and specialist services	350 to 400	• Low-income families and lone parents

	No of people which engage through early-stage or pre-employability activity	180	• People in low-paid, insecure or part-time work • People with mental health challenges or emotional distress • Care-experienced young people and school leavers without positive destinations • Adults aged 50+ returning to work after illness or redundancy • People with caring responsibilities including adult carers and young carers • People living in temporary accommodation or at risk of homelessness
	No of people which achieve a positive outcome (including job starts, further training or sustained volunteering)	120 to 150	
Cowdenbeath	No of people supported through core and specialist services	220 to 270	• Adults with low or no qualifications • People with long-term physical or mental health issues • Young people not in education, employment or training (NEET) • People recovering from substance misuse • Families affected by poverty and food insecurity • People living in social housing with limited access to transport or services
	No of people which engage through early-stage or pre-employability activity	90 to 110	
	No of people which achieve a positive outcome (including job starts, further training or sustained volunteering)	70 to 90	



			• Adults aged 50+ who are long-term unemployed • Workers in low paid or insecure jobs, reflecting the area's high share of jobs below the Real Living Wage
Glenrothes	No of people supported through core and specialist services	200 to 250	• Young people not in employment, education or training (NEET), reflecting the highest local claimant rate for 16-24 year olds • People with common mental health challenges • Individuals with caring responsibilities, including young carers • People with a history of substance use or involvement in the justice system • Adults aged 50+ who are long-term unemployed • People with disabilities or long-term health conditions • Economically inactive women especially those returning to work • Families affected by child poverty, including lone parents and families with a disabled child
	No of people which engage through early-stage or pre-employability activity	150	
	No of people which achieve a positive outcome (including job starts, further training or sustained volunteering)	100 to 120	

Kirkcaldy	No of people supported through core and specialist services	350 to 400	• Young people with low qualifications or not in education, employment or training (NEET) reflecting above-average youth unemployment • People with experience of poor mental health or emotional trauma • People living in poverty, including those in low-paid work or insecure work • People with long-term health conditions or disabilities • Adults recovering from substance use • Families with young children affected by financial insecurity • Migrants and people for whom English is a second language
	No of people which engage through early-stage or pre-employability activity	200	
	No of people which achieve a positive outcome (including job starts, further training or sustained volunteering)	180 to 200	
Levenmouth	No of people supported through core and specialist services	300 to 350	• Adults who are long-term unemployed • People with experience of addiction or involvement in the justice system • Young people not in education, employment or training (NEET)
	No of people which engage through early-stage or pre-employability activity	150	

	No of people which achieve a positive outcome (including job starts, further training or sustained volunteering)	100 to 180	- Families affected by child poverty, including lone parents and large families - People with disabilities or long-term health conditions - Adults with limited digital skills or digital access - Young people leaving school with low qualification or without a positive destination
North East Fife	No of people supported through core and specialist services	140 to 200	- Lone parents and families affected by in-work poverty - Young people not in education, employment or training (NEET), especially in rural towns - Carers and young carers, especially in isolated communities - Economically inactive adults, including those with health conditions or anxiety - People experiencing rural poverty and transport-related exclusion - Families affected by disability or mental health challenges - Migrant workers and new Scots in seasonal or insecure jobs
	No of people which engage through early-stage or pre-employability activity	100 to 120	
	No of people which achieve a positive outcome (including job starts, further training or sustained volunteering)	80 to 100	

South West Fife	No of people supported through core and specialist services	220 to 330	• Adults with long-term health conditions or disabilities • People with involvement of the justice system, including prison leavers • Young people with few qualifications and no clear next step • Families affected by poverty, including lone parents and carers • Adults with a history of addiction or trauma • People living in former mining villages with limited transport and job access • Economically inactive older adults, especially men aged 50+
	No of people which engage through early-stage or pre-employability activity	150 to 170	
	No of people which achieve a positive outcome (including job starts, further training or sustained volunteering)	140 to 160	

Appendix F: Performance and Monitoring Requirements (2026–2029)

This appendix outlines the performance expectations, monitoring requirements and compliance arrangements for all employability service providers commissioned through the Opportunities Fife Partnership for the 2026–29 delivery period. These requirements support accountability, continuous improvement and the delivery of high-quality, person-centred services across Fife.

1. Provider Responsibilities

All providers will be required to:

- Meet agreed output and outcome targets as set out in their Service Level Agreement (SLA)
- Use the HELIX Client Management System to record all personal, service and outcome data
- Provide accurate and timely data for quarterly and annual performance reporting
- Collect and report equalities monitoring information anonymously at the point of registration
- Participate in regular performance meetings with their assigned OFP Officer
- Produce and submit case studies, client feedback and qualitative evidence of impact
- Cooperate with external evaluations and OFP-led review processes

2. Data and Reporting

Providers must:

- Record all client data, progress and outcomes in HELIX
- Maintain tracking and aftercare records for a minimum of 12 months following client exit
- Submit quarterly performance reports, including statistical returns, case studies and narrative summaries
- Provide financial reporting on expenditure of grant funding, including any match or in-kind contributions
- Respond to ad hoc information requests to support OFP reporting to Scottish Government and UK Government funders

3. Oversight and Evaluation

A Delivery and Oversight Group will meet quarterly to review progress across the commissioned programme. Providers may be invited to present updates on delivery activity and performance to this group. Performance will be monitored against the OFP's Principles for Service Delivery, including application of the PANEL (Participation, Accountability, Non-discrimination and Equality, Empowerment and Legality) framework.

The OFP will undertake:

- In-year performance reviews
- Thematic deep dives into particular service areas or target groups
- Peer learning and feedback sessions to share practice across the provider network

4. Compliance and Consequences

All delivery partners must:

- Comply with the requirements outlined in their SLA and grant offer letter
- Adhere to OFP guidance on data security, safeguarding and equalities

Examples of non-compliance include:

- Failure to maintain appropriate client records and evidence
- Incomplete or late reporting
- Poor performance against agreed targets without acceptable reason
- Failure to uphold the OFP Principles for Service Delivery

Where issues of non-compliance arise, providers will be supported to improve performance. However, persistent failure to meet expectations may result in withdrawal of funding and removal from the OFP provider network.

Appendix G: Glossary and Systems (Updated)

HELIX (Client Management System)

HELIX is the required Client Management System for all employability services commissioned under the Opportunities Fife Partnership. It replaces the previous FORT system and will be used to record all personal and service-related information for participants.

Providers are required to use HELIX to support:

- Registration and initial assessment
- Monitoring of individual progress and outcomes
- Recording aftercare and follow-up activity
- Generating data for evaluation and reporting

Full training will be provided for both frontline staff and service managers to ensure confidence and consistency in data entry, reporting, and compliance with performance expectations.

HELIX will be used to support in-year service reviews and inform improvements in service delivery through the regular reporting of progress, case studies and data trends.