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Council Building
2 High Street
Perth
PH1 5PH

18 February 2021

A virtual meeting of **Perth and Kinross Council** will be held on **Wednesday, 24 February 2021** at **09:30**.

If you have any queries please contact Committee Services on (01738) 475000 or email Committee@pkc.gov.uk.

BARBARA RENTON
Interim Chief Executive

Those attending the meeting are requested to ensure that all notifications are silent on their device and other devices are in silent mode.

Please note that the meeting will be broadcast online and recorded. The recording will be publicly available on the Council's website following the meeting.

Members:

Provost D Melloy
All Councillors

Perth and Kinross Council

Wednesday, 24 February 2021

AGENDA

MEMBERS ARE REMINDED OF THEIR OBLIGATION TO DECLARE ANY FINANCIAL OR NON-FINANCIAL INTEREST WHICH THEY MAY HAVE IN ANY ITEM ON THIS AGENDA IN ACCORDANCE WITH THE COUNCILLORS' CODE OF CONDUCT.

- 1 WELCOME AND APOLOGIES**
- 2 DECLARATIONS OF INTEREST**
- 3 MINUTES**
 - 3(i) MINUTE OF MEETING OF PERTH AND KINROSS COUNCIL OF 16 DECEMBER 2020 FOR APPROVAL** **5 - 12**
(copy herewith)
 - 3(ii) MINUTE OF SPECIAL MEETING OF PERTH AND KINROSS COUNCIL 27 JANUARY 2021 FOR APPROVAL** **13 - 20**
(copy herewith)
- 4 RESPONSE TO COVID-19**
Verbal update by Interim Chief Executive
- 5 FINANCE CIRCULAR 1/2021 UPDATE**
Report by Head of Finance (copy to follow)
- 6 APPOINTMENT OF TEMPORARY POLLING PLACES** **21 - 26**
Report by Interim Chief Executive (copy herewith 21/24)
- 7 APPOINTMENTS**
 - (i) Council is asked to agree that Councillor S McCole replace Councillor T McEwan as IJB proxy member.
 - (ii) Council is asked to appoint a member to the vacant position on the Employees Joint Consultative Committee.
- 8 TIMETABLE OF MEETINGS 2021**
Council is asked to agree that the special meeting to consider the Revenue Budget 2021/2022 and Reserves Strategy be rescheduled from Wednesday 3 March 2021 to Wednesday 10 March 2021 at 9.30am.

Should this be agreed the meeting of Planning and Development Management Committee scheduled to take place on Wednesday 10 March 2021 at 10.00am will be rescheduled to a suitable date.

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PERTH AND KINROSS COUNCIL

Minute of meeting of Perth and Kinross Council held virtually on Wednesday 16 December 2020 at 9.30am.

Present: Provost D Melloy, Councillors C Ahern, A Bailey, K Baird, M Barnacle (up to and including Item 13), L Barrett, P Barrett, B Brawn, R Brock, A Coates, S Donaldson, E Drysdale, J Duff, A Forbes, T Gray, D Illingworth, I James, A Jarvis, G Laing, M Lyle, I Massie, R McCall, S McCole, X McDade, T McEwan, A Parrott, B Pover, C Purves, J Rebbeck, C Reid, W Robertson, F Sarwar, C Shiers, L Simpson, C Stewart, R Watters, M Williamson (up to and including Item 13) and W Wilson.

In Attendance: K Reid, Chief Executive; B Renton, Executive Director (Housing and Environment); S Devlin, Executive Director (Education and Children's Services); J Pepper, Depute Director (Education and Children's Services); G Paterson, Chief Officer/Director – Integrated Health and Social Care (up to and including Item 13); G Boland (up to and including Item 10), R Drummond (Item 8 only) (Education and Children's Services); C Mailer, F Crofts and M Notman (up to and including Item 8) (Housing and Environment); K Donaldson, L Simpson, C Flynn, S Hendry, C Guild, F Robertson, S Mackenzie, D Littlejohn, A Brown, M Pasternak, C Wright, B Parker, L McGuigan and A McMeekin (all Corporate and Democratic Services);

Apologies for Absence: Councillors H Anderson and H Coates.

The Provost led on Items 1-9 and the Depute Provost led on Items 10-13 and P1.

1. WELCOME AND APOLOGIES

The Provost welcomed all those present and noted apologies. Councillors L Barrett and I Massie were welcomed to their first Council meeting following their recent election.

2. DECLARATIONS OF INTEREST

Councillor S McCole declared a non-financial interest in Item 9.

Councillors C Purves and X McDade both declared a non-financial interest in Item 10.

3. MINUTES

(i) 30 September 2020

The minute of the special meeting of Perth and Kinross Council of 30 September 2020 was submitted, approved as a correct record and authorised for signature.

(ii) 7 October 2020

The minute of the meeting of Perth and Kinross Council of 7 October 2020 was submitted, approved as a correct record and authorised for signature.

4. COUNCILLOR HARRY COATES

Members of the Council noted that Councillor Harry Coates has had a period of ill-health. He last attended a meeting of the authority on 30 July 2020 when he attended the meeting of the Council that day.

Section 35 of the Local Government (Scotland) Act 1973 states that *if a member of a local authority fails throughout a period of six consecutive months to attend any meeting of the authority, he shall, unless the failure was due to some reason approved by the authority, cease to be a member of the authority.*

It was understood that Councillor Coates's continuing ill-health may preclude him from attending a meeting of the authority before the end of January 2021 i.e. the end of the period of 6 consecutive months from 30 July 2020. Accordingly, the Council approved Councillor Coates's ill-health as the reason for his failure to attend any meetings of the Council since 30 July 2020.

5. TREASURY ACTIVITY AND COMPLIANCE REPORT 2020/21 QUARTER 2

There was submitted a report by the Head of Finance (20/255) (1) providing an update on Treasury Activity for the quarter ending 30 September 2020; and (2) reporting on compliance with the Council's Treasury Management Policy Statement (TMPS); Treasury Management Practices (TMPs); the Investment Strategy and the Prudential Indicators for the same period.

Resolved:

The content of Report 20/255, submitted in accordance with the Council's approved Treasury Management Practices, be noted.

6. REVENUE BUDGET 2021/22 REPORT NO. 1

There was submitted a report by the Head of Finance (20/256) providing an update in relation to the 2021/22 Revenue Budget.

Resolved:

- (i) The contents of Report 20/256 be noted.
- (ii) The adjustments to the Capital Budget, as set out in paragraph 5.7 to Report 20/256, be approved in order that the Perth City Hall project can move to financial close.

7. PERTH AND KINROSS COUNCIL ANNUAL PERFORMANCE REPORT 2019/20

There was submitted a report by the Chief Executive (20/242) providing an overview of how the Council has performance in 2019/20 against the strategic

objectives for Perth and Kinross as set out within the Council's Corporate Plan 2018-2022.

Resolved:

- (i) It be noted that Report 20/242 was considered by the Scrutiny Committee on 9 December 2020.
- (ii) The Perth and Kinross Annual Performance Report for 2019/20 be approved.

THERE FOLLOWED A 5 MINUTE RECESS AND THE MEETING RECONVENED AT 11.06AM.

R DRUMMOND JOINED THE MEETING DURING THE NEXT ITEM.

8. PERTH AND KINROSS CHILD PROTECTION COMMITTEE – STANDARDS AND QUALITY REPORT 2019/2020

There was submitted a report by the Chief Social Work Officer (20/241) (1) identifying achievements, key strengths, the impact of the COVID-19 pandemic and areas for further improvement; and (2) setting out the Child Protection Committee's programme for improvement work for 2020 and beyond.

Resolved:

- (i) It be noted that Report 20/241 was considered by the Scrutiny Committee on 9 December 2020.
- (ii) The wide range of work being carried out by Perth and Kinross Council and partners through the Child Protection Committee to provide high quality services to protect children and young people, in particular the high level commitment to continuous improvement through self-evaluation, be noted.
- (iii) The contents of Report 20/241, the Perth and Kinross Child Protection Committee Standards and Quality Report 2019/2020 as attached at Appendix 1 and the contents of the Perth and Kinross Child Protection Committee Improvement Plan 2018-2020 (Final Update) at 31 July 2020, as attached at Appendix 2, be endorsed.

9. ADULT SUPPORT AND PROTECTION BI-ENNIAL REPORT 2018-20

There was submitted and noted a report by the Chief Social Work Officer (20/257) presenting the Adult Support and Protection Bi-ennial Report 2018-20.

M NOTMAN AND R DRUMMOND LEFT THE MEETING AT THIS POINT.

10. TAYSIDE MENTAL HEALTH AND WELLBEING STRATEGY

There was submitted and noted a report by the Interim Director of Mental Health, NHS Tayside on the Tayside Mental Health and Wellbeing Strategy. It was noted that the report had been endorsed by the Perth and Kinross Integration Joint Board on 9 December 2020.

B ATKINSON AND G BOLAND LEFT THE MEETING AT THIS POINT

THERE FOLLOWED A RECESS AND THE MEETING RECONVENED AT 2.00PM.

11. TIMETABLE OF MEETINGS – JANUARY-JUNE 2021 DRAFT

Resolved:

The timetable of meetings for January to June 2021 be agreed, with the indicative date for the Special Council to be moved from 5 March to 3 March 2021.

12. APPOINTMENTS TO COMMITTEES/SUB-COMMITTEES/OUTSIDE BODIES

(i) Appointment Sub-Committee of the Strategic Policy and Resources Committee – Post of Chief Executive

It was noted that the Chief Executive would be leaving the Council on 31 January 2021. It be agreed that Councillors M Lyle, J Duff, G Laing, F Sarwar and P Barrett be appointed to the above Sub-Committee.

(ii) Appointment Sub-Committee of the Strategic Policy and Resources Committee – Post of Chief Operating Officer

Councillors M Lyle, C Shiers, A Parrott, S McCole and A Bailey be appointed to the above Sub-Committee along with the Chief Executive.

(iii) Further Appointments to Committees / Sub-Committees / Outside Bodies

Motion (Councillors M Lyle and J Duff)

Committees / Sub- Committees / Groups	Con (Admin)	Cllrs Purves / Stewart	SNP	Lib Dem	Ind / Lab
	37.5%	5%	35%	12.5%	10%
15 member (+ Provost on SP&R)	5.63=6	0.75=1	5.25=5	1.88=2	1.5=1
13 member	4.88=5	0.65=1	4.55=4	1.63=2	1.43=1
9 member	3.38=3	0.45=1	3.15=3	1.13=1	0.9=1
7 member	2.63=3	0.35=0	2.45=2	0.88=1	0.7=1
5 member	1.87=2	0.25=0	1.75=2	0.63=1	0.5=0
3 member	1.13=1	0.15=0	1.05=1	0.38=1	0.3=0
Overall	15/40	2/40	14/40	5/40	4/40

(i) The updated guide to political balance from the Head of Legal and Governance Services in the table above be agreed.

(ii) Further discussions on political balance to be discussed at the next meeting of the Governance Member/Officer Working Group early in 2021 with any further proposals to come back to a future meeting of Perth and Kinross Council for approval.

- (iii) The following changes be made to Committee and Sub-Committee memberships in line with above guide to political balance:
- Councillors L Barrett and I Massie replace Councillors H Anderson and T McEwan on Lifelong Learning Committee.
 - Councillor L Simpson replace Councillor X McDade on the Executive Sub-Committee of Lifelong Learning Committee.
 - Councillors L Barrett, I Massie and C Stewart replace Councillors E Drysdale, T Gray and B Pover on Housing and Communities Committee.
 - Councillor L Simpson replace Councillor A Bailey on Environment and Infrastructure Committee.
 - Councillors T McEwan and W Robertson replace Councillors E Drysdale and M Williamson on Planning and Development Management Committee.
 - Councillor L Simpson replace Councillor R Watters on Licensing Committee.
 - Councillors L Barrett, I Massie and W Robertson replace Councillors G Laing, T McEwan and C Purves on Scrutiny Committee.
 - Councillor L Barrett replace Councillor M Williamson on Audit Committee.
 - Councillor E Drysdale replace Councillor S McCole and Councillor W Wilson fill the current vacancy on Strategic Policy and Resources Committee.
 - Councillor P Barrett replace Councillor A Bailey on the Executive Sub-Committee of Strategic Policy and Resources Committee.
 - Councillor W Wilson, 2 SNP Councillors to be confirmed and 1 Independent and Scottish Labour Councillor to be confirmed replace Councillors G Laing, T McEwan, A Parrott and C Stewart on Property Sub-Committee.
 - Councillor W Wilson replace Councillor A Bailey on Provost Sub-Committee.
 - Councillor W Wilson fill the current vacancy on Licensing Board.
 - Councillor P Barrett replace Councillor X McDade on the Perth and Kinross Community Planning Partnership Board.
 - Councillor P Barrett replace Councillor McDade on the CoSLA Convention.
 - Councillor J Duff replace Councillor A Coates as the Council representative on the Tay Rivers Trust (formerly the Tay Foundation).

THERE FOLLOWED A 25 MINUTE RECESS AND THE MEETING RECONVENED AT 3.00PM.

Amendment 1 (Councillors X McDade and A Bailey)

	Committee Size	Administration	Opposition			
		CON (Admin)	SNP	IND&L AB	CON (OPP)	LIB DEM
% of Council		37.5%	35%	10%	5%	12.5%
No. of Councillors		15	14	4	2	5
Substantive Committees						
Audit	7	3	2	1	0	1
E&I	15	6	4	2	1	2
H&C	13	5	5	1	0	2
Licensing Board	10	4	4	1	0	1
Licensing	13	5	4	1	1	2
Lifelong Learning	13	5	5	1	1	1
Planning	13	5	5	1	1	1
Scrutiny	13	5	4	1	1	2
SP&R	15	6	5	1	1	2
Substantive Committee Seats	112 seats (100%)	44 seats (38.05%)	38 seats (33.92%)	10 seats (8.92%)	6 seats (8.82%)	14 seats (12.5%)

- (i) The guide to political balance in the table above be agreed.
- (ii) Further discussions on political balance to be discussed at the next meeting of the Governance Member/Officer Working Group early in 2021 with any further proposals to come back to a future meeting of Perth and Kinross Council for approval.
- (iii) Changes of membership for Committees to be submitted to Committee Services in line with the above table.

Amendment 2 (Councillors A Parrott and F Sarwar)

Audit*	CON 3	C+C 0	SNP 2	LD 1	IND/LAB 1
E+I	CON 5	C+C 1	SNP 5	LD 2	IND/LAB 2
H+C	CON 5	C+C 1	SNP 4	LD 2	IND/LAB 1
Licensing Cttee*	CON 5	C+C 1	SNP 5	LD 1	IND/LAB 1
Licensing Bd*	CON 4	C+C 0	SNP 4	LD 1	IND/LAB 1
LL	CON 5	C+C 0	SNP 5	LD 2	IND/LAB 1
P+DM	CON 5	C+C 1	SNP 5	LD 1	IND/LAB 1
Scrutiny*	CON 5	C+C 1	SNP 4	LD 2	IND/LAB 1
SP+R	CON 5	C+C 1	SNP 5	LD 2	IND/LAB 2
TOTALS	CON 42	C+C 6	SNP 39	LD 14	IND/LAB 11

- (i) The guide to political balance in the table above be agreed.
- (ii) Further discussions on political balance to be discussed at the next meeting of the Governance Member/Officer Working Group early in 2021 with any further proposals to come back to a future meeting of Perth and Kinross Council for approval.
- (iii) Changes of membership for Committees to be submitted to Committee Services in line with the above table.

In accordance with Standing Order 58 a roll call vote was taken

4 Members voted for the Amendment 1 as follows:

Councillors A Bailey, M Barnacle, R Brock and X McDade.

12 Members voted for the Amendment 2 as follows:

Councillors S Donaldson, E Drysdale, T Gray, G Laing, I Massie, T McEwan, A Parrott, B Pover, J Rebbeck, F Sarwar, R Watters and M Williamson.

21 Members abstained as follows:

Councillors C Ahern, K Baird, L Barrett, P Barrett, B Brawn, A Coates, J Duff, A Forbes, D Illingworth, I James, A Jarvis, M Lyle, R McCall, Provost D Melloy, C Purves, C Reid, W Robertson, C Shiers, L Simpson, C Stewart and W Wilson.

Amendment 2 became the substantive Amendment and was put against the Motion.

21 Members voted for the Motion as follows:

Councillors C Ahern, K Baird, L Barrett, P Barrett, B Brawn, A Coates, J Duff, A Forbes, D Illingworth, I James, A Jarvie, M Lyle, R McCall, Provost D Melloy, C Purves, C Reid, W Robertson, C Shiers, L Simpson, C Stewart and W Wilson.

17 Members voted for the Amendment as follows:

Councillors A Bailey, M Barnacle, R Brock, S Donaldson, E Drysdale, T Gray, G Laing, I Massie, S McCole, X McDade, T McEwan, A Parrott, B Pover, J Rebbeck, F Sarwar, R Watters and M Williamson.

Resolved:

In accordance with the Motion.

In terms of Standing Order 60, Councillors R Brock, E Drysdale, T Gray, G Laing, I Massie, S McCole, X McDade, T McEwan, A Parrott, B Pover, J Rebbeck, F Sarwar, R Watters and M Williamson requested that their dissent be recorded at the decision.

13. UPDATES TO SCHEME OF ADMINISTRATION

Resolved:

The updates to the Scheme of Administration, as per the revised version attached as Item 13, be agreed.

G PATERSON AND COUNCILLORS M BARNACLE, A BAILEY AND M WILLIAMSON LEFT THE MEETING AT THIS POINT.

IT WAS AGREED THAT THE PUBLIC AND PRESS SHOULD BE EXCLUDED DURING CONSIDERATION OF THE FOLLOWING ITEMS IN ORDER TO AVOID THE DISCLOSURE OF INFORMATION WHICH IS EXEMPT IN TERMS OF SCHEDULE 7A TO THE LOCAL GOVERNMENT (SCOTLAND) ACT 1973.

P1. THIMBLEROW SITE DEVELOPMENT

There was submitted a report by the Head of Planning and Development (20/258) (1) providing an update in relation to the redevelopment of the Thimblerow car park, and (2) asking members to consider whether or not to enter into a new development agreement with the named individual in Report 20/258 to enable them to progress a new residential led scheme that contributes to the vitality of Perth City centre.

Resolved:

- (i) It be agreed that the LDP requirement to retain 200 public car park spaces at Thimblerow is no longer the priority it once was and requests the Head of Planning and Development to prepare a non-statutory planning brief for the site to clarify this position.
- (ii) The Head of Legal and Governance Services be instructed to draft a new 3 year Development Agreement with the named individual in Report 20/258, based upon the previous terms and with additional break points in-built to ensure progress is maintained.
- (iii) The Head of Planning and Development be requested to bring back the draft Development Agreement in early course, for further consideration.

In terms of Standing Order 60, Councillors S McCole and S Donaldson requested that their dissent be recorded at the decision.

POST MEETING NOTE:

Item 12 (iii)

Further Appointments to Committees / Sub-Committees / Outside Bodies

Prior to the voting and resolution on the above item, it was noted that an error had been made in finalising revisions to the Motion following the recess period.

Given that the resolution on this item of business was in accordance with the Motion, Council agreed to rectify this error and to the following additional changes to Committee and Sub-Committee membership:

- In relation to the Property Sub-Committee, the allocation of places to the SNP group to reduce by one, and the allocation to the Independent and Scottish Labour Group to increase by one.
- Councillor X McDade to replace Councillor A Bailey on the Strategic Policy and Resources Committee.
- Councillor X McDade to replace Councillor A Bailey on the Appointments Sub-Committee of the Strategic Policy and Resources Committee for the post of Chief Operating Officer.

PERTH AND KINROSS COUNCIL

Minute of Special Meeting of Perth and Kinross Council held virtually on Wednesday 27 January 2021 at 9.35am.

Present: Provost D Melloy, Councillors C Ahern, A Bailey, K Baird, M Barnacle, L Barrett, P Barrett, B Brawn, R Brock, A Coates, S Donaldson, E Drysdale, J Duff, A Forbes, T Gray, D Illingworth, I James, A Jarvis, G Laing, M Lyle, I Massie, R McCall, S McCole, X McDade, T McEwan, A Parrott, B Pover, C Purves, J Rebbeck, C Reid, W Robertson, F Sarwar, C Shiers, L Simpson, C Stewart, R Watters, M Williamson and W Wilson.

In Attendance: B Renton, Executive Director (Communities); C Mailer, Depute Director (Communities); S Devlin, Executive Director (Education and Children's Services); K Donaldson, Chief Operating Officer; G Paterson, Chief Officer/Director – Integrated Health and Social Care; G Boland (Education and Children's Services); H Biro (up to Item 8), A Clegg (up to Item 8), S Coyle (up to Item 6), F Crofts (up to Item 8), D Littlejohn (up to Item 8), F McGowan (up to Item 8), P Marshall (from Item 5-8) and K Smith (up to Item 7) (Communities); L Simpson, C Flynn, S Hendry, S Mackenzie, S Walker, C France (up to Item 6), A Brown, M Pasternak, C Wright, B Parker, L McGuigan and A McMeekin (all Corporate and Democratic Services);

Apology for Absence: Councillor H Coates.

The Provost led on Items 1-3, 5-7 and 9, and the Depute Provost led on Items 4 and 8.

TRIBUTE TO THE LATE COUNCILLOR HENRY ANDERSON

The Provost paid tribute to the late Councillor Henry Anderson who had died at the end of 2020 due to COVID-19.

Councillor Anderson was first elected in 2012 to the Almond and Earn Ward and held a number of positions within the Council including Convener of the Local Review Body.

Several other elected members also paid further tribute and passed on their condolences to family, friends and colleagues.

1. WELCOME AND APOLOGIES

The Provost welcomed all those present and noted an apology as above.

2. DECLARATIONS OF INTEREST

There were no Declarations of Interest made in terms of the Councillors Code of Conduct.

3. MINUTES OF MEETINGS OF THE APPOINTMENT SUB-COMMITTEE OF STRATEGIC POLICY AND RESOURDCES COMMITTEE

(i) Chief Executive Appointment Sub-Committee

(a) 22 December 2020

The minute of meeting of the Chief Executive Appointment Sub-Committee of 22 December 2020 be noted.

(b) 20 January 2021

The minute of meeting of the Chief Executive Appointment Sub-Committee of 20 January 2021 be noted.

Councillor Laing commented that he had not been part of the majority view to amend the recruitment timescales and asked that his dissent be recorded.

(ii) Chief Operating Officer Appointment Sub-Committee

(a) 22 December 2020

The minute of meeting of the Chief Operating Officer Appointment Sub-Committee of 22 December 2020 be noted.

(b) 6 January 2021

The minute of meeting of the Chief Operating Officer Appointment Sub-Committee of 6 January 2021 be noted.

4. DECISION MAKING AND COMMUNICATION ARRANGEMENTS – JANUARY 2021

There was submitted a report by the Chief Operating Officer (21/12) seeking agreement of interim decision-making arrangements and elected member engagement in response to the Coronavirus (COVID-19) restrictions announced by Scottish Government and effective from 5 January 2021. These adjustments are designed to free up officer capacity in order to focus on the COVID-19 response and to maintain elected member decision-making and oversight.

Motion (Councillors M Lyle and J Duff)

- (i) To agree the recommendations in Report 21/12 and the general proposals as set out in Section 3 of the report.**
- (ii) In relation to recommendation (ii), agrees temporary changes to the Committee timetable in order to release officer capacity to focus on the Covid response and maintain elected member decision-making and oversight. In addition to the current scheduled meetings of the Council, additional Council meetings be scheduled to make provision for monthly meetings to consider any urgent and important strategic**

decisions that would ordinarily be dealt with by the suspended committees **(see Appendix 1).**

This would suspend all committee meetings, other than those that deal with quasi-judicial business or statutory appeals. This proposed timetable is largely in line with option 2 in section 3.4 of the report. Given that the purpose of these interim arrangements is to free up officer capacity to focus on the delivery of essential operational services and the public health response to the pandemic, whilst we agree to a revised timetable of provisional dates, meetings should only be going ahead if there is urgent and important strategic business for Council or sufficient pressing business for quasi-judicial committees to consider.

- (iii) An Urgent Business Committee comprising of 13 members with Councillor M Lyle and Councillor J Duff appointed Convener and Vice-Convener, be established to be convened at short notice where business is considered so urgent that it cannot wait until the next scheduled Council meeting. The additional members to be appointed in line with political balance being a further 3 members from the Scottish Conservative and Unionist group, 4 members of the SNP group, 2 members of the Scottish Liberal Democrats group, 1 member from the Independent and Scottish Labour group, and 1 member from Councillor Purves/Stewart.**
- (iv) Authorises the Interim Chief Executive and Head of Legal & Governance Services to make any necessary changes to the Scheme of Administration.**
- (v) Agrees the arrangements for the business of Common Good Committees.**
- (vi) Notes the arrangements for ongoing engagement with the Trade Unions.**
- (vii) Agrees the arrangements for setting the Revenue budget.**
- (viii) Agrees the setting of the Interim Capital Blueprint and Capital Budget in September (at the earliest).**
- (ix) Notes the interim arrangements for leaders' updates and elected member briefings.**
- (x) Agrees to suspend the normal process for Business Management and Improvement Plans and Annual Performance reports.**
- (xi) Appoints Barbara Renton in her capacity as Interim Chief Executive as the Returning Officer for the Council in accordance with the Representation of the People Act 1983.**
- (xii) Agrees that these interim arrangements be reviewed at the end of March 2021.**

Amendment (Councillors A Parrott and A Bailey)

It is proposed that no changes be made to the current agreed Council, Committee and sub-committee structure or the present six months timetable of meetings but that allowance is made for a reduction of business in line with the constraints and pressures of responding to the Covid-19 pandemic. It is accepted that the Revenue Budget this year will be constrained but it is vital that all political groups have the opportunity to influence the decision-making process.

This amendment replaces Paras 3.3, 3.4 and 3.6 of Report 21/12. The other recommendations in the report to be approved.

In accordance with Standing Order 58 a roll call vote was taken

21 Members voted for the Motion as follows:

Councillors C Ahern, K Baird, L Barrett, P Barrett, B Brawn, A Coates, J Duff, A Forbes, D Illingworth, I James, A Jarvis, M Lyle, R McCall, Provost D Melloy, C Purves, C Reid, W Robertson, C Shiers, L Simpson, C Stewart and W Wilson.

17 Members voted for the Amendment as follows:

Councillors A Bailey, M Barnacle, R Brock, S Donaldson, E Drysdale, T Gray, G Laing, I Massie, S McCole, X McDade, T McEwan, A Parrott, B Pover, J Rebbeck, F Sarwar, R Watters and M Williamson.

Resolved:

In accordance with the Motion.

THERE FOLLOWED A THIRTY MINUTE RECESS AND THE MEETING RECONVENED AT 12.22PM.

5. REVENUE BUDGET 2021/22 UPDATE REPORT NO. 3

There was submitted a report by the Head of Finance (21/8) providing an update in relation to the 2021/22 Revenue Budget, with a focus on the estimated financial impact of Covid-19 in the current year.

Resolved:

- (i) The potential gross financial impact of Covid-19 of between £25.5 million and £27.7 million be noted.
- (ii) The criteria that will apply to the Covid-19 Local Authority Discretionary Fund be agreed and authority be delegated to the Head of Planning and Development to progress the scheme.
- (iii) The allocation of £16.4 million of Scottish Government funding towards the Council's Covid-19 response be noted.
- (iv) The application of £6.0 million of other net under spends towards the Covid-19 response be noted.
- (v) The current projected net outturn position for 2020/21 of between a surplus of £1.6 million and deficit of £600,000 be noted.
- (vi) The creation of an earmarked Reserve for Covid-19 be approved and, on the basis that the Council under spends in 2020/21, this amount is transferred to the earmarked Reserve for Covid-19 to support the response in future financial years.
- (vii) The adjustments to management budgets, as set out in section six of Report 21/8, be approved.

6. COMPOSITE CAPITAL BUDGET 2020/29 & HOUSING INVESTMENT PROGRAMME 2020/25 - MONITORING REPORT NUMBER 3

There was submitted a report by the Head of Finance (21/9) (1) providing a summary position to date for the 9-year Composite Capital Programme for 2020/21 to 2028/29 and the 5-year Housing Investment Programme 2020/21 to 2024/25; and (2) seeking approval for adjustments to the programmes.

Resolved:

- (i) The contents of Report 21/9 be noted.
- (ii) The proposed budget adjustments to the nine year Composite Capital Budget 2020/21 to 2028/29, as set out in Sections 2 and 3 of Report 21/9 and summarised at Appendices I and II, be approved.
- (iii) The proposed budget adjustments to the Housing Investment Programme Budget 2020/21 to 2024/25, as set out in Section 4 of Report 21/9 and summarised at Appendix III, be approved.

S COYLE AND C FRANCE LEFT THE MEETING AT THIS POINT.

THERE FOLLOWED A 10 MINUTE RECESS AND THE MEETING RECONVENED AT 2.15PM.

7. REVIEW OF PLANNING ENFORCEMENT CHARTER

There was submitted a report by the Head of Planning and Development (21/10) seeking approval of an updated version of the Council's Planning Enforcement Charter, following a regular review, as required by legislation.

Resolved:

- (i) The proposed Planning Enforcement Charter (2021), as set out in the Appendix to report 21/10, be approved.
- (ii) It be agreed to delegate any subsequent minor amendments to the Head of Planning & Development.
- (iii) Any such minor amendments to be reported to the Strategic Policy & Resources Committee as part of the 2023 Charter Review.

K SMITH LEFT THE MEETING AT THIS POINT.

8. ADOPTION OF SUPPLEMENTARY GUIDANCE ON OPEN SPACE PROVISION AND FLOOD RISK & FLOOD RISK ASSESSMENTS

There was submitted a report by the Executive Director (Communities) (21/11) (1) providing a summary of the comments received on two pieces of supplementary guidance published for consultation in 2019; (2) making recommendations for changes where appropriate and seeking consent to finalise and adopt the supplementary guidance to support the second Local Development Plan (LDP2) adopted in November 2019; and (3) seeking approval of the revised Policy on Maintenance Options for Public Open Spaces in New Residential Developments which is associated with the supplementary guidance.

Resolved:

- (i) The following pieces of Supplementary Guidance be approved as key policy documents to support LDP2:
 - Open Space Provision for New Developments & Associated Maintenance Policy
 - Flood Risk and Flood Risk Assessments
- (ii) The Executive Director (Communities) be remitted to finalise the Supplementary Guidance and to submit to Scottish Ministers.

A CLEGG, F CROFTS, D LITTLEJOHN, P MARSHALL AND F MCGOWAN LEFT THE MEETING AT THIS POINT.

9. APPOINTMENTS TO COMMITTEES/SUB-COMMITTEES/OUTSIDE BODIES

Motion (Councillors G Laing and A Parrott)

- (i) Councillor R Watters be appointed as Convener of the Local Review Body.
- (ii) Councillor M Williamson be appointed to the vacant position on the Planning and Development Management Committee.
- (iii) Councillor A Parrott be appointed to the vacant position on the Licensing Board.
- (iv) Councillor I Massie be appointed to the vacant position on the Harbour Board.
- (v) Councillor F Sarwar be appointed to the vacant position on the Friends of Pskov Management Committee.
- (vi) Councillor A Parrott be appointed to the vacant position on the Friends of Aschaffenburg Management Committee.

Amendment (Councillors W Wilson and W Robertson)

In accordance with the Motion but with the following exceptions:

- (i) Councillor L Simpson be appointed as Convener of the Local Review Body.**
- (ii) Councillor L Simpson replace Councillor W Robertson on the Planning and Development Management Committee.**
- (iii) Councillor W Robertson replace Councillor L Simpson on Licensing Committee.**

THERE FOLLOWED A 10 MINUTE RECESS AND THE MEETING RECONVENED AT 3.55PM. THERE FOLLOWED A FURTHER 5 MINUTE RECESS AND THE MEETING RECONVENED AT 4.00PM.

In accordance with Standing Order 58 a roll call vote was taken

17 Members voted for the Motion as follows:

Councillors A Bailey, M Barnacle, R Brock, S Donaldson, E Drysdale, T Gray, G Laing, I Massie, S McCole, X McDade, T McEwan, A Parrott, B Pover, J Rebbeck, F Sarwar, R Watters and M Williamson.

19 Members voted for the Amendment as follows:

Councillors C Ahern, K Baird, L Barrett, P Barrett, B Brawn, A Coates, J Duff, A Forbes, D Illingworth, I James, A Jarvis, M Lyle, R McCall, Provost D Melloy, C Reid, W Robertson, C Shiers, L Simpson and W Wilson.

2 Members abstained as follows:

Councillors C Purves and C Stewart.

Resolved:

In accordance with the Amendment.

	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri
JANUARY					1	4	5 LRB (10.30am)	6	7	8	11	12	13 P&DM (10.00am)	14	15	18	19	20 LL (9.30am)	21	22	25	26	27 Special Council (9.30am)	28 Licensing Board (10.00am)	29
FEBRUARY	1	2 LRB (10.30am) Attendance Sub (2.00pm)	3 H&C (9.30am)	4	5	8	9	10	11	12	15	16	17	18 Licensing (10.00am)	19	22	23	24 Council (9.30am)	25 JCC (10am)	26					
MARCH	1	2 LRB (10.30am)	3 Special Council (9.30am)	4	5	8 CHS&W (10.00am)	9	10 P&DM (10.00am)	11 Licensing Board (10.00am)	12	15	16 JNC (2.30pm)	17	18	19	22	23	24	25	26	29	30 LRB (10.30am)	31 Council (9.30am)		
APRIL				1	2	5	6	7 P&DM (10.00am)	8 Licensing (10.00am)	9	12	13	14	15	16	19 Appeals Sub (9.00am)	20	21 Council (9.30am)	22 Licensing Board (10.00am)	23	26 Attendance Sub (10.00am)	27 LRB (10.30am)	28	29	30
MAY	3	4	5 P&DM (10.00am)	6	7	10	11	12	13	14	17	18	19	20	21	24	25 LRB (10.30am)	26 Council 9.30am	27 Licensing Board (10.00am) JCC (10am)	28	31				
JUNE		1	2 P&DM (10.00am)	3 Licensing (10.00am)	4	7 Appeals Sub (9.00am) CHS&W (10.00am)	8	9	10	11	14 Attendance Sub (10.00am)	15 JNC (AGM) (2.30pm)	16	17	18	21	22 LRB (10.30am)	23 Council 9.30am	24	25	28	29	30 P&DM (10.00am)		

PERTH & KINROSS COUNCIL

24 FEBRUARY 2021

APPOINTMENT OF TEMPORARY POLLING PLACES

Report by Interim Chief Executive (Report No. 21/24)

PURPOSE OF REPORT

This report seeks the Council's views on several temporary changes to polling places for the Scottish Parliament elections scheduled for 6 May 2021. The report also seeks to provide authority to the Interim Chief Executive to, in the event of unforeseen circumstances, make further adjustments to polling places. It also provides an update on Electoral Management Board Directions.

1. BACKGROUND

- 1.1 The location of polling districts and places is the responsibility of Perth & Kinross Council and the location of polling stations is the responsibility of the Returning Officer. However, for the purpose of this report, all aspects of the process have been undertaken jointly.
- 1.2 As the preparations for the Scottish Parliament elections have progressed, several existing polling places have intimated that they will be unavailable on 6 May 2021 as follows –

Polling District Register	Polling Station
PBM	Coupar Angus Town Hall
PBT	Blairstown Town Hall
PCW	St John's RC Church Hall
PDC	Upper Springlands

- 1.3 In light of this information, this report sets out proposals for the establishment of alternative temporary polling places for the Scottish parliament elections that are due to take place on 6 May 2021.
- 1.4 Elected members within the Wards affected have been involved in the identification of alternative venues.
- 1.5 The report also provides an update on the implications of Directions issued by the Convenor of the Election Management Board.

2. PROPOSALS

Coupar Angus Town Hall

- 2.1 There are several property related issues with regards Coupar Angus Town Hall that mean it will be unavailable for the Scottish Parliament elections.

- 2.2 It is proposed that St Anne's Church Hall, Coupar Angus is appointed as a temporary polling place for the PBM register.

Blairgowrie Town Hall

- 2.3 Blairgowrie Town Hall has been repurposed as a Community Vaccination Centre for the foreseeable future.
- 2.4 An assessment was carried out of other alternatives including Blairgowrie Recreation Centre, Blairgowrie Life Plus Church, Blairgowrie Adult Resource Centre.
- 2.5 Following this assessment, it is proposed that Blairgowrie Adult Resource Centre is appointed as a temporary polling place.

St. John's RC Church

- 2.6 St John the Baptist Presbytery Church in Melville Street, Perth have advised that they are unable to accommodate the booking for the Scottish Parliamentary Election.
- 2.7 An assessment was carried out of other alternatives including Bells Sports Centre, the Black Watch Museum, North Inch Community Campus (library), and the WASPS Centre.
- 2.8 Following this assessment, and working with officers from Education & Children's Services, it is proposed that the library within the North Inch Community Campus is appointed as a temporary polling place.

Upper Springlands

- 2.9 Capability Scotland have advised that Upper Springlands will be unavailable for the Scottish Parliament elections on 6 May 2021 as they aim to minimise the risk to their vulnerable clients.
- 2.10 Previously, the PDC register was located in the Gannochy Community Centre, and it is proposed that this arrangement is reinstated for the Scottish Parliament elections on 6 May 2021.

Further Changes

- 2.11 Ordinarily, elected members would approve all adjustments to polling places. However, there is a small risk that circumstances change, and operators / committees decide to not make their venues available for the elections in May 2021. If this situation does emerge, it is proposed that the views of Ward elected members be sought, and with this information, authority be delegated to the Interim Chief Executive to make the necessary adjustments to polling places. The changes will also be advised to all elected members for information.

Electoral Management Board Directions

- 2.12 As is the case with major electoral events, the Electoral Management Board have issued Directions for the Scottish Parliament elections on 6 May 2021.
- 2.13 On 3 February 2020, a Direction was issued stating that “Returning Officers must allocate a maximum number of 800 electors, excluding postal voters to each polling station”. This Direction, along with the anticipated increase in the number of postal voters, has provided the opportunity to review the number of polling stations. This has no impact on the number of polling places but does provide the opportunity to rationalise the number of polling stations and therefore maximise physical distancing i.e. with less ballot boxes in a venue there should be more space to maintain distances.

3. CONCLUSION AND RECOMMENDATIONS

- 3.1 For a variety of reasons, several polling stations will be unavailable for the Scottish Parliament elections on 6 May 2021.
- 3.2 The Council is asked to:
- approve the following temporary polling stations:
 - St Anne’s Church Hall, Coupar Angus
 - Blairgowrie Adult Resource Centre
 - North Inch Community Campus (library)
 - note that Upper Springlands is unavailable and that the PDC register can be accommodated within the Gannochy Community Centre.
 - delegate authority to the Interim Chief Executive to make adjustments to polling places (only as a result of unforeseen circumstances) and in consultation with Ward elected members

Author(s)

Name	Designation	Contact Details
Scott Walker	Election Manager	elections@pkc.gov.uk

Approved

Name	Designation	Date
Barbara Renton	Interim Chief Executive	17 February 2021

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You can also send us a text message on 07824 498145.

All Council Services can offer a telephone translation facility.

1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

Strategic Implications	Yes / None
Community Plan / Single Outcome Agreement	Yes
Corporate Plan	Yes
Resource Implications	
Financial	NO
Workforce	No
Asset Management (land, property, IST)	No
Assessments	
Equality Impact Assessment	No
Strategic Environmental Assessment	No
Sustainability (community, economic, environmental)	No
Legal and Governance	Yes
Risk	
Consultation	
Internal	
External	
Communication	
Communications Plan	No

1. Strategic Implications

Community Plan / Single Outcome Agreement

- 1.1 The proposals set out in this report support the delivery of all of the priorities in the Perth & Kinross Community Plan / Single Outcome Agreement 2018 - 2023.

Corporate Plan

- 1.2 The proposals set out in this report support the achievement of all of the objectives in the Council's Corporate Plan 2018 - 2023.

2. Resource Implications

- 2.1 There are no resource implications.

3. Assessments

Equality Impact Assessment

- 3.1 Under the Equality Act 2010, the Council is required to eliminate discrimination, advance equality of opportunity, and foster good relations between equality groups. Carrying out Equality Impact Assessments for plans and policies allows the Council to demonstrate that it is meeting these duties.

The proposals in this report have been considered under the Corporate Equalities Impact Assessment process (EqIA)

3.2 Legal and Governance

The legal framework for this report is contained within the Electoral Administration Act 2006 (EAA 2006) and the Electoral Registration and Administration Act 2013 (ERA 2013)

3.3 Risk

There are no key risks associated with the proposals which have not been addressed elsewhere in the report.

4. **Consultation**

Internal

- 4.1 Elected members for the Wards affected were consulted in the development of this report.

External

- 4.2 None.

5. **Communication**

- 5.1 These adjustments will be communicated as part of wider election engagement.

2. **BACKGROUND PAPERS**

- 2.1 The following background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (and not containing confidential or exempt information) were relied on to a material extent in preparing the above report.

Representation of the People Act 1983 Schedule A1
The Review of Polling District and Polling Places (Parliamentary Elections) Regulations 2006
Electoral Administration Act 2006
Electoral Registration and Administration Act 2013 (ERA 2013)

3. **APPENDICES**

None

